

RULES & REGULATIONS
PARK COLONY CLUB INFORMATION FOR OWNERS & GUESTS

PCC Website: ParkColonyClub.org Manager: Bill Loring 239-273-7553

Arrivals:

Members should advise PCC Office in advance of their own expected arrival with the date and time. They also should inform the Office with the date of departure. They must submit the “Application for Guest Occupancy in Owner’s Absence” form via the PCC website for all guests, a maximum of four (4) guests at one time, who will occupy the unit in their absence. If unrelated to the owner, guests may occupy the unit in the owner’s absence not to exceed one (1) month cumulatively per year. Board approval must be obtained before any guests can occupy a unit in the owner’s absence.

On arrival, the family member (and guests, if any) should be identified to a PCC officer or director or to the manager, and their names should be entered in the Guest Book in the Office. All overnight guests, including the owners’ family, should be signed in, listing their cell number and email address and the auto plate number and length of stay. A ‘Guest Parking Pass’ should be placed on the dashboard if parking in the PCC lot.

Balconies:

Bathing suits, towels or other articles must not be placed on the railings of the balconies.

Bicycles:

Park Colony Club has limited space for bike storage in the Workroom. Please only store bikes which are used regularly, otherwise bikes should be stored in your unit. All bikes must be removed from the Workroom by May 1 to allow storage of PCC pool furniture. The Workroom will open to bike storage November 1. Due to the limited space in the Workroom only bikes may be stored during the season, please do not place additional items in the Workroom.

Children:

Children must be supervised by an adult at all times. They are not permitted to play on the front or back lawns or seawall or in any way interfere with the quiet and comfort of the members.

Communication:

Notices are posted in the Office for Board Meetings, yearly Fire Extinguisher and Termite Inspections, monthly Pool Parties and for other important information. The PCC website also has events posted. Pool Parties are usually on the third Wednesday of the month and are a great way to meet one’s PCC neighbors – bring your own drink and some nibbles to share.

Fire Extinguishers and Smoke Detectors:

Fire extinguishers are provided outside of the apartments and are serviced annually. Smoke detectors maybe hard wired but back-up batteries should be replaced by the occupant annually.

Garbage Disposal, Recycling, Sewer:

Most units have a garbage disposal. Care should be taken to see those instructions for use be followed carefully. Do not introduce foil, paper, plastic, metal, citrus fruit or course fibrous vegetables. Other
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garbage should be placed in proper bags and placed in the in-ground cans at the rear of each building. These cans are emptied on Mondays and Thursdays. Non-recyclable items should be bagged and disposed of in the in-ground cans at the rear of each building. This includes empty plastic bags.

Newspapers and all other recyclables should be placed in the labeled blue bins outside the Utility building. Shredded paper should be put in a box or in a paper bag and taped/stapled shut. Labels do not have to be removed from cans or glass containers.

Due to noise, do not access bins before 8 A.M. or after 9 P.M. No plastic bags, including the blue 'recycle bags', are allowed in the recycle bins.

Flushing of items other than waste or toilet paper (e.g., sanitary or diapers) in the toilets can cause major damage to sewer lines by clogging and/or backing up.

Grills:

Barbeque grills are located at the south end of the pool area. The instruction booklet is in the office near the Guest Book. Do not put the vinyl grill cover on the ground. Clean the grill after each use and replace the cover after the grill has cooled down. A back-up propane tank is in the Utility Room. If the tank is low after usage, leave a note on the Office desk so it can be replaced.

HVAC Condensation lines:

Condensate lines remove moisture, which can lead to mold and bacteria growth and unpleasant odors. There are several ways to clean the line including pouring a small amount of vinegar and water (1/3 ratio) down the line a few times a year to break up buildup. Vinegar's antimicrobial properties can kill bacteria and prevent mold growth. There are tablets that are sold for this purpose as well. It is the responsibility of the members to periodically treat the condensate drain line inside their utility room.

Laundry:

Washers and dryers are provided at no cost. Everyone should limit their use so that all have equal opportunity to use the facilities. Rags must be washed before they are placed in a dryer. These are not commercial machines, so heavy items such as bath mats, rugs, pillows and bedspreads, etc. are prohibited. Use your own detergents and bleaches. To prevent scratching the top of the machines, place laundry baskets, etc. on the center table. Dryer lint traps should be cleaned after every use. Please leave washer doors open following use so they may dry out.

Lithium Batteries:

Please follow the [Fire Safety Research Institution](#) for charging and storing lithium batteries.

Manager:

The PCC Manager (Bill Loring) works at PCC Monday through Friday from 7:00 A.M. to 12 noon. If necessary, one can reach him by leaving a message on his cellphone (239-273-7553), a note on the desk or you can send him a message via the PCC website under 'forms', '[Manager Contact](#)'. If you need immediate assistance after hours or on weekends, contact one of the Board members listed on the Bulletin Board. Telephone numbers are listed on the clipboard by the desk as well as on the PCC website. It is suggested that you secure an extra set of keys outside your apartment.

Moorings Beach Park:

Membership in the Moorings Property Owners Association is required for owners to be allowed access to the park and beach across the street for themselves, their guests and their renters. Please refer to the [MPOA website](#) for more information.

Noise:

In order to ensure everyone's comfort and peace of mind, try to control the noise level of TV's and radios. Dishwashers, garbage disposals, and apartment washers/dryers should not be operated before 8 A.M. or after 10 P.M.

Parking:

Each member is allowed one vehicle on campus and one assigned space. Park your car in your unit's numbered space. Guest parking spaces are reserved for guests and service people. If parking on the street, avoid the space marked "Loading" if possible. Day and overnight guests should place a 'Guest Parking Pass' on their dashboard. Guest Parking Passes are available from the Unit owner.

Pets:

Park Colony Club is a 'Pet Free' community, pets are not allowed.

Pool:

Pool hours are 8 A.M. until Sunset. Children under 12 must be accompanied by an adult at all times. Swim at your own risk. Lounges and chairs must be covered with a towel to prevent staining. No glass or animals in the pool or on the pool deck. Pool capacity 20 persons. No diving. Be courteous, limit cell phone usage. Avoid entering tiled areas of bathrooms, laundry and office when wet as this can cause a slip hazard. For the health and safety of all, children not toilet trained must wear approved, properly fitted swim diaper/pant. Incontinent adults should wear a proper swim pant. Anyone with diarrhea or communicable diseases are not allowed in the pool.

Remodeling or Renovation:

When remodeling or renovation is undertaken, the Member submits a written description of the renovation plans along with supporting drawings and must have obtained prior Board approval and confirmed to the Board that all contractors are licensed, insured, and that permit applications have either been submitted or have been approved. A copy of the Permit Application must be submitted to the Board. Permits are to be posted at the entrance area of the unit in plain sight. Workmen's hours should be kept from 8 A.M. to 5 P.M. Monday-Friday. Only light work on Saturday with permission (e.g., painting). No work is to be done Sundays or Holidays. Endeavor to have the work done during the months of May through October.

Service Animals:

The following Rules & Regulations are to assure that Park Colony Club is safe, clean, harmonious and consistent with existing laws regarding Service Animals & Assistance Animals (aka Emotional Assistance or Support Animals) and limited to a dog or a cat. A signed and notarized document is required stating that the owner/handler understands and agrees to Park Colony Club Rules & Regulations for Service Animals & Assistance Animals (aka Emotional Assistance or Support Animals) only.

The Park Colony Club "No Pets" By-Law (Article IX, 9.5) remains in effect. A 'Service Animal Application and Agreement' Form must be submitted to the Board of Directors.

An assistance animal must be a small breed not to exceed 35 lbs. (no weight restriction for a service animal). Only one service animal, or assistance animal is allowed per person. Service animals & assistance animals must be sterilized, vaccinated and licensed as local laws apply.

Defecation and urination are prohibited on the common grounds. Any “accidents” must be immediately picked up and disposed of properly. Use of a litter pan, indoor bathroom/doggie potty pads is required. Such items must be used and kept inside the apartment and not on the balconies.

Animal owner/handler is required to obtain an animal liability insurance policy. Park Colony Club will not be held liable for any injury of persons, animals or property caused by a service animal or assistance animal.

Owner/handler is responsible for all damages his/her animal causes to Park Colony Club common areas.

For health and safety reasons, no animal is allowed in the pool. Assistance animals are not allowed on the pool deck, or any other common areas and must be confined to the unit, except going to and from Park Colony Club property.

The care and supervision of an animal is the responsibility of the individual owner/handler. Animals will not be kept on balconies. Animals will not be left alone in the unit for more than six (6) hours. The animal must be quiet when left alone. Uncontrolled behavior – i.e., barking, growling, biting, jumping on people, running away from handler, etc. These behaviors will necessitate removal of the animal from Park Colony Club.

Use of the common washers & dryers for washing of animal supplies, etc. is forbidden.

Service Animals, must be harnessed, leashed or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices.

Assistance animals must be carried or on a leash no longer than six (6) ft. when going to and from Park Colony Club property.

Smoking:

Park Colony Club is a ‘Smoke Free’ community’, smoking is prohibited on all common areas of the Park Colony Club. Without limiting the generality of the forgoing, this prohibition applies to the office, laundry, storage room, swimming pool area, walking paths, gardens, and landscaped common areas. Smoking is defined as carrying, burning or otherwise handling or controlling any lighted or smoldering product containing tobacco, including, but not limited to, cigarettes, cigars, pipes and E cigarettes. Vaping in the common areas is also not permitted. Each owner is responsible for compliance with this rule by all residents within the owner’s unit, and for all guests and invitees of such owner.