

La Maison Club, Inc.
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Naples, FL 34103

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lamaisonclub.org
(Revised 1/24/23)

La Maison Condo Living Guide

And

Pertinent Highlights from
The Third Amended Declaration of Condominium of The La Maison Club

**(The full Declarations can be found on the LM website under
'Documents'. It is the responsibility of owners to become familiar
with all Documents on the website.)**

INTRODUCTION

Copies of this document are being provided for the information of all owners, family members, guests, and lessees. The Board of Directors requests that everyone residing or visiting La Maison read through the Condo Guidelines contained in this booklet. Honoring these guidelines will help to ensure that La Maison is indeed a pleasant place in which to live.

The supervision of the Condo Guidelines and Pool Rules is the responsibility of La Maison's Property Manager and/or the BOD. Unit owners have the responsibility to become familiar with the Cond Guidelines; to acquaint renters and guests with these Guidelines; and to make sure that they are observed. Any suggestions or recommendations for improvement at La Maison should be referred, in writing, to the Board of Directors.

Communication

Concerns: Concerns and suggestions should be conveyed in writing by mail or by e-mail. For concerns about violations of the rules first contact the Manager, then any available Board member. Names, e-mails, and telephone numbers are located on the La Maison website.

Mail: Locked mailboxes, as well as a locked out-going mailbox, are located at the entrance of each building. In both the North and South Building a key will be placed in an owner's mailbox if he/she has a package delivered by USPS. Use the key to open the package mailbox and retrieve the package.

Website: The LM website (**Lamaison.org**) contains information about owners, lessees, the Property Manager, La Maison resources and the like. It also contains documents, forms, the Minutes of Board Meetings, and announcements and other useful information. Owners have user ID's and passwords. If an owner is unsure of his/hers, go to the website at **lamisonclub.org** and click 'login and forgot user id' or 'forgot password'. If there are further issues send an email to **Lamaison.naples.info@gmail.com**

Signs and Posters: No signs are permitted on the property, except those posted in the enclosed glass bulletin boards for which the Property Manager has a key. Realtor's signs, For Sale, For Rent, Open House or other similar signs, may not be posted

anywhere in the condominium or on the condominium property. They can be placed at the driveway entrances only. (La Maison Declaration 12.7 Signs)

Vehicle Parking.

Numbered parking spaces have been assigned to each owner for their exclusive use. Each condo is allowed to have a maximum of two (2) vehicles. No boats, rafts, floats, boat trailers, RV's, commercial trucks or other vehicles, other than a family automobile or family van (or equivalent), shall be parked on the premises. The only exception to this will be the vehicles used during the day by maintenance, delivery, moving men or La Maison's Property Manager. The Manager needs to be informed of any long-term parking arrangements between owners.

Parking Tags: In order to make La Maison premises more secure and to prevent the unauthorized use of parking spaces, La Maison requires that all overnight vehicles, including owners' second cars, have tags (or stickers) provided to them by unit owners or the Property Manager. All unit owners will have two resident tags (or stickers). The Property Manager keeps a record of the tags issued to owners. Cars without tags in unassigned spaces may be towed at owner's expense.

Car Washing: Car washing is permitted only in the car wash area located at the southeast corner of the south parking lot using clear water only—no soaps or detergents per City of Naples regulations to prevent further pollution of the Bay.

Owners' Units

Guests: Owners are required to notify the Property Manager of the arrival of overnight guests as soon as possible. This can be done through e-mail or note, with the following information: owner's name, unit, names/phone numbers of adult guests, dates of stay, make of car(s) and license plate numbers. Owners must provide Guest Vehicle Tags for parked vehicles.

The above guidelines apply to **Lessees** as well. However, only the Lessee, his family members within the first degree of relationship by blood, adoption or marriage, their spouses, and guests may occupy the unit. The total number of overnight occupants of a leased unit is limited to six (6) persons, one of whom must be an adult.

Noise: In consideration of neighbors, residents shall keep noise to a minimum between the hours of 10:00 PM and 8:00 AM.

Appliances: Owners/Lessees should be present in unit when running any appliances. Use low sudsy detergent in all washers, and dryer lint traps should be cleaned after each use.

Garbage Disposals: Due to the age of La Maison's plumbing infrastructure, use garbage disposals sparingly. Do not put any fibrous foods down the disposal. Always run water during use and for several seconds afterwards to flush the drains.

Pest Control: The perimeter of La Maison condos receives scheduled pest control treatments. If pest control is needed within a unit, please contact Bugs R Us. There is no charge for this service. Their phone number is 239-775-4949.

Pets: Pets are not allowed, except for owners' cats, caged birds, fish, or an approved emotional support animal, in accordance with the State of Florida regulations and the La Maison application form, found on the website. In the event any permitted pet kept on the premises should constitute a nuisance, in the opinion of most of the Board of Directors, then the owner, when so notified in writing, shall immediately insure that said pet be removed from the premises. No pets of any kind are allowed in leased units. Guests or visitors are not allowed to bring pets of any kind onto the premises.

Lanais: No lanais shall be used for storage or for the drying of laundry of any kind. At no time shall articles be hung on the lanai railings. Bicycles cannot be stored on lanais.

All furniture and movable objects must be removed from open or screened lanais before leaving for any extended period, including in preparation for hurricane season. Any furniture that must be removed during the owners' absence will be done at the owner's expense. The Property Manager's removal fee is \$100.00. There is no cooking on the lanais.

All outside cooking must be done on the Bayside Terrace using one of the two grills.

Maintaining Your Unit

Maintenance of La Maison units is each owner's responsibility, including plumbing, air conditioning and electrical. The Property Manager will help with emergencies, but he is not responsible for interior repairs or maintenance. Any scheduled major remodeling must be done in the off-season (May 1 to November 30). Be sure to let the Manager know who is permitted to enter unit. All contractors must check in with Manager upon arrival on the property.

Changes and Alterations: No changes, additions, or alterations to the exterior of any condo or to any part of the exterior of the building may be made without prior approval of the Board of Directors. This includes matters of style, color and such things as doors and window treatments. When any owner wishes to make alterations to their unit, they must, in writing, request approval of the planned renovations from the Building Committee, who will review and make recommendations to the Board at

the next meeting. Approval by the Board is noted in the Minutes of the Meeting. It is the responsibility of the owner or contractor to obtain any necessary permits to ensure that such changes meet City Building and Fire Codes. A copy of such permits must be given to the Manager before construction begins.

Refer to LM Documents under "Declarations," pages 11, 12 & 13 for more details.

Workmen and Work: The hours for all workmen, and including unit owners themselves, cleaning carpets, installing carpeting & tile and other similar activities shall be from 8:00 AM to 5:00 PM Monday through Friday and Saturday AM upon approval, except in emergency situations. It is the responsibility of the owner to notify the Manager of impending work and assume responsibility for clean up after the job is completed. Stairwells must be kept clean, and all work-related trash must be removed from the premises by the contractor each day.

Smoke Detectors: Some smoke detectors are hard wired and tested regularly by building management. If unit still has a battery smoke detector, it is the owner's responsibility to replace the battery regularly.

Leasing your Unit

Notify the Board of Directors if you plan to lease your unit. Every lease needs the prior approval of the Board of Directors, which may decline to grant a lease for reasonable cause. (Consult the Condominium Documents for terms of leases.) Each lease or renewal of a lease must be accompanied by an application and an application fee. Failure to submit a proper lease application will result in a \$500.00 fine. Rental applications are available on the La Maison website.

Owners must provide their lessee (s) with a copy of the Condo Guidelines. Failure of a lessee to follow the Condo Guidelines or Bylaws is grounds for termination of the lease and denial of subsequent lease requests. No lessee shall have the same guest occupy their unit for more than seven days. In the lessee's absence, the condominium shall not be occupied by anyone else. There are no sublets.

Common Areas

These areas are for the enjoyment of everyone. Extra-curricular activities such as ball playing, roller blading, and bicycling which might interfere with others use of the space are not allowed. Because of our unique layout, sounds in our Courtyard and the Bayside Terrace are amplified. Please keep private conversations private and take cell phone calls away from the pool.

Smoking: Smoking of any kind (cigarettes, e-cigarettes, cigars, vapor pens, marijuana) is not allowed in any condominium, on the terrace, around the pool, or anywhere else on the premises.

Note: La Maison has a two (2) bedroom guest unit (108) in the West Building for owners' overnight guests. This is a reservation paid/night unit. For further information go to the La Maison website: lamaisonclub.org.

BAYSIDE TERRACE

Reservations are first come, first serve, on a weekly basis. Two tables are always open (no reservations). One grill is always available for general use.

Bayside Terrace Rules

The Bayside Terrace is for everyone's enjoyment. Please abide by the Terrace Rules and leave the area clean so that others may enjoy it.

It is available from sunrise to midnight.

No noise prior to 8:30 AM and no music/radios after 10 PM.

Use paper and plastic only, no glass.

Clean dining area (tables/chairs), countertops, sinks and grill area before leaving.

Remove any food in fridge before leaving.

If trash bin is full, dispose of trash from small bins to one of the dumpsters by driveways and replace bin with clean trash bag.

Turn off umbrella lights and put umbrellas down when leaving.

Return tables/chairs to original positions.

Do not wash or rinse dishes in the sinks, as there are no garbage disposals in the sinks.

Turn off sink lights before leaving the area.

Clean grills and utensils after use, as soon as possible (utensils should be washed in units and returned to grills).

Note: Grilling Instructions are posted above each grill on the Terrace. Read Carefully before beginning the process of using the grill.

SWIMMING POOL AREA

The following guidelines are to ensure that the pool area remains an enjoyable place to gather, to enjoy the sun, to read, to nap, and to catch up with friends and family.

Always cover the seats with towels before using them.

After using umbrellas, pull shades down and tie them.

Use earphones when listening to radios/phones.

Seats cannot be 'saved' unless the person is in the pool or left to use the Restroom.

No sunbathing in grassy areas.

Open and close entrance gates quietly, so as not to disturb the community.

Keep voices at a moderate level so others can enjoy their time at the pool.

Cover-ups should be worn to and from the pool.

Pool Rules

(As posted on the pool equipment door by the pool shower)

Hours of Operation: **Sunrise to Sunset**

Shower before entering the pool. (Do not wash beach sand from body at this shower. There are hoses at the north and south driveway entrances to rinse off sand from feet and beach chairs, etc.)

Children under 12 years of age must be accompanied by an adult, 18 years or older.

Diapered individuals must wear swim diapers while in the pool.

No food or drinks are allowed in pool or on pool deck. (Naples City Inspector: Pool deck is defined as outer edge of "wet deck" to 4 feet beyond pool.)

No running in pool area or on pool deck.

No animals or glass in the pool or on the pool deck.
No glass in the pool or on the pool deck.
Do not swallow pool water.
Rafts/floats may be used between May 1 and November 30.
Pool restricted to owners, renters, family members and guests.
Maximum pool capacity --- 18.
Use pool at own risk, no lifeguard on duty.

NO DIVING OR JUMPING

Emergency/Accident, call 911 ~ Office # 239-261-0527
Owners are held responsible for actions of visiting children and guests.
Please help children to adhere to rules as posted. Thank You

COMMUNITY ROOM

The Community Room is open daily, for owners, guests, and lessees' use. An Ice Machine is located at the west end of the Community Room. Group gatherings must be scheduled on the website. Use of these common facilities is contingent upon owners, resident guests, and lessees' acceptance of full responsibility to restore the facilities to a proper state of cleanliness after use, and for any breakage or damage which might result from use of the room.

Refrigerator: A refrigerator is located at the west end of the Community Room. This is available for short-term use by residents having difficulty with their personal refrigerator or for those needing extra space temporarily. All refrigerated items must be marked with the owner's name, and they must be removed within three days, unless the manager approves more time.

Library: Books are available for enjoyment in the laundry room that's at the back of the Exercise Room. Please return all borrowed books to the basket provided. Donated books should also be placed in the basket.

Bulletin Board: Announcements from the Social Committee will be posted in the three

elevators and the bulletin board outside the Manager's Office. Important meetings, etc. will be posted on the bulletin board outside the Manager's Office as well.

EXERCISE ROOM

The Exercise Room is located on the first floor next to the Community Room. Use of the Exercise Room is limited to owners, lessees and overnight guests. Use the equipment at own risk. Children under the age of 12 may not use the Fitness Room. Children between the ages of 12 and 15 may use the Fitness Room when supervised by an adult. Rules to follow while using this room are posted on a board at the right of the entry door. A unisex bathroom is also located in this room.

GENERAL

Docks: The Boat Docks installed at the seawall are the private property of the owners who purchased them. Other owners, lessees or house guests may not trespass upon the Boat Docks for any reason whatsoever, without prior approval of the individual dock owner. La Maison Club, Inc. assumes no responsibility for damages due to accidents or injuries occurring to any person on the Boat Docks. Dock owners are required to protect themselves with at least \$1,000,000 of liability insurance. A copy of each owner's current policy shall be given to the Dock Master or Manager each year on policy renewal date. No houseboats shall be allowed to tie up to any of the docks. Boat Lifts are NOT allowed.

Fishing: Owners, lessees, and overnight guests may fish on the premises, as long as such recreation does not interfere in any manner with other residents. Fishing is only allowed from the sidewalk along the seawall, exclusive of the area adjacent to the terrace. However, any owner, their family member(s), or friend can fish from the owner's dock. Any fish caught must be washed and cleaned in the owners' unit or on the cleaning table at the south end of the seawall.

Trash and Recycling Program: Dumpsters are provided at the north and south ends of the complex. Trash is defined as all refuse including items which cannot go into the disposal or recyclable containers. All trash is to be placed in the dumpster, bagged when possible. Blue Recycling Bins are also found by the Dumpster.

Acceptable Recyclable Materials

Glass: Soda bottles, beer bottles, liquor and wine bottles, jelly, spaghetti sauce jars, mayo jars, any other clear, brown, or green glass bottles and jars.

Aluminum: Soda and beer cans, aluminum pie pans.

Metal: Food cans including soup, fruit, vegetable, juice, pet food and tuna cans.

Plastic: Plastic containers marked No. 1-7, including water bottles, milk jugs, detergent & bleach bottles, soda bottles, shampoo bottles, butter or spread tubs. Make sure containers are rinsed and free of debris.

Paper: Newspaper, magazines, paper back & hard cover books, brown or white colored paper bags, phone books, junk mail, catalogs, office and computer paper, corrugated cardboard (moving boxes), cardboard (cereal, cracker, pasta boxes and shoe or gift boxes), pizza boxes.

Please flatten all boxes! All containers must be rinsed clean!

No not put plastic trash bags in the recycling bins.

Dumpster gates: If found open, leave open. If found closed, leave closed.

Unacceptable Recyclable Materials

Glass: Medicine bottles, dishes, drinking glasses, windows, mirrors, cookware (Pyrex, Corning).

Aluminum: Pots and pans, cooking utensils, screen doors and windows, lawn furniture, house siding, used foil.

Metal: Tools, car parts, license plates, appliances, cook ware or bake ware.

Plastic: Plastic bags or wrappers, pool chemical bottles, motor oil and antifreeze containers, household chemical containers, flowerpots, newspaper sleeves, garden hose, toys, Styrofoam of any kind (egg cartons, packing peanuts, take-out food containers and meat trays).

Paper: No paper products with wax coating (milk, juice, or ice cream cartons), used paper coffee or beverage cups, paper towels, toilet paper and napkins.

Note: Do NOT place large household items such as furniture or building materials in the dumpsters. Plan for pickup of these items by calling **City of Naples Solid Waste Center (239-213-4700)**.

Condominium Laundry: The laundry facilities located in the Exercise Room are available for use by owners and lessees only, on a first come, first-served basis. Users of the laundry will keep it clean and orderly.

Elevators: Elevators are equipped with phones for emergency purposes. It is required that children under the age of six (6) be accompanied by an adult when using an elevator. Please wear shoes while in the elevator and don't drip water from the pool or beach as this could be hazardous for those who follow.

When moving large items, use one of the three (3) sets of wall mats (located in the Community Room closet) to prevent scratching and denting of elevator walls. Return mats to closet after use.

Storage of Flammables: No gasoline or other similar combustibles may be stored on La Maison premises. Also, boats cannot be refueled from owners' docks.

Luggage Cart: For your convenience there is a luggage cart located in front of the elevator in the West Building. Please do not take cart into parking areas — load and unload at entrances. Shopping carts are available in the closets of the North and South buildings by the mailboxes.

APPENDIX (1) Emergency Procedures

Fire and/or medical emergency:

Call 911 and be prepared to give the following information:

Building Name: LA MAISON CLUB

Address: 3450 Gulf Shore Blvd. North

Apartment Number: Your unit number PLUS north, south or west (building.)

Further directions, if necessary

If It's FIRE:

After calling the fire department, activate the fire alarm system to alert other apartment occupants. There is one system activator on each floor near the elevator.

PLEASE LOCATE FOR FUTURE REFERENCE.

If the fire is of manageable size, use your personal hand-held fire extinguisher or one of the extinguishers located on each floor near the elevator.

PLEASE LOCATE FOR FUTURE REFERENCE.

To reduce the spread of flames and smoke, AS TIME PERMITS, turn off air conditioning and close all windows and doors.

TO EVACUATE STAY OUT OF ELEVATORS AND USE STAIRS

If you must move through smoke, cover your mouth and nose with a wet towel and stay close to the floor. If you cannot leave your apartment by conventional means (lanai-side door) go to your balcony.

MEDICAL EMERGENCY: After calling the EMS, be sure you, or your designated person, take up a position on the boulevard side of La Maison to direct EMTs. If qualified, administer appropriate First Aid procedures.

HURRICANE EMERGENCY: Be prepared to follow media advisories for alerts and warnings. Develop a workable evacuation plan for moving inland should a serious threat arise, and you are advised to do so.

Appendix (2) The Grills on the Bay Terrace

Please refer to the instructions on how to use the two (2) grills down at the Terrace. The instructions are very clear and are posted by each grill.

Appendix (3): Bicycle Policy

La Maison Club

Policy on Bicycle Storage Registration/Waiver Form

WHEREAS Section 12.8 of the THIRD AMENDED AND RESTATED DECLARATION OF CONDOMINIUM, stipulates Use of Common Elements. Common hallways, stairways and other common elements shall not be obstructed, littered, defaced, or misused in any manner. Balconies, patios, porches, walkways, elevators, hallways and **stairways shall be used only for the purposes intended, and they shall not be used for hanging or drying clothing, for outdoor cooking, for cleaning of rugs or other household items, or for storage of bicycles or other personal property.**

Unit owners at LMC shall have the right to store no more than two (2) bicycles in designated bike racks, on 2nd, 3rd, and 4th floors of N&S buildings, at a cost of \$25 per bicycle per annual period.

All unit owners and residents using the Bicycle storage racks do so at their risk and responsibility. It is understood there is no security patrolling said areas and there are no security cameras monitoring the area.

All bicycles must be tagged with unit # and name, provided by the Association at the time of registration.

This agreement shall be for an annual period from January 1 to December 31 of each year.

All bikes MUST be removed by August 31st of each year to allow management to provide for maintenance and repair of said storage areas. If any bicycles remain after August 31, they shall be removed and donated to charity with no liability to the Association.

The Association will not be responsible for any lost, stolen or damaged personal property including the bicycles stored in the Bicycle Storage rooms or designated areas.

Storage of Bicycles is on a first come first available basis.

Request to register Bicycle(s) and use storage facility for the Period January 1, 2019-December 31, 2019

Unit Number _____ Permit Number _____ Rack Location &
Number _____

Name:

_____ Address:

_____ Phone

Bicycle Brand Name: _____

Bicycle Model: _____

Bicycle Color: _____

I (We) hereby acknowledge that we have read the policy above and agree to the terms and conditions. It is agreed that should damage occur to the common elements because of your actions or failures, then you agree to pay any additional cost to repair said damage.

Name, Date & Signature

Appendix (4) Kayak Policy

Kayak Program

Due to increased interest in kayak usage, La Maison Condominium Association, Inc. has permitted a Kayak Club whereby kayak owners are able to share in the use and cost of ownership among other owners within La Maison who wish to participate.

Initially, eight (8) kayaks have been purchased by residents of La Maison, and shares of those six (6) kayaks may be acquired by owners whom want to participate in the program. The initial kayaks available are:

- 5 – Sit-on top kayaks
- 1 – 2-person kayak
- 2 – Sit-in kayaks
- 1 – Stand Up Paddleboard (SUP)

Owners shall be known as “Shareholders”. Use will be limited to the kayak they purchased a share in. Each kayak will be numbered.

The share buy-in price for a sit-on Tribe kayak will initially be:

Kayak ownership share Kayak Rack Fee Lock

Total Sit-on Kayak Buy-In:

\$150.00 \$ 40.00 \$ 10.00 \$200.00

The share buy-in price for a sit-on Tarpon kayak will initially be:

Kayak ownership share Kayak Rack Fee Lock

Total Sit-on Kayak Buy-In:

\$225.00 \$ 40.00 \$ 10.00 \$275.00

The share buy-in price for a two-person kayak will initially be:

Kayak ownership share Kayak Rack Fee Lock

Total Sit-on Kayak Buy-In:

\$175.00 \$ 40.00 \$ 10.00 \$225.00

The share buy-in price for a SUP will initially be:

SUP ownership share Kayak Rack Fee Lock

Total Sit-on Kayak Buy-In:

\$250.00 \$ 40.00 \$ 10.00 \$300.00

After the first year, the annual fee for each kayak share held by an owner will be \$50.00/ share to cover the rack fees and maintenance. This fee may be changed from time to time.

It is expected that 3 or 4 shares will be sold for each kayak, and that individual kayak would then be available for use by those 3 or 4 Shareholders. Scheduling among the Shareholders will be through the use of an online calendar.

A kayak may be used by the guests, family and tenants of the Shareholder with the Shareholder's consent.

Each Shareholder will be required to purchase and maintain liability insurance in an amount of not less than \$1,000,000.00 and provide current evidence of insurance at the time of application.

Shareholders are required to supply their own personal flotation device (life vest), whistle and paddle, as well as any other safety equipment required by the U.S. Coast Guard. Shareholders will be responsible for supplying these items to any guests and/or tenants that they permit to use their interest in the kayaks.

Shareholder or their guests, if applicable, agree to lock the kayak when stored on the common elements of La Maison, a Condominium.

Owners expressing interest in participating in the kayak program should contact the program coordinator at Lamaison.naples.info@gmail.com.

Waiver, Release, Discharge, Covenant Not to Sue, and Indemnity

The undersigned Owner(s) hereby waives all claims of liability that Owner(s) or Owner's successors, assigns, invitees, tenants, guests, or members of Owner's family may have against any and all other Owners of the Gulf Shore Kayak Club (the "Club") shares in connection with their participation in the Club. The Club is not sponsored or endorsed by the La Maison Condominium Association, Inc. (the "Association") and the Association does not own any of the kayaks.

Owner hereby agrees to indemnify and hold harmless the Association, and the Club Owners, their agents, directors, employees, legal representatives, and their successors and assigns from and against any and all claims, liabilities, losses, demands, attorney fees, and court costs arising from any property damage or any personal injury to, or death to, any persons, including but not limited to the Owner and/or the Owner's spouse, child, or children as a result of the Owner, or Owner's invitees, tenants, guests, or members of Owner's family participation in the Club. The Owner shall promptly pay to the Association and/or the Club Owners the full amount of any such costs, loss, or damage which the Association may sustain or incur, or for which the Association may be liable.

Owners understand that they are required to maintain liability insurance in the amount of not less than \$1,000,000.00 to cover any liability associated with their use of the kayaks, or the use of the kayaks by their invitees, tenants, guests, or members of Owner's family.

The undersigned Owner, on behalf of him/herself, his/her heirs, successors, assigns, and children, hereby assume all risks of participation in the Club whether such risks are caused by negligence of the Association, the Association or any person or otherwise.

Each of the undersigned has read and fully understands the statements made above and voluntarily signs this Waiver, Release, Covenant Not to Sue, and Indemnity and agrees that no oral representations, warrants, statements, or agreements, apart from this Instrument, have been made to them. This Instrument is intended to be as broad and inclusive as is permitted by the laws of the State of Florida. If any portion is held invalid, it is agreed that the laws of the State of Florida shall govern this Instrument.

Owner

Signature

Print Name:

Signature

Print Name:

Date

, 2020

La Maison, Inc., a Florida not-for-profit corporation

By:

Kayak Club Policies February 10, 2020

Kayaks may only be used by shareholders or their designee.

Children 12 and under must be supervised by an adult.

Shareholders must use the kayak they own a share in unless they have prior approval from a shareholder in another kayak.

Kayak maintenance or damage is the responsibility of the shareholders.

Shareholders must be La Maison owners.

Renters may use an owner's share while in residence.

Kayaks must be signed out.

Shareholders must provide their own paddles, whistles, and PFDs (life jackets).

When using a kayak, a PFD and whistle must be either worn or in the kayak.

All shareholders must sign the liability waiver.

Kayaks must always be locked while on the shoreside racks.

The Kayak Club is open to all La Maison owners.

Share prices will be set by the club and will cover the cost of the kayaks, rack fees and maintenance.

The annual assessment per share will be set by the club to cover rack fees and maintenance.

It is strongly recommended that you have 2 people when removing kayaks and placing kayaks on the racks.

Guidelines for Kayak Dock and Storage Rack Usage

The kayak dock is for the active use of kayaks and SUPs and for the exclusive use of La Maison owners, renters, and guests. Other activities, such as fishing, diving, or sunbathing are prohibited.

Kayaks or SUPs may not be left on the dock overnight, nor can they be used after dark.

No children under 12 years of age are allowed on the dock without adult supervision.

The dock should be left clean and litter free after each use.

No PFDs (lifejackets) or paddles may be stored on the racks or docks.

Storage space on the racks will be allocated by the Board with preferential treatment given to kayaks/SUPs with multiple owners.

Submitted 2-11-20

Appendix (5): WHAT IF'S? Q'S AND A'S

Leaks/ Water

Q. What if I have a leak?

A. What you do depends on the source of the water. If the water is visibly leaking from outside the wall, e.g., from the toilet or under a sink, you are responsible for contacting a licensed plumber. If the water is leaking from above or through the walls, contact the Property Manager. He is always on call for emergencies only. Please notify the Property Manager regardless of the source of the leak, so that the units surrounding yours can be checked for damage.

Q. How do I turn off the main water valve?

A. For a leak localized to your unit, simply turn off the valve located near your water heater. If a leak involves major La Maison water valves, contact the Property Manager first, and if you can't reach him, contact a Board member on the premises.

Lockouts/Keys:

Q. Who should have a key to my unit?

A. It is best that no one other than a trusted friend or neighbor have a key to your unit. House cleaners, service techs, contractors etc. must check in with the Property Manager. When they check in, the manager will open your unit door, with your (owner's) permission.

Q. What if I lock myself out of my unit?

A. If you have not given a key to a friend or neighbor, and you are locked out during business hours, call the Property Manager for assistance. If it is after business hours for the Property Manager, you will need to call a locksmith. Numbers are provided in the House Rules Appendix directory of Useful Numbers. In an emergency, you can

also contact the head of the Building Committee who will have a master key.

Rentals:

Q. What if I want to rent my unit?

A. Fill out a rental application and return it to KPG Management along with a \$100.00 processing fee

Documents and Forms:

Q. Where can I get a copy of the Articles of Incorporation, Bylaws, Declaration, and House Rules?

A. You should have copies of these in your possession (unit) and available for lessees. These documents are all available on the LM web site under "Documents."

General:

Q. May I leave personal items outside of my unit?

A. No personal items may be left in the Common Areas, except for properly labeled bicycles. Do not leave beach chairs, shoes, etc. in the walkways or hang towels over the railings.

Appendix (6): Seasonal Condo Closing

Following are some suggestions about closing condos for a period of a month or more. If an owner plans to be gone a shorter time, review the section about air conditioning, shut off the water and circuit breaker for the water heater.

The manager will check each apartment weekly for any irregularities and make sure apartments are dry and secure. The Manager's principal concerns relate to energy conservation, mildew, mustiness, and pest control. Bottom line, do everything possible to reduce humidity and moisture in a unit since it can cause significant damage during the summer months.

Air Conditioning: The manager recommends the thermostat be set at 78 or 80 degrees. Setting should be on "cool" & "auto." For condos that have a humidistat, follow directions provided by installer. If an owner chooses to turn air completely off for the summer, the manager must be notified in writing.

DO NOT use commercial mildew fumigants such as mildew discs in the living areas of the condo. The fumes make inspections very unpleasant, if not impossible. Tubs or bags of "damp rid" are acceptable.

Electrical: Unplug all cords throughout the unit. Do not unplug the cable cord.

Refrigerator: Empty the freezer. Move the arm on the ice maker to "off" position and empty the ice reservoir. Either turn off the refrigerator (and circuit breaker) and leave the door ajar, or leave the refrigerator on vacation setting or to "2" and "C." If the refrigerator has one, empty and drain the tray at the base of the refrigerator.

Disposal: Pour 1/8 cup of lemon or lime juice down the disposal. Then pour down ¼ cup of corn or vegetable oil. Turn the disposal on for a few seconds, and then add another ¼ cup of corn or vegetable oil. The citric acid in the lemon or lime juice kills most of the bacteria. The oil drives out the water and keeps the machine lubricated.

Dishwasher: Run the dishwasher through a short cycle. A few minutes into the cycle, open the door and clean around door gasket, and under the bottom of the door. This should remove any residual soil that could cause mold. Now complete the cycle — unlatch the door and add two cups of water in the bottom of the dishwasher. Leave door to the dishwasher partially propped open.

Utility Room and Water: Turn water off! The shut off valve in most of the units is located behind or in the vicinity of the water heater. (Manager will check to make sure water is off in the condo after the owner's departure.) Leave the door to utility room open.

Water Heater: Turn off the circuit breaker for the water heater.

Washers and Dryers: Leave the doors to the washer and dryer open. Turn off the circuit breaker to the washer and dryer to protect from electrical surges during summer storms.

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