

The Abbey Management Association, Inc.

Rules and Regulations

As Approved by the Board of Directors on
August 15, 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
 - 3. Naples Police – 239-434-4844
 - 4. Florida Highway Patrol – 239-344-1730
 - 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.
- B. Unit Owners have the right to tape record or videotape all Board Meetings with prior notice.
- 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 Association's three Unit Mail Box Platforms, in plexi- glass enclosed cases.
- D. 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 maybe purchased for a reasonable cost in reproducing them, additionally all documents are available on-line. 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 member's authorized representative, and any mortgagee holding a mortgage encumbering any unit; such inspections shall be available at all reasonable times.
- E. Unit Owners have the right to install Roll Up Shades on their lanais.
- F. The Board in accordance with Florida Statutes section 718.113(5) as may be amended and the Declaration of Condominium 10.3 (F) shall maintain hurricane shutter specifications which include color, style and any other factors deemed relevant by the Board. The types of Hurricane Shutters/Protection specifically authorized by the Board are:
 - 1. For the lanai area, roll-down aluminum shutters which roll up into an enclosed housing on interior not exterior when not in use. These shutters are operated either manually or automatically/electrically to lower and raise into place. They are to be mounted up against the screen.
 - 2. For the other three windows (guest bedroom, kitchen and dining room), two shutter types are specified, Aluminum Roll down as described above and/or Accordion, 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.
 - 3. Hurricane impact rated windows and doors.
- G. The following are some of the types specifically NOT Board approved:

1. Storm Panels of corrugated steel, clear poly carbonite or aluminum attached to walls around the windows by bolts or tracks 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. Plywood Hurricane Shutters which also do not meet building codes.
4. Hurricane Fabrics of any kind.

Any Hurricane shutters installed must be color coordinated with The Abbey's exterior paint. No Hurricane shutters/protection 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

- A. Under no circumstances will units be used to conduct business or commercial purposes.
- B. 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.
- C. Under no circumstances whatsoever will gasoline or similar type combustibles be stored in the units.
- D. 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.
- E. 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 areas provided by the Board of Directors.
- F. Any and all types of soliciting on the premises including, but not limited to owners or tenants soliciting to other owners or tenants, or to the general public is prohibited.
- G. 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.
- H. No material of any kind especially cigarette butts and ashes shall be thrown from balconies. This is for the safety of all Abbey residents.
- I. 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.
- J. There shall be no antennas, dishes or aerals erected upon the Common or Limited Common Elements.
- K. 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. All residents/guests of the Abbey will observe the swimming pool rules and regulations. Residents should be sure to read all posted pool rules, which are posted on pool house.
- B. Since there is no lifeguard on duty no bather should use the pools unless a person competent of assuring the bather's safety is present in the pool area.
- C. 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.
- D. 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. 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.
- H. No radios, tape decks, etc., are permitted in the pool area unless used with headset or earphones.
- I. Any person who is incontinent or not fully potty trained must wear appropriate waterproof clothing when entering or being carried into the pool.
- 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. Each unit is furnished a key for pool access. The gates are to be closed at all times. Under no circumstances will children be permitted to use the pool gate keys.
- L. Lounge chairs & tables will be occupied on a first come basis and reserving of lounge chairs and tables will not be permitted.
- M. No smoking is permitted in the pool area.

Section V: Changes and Alterations

- A. 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 part 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.
- 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 a completed Alteration & Modification Request form as well as the 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 and Contractor License is also required and must list and identify The Abbey as a certificate holder on said document.

Section VI: Pets

- A. Any unit owner desiring a dog or cat must submit a Pet Registration Form and receive Board approval. No pets may be kept, bred or maintained for 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.

Our Declaration of Condominium 13.1 (A) states: An owner intending to make a lease of their unit shall give to the Board of Directors or it's designee written notice of such intention at least 30 days prior to the proposed transaction, together with the name and address of the proposed lessee, a copy of the

proposed lease, including rent amount and time period of lease, and such other information as the Board may reasonably require. The applicant must sign for having received a copy of the condominium documents and rules and regulations. The Board may also require the personal appearance of any lessee and their spouse, if applicable, and a credit and background check as a condition of approval. (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 30 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. If the unit is occupied without proper approval 13.1 (C) 8 of the Declaration of Condominium gives the Board has the power to evict on five (5) days' notice.
- 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 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 3.10_of the Declaration of Condominium of The Abbey, each unit shall be used and occupied for single –family, private residential purposes only. In addition, leases, renters and guests shall not be allowed to have pets. All lease extensions or renewals must have Board of Director approval. Management is required to be made aware of all occupants at all times.
- F. Rentals and/or leases 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 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 lawn irrigation 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, boats, trailers, campers, etc., on association property is prohibited. No major vehicle maintenance 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. Parking Guidelines
 - 1. In accordance with the Amended and Restated Declaration of Condominium of The Abbey at Berkshire Village (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 are allowed two vehicles per unit.
 - 2. The Property Management Company will issue not more than two blue stickers to owners or two green stickers to renters. A record will be kept of the parking stickers issued.
 - 3. Any unit owner who is going to be absent from the unit for a period may permit the unit to be occupied by guests while the unit owner is absent (see 11.2 Declaration of Condominium). A maximum of two Guest/Visitor Parking passes may be issued for use while the owner is absent allowing guests to park for a maximum of 60 days.
 - 4. Any unit having a Guest/Visitor vehicle staying more than 3 days must obtain a Guest/Visitor parking pass.
 - 5. One Guest/Visitor pass may be issued per unit while a unit owner is also occupying the unit. This pass will be good for up to 30 days. The Board may in its discretion grant an extension to this 30 day pass upon request of the unit owner, only to avoid undue hardship. The making of one exception shall not be construed as setting precedent for the granting of others.
 - 6. The Board of Directors will designate one Director who will be responsible for issuing Guest/Visitor parking passes. This Director and his/her contact information will be posted on each bulletin board.
 - 7. Any vehicle is violation of the above can be towed at the expense of the unit owner or operator of the vehicle.
- I. Only passenger automobiles and 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 11.9 of the Declaration of Condominium. 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: When in use, cookout grills must be placed at least ten (10) feet, or further, from the rear of the buildings, so as not to be a nuisance to neighbors. All propane grills must use 1 lb. cylinders only. Grills, when not in use, must be stored on lanai or in lanai storage closet. Storage or use of grills on front porches is not permitted.

3. Garbage and Trash: Per Waste Management, (239) 330-2977, all refuse must be securely enclosed and sealed (tied) in a plastic bag before being placed inside the dumpster. The dumpsters are for NORMAL TRASH ONLY. The following items are NOT to be placed in or beside the dumpsters:

aerosol cans, all liquids, animals, antifreeze, appliances, batteries, chemical products, computers, contaminated oils (gasoline, motor oil, transmission oil, etc.), dirt, fluorescent tubes, hazardous waste, herbicides/pesticides, Remodeling debris (flooring, molding, toilets, cabinets, counter tops, electrical fixtures etc.), lubricating/hydraulic oil, medical waste, oil filters, flammable liquids, paint (except completely dry latex paint cans, no liquids), propane tanks, televisions/monitors, tires, horticultural materials (plant clippings, trees, tree clippings, grass clippings, mulch, etc.)

Cartons and boxes must be broken down before being placed in a dumpster. Christmas trees are usually assigned a specific pick-up date and are NOT to be placed in the dumpster.

No items of any kind are to be left outside the dumpster, anyone caught doing so will be subject to a \$100 fine. The proper procedure to arrange for a bulk item pick-up is:

- 1). Call the Property Management Company at (239) 649-6357
- 2). Advise Property Management Company that a bulk item pick-up is needed
- 3). Inform Property Management Company of the type and number of items.

The cost of bulk item pick-up for one item is approximately \$41, and approximately \$11 for each additional item. Owners are responsible for this expense which will be added to their account.

4. Recycling: All recycling must follow posted guidelines.
5. Violations – Compliance & Default; Remedies: When a violation of the associations covenants is considered serious enough by 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 of the Abbey Management Association Inc., specifically 8.1 which reads in part:

Fines: The Board of Directors may levy reasonable fines against units or individuals including unit owners, guests, invitees, licensees and occupants of units who commit violations of the Florida Condominium Act or the provisions of the condominium documents or the Board may suspend, for a reasonable period of time, the right of a unit owner or a unit owners tenant, guest, or invitee, to use common elements, common facilities, or any other Association property for failure to comply with any provision of the condominium documents or the Associations Rules & Regulations. The fines shall be in an amount deemed necessary by the Board to deter future violations, but in no event shall any fine exceed \$100 per violation per day or \$1,000 in aggregate.

6. 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.
7. Property Management Company 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.
9. Should you have a problem, or need some assistance concerning the Association please contact the Property Management Company. All forms are available for pick-up, by email, or on-line.

Misc:

The Abbey has a website:

www.theabbeynaples.com

Username: abbeymembers

Password: commonwealth