

The Stratford at Pelican Bay

Rules & Regulations

April 1, 2002

INDEX

Alterations	4
Assessments/Bill Payment	5
Bicycles	6
Bulletin board	12
Children	5
Christmas trees	9
Clean up	1
Common Areas	5
Construction	4
Damage to common areas	5
Deliveries	10
Emergencies	9
Emergency contacts	12
Employees (Stratford)	7
Fines	1
Fire	5
Fitness center	5-6
Floor covering	6
Garage/Parking Lot	6
Grills	8
Guests, house	8
Guests, visiting	8
Hot tub	6
Household services	4
Hurricane procedures	7
Keys	10
Luggage and grocery carts	7
Manager	7
Manager's office	7
Miscellaneous	11
Newspapers	8
Noise	8
Occupancy	8
Open houses	9
Pets	9
Pool	9
Reading room	10
Recycling materials	11
Rentals	8
Roller blading	9
Sales	8
Security	10
Service entry	6
Showing of units	5

Shutters	10
Signage	8
Skate boarding	12
Smoking	11
Storage areas	8
Tennis courts	11
Thermostats	11
Trash	11
TV	6
Vehicles	3
Viewings of a unit	5
Water furniture	8
Window treatment	7

The Stratford at Pelican Bay Condominium Association Rules and Regulations

Revised and adopted April 1, 2002

These Rules and Regulations reflect important provisions of the Association's basic governing documents (The Declaration of Condominium and the Association's Articles of Incorporation and By-Laws) as well as a number of practices and procedures which our Owners and Directors have determined through experience are essential in helping to assure the comfort, safety, privacy, convenience and general peace of mind associated with dignified living at The Stratford. **In case of an omission or conflict, the Declaration of Condominium and By-Laws control.**

Each Stratford Owner has the responsibility to be knowledgeable about and comply with the contents of the above listed basic documents as well as these Rules and Regulations and has the further obligation and responsibility to ensure that guests and lessees are knowledgeable about and comply with them.

The Association, through its Board of Directors, may levy reasonable fines against a unit Owner for failure of an Owner, lessee or guest to comply with provisions of the Association's governing documents, including these Rules and Regulations.

Moving/Furniture Deliveries Alterations/Changes/Work by Agents and Others

Moving/Furniture Deliveries

Furniture and move-ins must be scheduled together with a \$300 damage deposit with the Manager at least three days prior to delivery, so that the Manager can schedule the use of the service elevator. Delivery hours must be between 8am and 4:30pm (Monday through Friday). Violation of the delivery rules will result in a \$200 violation fine. If hallway and elevator require cleaning a \$35.00 fee will be withheld from the deposit. Owner is responsible for any common areas damage created by the delivery contractor. Deposit will be returned, less charges, within 7 business days of the delivery.

Alterations/changes/work by agents and others

Only contractors with proper licenses and insurance may be used by Owners or tenants to do work for which County Codes require licensed technicians. Check with Manager if in doubt.

No material changes, alterations, or additions (at the sole discretion of the Manager) are to be made to the interior or exterior of a unit, or to any of the common elements, without acceptable detailed application, a \$1,000 deposit and written approval, signed by the President (if consistent with alteration standards and procedures). Exception requests require written approval of the Board and may be granted at the Board's discretion. [A document addressing Stratford alterations standards and procedures in detail should be obtained from the Stratford Office and provided to the Owner's contractor.]

Before the start of construction a pre-construction meeting will take place where a Contractor Agreement will be reviewed and signed by the Association, Owner and

Contractor. The Agreement will include work rules in the Stratford including: 1) Work hours between 8am and 4:30pm, Monday thru Friday. 2) No weekends or holidays, without specific advance approval by the Manager, 3) Each Owner is responsible for ensuring that his or her agents provide acceptable floor protection (carpet and tile) and clean up and remove their materials and debris. Escalating fines will be levied against the Owner's deposit for work rule violations as follows: the 1st violation; a warning; the 2nd violation; \$100.00 fine; 3rd violation; \$200.00 fine. The Contractor will not be allowed in the building after the 3rd occurrence, until satisfactory meeting is held with Owner, Contractor, Manager and President.

Each Owner is responsible for seeing that movers, contractors, agents and service personnel do not soil or damage any common area surface, including walls, carpeting or any floor covering. The Owner will be held responsible for any cleaning or damage to such common areas occurring during such operations, together with cost of disposing any demolition materials and construction materials.

Assessments

Payment of Association bills is due as stipulated on each bill. If payment is not received within 10 days of when payment is due, it is subject to a late payment fee periodically determined by the Board of Directors. Sums not paid shall bear interest at the maximum allowable legal rate. If an account becomes over 30 days past due, remaining assessments for the fiscal year may be declared immediately due and a claim of lien leading to foreclosure proceedings may be filed.

Common Areas

Building entrances, hallways and stairways, as well as all other areas outside the units, are common elements and must not be obstructed or encumbered.

No materials, including equipment and personal items, shall be placed in the common elements unless specifically permitted.

Fire/Other Emergencies

See special instructions following these Rules and Regulations.

Fitness Center

Children under 18 years of age must be accompanied and directly supervised by an adult at all times.

As a courtesy to others, the Center's TVs should be used only between 7:00 a.m. and 10:00 p.m.

Floor Covering

All units above ground level must have floors covered with wall-to-wall carpeting or other suitable flooring material installed only over sound-deadening underlayment meeting Board specifications.

All furniture legs placed on tile or other hard surface flooring must be equipped with felt or plastic pads or caps to eliminate scraping noises.

Garage and Parking Lot

Garage space is assigned for the exclusive use of each unit on a limited common element basis. When an Owner will not be occupying his or her assigned space for a significant period, another resident may use the space, with the Owner's written permission, after notifying the Manager.

Autos parked in the garage must be currently licensed and in good working order. The Manager must be kept informed of all changes in cars, license numbers, etc. Noticeable oil and grease leakage must be repaired promptly. A duplicate set of keys must be left *in the Unit* for any auto kept in the garage.

Except for service vehicles temporarily present on business, no trucks, commercial trucks, trailers, motor homes, recreational campers, vehicles for hire, boats, motorcycles, mobile homes or four-wheel drive vehicles which have been modified to be primarily used for off-road purposes may be parked, stored or kept on Stratford property.

Bicycles must be stored in bicycle racks located in the garage, with a maximum of two bicycles per unit. The Manager's office must be provided with a key or combination to any lock. Bicycles must be tagged. Tags are available in the Manager's Office. Untagged bicycles may be removed by the Manager.

Bicycle entrance and egress to and from the garage, is preferably through the service entrance. Bicycles are not permitted in passenger elevators. Arrangements can be made with the Manager to store the bicycle within the Owner's unit or storage closet.

Bicycles must be kept in good repair. After reasonable notice, dilapidated, rusted or abandoned bicycles may be disposed of.

The Association stores and maintains several bicycles for sign-out and use by residents or guests. A liability disclaimer must be executed and a small deposit will be taken in the office for bicycles signed out.

The Association has six (6) two-wheeled utility carts stored on wall hooks by the shopping carts for your use. All other two-wheeled utility carts must be tagged and are not permitted to be stored in the garage area. Tagged carts not stored away will be removed by staff.

Hurricane Procedures

Refer to Hurricane Awareness Procedures distributed annually by the Manager.

Luggage, Grocery and Other Carts

The Service Elevator must be used for all luggage trolleys and grocery carts, which must be returned to the area reserved for them immediately after use.

The Manager and the Manager's Office

The Board of Directors has authorized the Manger to take appropriate action to enforce these Rules and Regulations.

The Manager's Office is open from 8:00 a.m. to 4:30 p.m. weekdays. All business, including routine complaints or suggestions, should be conducted during business hours. The Office phone number is 597-3501.

The Manager is on emergency call 24 hours a day.

The Manager has supervision over assigned employees in the accomplishment of their duties in accordance with their written job specifications. Employees are not allowed to perform work for Owners in private units during staff duty hours except in emergency situations as determined by the Manager. No Stratford employee, while on duty, shall be sent out of the building by any Owner, lessee or guest at any time for any purpose.

The Manager may assist residents by accepting deliveries and helping to arrange other household services of a nature authorized by the Board. To obtain these services, residents must sign a release and waiver of liability obtainable from the office.

All moves or substantial deliveries or removals must be scheduled through the Manager to ensure that the Service Elevator is available when needed.

The Manager will provide a checklist which each Owner should follow in closing his or her unit for any extended absence. The Manager will check vacant units for absentee Owners at least twice a month and will keep a log of such service. The service will include visual inspection for mildew, water leaks and pest control problems, and the checking of toilets, air conditioning, humidistat's, appliances, water heaters and hurricane shutters. However, neither the Manager nor The Stratford at Pelican Bay Condominium Association assumes any liability for any failure to detect problems in any unit, and the Owner must sign a waiver of liability.

Unit Owners must make sure the Manager's office has on file a current list of those persons to contact in any emergency, including medical. Owner shall inform the Manager as to their whereabouts when they are away.

Noise

Sliding doors must be opened slowly and quietly, TV's, sound systems and the playing of musical instruments, etc., anywhere on the premises, should be operated at considerate sound levels at all times, particularly before 8 a.m. and after 10 p.m.

Occupancy, Rental and Sales

Children: Children and youths under 18 may occupy units only during such times as the Owner or other responsible adult is in residence.

Visiting Guests: To assist in maintaining desired security levels, all visiting guests staying with Owners must be registered promptly with the Manager upon arrival, and the Manager notified when they depart. If assigned a parking space in the garage, their car must be registered with the Manager. Any vehicles not assigned to a parking space may park in The Stratford lot.

House Guests: A house guest is an invitee who occupies a unit and pays no financial consideration in cash or in kind. Such guests, staying in an Owner's absence, must register upon arrival, and, except for members of the Owner's immediate family, may occupy the unit not longer than 15 days. Advance notification to the Manager by the Owner in writing is required for all house guests, family or non-family. There shall be no more than 4 occupants in a two-bedroom unit and no more than 6 in a three-bedroom unit. If assigned a parking space in the garage, their car must be registered with the Manager. Any vehicles not assigned to a parking space may park in The Stratford lot.

Rentals: Owners are required to submit an application at least 30 days prior to proposed rentals, renewals or extensions to the Board of Directors for approval on the approved form obtainable in the Office. Rental application must be accompanied by a fully executed copy of the proposed agreement. A handling fee of \$100.00 payable to the Association must also be attached, except for rental extensions or renewals to the same party. An interview of prospective lessees is required.

Lessees must sign that they have read and will abide by Association Rules and Regulations, a copy of which shall be provided to them before they take occupancy.

No unit may be rented for less than 90 consecutive days. No approval will be granted for rentals more than one (1) time in a calendar year. Rental extension or renewal proposals require a minimum of 30 days advance notice and Board approval. A copy of the extension or renewal agreement must be supplied.

Lessees shall have no sublet privileges. A rental may be terminated by the Board without prior notice for continuing breaches of rules by the Lessee or others using the unit. Owners may not use Association recreational facilities or the garage parking facility while their unit is leased.

Sales: An Owner proposing to sell his or her unit is required to make application for Board approval on the approved form at least 30 days in advance of the proposed closing date. This application must include a copy of the fully-executed proposed sales

agreement as well as the \$100.00 transfer approval fee. A personal interview of the proposed purchasers is also required.

Signage and Showing of Units: The Board is concerned about maintaining close security within The Stratford.

“Open Houses” are not permitted at The Stratford, and any advertising must not include the words “Open House”.

Units may be shown by appointment only. Prospective purchasers and/or lessees must be met at the front entrance by either the Owner of the unit or the Owner’s agent and accompanied to and from the unit to be inspected, returning them to the front entrance at the conclusion of the appointment.

For an initial listing, the viewing of a unit may be conducted by agents in groups. The number of agents so permitted shall be limited to ten (10) persons, and parking is permitted only in the front parking lots. Viewings must be scheduled in advance with The Stratford Managers, who shall be provided with the specific timetable and the names of agents in the group.

All Owners using the services of a realtor or an agent such as an attorney are responsible for his/her strict compliance with these regulations.

Pets

No pets are permitted.

Pool and Hot Tub Area

No life guards are on duty; therefore, swimming is at one’s own risk.

Pool and hot tub hours and basic usage rules are prominently posted pool-side and are to be strictly observed.

Children under 12 must be accompanied by an adult at the pool. Children under 8 are not allowed in the hot tub.

No incontinent persons are allowed in the pool or hot tub.

Florida statutes require that all persons must shower and remove oil preparations before using the pool or hot tub.

All users must enter through the mezzanine entrance only. Footwear and appropriate body cover must be worn in the hallways and elevators. All those using the pool are required to shower before doing so, and swimmers with long hair must wear caps.

No food or items made of glass are permitted in the pool or hot tub area.

No play equipment, balls or inflatable's, except as used by small children for safety reasons, are allowed in the pool or patio areas.

Those returning to their units from the beach, pool or tennis courts must use the Service Elevator.

Reading Room

This facility, and its adjacent outdoor area, is available for the use of residents for private entertaining on a reservation basis. Advance approval must be secured from the Manager. A request form must be completed and a \$100.00 deposit paid, which will be refunded if there is no damage or clean-up expense. Cleanup must be performed immediately following the function and the room returned to its usual configuration.

Security

In order that the Manager can access any Stratford unit in the event of an emergency (physical to the occupants or mechanical to the equipment), the main entrance to each unit must, without exception, be accessible to the Manager by the Association's master key. This is also a requirement of the Collier County Fire Code.

The lobby and all other common element exterior doors must be kept locked at all times. To allow someone into the building after they call on the intercom phone and are positively identified, press "6" on the unit's phone. Service people must enter and leave through the Service Entry and must register with the Office en route each way.

Entry keys to the building must not be given out to anyone, including service people or realtors. If an Owner wishes the Manager to admit someone in his or her absence, details must be submitted in writing in advance to the Manager.

Deliveries must be made to the office unless Owners meet delivery personnel at the front door. After office hours and on weekends, Owners must meet delivery personnel at the front door. These rules are to prevent unauthorized people from having unsupervised access to the building.

This regulation regarding keys is to prevent strangers securing access to The Stratford that would jeopardize the safety of those living at The Stratford. It includes delivery persons, decorators, realtors, repair persons, cleaning persons and all those who require access to the building in order to carry out their assignments.

Any suspicious activity in hallways, garage, at the pool, etc. should be reported to the Manager immediately so that it may be promptly investigated.

Shutters and Window Treatment

All shutters must conform to Stratford specifications, copies of which are available in the Manager's Office. All draperies, blinds or other window treatment which face the outside of the building must be white or ivory.

Smoking

Smoking is prohibited in all hallways, lobbies, elevators and other common element areas.

Tennis Courts

The courts may be used from 8 a.m. until dusk. Proper attire and athletic shoes are required.

Thermostats

Only the Managers are authorized to change the settings on The Stratford's hallway or common element room thermostats.

Trash

Every effort must be made to guard against equipment breakdown of The Stratford's compacting equipment, which compacts everything placed in the trash chutes at the north end of each floor in the room marked "Trash Room". These chutes should be used only after 8 a.m. and no later than 8 p.m., and then only for general, easy-to-compact refuse or garbage not suitable for the kitchen disposal. Such refuse and garbage must be well sealed in heavy plastic bags.

Any item producing a strong odor must be double bagged before being placed in the chute.

Recycling materials, including but not limited to plastic beverage bottles, steel food cans, aluminum beverage cans, and glass containers (clear, green and brown) should be placed in the appropriate recycling containers located in the Service Entry.

Cardboard boxes, magazines, and phone books should not be dropped down the trash chutes but should be placed on the floor by the dumpsters in the Service Entry for disposal by staff.

Heavy or bulky articles must be taken to the Service Entry waste receptacles. Under no conditions should glass or loose newspapers be dropped down a trash chute. Special receptacles in the Trash Room on each floor are provided for newspapers.

All trash must be enclosed in plastic bags.

Miscellaneous

For safety and insurance reasons, basement storage areas must be kept neat and clean. Place nothing in the aisles. The storage of explosive and flammable materials is prohibited in the storage lockers or rooms. This includes paint, paint thinner, aerosol cans, cleaning fluids, gasoline, excelsior and other packing materials, ammunition and liquor.

Unit Owners shall not install or place in the premises any item of water furniture, defined as containing as a part of its element any substance in a liquid state.

No grills or cooking equipment of any type are to be used on unit terraces.

Live Christmas trees are permitted only if pretreated with fire resistant materials. The Association does not assume responsibility for the security or condition of unoccupied units or their contents, or unattended vehicles left on the premises in the Owner's absence.

To ensure that adequate parking close to the building is available to residents, valet parking will be permitted only with the Manager's prior approval.

The bulletin board in the mail room should be limited to news pertaining to Pelican Bay, The Stratford and its residents.

Skate boarding and roller blading are not allowed on the premises.

Channel 196 on your TV is the official Stratford channel. Watch the monitor daily.

IN CASE OF FIRE OF PHYSICAL EMERGENCY

Telephone: "911". Be prepared to give the following information:

ADDRESS:

The Stratford Condominium
5601 Turtle Bay Drive, Pelican Bay
Unit No.
Floor No.
Nature of emergency (described clearly and precisely)

IF A FIRE, after calling 911, activate the fire alarm system to alert other unit residents. There is an alarm on each floor at each stair door.

To reduce the spread of flames and smoke:
Turn off A/C unit.
Close all windows and balcony doors.
Stay out of elevators.
Use the fire stairs.

If you have to move through smoke, wet a towel and cover your mouth and nose and stay low to the floor.

Do not open any door without touching it first to make sure it is not hot. If you are unable to exit your unit, move to the balcony, close the sliding doors and lie on the floor.

Inspect the fire equipment on your floor from time to time and notify the Manager if it needs attention.

It is recommended that each Owner have at least one fully charged fire extinguisher within his or her unit and a properly working flashlight with fresh batteries.

Note: These are guidelines only and are subject to all Naples fire regulations.