

HOUSE RULES
ROYAL PALM CLUB
2121 GULF SHORE BLVD NORTH
NAPLES, FL 34102



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Resorts Management Co.
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FORWARD

The Royal Palm Club is a housing cooperative, or CO-OP, a legal entity, a corporation, which owns the real estate located at 2121 N. Gulf Shore Blvd. The corporation is membership-based, with membership granted by way of a share purchase in the cooperative. Each shareholder in the legal entity is granted the right to occupy one housing unit. It is an autonomous association of people who voluntarily cooperate for their mutual benefit.

The House Rules are designed to ensure the quiet enjoyment of the premises for the unit owners and their guests. Unit owners are reminded that they are responsible for the adherence to the House Rules by their children, grandchildren, guests and renters at all times.

Observance of the House Rules is a cooperative undertaking for the mutual benefit of all unit owners and subject to fines as provided for in the By-Laws.

The building manager has a supply of these rules as does our Property Management Company.

Owners must have a copy available for their guests and renters.

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OCCUPANCY

- 1. The unit owner has the complete responsibility for his/her guests. In all instances, where a unit is to be occupied by persons other than the member or spouse, a copy of these House Rules shall be furnished by the member and all occupants are required to read and abide by them.**
- 2. Maximum number of overnight occupants in one unit is limited to six (6).**
- 3. All persons are required to be registered upon arrival in the guest book, maintained for that purpose in the lobby. The sign-in must include the PRINTED names of each person staying in the unit plus the arrival and departure dates.**
- 4. No pets are allowed in the building or on the premises.**
- 5. A unit owner, who is not in residence, may permit his unit to be occupied by guests only in accordance with the following:**

9.2 Occupancy in Absence of Primary Occupant. If the primary occupant and his family who permanently reside with him/her are absent from the unit and are not occupying it, the primary occupant may permit his unit to be occupied by guests only in accordance with the following:

- a) Any person, who is related within the first degree (son, daughter, parent) by blood, adoption or marriage to the primary occupant or his spouse, if any, may occupy the unit in the absence of the primary occupant. That person's spouse and children, if any, may accompany him.
- b) Any occupancy of the unit by guests not included in 5a above (whether gratuitously or for a rental fee), shall be deemed to constitute a lease and shall be subject to the following approval and occupancy restrictions:
 - 1) No unit may be leased more than two (2) times in any calendar year, with the minimum term being thirty (30) days.
 - 2) An "Application to Lease" form, provided by the management company or building manager, together with a one hundred dollar (\$100.00) fee, \$50.00 for repeat renters, must be submitted to the management company for approval / disapproval by the Board of Directors at least thirty (30) days prior to the arrival of the lessees. All occupants of the unit during the lease must be listed on the application.
 - 3) No overnight guests are permitted in the leased unit unless the lessee is also present. It is essential that the building manager be aware of all occupants at all times.
 - 4) The building superintendent is required by the Board of Directors to deny occupancy to any person not complying with any of the foregoing provisions.

1. The pool hours are from 8:00 AM to Dusk. Owners and guests use the pool at their own risk.
2. All persons must take a poolside shower on every occasion before entering the pool.(Shower has temperature control!)
3. A large towel or towels, which completely cover the lounges or chairs, must be used to protect them from perspiration and lotions.
4. Towels, clothes and personal articles must not be left on chairs or lounges, except while the owner is in the pool or temporarily on the beach. When returning to an apartment all personal articles must be taken off pool furniture to allow other residents to use them and avoid cluttering of the pool area. Reserving of lounges by use of towel, etc., is prohibited.
5. All poolside furniture, (lounges, chairs, umbrellas) should be restored to their original locations before leaving the pool area. Furniture must be picked up to be moved, not dragged across the deck.
6. All persons must be properly attired (such as a cover-up) when going to and from the pool area, including elevators, corridors and lobby. Shoes or slippers must be worn and bathers should *dry themselves thoroughly before entering* the lobby, elevators and stairwells.
7. Only radios with headsets are allowed at the pool.
8. Games involving running, shouting or other raucous behavior are prohibited, similarly, spitting and spouting of water.
9. Persons having communicable diseases may not use the pool.-
10. No diapered or untoilet-trained children are allowed in the pool.
11. Children under the age of 12 must be supervised and accompanied by an adult at all times.
12. Rubber floats, rafts, large aquatic toys and other such objects are not permitted for use or storage in the pool.
13. Pool Guests:
 - a) Unit Owners and Renters are allowed to invite up to 2 guests per day, the same guest 2 times, per 30 day period, not to exceed 6 guests in any one 30 day period. Any exception will need approval of the Board of Directors prior to the guest's arrival.
 - b) **Option for Unit owners only:** From May 1 thru Jan 31, unit owners only may substitute the following pool guest rule for rule a) above:

Unit owners are allowed to invite any person related within the first degree(son, daughter, or parent, by blood, adoption, or marriage) up to 2 guests per day, the same guest 5 times per 30 day period, not to exceed 10 guests in any one 30 day period.
14. When coming from the beach remove sand from shoes before entering the pool area. Washing of feet and showering will help protect the pool area from sand and salt.
15. Please replace line float on hooks upon leaving the pool area.

16. No food or glass is permitted in the pool, patio or sun deck areas. Hor d'oeuvres at sunset are permissible on the sun deck.
17. No person shall be allowed to use lifesaving equipment for recreational use.
18. Smoking is not allowed in the pool, patio and sun deck areas.

NOISE

1. Quiet hours are from 10:00PM to 8:00AM.
2. During quiet hours the following rules are to be observed.
 - a) Do not use trash chutes or operate sink disposal, vacuums, dishwashers, clothes washers/dryers within your unit.
 - b) Keep radios, tv's, stereos, wi-fi's and other musical instruments at a minimum volume.

Portable radios with speakers should not be used in corridors, elevators, pool, patio, or parking areas without headsets.
 - c) Conversations on the patio area, parking area, balconies and corridors should be carried on in a low voice.
3. Children and adults should not be allowed to run or play on balconies, patio area, and corridors, to bicycle, roller blade, skate or use skate boards on the premises, to ride the elevators up and down for fun, or to otherwise disturb the residents.
4. Unnecessary vehicle noise within the grounds should be avoided.

PARKING

1. One parking space is assigned to each unit.
2. Unit owners or their renters wishing to keep a second vehicle at the Royal Palm Club must either:
 - a) Obtain and provide to the building manager written approval from an absent unit owner authorizing use of their parking space, or park in one of the three parking spaces East of the shrub row on Gulf Shore Blvd.
3. The four guest spaces next to the car wash area are exclusively for the use of guests and visitors.
4. Parking is not allowed in the car wash area, or in the three spaces reserved for commercial vehicles at the west end of the parking lot.
5. Parking is limited. Owners must make their parking space available to their renters and remove their own car from the premises. Absent owners may authorize use of their parking space provided the building manager has it in writing.

6. Renters may only leave a vehicle on Royal Palm Club property during the term of their lease.
7. Cars should be parked carefully within the assigned spaces in order to provide proper clearance for adjoining cars. No tandem parking.
8. No R.V.'s, commercial vehicles, defined as vehicles with signage advertising a company or having tools or trash in an open bed truck. No motorcycles over 50CC are permitted on the premises. Oversized vehicles that adversely impact adjacent parking spaces are subject to Board approval.

TRASH AND GARAGE

1. All trash must be placed in paper or plastic containers and tied before being deposited in the trash chute. Use sink garbage disposal whenever possible for food and liquid waste. All liquids deposited in the trash chute must be in a leak proof container.
2. Glass, bottles, jars, etc., should not be put down the trash chutes. These should be placed in the marked recycling containers in the West parking area. All glass bottles, aluminum cans, plastic bottles and newspaper are to be recycled by using the bin in this area. Cans and plastic must be rinsed (bugs, rats and odors result if not) and placed in marked recycling containers in the West parking area.
3. Paper bags used to carry the above recycled items must not be thrown in with the items. There is a separate can for paper items.
4. Large boxes should be broken down and placed adjacent to recycling bins.

ELEVATORS

1. Children under the age of 12 are not be allowed in elevators without supervision.(see Noise # 3)
2. Care should be taken to avoid scratching or otherwise marring the interior of the elevator cabs. Unit owners or renters planning to use an elevator to transport appliances, furniture, or large items must coordinate the transport of these items with the building manager. He will install protective pads which are available in the library. The West elevator is only elevator that can be used for transporting these items.
3. Use of elevators should be avoided during severe electrical storms as most power failures occur at these times.
4. In the event of a power or mechanical failure, the elevator will automatically stop. The alarm button should be pushed to sound the alarm and summon help. The telephone may also be used.
5. If elevators are not in operation, residents may use the fire stairs at both ends of the building. Any entrance key opens these doors.
6. No smoking or flammable material is allowed in elevators at any time.
7. Resident's newspapers are delivered to the elevators. Only those persons who have ordered papers should take them from the elevators, lobby entrance or doorways.

1. The hanging of bathing suits, towels, articles of clothing or other laundry from porches , balconies or unit windows for drying or airing is prohibited.
2. Shaking of mops, rugs, etc., over porch railing or balconies is prohibited.
3. No storage of beach chairs, equipment, or any item is allowed on balconies or beach steps.
4. Passageways must be kept clear at all times.

MAINTENANCE

1. The maintenance staff's responsibility is to maintain common areas of the building only.
2. Interior unit maintenance, including such items as lights, faucet washer replacement, plumbing repairs, etc. is the responsibility of the unit owner. If the owner wishes to hire the maintenance staff to assist in any way, it must be done after hours, and at the owner's expense.

LAUNDRY ROOM

1. Hours are 7:00AM to 10:00PM daily.
2. The machines are intended for normal washing and drying only. Washing or drying of rugs, slip covers, spreads or any other heavy articles is prohibited. Shoes, sandy towels or other beach items are also prohibited.
3. Only washed items should be put in dryers. These machines must not be used to dry beach towels or bathing suits that have not been properly washed first.
4. No more than two washers and two dryers may be used by a resident at any one time. Please advise your cleaning service.
5. Please quietly close and lock the laundry door each time you leave.
6. If you are the last one to use the laundry room, please turn out the lights and fan as you leave.
7. Please follow the rules which are posted in the laundry room for the operation of the machines.
8. Please attend promptly to your wash. Do not leave it for others to empty your washer or dryer.

SECURITY

1. The cooperation of residents is required to maintain surveillance over the lobby and corridors. Any suspicious or disorderly persons should be reported to the manager or police.
2. All doors to lobby will normally be locked at 3:00PM to 7:00 AM from Monday through Friday and on Saturday until Monday morning. During secure hours, lobby doors must not be propped open. Residents should have keys in their possession at all times.
3. Contractors should not be given keys to the building's entry doors.

4. Residents should keep their unit front doors closed and locked when not there. Windows should be closed before leaving in order to minimize the possibility of water damage to the owner's unit or the apartment on the floor below in the event of a sudden storm.
5. Exterior stairwell doors are to be closed and locked at all times. Interior stairwell doors are to be closed and latched.

MISCELLANEOUS

1. There are shopping carts available in the parking lot to assist you in moving in or bringing groceries or heavy items from your car to your apartment. Please return these to the parking lot promptly.
2. Owners and guests are required to notify the building manager by phone, in writing or e-mail three days prior to your arrival and departure.
3. No barbecuing, grills or other portable cooking devices are allowed to be used in the building or on the property.
4. Sand should be removed from shoes before entering the lobby from the pool area. A shoe brush is provided near the entry door.
5. Hot Water Tanks must be replaced every 10 years to prevent damage to units below due to the tanks developing leaks. The building manager will advise the unit owner when the tank needs to be replaced. The unit owner is required to replace any rubber hoses on clothes washers with woven stainless steel hoses to prevent any hose ruptures and damage to adjoining units.
6. Foot ware is required at all times in all areas of the building.

RULES FOR SELLING A UNIT

NOTIFICATIONS

1. Unit owners that wish to list their unit for sale must notify all the unit owners in the building by mail 14 days before offering or listing a unit for sale. They must also, ask Resorts Management to post the sale on the lobby bulletin board.
2. Unit owners that are transferring ownership or changing the prime occupant to a family member, must notify the Royal Palm Board of Directors of their intention in writing and await approval.

SALES PROCESS

1. The selling unit owner or it's agent shall request a "Sales Application Package" from Resorts Management. The sales application package shall include: an "Application for the Approval of Transfer or Occupancy Right or Sublet of the Unit", a transfer fee schedule, background form, a copy of the Royal Palm Club House Rules and By-laws, Articles of Incorporation, current budget and reserve plan, and year-end financials.
2. Upon receiving the Purchase and Sales Agreement, completed application and \$100 transfer fee, Resorts Management will forward documents to the Royal Palm Board President.
3. It is the Buyer or buyer's agent responsibility to arrange the required in person interview between all primary occupants and the Board President and another board member or the President's designate(s). If two directors are not in residence, the interview may be conducted by one board member and one unit owner. The buyer(s) shall be reasonable and accommodating in arranging a date that is mutually agreeable to both parties.
4. The application will not be approved until the interview has taken place and the entire process may take up to 30 days to complete.
5. Upon confirmation by Resorts Management that all sales documents have been received, checked, and are in order; the board president or other designated director, will sign the certificate of approval and stock certificate in a timely manner for the closing of the sale.

NOTE:

Open House Protocol:

Realtors are required to obtain the approval of the Board of Directors for any planned open houses 7 days in advance. They are to confine them to the first and third weekends of the month and only from 1-5 PM.

In addition, a person must be present at the front door to allow prospective buyers or realtors into the building. The entry doors must be kept locked at all times.

HARD FLOOR REQUEST PROTOCOL

According to our Flooring By-Laws 11.3 (c) "An owner who desires to install any hard surface floor covering...must obtain written approval of the Board of Directors prior to any such installation". By vote of the Board of Directors, the following protocol must be observed for the Board to consider a request for hard flooring except in kitchens and bathrooms.

1. The unit owner requesting flooring other than carpeting must submit a written request to the full Board of Directors.
2. Contract specifications including floor plans for the areas involved must be forwarded to each member of the Board.
3. The request of the petitioner for flooring modification must be placed on the agenda of a Board meeting,
4. Notice of a hard flooring agenda item must be provided to all adjoining unit **primary occupants.**

5. Meeting of the Board of Directors are open. All owners are welcome to attend and to express their viewpoints prior to a vote of the Board to approve this or other request.
6. As a condition of approval as specified in our By-Law 11.3 (c), an owner must install the best sound absorbent underlayment available on the market. If after installation, a complaint from an adjoining unit is made that there is an unreasonable amount of noise emanating from the unit, a 3 member independent committee will assess the complaint and ascertain it's validity. If the committee finds the complaint valid, the owner must cover all such hard surface flooring with carpeting, or remove all such hard surface flooring at owner's sole expense.
7. Prior to approval by the Board of Directors, the unit owner must agree to the above conditions by signing and executing the agreement letter available upon request from the Board of Directors.

RULES FOR ALTERATION OF A UNIT

1. As outlined in detail in bylaw 11.4, no owner shall make or permit the making of any material alteration or substantial changes to their unit , or in any manner change the exterior appearance of any portion of the cooperative without first obtaining the written approval of the Board of Directors. Also, any glass, screen, curtain, blind, shutter, awning or other modifications which may be installed where visible from outside the unit, are subject to regulation and approval by the Board of Directors.

2. All material alterations and/or substantial changes are subject to the following rules:

- a. The project work period is confined to the off season period of [May 1 through Oct 31](#), Monday thru Friday, from 7:00 am to 5:00 pm.
- b. Any Saturday work will require advanced approval of the building manager.
- c. Detailed plans and specifications must be provided to the Board. The review and approval may take up to 30 days.
- d. Written approval by the Board of Directors is required before the startup of any project.
- e. Once project has been approved start up must be coordinated with the building manager.
- f. The usage and placement of dumpsters and cranes are subject to advance Board approval and specific stipulations. There use must be coordinated with the building manager.

Note: Contractors failing to abide by the above rules, will be denied access to the building until the violation has been resolved by the unit owner and the Board of Directors.

3. With the exception of emergency repairs, minor unit projects are to be coordinated with the Building Manager, and to the extent possible be confined to the off peak season period of [May 1 through Jan 31](#).

Minor unit projects that are desired to be performed during the [Feb 1 through April 30](#) peak season period will require written Board approval, and will be considered only if they do not involve:

- . Work lasting more than 3 days
- . Noise disturbance
- . Frequent elevator use requiring pad protection
- . Multiple trades
- . Debris collection in walkways or parking lot
- . Material storage on the walkways
- . Weekday work outside of the hours [8am to 3pm](#)
- . Weekend work
- . Parking lot congestion