

# ABBHEY ON THE LAKE CONDO ASSOCIATION RULES AND REGULATIONS UPDATE REVISED APRIL 8, 2021

The following is an updated listing of the significant rules and regulations which govern the actions and behaviors of each unit owner, lessee, and guest, with the single goal in mind to promote the common welfare of all residents in our community.

These rules and regulations are listed in our condominium documents or have been added by your Board of Directors. **The most recent changes are highlighted in red.** Additional rules not listed below but contained in our condominium documents may also apply.

It is the intention of your Board of Directors in good faith, to uniformly enforce these rules and regulations for the good of all, however, it is recognized that the best results will occur with voluntary and supportive compliance.

## **ALTERATIONS AND/OR STRUCTURAL MODIFICATIONS**

No unit owner shall make, cause to be made, or allow to be made any alteration and/or structural modifications which will affect the appearance of the condominium from the exterior, without the prior approval of the Board of Directors. For example, no unit owner may install screen doors, or apply any type of film or covering to the inside or outside of the windows, or any enclosures of the lanai area, without prior approval.

## **BUILDING APPEARANCE AND MAINTENANCE**

- a. Streets, sidewalks, walkways, entrances and stairs must not be obstructed or used for any purposes other than ingress and egress to and from the units nor shall any carriages, toys, bicycles, wagons, etc. be left thereon after sunset. An exception are potted plants as long as they are **limited to three (3)**.
- b. No garbage cans, supplies, containers, or other articles shall be placed in or on the walkways, hallways, balconies, and entry ways. No articles of clothing, rags, linens, etc. shall be hung from any balcony or walkway.

- c. No exterior radio, television antenna, or satellite dish installation, or their wiring shall be made without the written consent of the Board of Directors.
- d. No banners or signs, including for sale or for rent signs, advertisements, notices or other similar material shall be exhibited, displayed in or upon any part of the units, limited common elements or common elements without written consent of the Board or Directors. For sale signs may be displayed **ONLY** during open house with the written consent of the Board of Directors.
- e. All bicycles not kept in the condo shall be parked, after sundown, in one of the several bike racks placed throughout the circle. For security purposes, it is strongly that they be securely locked.
- f. No inflammable, combustible, or explosive fluid, chemical, or substance shall be recommended kept in any unit or limited common element, except those necessary and suited for common household use.
- g. Whenever a unit is unoccupied for more than **three (3) days**, the water to that unit shall be turned off at its source where it enters the unit. The shutoff valve is located in the front (guest) bedroom closet of each unit.
- h. The owner of a vehicle which leaks motor fluids on the roadway, is responsible for the removal of such, and any stains caused by it.
- i. No auto work (including but not limited to tune-up and oil changes) is permitted. Emergency repair work to start a vehicle or prepare it for tow is allowed.
- j. No painting or remodeling, etc. shall be done in a unit unless the owner is in residence or has appointed a responsible person to inspect the condo after the workers have left for the day.
- k. All window treatments (fabric, curtains, plantation shutters, blinds, etc.) that are visible from the outside of the unit shall be white in color.

## **COMPLAINTS**

- a. All complaints of unit owners shall be made in writing and delivered to our management company, Newell Property Management Corporation (see last page for contact information).

- b. If the actions of another resident are disturbing you after 11:00 PM, call the Sheriff's Office non-emergency number. If the disturbance is considered an emergency, call 911.

**SHERIFF'S NON-EMERGENCY (239) 252-9300**

**FIRE DEPARTMENT NON-EMERGENCY (239) 569-5800**

## **CONDUCT**

- a. No use of the common elements, common areas, and association property may unreasonably interfere with the rights of other unit owners, lessees or guests to use said property.
- b. No unit owner shall make any disturbing noises by himself, his family, guests etc. nor do or permit anything by such persons to interfere with the rights, comforts, or conveniences of other unit owners, their family, guests etc. Radios and televisions etc. must be set at a volume so as not to disturb others. Any guest activity after 11:00 PM should take place in the living quarters, and, if necessary, the lanai doors should be closed so as not to disturb others.
- c. No barbecuing with either gas or charcoal grill is permitted within ten (10) feet of any building. Gas barbecues grills, when not in use, must be moved to the common grounds area across the road from the users' unit to at least a ten (10) foot distance from the roadway. Charcoal grills, when not in use, may be stored on the rear lanai or otherwise moved to the above specified area.
- d. All occupants under the age of eighteen (18) shall be supervised by an adult to ensure that they do not be a source of annoyance to other residents.
- e. **No feeding wildlife in the ABBEY. This includes all ducks.**

## **EMERGENCIES IN OWNERS ABSENCE**

In order for proper steps and procedures to be taken in a minimum amount of time during an emergency situation, the association shall retain pass-keys to all units. If, in an emergency, a unit has to be entered, and a pass-key has not been made available, the unit owner shall be held responsible for any damage or expense incurred in gaining entry. Unit owners should consider having a caretaker for their unit in the case of an internal problem (water leak etc.) or damages from a hurricane. Caretakers' name should be provided to the management company. Remove all furniture, plants, etc. from the lanai and

entryways if you are absent from your unit for an extended period, unless you have hurricane shutters covering exposures.

## **FINES**

While it is expected that voluntary compliance with the rules and regulations established will negate for fines being assessed, when necessary, the Board of Directors will follow procedures outlined on Page 12 of the By-Laws to enforce compliance.

## **MAINTENANCE FEES AND ASSESSMENTS**

- a. All maintenance fees and assessments not paid within ten (10) days after the due date shall bear interest at the highest rate allowed by law.
- b. Three (3) reminder notices will be mailed. If maintenance fee is not paid before the last month of the quarter, a pre-lien letter shall be sent by the Association's attorney, and a lien shall be placed on the property after that thirty (30) day period.
- c. Any owner who requires a third letter for two (2) consecutive quarters will be required to immediately pay their assessments for the remainder of the year.

## **GUEST AND LESSEE OCCUPANCY**

- a. Each unit is limited to **RESIDENTIAL USE ONLY**, and a maximum of six (6) occupants.
- b. **Whenever an owner allows his/her unit to be used in their absence, our management company must receive advance notice of the occupancy.** Management company will then be responsible to notify the gate house so temporary passes will be available to occupants on arrival. Failure to give this advance notice will subject the owner to a \$100.00 per day fine.
- c. Units may not be leased for less than thirty (30) days or more than one (1) year. Only five (5) leases are allowed per year. **HOWEVER**, owners acquiring title after **APRIL 1, 1997**, can only lease a total of six (6) months in a twelve (12) month period.

- d. If the lease is made through an owner or rental agency, a completed lease application (available from management company) is to be received at least fifteen (15) days before occupancy. A proposed lease application can be approved/disapproved only by a majority of the Board of Directors.
- e. During a lease term when lessee is in residence, non-relative guests are limited to thirty (30) days in a ninety (90) day period.
- f. When a lessee is absent, non-relative guests are not allowed.
- g. No sub-leasing is permitted.
- h. **A copy of these rules and regulations must be posted and available in the unit during the owner's absence. Lessees and guests must be aware of these rules. Compliance is mandatory during their stay.**
- i. In owners' absence, non-relative guests are limited to a two (2) week maximum stay, and this type of occupancy is limited to three (3) times per year. There is no limit on the frequency for relative guests.
- j. In the owners' absence, regardless of guest status, the owner is required to notify our management company in advance, the names of their guests and the dates of occupancy. (See b. above).
- k. When owner is present, non-relative guests are limited to thirty (30) days in a ninety (90) day period. There is no such limitation on relative guests.
- l. Exceptions to the above must be approved, in advance, by the Board of Directors.

## **PETS**

Only unit owners are allowed a pet. **A pet is not permitted in leased units.** The owner of each unit may keep one (1) pet, normal domesticated household type (such as a cat or a dog), in the unit. When outside of units, the pet is to be on a leash or carried. Pet owners are expected to carry necessary tools to pick up droppings. The ability to keep 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 (**example: annoying barking during the unit owners' absence**) to the neighboring residents. No reptiles, amphibians or livestock may be kept in the condominium.

## **PARKING**

- a. One (1) marked parking space is assigned to the exclusive use of each unit.
- b. The overnight parking of commercial vehicles on the condominium property is prohibited. The parking of pick-up trucks and vans is permitted if the vehicle is intended for use as a passenger vehicle, for personal non-business purposes only, without any lettering on the outside, and if no tools, equipment, merchandise, materials or supplies are kept stored in the vehicle, except for emergency equipment normally stored in any vehicle.  
**Vans must have windows on both sides and be equipped with seating throughout.**
- c. **Campers, RVs, boats or trailers may be parked on the property once per month for a maximum of three (3) days, only with written prior approval from the Board of Directors. This approval is contingent on adequate parking being available and no inconvenience to adjacent unit owners.**
- d. No passenger vehicle shall be parked in a manner which takes up more than one (1) parking space.
- e. Motorcycles are prohibited from parking overnight without written approval of the Board of Directors. Any approval that may be granted, will be for a limited amount of time and the Board of Directors reserves the right to withdraw this approval at any time.
- f. During the time the owner, guest, or **lessee is in residence**, only their licensed vehicles, in an operable, well-maintained condition, may be parked within the common area elements. The common elements are not to be used for the storage of the vehicle that the owner shows by his or her action is not intended to be used for transportation. It shall be presumed that a vehicle is being stored in violation of this rule if it is not used for normally accepted purposes at least once every fourteen (14) days. Violations must be corrected within fourteen (14) days of receiving notice from the Board of Directors or the vehicle will be towed out at the owner's expense.
- g. Abandoned, rusted, broken and unused bicycles, in the common areas, will be tagged with a notice and then the owner shall have thirty (30) days to repair or remove such bicycle(s). If no action is taken after the thirty (30) days, the association will take action and dispose of them.

## **POOL RULES**

- a. All swimming is done at the swimmers' own risk. **No lifeguard on duty at anytime.**
- b. Pool and **pool enclosure area** hours are from **DAWN TO DUSK ONLY.**
- c. Use of the pool is restricted to unit owners, their guests, and lessees and their guests in occupancy.
- d. Babies must be diapered when in the pool.
- e. Only radios and boom boxes with earphones are allowed in the pool area, this rule is waived when a special event authorized by the Board of Directors is being held.
- f. Consideration of other people is expected at all times.
- g. All posted rules listed at the pool are to be followed.
- h. No pets are allowed in the pool or in the pool area.
- i. A key is needed for entrance to and exit from the pool area. **The same key will be needed to access the restrooms in the pool area.** One (1) key has been provided to each unit owner.
- j. Since it is necessary to use a key for pool entry, entry by any other means is considered trespassing and will be dealt with through the Sheriff's Department.
- k. Absolutely **No glass containers in the pool area.**

## **NIGHT TIME ENTRY**

Gatehouse must be notified whenever a guest is expected to arrive at your residence. The voice mail telephone number for the **Gatehouse is (239) 597-2005.** Your guest must either be on the preferred list at the gatehouse or you can leave a voice mail to allow your guests to enter.

## **TRASH AND GARBAGE**

- a. Carefully place trash and garbage in a securely tied plastic bag and deposit in the nearest trash dumpster. **Any item too large to place in the dumpster such as a chair, sofa, stove, etc. must be placed outside the dumpster enclosure. As you face the dumpster, the item needs to be on the grass, outside the wall on the right side of the enclosure. Before you place your oversized item next to the enclosure you need to call our management company to arrange for**

- a special pick-up for that item.** There is a nominal fee for a special pick up and it will be charged to the unit owner that called for the pick-up.
- b. Recycle bins are placed alongside the trash dumpsters located inside all four (4) dumpster enclosures. All occupants are encouraged to place all recyclable items to place all recyclable items in the recycle bins per their instructions.
  - c. Litter, including cigarette and cigar butts, should not be thrown on the grass, sidewalks, or roadways.
  - d. **All cardboard boxes must be broken down and placed in the proper container.**
  - e. If a dumpster is full and the lid cannot be completely closed, place trash and/or garbage in another dumpster on the premises.

For the quickest response to any questions, problems or complaints please contact:

**Leslee Manville**

Homeowner Services

NEWELL PROPERTY MANAGEMENT CORPORATION

5435 Jaeger Road # 4

Naples, FL 34109

(239) 514 -1199 Extension 226

(239) 331 -7178 Fax

[resident@newellpropertymanagement.com](mailto:resident@newellpropertymanagement.com)

[www.newellpropertymanagement.com](http://www.newellpropertymanagement.com)

If you need further assistance, contact a Board Director, their names are located on all bulletin boards in the community.