

WELCOME

TO

LAUSANNE

CONDOMINIUM

WELCOME TO LAUSANNE!

Please read and observe our Rules and Regulations with particular attention directed to the Pool Deck and Common Area Rules, where most violations are incurred.

1. There is an upper and lower level to our garages. The lower level spaces are numbered from 34 to 193, upper level spaces from 217 to 360. Make sure you get your parking space number from the owner or real estate agent. This will make it easier for you upon arrival.
2. Luggage carts for upper level are stored in lobby closet opposite door entrance from garage. Luggage carts on lower level are stored in hall opposite door entrance from garage. **PLEASE RETURN PROMPTLY.**
3. Your key Fob operates all doors, including gate to beach. Make sure your Realtor or agent furnishes you with two key fobs, two apartment keys, one mailbox key and one garage pass, before you arrive at Lausanne.
4. Entrance to pool deck is from first (1st) floor level. The door is locked at 10:00 PM.
5. Trash chutes are located on each floor. Trash should be tied in plastic bags (please, no glass containers down the chute). See House Rules.
6. There is a yellow light bulb located on a column in our Atrium visible from all floors. This light is turned on when the mail has arrived.
7. Two (2) and three (3) bedroom units have water shut off valves over the washer/dryer. Please close these valves and shut off the hot water heater when leaving. Penthouse water valves have different locations. Check with your Realtor or owner.
8. Please check your fire exit. **Emergency phone numbers: Fire – Police 911.**

We hope you enjoy your stay with us.

BOARD OF DIRECTORS

LAUSANNE HOUSE RULES

OWNERS AND LESSEES

February 2009

1. Who may occupy apartments: Owner and spouse, immediate family, guests and lessees. No person (s) under 18 years of age should occupy a unit unless owner or other authorized adult is in residence.
2. When owner's immediate family or guests are to occupy an apartment during owner's absence, a form "Request for Occupancy" MUST be obtained from the office, filled out, signed by the owner and returned to the office at least three (3) days prior to occupancy. We are not staffed or equipped to perform this function by telephone. Guests while owners are not in residence are limited to a 2 week maximum, twice a year. Total (30) days. This does not include immediate family.

Lessees may not have guests while they are NOT in residence. Lessee's houseguests are limited to a two week maximum, twice a year. Total (30) days.

3. Lessees are limited to 4 persons in a 2 bedroom and 6 persons in a 3 bedroom unit.
4. If absent for more than 2 days, please inform office upon departure and arrival.
5. All luggage, groceries, etc. to be unloaded or loaded in the garage or service entrance **NOT** at the main lobby entrance. Luggage and grocery carts are not permitted on the bare concrete garage floors and driveway pavers.
6. Lessor is responsible for any damage to common areas by lessee or his guest.
7. **PETS ARE PROHIBITED.**
8. No applications for non-ambulatory lessees will be accepted without signed waiver of responsibility because of our inability to serve them in case of an emergency. In case of Fire, elevators are inoperative. **(Emergency phone number for Fire and Police is 911).**
9. All lessee's guest and immediate family must register (and obtain a parking pass) with the office or security guard upon arrival. **Note! No one will be able to park inside or outside overnight without a parking pass.**

10. Regulations regarding conduct in Lausanne Condominium:
Lausanne facilities do not have provisions to promote safety of persons who lack mature judgment. This is particularly true around the 9-story atriums, on balconies, in elevators, in garages and in the pool area. To reduce risk of all residents, the following regulations apply:
- a. No person will be permitted to climb the railings around atriums or balconies.
 - b. The atrium, halls, elevators, and garages may not be used as playgrounds.
11. Copies of Rules and Regulations should be placed in your unit for your family, guest and lessee's to read. Other copies will be available in the offices.

PARKING

Owners **MUST** provide an underground parking space for lessees. Owner and lessees should use their enclosed parking space, freeing up outside spaces for guest and workman. Commercial trucks, trailers and campers are not permitted to park, except to unload. Service vans and trucks may be permitted to park only while services are being performed. Boats and boat trailers are not permitted to park outside at anytime, and in underground parking area only in the parking place of the owner. **NOTE: YOU MUST HAVE A PARKING PASS OBTAINED FROM THE OFFICE TO PARK ON LAUSANNE PROPERTY OVERNIGHT.**

There are a few parking spaces for guests in the lower garage by the seawall (marked). Guests may use these spaces on a first come first serve basis. These spaces are for guests ONLY.

The garage entrance will not accommodate a vehicle over 6'5". **Parking campers, mobile homes, travel homes, etc. in an open parking area is Forbidden by Naples City Ordinance.** Arrangements will have to be made to park them off Lausanne premises.

LOBBIES

The main lobby presents our image to both residents and guests, so a proper decorum should be preserved. Those in bathing attire or other non-appropriate dress should not use the lobby as a waiting or lounge area.

OFFICE

Office hours are as follows:

North building office Monday to Friday 8:00 A.M. – 4:00 P.M.

South building office Monday to Friday 8:00 A.M. – 4:00 P.M.

Security guards will be on duty in both the North and South Buildings as follows:

Monday – Friday 4:00 P.M. - 7:00 A.M.

Saturday, Sunday and Holidays 7:00A.M. - 7:00 A.M.

North and South Building Office or Security phone numbers:

North Office: 239-262-5698, South Office: 239-262-6041

North Security Phone: 239-293-0247, South Security Phone: 239-293-2746

SECURITY

Guards are on duty to prevent unauthorized persons from entering the buildings, and to remind occupants if they are violating House Rules. Repeated violations will incur immediate corrective action by the Board of Directors.

All workmen, housekeepers, real estate agents etc. MUST sign log upon entering and leaving the building, and will not be permitted in an apartment without the owner's written consent. (Residents who admit housekeepers, sales people, tradesmen etc. in front door should be sure to tell them to stop at the front desk to register before proceeding to unit.)

Realtors may show apartment with owner's written consent, and MUST sign entry log upon entering and leaving building. Keys to the units MUST be obtained from the listing agent. Lausanne will not furnish keys. KEY FOBS TO FRONT DOOR ARE NOT TO BE GIVEN TO ANYONE OUTSIDE OF OWNERS FAMILY OR GUESTS.

CONDO RENNOVATIONS

No construction or maintenance, other than emergency repairs, shall take place in any unit except between the hours of 8:00 A.M. and 5:00 P.M. local time Monday through Friday. NO WEEKEND WORK ALLOWED.

POOL DECK AND COMMON AREAS

The pool and deck area of Lausanne is for the exclusive use of owners, lessees and guests.

1. No lifeguards are on duty, and all persons swim at their own risk.
2. The pool is open from 8:00 A.M. to 10:00 P.M.
3. **Children not toilet trained are permitted in the pool ONLY IF they wear swimmable diapers.**

4. Children under twelve (12) years old must be supervised and accompanied by an adult at all times.
5. Toys, flippers, floats, or foreign objects are not permitted in the pool, or on the pool deck.
6. Florida law requires all persons to shower before entering the pool. All persons must remove all oil preparations and sand from the body before entering pool.
7. No glass containers or food are permitted on the pool deck and no food or drink is permitted in the pool. All drinks must be in aluminum or plastic containers. Food and drink are permitted on the pool deck only at Condominium sponsored events, in which instance the event committee must properly clean the pool deck.
8. No running, jumping, etc. in the pool and pool area is permitted. No shouting or excess noise is allowed.
9. Music may be used with earphones only.
10. ALL persons must wear cover and footwear to and from pool. Use only the service elevator.
11. Hair over neck length must be tight to the head or covered.
12. Maximum load 23 persons at one time in the pool. Persons in the pool should not obstruct lap swimmers.
13. Bathers must dry themselves before entering building. Use service elevator only. Wash sand off feet before leaving beach area and do not track sand from shoes on to carpeted areas.
14. When suntan oils, creams, or lotions are used, an underlying towel must be used on poolside furniture. Pool furniture is for the enjoyment of all in residence, but cannot be reserved by anyone who leaves the pool area for more than 30 minutes, by placing towels or garments, etc. on furniture. Do Not Drag Furniture On Pool Deck. PLEASE pick it up.
15. No child under twelve (12) years old will be permitted on the pool deck unless accompanied by an adult.
16. **All persons, including children, must abide by the rules for pool, as posted.**

17. The use of the pool and the pool deck will be denied to persons, including children, who violate the rules. The Manager or Security staff will enforce this.
18. No children under twelve (12) years old will be allowed in saunas without an adult present
19. No private pool parties allowed at any time.
20. Observe posted rules.
21. **No flying objects in pool or on pool deck.**
22. No towels or clothing, etc. may be placed on railings of patios or pool deck.
23. No personal belongings of any type to be left or stored in hallways or stairways.
24. No signs, etc. posted anywhere, without Manager's permission.
25. No cooking on patios or porches.
26. No bicycles or other vehicles allowed inside common areas except garages or storage lockers. **Do not lock any bicycle to plumbing pipes or fixtures.**
27. All notices posted on Condominium bulletin boards must bear the name and unit number of the person posting the notice.

ELEVATORS

We have two (2) elevators to serve 90 apartments. Never put elevators on "HOLD". NO SMOKING IN ELEVATORS! Service (rear) elevator is to be used for all luggage and grocery carts.

SMOKING

Smoking in the common area, stairwells, elevators etc., is prohibited. The Florida State Smoking Ban went into effect October 1, 1992.

NEWSPAPERS

Newspapers are for individual owners/renters who have subscribed. PLEASE DO NOT TAKE A NEWSPAPER UNLESS YOU HAVE SUBSCRIBED TO THAT PARTICULAR PAPER. Unit numbers will be on the paper.

PARTY ROOM

These facilities are for the use of owners and lessees by reservation only with the office. A refundable five hundred dollar (\$500.00) fee will be charged for each reservation.

It is expected and required that rooms will be promptly cleaned after use. If rooms are not cleaned after use, the cleaning cost will be charged for each reservation.

No outside group may use the party rooms without the Boards approval. The Lausanne Owner's Association shall have first option for the use of the room.

GAS GRILLS

After use, please take care to leave the grill clean for the next user. Please take care not to permit grease to drop on the carpet. When cooking-out, please use service entrance not party room to porch and grill. Also, please remember to turn off the gas at the valve when leaving.

GAME ROOM AND POOL TABLE ROOM

Game room hours are 9:00 A.M. to 10:00 P.M. If locked, use your key Fob. After 10:00 P.M., game rooms are security locked. Owner is financially responsible for any damage to room or equipment.

GARBAGE AND TRASH

All garbage not put in disposals must be tied in plastic bags. Newspapers, etc. should be bagged, or tied in a bundle. Boxes, all glass bottles, and other large items should be carried down, and put next to disposal room, which is located at the ground level service entrance. **DO NOT USE TRASH CHUTE BEFORE 8:00 A.M. OR AFTER 10:00 P.M.**

SKATING, SKATEBOARDING, MOPED & BICYCLING

No bicycle or moped riding is permitted in garages or on premises. Skating and skateboarding is prohibited on Lausanne property at all times.

LUGGAGE AND GROCERY CARTS

Carts are provided for the convenience of **ALL**. **PLEASE RETURN THEM TO THEIR PROPER LOCATION IMMEDIATELY WHEN FINISHED USING.**

IN CASE OF FIRE

Immediately notify the office or security. Fire extinguishers and hoses are located in hallway of each wing. **Elevators become inoperative during a fire.** Familiarize yourself and guests with stairwell location and use to evacuate in case of fire. Lausanne's fire alarm, when activated, notifies the City Fire Department.

NOISE & DISTURBANCES

Loud radios and objectionable noises in units and lanais are prohibited after 10:00 P.M.

OWNERS ONLY INFORMATION

COMPLAINTS

Complaints should be presented to the Manager's office in WRITING and SIGNED. The Board of Directors has assigned the MANAGER responsible for the enforcement of rules. Emergency poolside phone may be used for this purpose. If corrective action is beyond the Manager's ability to handle, he will refer such complaints and actions to the Board. Complaints should never be directed by phone or person to any member of the Board, unless the Manager is unavailable in an emergency situation.

No owner, spouse, or family member may reprimand any employee, lessee or another owner. Complaints that are an obvious violation of printed rules may be made verbally to the Manager or Security so immediate remedial action can be taken.

Civility and Anti-Harassment Policy

Lausanne's Civility and Anti-Harassment Policy extends to all residents of Lausanne Condominium, namely owners, tenants and their guests. Residents are not to behave in a manner which constitutes or causes an unreasonable annoyance or nuisance to the occupant of another unit, or to Lausanne employees, or behave in a way not consistent with the highest standards for a first class residential condominium as expressly provided for in Section 12.8 of the Amended and Restated Declaration of Condominium recorded at Official Records Book 1864, Page 2159, Public Records of Collier County, Florida. Failure to follow such standards may result in fines being levied by Lausanne or formal legal actions, such as injunctive relief. Under such circumstances, Section 19.3 of the Amended and Restated Declaration of Condominium would allow the Association to recover attorneys' fees in any legal proceeding as the prevailing party.

MAINTENANCE FEE OR QUATERLY UNIT ASSESSMENT

All Maintenance payments are due by – Jan. 1st - April 1st - July 1st and Oct. 1st of each year.

If payments are not received by the 15th of the month due, letters will be sent out with interest penalties at the rate of 18% per annum. Payments not received by the 30th of due month, another letter (lien letter) will be sent out (with 30 days interest), return receipt requested. If payment is not received within 15 days from date letter was posted, it will be turned over to the lawyer to place a lien on said property. All legal fees, phone calls, interest, etc. will be charged to the offenders. (Certified Mail)

LEASING OF APARTMENT

Lessors Responsibility:

- a. Ninety (90) day minimum lease.
- b. Application form for lessee to be filled out, signed, and submitted to Realtor or owner.
- c. A formal lease signed and filled out (signed by lessor and lessee).
- d. To cover costs of checking references of prospective lessees, the apartment owner will deposit a fee of \$100.00 with each application. Repeat renters will be charged a fee of \$50.00.
- e. Documents under (a) and (b) to be submitted to the office for the Managers approval, at least 14 days prior to occupancy.
- f. As lessor, your responsibility is to furnish the lessee with two (2) key fobs (2) apartment keys, one (1) mailbox key, and one (1) garage opener. The office will not furnish keys and garage openers to lessees.
- g. Lessee may not sub-lease.

SALES

- a. Application form for buyer, to be filled out, signed and submitted by buyer to Realtor or owner.
- b. A formal sales contract, signed, and filled out, by seller and buyer.
- c. To cover cost of checking references of prospective buyers, the apartment owner will deposit a fee of \$100.00 with the application and contract to the office.
- d. A personal interview is required on all sales.
- e. After the application, sales contract and fee has been submitted, the association has 45 days to approve or disapprove the sale.
- f. A certificate of occupancy will be issued, signed by the proper officers of the association, if approved.

- g. The association will issue an Estoppel letter.
- h. All keys to the front door and your apartment MUST be turned over to the new buyer at closing.
- i. Apartments to be shown by appointment only and not by open house.
"Open Houses are prohibited". ABSOBUTELY, UNDER NO CIRCUMSTANCES, "OPEN HOUSES" ARE NOT ALLOWED. DO NOT LET THE REAL ESTATE PEOPLE TELL YOU DIFFERENT.

A list of these rules will be furnished to all owners and they are to be placed in your apartment for the use of your guest, family and lessee.

Almost all items (most pool regulations as posted are issued by our city ordinances) in our House Rules can be found throughout the Condo Documents. The others not included in the Condo Documents are common sense, or are rules that have been broken in the past by owners and lessees. Group living necessitates rules and regulations, and having them in writing removes all doubt as to intent.