The Abbey Lease Checklist

Dear Prospective Tenant,

Please submit the following for approval to lease in the Abbey:

- Signed Application Checklist
- Completed Application
- $100 Non-Refundable Application Fee – Payable The Abbey
- Two (2) Letters of Reference (unless repeat tenants)
- Executed Lease
- Completed Vehicle Registration Form for parking pass
- Copy of State or Government Issued Photo ID for each adult over 18

Unit Address ____________________________________________

Missing or incomplete information will result in the delay of processing your application. A complete application package MUST be received 30 days prior to occupancy.

_________________________________________  _______________________________________
Applicant Signature                                      Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,

Anchor Managers

3940 Radio Road, Suite 112 • Naples, Florida 34104
(239) 649-6357 office • (239) 649-7495 fax
# Application for Approval to Lease

The Abbey Management Association, Inc.

**Street Address** ______________________________________ ______
**Unit #** ___________________ **Lease** __/__/___ to___/__/___

**Owner Name** ________________________________________________ **Phone** _________________________

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

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<th>APPLICANT INFORMATION</th>
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<td>Apartment/Unit#</td>
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<td>Employer’s Phone #</td>
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<tr>
<td><strong>Employer</strong></td>
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<td>Employer’s Phone #</td>
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**OCCUPANTS**

Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
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**REFERENCES**

Please list two personal references.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship</th>
<th>Phone ( )</th>
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*Application for Lease*
The Abbey Management Association, Inc.
Current or Most Recent Landlord

Please list most recent landlord.

<table>
<thead>
<tr>
<th>Landlord</th>
<th>Phone ( )</th>
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<td>Address</td>
<td>How Long</td>
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VEHICLES

***Please see the Rules & Regulations regarding vehicle restrictions and required parking passes***

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<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>License plate #</th>
<th>State</th>
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<tbody>
<tr>
<td>Year</td>
<td>Make</td>
<td>Model</td>
<td>License plate #</td>
<td>State</td>
</tr>
</tbody>
</table>

PETS

NO PETS ARE PERMITTED IN LEASED UNITS Please Initial

Disclaimer and Signature

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read and understand the Rules and Regulations of The Abbey and will comply.

Signature Date

Note: All rentals of 6 months or less must pay applicable Tourist Tax to Collier County and applicable Sales Tax must be paid to the Florida Department of Revenue. There is a minimum 30 days on all leases and no more than 3 leases per calendar year. All renewals need to be submitted and approved 30 days prior to the expiration of current lease.

Return this request to:
The Abbey Management Association
c/o Anchor Associates, Inc.
3940 Radio Road, Suite 112
Naples, Florida 34104
(239) 649-6357 phone
(239) 649-7495 fax
applications@anchormangers.com

Application Approval

_____ Approved Date

_____ Disapproved By:

Board Officer or Director

Application for Lease
The Abbey Management Association, Inc.
The Abbey Management Association, Inc.
c/o Anchor Associates, Inc.
3940 Radio Road, Suite 112
Naples, Florida 34104
(239) 649-6357, phone (239) 649-7495, fax

To Whom It May Concern:

The applicant(s) named below are applying for membership or rental in Abbey Management Association. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the applicant. This completed Character Reference Form MUST be sent with the application in order for the Board to approve their purchase or lease. Thank You for your assistance in this matter!

************************************************************************************

Applicant Names______________________________________
Street Address___________________________________
City ______________________ State______________________ Zip__________________

How do you know the applicant(s)?____________________________________________

How long have you known the applicant(s)?____________________________________

Would the applicant(s) make a good neighbor, in your opinion? ______Yes ______No

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Reference Signature
The Abbey Management Association, Inc.
Rules and Regulations
As Approved by the Board of Directors on
March 21, 2018

Section I: Security and Emergencies
A. In the event of emergencies, DIAL 911 for Ambulance, Sheriff or Fire Department. Particularly, in the case of fire, DIAL 911, giving your name, address, building and unit number. If you observe smoke coming from under a door, FEEL THE DOOR FOR HEAT before attempting to open the door. In the event of fire in your unit, do not attempt to extinguish it unless it is a small fire; in any event still DIAL 911. In the event of a fire, you cannot extinguish, close the door and evacuate your unit immediately.
B. Report any suspicious person or persons, or activity immediately to the Sheriff’s office, 239-774-4434 in Naples or 239-455-3121 Golden Gate. Other Important numbers are as follows:
   1. Poison Control Center – 800-282-3171
   2. Animal Control – 239-597-4880
   4. Florida Highway Patrol – 239-455-3133
   5. Florida Power and Light – 239-262-1322
   6. Collier County Public Health – 239-774-8200

Section II: Rights and Responsibilities
A. Unit Owners have the right to speak at all Board Meetings on any Agenda item, subject to reasonable Board rules as to frequency, duration and manner of Unit Owners statements. Agenda will be posted for all meetings.
B. Unit Owners have the right to tape record, or videotape all Board Meetings
C. Notice of Board meetings will be posted for the required period of time, depending on type of meetings, on the Associations Bulletin Boards. All Association notices to Unit Owners, as well as notices of Board meetings will be posted on said bulletin boards, which are located above the associations three Unit Mail Box Platforms, in plexi-glass enclosed cases.
D. A vote or an abstention from voting, for each Director present at a Board Meeting, Annual or Special Unit Owners Meeting must be recorded in the Minutes for each issue voted on. Merely making a motion, motion seconded, motion carried is not permitted, and each Director’s vote concerning the issue under consideration will be recorded in the Minutes. Under no circumstances will Director’s be permitted to vote by secret ballot.
E. Unit Owners, wishing to sell their units, must provide to the prospective purchaser (at seller’s expense, if necessary) a copy of the recorded condominium documents, as amended, and the current association rules and regulations. Copies of said documents are maintained by the Association and may be purchased for only the actual cost incurred in reproducing them. Further, the official records of the Association are kept and maintained by the Association’s Property Management Company. The official records are open to inspection by any Association member, the members authorized representative, and any mortgagee holding a mortgage encumbering any unit; such inspections shall be available at all reasonable times. The right to inspect the records includes the right to make or obtain copies at the reasonable expense, if any, of the Association member, their representative or mortgagor.
F. Unit Owners have the right to have installed Hurricane Shutters or Roll Up Shades on their lanais.
   The types Hurricane Shutters specifically authorized by the Board are:
   1. For the lanai area, Roll-down shutters which roll up into an enclosed housing when not in use. These shutters are operated either manually or automatically/electrically by push button to lower and raise into place.
   2. For the other three windows (guest bedroom, kitchen and dining room), two shutter types are specified, Roll down as described above and/or Accordion whose tracks are to be mounted outside these windows but on the upper and lower sill, not mounted on the side of the building. Accordion shutters “stack” on each side of the window when not in use and unfold accordion style to cover the
windows during storms. Some of these models can be locked with a key and may be used as a theft deterrent.

The following are some of the types specifically NOT Board approved:

1. Storm Panels of corrugated steel or aluminum attached to walls around the windows by bolts attached to the building exterior.
2. Colonial Hurricane Shutters which are two-piece louvered shutters that attach to the wall on both sides of the window and fold together during storms.
3. Hurricane Glass-type windows of glass or thick plastic-like material because to meet code the entire window frame must be replaced along with the panes.
4. Plywood Hurricane Shutters which also do not meet building codes.
5. Hurricane Fabrics of any kind.

Any Hurricane shutters installed must be color coordinated with The Abbey’s exterior paint. No Hurricane shutters may be installed without a completed Modification/Alteration form that has received Board approval prior to installation.

Section III: Rules and Regulations Applicable to All Residents

Under no circumstances will units be used to conduct business or commercial purposes, nor permitted to be used for baby-sitting purposes.

A. Under no circumstances will noxious or offensive activity be permitted on Association Property, nor shall anything be done thereon which may be, or become, a nuisance or an annoyance to other unit owners. All occupants should exercise proper care to minimize noise. All radios, TVs, musical instruments, etc., should not be used so as to disturb others and should not be audible between units.

B. Under no circumstances whatsoever will gasoline or similar type combustibles be stored in the units. Further, any charges for damage to common or limited common elements caused by owners, their guests or tenants shall be paid for by the unit owner.

C. No signs, advertisement or notice of any type shall be placed upon the buildings nor in the common areas or in a window. Appropriate notices of general interest may be posted in or on the Associations bulletin boards in area’s provided by the Board of Directors.

D. Any and all types of soliciting of any kind on the premises including, but not limited to owners or tenants soliciting to other owners or tenants, or the general public is prohibited.

E. Workmen are not permitted to use saws, drills, or other noisy tools between 6:00PM and 8:00AM or on Sundays or Holidays, except in the event of an emergency.

F. No material of any kind especially cigarette butts and ashes shall be thrown from balconies. This is for the safety of all Abbey residents.

G. Laundry: No clothes, sheets, blankets, towels, or other articles shall be hung from clotheslines, clothes racks or particularly over railings and pool fences or otherwise exposed on any part of the common or limited common elements.

H. There shall be no antennas or aerials erected upon the Common or Limited Common Elements.

I. Unit owners shall be responsible for the routine maintenance and cleaning of any entry ways, lanais, stairways and walkways that are limited common elements. The Association however shall be responsible for non-routine maintenance, including painting, and all repair and replacement of such limited common elements.

Section IV: Swimming Pool Rules

A. Pools may be used between the hours of DAWN to DUSK daily. In the interest of peace and quiet for all residents, anyone using the pools after dusk will be asked to leave the pools. Failure to do so will result in Board of Directors considering appropriate action concerning the owner of the unit from which violators are staying. All residents of the Abbey will observe the swimming pool rules and regulations. Failure to do so will result in Board of Director’s considering appropriate action concerning the owner of the unit from which violators are staying. All residents of the Abbey will observe the swimming pool rules and regulations. Failure to do so will result in Board of Directors’ action. Residents should be sure to read all posted pool rules, which are posted on pool house.

The Abbey Management Association, Inc.
Rules & Regulations - As Approved March 21, 2018
B. Residents are made aware there is no lifeguard on duty and it is suggested that no bather should use the pools unless a person competent of assuring the bather’s safety is present in the pool area. Furthermore, State Board of Health regulations require that a shower be taken before entering the pools. Entering pools when either body lotion or suntan lotion has been applied is not permitted.

C. No climbing upon or through the waterfall areas is permitted. There is an extremely sensitive mechanism installed throughout the waterfall system which is easily damaged. Damages to this mechanism, caused by owners, guests or tenants shall be paid for by the Unit Owner and you are further made aware that some of the rock-slabs located in the waterfalls are of considerable weight (approximately 30-60 lbs), and any damage to the pool’s themselves will be paid for by the Unit Owner concerned, be it that they, or their guest, or tenants are responsible for any resultant damage.

D. Under no circumstances are pets permitted anywhere within the entire inner circumference (that circular area in the rear of the H-I-J-K-L-M-N-O-P Buildings) common area. Wheeled conveyances such as, but not limited to, motor scooters, bicycles, roller-skates, rollerblades, etc. are not permitted in or near the pool area. However, either manual or motorized forms of transportation for the handicapped are not subject to this rule.

E. No glassware will be permitted in Pool Area; the reason for this should be obvious. Many residents frequent the pool area and in particular at times many children are at the pool so if a glass or glass bottle is broken, it is possible someone could get seriously hurt. In addition no food is allowed at the pool.

F. No regular size rafts or floats are permitted in pools; however, children’s’ aquatic toys are permitted in pools if their use does not interfere with the enjoyment of others. Children are to be closely supervised at all times while in the pools or pool area.

G. There will be no running or rough housing on pool deck; parents are at all times responsible for the behavior of their children. No diving into the pools will be permitted. The depth of the pools average 3 to 5 feet in one pool and 3 to 6 feet in the other pool.

H. No radios, tape decks, etc., are permitted in the pool area unless used with headset or earphones.

I. **Children not yet toilet trained must wear swim diapers in the pools.** The pools are classified as a Commercial Facility.

J. Nothing shall be placed on, hung over, or hung from the pool fence as well as the support rails for the chickee huts. This includes towels, articles of clothing, etc.

K. When placing the fence around the pool, it was decided, mainly for insurance liability purposes, to install three gates that would have reverse acting locks, and therefore all unit owners were furnished keys for the gates. Gates to the pool will be completely closed when entering or leaving the pool area, and will not be left ajar so family members or guests can just come and go without using a key: that was not the purpose for which locking gates were intended. One of the major reasons for having locking gates installed was that often times minor children are playing outside their unit’s lanai, and if the gate was left open perhaps one of these minor children could wander into the pool area and possibly fall into one of the pools. Under no circumstances will children be permitted to use the pool gates keys.

L. Under no circumstances will residents, tenants or guests be permitted to reserve pool chairs, lounges or small pool tables by placing towels or other paraphernalia over said furniture and then leave the pool to come back at a later time. Lounges will be occupied on a first come basis and reserving of lounges and chairs will not be permitted.

**Section V: Changes and Alterations**

A. No changes, additions or alterations of any kind shall be made to the exterior surfaces of the buildings or grounds without appropriate approval of the membership (not less than 75% of the voting membership) unless specifically authorized by Article XI of the Declaration of Condominium. Furthermore, unit owners shall not enclose, paint or otherwise decorate, alter or change the structure or appearance of the exterior of the buildings, or any other art of the common elements and limited common elements, which includes no wreaths or other type of decorations being displayed on front porch doors or security and/or screen doors. The only exception being garden hose reels but not to be visible from the street.

B. The common element and limited common element front porches, walkways, stairways and corridors shall not be obstructed or encumbered or used for any other purpose other than ingress and egress to
and from the units, nor shall any tables, chairs, plants or any other object of similar type or nature be left thereon.

On advise of the Associations Attorney “The foregoing notwithstanding, a unit owner or other resident shall be permitted to utilize the limited common element front porch as a sitting area and may place a chair and small table thereon for this purpose, provided said items are removed during all periods other than during said use and that said use does not otherwise constitute a nuisance or hazard to other residents.”

C. No plantings are permitted without Board approval.
D. Nothing shall be stored outside the units. Lanais will be kept in a neat, orderly appearance.
E. **Remodeling projects for any unit requires approval of the Board of Directors.**
F. **Any remodeling/replacement projects that require a Collier County Permit, must have a permit prior to the work commencing. A Certificate of Liability Insurance is also required and must list and identify The Abbey listed as a certificate holder on said document.**

**Section VI:** Pets

A. Each unit owner, with approval of the Board of Directors’ may have a dog or a cat in their unit provided they are not kept, bred or maintained for any commercial purpose. The Board, when considering a request by a unit owner will take into consideration the configuration and size of the condominium unit, as well as the size, weight (not to exceed 30lbs) and height of the animal when making its decision.

B. Pets must be accompanied by their owners, and must be on a leash when outside the units and on the grounds.

Owners will clean up animal droppings. Failure by unit owners to pick up their animals droppings will result in Board of Director action for consideration of levying a fine for violation of this section. Repeated violations may result in the Board of Directors’ ordering the removal of the animal from the Association.

C. Under no circumstances are pets permitted anywhere within the entire inner circumference (that circular area in the rear of the H-I-J-K-L-M-N-O-P buildings) common element.

**Section VII:** Rental, Lease or Loan to Guest/Relatives Rules

A. The minimum Lease/Rental period is thirty (30) days, subject to a maximum number of three (3) separate lease or rentals in one calendar year period. Article XVII, Paragraph 17.2; (a); (i) of Declaration of Condominium of The Abbey stipulates that one of the following must accompany the application for consideration of said application:

1. An executed copy of the proposed terms of lease/rental
2. If lease/rental be verbal, by a summary of the terms.

(No exceptions will be made to the requirements outlined above)

B. Lease and rental of a unit owner’s condominium requires approval of the Association (Board of Directors). The request for approval of either the lease or rental of a unit owner’s condominium must be submitted at least 14 days prior to occupancy to allow for processing time. Approval must be received prior to occupancy and further, units will under no circumstance whatsoever be occupied without such approval.

C. A non-refundable fee of $100.00 must accompany the application to cover the cost of processing. Checks must be made payable to The Abbey.

D. The Association is required to maintain current records and addresses of all owners, as well as records concerning persons that may occupy your unit, which is not only for the protection of the Association, but for the unit owner as well. Furthermore, the Board of Directors or its representative must be assured that any new occupant (renter, lease or guests) has been informed of, and received a copy of, the use restrictions and current rules and regulations of the association. It is the Property Manager Company’s responsibility to provide a copy of the rules and regulations to all persons occupying their units by lease, rental or loan and to further receive assurance that they agree to abide by them. Note: Loan of a unit to either guest or relatives does not require an application or processing fee, but does require management being notified of who will be occupying your unit and for how long.

E. In accordance with the provisions of Article XIX, paragraph 19.1 of the Declaration of Condominium of The Abbey, each unit shall be used and occupied for single –family, private residential purposes.
F. Rentals and/or lease are permitted only to individuals, under no circumstances whatsoever are sub-leases permitted. The Board, when considering applications for rental/lease, will in addition to other factors, be guided by the aforementioned requirements.

G. Applications, if approved will be approved for occupancy for only those persons so listed on application. Further, any falsification or misrepresentation of the facts so stated in the application will justify its automatic rejection.

H. Unit Owners are made aware that failure of any owner to comply with the provisions of this section shall be grounds for actions, which may include, without limitation, an action to recover fees that normally would have been required for rental/lease from those unit owners who did not comply with the association documents, when renting or leasing their units.

Section VIII: Automobiles and Parking

A. Each unit owner of the Abbey Management Association, Inc. has an assigned parking space. This space is for the exclusive use of that unit owner. Use of an assigned parking space by someone other than whom the space is assigned is prohibited. The only exception to this provision would be the owner of that assigned space, authorizing use of his/her space during their absence to another person in writing.

B. Residents having visitors shall have their guest park in one of the guest spaces in front of their building. If all guest spaces in front of your building are occupied only then will your guests park in a guest space somewhere else.

C. Parking is prohibited in direct traffic areas. Surface street width is insufficient to accommodate parking and allow for passage of emergency vehicles.

D. Do not park or drive on the grassed areas of the association property. The sprinkler system is easily damaged. Avoid unnecessary vehicle noises within the grounds, including but not limited to, excessive volume of your vehicle radio. The parking of, but not limited to, boats, trailers, campers, etc., on association property is prohibited. No major vehicle mechanics shall be permitted on the premises.

E. Fluids, overflows from vehicle radiator’s, etc., shall be cleaned from pavement surfaces, at owner’s expense.

F. Observe all traffic signs throughout Berkshire Village. Observe all stop signs by coming to a complete stop look both ways before proceeding into the intersection. The speed limit within The Abbey is 15 miles per hour. Violations with respect to the Abbey Speed Limit will be taken up by the Board of Directors for corrective action. There are no sidewalks, therefore children, adults and handicapped persons can be expected to be using the roadway for play and walking. Observe entrance and exit arrows at entranceway.

G. All trucks, including pickup trucks and commercial vehicles, are prohibited from parking on association property except during periods when service is being performed.

H. In accordance with Abbey Association Site Draft Plan Number 86-1328-1 dated November 1986 (which allocated ‘1.5’ parking spaces for each unit of the association) all unit owners, and any other residents are only allowed two vehicles per unit.

I. Only passenger automobiles, private passenger vans specifically used for personal travel may be parked on association property. Other type vehicles including, but not limited to the following, are prohibited from being on association property:

1. No truck of any kind or description including a pick-up truck, commercial vehicles, all terrain vehicle ("ATV"), dune buggy, stock car, motorcycle. Motor scooter (except a “motorized disability access vehicle” as defined in Section 320.01 (34), Florida Statutes), motorized bicycle or moped, golf cart, go-cart, camper, motor home or other recreational vehicle, boat or similar equipment or vehicle which is not in operable condition or validly licensed or which has been modified for off-road or racing purposes shall be permitted to remain upon any portion of the Condominium Property, except that, delivery truck, service vehicles and other commercial
vehicles being used in the furnishings of services to the association or the unit owner shall be permitted during normal business hours or in the case of an emergency, and vehicles otherwise prohibited herein which belong to or are being used by owners for loading and unloading purposes only may be parked on the Condominium Property but only for the period time reasonably necessary to accomplish the loading and/or unloading.

2. Furthermore, Jeeps are permitted provided they do not have lift kits, mud tires and are fully enclosed by doors and tops. However, any vehicle, by whatever name designated which has an open bed at the point of original manufacture or which does not have rear seats or windows or which has been converted partially or completely from a passenger-carrying vehicle to a vehicle for transporting goods or articles by the removal of a seat or seats or by the addition of a rack, crate or other holder or which is used to transport work materials shall be considered a “truck” regardless of whether the vehicle has commercial advertising on its exterior, the parking on association property is prohibited.

3. No vehicle shall be parked in violation of applicable zoning ordinances. In accordance with Section 715.07, Florida Statutes, the Board of Directors is empowered to tow any vehicles, at any time, parked in violation at the expense of the unit owner or operator of the vehicle. Such action by the Board shall be in addition to any other available Association remedies.

General:

1. No Real Estate “For Sale”, “Sold”, or “For Lease” signs are to be placed on condominium property, including windows. However, one “Open House” sign may be placed on the property listed for sale and one additional sign may be placed at the entry area during the period of the open house, not to exceed four (4) hours in any 24 hour period.

2. Cookout Grills: Under no circumstances will combustible, open flame (i.e. propane or charcoal) cookout grills be permitted for cooking on front porches or lanais. When in use, cookout grills must be placed at least twelve (12) feet, or further, from the rear of the buildings, so as not to be a nuisance to neighbors. Grills, when not in use, must be stored on lanai or in lanai storage closet. Storage or uses of grills on front porches are not permitted.

3. Garbage and Trash: All refuse must be securely enclosed and sealed (tied) in a plastic bag and placed inside the dumpster. Refuse placed outside the dumpster will not be picked up by Waste Management. Cartons and boxes must be broken down before being placed in the dumpster. Furthermore, Collier County prohibits the placing of horticultural material (plants, plant clippings, trees, tree clippings, grass cuttings and especially Christmas trees, etc.) in the dumpsters. Unit Owners must make their own arrangements for disposal of such materials.

4. Violations – Compliance & Default; Remedies: When a violation of the associations covenants is considered serious enough by the Board of Directors to warrant the Board to consider levying a fine against the Unit Owner to be held responsible for such violation, it shall be in accordance with the Bylaws (as amended) of the Abbey Management Association Inc., specifically Article XI, Section 5., which reads in part, as follows:

Fines: The Board of Directors may levy Fines against units whose owners commit violations of the condominium act, the provisions of the condominium documents or the rules and regulations, or condone such violations by their family members, guest or lessees. The fines shall be in an amount deemed necessary by the Board to deter future violations but in no event shall any fine exceed the maximum amounts allowed by law (currently $100.00 per violation) and no fine may be levied against an unoccupied unit. A fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, provided that no such fine shall in the aggregate exceed the maximum amount allowed by law (currently $1,000.00), etc.

5. An individual occupant shall not interfere with the Association Management firm while in its performance of its duties or the exercise of any of its powers given to them by the Association or its Board of Directors.

6. Smoking at Pool Area: Residents desiring to smoke at the pools will make use of the cigarette receptacles located in various sections of the pool area. Failure by residents to utilize these
receptacles and instead continue to flick their cigarette ash on the pool deck and snub their cigarettes out on the pool deck will leave the Board no other alternative but to declare the pool area a ‘Non Smoking Area’.

7. The Management Firm will assist the Association in upholding policies and rules and regulations by notification to violators, in writing, of specific rule infractions. It will be the policy that phone calls or personal meetings with violators should precede written notification where it is felt this procedure might help to avoid misunderstandings. All formal notification of violations should be preceded by a signed complaint so that the Management Firm can act properly on the complaint. Violations that cannot be corrected by the Management Firm will be turned over to the Board of Directors for whatever action they deem necessary.

8. Should you encounter, or run into a problem, or need some assistance concerning the Association please contact the Management Firm:

**Note:**
It is the Unit Owner’s responsibility to ensure that any realtor or Real Estate Agency handling their unit, as well as any friends, relatives or guest that may use your their unit in their absence receive a copy of these rules and regulations.
The Abbey Management Association, Inc.
Resident Parking Sticker Release

Unit Address: ____________________________

Owner Name(s): __________________________
Tenant Name(s): __________________________
(if applicable)

<table>
<thead>
<tr>
<th>Sticker #</th>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>License Plate #</th>
<th>State Issued</th>
<th>Date Received</th>
<th>Initials</th>
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____________________________________    ______________________________________
Resident (Print)                         Resident (Signature)

______________________________    _________________________
Property Manager Signature           Date