



CHALET OF SAN MARCO CONDOMINIUM Rules and Regulations

Our aspiration is to be the best and most desirable beachfront condominium community on Marco Island. To do so requires us all to treat each other with respect, follow common sense guidelines and be good neighbors. Truly compatible condominium living requires all residents to respect the privileges and privacy of each other and adhere to the Rules and Regulations. These rules are intended to help us create a welcoming, pleasant, and respectful environment for all owners, guests, visitors, and workers.



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Introduction

WELCOME to the Chalet of San Marco. This publication is intended to provide you with helpful information pertaining to the Chalet of San Marco, including available services, registration procedures, rules and regulations, emergency procedures and other relevant guidelines.

AMENITIES:

Our facilities include: swimming pool, hot tub, gas barbecue grill, shuffleboard, tennis courts, fitness center, sauna, guest rooms and access to Marco Island's world renowned crescent beach. The business center, located near the mail room, offers complimentary facsimile, shredding, photocopying and internet services seven days a week.

RULES AND REGULATIONS:

The Chalet Board of Directors has the responsibility of maintaining a quality of lifestyle for the enjoyment of all residents, while at the same time, running a fiscally responsible, not for profit organization, and protecting the investment of the Chalet owners. This edition of the Chalet Rules and Regulations supersedes all preceding editions. These Rules and Regulations have been adopted by the Board to

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enhance the safety and enjoyment of all Chalet residents and protect and preserve the property.

BUILDING ACCESS AND UNIT ENTRY

AUTHORIZATION:

All owners, overnight guests and lessees, etc., must fill out registration cards at the Front Desk upon arrival.

All visitors must check in at the front desk prior to entry to the building on each visit. All contractors and service personnel must register and be checked in by front desk personnel on each visit.

Prompt registration of all building occupants is required for safety and security reasons. It is essential that the Front Desk is aware of all people entering the Chalet building and grounds.

The Front Desk staff may issue a key to your unit for work to be done by contractors or service personnel. Keys are issued daily, must be returned at the end of the day, and authorized in advance by the owner. No unit keys will be issued to any vendor or person without prior owner approval. Additional information on building access is provided in section 2 below.

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SAFETY AND EMERGENCY PROCEDURES:

In the event of a fire or other emergency at the Chalet Immediately call 911 and advise the dispatcher of the specifics of the emergency. Be certain to provide the following information: The Chalet of San Marco Condominium, 520 S. Collier Blvd., Marco Island. Include your name, unit and floor number(s). Then call the Front Desk at (239) 394-8660 so emergency personnel can be directed to your unit or location.

Complete emergency procedures are in section 11.

TRASH AND RECYCLING:

Containers are located in the trash room adjacent to the 1st floor service entrance. Securely tied trash bags, containing non-recyclables, may be deposited in the trash chute, conveniently located on each floor. Any other refuse must be transported to the 1st floor trash room. All Chalet residents are encouraged to recycle. Please place recyclables in the recycle bins. Recyclable items include: aluminum and tin cans; plastics numbering 1-7, junk mail, newspapers, magazines, other paper; glass bottles and jars; juice and milk cartons. All items may be co-mingled in the same recycling container. The more we recycle, we reduces trash pick-ups, our contribution to landfills, and lowers our trash expense.

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1. General Rules and Guidelines

a. Hours of Operation:

- i. The front desk is staffed from 8 am to Midnight 7 days per week. There is no staffing on Christmas Day, Thanksgiving Day, New Year's Day, Memorial Day, Fourth of July, and Labor Day.
- ii. The Pool and Hot Tub are available for use by residents and their guests between the hours of 9 AM to dusk.
- iii. The fitness center is available for use by residents and overnight guests from 6 AM to 10 PM daily.
- iv. Tennis Courts are available for use by residents and overnight guests from 9 AM to dusk daily. Courts must be reserved at the front desk.
- v. The Social Room is available from 9 AM to 10 PM daily, and must be reserved in advance at the front desk.
- vi. Contractors normal work hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, and must be observed unless special prior arrangements have been approved in writing by the manager. All jack hammering cannot begin until 9:00 a.m.
- vii. Commercial, Furniture, Appliance, and other large items deliveries are restricted to normal work hours 8:00 am to 4:00 pm Monday through Friday.

- b. **Occupancy:** Each unit shall be occupied by a single family and its guests, as a residence. No business or commercial operation of any kind shall be operated from within the unit. There is no restriction on the number of guests, whether related or unrelated to the owner, who may occupy the unit when the unit owner is in residence.

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- c. **Age Restrictions:** No person under the age of eighteen (18) years shall occupy any unit unless a responsible adult is also in residence. It is the responsibility of the Adult in residence to ensure all occupants under eighteen years of age comply with rules and are not an unreasonable annoyance to other residents, a danger to themselves or a liability to the Association.
- i. The Pool may be used by Children under 12 if accompanied by a responsible adult.
 - ii. The Hot tub: For medical reasons, no child under 9 is allowed in the hot tub. Children between 9 and 12 must be accompanied in the hot tub by a parent or guardian.
 - iii. The Fitness Center may be used by Ages 11 to 15 when accompanied by a responsible adult. Those 16 and over may use equipment alone; children under 11 shall not use the equipment.
- d. **Disturbances:** No owner shall use his unit, or permit it to be used, in any manner which is unreasonably disturbing, detrimental or a nuisance to the occupant of another unit, or which would not be consistent with the maintenance of the highest standards for a first-class residential condominium.
- i. All occupants shall at all times conduct themselves in a peaceful and orderly manner.
 - ii. Quiet time is observed after 10 pm daily. Please refrain from noise that may disturb residents who may be sleeping. This includes playing music / loud conversation in public areas and on balconies, as well other potentially disturbing noise from your unit. Disturbances are defined as activity that reasonably upsets or disrupts other owners.

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- e. **Common Areas:** Common hallways (areas containing entrances to the individual units) etc., stairways and other common areas shall not be obstructed, littered, defaced or misused in any manner. Balconies, terraces, hallways and stairways shall be used only for the purposes intended; they shall not be used for hanging or drying clothing, towels, etc., for outdoor cooking, for cleaning of rugs or other household items, or for the storage of bicycles or other personal property.
- f. **Parking:** One assigned parking space is provided for each unit. The remaining parking area shall be for the general use of owners and their guests. Owners, and renters should park their first vehicle in the assigned space and additional vehicles in additional resident parking spaces.
 - i. Day visitor parking is restricted to visitor and general parking spaces only.
 - ii. Contractors and service personnel are restricted to park in service or general parking spaces.
 - iii. Campers, watercraft, motorcycles, and trailers of any kind are not permitted.
 - iv. Selling of vehicles with “for sale” signs not allowed on the Chalet property.
 - v. Short term parking on the driveway at the front entrance to the building is limited to 15 minutes, as a courtesy to other owners.
 - vi. Handicap parking is available near the back service entrance. Only owners with visible handicap placards in their windshield or on their license plates are allowed to park in these spots.

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- vii. All owner, renter, and overnight guests must register their vehicle with the front desk upon arrival.
- g. **Appropriate Attire:** Footwear and cover-ups or shirts are required in hallways, lobby and elevators at all times (towels do not constitute cover-ups).
- h. **Lobby Access:** Carts, luggage on wheels, bellman carts, and luggage carriers are not allowed through the front doors or in the front elevators at any time. The service entrance and service elevator must be used for transporting these items. Also, when large or many items are to be loaded or unloaded from a car or truck the rear service entrance and elevator shall be used. The front entrance may be used for quick loading or unloading from cars or commercial taxi services (e.g., going to or from the airport with hand carried items).
- i. **Beach and Pool Access:** Only the service elevator is to be used for going to and from the beach, pool and hot tub. When entering the building from the pool or beach please wash sand from shoes to minimize tracking into the building.
- j. **Leasing Guidelines:** All leasing of units must be in writing and notice given to the Board of Directors at least ten days prior to the proposed transaction. Units may not be leased more than once in any calendar quarter. The minimum lease shall be thirty (30) days and shall be done in accordance with the Chalet Leasing Policy.
- k. **Leasing Occupancy Limits:** Lessees and guest of owners cannot have more than 4 persons per 2

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bedrooms and 6 persons per 3 bedrooms. There are no restrictions on the number of overnight occupants when the owner is also in residence.

- l. **Registration:** Prompt registration of all building occupants (day visitors, overnight guests, renters, owners, construction workers, and service/cleaning personnel) is required for safety and security reasons. It is essential that the Front Desk is aware of all people entering the Chalet building and grounds.
 - i. All owners, overnight guests and lessees, etc., must fill out registration cards at the Front Desk upon arrival.
 - ii. All visitors must check in at the front desk prior to entry to the building on each visit.
 - iii. All Contractors and service personnel must register and be checked in by front desk personnel on each visit.
- m. **Overnight Guests:** All overnight Guests must register at the front desk upon arrival and may park in resident's parking spots.
- n. **Day Visitors:** Visitors during the day (not overnight) are allowed so long as the owner being visited is in residence.
 - i. All day visitors must check in at the front desk, be recorded in the visitor log, and be authorized by the respective owner on each visit.
 - ii. Owners should contact the front desk ahead of time to authorize expected day visitors. If not previously authorized, the front desk will contact

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- the applicable owner for authorization to provide entry to a day visitor.
- iii. Owners should provide in advance names of planned visitors for large groups (e.g. birthday party in social room) so they can be quickly admitted to the building. Otherwise they will need to check in and sign in upon arrival.
 - iv. If a day visitor has beach chairs, cooler, or other large items, they should be left outside the building until after check in, at which time they may be brought in through the back service entrance.
 - v. Day visitors must park in visitor designated parking spaces near Collier Blvd and are not allowed to park in Resident parking spaces.
 - vi. Day visitors are not allowed to have keys, or magnetic entrance fobs to the building.
 - o. **Guest Rooms:** Owners who intend to reserve the Guest Room(s) must comply with reservation and other requirements of the Chalet Guest Room Policy available at the Front Desk and online at www.chaletmarcoisland.com.
 - p. **Pet Restrictions:** Pets are allowed for owners with the following restrictions:
 - i. One pet of a normal domesticated household type (dog or cat) per unit is allowed for owners. The maximum weight is twenty (20) pounds.
 - ii. The pet must be carried under the owner's arm or be leashed at all times while on the condominium property outside of the unit.

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- iii. Day Visitors, and Lessees are not permitted to keep pets in the Condominium.
- iv. Service Animals are permitted at The Chalet provided they meet certification requirements, are registered and accompany the person with a disability. Owners with Service animals must follow the Pet rules and policies. For details on service animal requirements contact the front desk or building manager. Please note Florida law HB 71 provides “a penalty for knowing and willful misrepresentation with respect to use or training of a service animal” of up to 60 days in jail, a \$500 fine, and community service.
- q. **No Smoking:** Smoking is not permitted in common areas, including the pool area.
- r. **Message Posting:** Any owner wishing to post any kind of a document on the Chalet bulletin board requires manager pre-approval. Posting of signs for any solicitation of items for sale, for rent, or other solicitation is not allowed on Chalet property.
- s. **Remodeling:** Unit remodeling, renovation or repair work must be done by licensed and properly insured contractors only. A building permit, when required, shall be properly displayed on the unit’s entry door.
- t. **Building Access:** Never admit anyone into the building unless you know them, are sure of their identity and that they should be allowed in. Control your building security keys. Do not give them to cleaning people, real estate agents, contractors, etc. To do so is a serious breach of our security.

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- u. **In Case of Emergency:** Elevators are never to be used in a fire emergency. If the fire alarm sounds at any time, all occupants must evacuate. Do not call the Front Desk to ask questions, evacuate by the stairways as quickly as possible. The location of those occupants registered as requiring special attention will be given to the Fire Department as priority, when it arrives. See Section 4 on page 5 for additional information.
- v. **Rules Violations:** There shall be a violation assessment of \$100.00 per occurrence per day for any violation of the approved Condo rules. An assessment shall be imposed only after the Board of Directors has given reasonable notice to owner.

2. Building Access

- a. All non-owners (renters, overnight guests, visitors, contractors, service / cleaning personal) must register and check in at the front desk before entering the building and notify the front desk upon departure.
- b. All day visitors and overnight guests must check in at the front desk prior to entry to the building on each visit. Day visitors must log in and overnight guests must register with the front desk.
- c. Entry keys, magnetic key fobs, and beach keys are for owners, approved lessees, and registered overnight guests only. Day Visitors, friends/family not in residence, contractors, and cleaning personal are not allowed to have entry fobs.

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- d. Each unit is provided two (2) complimentary magnetic building entry fobs. Additional entry keys are available at the front desk for owners at a cost of \$50 each. Owners may purchase up to 4 additional entry fobs, for a total of 6 per unit.
- e. Housekeepers and cleaning services employed by individual owners are required to properly sign in at the Front Desk each time they enter the building.
- f. All contractors must register at the Front Desk before work can begin. Normal work hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, and must be observed unless special prior arrangements have been approved in writing by the manager. All jack hammering cannot begin until 9:00 a.m. All contractors must have a current occupational license, certificate of insurance evidencing their Workers' Compensation, General Liability and Vehicle Liability insurance coverage on file with the Chalet Manager before starting work for the Chalet or an owner.

3. Parking

- a. The driveway, designated parking areas and the garage are for the exclusive use of passenger type vehicles, including automobiles, SUVs, vans and pickup trucks (with no type of commercial lettering) owned by unit owners, renters and their guests.
- b. All other vehicles, trucks, commercial vans and pickup trucks, trailers of any kind, watercraft, all-terrain vehicles (ATVs), motor homes and recreational vehicles (RVs) over 20' long shall not park or be stored on Chalet property.

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- c. Motorcycles and any other motorized vehicle with fewer than four wheels, shall not park or be stored on Chalet property.
- d. Commercial vehicles used for deliveries or by contractors and tradesmen, must park in designated areas and shall not remain overnight.
- e. A unit owner and approved lessee may park vehicles on Chalet property provided at least one vehicle is parked in owner's designated parking space. All owner and lessee vehicles must be registered at the Front Desk.
 - i. Day visitors must park in visitor designated parking spaces near Collier Blvd and are not allowed to park in Resident parking spaces.
- f. Any unit owner who leaves a vehicle parked on Chalet property when out of residence shall provide a key to such vehicle(s) to the property manager for maintenance or emergency reasons during his/her absence.
- g. Please respect the 15-minute parking limit at the front entrance as a courtesy to all Chalet owners, renters and guests.
- h. Selling of Vehicles with "for sale" signs not allowed on the Chalet property.
- i. This Parking Policy will be enforced and any violation will result in the towing and storage of the offending vehicle, at the expense of the unit owner involved.

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4. Rules regarding your Unit

- a. All trash shall be securely tied in plastic bags and deposited in the trash chute provided on each floor, only between the hours of 8:00 a.m. and 10:00 p.m. All recycle items (paper, glass, cans and plastic) must be carried to the recycle bins located in the trash room on the ground floor.
- b. Luggage and grocery carts are available for owner, renters and overnight guest use. Please return promptly after use.
- c. Do not feed birds from balconies or terraces.
- d. No cigarette or cigar ashes or butts may be thrown from balconies. Nothing is to be swept or washed over the side of balconies.
- e. When leaving the unit unoccupied for longer than 48 hours, turn off water main and water heater circuit breaker. When away longer than one week remove furniture, plants, and all other objects from balconies and terraces.
- f. Washing machines are required to have metal woven, burst proof hoses. Also, water heaters must be replaced after 10 years of use.
- g. Commercial deliveries of large items, such as furniture, appliances, televisions, or crated items are not allowed on weekends or holidays.
- h. The Association has hurricane shutter specifications for the condominium. Please contact the building manager for information on approved hurricane shutters.

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- i. Balconies, terraces, hallways and stairways shall be used only for the purposes intended; they shall not be used for hanging or drying clothing, towels, etc., for outdoor cooking, for cleaning of rugs or other household items, or for the storage of bicycles or other personal property. Baby carriages and personal shopping carts must be kept inside the unit.

5. Pool and Hot Tub

- a. No life guard is on duty, SWIM AT YOUR OWN RISK. Diving or jumping into the pool is not allowed.
- b. The pool and hot tub are for residents and their guests. Hours of use are from 9 AM to dusk
- c. Pool: Children under 12 must be accompanied by a responsible adult. Hot tub: For medical reasons, no child under 9 is allowed in the hot tub. Children between 9 and 12 must be accompanied at the hot tub by a parent or guardian.
- d. Children not toilet trained and incontinent adults must wear State approved swim diapers in the pool or hot tub.
- e. Diving, jumping or game playing in the pool is not allowed.
- f. No large objects - including floats, large toys such as rafts, are allowed in the pool. Flippers, noodles, and goggles are allowed.
- g. No running, shouting or rough play is permitted in or near pool and grounds. Please be considerate of others.
- h. No cutoffs or shorts may be worn in the pool or hot tub. Bathing suits only.

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- i. Cover-ups and footwear are required in hallways, lobby and elevators at all times. (Note: a towel does not constitute a cover-up.)
- j. Suntan lotion and sand must be removed before entering pool, hot tub or building.
- k. If suntan oil is used, a pool chair must be protected by a towel.
- l. Consumption of food is allowed in the BBQ area ONLY. Beverages in non-breakable containers are allowed on the pool deck but must be kept 4 ft. from the pool edge.
- m. No food or drink of any kind is allowed in the hot tub area.
- n. No glass containers are permitted anywhere in the pool, hot tub or deck areas.
- o. No radios or music players are permitted in the pool or hot tub areas except if used with earphones.
- p. Animals are not permitted anywhere in the deck area near the pool, hot tub, or barbeque.
- q. Persons with open sores, cuts or communicable diseases are forbidden by law to enter the pool or hot tub.
- r. Dry thoroughly before entering the building, wet floors may cause accidents. Use only the service elevator at the pool door.
- s. Lounge chairs may not be moved from the barbecue, pool, or shuffleboard decks to the beach or lawn.
- t. No one may reserve a lounge chair at the pool by placing a towel or personal property while absent from the pool area.

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- u. Rules violations that result in closing, draining or repairing the pool or hot tub may result in fines, penalties or repair charges to the violating party or owner.

6. Pets

- a. The owner of each unit may keep one (1) small pet, of a normal domesticated household type (such as a cat or dog) in the unit. The maximum weight is twenty (20) pounds. The pet must be carried under the owner's arm or be leashed at all times while on the condominium property outside of the unit.
- b. The ability to keep such a pet is a privilege, not a right, and the Board of Directors is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the Condominium.
- c. Lessees overnight guests and day visitors are not permitted to keep pets in the condominium.
- d. Owners with pets are required to use the service elevator and the back-service door when taking their pets in and out of the building. Scoopers and plastic bags are to be used when walking pets on Chalet property.
- e. Pets are not allowed in the lobby, interior hallways or external common areas of the property such as the pool, hot tub, deck areas, beach walkway, or grassy areas on the North, South and West lawn.
- f. Service Animals are permitted at The Chalet provided they meet certified requirements, are registered and

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accompany persons with disabilities. For details contact the building manager. Please note Florida law HB 71 provides “a penalty for knowing and willful misrepresentation with respect to use or training of a service animal” of up to 60 days in jail, a \$500 fine, and community service.

7. Use of Facilities – Tennis Courts, Fitness Center and Grill

a. Tennis Court Rules:

- i. Tennis Courts are available for use by owners, lesses and overnight guests from 9 AM to dusk daily.
- ii. Courts must be reserved at the front desk.
Residents may sign up 48 hours in advance.
- iii. Courts are reserved by the hour, on the hour.
Please arrive and leave on time. Two or more unit owners can secure court time of two hours of double play on a single court.
- iv. If you find you cannot play, remove your name from the registration sheet in a timely way to allow others to enjoy the court.
- v. Proper dress is required - tennis shoes, shirts, slacks, shorts and tops. Positively no bare feet, street shoes, black soled shoes, rollerblades or skateboards are allowed.
- vi. Keys to the tennis courts are kept at the Front Desk. You are responsible for locking the gate when you leave and returning the key to the Front Desk. Please do so promptly.

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- vii. Do your part to keep the courts clean. Do Not Litter, and clean up behind those who do.
- viii. Glass containers are prohibited.

b. Fitness Center Rules

- i. Hours of use: Daily from 6 AM until 10 PM.
- ii. Ages 11 to 15 are permitted to use the equipment in the Fitness Center when accompanied by a responsible adult. Those 16 and over may use equipment alone; children under 11 shall not use the equipment.
- iii. Exercise equipment may not be removed from the exercise rooms at any time.
- iv. Report any damaged, non-operating or missing equipment to the manager or Front Desk, promptly.

c. Gas Grill Usage:

- i. The Gas barbeque grills may be used by owners, lessees and overnight guests for a period of up to one hour and must be reserved ahead of time by calling the front desk. If additional grill time is required for a special event, it should be reviewed and approved by the building manager in advance.
- ii. Grill should be warmed before using and burned off and cleaned after each use.
- iii. Make sure gas is OFF and area is cleaned after use.

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8. Guest Room Rental

- a. Guest room rental reservations and the receipt of rental fees are handled by Front Desk personnel.
- b. Guest Rooms may be reserved and rented on a first come basis. One or both guest rooms for the same rental period. The unit owner making the reservation must be in residence throughout the rental period.
- c. Guest rooms may not be reserved for more than 7 consecutive days for the same renters between October 1st and May 1st.
- d. A rental application and rental fee of \$75 per unit per day shall be submitted and received within 5 days after the reservation is made. The fee must be paid by check and made payable to the Chalet. If, for any reason, the renter is unable to occupy the guest room for the time reserved, 50% of the fee shall be refunded to the owner and 50% is retained by the Chalet. Subject to Chalet approval, the unit owner may find another guest to occupy the room for the reserved rental period without penalty.
- e. Guest room renters must agree to comply with the requirements of the Chalet Rules and Regulations throughout their stay. Violations may result in the termination of the rental.
- f. Renters shall provide the names and relationships of the occupants and the ages of all children occupying the room(s) during the rental period.
- g. Maximum occupancy for each guest room is 3 people, one of whom must be an adult.

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- h. The unit owner making the reservation is responsible for any and all damage or loss suffered by the Chalet caused by the guest room occupants.
- i. Check-in time for guest rooms is 3 PM. Check-out time is 10 AM. The guest rooms are non-smoking rooms.
- j. No pets allowed in guest rooms.

9. Social Room Use and Rental

- a. The Social Room may be reserved for a private gathering by an owner or active approved lessee. Please contact the Front Desk for a reservation.
- b. Overnight guests, and visitors are not allowed to reserve or use the Social Room.
- c. No one under the age of 18 may use the Social Room without a responsible owner or adult present.
- d. Visitors at the Chalet to attend a function in the Social Room must check in at the front desk as a day visitor.
- e. No furniture, furnishings or utensils are ever to be removed from the room.
- f. Care should be taken to avoid spills. Promptly report all spills to the manager or the Front Desk so appropriate action can be taken.
- g. Wet clothing is not to be changed or worn in the Social Room
- h. No smoking is allowed in the Social Room, even if it is a private function.
- i. If Chalet tablecloths are used, the manager will have them washed and pressed. The owner will be billed for the cost.

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- j. The owner using the Social Room is responsible for making sure that it is left in a clean and orderly condition and is responsible for any damage or losses. The cost of any special clean up required will be passed along to the owner/sponsor.
- k. The Social Room may not be used for functions requiring a fee or donation, or for those whose principal purpose is commercial unless sanctioned by the Social Committee as a building wide social event open to all owners.
- l. The owner reserving the Social Room must be present at the function.

10. Leasing

- a. Notification of intent to lease: An owner intending to lease his unit shall give to the Board of Directors written notice of such intention at least ten (10) days prior to the proposed transaction, together with the name and address of the proposed lessee, an executed copy of the proposed lease, and such other information as the Board may reasonably require. The Association shall approve or disapprove the proposed lease within ten (10) days after the required notice.
- b. Lease restrictions: No unit may be leased more often than four (4) times in any calendar year, nor more than once in any calendar quarter. The minimum lease term shall be thirty (30) days. The starting date of occupancy under the lease shall determine in which quarter the lease is considered to have occurred. Occupancy of a unit by guests in the owner's absence

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shall count as a lease for the purposes of applying the restriction on the frequency of leasing. No lease may be for a period of more than three (3) years, and no option for the lessee to extend or renew the lease for any additional period shall be permitted. However, the Board may, in its discretion, approve the same lease from year to year. No subleasing or assignment of lease rights by the lessee is allowed.

- c. Occupancy During Lease Term: The total number of overnight occupants of a leased unit is limited to two (2) persons per bedroom.
- d. Lessees are not permitted to have or keep pets in the unit.
- e. Use of common Elements and Association Property: To prevent overtaxing the facilities, a unit owner whose unit is leased may not use the recreation or parking facilities simultaneously during the lease term.
- f. Lessees are not allowed to store possessions in any of the owner storage facilities (bike room, beach chair room, parking garage, etc.) when not actively renting.
- g. Owners are responsible to ensure all lessees and guests adhere to Chalet rules and policies. Violation of rules by lessees and guests will result in fines to the respective owner.

11. Safety and Emergency Procedures

THE FOLLOWING EMERGENCY PROCEDURES should be used as a guideline in the event of a fire or other emergency at the Chalet:

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- a. Immediately call 911 and advise the dispatcher of the specifics of the emergency. Be certain to provide the following information: The Chalet of San Marco Condominium, 520 S. Collier Blvd., Marco Island. Include your name, unit and floor number(s). Then call the Front Desk at (239) 394-8660 so emergency personnel can be directed to your unit or location.
- b. High-Rise buildings are generally fire resistant (although no building is “fire proof”) and possess safe and reliable enclosed stairways. Fires are typically confined to individual units or one particular floor of the building. It is important to understand that a fire in a high-rise structure is not a cause for panic. It must be realized, however, that whether a fire occurs within your unit or anywhere in the building, it is necessary for you to seek safety as soon as possible. Therefore, it is extremely important that all residents become familiar with the locations of stairways, firebox pull stations, fire extinguishers, emergency exits, emergency telephone numbers and procedures to follow in case of a fire.
- c. If the building’s general fire alarm is sounding, please do not panic. Follow the evacuation instructions of the voice on the speakers located in each unit above the entry doors and throughout the building. Before opening your unit door, place your hand on the door and feel for heat. If the door feels warm to the touch, DO NOT attempt to open it as this indicates the presence of a dangerous fire condition in the corridor. Seal the cracks around the door and any other place

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where smoke may appear to be entering your unit with wet towels or blankets. If the door is not warm to the touch and you are not in need of special assistance, please go directly to the nearest stairway and walk to the first level lobby. DO NOT attempt to use the elevators. Upon reaching the lobby, you will be directed by staff or fire fighters. After the fire department has given the “all-clear”, residents will then be allowed to re-enter the building. Additionally, please do not telephone the Front Desk. These phone calls tie up the Chalet’s phone lines and impede staff’s ability to respond to the alarm. If you are in need of special assistance in evacuating in the event of an emergency, please notify the Front Desk upon registering. A list of residents requiring special assistance is maintained by staff and will be immediately forwarded to emergency responders upon their arrival.

- d. If there is a fire in your unit, leave without delay. Be sure to close the door behind you leaving the door unlocked. Activate the fire alarm pull station (located on the wall adjacent to both stairways). This will activate the building’s general fire alarm system, alert the fire department, management and the other residents that there is a fire in the building. Using the stairway, vacate the building. DO NOT use the elevators.

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12. Hurricane Information

- a. Hurricane Watch means a storm could threaten the area within 36 hours. Make sure that you have ample supply of drinking water, as well as food for several days. Emergency lights, batteries, battery powered radio or television, first aid kit, prescription medicines and any other items that are necessary for survival or comfort are also suggested. Gas stations may be without electricity so fill your gas tank prior to the storm. Have an evacuation plan in the event that The City of Marco Island institutes a mandatory evacuation. Bring all loose items in from balconies including furniture. Listen to the radio or monitor local television stations for updates. Know the evacuation routes should a mandatory evacuation be ordered.
- b. Hurricane Warning means that a hurricane is expected within twenty four (24) hours. Time to evacuate! Check all windows, doors, sliding glass doors and hurricane shutters and ensure that they are securely closed and locked. Close all drapes and shades. Retrieve your survival and comfort supplies and relocate to an area as far from the approaching storm as possible. Be prepared to evacuate immediately if so ordered.
- c. If an Evacuation Order has been issued remove all perishable food from the refrigerator and freezer. Take it with you or dispose of it before leaving. Disconnect all power at the circuit breaker panel and close your main water valve. Close and lock your unit entry door and proceed immediately to the nearest shelter or

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desired evacuation point. It is important to remember that you may not be allowed to return to the island for a number of days. Additionally, residents will be required to present a Marco Island Resident “Sticker”, available at City Hall, in order to return to the island after an evacuation order has been lifted. This precaution is taken to allow utility companies to work on restoring services and clearing roads unencumbered.

- d. The National Oceanic and Atmospheric Administration (NOAA) uses the following disaster potential scale to make storm comparisons easier when alerting residents of hurricane forces.

<u>Category</u>	<u>Wind (mph)</u>	<u>Surge (ft)</u>	<u>Damage</u>
1	74-95	4-5	Minimal
2	96-110	6-8	Moderate
3	111-130	9-12	Extensive
4	131-155	13-18	Extreme
5	over 155	over 18	Catastrophic

13. Sea Turtle Regulations

Each year, sea turtles return to the shores of Marco Island to dig nests and lay their eggs in the sand. In order to contribute to the conservation of these creatures the following guidelines are mandatory from May 1st until October 31st.

- a. All balcony lights must be off by 9 PM.
- b. Beachside curtains or blinds should be closed to contain the light after 9 PM.

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- c. Tents, umbrellas, chairs and lounges must be removed from the beach by 9 PM until the following day's nest monitoring is complete.
- d. Avoid unnecessary traffic near nesting areas
- e. Report any hazards that may affect nests.
- f. FINES FOR VIOLATING THESE GUIDELINES RANGE FROM \$1,000 TO \$5,000 AND ARE STRICTLY ENFORCED BY THE CITY OF MARCO ISLAND.

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Appendix A: Visitor and Guest Quick Reference Guide

Description	Owners	Active Lessees	Overnight Guests	Day Visitors	Service Personnel
Building Access	Key access	Key Access	Key Access	No Key Access – check in required	No Key Access – check in required
Parking	Resident Spaces	Resident Spaces	Resident Spaces	Visitor spaces	Visitor Spaces
Occupancy	No limit	2 per BR	No limit when owner onsite, otherwise 2 per BR	N/A	N/A
Registration	Required	Required	Required	check in on each visit	Registration Required, and log in on each visit
Pets	Yes	No	No	No	No
Pool / Hot Tub Use	Yes	Yes	Yes	Yes	No
Fitness Center Use	Yes	Yes	Yes	No	No
Barbeque Use	Yes	Yes	Yes	No	No
Social Room Use	Yes	Yes	No	No	No
Guest Room Rental	Yes	Yes	No	No	No

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Appendix B: Important Contact Numbers

Chalet Front Desk	(239) 394-8660
Emergencies: Police, Fire, EMS.....	911
Marco Island Police Department	(239) 389-5050
Marco Island Fire Department	(239) 389-5040
Collier County Sheriff	(239) 793-9300
Florida Highway Patrol	(239) 354-2377
US Coast Guard	(239) 463-5754
Poison Control	(800) 222-1222
Marco Healthcare Center	(239) 394-8234
Marco Island City Hall	(239) 389-5000
Summit Broadband	(239) 444-0400
Lee County Electric	(239) 656-2300
CenturyLink Telephone	(800) 339-1811
Collier Area Transit	(239) 596-7777
National Wildlife Refuge	(239) 657-8001
National Audubon Society,.....	(239) 348-9151
Marco Island Animal Hospital.....	(239) 394-8080