

**PROMENADES EAST
CONDOMINIUM ASSOCIATION, INC.**

**RULES, REGULATIONS
&
General Information**

**Revised: September 9, 2024
APPROVED: September 9, 2024**

**Promenades East Condominium Association, Inc.
21405 Olean Boulevard Office
Port Charlotte, Florida 33952
Phone: 941-627-6880
Fax: 941-624-2987**

Email: promeast@comcast.net
Website: www.promenadeseast.com

Promenades East Condominium Association, Inc

21405 Olean Blvd. Port Charlotte, FL 33952 ♦ Phone (941) 627-6880 ♦ Fax (941) 624-2987

Email: promcast@comcast.net Website: www.promenadeseast.com

Dear Owner, Resident or Guest:

Welcome to Promenades East!

This booklet contains information that will be helpful in your everyday living here at Promenades East. If you have not lived in a deed restrictive community before, you may view the rules as an infringement on your rights. We hope that you can accept these for what they are intended to be—a protection of everyone's rights.

The Board of Directors, which has been elected by the owners, has established these rules to protect the privacy of residents, to minimize maintenance costs, to adhere to State regulations, to ensure safe and hygienic operation of the swimming pool and spa including surrounding areas and to permit the use of facilities on an equitable basis.

The Board of Directors instructs the staff to enforce all the rules, including those applying to the pool and spa, the clubhouse, pets, smoking, and the types of vehicles permitted to park on the premises. Trespassers will be removed and if necessary, prosecuted under the law. Violations by residents may result in loss of privileges, fines, and possibly eviction.

If you have suggestions for making Promenades East a more pleasant place to live, please put them in writing and leave them in the office.

Thank you for your cooperation.

Board of Directors
Promenades East Condominium Association, Inc.

EMERGENCY PHONE NUMBERS

Sheriff	911 or 941-639-2101
Fire & EMS	911 or 941-833-5600
Disaster Preparedness	941-833-4000
Poison Control Center	1-800-222-1222
Highway Patrol (State Police)	911
Promenades East Condo Assn. Office (leave message after business hours)	941-627-6880

UTILITIES NUMBERS

Florida Power and Light	941-639-1106
CenturyLink (for land-line telephone)	1-800-339-1811
Postal Service USPS (change of address)	1-800-275-8777
Comcast Cable TV	1-800-266-2278

OTHER NUMBERS YOU MIGHT NEED

Auto tags (plates) & titles	941-743-1350
Driver's license information	1-850-617-2000
Homestead exemptions	941-743-1593
Parks and recreation	941-625-7529
Veterans service office	941-764-5579

Address Information for Residents:

(Your Name)

21405 Olean Blvd. #____ (postal service may not deliver mail without a unit number)

Port Charlotte, FL 33952

GENERAL INFORMATION

Electricity: Breaker boxes are located on either the kitchen walls or in the utility rooms. All breakers should be turned to the “ON” position. Florida Power and Light (FPL) is the electric company for our area. It is the owner’s or resident’s responsibility to get that account started. Do not turn off your electricity in the summer months. You will need the air-conditioning on to prevent mold from growing in your unit. The A/C will not work unless you leave both the A/C breaker and Heat Strip breaker on. FPL’s phone number is 941-639-1106.

Water: The water to your unit is controlled by a valve in the utility closet. There is also a valve in the same closet for the hot water heater. There are other valves throughout your unit. If you are going to be gone for any extended period of time, please make certain that the main valve is shut off. **You may be responsible for leaks and overflows in your unit and to other units and common elements affected by such water seepage.**

Sprinkler system: Sprinklers located within your unit are very delicate and sensitive. Any tripping of this system should be reported to the Fire Department immediately and reported to the office. Water leaks of the system should also be reported to the office. Your unit is equipped with several sprinkler heads. Sprinkler heads are **not** to be painted, nor is anything to be hung from them. Please keep belongings away from the sprinkler head. If a sprinkler head needs repair for any reason, the owner is responsible for notifying the office or a board member immediately. The owner is responsible for the cost of repairs. The shelving below the sprinkler head in the closet must be of the open variety—no solid boards.

Smoke and Fire Alarms: Your unit should have at least two smoke alarms, which may need batteries. Check frequently that they are working properly and change the batteries on a regular basis. Your unit’s smoke alarm system is not connected to the Fire Department. Should an emergency arise, you must either phone the fire department or pull the alarm located in your hallway. Make sure that you know where it is located. All alarms located outside your unit throughout the building are directly connected to the fire department. By state law, no smoking is allowed in any common area of the building or the clubhouse. Also, by law, your unit entry door and the stairway doors must be kept closed for fire protection and also for your privacy.

Hallway Doors: The Association has provided a hook for your door. This hook is Association property. Do not hang anything from the hook that weighs more than one pound (16 ounces). If the hall side of the door gets damaged, the owner is responsible for the cost of repairs. Please attach all notes and cards to the doorknob only. Do not use tape on any of the painted surfaces.

Elevators: **Positively No Smoking is allowed in the elevators.** This is a state law. In case of fire, the elevators will return to the ground floor and automatically lock in position. **In an emergency, use the stairwells for exiting the building, which you should promptly do when you hear the all-building alarm sounding.** In the event of elevator failure at any other time, report it to the manager. If you are ever trapped in the elevator, use the button to call for help or use your cell phone to call 911.

Television: You have the choice of Comcast cable television or an inside antenna. If you choose to use a dish, you must see the manager before installing. You are **NOT** allowed to attach a dish to any part of the building.

Dress Attire: Footwear and shirts or beach robes must be worn to and from the pool area and in all common areas of the buildings. Bare feet are not allowed at anytime on the premises outside of your own unit except at the pool. Avoid offending the rights and comfort of other residents.

Moving In or Out: All owners and/or residents must make arrangements with the manager in the office in advance of any move in or move out.

Pets: Only owners in residence may keep a pet. Read the additional information on page 7. Guests and non-resident owners are NOT allowed to bring pets into the building for ANY reason.

Live Christmas Decorations: Live Christmas trees and/or live wreaths are NOT allowed in the units or in the common areas of the building because of the potential fire hazard.

Luggage and Grocery Carts: Luggage carts are stored in each garage level elevator foyer and are for the exclusive use of residents who are moving their luggage and small, lightweight goods in and out of their units. These carts are NOT for the use of repair personnel or professional movers. Please advise your service people of this. Luggage carts are not to be taken out of the garage area and are to be returned promptly to the garage level elevator foyer after use. Please do not leave the cart outside of the elevator foyer. The luggage carts are not to be used for groceries. You will find grocery carts in the elevator foyer for your use. Please do not remove the grocery carts from the building, but feel free to use them to take your groceries upstairs and return the cart promptly when you are finished.

Smoking: By state law, smoking is NOT permitted in any common area of the complex—this means hallways, stairwells, foyers, elevators, and clubhouse.

Intercom system: If you have a phone number and have given the information to the manager, then your guests and repair people may use the intercom system to call you when they arrive. When they arrive, they look up your name in the system; press the phone symbol and the 3-digit code for your unit. Your phone will ring. You answer. Speak to the person and if you know them and want to let them in press “9” on your phone. You need to give the guest/repairperson a second to reach the door before hitting the “9” to ensure that the door does not re-lock. Once the “9” has been pressed on the resident’s phone, the line automatically disconnects. Hang up the phone. If you don’t know the person or do not want to let them in, just hang up the phone. Any resident or owner that allows an unauthorized person to enter the building, will be sent a certified letter on the first offense. If it should occur a second time, it would be taken to the board of directors to decide on the consequences and/or fine.

Packages: If you have an oversized package that has been mailed through the US Postal Service, -the package will be left on one of the tables in the mailroom. Keep in mind that while a service may deliver to your door, they may also leave it in the mailroom or in the office. It is your responsibility to be on the lookout and to pick up your own packages.

Repairmen or Contractors: A reminder—the person/company you hire to do any repair work, must have on record in the office: proof of insurance and a copy of their license to do the work for which they have been hired. Also, please check with the person to make sure they have parked in an area designated for them, not in a resident’s space. It is important to note that with our security system, you are still responsible for making sure that delivery people and repairpersons do not prop open doors and are careful in our building. If they are careless, you will be the one responsible for the cost of repairs.

Loading/Unloading parking spaces: Please be advised that the loading and unloading parking spaces are only for short-term parking. Please limit the parking in those spaces to one hour.

Keeping our building looking fresh: There is a concern about items being left in common areas or on furniture. We have a library in the clubhouse for books. Newspapers and magazines need to be taken to the recycling dumpster. Please be advised that the common areas of this building (hallways, furniture, mailroom, etc.) are not places to discard material. Any item left on the floor, on furniture, in the mailroom, etc., will be placed in the trash. If you are interested in passing on things you do not need or want, please take them to Goodwill, The Salvation Army, or other charities.

RULES AND REGULATIONS

These rules and regulations have been derived either from the Condominium Documents or by official enactment of the Condominium Board of Directors. They are enforceable and owners could be subject to a fine and tenant eviction.

1. The sidewalks, entrances, passages and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property and Condominium Parcels; nor shall any carts, bicycles, carriages, chairs, tables or any similar objects obstruct such ingress or egress therein.
2. The personal property, other than automobiles, of residents shall not be stored outside their respective units. Bicycles may not be stored in the unit. There is a locked bicycle storage room in the garage, see the manager for a key. An annual fee of \$50.00 per bicycle will be charged.
3. No garbage cans, supplies or other articles shall be affixed or placed on balconies, in entry ways, or other Common Elements except where trash storage is indicated. No linens, cloths, clothing, rugs, mops, beach apparel, towels, laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, fences, balconies, terraces, or other portions of the Condominium property.
4. No unit resident shall permit anything to fall from a window or door of the Condominium property, nor sweep any dirt or other substance into any of the balconies or elsewhere in the buildings or upon the common elements.
5. All refuse must be deposited in areas designated for such a purpose. NO contractor refuse is to be placed in the garbage chute. See the manager if you have any questions.
6. No unit resident or owner shall make or permit any disturbing noises in the buildings or about the property by himself or his family, servants, employees, agents, visitors, or licensees. No unit resident or owner shall permit any conduct by such persons that will interfere with the rights, comfort, or conveniences of other unit residents. No unit resident shall play or permit to be played any musical instrument, nor operate or permit to be operated a stereo, television, radio, CD player or sound amplifier in his unit in such a manner as to disturb or annoy other residents. No unit resident shall conduct or permit to be conducted vocal or instrumental instruction at any time which disturbs other residents. If there is repair or remodeling work being done in the unit, the work is to be done only between the hours of 8 am and 5 pm, Monday through Saturday.
7. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on or upon any part of the condominium property, except signs used or approved by the Board of Directors. Additionally, no awning, canopy or other projection shall be attached to or placed upon the outside walls, windows, or roof of any building or on the common elements.
8. Each unit shall be used for single family residential purposes. In no event shall occupancy (other than temporary occupancy by guests) exceed two (2) persons per bedroom. All unit guests staying overnight must register with the condominium office. Only owners may allow family or friends to use their units when the owners are not in residence. Owners must notify the office in advance who is coming, when they are expected to arrive, and the length of their stay. The visitors must register with the office upon their arrival and notify the manager when they are leaving. The owner is responsible for informing the visitor of the condominium rules and is liable for any damage or expenses incurred by the association. Any visitor that does not follow the rules will be asked to leave. Any guest staying for more than 14 days in a row or more than 30 days in a calendar year is required to submit to a background check (which requires a fee of \$50) and have an orientation with a board member or board designee.

9. Balconies may be screen-enclosed by a type and design approved by the Board of Directors. Screening may not enclose the balcony rails. The only approved sun blocker for inside of the balcony screens are mini blinds for uniformity. They must be the same color as the screening (black/dark brown) and they are to be installed with black rope stabilizers to prevent the wind from activating the slapping of the blinds against the balcony rail or against the screen frames. The blinds must fit to the frames of the lanais.

10. Window and sliding door treatment is restricted to utilizing drapes, shades, blinds, or shutters with a neutral color (white, off white, or light beige) facing to the outside. No sheets, tablecloths, bedspreads, or other unlined fabric shall be used on windows or glass doors (sliders) in place of drapes, shades, blinds, or shutters.

11. By law, the Association will retain a pass key to all units. No unit resident shall alter any unit hall door lock, nor install a new unit hall door lock, without the prior approval of the Board of Directors. Where such approval is given, the unit resident shall have the new lock keyed to the master.

12. You may use an electric grill on your balcony. The Charlotte County Fire code does not permit any other kind of grill.

13. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit. No gas tank, gas container or gas cylinders are permitted (except oxygen tanks for medical reasons). Small amounts of charcoal and charcoal lighter fluid may be kept for use in the Common Area BBQ grill.

14. No structure of a temporary nature, nor trailer, tent, mobile home, or recreational vehicle shall be permitted on the condominium property at any time or used on the condominium property as a residence either temporarily or permanently. No tents and no temporary or accessory building or structure shall be erected.

15. No air-conditioning units are to be installed in unit windows.

16. No exterior antenna shall be permitted on the condominium property unless **PRIOR** permission is granted by the board of directors.

17. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the condominium property and including full compliance by them of these rules and regulations. Vandalism, rowdiness, and lack of control will not be tolerated.

18. **Pets are restricted to unit owners in residence only.** Owners are restricted to just ONE (1) domestic pet, with the exception of domestic birds or fish Only one (1) dog, not to exceed fifteen (15) pounds at maturity, OR one (1) cat may be allowed, provided they are not kept, bred or maintained for any commercial purpose and do not become a nuisance or annoyance to neighbors. Unit owners must pick up all solid waste of their pets and dispose of such waste appropriately. All pets (including cats) must be leashed at all times when outside of the unit. All pets must be carried while inside the buildings or garage area. Pets shall not be kept on the balcony when the owner is not in the unit. Guest pets are **not** allowed at any time, no matter how short the stay. Working animals, such as "Seeing Eye" dogs, are allowed in accordance with the law. Dogs are to be walked along the perimeter of the property, and all solid waste picked up and disposed of properly. NEVER walk your dog beside the building.

19. A unit may be rented but only in its entirety. No owner or renter is allowed to rent out just a portion of the unit. No rental shall be for less than three (3) months. All rentals must be by leases which shall be on forms approved and provided by the Association. The Association shall have the right to terminate the lease upon default by the tenant. The tenant shall be in default by violating any of the provisions of these RULES AND REGULATIONS, the CONDOMINIUM DECLARATIONS, the ARTICLES OF INCORPORATION, the BY-

LAWS of the Association, or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association. The Association shall be advised of any lease and shall receive a copy thereof. Unit owners wishing to lease their units shall be required to place in escrow with the Association the sum of \$500.00, which may be used by the Association to repair any damage to the common elements resulting from acts or omissions of tenants (as determined at the sole discretion of the Association). The unit owner will be jointly and severally liable to the Association for any amount in excess of such sum, which is required by the Association to make such repairs or to pay any claim for injury or damage to property caused by the negligence of the tenant. In addition, all leases shall comply with and be subject to the provisions of Section Thirteen (13) of the Amended and Restated DECLARATION OF PROMENADES EAST, A CONDOMINIUM, with which all unit owners should be familiar. No unit owner may rent their unit if they are delinquent in payment of their monthly or any special assessments. Please remember that leasing your unit is a privilege, not a right.

20. Floor covering. Balconies may be painted or carpeted, but only if a waterproofing coating system is applied first. It is recommended that all owners apply a waterproof coating system on their balconies. Wood, ceramic tile, carpet, vinyl, or laminate flooring may be installed in any areas of the unit except for the balcony. Areas with tile, wood or laminate must have a matting with a sound transmission class of not less than 50 underneath. Owners must adhere to Promenades East specifications for the installation of the flooring type and obtain Association approval **prior** to making any floor covering installation.

21. Any architectural changes made to the unit by the owner must have **prior** approval by the Board of Directors. Please see the manager for the necessary forms. Examples of architectural changes would include, but not be limited to, changing the bathtub to a walk-in shower, putting ceramic tile where there is currently vinyl flooring or anyplace in the unit where you are not replacing like for like. **Contractors must furnish copies of their licenses and proof of liability insurance to the office. Contractors are required to register in the office before work commences.**

22. CLUB ROOM IN COMMON BUILDING

--The use of the common building is reserved for residents and their guests.

--For private use, the room must be reserved in advance through the manager and a registration form submitted.

--Each resident shall be responsible for any damage caused to the common building, equipment, and contents by the said resident or any of the resident's family or guests. The resident shall pay for such damage.

--Residents will be responsible for clean-up and removal of trash.

--Lights shall be turned off after use.

--Special permission to use the club room does NOT include special use of the pool or spa.

--A \$100.00 refundable damage/clean-up deposit is required for private parties.

23. IMPORTANT INFORMATION FOR BUYERS, SELLERS, and THEIR AGENTS:

The owner must notify the association office in writing when a unit is for sale.

When an owner hires a realtor to handle the sale of the unit, the seller may provide the realtor with a security key and fob. There will be an administrative fee of \$50 per Estoppel and \$100 per Questionnaire.

All real estate agents are required to review the Condominium Documents, and Rules and Regulations.

All buyers and tenants must be interviewed by the appointed Interview Committee. The approval or disapproval could take up to 14 days after all paperwork is turned into the association office. Board approval must be attained before a sale is final or before a tenant may move into a unit.

Application forms and any additional information requested, shall be filled out and turned in by each applicant with the fee of \$125.00 (per adult or couple), to be paid by the prospective person(s) prior to the interview. In addition, any information and paperwork the Condominium Association deems necessary must be turned into the Condominium office prior to an interview appointment.

Any owner that gives up ownership or tenant that gives up residency, must reapply, be interviewed and have board approval before buying or occupying a unit. This is required, no matter the time between ownership or tenancy.

24. RENTAL POLICY PROCEDURES:

Before a tenant may move into a unit at Promenades East Condominiums:

- 1--all forms must be filled out and returned to the office with the application fee(s)
- 2--been interviewed by a member of the Board of Directors or their designee
- 3--the unit owner must make an escrow payment of \$500.00 to cover damages to the common elements
- 4--approval for occupancy has been given by the Board of Directors
- 5--provided to the manager a copy of the signed lease which is on an approved form
- 6--scheduled move-in date and time with the Association property manager

The owner wishing to rent their units must make and maintain a damage deposit of \$500.00 covering the common elements of the building. A record of activity on this account will be kept by the manager. There is an administrative charge of \$50 per move (in or out) for the first two (2) hours and \$25 per hour for each hour above two (2). See Section 13.8 of your condominium documents.

VEHICLE RULES

1--In recognition that there are limited parking spaces, it is necessary for the Association to control the size and types of vehicles authorized to park in the community. Our Condominium Documents and Rules and Regulations state what vehicles are allowed on the property and the rules governing those vehicles. The Documents state:

12.4 Vehicle Parking. *In recognition that there are limited parking spaces, it is necessary for the Association to control the size and types of vehicles authorized to park in the community. This Section shall govern the parking and storage of "Vehicles" (as hereinafter defined) upon the Condominium Property.*

(a) *For purposes of this Section, and any Rules and Regulations promulgated with respect hereto, the term "Vehicles" shall mean and include the following:*

(1) *"Passenger Vehicles" which includes cars, station wagons, sport utility vehicles, passenger vans and mini vans (the cargo capacity of which is devoted primarily to seating for passengers.*

(2) *"Commercial Vehicles" which includes trucks, jeeps, motorcycles, commercial vans and commercial or public service vehicles (meaning those which have advertising lettering or logo on them or are not primarily designed and used for passenger transportation for personal or family purposes), and such other vehicles which by design, nature, size, use or appearance, the Board determines from time to time to be of a commercial nature..*

(3) *"Recreational Vehicles" which includes trailers, campers, motor homes, boat trailers, camper vans, golf carts and trucks.*

(4) *"Ancillary Vehicles" which include boats, canoes, kayaks, motor scooters, motorbikes, all terrain vehicles (ATV's), and similar conveyances.*

(5) *"Trucks" pick-up trucks and soft-top jeep vehicles which are not of a commercial nature and are primarily for passenger transportation are allowed to park on the property overnight the same as any other "Passenger Vehicle" with the following stipulations:*

- a) The pick-up truck or jeep type vehicle may not have any signage, lettering, ladder racks or any other indicator of commercial use.*
- b) Items may not be stored in the bed of the pick-up truck while parked on the property unless the bed is covered by a permanent, manufactured cover or windowed cap that is no higher or wider than the cab, or in a soft top jeep type vehicle unless it is under a standard manufactured cover.*
- c) No double wheeled (dually) vehicles, gun racks or extreme modifications from factory equipment are allowed.*

2--No vehicles may be parked and left unattended at any time for any purpose in the **NO PARKING** zone in front of the foyers to the elevators.

3--All residents and overnight visitors must register their vehicles with the office.

4--Each unit has an assigned parking space. Residents are to park only in this assigned space and never park in guest parking. Each resident is required to affix the numbered parking permit provided by the office to the lower, inside rear window, passenger side of their vehicles.

5--Your vehicles must fit the space you have been assigned. If you have a garage space, no part of the vehicle, hitch or attachment may extend past the pillars. If you have an outside space, then your vehicle must fit so as to not impede use of the adjoining spaces and any part, hitch or attachment may not extend past the end of the space.

6--The noise from your vehicle is governed by our noise rules. We ask that you be especially considerate between the hours of 11 pm and 7 am.

7--If the management receives a complaint or notices a violation of any vehicle rules, the driver will be contacted. If this does not take care of that particular issue, then proper compliance procedures will be followed.

8--No matter the size of the vehicle, only one vehicle is allowed per assigned parking space.

9--Any vehicles parked on the property, which is leaking fluids, must be removed from the property, and repaired before returning. The spill must be cleaned up by the offender and inspected by the property manager before bringing the vehicle back on the property. No cardboard, rugs, pans, or any other item may be placed under a vehicle parked on the property.

10--Please drive carefully anywhere on the property. Always give the right of way to pedestrians.

11-12.8 of Declarations: Parking Spaces. *The Limited Common Element parking spaces are intended for the primary purpose of parking vehicles. No parking space shall be used as a workshop or for the repair of vehicles or as storage of other items. The Board may by Rules and Regulations authorize such ancillary uses of parking spaces that it may determine as not disruptive to the Condominium and its residents, and which do not create an unsightly condition, or generate noise or dust, or interfere with the availability of such parking space for storage of a vehicle.*

12--Any vehicle which cannot operate on its own power, other than a bicycle, shall not remain on the condominium property for more than 24 hours. No repair of vehicles shall be made on the condominium property.

13--Vehicles must be properly maintained in a manner that does not endanger or detract from the appearance of condominium property.

14--No fuel containers are allowed anywhere on the property or in vehicles.

15--Depending on availability of parking spaces, temporary extra spaces may be assigned but no more than one space for each licensed resident of a unit.

16--Residents and/or guests are NOT allowed to park the following vehicles on the property overnight: any type of commercial vehicle, motorcycle, RV, camper, trailer, or boat.

17—No commercial trucks, vans, vehicles or motorcycles, campers, trailers of any description, recreational vehicles, boats, or boat trailers shall be permitted to be parked or stored at any place on the condominium property. Permission to park above-mentioned recreational vehicles on condominium property for the purpose of loading or unloading must be obtained in writing from the manager. The time limit for the loading or unloading is not to exceed four (4) hours in any twenty-four (24) hour period. This prohibition of parking shall not apply to temporary parking of trucks and commercial vehicles, such as for pickup, delivery, and other temporary commercial services. Mini-vans and SUVs which are fully windowed, non-commercial, and are strictly for passenger use, are allowed to park on the premises the same as automobiles.

POOL AND SPA RULES

PRIOR TO USING THE FACILITY, READ THESE RULES AND THE RULES AND REGULATIONS POSTED IN THE POOL AND SPA AREA AND ORIENT YOURSELF TO THE WATER DEPTHS, STAIRS, AND OTHER SAFETY FEATURES.

- a) The hours for use of the pool and spa are from 8:30 a.m. to sunset. Residents may sit at the pool area until 9:00 pm but may not enter the pool or spa after closing. PER OUR POOL PERMIT FROM THE COUNTY, SWIMMING AT NIGHT IS NOT PERMITTED.
- b) No lifeguard is provided. Swimming is at one's own risk. Participants are encouraged not to swim alone. Ring buoys and reach poles are for rescue use only.
- c) A thorough soap shower is required before entering the pool or spa.
- d) If a guest is visiting while the owner/tenant is in residence or an owner has a registered overnight guest staying in their unit, their guest may use the pool "unaccompanied". If your guest will be arriving on the weekend or during the hours the office is closed, the owner/tenant will need to register the guest in advance, or they will have to accompany the visitor to the pool until properly registered. Whether the owner is present or not, the responsibility rests with the owner for rules being known and followed. If rules are pointed out to a guest and the guest fails to cooperate, the pool privilege of the unaccompanied guest may be suspended by the management or a board member until the owner can be contacted, and corrective action taken. If corrected measures are not taken, then our By-Laws state that the Board of Directors may impose special assessments (fines).
- e) No ice chests, food, or glass containers are allowed in the pool area.
- f) Infants must be in appropriate swim diapers. Children under 14 must be accompanied by an adult when in the spa.
- g) Children under 14 must have adult supervision.
- h) DIVING and JUMPING into the pool are NOT allowed.
- i) Running on the decks, rowdiness or "horseplay" will not be tolerated.
- j) When wearing suntan lotion, protect the chairs and chaises with a towel. Suntan lotion must be removed by taking a soap shower each time before entering the pool or spa.
- k) Appropriate bathing attire must be worn in the pool area. Cut-off jeans, pants, shorts, etc., are not allowed in the water. Footwear and cover-ups must be worn to and from the pool area and in the clubhouse.
- l) "Noodles" are the only floats allowed in the pool or spa.
- m) Radios and other sound equipment are allowed only with the use of earphones.
- n) Smoking is permitted only in the designated area at the south end of the pool, away from the entrances, showers, and spa. Smokers must use the ashtrays that have been provided. Smoking is prohibited while you are in the pool or spa.
- o) Prior to leaving the pool area, users should re-position the chairs and chaises, lower the umbrellas, and deposit their trash in the receptacles provided.
- p) Respect the enjoyment, public decency, and rights of others in your own use of the facilities.

SAFETY FIRST!

RULES COMPLIANCE

Each resident and occupant shall comply with these RULES AND REGULATIONS as set forth herein and any and all Rules and Regulations which from time to time may be amended or adopted. Failure of a resident or occupant to so comply shall be grounds for action to recover sums due to damages, injunctive relief, or any combination thereof at the discretion of the Condominium Manager or the Board of Directors. The manager shall notify the unit resident, and unit owner, of the infraction(s). Included in the notice shall be a date and time (if known) and the proposed action to be taken and the cost of corrective repairs, if applicable.

The owner of the unit of the offender will be asked to appear before a Compliance Committee. If the Committee finds the resident/owner/guest to have been in noncompliance, then fines may be assessed as indicated below.

Penalties: The Board of Directors may impose Special Assessments against the applicable Unit as follows:

- (1) First noncompliance or violation: a fine not in excess of twenty-five dollars (\$25.00).
- (2) Second noncompliance or violation: a fine not in excess of fifty dollars (\$50.00).
- (3) Third and subsequent noncompliance or violation or violations which are of a continuing nature: a fine not in excess of one hundred dollars (\$100.00).

Payment of penalties: Fines shall be paid no later than thirty (30) days after notice of the imposition or assessment of the penalties.

Collection of fines: Fines shall be treated as an assessment subject to the provisions for the collection of assessments as set forth in the Declaration and By-Laws.

Non-exclusive remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending owner shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such owner.

TRASH DISPOSAL

TRASH CHUTES

1. Trash chutes are located on each floor in the southwest corner. Please **double bag and tie** trash bags before taking them to the trash chutes.
2. Do not overload the bags.
3. Do not place remodeling materials, blinds, carpet or padding in the chute.
4. All glass, aluminum and tin cans, newspapers, and plastic containers marked 1 to 7 can be recycled.
5. **DO NOT LEAVE ANYTHING IN THE TRASH CHUTE ROOM. IF IT IS TOO BIG, TAKE IT TO THE LARGE OPEN TOP BIN AT THE BACK END OF THE SOUTH PARKING LOT.**



A recycling bin is also located at the back end of the south parking lot. It is the one with the yellow lid.

Items that go in this bin are as follows:

- Newspapers, including supplements, magazines, cereal boxes, other light cardboard, junk mail, envelopes without cellophane windows, and other clean paper.
- Plastic containers clearly marked 1 to 7. Wash out before placing in bin. No plastic bags, caps, lids or Styrofoam.
- Glass bottles, remove and discard caps. Please wash out before placing it in the bin. No other kind of glass is acceptable.
- Tin Cans, discard lids, wash out cans before placing in Bin. Labels may be left on. No other metal items are acceptable.
- Aluminum Cans, wash out before placing in bin. No other kind of aluminum is acceptable.
- Corrugated Cardboard, broken down please.

Large items such as appliances, furniture, etc, should be placed in the large open top bin.

**DO NOT LEAVE TRASH OR RECYCLEABLES IN THE TRASH CHUTE ROOMS,
GARAGE OR IN THE LARGE OPEN TOP BIN.**

**ANY QUESTIONS ON TRASH DISPOSAL OR RECYCLING
PLEASE CALL THE OFFICE AT 627-6880.**

THANK YOU FOR YOUR CO-OPERATION.

Regarding Maintenance and Alterations to Units:

Section 11.3(c) Use of Licensed and Insured Contractors. When an Owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the Unit, such Owner shall be deemed to have warranted to the Association that the Owner's contractor(s) are properly licensed and fully insured, and that the Owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance.

Section 11.4 Alteration of Common Elements or Units by Unit Owners. No Owner shall make or permit the making of any material alterations or substantial additions to the Unit in any manner or change the exterior appearance of any portion of the Condominium or to the Common Elements, without first obtaining the written approval of the Board of Directors, which approval may be denied if the Board of Directors determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to, the Condominium in part or in whole. Alterations and additions must comply with Section 11.3 above.

This information comes from the Amended and Restated Declaration of Condominium (2008).

Promenades East Condominium Association, Inc

21405 Olean Blvd. Port Charlotte, FL 33952 ♦Phone (941) 627-6880 ♦Fax (941) 624-2987
Email: promeast@comcast.net Website: www.promenadeseast.com

ARCHITECTURAL REVIEW COMMITTEE APPLICATION FOR ALTERATIONS

INSTRUCTIONS

- a) Submit copies of any drawings or blueprints to be reviewed.
- b) Proper County permits are to be obtained and registered in the Manager's office before work commences.
- c) Contractors must furnish copies of their licenses and proof of liability insurance. Contractors are required to register in the office before work commences.
- d) Actual work will be accomplished only between the hours of 8:00 am and 5:00 pm, exclusive of Sundays.
- e) Work will not commence until the application is approved.
- f) The Owners will accept responsibility for any damage or clean-up resulting from this work.
- g) Denied applications may be appealed to the Board of Directors.
- l) Sign and return this application with the drawing to:

Promenades East Condo Assoc. Inc.
21405 Olean Blvd.
Port Charlotte, FL 33952

We _____, the owners of
Unit # _____, hereby request approval to make the following changes or alterations to our unit.

Drawing attached: Yes _____ No _____

By this request, we as owners assume full responsibility for conformity, installation, maintenance, replacement and cost of the above work. We further agree to indemnify and hold harmless the Promenades East Condo Assoc., Inc. for any claims arising out of this action. The undersigned understands the above and agrees to comply with all the specifications.

Signature: _____ Date: _____

_____ APPROVED _____ DENIED

REASONS OR ADDITIONAL SPECIFICATIONS :

Board of Director Signature: _____

Promenades East Condominium Association, Inc

21405 Olean Blvd. Port Charlotte, FL 33952 ♦ Phone (941) 627-6880 ♦ Fax (941) 624-2987
Email: promeast@comcast.net Website: www.promenadeseast.com

_____, for the sum of the \$50.00 annual fee, have received a key for the secured bike area.

I understand that:

1. I must place identification tags on all my bikes.
2. I also agree not to hold the Association responsible for any damages that may occur to my bicycle(s) while confined to this area.
3. I understand the Association's insurance does not cover my personal property.
4. There will be a \$50.00 annual fee per bicycle.
5. I understand that the bicycle room is for bicycles only.

Furthermore, I agree not to issue this key to any other person or persons other than those persons occupying my unit.

Unit Number

Date

Resident Signature

Date key returned

Date pro-rated fee refunded



Promenades East Condo Assoc., Inc
Emergency Information Form

To save time in emergencies it is important to know if a unit is vacant. Please inform the Manager when you leave and when you return by calling 941-627-6880. Please complete the following information and return the form to: Promenades East Condo Association, Inc., 21405 Olean Blvd., Port Charlotte, FL 33952.

Name: _____ **UnitNumber:** _____
owner () renter () or guest ()

Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Home Phone # (____) ____ - _____ Cell Phone # (____) ____ - _____

Email: _____

MEDICAL EMERGENCY CONTACT

Name _____

Relationship to you _____

Phone Number _____ Cell Phone/Pager _____

PERSON WHO TAKES CARE OF YOUR UNIT IN YOUR ABSENCE:

Name of Contact: _____

Telephone No: _____ Cell Phone: _____

MOTOR VEHICLE Parking Space Number(s): _____

Vehicle #1 Type: _____ Year: _____ License Plate _____ Color _____

Vehicle #2 Type: _____ Year: _____ License Plate _____ Color _____

Have you granted permission to anyone else to park in your assigned parking space? If yes, please list:

HOME OWNERS INSURANCE:

Carrier (i.e. Prudential etc.): _____ Phone: _____

Policy# _____ Group# _____

Policy Holder's Name: _____

Promenades East Condominium Association, Inc

21405 Olean Blvd. Port Charlotte, FL 33952 ♦ Phone (941) 627-6880 ♦ Fax (941) 624-2987
Email: promeast@comcast.net Website: www.promenadeseast.com

I have received a copy of the General Information and The Rules and Regulations for Promenades East Condominium Association.

() As an owner, I agree to abide by all of these rules and regulations contained herein and assume the responsibility to ensure that my family, guests, invitees, contractors, employees and tenants also abide by these rules and regulations. I have also received a copy of the governing Documents of the Association and agree to abide by all the articles contained therein.

() As a tenant, I understand that these Rules and Regulations are part and parcel of my lease agreement, and that non-compliance with these provisions could be cause for immediate termination of my lease agreement.

() As a guest, I agree to abide by all of these rules and regulations contained herein and assume the responsibility to ensure that my family, guests, invitees, also abide by these rules and regulations.

I understand that moving in or out of the building will be done only during office hours unless arrangements have been made previously with the manager.

Applicant(s) _____ Date _____

_____ Date _____

_____ Date _____

Unit # _____

Interview/Orientation By:

_____ Date _____

Board Member Approval:

_____ Date _____