

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

Rules, Regulations and Procedures

Adopted by the Board of Directors on February 21, 2018

RULES, REGULATIONS AND PROCEDURES

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Rules, Regulations, and Procedures

INTRODUCTION

The Florencia is a private residence building.

Florencia at The Colony Condominium Association, Inc. (“Association”) is governed by:

- Amended and Restated Declaration;
- Articles of Incorporation; and
- Amended and Restated Bylaws.

In addition, Rules, Regulations, and Procedures have been adopted by Florencia’s Board of Directors (“the Board”) to supplement the governing documents. These Rules, Regulations, and Procedures shall apply equally to Unit Owners, their families, guests, and Tenants.

The purpose of these Rules, Regulations, and Procedures is to maintain Florencia as a pleasant and quality residential community, while protecting the safety of Owners, Tenants and Guests, and the assets of the Association. The official Rules, Regulations, and Procedures are available in the Management Office and on the Florencia at The Colony website, www.florenciaatthecolony.com

To facilitate the health, safety, welfare and enjoyment of the community as well as to protect and maintain the property and its value, it will be the responsibility of the Manager and Staff to enforce these Rules, Regulations, and Procedures.

These Rules, Regulations, and Procedures have been reviewed by the Association’s Legal Counsel and have been filed with Lee County.

The following definitions are used in these Rules, Regulations, and Procedures:

- Florencia at The Colony Condominium Association, Inc. (“the Association”).
- Owners of legal title to the Units in the Condominium Association (the “Unit Owners” or “Owners”).
- Lessee of Building Units (the “Tenant”).
- Association Manager (the “Manager”).
- Board of Directors of the Association (the “Board”).
- Common Elements (“Common Areas”).

REGISTRATION

- All persons occupying Units and/or Guest Suites (other than the Unit Owners) shall be registered with the Management Office at or before the time of their occupancy of the Unit. This includes Unit Owners' family members, houseguests, staff, invitees and Tenants. If relatives or friends will be occupying your Unit for short stays, they shall notify the Manager or Front Desk of their presence in the Building.
- All persons occupying Units shall notify the Management Office if they plan to be away from their Unit for an extended period of time and notify the Management Office upon their return.
- If relatives or friends will be occupying your Unit for short stays, they shall notify the Management Office of their presence in the Building. This registration is important for safety and security purposes. In case of a fire or emergency, the Fire Department needs to know how many occupants are in the Building.
- Persons occupying Units confined to wheel chairs or with other special needs should notify the Management Office of their situation so arrangements can be in place for their evacuation.

SECURITY

FOBs and Garage Door Openers

- Unit Owners accept responsibility for the use and possession of the FOBs and garage door openers issued to them. Replacement of or additional FOBs (maximum 6) and garage door openers (maximum 6) may be purchased from the Management Office. The Management Office has no loaner FOBs or loaner garage door openers.
- Unit Owners agree that they will immediately notify the Management Office if a FOB or garage door opener is misplaced, lost, stolen, or damaged.

Building Access

- A Unit Owner's/Tenant's guests may access the building by calling the Unit Owner/Tenant from the call box located at the front door entry. Unit Owners are able to give guests access by pressing the #9 key on their phone. The front doors will unlock and open automatically. To be listed on the display, phone numbers must include the 239 area code.
- All Service personnel (including cleaning help, personal trainers, physical therapists, contractors, interior designers, estimators) must be instructed to sign in and out at the Front Desk before proceeding to the Owner's Unit.
- Unit Owners contracting for regularly scheduled services, (cleaning, home watch, etc.) are recommended to not give those personnel keys to their individual units. The Privacy Officer will give access to their unit to service personnel if they are on the resident's Entry Authorization Form.
- Service personnel are not permitted to have possession of a FOB or garage door opener. When Unit Owners/Tenants are not in residence, they must notify the front desk prior to their scheduled service to give access to their unit.

Unit Keys

- All Unit Owners must obtain prior approval from the Management Office before re-keying locks to their entry doors. These locks must be keyed so that the Management Office grand master key will work to gain access in the event of an emergency. When locks have been rekeyed, the Unit Owner must provide two (2) keys to the Management Office.

MOVING AND DELIVERIES

- Move-in and move-out days must be scheduled in advance with the Management Office to reserve (not lock down) the elevators and ensure the movers have the proper insurance to enter the building. Moves cannot begin before 8:00 a.m. and must be completed by 5:00 p.m. Monday through Friday and on Saturday from 8:00 a.m. and completed by 12 noon.
- All deliveries of appliances, furniture, building and construction materials, large accessories and equipment must be scheduled as stated above.
- All deliveries must be made using the service elevators. Private Elevators cannot be used, however, in the event a Unit Owner/Tenant needs to use the Private Elevator, a completed and signed "Indemnification and Release Use of Passenger Elevator" form (available in the Management Office) must be approved by the Manager.
- The Unit Owner is responsible for reimbursing the Association and/or other Unit Owners and/or guests for the cost of any damage to persons or property caused by either the move or delivery.
- Carriers are limited to 40 foot trailers maximum.
- Moving vans and trucks used for this purpose shall only remain in the Service Parking Area when actually in use.

BUILDING EXTERIOR AND COMMON AREAS

- All Common Areas inside and outside the building will be used for their designated purposes only and nothing belonging to Units Owners, their family, tenants or guests shall be kept therein or thereon without the approval of the Management Office. Such areas shall at all times be kept free of obstruction.
- Unit Owners are financially responsible to the Association for damage to the Common Areas caused by themselves, their Tenants, guests and family members.
- Smoking is prohibited in all common Areas. Smoking is allowed in the privacy of the Unit Owners'/Tenants' unit and a designated outside area located at the south end of the building on the lobby level. There is a sign designating the smoking area. Unit Owners/Tenants and their guests can smoke on their balconies but must dispose of the cigarette, cigar, etc. within their own unit and not discard them over the balcony rail. This would constitute a fire hazard.
- The Common Areas will not be used for business meetings (other than that of the Association), displaying products, promoting services, charity foundations, or political candidates. Any exceptions will need Manager approval.
- No one shall make any changes to place anything upon, affix anything to, or exhibit anything from any part of the Association property or visible from the exterior of the building or from the Common Areas.
- Proper attire is required in all Common Areas.
- All curtains, shades drapes, and blinds shall be white or off-white in color lined with material of these colors.
- Balcony tile and floor covering material and colors must be approved by the Management Office.
- There are restrictions on exterior radio, television or data reception antenna. Installation of any of these must have Manager approval.
- No exterior wiring for any purpose may be installed.
- Laundry, bathing apparel, beach and porch accessories shall not be maintained outside of the Units or Limited Common Area lanais, balconies, and terraces. Such apparel and accessories shall not be exposed to view.

BUILDING EXTERIOR AND COMMON AREAS (CONTINUED)

- Lawns, shrubbery or other exterior plantings shall not be altered, moved, or added to.
- No nuisance of any type or kind shall be maintained upon the Condominium property.
- Nothing shall be done or kept in any unit or in the Common Areas which will increase the rate of insurance on the building or contents thereof or upon any portion of the Condominium property.
- No Unit Owner/Tenant shall permit anything to be done or kept in their Unit or in the Common Areas which will result in the cancellation of insurance on the building, or contents thereof, or which would be in violation of any law or building code.
- Recreational facilities will be used in such a manner as to respect the rights of others. The Manager may regulate duration of use, hours of opening and closing, and scheduling of use.
- The use of propane or any appliance with an open flame is prohibited on balconies and lanais.
- Per Estero Fire Code, no personal items may be stored in the service hallways.

PARKING GARAGE, OUTSIDE PARKING, & DRIVE AREAS

- Each resident is deeded or assigned two (2) parking spaces and therefore may park a maximum of two (2) vehicles in the parking garage.
- All Unit Owner/Tenant vehicles must be registered with Management, and any changes to the vehicle registered must be sent to the Management office.
- Arrangements can be made with another Unit Owner who has one or more parking spaces available. If such an arrangement is made, the Unit Owner providing the additional space(s) must provide the details of the arrangement in writing to the Management Office. The agreement must include the number of the parking space (s) provided, the term of the agreement, a clause terminating the agreement upon the sale of the unit, the signatures and dates signed by both parties and a Vehicle Registration Form.
- Vehicles parked in one (1) space must not exceed the length of the parking space side lines (15 feet from the wheel stops) and may not occupy a combined width of more than 79 inches. Furthermore, the combined width of the vehicles must provide a minimum ten (10) inch clearance to the parking space side lines on both sides of the vehicle.
- Vehicle maintenance is not permitted on the Condominium property. Washing or rinsing of vehicles inside the garage is prohibited. Car washing is permitted in the Service Parking Area.
- All vehicles must be currently licensed and no inoperable or unsightly vehicle may be kept on the property.
- "Guest" parking spaces in front of the building are designated for visitors only.
- Service technicians, contractors, and vendors are not permitted to park in front of the building or in the guest parking spaces at any time. They are to park in the Service Parking Area only.
- All vehicles must be operated safely and at minimal speeds (10 mph) while travelling through the garage and drive lane areas.
- No parking is permitted around the circle in front of the building, under the portico, and next to the covered walkways.
- Commercial vehicles, trucks, campers, motor homes, trailers, boats and boat trailers are prohibited. However, a pick-up truck that is used for the primary purpose of transportation of passengers and their personal goods is permitted, provided that it does not have any signs, racks, tools, or other indication of commercial usage.
- Golf carts are permitted in the garage area but must occupy one of the two (2) parking spaces specifically deeded or assigned to an Owner.

PARKING GARAGE, OUTSIDE PARKING, & DRIVE AREAS (CONTINUED)

- No commercial vehicles of any type may be parked on the premises overnight.
- For Unit Owners or Tenants not in residence vehicle keys must be provided to the Management Office for all vehicles parked in the garage. Keys are needed in the event of garage cleaning, maintenance, repair or emergency. Vehicles parked in the garage will be towed at the Unit Owner's expense if the Management Office has not been provided a key, and it becomes necessary to move the vehicle.
- The garages, driveways and outside parking areas, as well as all common areas, are not to be used for activities such as skate boarding, scooter riding, roller blading, ball playing, frisbee throwing, floor hockey, or any games or similar activities.
- No storage covers or dust covers are allowed on any vehicle parked in the Service Parking Area or in front of the building.

CHILDREN

- Children under the age of 12 shall be under the direct control of a responsible adult in all Common Areas.
- Children under the age of 12 may not use the pool unless accompanied by an adult, nor shall they be permitted to run, play tag or act boisterously on the Condominium Property. Skateboarding, “Big Wheels”, or loud or obnoxious toys are prohibited on the Common Areas.

PETS

- Unit Owners are permitted to have either :
 - (a) two (2) dogs; or
 - (b) two (2) cats; or
 - (c) one (1) dog and one (1) cat (i.e. combination of two (2)).

- Tenants are not permitted to have pets.

- Unit Owner's guests are not permitted to have pets.

- All pets must be registered (including a photo) with the Management Office prior to taking occupancy in a Unit.

- Pets are not permitted in the Common Areas.

- Pets are allowed in Unit Owner's unit, building garage, service elevators, service hallways, and grass areas of property.

- All pet waste (including cat litter) must be disposed of in the designated pet waste stations located outside the garage service doors. The general trash chute for the Condominium shall not be an appropriate location for disposal of any pet waste.

- Unit Owners are required to clean up after their pets. If a pet has an accident in the building, Unit Owners are required to clean and sanitize the soiled area.

- When outside of the Unit Owner's unit, all pets must be held on a short leash and under the direction and firm control of the Unit Owners.

- Pets that are vicious, noisy, aggressive, or otherwise unpleasant will not be permitted. In the event that a pet has become a nuisance or unreasonably disturbing in the opinion of the Manager and Board, written notice shall be given to the Unit Owner or other person responsible for the pet and the pet may be removed from the Condominium Property.

- Reptiles, pot-bellied pigs and other livestock or wildlife being kept for commercial purposes are prohibited.

PACKAGES/DELIVERIES

- With Unit Owner/Tenant authorization on file, all packages will be signed for upon delivery by the Management Office. The Unit Owner or Tenant will be notified and the package can be picked up in the Mail Room.
- In the event the Unit Owner or Tenant is not in residence, packages will be delivered at the end of the day by a Privacy Officer to the Unit elevator lobby.
- Large item delivery (example: furniture, art) will be delivered in to the building through the Service entrance. These deliveries are not permitted through the front entrance of the building.
- Unit Owners and Tenants are not permitted to carry large items through the front entrance of the building.

OFFICE HOURS & STAFF SERVICES

- The Management Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Management Office is closed on weekends.
- Privacy Officer hours are determined by the Manager.
- If a Unit Owner/Tenant notifies the Management Office at least 48 hours in advance of their arrival, Florencia staff will (if requested) turn on the water and water heater in the Unit (the ice maker will not be turned on).
- If a Unit Owner/Tenant notifies the Management Office that they have left their Unit for a longer period of time than one (1) week, Florencia staff will:
 - Shut off water and shut down the water heater.
 - Unoccupied units are checked once a month for any unforeseen situation. Unit Owners will be notified if a problem is detected.
- The Colony Golf & Bay Club offers a full range of concierge services at 239-948-9537.
- All daily newspapers will be delivered to the Unit Owner or Tenant's elevator lobby.
- The Management Office is not able to access Unit Owner's/Tenant's mailbox.

CONTRACTORS/VENDORS/WORKERS

- Hours for services performed in the building are 8:00 a.m. – 5:00 p.m. Monday through Friday and 8:00 a.m. – 12 noon on Saturday. Emergency services must be approved by the Management Office.
- Contractors working in the building (without prior approval from the Management Office) outside of normal building hours may be subjected to a fine per occurrence. After building hours, residents should be able to have the “quiet enjoyment” of the building.
- Unit Owners contracting for regularly scheduled services should not provide keys to their individual units. The Management Office will give access to the unit to service personnel if they are on the resident’s access list. Service personnel are not permitted to have possession of a FOB or garage door opener.
- When Unit Owners are not in residence, they must notify the Management Office to give access to the unit. If major work is being done, the Unit Owner, decorator, or a general contractor must be present to coordinate the activity of work in the unit.
- The Unit Owner must pre-register all contractors and vendors with the Management Office by the completion of the Registration Packet and provide the necessary insurance documentation. Detailed insurance requirements are listed in the Contractor Registration Packet.
- In addition, the names, addresses, and phone numbers of registered subcontractors and registered vendors must be provided. The Unit Owner must coordinate with the construction gate off of Coconut Rd. for entry of the workers.
- “Approved vendor” or “registered vendor” means that the vendor has supplied the Association with necessary evidence of insurance and licensing; the Association does not “vouch” for the quality of the work that the approved/registered vendors perform.
- All contractors, vendors, and workers must sign-in at the front desk upon arrival and sign-out upon departure.
- Workers are to use restroom facilities located in the outdoor pool area.
- Workers will be allowed to unload their materials and equipment outside the garage service entrance. They will proceed through the service doors and stay within the lines to the doors of the elevator lobby where they will be required to go to the front desk to sign in. Under no circumstances, should workers prop the doors open for access during the day.
- Workers are not to cut through areas between vehicles in the garage.
- After unloading, workers must park their vehicles in the designated outside Service Parking Area.

CONTRACTORS/VENDORS/WORKERS (CONTINUED)

- Building trash chutes are not to be used for construction debris nor is any trash to be left in units, hallways, or the recycle room. The contractor should take the debris with them for disposal. All trash and debris shall be hauled away by the workers on a daily basis unless a dumpster is specifically designated for their use.
- Contractors/vendors/workers must supply their own carts and are not to use carts owned by the Association.
- Grout, paint, wall mud, or any other material may not be poured down building drains, sinks, toilets or bathtubs.
- Work preparations are not allowed in the garage, i.e., mixing of paints, mud, grout, etc.
- The cutting of all construction materials, tiles and flooring is to be done within the Unit Owner's Unit, at the contractor's shop, in the Service Parking Area. No cutting or fabrication of these materials is permitted on the balconies, lanais, or in the service hallways.
- Breaks and lunches, if taken inside the building, should be confined to the Owner's/Tenant's unit.
- No radios will be allowed in the building unless used with headphones.
- Access to the individual units must be coordinated through the Owner/Tenant.
- Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work which generates heavy airborne particles, i.e. sanding and painting.
- Contractors, vendors, and workers are not to wander around the building other than the specific area or unit in which they are working.
- Contractors, vendors, and workers should make every effort to keep the 'service' elevator clean and free of dirt and debris. Contractors are asked to clean their feet and tools before leaving the unit.
- Flooring specifications are detailed in the Contractor's Registration Packet. All flooring modifications must be approved by the Management Office.
- Unit Owners are responsible for the decorator's, contractor's, vendor's and subcontractor's actions and inactions while on the Condominium Property. They are on the Property at their own risk and agree to hold harmless the Association for any liability or damages which might arise with their activities.

HURRICANES

Hurricane Procedures

- During hurricane season, June 1 through November 30, Unit Owners are responsible for removing **all** furniture, accessories, plants, fans, etc. from their lanais and balconies that are not located behind hurricane shutters. This is to prevent damage by flying objects during high winds and severe storms.
- Owners agree that the Association Manager and appropriate staff may enter Owners' units to determine that the unit is secure in the event of a pending storm, and Management will not be held responsible if unable to perform this service due to time or manpower constraints.

Hurricane Shutters/Lanai Screens

- Hurricane shutters can be installed by the Unit Owner using one of the approved Association vendors. An application form (available at the Management Office) must be completed and submitted to the Management Office for approval prior to the installation of the shutters.
- Any hurricane shutter repair is the responsibility of the Unit Owner and must be done by an Association registered vendor.
- Hurricane shutters must comply with the hurricane shutter specifications that are available in the Management Office.
- Repair or replacement of lanai screens and railings is the responsibility of the Association. If a screen is damaged, a form available in the Management Office must be completed and submitted to the Management Office for scheduling.
- Damage to lanai screens caused by Unit Owners/Tenants or their guests is their financial responsibility. All repairs must be scheduled through the Management Office.
- When screen repair is needed and it becomes necessary to temporarily remove and reinstall the hurricane shutters, it is the Unit Owner's financial responsibility. Any repairs must be scheduled through the Management Office.

AMENITIES

- The Amended and Restated Declaration provides that Unit Owners relinquish use rights when the unit is leased except as a guest. There are no provisions in the Amended and Restated Declaration for a Tenant's use or reserving the guest suites, social room, and theatre. Tenants' use of reserving the amenities is governed in these Rules, Regulations, and Procedures.
- During the "in season" period (defined as the time between November 1 and April 30), Tenants in residence under a lease of less than one (1) year (short term) may not reserve amenities. Such Tenants may, however, reserve amenities during "off season" (defined as the period between May 1 and October 31). Tenants in residence with a lease of one (1) year or more may reserve amenities at any time during the year. Notwithstanding the above, Tenants may not reserve amenities during heavily requested weeks. This includes the major holiday periods of Thanksgiving, Christmas, and Easter (one (1) week prior and one (1) week after the holiday).
- Reservations can be made 60 days in advance and will be handled on a first-come, first-serve basis.
- Reservation requests by Unit Owners' guests will not be accepted.
- Reservation requests can be made for the Social Room, Theater, and Pavilion.
- To ensure fairness for all Unit Owners/Tenants, the same amenity may not be reserved by the same Unit Owner more than one (1) time per week and the same amenity may not be reserved by the same Tenant more than one (1) time per week. The schedule will be maintained at the Management Office. When there is no reservation for the day requested, amenities are available on a first come, first serve basis.
- Unit Owners/Tenants who wish to use the Social Room, Pavilion, or Theater for their own private function must reserve the amenity by returning a signed reservation form to the Management Office. Reservation requests for private functions will be accepted by e-mail or fax if accompanied by a signed reservation form. All reservations must be confirmed by the Management Office.
- Unit Owners/Tenants may only reserve amenities after an authorization form is completed by the Owners/Tenants. Unit Owners/Tenants assume full responsibility for any damages or violations by their guest(s). Unit Owners assume full responsibility for any damages or violations by their Tenants and the Tenants' guest(s). Once an authorization form is completed, the guest must follow Unit Owners'/Tenants' procedures.
- As a courtesy to other Unit Owners/Tenants, a cancellation notice for amenities should be given to the Management Office at least forty-eight (48) hours in advance of the reservation date.
- The Manager and Board have the option to limit the number of guests using any Amenity.

POOL PAVILION, POOL & SPA DECK, BBQ GRILLS

- Pool & Spa Hours: 8:00 a.m. to whatever is later -- 8:00 p.m. or dusk.
- Users shall observe all the rules posted in the area.
- No lifeguard is provided therefore swimming is at your own risk.
- No glass containers or alcoholic beverages are allowed in the pool area or in the pool, only in the pool pavilion area or at the tables located near the barbecue grills. Glass is permitted inside the pool pavilion ONLY under the following conditions:
 1. Functions for which the pool pavilion is reserved.
 2. Unit Owners must sign a Pool Pavilion Glass Waiver to assume all responsibility for glass inside the pool pavilion for all reserved functions.
 3. All glass items must be transported to and from the pool pavilion in enclosed containers via the handicap ramp entrance on the east side of the pool pavilion building.
 4. All beverages must be served in paper or plastic products. Lee County code also requires that no food or beverage be within six (6) feet of the actual pool or spa.
- Eating is not permitted in the immediate pool area -- only in the pool pavilion room or at the tables located near the barbecue grills.
- Smoking is prohibited in the pool area, in the pool pavilion room, and all Common Areas. Refer to separate section on Smoking.
- No jumping or diving into the pool or running on the pool deck area is permitted.
- No toys or floats are allowed in the spa.
- Children under the age of twelve (12) must be accompanied by an adult. Children, aged 12-17, are not considered adults and, therefore, should not be supervising younger children. Refer to the separate section on Children.
- All persons must be properly attired when using the pool. Children in diapers or not toilet trained and all incontinent persons must wear waterproof diapers known as “swimmies” or adult diapers.
- Children under the age of 8 are not allowed in the spa.

POOL PAVILION, POOL & SPA DECK, BBQ GRILLS (CONTINUED)

- Proper attire (swimsuit cover-up, shirt, shoes or sandals) must be worn in all interior Common Areas. When returning from the pool, feet and flotation devices must be wiped dry.
- Chairs and lounges should be replaced in their original flat position, and towels should not be left on chairs and lounges if away from the pool/spa for more than two (2) hours.
- Personal listening devices with headphones should be used to listen to music and not disturb others utilizing the pool area.
- Barbecue grills must be cleaned after usage. The grills are available on a “first come, first serve” basis. Grills may not be reserved.

Pool Pavilion

- The pool pavilion may be reserved from 10:00 a.m. to 10:00 p.m. only.
- The pool pavilion key must be returned to the Management Office. If there is no person on duty, the Unit Owner must retain the key in their possession until it can be returned the following morning to the Management Office. If the key is lost, the Unit Owner will be billed.
- All personal items, food, and all beverages must be removed from the Pool Pavilion upon completion of an event.
- Reservations of the pool pavilion :
 - Does not include the pool, pool deck, spa, restroom, and grills.
 - Will be handled on a “first come, first serve” basis.
 - May be made 60 days in advance.
 - Forms are available at the Management Office.

FITNESS ROOM

- The Fitness Room is available for use by Unit Owners, Tenants, and their Guests from 5:00 a.m. to 10:00 p.m.
- If you have any medical or physical concerns, please use this facility with a companion.
- If others are waiting to use the equipment, please limit your time to thirty (30) minutes on any one piece of equipment.
- Equipment must be cleaned/wiped off after each use.
- All equipment, music, TV and lights should be turned off when you are the last person to leave the Fitness Room.
- The use of the equipment can be dangerous and is used at your own risk. Never allow equipment/weights to drop or release on their own as they cause damage to the equipment and can cause injury.
- The audio and video equipment are to be operated at a sound level, and in such a manner, that is acceptable to others utilizing the facility as well as other residents in the building. Please maintain the sound levels at a minimum level. Individuals are encouraged to use earbuds for audio.
- Cell phones are not to be used in the Fitness Room.
- Towels are currently provided for use in the Fitness Room. The towels cannot be removed from the Fitness Room.

THEATRE ROOM

- The Theatre Room is available for use by Unit Owners/Tenants from 10 a.m. to 12 midnight.
- Use of the Theatre Room is secured by a FOB and must be reserved in advance by completing a reservation form. No single reservation may be for longer than five hours and may not be booked more than 60 days in advance. In-season (November 1 through April 30), no Unit Owner or Tenant may use the Theatre Room more than one time per week except that additional use may be on a "stand-by" basis beginning one hour before the requested use time. If no other request is made during that one hour period, it may then be used by the "stand-by" Unit Owner/Tenant.
- The Theatre Room remote control may be obtained from the Management Office the day of the reservation. The Unit Owner/Tenant, by completing and signing the reservation form, agrees to take responsibility for the remote control as well as ensuring that the equipment and lights are turned off after use. The remote control must be returned to the front Management Office. If there is no person on duty, the Unit Owner/Tenant must return the remote control by 10 a.m. the following morning.
- All personal items, food, and all beverages, must be removed from the Theatre Room upon completion of the event.
- The Unit Owner/Tenant will be responsible for any damage/cost associated with their use of the Theatre and for leaving the Theatre clean. If not properly cleaned, the Unit Owner/Tenant may be charged a cleaning fee. The Unit Owner will be responsible for any damage/cost associated with their Tenant's use of the Theatre.
- Instructions for Operation are in the Theater. The projection system is sophisticated and costly to repair. It is for the use of all residents, and any one operating the equipment should have specific knowledge on how to operate the equipment. Assistance can be given by the Management Office.
- Equipment must be completely turned off when leaving the Theater Room.
- Adults (over the age of 18) must be present to supervise children.

GUEST SUITES

- Two (2) Guest Suites are available for use by Owners/Tenants during the entire year. The use of the guest suites is intended to be used by Unit Owners/Tenants. The purpose of the Guest Suites is not to house large groups of people.
- Requests for Guest Suites must be submitted by the Owner/Tenant. The Owner/Tenant must be in residence during the entire guest suite reservation. Reservation requests by Owners'/Tenants' guests will not be accepted.
- Requests for reservations will be handled on a first come, first serve basis within 60 days of requested reservation date. However, both suites may not be reserved by one Unit Owner/Tenant for the same period unless no other requests are received for the same dates.
- To ensure that all Unit Owners/Tenants have fair and equitable access to the suites for their guests, any one Unit Owner is limited "in season" to one (1) reservation of a maximum of seven (7) days to a maximum of three (3) uses per calendar year. The same limitations on Guest Suite usage shall apply to a Tenant. The Association's Manager may determine that the low demand for Guest Suites should allow for more usage.
- Reservations for Suites during heavily requested weeks (Christmas, Thanksgiving, Easter) may be made up to 120 days in advance and a lottery will be used 110 days in advance to select the Unit Owners who may reserve a suite.
- If reserved Suites are cancelled with less than a one (1) weeks' notice, a full charge for the reservation period may be assessed to the Owners/Tenants if the Association is not able to find a replacement reservation.
- The Unit Owner/Tenant will be responsible for any damage to and any unpaid charges incurred in the Guest Suite, the Common Areas, or to other Association property caused by the guest. In addition, the Unit Owner is responsible for the guest's compliance with all applicable Association Rules, Regulations, and Procedures which will be available in the Guest Suite.
- Guest parking is available on the garage exterior upper parking level. Guests are not to park in the garage. Guests staying in Suites are not permitted to park directly in front of the Building except for loading or unloading.
- Unit Owners/Tenants reserving Guest Suites will be required to complete a reservation agreement. Upon guest arrival, the owner will be given FOBs and keys for the length of their guests' stay. In addition, a guest information sheet will need to be completed with pertinent information pertaining to the guest.
- Unit Owners/Tenants are responsible for any damage and/or excessive wear and tear to the Suite.
- The only animals allowed in the Guest Suites are service animals.

GUEST SUITES (CONTINUED)

- FOBs and keys must be returned to the Management Office. If there is no person on duty, the Unit Owner/Tenant must retain the key in their possession until it can be returned the following morning to the person on duty at the Management Office. If the key or FOB is lost, the Owner will be billed for each lost item.
- No maid service is provided. Towel and toiletries replenishment as well as removal of trash can be accommodated by making a request to the Management Office.
- After the guest's departure, an invoice for the guest suite fees will be forwarded to the Unit Owner/Tenant. Payment is due immediately upon receipt of invoice.
- The Guest Suites are not for extended use or for public use.
- No more than four (4) people, regardless of age, may occupy a guest suite per night. The Manager has the option to limit occupants in the Suite.
- The Guest Suites are part of the Common Areas of the Association and therefore subject to Florida law which prohibits smoking in the interiors of these areas.
- Check out time is 11:00 a.m. Cleaning of the suites after guests have departed will be performed by the Association. Check in time is 3:00 p.m.
- Unit Owners/Tenants must register their guest(s) with the Pelican Landing Community Association (PLCA) to authorize guest access at the gate entrances into Pelican Landing and/or The Colony. Unit Owners shall use the gate access authorization system www.gateaccess.net or by telephone 239-495-3802 for such registration.

SOCIAL ROOM

- The Social Room is available for use by Owners/Tenants from 7:00 a.m. until 12 midnight.
- The Social Room may be exclusively reserved for a larger gathering. A reservation form available from the Management Office needs to be completed for any reservation.
- A “damage and cleaning” deposit may be required at the time of reservation. The Unit Owner or Tenant procuring the reservation will be responsible for any damages or costs associated with their guests' use of the facility. The Unit Owner shall be responsible for any damages or costs associated with their Tenant’s guest use. The deposit will be refunded if there is no damage and the room is left in good condition. Otherwise, a deduction from the deposit will be made for any additional cleaning or repairs required and if the deposit is insufficient, the reserving party will be billed for cleaning or repair costs not covered by the deposit.
- During “season” the Social Committee hosts a once-a-month Building social event in the Social Room. Dates of these events will be posted.
- The Rules, Regulations, and Procedures must be followed by Florencia’s Social Committee for events organized.
- The Social Room is reserved each Thursday evening for a Social Committee Building event. Consideration will be given by the Manager for a Unit Owner request for use of the Social Room on a Thursday evening.
- Guidelines to be followed for Social Room kitchen use is posted in the kitchen.
- If the exclusive event or the informal social gathering becomes too noisy or otherwise unreasonably impairs the peaceful enjoyment of the condominium property by other residents, the exclusive event or social gathering could be disbanded immediately.
- The following uses of the Social Room are strictly prohibited.
 - 1) Solicitation of the membership of the Association or the general public by either one or more individuals or a for-profit or not-for-profit organization.
 - 2) Promotion or sale of any goods or services to the membership of the Association or the general public by either one or more individuals or a for-profit or not-for-profit organization.
 - 3) Meetings of any public or private organized group that contains members who are not owners or residents of the Association including, but not limited to, charitable community service groups, religious organizations, private corporations and private clubs.
- The Unit Owner/Tenant is responsible for any damages that may occur during the use of the facilities and must report damage to the Management Office.
- Cancellation notice must be given to the office forty-eight (48) hours in advance of the reservation date.

SOCIAL ROOM (CONTINUED)

- All caterers, vendors, service providers, entertainers, etc. hired for a function and who will be invited on site must be pre-approved and listed on the “Florenca Approved List” (insurance and licensing required) prior to the event. In order to avoid a last minute problem, the Owners are responsible to ensure the vendor, caterer, service provider, entertainer, etc. is approved prior to the event. Using vendors, caterers, service providers, entertainers, etc., not on the Florenca “approved list,” will not be admitted. The Florenca “approved list” and procedure to obtain approval is available by contacting the Management Office.
- All unused alcohol remaining after the conclusion of an event must be removed immediately.

TRASH/RECYCLE ROOM

- No unwrapped, unbagged, or unsealed material shall be put in the trash chute.
- The trash chute equipment provides for the disposal of all general trash except recyclable items.
- Food scraps are to be disposed of in the individual Unit residence garbage disposal.
- Bulky items (e.g. large boxes) must be broken down and taken to the recycle room on the lower garage level.
- The recycle room is located on the garage level of the building.
- Owners are responsible for disposing of large quantities of trash, e.g. furniture/appliance boxes or boxes associated with a move-in.
- Movers/delivery people are to take boxes with them.
- Cleaning personnel and vendors are not to use the Recycle Room.
- Unit Owners/Tenants need to call the Management Office when they need to dispose of smaller household goods.
- The disposal of bulk items such as major appliances, furniture, mattresses, carpeting, and tile is the responsibility of the Unit Owner/Tenant or the vendor providing the services.

BICYCLES

- Each Unit Owner can be assigned a maximum of two (2) spaces for bicycle storage/parking (based upon availability).
- The Management Office shall register bicycles, assign bicycle rack spaces, and maintain a registry of the associated users.
- All requests for bicycle parking in the Florencia common area racks need to be made to the Management Office. Bicycle rack placement has been established by the Fire Marshall.
- Unregistered or unassigned bicycles will be removed.
- New permit decals can be obtained for a replacement bicycle.
- There is no requirement to register a bicycle that is kept within an Owner's Unit or their storage unit. All space outside of an Owner's unit or storage unit is Common Area space managed by Florencia staff and necessary for fire lanes, trash movement, and service personnel.
- Bicycles should be in general working condition and excess parts or other items should not be "stored" in or around the parking spot. If a bicycle is not in operable condition for an extended period time, Management has the authority to remove such bicycle after notification to the Unit Owner/Tenant.
- Bicycle parking spots are assigned in the climate controlled "storage area" and requests are maintained on a separate "wait list" by the Management Office. No unregistered bicycles are to be stored in this area.
- Bicycle racks will be inspected periodically by the Management Office to maintain these standards.
- Children's bikes (but not multiple bikes) must be parked in one (1) assigned space.
- Parking between or next to a numbered rack is not allowed.
- Bicycle parking in, in front of, or next to a garage assigned vehicle spot is prohibited.
- Visiting guests with bicycles will need to park their bicycles in the Unit Owner's/Tenant's unit or in the Unit Owner's/Tenant's assigned storage (caged) area.
- Attempts will be made to assign end spaces on bike racks for 3-wheeled bicycles (tricycles).
- Please inform Management Office of problems encountered.
- Unit Owners that have sold, moved, and left bicycles behind will be called and then contacted by mail with a deadline date to remove their bicycle. After that date, the equipment will be donated to charity.

CARTS/LUGGAGE CARTS

- Shopping carts and luggage carts should only be used in the service elevators.
- Luggage carts and grocery carts are provided by the Association. As a courtesy to other residents, carts should be returned immediately after use to the designated areas in the garage.
- Carts are not to be used by vendors, contractors, or workers.

EMERGENCIES

- In the event of an emergency, dial 911 for police, fire or ambulance and give them your name, address and unit number at Florencia.
- It is the Unit Owner's/Tenant's responsibility to know the location of and how to operate the hallway fire extinguishers and fire alarms.
- It is the Unit Owner's/Tenant's responsibility to shut off the main water supply in your unit in the event of a water problem.

LEAVING AT THE END OF SEASON

- Remove all food from the refrigerator that will spoil.
- Empty the ice bin and place the ice maker on OFF.
- Turn off MAIN water supply closing the valve located in your mechanical room. Place the circuit breaker (located in the laundry room) for the hot water in the OFF position.
- Unplug all electronic equipment and computers.
- Set your thermostat on "cool" between 76 and 78 degrees.
- Remove all furniture and plants from any unprotected balcony and lock all sliding glass doors.
- Put all hurricane storm shutters down tight. Do not leave slats in the open position and return the shutter control buttons to the neutral positions.
- If you are leaving a vehicle in the garage, leave an extra set of car keys with the Management Office.
- Notify the Management Office prior to departure.

REALTORS, OPEN HOUSES, SHOWINGS

Open Houses

- Open houses are permitted on Sundays ONLY between the hours of 1:00 p.m. and 4:00 p.m. No open houses are permitted on Easter Sunday. The Manager has the authority to not permit open houses on other Sunday Holidays.
- Realtors must notify the Management Office of their intent to hold an open house at least twenty four (24) hours in advance.
- Approved Colony open house signs may be displayed at the Florencia front entry on Pelican Colony Blvd. No other signs may be displayed at Florencia.
- No literature may be placed at the Florencia front desk, in the lobby, or on the premises. All materials must remain in the listed units.
- Realtors are to remain in the open house unit and may not linger in the building lobby or other Common Areas.
- The Privacy Officer will contact the Realtor when a client arrives for an open house. The Realtor must inform the front desk of their contact phone number.
- Realtors must meet their clients in the Building entrance to the lobby and escort them to the Unit to be shown.

All Showings

- All showings Monday through Saturday must be between the hours of 9:00 a.m. and 6:00 p.m.
- Realtors and clients must sign in at the front desk.
- Realtors must stay with their clients at all times while at Florencia.
- Showings at times other than 9:00 a.m. to 6:00 p.m. must be arranged in advance with the Manager.
- Caravans or office tours of listed properties by groups of Realtors must be approved by the Manager. No more than ten (10) individual Realtors are permitted in the building at one time.

Unit Leasing

- Subleases are not permitted at Florencia.
- Realtors are advised to urge prospective tenants to read and understand all the Rules, Regulations, and Procedures of Florencia. All Rules, Regulations, and Procedures are applicable to Tenants. Copies of Rules, Regulations, and Procedures are supplied by the Owner.
- Units may not be rented for periods of less than ninety (90) consecutive days and no more than three (3) times per year.
- No lease may be for a period of more than three (3) years. An option to extend or renew the lease must be approved by Management.
- At least twenty (20) days prior to the first day of occupancy under the lease, the Unit Owner intending to lease the Unit must complete and return to the Association a lease application together with the name and address of the proposed Tenant and all other occupants, including guests (if such occupants will occupy the Unit for more than seven (7) days during the lease term), a full executed copy of the proposed lease, and such other information as the Board may reasonably require.
- The Board will review the application/background report and will act within ten (10) days of receiving the application. Upon approval of the lease, the Board will issue an "Approval of Lease" document.
- A copy of these Rules, Regulations, and Procedures must be given to the Tenant by the Unit Owner or the Unit Owner 's agent.
- Tenants are not permitted to have pets.
- The Board has the right to evict any Tenant that occupies a Unit without the appropriate application and Management Office approval.

Purchases

- Applications are required for a new Unit Owner. Applications can be obtained from the Management Office or on the Florencia website and must be completed and returned no less than thirty (30) days prior to the closing date.
- Specific information about a condominium required by Law must be provided by sellers to purchasers. Financial Information (most recent Audited Financial Statements); Amended and Restated Declaration, Articles, Bylaws; Rules, Regulations, and Procedures as well as the Question and Answer Sheet can be obtained from the Management Office or on the Florencia website (www.florenciaatthecolony.com).
- The Unit Owner must provide the Management Office with the Realtor contact information and a copy of the completed Brokerage Relationship Disclosure Form.
- All purchases require approval by the Association as set forth in the Amended and Restated Declaration. The purchaser must submit the following to the Association Manager at least thirty (30) days prior to the expected closing date.
 1. Completed Application for Approval to Purchase and Authorization form.
 2. A check (for the application processing fee and background check) in the amount of \$175 payable to Florencia at The Colony Condominium Association. There may be additional charges in some situations.
 3. A copy of the executed purchase contract.
- There is a charge of \$100 plus the cost of any attorney fees incurred for the preparation of each estoppel letter.
- Application to purchase a unit received from a current Florencia Unit Owner/Tenant must be accompanied by a \$50 application fee in lieu of the \$175 application and background check fee.

MISCELLANEOUS

- Live Christmas trees are not permitted in individual units due to fire hazard and the difficulty of appropriate disposal.
- When cleaning terraces, screens and lanais, care should be taken so that no dirt, debris or water is allowed to create a nuisance to the lower residences.
- Nothing should be permanently or temporarily installed or planted on the terraces or balconies that can cause damage or additional maintenance to the building, or aesthetically/architecturally change the exterior appearance of the building without approval of the Association.
- Bulletin boards will be used for official notices from the Management Office. The bulletin board by the recycle room is for use of the residents.
- Vocal or instrumental practice is permitted only in individual units between 9:00 a.m. and 8:00 p.m.
- Loud and disturbing noises are prohibited. All cell phones, radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others and if used at or in the vicinity of the pool shall be used only with earphones.

ENFORCEMENT

- To facilitate the health, safety, welfare and enjoyment of our community, as well as to protect and maintain the property and its value, it will be the responsibility of the Association Manager and Staff to enforce these Rules, Regulations, and Procedures.
- The Board may impose a fine for each violation of these Rules, Regulations, and Procedures or any of the Condominium governing documents. The amount of such fine to be set by the Board in accordance with the provisions of Chapter 718, Florida Statutes.
- The Manager has the authority to exercise judgment in enforcement of these Rules, Regulations, and Procedures.