

# **WELCOME TO THE MONACO**

## **CONDOMINIUM RULES & REGULATIONS**

**Monaco Beach Club Condominium Association, Inc.  
4401 Gulf Shore Blvd. North  
Naples, FL 34103  
Management Office Phone: 239-263-2674  
Fax Number: 239-263-6693  
Website: [MonacoBeachClub.net](http://MonacoBeachClub.net)  
Revised 05-2022**

## **Management Office and Front Desk Contact Information**

### **Management Office**

**Hours:** Monday - Friday 9:00A.M. to 4:00 P.M.  
**Phone Number:** 239-263-2674  
**Fax Number:** 239-263-6693  
**Manager Email:** [manager@monacobeachclub.net](mailto:manager@monacobeachclub.net)  
**Administrative Assistant Email:** [office@monacobeachclub.net](mailto:office@monacobeachclub.net)

### **Front Desk**

**Hours:** 24 hours a day  
**Phone Number:** 239-263-2674  
**Front Desk Email:** [security@monacobeachclub.net](mailto:security@monacobeachclub.net)

**In case of a non-fire/medical assistance emergency (i.e., noise disturbance, water leak, no electricity, etc.) please contact the Management Office or Front Desk.**

## **Emergency Numbers**

|   |          |
|---|----------|
| Naples Police-Fire-Rescue-Medical Emergency*      | 911      |
| Naples Police Non-Emergency                       | 213-4844 |
| Collier County Sheriff's Department Non-Emergency | 252-9300 |
| City of Naples Fire Department                    | 213-4900 |
| Florida Power and Light                           | 262-1322 |
| Management Office/Front Desk                      | 263-2674 |
| Common C Front Gate                               | 430-5615 |

**\*If you are experiencing an emergency, please dial 911, then call the Front Desk to notify them that emergency vehicles will be arriving (if you are able).**

## TABLE OF CONTENTS

|  | PAGE |
|--|------|
| INTRODUCTION   | 4    |
| DOCUMENT DEFINITIONS   | 5    |
| <b>COMMON AREAS OF THE ASSOCIATION:</b>                      |      |
| BULLETIN BOARDS  | 6    |
| CABANA AND BARBEQUE GRILL AREA                               | 13   |
| CAR WASH AREA  | 6    |
| COMMON AREAS   | 6    |
| ELEVATORS  | 7    |
| FITNESS CENTER   | 9    |
| GROCERY AND LUGGAGE CARTS                                    | 9    |
| MAIL ROOM  | 9    |
| MONACO ROOM  | 10   |
| PARKING  | 10   |
| RESIDENT CONFERENCE ROOM                                     | 10   |
| POOL AND SPA FACILITY  | 12   |
| TENNIS COURT FACILITY  | 14   |
| TRASH REMOVAL AND RECYCLING (TRASH ROOMS)                    | 15   |
| <b>UNITS - RESIDENTS' RESPONSIBILITIES AND RESTRICTIONS:</b> |      |
| ACCESSING THE PROPERTY                                       | 18   |
| DELIVERY OF FURNITURE AND OTHER LARGE ITEMS                  | 19   |
| FLOOR COVERING REQUIREMENTS                                  | 18   |
| GENERAL RESPONSIBILITIES                                     | 17   |
| OCCUPANCY AND USE RESTRICTIONS                               | 20   |
| PETS   | 20   |
| PLUMBING RESPONSIBILITIES                                    | 18   |
| UNIT CLOSE-UP PROCEDURE FOR ANY EXTENDED ABSENCES            | 29   |
| UNIT ENTRY DOORS AND UNIT WINDOWS                            | 19   |
| UNIT HVAC SYSTEM MAINTENANCE                                 | 18   |
| UNIT HOT WATER HEATER REPLACEMENT                            | 18   |
| <b>SALES AND LEASING OF UNITS:</b>                           |      |
| LEASING OF UNITS   | 22   |
| OPEN HOUSES/REALTOR CARAVANS                                 | 21   |
| SALE AND TRANSFER OF UNITS                                   | 21   |
| <b>CONSTRUCTION AND REMODELING GUIDELINES:</b>               |      |
| NOTIFICATION TO MANAGEMENT                                   | 24   |
| PARKING  | 24   |
| RESTRICTED CONSTRUCTION PERIOD                               | 24   |
| WORK HOURS   | 25   |
| <b>GENERAL:</b>  |      |
| MAIL/FEDEX/UPS DELIVERIES                                    | 26   |
| PENALTIES AND ENFORCEMENT                                    | 28   |
| OWNER DIRECTORY  | 26   |
| SUGGESTIONS AND COMMENTS                                     | 27   |
| VENDORS AND SERVICE PERSONNEL                                | 26   |

## MONACO BEACH CLUB CONDOMINIUM ASSOCIATION, INC.

# **INTRODUCTION TO THE RULES AND REGULATIONS**

These Rules and Regulations of The Monaco define certain principles that produce optimum enjoyment and comfort for Residents and to maximize value of The Monaco properties.

There must be compromises in the Rules and Regulations because of differences among Residents. It is important that all Owners have knowledge of these Rules and Regulations.

The balance sought in these Rules and Regulations is to smooth the rough edges of personal differences to a beneficial, commonly acceptable level for the many families and Guests living within a very beautiful, but confined, area with common space and facilities. Quite simply, following common sense and courtesy to others will keep The Monaco as our home, not a resort.

The Rules and Regulations must be followed, not ignored. There are procedures to enforce compliance. Enforcement should be the result of notification to the Manager followed by proper, diplomatic action by the Manager after consideration of the suspected violation. Owners should not assume the burden of enforcement.

Residents are to be held responsible for compliance. It is in their best interest to assure their Guests and family members are aware of the requirements to prevent misunderstandings and embarrassing confrontations.

Much thought has been given to the language of the Rules and Regulations, but it would be unrealistic to think that potential for questions and different interpretations has been eliminated. Questions that arise should be discussed first with the Manager and secondly with the Board of Directors.

## DOCUMENT DEFINITIONS

- A. Adult: Any person eighteen (18) years of age or older.
- B. Association: The Monaco Beach Club, Inc., a Florida not-for-profit corporation, the legal entity responsible for the operation of the Condominium.
- C. Board of Directors or Board: Representative body which is responsible for the administration of the Association's affairs.
- D. Child(ren): Minor child under the age of eighteen (18) years of age.
- E. Common Element(s): Areas of the Condominium not included in individual Unit boundaries. Common elements are shared and reserved for the exclusive use of all Residents and their Guests.
- F. Contractor: Licensed company or person hired by individual Residents or the Association who is paid for providing/performing goods and services.
- G. Employee: Person working directly for the Association or the Association's management company.
- H. Family: Person or group of persons who reside together as a single housekeeping Unit. This is further defined in the Declaration, Section 4.6.
- I. Guest: Any person who is visiting at the invitation of a Resident.
- J. Lessee or Renter: Individuals who have a written lease agreement with an Owner and must register with the front desk or Management Office.
- K. Limited Common Element(s): Common elements which are reserved for the use of a certain Unit or Units to the exclusion of other Units (i.e., assigned parking spaces, lanais/porches).
- L. Management: Person or persons retained by the Association's Board of Directors to administrate and manage all aspects of the condominium operations.
- M. Occupy: Occupy means staying at least one night in a condominium Unit.
- N. Owner or Unit Owner: Record Owner of legal title to a condominium parcel.
- O. Pet: Any domesticated animal.
- P. Resident: Individuals who occupy a Unit as the Owner OR family member of Owner OR primary occupant OR lessee.
- Q. Unit: Condominium property that is subject to exclusive ownership.
- R. Vendor: Service provider hired by individual Residents or the Association who is paid for providing services (i.e., housekeeper, fitness trainer, nanny, nursing assistant, home care provider, caterer, etc.).

# **COMMON AREAS OF THE ASSOCIATION**

## **BULLETIN BOARDS**

The bulletin board and the electronic bulletin board in the mail room are for Association business only. Management will determine whether an owner's sign is appropriate and will then affix to the board for a limited period of time.

## **CAR WASH AREA**

- A. The Car Wash Area is located in the west corner of the North Parking Lot of The Monaco. This area is for the exclusive use of Residents and their Guests.
- B. The car wash hours of operation are dawn to dusk.
- C. Hoses, wash buckets and brushes are located in the cabinet next to the hose caddy. Paper towels and other cleaning supplies are provided.
- D. Residents and their Guests are responsible for cleanup of the Car Wash Area. All hoses, wash buckets and brushes shall be returned to the appropriate storage area.

## **COMMON AREAS**

- A. The sidewalk, entrances, passages, elevators, vestibules, stairways, corridors and halls must not be obstructed, encumbered, or used for any purpose other than ingress and egress to and from the premises.
- B. No items may be placed on or in the atrium planters, hallway, floor, walls, doors, door frame or near the unit entry. The one exception is a mezuzah or item on mantle or frame of the door as permitted in the Association documents, section 11.4.
- C. Holiday wreaths will be permitted on entry doors, only during the December holiday season. Wreaths are to be hung using an adhesive type application, such as a 3M Command Hook. No holes may be drilled or punched through the exterior door at any time, and any damage from said act will be repaired by the Association at the owner's expense. All holiday wreaths must be removed by January 7.
- D. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Resident on any part of the outside or inside of the premises of the building.
- E. Any items in the offense will be removed and a written violation will be issued to the unit as indicated in the Association documents.
- F. Doorways to Units are to remain closed. Leaving doors open for ventilation is not allowed.
- G. All children shall be closely supervised, and care taken to ensure that they do not become a nuisance to other Residents.
- H. No Residents or Guests shall make or permit any disturbing noises in the building by him/herself, family, employees, agents, Guests and invitees, nor do or permit anything by such persons that shall interfere with the rights, comfort or convenience to other Residents and Guests. The hours

of 11:00 p.m. to 8:00 a.m. are maintained as quiet time. Within common areas in concrete constructed high rise buildings, noise carries from Unit to Unit through floors, ceilings and walls. Noises and actions such as walking on tile or wood flooring, moving furniture across the interior floors or lanai floors, use of exercise equipment or use of speaker systems travels to neighboring Units. These noises and actions cause disturbance to neighbors.

- I. The Common Facilities are for the exclusive use of Residents and their Guests.
- J. Any damage to the building, recreation facilities or other common areas or equipment caused by Residents or their Guests shall be repaired at the expense of the Resident. The Resident shall be responsible for any damages caused by Guests or invitees.
- K. The use of the front entrance door for loading and unloading of packages, luggage, etc., with the use of carts is prohibited except as follows:
  - a. During rain.
  - b. The use of personal, small two-wheeled carts.
  - c. Between 11:00 p.m. and 8:00 a.m. (See I below)
  - d. Arrivals and Departures, between 11:00 p.m. and 8:00 a.m.
- L. The use of the South unloading ramp, door and Service Elevator is designed for luggage, grocery and valet carts, etc. Loading and unloading at the South ramp is not permitted between 11:00 p.m. and 8:00 a.m. Arrivals and departures during these hours shall use the front entrance. This applies to all vehicles, including transport services such as limousines and taxis.
- M. Red wine is not allowed in the Atrium or Lobby.
- N. Smoking of any kind is not permitted beyond the Commons C Gatehouse, including common areas, pool/spa area, hallways, entries and parking lots.

## **ELEVATORS**

### **Use of the Three (3) Glass Passenger Elevators**

- A. The Glass Passenger Elevators that are labeled as elevators #1, #2 and #3 are for Residents' and Guests' exclusive use. These elevators are not designed for large deliveries or construction materials.
- B. The Glass Passenger Elevators shall not be used as ingress and egress to the pool and/or beach area. All Residents and their Guests who are accessing the pool, beach, grills and transporting bicycles in and out of the building shall use the Service Elevator located on the south side of the Elevator Lobby. NOTE: At times, the Service Elevator may be locked out for contractor use. If you call the Service Elevator and the button does not stay lighted, it is locked out for service; therefore, you may use the Passenger Elevators. You must dry off before entering the Passenger Elevators to avoid water on the elevator floor.
- C. Passenger Elevator #3 shall be used by service personnel and for the delivery of any equipment or home furnishings. The time and date for moving or delivery shall be fixed in advance by arrangement and reservation with the General Manager. The reservations for Passenger Elevator #3 are on a first come, first serve basis.

- D. Grocery delivery, Monaco grocery carts, luggage carts, bicycles and all small deliveries shall be moved in or out of the building only by the Service Elevator.
- E. The West Glass Passenger Elevator labeled as Elevator #3, may from time to time, be used by contractors transporting materials when the Service Elevator is not available, with the express permission of the Management Office. During these times, Management shall protect this elevator with wall padding and floor protection, and lock it for exclusive use by the contractor. Signage will be used to indicate when this elevator is locked for exclusive use.

### **Use of the Service Elevator and Passenger #3 Elevator**

- A. Residents must contact the Management Office at least 48 hours in advance to arrange for exclusive use of the Service and Passenger #3 Elevators for deliveries of furniture, appliances and other large items. During these times, maintenance staff shall protect this elevator with wall padding, floor protection and lock it for exclusive use for deliveries. Reservations for such deliveries are required in advance and are offered on a first come, first serve basis, Monday through Friday from 8:00 am to 4:30 pm. No deliveries shall be permitted on weekends or public holidays.
- B. Residents and Guests who are going to or returning from the Grill, Pool, Spa Facility or the beach area must use the Service Elevator. Proper attire is required including shoes and bathing suit cover ups. You must dry off before entering the Service Elevator to avoid water on the elevator floor. If you notice water on the elevator floor after your use, dry the floor. NOTE: At times, the Service Elevator may be locked out for contractor use. If you call the Service Elevator and the button does not stay lighted, it is locked out for service. You may use the Passenger Elevators during those times.
- C. Grocery delivery, Monaco grocery carts, luggage carts, bicycles and all small deliveries shall be moved in or out of the building only by the Service Elevator. Grocery and luggage carts shall be returned to the Cart Room promptly after use. They must not be left in units, hallway corridors, elevators or stairwells.
- D. Moving and deliveries are permitted only between the hours of 8:00 am and 4:30 pm Monday through Friday. No deliveries may take place on weekends or public holidays unless designated by Management.
- E. The Resident reserving the Service or Passenger #3 Elevator shall be liable for the full cost to repair any damage to the Elevators and any part of the common elements, (such as entrance steps, tile, carpet, plants, etc.), caused by the moving of furniture or equipment into or out of the Unit or the delivery of goods, services and home furnishings or equipment into or out of the Unit.
- F. During the term of the reservation and while any exterior doors are in an open condition, the Resident or person reserving the Service or Passenger #3 Elevator shall take reasonable precautions to prevent any unauthorized entry into the building.
- F. Corridors and elevator lobbies shall not be obstructed before, during or after the term of the reservation. These areas must be cleaned after use.



## **FITNESS CENTER**

- A. Proper dress must be maintained when proceeding to the Fitness Center. Shoes must be worn at all times in the building, and must be free of sand, dirt and debris.
- B. No Guest of any Resident may use any of the amenities of The Monaco at any time unless registered as a Guest with the Front Desk or Management Office.
- C. Persons using the Fitness Center and its equipment do so at their own risk. NO CHILDREN UNDER 12 YEARS OF AGE ARE PERMITTED IN THE FITNESS CENTER AT ANY TIME. Children between the ages of 12-15 MUST be accompanied and supervised by an adult.
- D. Fitness trainers must be accompanied by Residents while in the Fitness Center.
- E. Additional Fitness Center Rules posted in the room must be followed.
- F. Talking on your cell phone is not permitted in the Fitness Center.
- G. Personal listening devices must be used with headphones.
- H. The Fitness Center lights must remain “ON” while the Fitness Center is being utilized.

## **GROCERY AND LUGGAGE CARTS**

- A. Grocery and Luggage carts provided by the Monaco may be found in the Cart Room just inside the South Entrance Door.
- B. Grocery and Luggage carts provided by the Monaco are for the exclusive use of Residents and their Guests. They are not to be used by contractors and service personnel.
- C. Grocery and Luggage carts provided by the Monaco shall be returned to and put away in the Cart Room, promptly after use. They must not be left in Units, hallway corridors, elevators or stairwells.

## **MAIL ROOM**

- A. The mail room is located in the northwest corner of the Lobby.
- B. Located in the mail room are the following: individual, locked mailboxes; individual mail slots for “in-house” mail delivery; shelf area for package delivery; mailbox for outgoing mail; an electronic message board and glass enclosed bulletin board for Association notices.
- C. USPS prohibits any individual from entering the mail room while mail is being sorted and processed by the USPS agent. Please keep in mind that this is a Federal regulation.
- D. See GENERAL (MAIL/FEDEX/UPS DELIVERIES) on page 26 for additional information concerning deliveries.

## **MONACO ROOM**

- A. The Monaco Room is a Social Room, not a substitution for a private living room or game room.
- B. The Monaco Room may not be used for anything related to business purposes.
- C. Board Meetings and Monaco Special Events as designated by the Board of Directors (e.g., Super Bowl, NBA Finals, World Series, Kentucky Derby, and other major events) will take precedence over other requests. An event calendar will be posted in the mail room.
- D. Residents may exclusively reserve the Monaco Room.
- E. A Reservation Form must be completed and submitted to the Management Office for events and family gatherings. Event reservation requests will be accepted no earlier than 180 days in advance and will require a \$200 deposit. There is no deposit required for an event reserved by Resident when “Residents only” will be attending.
- F. All furniture must be in the same position and condition as originally found. The refrigerator clean and emptied. Trash should be placed in the proper containers.
- G. The kitchen is a catering kitchen; it may not be used for personal food storage or personal cooking.
- H. The Resident who has reserved the room will be responsible for any clean up and repairs necessary due to damage.
- I. The Resident reserving the room is responsible for cleaning/replacement of the carpet and/or furniture if there are any stains after the function.

## **RESIDENT CONFERENCE ROOM**

- A. The conference room is available for use by reservation, which may be made through the office during regular business hours.
- B. In the absence of a reservation, the conference room is available on a first-come first-served basis.

## **PARKING**

### **Vehicles**

- A. No commercial trucks, commercial vans or motor homes are permitted to be kept on the premises; however, passenger vans which are not commercial or used for business purposes and which are twenty (20) feet in length or shorter and which are owned by The Monaco Residents or their Guests, may be parked on the property.
- B. All vehicles located on the premises, including motor scooters, motor bikes and the like must have current licensing and registration.
- C. Vehicles of any kind are to be parked in the legally assigned unit space(s), unless specific owner permission or lease is provided in writing to the management office.

- D. All vehicles must be in operable condition and reasonably clean. Inoperable vehicles are unsightly and cannot be easily accessed within the parking structure for repair. Tow trucks have difficulty accessing the garage due to height restrictions. Management reserves the right to clean or remove unsightly and inoperable vehicles at the Owners' expense.
- E. No electrical charging station is available at The Monaco.
- F. No electrical service shall be made available to any charging device for individual vehicle use.
- G. The parking or storage of non-passenger vehicles such as trucks, campers, boats and/or boat trailers, etc., is prohibited. There will be exceptions for maintenance or service of the building only.

### **Parking Lots**

- A. The North Parking Lot, located on the north side of the building and the East Parking Lot, just east of the Parking Garage are open parking for Residents and their Guests. Contractors/Vendors shall not park in these areas unless permitted by the General Manager.
- B. The South Parking Lot, located on the south side of the building is reserved as three (3) hour parking and for loading and unloading. Residents or their Guests shall not use this area for overnight parking.
- C. Guests requiring overnight parking shall register at the Front Desk or Management Office and will be instructed where to park.
- D. The Service Parking Lot, located east of the Parking Garage and East Visitors Parking Lot shall be used by Contractors and Vendors while at The Monaco. This allows for overnight parking.
- E. Handicap Parking is designated and marked on the north and south side of the building and requires a Handicap Parking Permit that is registered to the vehicle's driver or passenger(s). This allows for overnight parking.

### **Garage/Garage Parking**

- A. No vehicle belonging to a Resident shall be parked impeding or preventing ready access to another Resident's parking space.
- B. Residents must park in their assigned garage parking only. Every parking space in the garage is an appurtenance to a specific Unit. There is no open parking in the garage structure. Management reserves the right to tow any vehicles at the violator's expense if the vehicle is parked in another Owner's parking space.
- C. Personal property shall not be stored in the garage/parking areas. Any such items will be removed.
- D. Personal collapsible carts are not permitted to be stored in any parking space or walkway. Any personal collapsible carts found in the garage will be removed and placed at the Front Desk.
- E. Car covers must be stored in the unit or vehicle when not in use.

- F. Bicycle Storage – Bicycles, including electric, may be stored in the storage room located on the south side of the Garage structure or east side of garage first floor. Monaco is one of the only buildings on Gulf Shore Blvd. with a bike room this size, yet still very limited. Storage is limited and available on a first-come, first-serve basis for those in residence. Bicycles must be registered with the Management Office and parked in the designated bike racks only. All personal items, i.e., clothing, helmets, air pumps, shoes, etc., may not be stored in the bicycle storage room.
- G. When an owner is not in residence, the registered bicycles must be stored in the owner's unit, since the effects of heat and humidity are detrimental to the overall condition of the bicycles. After 2 weeks, if residents' bikes remain in the storage room, management will remove them, cut any locks and place them in the unit, with a charge of \$25 for each bike moved.
- H. Due to limited parking, all Motorcycle/Moped parking shall be contained in your assigned parking spot in place of a Resident Vehicle or in one of the two (2) assigned alcove areas on the south side of the first and second floors of the parking garage. The assigned alcove areas only allow for two mopeds or two small motorcycles at a time. These spots are first-come, first-served basis. All scooters and motorcycles must be registered with the office.

### **Guest Parking**

- A. All overnight Guest vehicles must be registered with the Front Desk or Management Office.
- B. Residents and their Guests using the parking garage are only allowed to use spaces specifically assigned to the owner.
- C. Overnight Guests shall park in the North Parking Lot or East Parking Lot that is designated for Guests/Residents.

### **Contractor and Vendor Parking**

- A. Trucks and commercial vehicles are permitted during normal working hours or upon emergency service. Employees, workers, delivery persons and contractors/vendors may have use of only those spaces assigned for service vehicles in the Service Parking Lot east of the garage parking deck that is designated for contractors.
- B. Deliveries and drop off of supplies will be permitted using either the north or south ramps. The Front Desk personnel shall direct contractors/vendors to the appropriate loading area. Once the contractor/vendor completes their delivery or drop off, they will move their vehicle to the Service Parking Lot located east of the garage parking deck.
- C. After parking, contractors and vendors walking to the building must use the north and south drive to access the building by foot once parked in the Service Parking Lot designated for contractors. The garage is private property and restricted to Resident use only.

### **POOL AND SPA FACILITY**

- A. PERSONS USING THE POOL AND SPA DO SO AT THEIR OWN RISK.
- B. NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.

- C. NO DIVING IS ALLOWED IN THE POOL.
- D. The swimming pool and spa are for the use of Residents and their registered Guests only. Pool & spa hours are from 8:00 am to dusk. It is a state and local ordinance that the Monaco's swimming pool and spa close at dusk.
- E. Although the pool & spa close at dusk, the pool deck may be enjoyed at any time.
- F. The water temperature in the spa is kept at 103 to 104 degrees, thus NO CHILDREN UNDER 12 YEARS OF AGE ARE PERMITTED IN THE SPA.
- G. The swimming pool is typically maintained at a temperature between 82 and 87 degrees.
- H. A shower must be taken before entering the pool or spa. The shower is available at south side of the cabana. Adults must shower in bathing suit attire.
- I. A person **of any age** who is incontinent must wear swim diapers.
- J. Running or playing games in or around the pool is prohibited.
- K. Inflatable rafts and other such devices are prohibited.
- L. Chairs and lounges shall not be reserved. They are available on a first-come, first-served basis. When chairs and lounges are moved to accommodate preferred areas, they must be returned to their original location and with chair backs in the down position. Umbrellas also need to be lowered.
- M. Place beach towels on lounges to prevent tanning oils from discoloring the lounge chair material.
- N. Glassware, bottles and breakable china are not permitted on the pool deck.
- O. No food or beverages allowed in pool or spa.
- P. Personal listening devices must be used with headphones pool side. Other noise making instruments or speakers shall not be used.
- Q. Cell phone conversation is restricted to the Cabana area, not on the pool deck. Be respectful.
- R. No Guest may use the pool or spa of The Monaco at any time, unless registered as a Guest.
- S. Residents and Guests must be properly attired (footwear and cover-ups) and are required to use the Service Elevator when going to and from the pool, spa, beach area. Exit and enter the building using the south side service door only. Proper dress must be maintained when proceeding to the pool and spa facility. Wear shoes at all times in the building. Pool attire or exposed bathing attire is not appropriate in the Lobby, Atrium, public corridors or main Elevators. In addition, it is imperative that those returning from the pool, spa, or beach area, including beach or pool articles, be dry and free of sand.

#### **CABANA AND BARBEQUE GRILL AREA**

- A. Restrooms and showering facilities are located in the Cabana.

- B. Kitchen facilities located in the Cabana are available to Residents and Guests on a first come, first serve basis. Clean up and removal of all food is required after use. Food or other items left in the Cabana or the refrigerator in the Cabana will be disposed of daily.
- C. Cell phone conversations are permitted in the Cabana.
- D. Beach and pool equipment provided by the Association are the only items permitted in the Cabana Storage area. This storage can be found on the south side of the Cabana. Use of these items is on a first come, first serve basis. All beach items must be returned after use to the storage area and rinsed off using the foot wash station on the path to the beach. No personal storage is permitted in this area.
- E. The barbeque grills are for the use of Residents and their Guests. No sauces/marinades are allowed. The grills must be in the OFF position when finished barbequing. The grills, counter and area must be cleaned after use, leaving the area as found. Repairs or replacements of grills will be charged to any resident found negligent of improper use of the grills.
- F. Exclusive reservations for Pool Cabana, tables and/or grills are not permitted; the Pool Cabana and Grills are available on a first-come, first-served basis only. The Association's Social Committee and Special Events Committee may reserve these areas from time to time for any social event that will include the membership.

### **TENNIS COURT FACILITY**

- A. The tennis courts are located on the top floor of the garage parking structure. You may access this area using the elevators or stairs located directly outside the front entrance Lobby.
- B. The tennis courts may only be used for tennis activities.
- C. No Guest may use the tennis courts of The Monaco at any time unless registered as a Guest.
- D. The tennis courts are available for play from 8:00 a.m. – dusk. Proper tennis attire and tennis shoes must be worn on the tennis courts.
- E. Benches for players' use are located between the two playing courts. There are also chairs located in the shaded area for use while using the courts.

## **TRASH REMOVAL AND RECYCLING**

### **Trash**

- A. Trash Rooms are located on each Resident Floor on the North Side of the building.
- B. Place trash down the trash chute. Trash **MAY NOT** be left on the trash room floor.
- C. Trash Chute hours are limited from 8:00 a.m. to 9:00 p.m.
- D. All trash shall be disposed of in the proper manner: All trash shall be securely contained in heavy duty garbage bags, **NO GROCERY BAGS**. Trash that is not properly secured can become loose while in the chute and pose unsafe conditions for the custodial staff and contractors handling the disposal.
- E. Do not put glass bottles or jars in the trash bags. Do not throw glass containers down the trash chute. This can damage the compactor and pose unsafe conditions for the custodial staff. Place these items in the recycling containers in your hallway trash room.
- F. All hazardous materials (i.e., diapers, medical waste) must be wrapped and securely bagged in an approved container before placing into chute.

### **Recycling**

- A. Recycling containers are located in the hallway trash rooms on each Residential floor. The latest list of allowable recyclable items allowed by The City of Naples is posted in each trash room. Please review prior to depositing items in recycling bins.
- B. Recycling materials do not need to be separated. Collier County uses “single stream recycling,” which means that all recycled materials, including newspapers, may be co-mingled in any of the recycle containers.
- C. Collier County recycles glass, metal, plastic, paper, broken down cardboard boxes and plastic containers. Please place these items in any of the recycling containers provided in the Trash Rooms. Look for the Recycle Symbol on your trash items and recycle whenever possible. Here is the universal symbol for recycling.



- D. All glass, metal, and plastic is to be rinsed prior to placing in recycle containers located in trash room to minimize pest infestation and odors.
- E. Do not put plastic grocery bags in the recycling. They become tangled in the City of Naples' Recycling Center, thus not allowed.
- F. All cardboard boxes must be flattened and are to be placed in recycle containers located in trash room. Do not throw newspapers or boxes down trash chute; this causes the chutes to back up and create odors when trash bags cannot pass through. No pizza boxes allowed due to food residue.
- G. Bring pizza boxes to the first floor trash room.

- H. Large recyclable items that will not fit in the recycling containers must be brought down to the north service area during the work week, Monday through Friday, so they can be disposed of timely and properly. Do not bring large items down on weekends.
- I. If you have difficulty with larger items, you may contact the Management Office for assistance through the Resident Services program.

### **Other Trash Items**

- A. Any large items that do not fit in the recycle containers in the hallway trash rooms must be placed in the first-floor Compactor Room located in the north service area. Do not bring these types of items down to the Compactor Room on weekends when there is no custodial staff on the premises. There is limited space in this area, and it may pose an unsafe condition for others.
- B. Some items require special handling by our trash contractor. Please contact the Management office to arrange for removal of these items. Residents are responsible for any removal charges. The following items require special pick up:
  - 1. Large bulky items (i.e., mattresses, large furniture pieces)
  - 2. Electronics (i.e., televisions, computers, printers)
  - 3. Appliances (i.e., stoves, microwaves, refrigerators)
  - 4. Paint and Paint Cans
  - 5. Batteries of any kind (bring to the Management Office for disposal)
  - 6. Fluorescent and other type of light bulbs



# **UNITS - RESIDENTS' RESPONSIBILITIES AND RESTRICTIONS**

## **CHECK-IN AND CHECK-OUT RESPONSIBILITIES**

- A. Residents and guests shall register at the Front Desk upon first arrival and upon departure. This is not a guarantor of safety or security but a matter of convenience for the Association. As a courtesy, please call or email the office in advance of your or guests' arrival.
- B. It is necessary to provide contact information including cell phone numbers for any individuals and guests residing in your unit.
- C. If owners/residents arrive while the Front Desk personnel are on their rounds, there are post-it notes along with a pen on the desk. Take a note and write the names of all arriving, along with the unit number. Once personnel return to their post, they will update the occupancy report accordingly.
- D. Notify the Front Desk when planning on being away for a few days to an extended period of time and provide dates of departure and return. Residents away for 2 weeks or more shall provide the General Manager with keys to any vehicles remaining on the premises in order that they may be moved, if necessary.
- E. Residents shall also provide details which will be helpful in locating the Resident in the event of an emergency.

## **GENERAL RESPONSIBILITIES**

- A. The Association shall retain a passkey for all locks to the premises, including Residents' Units. Residents who alter any lock or install a new lock on any door of their Unit shall provide the Association with an additional key for the use of the Association, pursuant to the Association's right of access to the apartment for emergency and common element inspections and repairs. Access to every Unit by master key is mandatory.

**Residents shall notify Management or the Front Desk when they intend to remain away from the building for a period of 24 hours or more and provide the General Manager with details which will be helpful in locating the Resident in the event of an emergency.**

- B. No waterbeds are allowed.
- C. For the comfort of adjacent Residents and fire prevention, no cooking, barbecues, etc., shall take place on any balcony.
- D. Solar Film and Window Coverings: All interior vinyl window coatings or window shield or Solar Film shall be of uniform color, that being solar bronze, as approved by the Board of Directors. Window coverings and treatments, whether on exterior windows or Atrium windows, must be either white or off-white or so lined, on the street-or-corridor exposed side. This is for uniformity and to conform to the architectural effect of The Monaco. Also, no personal items may be visible from these windows.
- E. No public sales (i.e., yard sales, auctions, estate sales) are to be held on premises.

## **ACCESSING THE PROPERTY**

There are three main entry points at The Monaco:

- Lobby Entrance
- South Entrance
- North Entrance

All entry points are operated by an intercom system that is monitored at the front desk, as well as an electronic key fob system. Although the front desk is manned 24 hours a day, the front desk staff is responsible for periodic property and amenity review during their scheduled shift. All residents should have a key fob with them when exiting the property, in case they may return, and the staff member is away from the front desk.

It is the responsibility of the owner to supply key fobs to their guests; the office does not release key fobs to anyone other than the owner or approved lessee.

## **PLUMBING RESPONSIBILITIES**

- Toilets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, paper, ashes, paint, grout or any other articles be disposed of in toilets or drains.
- Do not flush personal items (i.e., disposable wipes, sanitary napkins, paper towels).** Common sanitary waste lines and the city sewer system lines vary in size and direction of flow. Flushing personal items causes backups and needed repairs.
- If a Unit is unoccupied for more than one (1) day, the main water shut off valve must be shut off.
- Use of “Liquid Plumber” or similar products is not permitted.** These products corrode the Unit and Common Plumbing Pipes.

## **UNIT HEATING, VENTILATION AND AIR CONDITIONING (HVAC) MAINTENANCE**

Each Owner shall be responsible to contract for and to have performed the ongoing maintenance of the HVAC systems and equipment that services their Unit. This maintenance service shall occur at least semi-annually, and written confirmation provided to the Management office from the Owner. For detailed information on the maintenance service required and the Owner’s responsibilities for this maintenance, please see Section 11.3 (F) of the Declaration.

## **UNIT HOT WATER HEATER REPLACEMENT**

Each Owner shall replace any hot water heaters servicing their Unit after they have been in service for ten (10) years and provide written evidence of such replacement. For detailed information on this requirement and the Owner’s responsibilities for this replacement of their hot water heaters, please see Section 11.3 (G) of the Declaration.

## **FLOOR COVERING REQUIREMENTS**

Buildings constructed of heavy concrete, such as The Monaco, transmit noise from everyday actions. This can interfere with neighbors’ peaceful enjoyment. This includes actions such as moving of

furniture/chairs and walking heavily or running. There are strict standards and procedures concerning floor covering materials. Contact the Management Office prior to any floor covering replacements to obtain the required standards and procedures.

### **UNIT ENTRY DOORS AND UNIT WINDOWS**

- A. Unit Doors - Each Owner is responsible, at his or her own expense, for all maintenance, repairs and replacements of his or her own Unit and certain Limited Common Elements, including the Unit Entry and Service Doors.
  - 1. The maintenance of the main entrance and service doors to the Unit and their interior surfaces are the responsibility of the Owner. Exterior surface painting is an Association maintenance responsibility. Door replacements must be approved by the Association.
  - 2. The maintenance of the door hardware, locks and weather-stripping are the responsibility of the Owner. Lock replacements must be coordinated through the Management Office, as they must be keyed to the master system. NOTE: It is recommended weather-stripping be replaced every two (2) years to maintain the seal and minimize corrosion from salt air. You may contact the Management Office for assistance through the Resident Service Program. Also, any door or door hardware replacement must conform to all other Unit doors of the Association.
- B. Unit Windows - Each Owner is responsible, at his or her own expense, for all maintenance, repairs and replacement so his or her own Unit and certain Limited Common Elements, including the screens, windows and window glass.
  - 1. The maintenance of the screens, screen frames and screen hardware are the responsibility of the Owner. Screening material must conform in color and style to all other screened areas of the building.
  - 2. The maintenance and/or replacement of the windows, window hardware, locking and handle mechanisms and window glass are the responsibility of the Owner and must be approved through the Management Office.
  - 3. Window coverings and appearance of windows whether by draperies, shades, reflective film and other items, whether installed within or outside of the Unit, visible from the exterior of the Unit, shall be approved by Management prior to installation. They must be either white or off-white or so lined.

### **DELIVERY OF FURNITURE AND OTHER LARGE ITEMS**

- A. Residents must contact the Management Office at least 48 hours in advance to arrange for the delivery of all furniture, appliances or large items. Reservations for such deliveries are required in advance and are offered on a first come, first serve basis, Monday through Friday from 8:00 am to 4:30 pm. No deliveries shall be permitted on weekends or public holidays as determined by the Management Office.
- B. Service or Passenger #3 Elevator shall be reserved for deliveries in advance by arrangement with the Manager. The Resident will be responsible for any damage to the Common Areas caused by their delivery.
- C. Service Elevator will be protected with padding and floor covering prior to any deliveries. Service Elevator cannot be used for deliveries without protection in place.

- D. All moving materials shall be removed from the property after the delivery. Moving boxes must be broken down/flattened and removed by the Resident or moving company. All packing material such as bubble wrap or packing peanuts must be bagged and removed. These items may be brought down to the Compactor Room located on the Lobby level, north side, during business hours, Monday – Friday. The staff will dispose of these materials.

## **PETS**

- A. The keeping of pets of any kind or description within the Condominium is prohibited.
- B. All persons must refrain from feeding the pigeons, gulls, feral animals, and other wildlife.

## **OCCUPANCY AND USE RESTRICTIONS**

- A. Occupancy Limits - Collier County Code limits residential occupancy to two (2) adults per bedroom in the household with no restriction on children under 18 years old.
- B. Units - Each Unit shall be occupied by a single family and its Guests as a residence and for no other purpose. Registration of all Guests is required at The Monaco. Contact the Front Desk or Management Office to register Guests. It is necessary for health and safety reasons for Management to know of all persons occupying the building.
- C. Occupancy in Absence of Owner - If Owners are absent and the Unit has not been leased, the Owner may permit his/her Unit to be occupied by Guests only in accordance with the following:
1. Any one person, who is the grandparent, parent, sibling or child of the Unit Owner or of the Unit Owner's spouse, if any, may occupy the Unit in the absence of the Owner without limitation as to the number or occasions or length of stay.
  2. Guests not included in #1 above are permitted only one (1) family occupancy in the Unit Owner's absence. Such Guests may only stay two (2) weeks and the number of occasions for this type of Guest occupancy shall be limited to two (2) in any calendar year.
  3. The Owner shall contact the Management Office to notify with the names of all Guests and the length of their stay in advance, as well as a contact number.
  4. Guests occupying a Unit due to an Auction, "Vacation by Owner" arrangement, raffles, etc., are considered rentals and must follow all the rules and procedures required for leasing of Unit.
- D. Occupancy When the Owner is Present - There is no restriction on the number of times you may have Guests, whether related or unrelated to the Owner, if the Unit Owner is in residence.
- E. Guest Compliance with Rules and Regulations - Residents are responsible for providing a copy of the Rules and Regulations to their Guests. Residents are responsible for their Guests' compliance with the Condominium Documents and Rules and Regulations.

# SALES AND LEASING OF UNITS

## SALE OR TRANSFER OF UNITS

- A. The sale, lease or transfer of your Unit is restricted or controlled as appears in Paragraph 13 through 14.6 of the Declaration of Condominium. ANY SALE, LEASE OR MORTGAGE NOT AUTHORIZED PURSUANT TO THE TERMS OF THE DECLARATION SHALL BE VOID unless subsequently approved by the Association.
- B. Owners are required to inform Management once they have listed their Unit for sale. Owners must provide the name and contact information of the real estate agent if the Owner is contracting with an agent.
- C. Devise, Inheritance or Other Transfers - Transferee must notify Management of any transfer or change of Ownership or title. The transferee must submit a certified copy of the instrument evidencing his or her Ownership and such other information as the Board of Directors may reasonably require.
- D. When prospective buyers are viewing a Condominium, the Owner or authorized agent must be present. Units are to be shown by appointment only.
- E. Open Houses are not permitted.
- F. Realtor Caravans - Realtors may hold one Caravan to introduce the sale of a Unit to other realtors under the following conditions:
  - 1. The Resident Manager must be notified by the Owner or Owner's agent of the intention to hold a Caravan at least one business day in advance.
  - 2. Realtors visiting the Caravan must register at the Front Desk and be accompanied by the Owner or Owner's agent while in the building or on its grounds. All Caravan visitors must be accompanied anywhere in the building or common areas by the Listing Realtors' Agents.
  - 3. Caravan hours are limited to Monday through Friday from 10:00 am to 4:00 pm.
- G. Key lock boxes are not permitted on Unit entrance doors.
- H. Sales Application Process. - Section 14 of the Declaration of Condominium contains the requirements for the Sales or Transfer Process. Once a sales contract has been received, the Owner shall provide the following information to the Management office:
  - 1. Notice by Owner - An Owner intending to sell or gift his/her Unit shall give to Management written notice of such intention, together with the name and address of the proposed purchaser, a copy of the executed sales contract (in the case of a sale), an application fee and such other information the Board of Directors may require, including, but not limited to, a completed Association application form from the proposed purchaser or donee. The Association will perform a background check on all purchasers or donees, as well as an interview either in person or by phone.
  - 2. Board Action - Within 30 days after receipt of the required notice and all information or interview requested from the Owner and purchaser, or no later than 60 days after the original notice is received, whichever occurs first, the Board shall approve or disapprove the sale or transfer. If approved, the Board of Directors will provide the approval in the form of a Certificate of Approval executed by any Officer or Manager of the Association.
  - 3. Disapproval With or Without Good Cause- Appropriate grounds for disapproval of the sale/transfer application can be found in the Declaration of Condominium, Section 14.

- I. Key Exchange - The Sales Agent must meet the new owner(s) and escort them to the unit upon closure. Neither the Front Desk or Office staff may facilitate a key exchange or open a unit on behalf of any new owner or real estate agent.

## **LEASING OF UNITS**

**NOTE: Also, see sections 13 and 13.1 through 13.7 and 14 through 14.6 of the Declaration of Condominium regarding Sale, Mortgage and Lease.**

- A. Notify Management of your intent to lease your Unit. Management will provide you with the leasing requirements of The Monaco and a leasing packet that must be completed prior to the lease period.
- B. Units for lease may **not** be advertised on any short-term rental websites, such as Airbnb.com or VRBO.com.
- C. Units must be leased in their entirety. Owners may not lease a portion of their Unit. When leasing a Unit, Owners give up all rights and access to the Common Areas and amenities and may not leave any form of property on the common premises.
- D. Renters are subject to all the Condominium Documents, including the Rules and Regulations of The Monaco. Owners are responsible for providing these documents to their lessees.
- E. Term of Lease and Frequency of Leasing.
  1. No Unit may be leased more often than one (1) time in any calendar year, within a minimum lease term of thirty (30) days. No sub-leasing or assignment of lease rights by the lessee is allowed.
  2. Lease renewals are subject to the same process as initial leases and are required to be renewed on an annual basis. The actions and/or violations of the Condominium Documents, including the Rules and Regulations, by the lessee during the term of their lease will be grounds for denial of future renewal terms.
- F. Lease Application Process.
  1. Notice by Owner - An Owner intending to lease his/her Unit shall give to Management written notice of such intention at least thirty (30) days prior to the first day of occupancy. This notice must be accompanied by a completed lease application by the lessee; an application fee; a fully executed copy of the proposed lease and other information as Management may reasonably require. The Association will perform a background check on all lessees, as well as an interview either in person or by phone.
  2. Board Action - After receipt of the required documents from the Owner and lessee, and after all information and interviews have been completed, the Board shall provide their decision on the lease application within ten (10) days.
  3. Disapproval of Lease - Appropriate grounds for disapproval of the lease application can be found in the Declaration of Condominium, Section 13.
- G. Occupancy During a Lease Term.

When a Unit has been leased for a period of one (1) year, the Unit may be occupied by the lessee and his/her family, as the term “family” is defined in the Declaration of Condominium, Section 4.

H. Key Release for Incoming Lessee

The Owner or Authorized Leasing Agent must meet the incoming tenant and escort them to the unit upon the start of the lease term. Neither the Front Desk staff nor the Office may facilitate a key exchange or open a unit on behalf of any owner or real estate agent.

# **CONSTRUCTION AND REMODELING GUIDELINES**

**CONSTRUCTION, REMODELING AND REDECORATING REQUIREMENTS ARE AVAILABLE IN THE MANAGEMENT OFFICE. THIS SECTION OF THE RULES AND REGULATIONS OUTLINES SOME GUIDELINES FOR MAJOR CONSTRUCTION, BUT OWNERS WHO ARE PLANNING ANY UNIT CONSTRUCTION MUST CONTACT THE MANAGER FOR THE FULL REQUIREMENTS FOR THESE PROJECTS.**

**NOTIFICATION TO MANAGEMENT** -- Owners planning to perform construction, remodeling and redecorating work in their Unit must notify the Management Office and complete the appropriate request forms. A deposit and non-refundable construction fee will be required for any project in excess of \$1,000. Access to the Units through the building common areas, as well as contracted work that adds to or changes structure (i.e., hurricane shutters, moving walls, adding screened in areas, etc.), requires prior approval from Management.

All Association requirements for construction, remodeling and redecorating work will be outlined by Management after the request forms are completed. The basic requirements include, but are not limited to the following information:

- Meeting with Monaco manager, owner and owner's contractor
- Scope of work
- Digital copy of construction plans
- Contractor's license
- Contractor's Insurance
- List of Subcontractors and proof of license and insurance of each
- Estimated Start Date and Finish Date
- Job Supervisor name and contact information
- Security deposit in the amount of \$1,000 submitted by the contractor or Owner payable to The Monaco
- Construction fee of \$150 for kitchen, bath remodeling or flooring replacement and \$300 for Complete Unit renovations.

## **MAJOR MODIFICATIONS TO UNIT**

Such a proposal may require review by Association engineer, at owner's expense.

**RESTRICTED CONSTRUCTION SEASON** -- Remodeling and upgrades to Units are prohibited during the months of January, February, March and April, as well as the holiday weeks of Thanksgiving and two weeks of Christmas/New Year's. The "week" for purposes of the foregoing prohibition is from 12 midnight on Sunday through 12 midnight on Saturday of the week during which the holiday falls.

**Demolition** is only allowed from May 1 through October 1. Due to limited elevator use, etc., demolition must be scheduled with General Manager to ensure there are no overlapping demolition projects within the building. These date restrictions do not apply to minor remodeling and upgrades that do not generate appreciable noise, dust or other adverse effects on Residents.

**PARKING** -- Contractor parking is permitted in the Service Parking Lot, which is east of The Monaco parking structure. Depending on the unloading required, the Front Desk attendant will determine whether unloading will be in the South turnaround or North delivery area. Once unloading is completed, the vehicle is required to either move to the Service Parking Lot or to exit.

**No contractors or vendors should walk through the first floor parking garage to enter the building. Contractors/vendors need to use the north or south drive to access the service entrances.**



**WORKING HOURS** -- Contractors are permitted to enter the property after 8:30 a.m. Work may be done between the hours of 8:30 a.m. to 4:30 p.m., Monday – Friday. **Substantial noise, i.e., drilling, hammering, jack hammering or floor removal may not occur before 9:00 a.m. or after 4:30 p.m.** Contractors are required to clean the hallways and doorways outside the unit at the end of the workday and prior to 4:30 p.m. departure. Keys for Unit access can be signed out starting at 8:30 a.m. and must be returned no later than 4:30 p.m.

# GENERAL

## **MAIL ROOM/MAIL/AMAZON/FEDEX/UPS DELIVERIES**

- A. Mail Room, located off the northwest side of the Lobby is small, which limits storage of boxes and packages.
- B. Generally, Management will sign for all packages from USPS, Amazon, FedEx, UPS or other delivery services (excluding USPS certified mail, return receipt, refer to C below). Once a package arrives, Front Desk Personnel will send an email to the resident, announcing a package is here and has been placed in the mail room package area.
- C. Perishable Packages and Alcohol Delivery: Management must know the Resident is in residence or reach the Resident by phone before accepting perishable and alcohol packages. If the Resident is not in residence but authorizes Management to accept the package, Management will bring the package to the residence, open and place in appropriate refrigeration. Another option is placing in The Monaco Room refrigerator for a few hours if the Resident is just out for the day.
- D. United States Postal Service Certified Mail Requiring Signature: Management does not sign for Certified Mail through the USPS unless we have authorization from the Resident. Management will inform the mail carrier that they will attempt to contact the Resident to determine if Management may sign for it. The mail carrier can return the next day, at which time Management will have obtained authorization to sign for it or have been given other instructions.

## **OWNER DIRECTORY**

The General Manager shall furnish the Association Members with an Owner Directory on an annual basis. Such list is confidential for the exclusive use of the Members of the Association. The directory list shall not be disclosed to realtors, vendors, charities or others. A Resident shall not solicit charitable contributions from the other Owners of the Association based upon the Resident Directory.

## **VENDORS AND SERVICE PERSONNEL**

This section pertains to the vendors and service personnel who are contracted by and the responsibility of the Residents. This includes, but is not limited to, such personnel as repairmen, contractors doing minor work, fitness trainers, home care aides, housekeepers, home watch professionals and caterers.

- A. CHECK IN AT FRONT DESK - Once parked in the Service Parking Lot east of The Monaco Parking Garage**, the vendor may enter the front door without tools, etc.
  - The Front Desk attendant will have that person sign in and then leave with the Resident's Unit key, if authorized by Owner.
  - The vendor should enter with his/her team and any supplies through either the South or North door, depending on the supplies they are carrying.
  - The Front Desk personnel will determine which entrance will be used and instruct the vendor.
  - The camera will take a picture of vendors approaching the appropriate door, and Front Desk staff will allow entrance into building.
  - Vendors should use the Service Elevator located to the south of elevator bank, unless otherwise instructed.

- When leaving for the day, the vendor will exit via the North or South door, and again picture will be taken. The vendor will return to the main entrance of the building, return the Resident's Unit key and sign out.

**No vendor will be permitted to go through the main Lobby or Atrium.**

**B. HOUSEKEEPING PERSONNEL** - Housekeepers will follow the same procedure as other vendors. Several cleaning personnel attend to Units on a daily/weekly basis and are registered as regulars.

- If housekeepers do not need a key to the Unit(s), they will not enter via the Lobby but go directly to the South entrance, press the intercom button at that doorway, verbally check in, and be photographed before entering and transporting equipment via the Service Elevator.
- Upon leaving, exit South entrance, press intercom to check out with Front Desk and have photo taken.

**No housekeeping personnel will be allowed through the main Lobby or Atrium.**

**C. PARKING** - Parking is permitted in the Service Parking Lot, which is east of The Monaco. Depending on unloading required, the Front Desk attendant may allow unloading in the South turnaround or North delivery area. Once unloading is completed, the vehicle is to be parked in the Service Parking Lot.

**D. FRONT DESK SIGN IN / OUT** - All vendors must sign in and out at the Front Desk. If the Front Desk/office is providing a key for Unit access, a set of keys (or driver's license) must be left at the Front Desk. These items will be secured at Front Desk until the Unit Owner's keys are returned.

**E. VENDOR APPROVAL TO WORK AT THE MONACO** - All vendors must provide a Certificate of Insurance for their general liability, workers comp and automobile coverage, listing Monaco Beach Club, Inc., as additionally insured/certificate holder. This is applicable to all contractors who will perform services for that owner; it is not limited to the General Contractor hired for renovation of an owner's unit. This may be faxed or emailed to the office at 239-263-6693 or [office@monacobeachclub.net](mailto:office@monacobeachclub.net).

**F. ELEVATOR USAGE** - Vendors must ALWAYS use the Service Elevator only. This is marked clearly on the elevator that is located south of the elevator bank. When arriving/departing from the North Entrance Ramp, walk behind the elevator bank to reach the Service Elevator.

**G. WORKING HOURS** - Vendors are permitted to enter the property Monday through Friday from 8:30 am to 4:30 pm. Exceptions will be made for practical applications such as caterers and musicians for evening events, health care workers, etc. All exceptions must be approved by the Management Office. Keys for Unit access can be signed out starting at 8:30 a.m. and must be returned no later than 4:30 p.m.

**H. PUBLIC FACILITIES** - There is a vendor restroom on the north side of the building by the maintenance area.

## **SUGGESTIONS AND COMMENTS**

Suggestions and comments from any Resident are welcome. The General Manager shall then take action if appropriate, and report all such suggestions/comments and compliance actions taken by the General Manager at the next meeting of the Board of Directors. As to matters not solved by the General Manager,

he or she shall report such suggestions/comments to the Board of Directors before its next meeting for consideration.

## **PENALTIES AND ENFORCEMENT**

- A. The Condominium Documents for The Monaco, including the Declaration, By-Laws and Rules and Regulations are the governing documents for the operation of the Association and the use, occupancy, alteration, maintenance, transfer and appearance of Units, Common Elements and Limited Common Elements.
- B. Residents and Guests shall comply with all the Condominium Documents. Owners are responsible for the actions of all Guests, invitees, contractors, vendors and lessees.
- C. Violations of the Condominium Documents (including these Rules and Regulations) are subject to fines levied by the Board of Directors against any member of the Association. The fines shall be in an amount of \$100 per day up to maximum amounts allowed by Florida Statute. Should Management deem it appropriate, fines may be levied against an Owner's Contractor at any time during their construction project for violations of Association policies and procedures. Contractor may be held responsible for costs to repair any damage to the Association building, common areas, limited common areas, and can be removed from said project for gross negligence as deemed appropriate by Management.
- D. Violation Notices for any violation of the Condominium Documents (including these Rules and Regulations) will be sent to Unit Owners with appropriate copies to Guests and/or lessees.
- E. Further information regarding enforcement remedies can be found in the By-Laws of the Association, Section 7 and 8.
- F. Owners noting violations of the Rules and Regulations should report these violations to the Management Office for enforcement.

## **UNIT CLOSE-UP PROCEDURE FOR ANY EXTENDED ABSENCES**

*Although each Resident undoubtedly has a personal schedule for Close Up, the following steps are necessary (this list also applies to other extended periods of absence):*

### **REQUIRED:**

- A. MAKE ARRANGEMENTS FOR PERIODIC HOME WATCH IN YOUR ABSENCE TO INSPECT YOUR HOME. YOUR HOME WATCH PROFESSIONAL MUST HAVE PROPER LICENSING AND INSURANCE AND SUBMIT A COPY OF SUCH TO THE OFFICE PRIOR TO CONTRACTING WITH OWNER. THE MANAGEMENT OFFICE CAN PROVIDE A LIST OF VENDORS UPON REQUEST. SHOULD AN OWNER UTILIZE AN INDIVIDUAL WHO IS NOT LICENSED AND IS NOT RECEIVING COMPENSATION AND/OR PAYMENT FOR HOMEWATCH/CLEANING SERVICES, SAID OWNER SHOULD UNDERSTAND THAT THEY ARE SOLELY RESPONSIBLE FOR ANY INCIDENTS THAT MAY OCCUR WITH REGARD TO MOLD INTRUSION, WATER INCIDENTS, AND OTHER UNIT ISSUES.
- B. TURN OFF STAND ALONE ICE MACHINE SYSTEM, REMOVE ICE AND WIPE DOWN. PROP DOOR OPEN USING A TOWEL.
- C. AIR CONDITIONER - AIR CONDITIONING MUST BE KEPT ON IN YOUR ABSENCE. SET THERMOSTAT AND HUMIDISTAT ACCORDING TO THE MANUFACTURER'S DIRECTIONS. TEMPERATURE AND HUMIDITY SETTINGS ARE TO REDUCE THE CHANCE OF MOLD AND MILDEW IN YOUR HOME. IF YOU DO NOT HAVE THE MANUFACTURER'S DIRECTIONS, CONSIDER SETTING YOUR THERMOSTAT AT 74 DEGREES AND THE HUMIDISTAT AT 50.
- D. TURN OFF MAIN WATER SUPPLY VALVE TO UNIT. ALSO, SHUT OFF VALVE AT WASHER.
- E. TURN OFF THE CIRCUIT BREAKER FOR THE HOT WATER HEATER & UNPLUG.
- F. CLOSE AND LOCK ALL SLIDING GLASS DOORS AND WINDOWS.
- G. CLOSE HURRICANE SHUTTERS WITH EYELETS OPEN.
- H. LOCK DOORS WHEN LEAVING.
- I. LEAVE A FORWARDING ADDRESS AND PHONE NUMBER OR CONTACT INFORMATION IN YOUR ABSENCE.
- J. LEAVE A SET OF KEYS TO VEHICLES WITH THE FRONT DESK.
- K. COMPLETE THE CLOSED FOR SEASON FORM, PROVIDED BY MANAGEMENT.
- L. NOTIFY THE FRONT DESK OF DEPARTURE.

**SUGGESTED:**

- A. Clean out refrigerator and freezer (all items that would not keep for extended periods), place baking soda in refrigerator.
- B. Stove/Oven to be clean and all burners off.
- C. In the freezer section of the refrigerator, turn off ice maker (lift ice maker arm) and empty ice tray.
- D. Review situation in storage area and closets (remove combustibles).
- E. Empty all trash containers – kitchen, bathrooms, etc.
- F. Discard old newspapers, periodicals and paper bags.
- G. Stop or make arrangements regarding mail and newspapers.
- H. Unplug all electronic devices (i.e., televisions, computers, printers).
- I. Turn off the circuit breaker to the stove, dishwasher and microwave.
- J. Close and slant all blinds, verticals, and/or plantation shutters.
- K. Remove ALL perishables FROM EVERYWHERE, i.e., anything a bug could eat.
- L. Wash all dirty clothes and dishes.
- M. Take batteries out of all devices left in the Unit (except for smoke detectors).
- N. Garbage Disposal: Add small amount of cooking oil; give a quick switch on/off flick (add no water).
- O. Pour water down all bathroom sinks, tubs and shower drains.
- P. Leave all toilet seats UP (add bleach and plastic if desired).
- Q. Dishwasher - On the evening before departing, run one complete cycle with only a cup of white vinegar.
- R. Cover furniture, if desired.

**CONTACT THE MANAGER IF YOU HAVE ANY QUESTIONS.**