

**LA MAISON CLUB, INC**  
**3450 Gulf Shore Blvd., North**  
**Naples, Florida 34103**  
**Office Phone (239) 261-0527 FAX (239) 403-9655**  
<http://lamaisonclub.org/lamaison>

**WELCOME!**

**HOUSE RULES**

**and other**

**HELPFUL INFORMATION**

**La Maison is a Pleasant Place to Live**

TO ALL OWNERS, FAMILY MEMBERS, RESIDENT GUESTS, AND LESSEES

Copies of this document are being provided for the information of all owners, family members, resident guests and lessees. The Board of Directors requests that everyone residing or visiting La Maison read through the house rules contained in this booklet, with especial attention to page ten (10) having to do with pool rules and regulations.

The supervision of the house and pool rules is the responsibility of La Maison's Property Manager. In his absence, the supervision may be performed by the Association's President or a member of the Board of Directors. NOTE: "La Maison Club" may be referred to as the "Association" herein.

*All occupants of La Maison should familiarize themselves with these rules so as to avoid any embarrassment.*

Much time and thought has been given to developing these guidelines for community living at La Maison. We are a communal "family," residing in close proximity with one another and sharing all our common areas.

Living at La Maison means giving up certain rights and compromising on others. This booklet explains how we do this. Honoring our House Rules will help to insure that La Maison is indeed a pleasant place in which to live.

Any suggestions or recommendations for improvement at La Maison should be referred, in writing, to the Board of Directors.

# La Maison Club House Rules and Other Helpful Information

## Table of Contents

<b>Introduction</b>	<b>5</b>
<b>Communication</b>	<b>5</b>
<b>Fines</b>	<b>5</b>
<b>Mail</b>	<b>5</b>
<b>Web Site</b>	<b>6</b>
<b>Signs and Posters</b>	<b>6</b>
<b>Vehicle Parking</b>	<b>6</b>
<b>Parking Tags</b>	<b>6</b>
<b>Car Washing</b>	<b>6</b>
<b>Your Unit</b>	<b>6</b>
<b>Guests</b>	<b>6</b>
<b>Noise</b>	<b>7</b>
<b>Appliances</b>	<b>7</b>
<b>Pest Control</b>	<b>7</b>
<b>Pets</b>	<b>7</b>
<b>Lanais</b>	<b>7</b>
<b>Maintaining Your Unit</b>	<b>7</b>
<b>Changes and Alterations</b>	<b>8</b>
<b>Workmen and Work</b>	<b>8</b>
<b>Smoke Detectors</b>	<b>8</b>
<b>Leasing Your Unit</b>	<b>8</b>
<b>Common Areas</b>	<b>9</b>
<b>Smoking</b>	<b>9</b>
<b>Parties</b>	<b>9</b>

<b>Bayside Terrace</b>	<b>9</b>
<b>Reservations</b>	<b>9</b>
<b>Terrace Rules</b>	<b>9</b>
<b>Pool</b>	<b>10</b>
<b>Pool Rules</b>	<b>10</b>
<b>Community Room</b>	<b>11</b>
<b>Library</b>	<b>11</b>
<b>Refrigerator</b>	<b>11</b>
<b>Bulletin Boards</b>	<b>11</b>
<b>Exercise Room</b>	<b>11</b>
<b>General</b>	<b>11</b>
<b>Docks</b>	<b>11</b>
<b>Fishing</b>	
<b>Trash and Garbage Disposal</b>	<b>12</b>
<b>Condominium Laundry</b>	<b>12</b>
<b>Elevators</b>	<b>12</b>
<b>Storage of Flammables</b>	<b>12</b>
<b>Bicycle Storage</b>	<b>12</b>
<b>Luggage</b>	<b>12</b>
<b>Index</b>	<b>13</b>
 <b><u>Appendix: Helpful Information</u></b>	
<b>1. Fire and Medical Emergency</b>	<b>14</b>
<b>2. The Property Manager</b>	<b>15</b>
<b>3. Instruction for Use of the Grills</b>	<b>16</b>
<b>4. What If's Q's and A's</b>	<b>17</b>
<b>5. Lessee and Guest Registration Cards</b>	<b>19</b>
<b>6. Naples Recycling Program</b>	<b>21</b>
<b>7. Exercise Room Form</b>	<b>23</b>
<b>8. Seasonal Closing of Your Unit</b>	<b>24</b>
<b>9. Useful Numbers</b>	<b>25</b>

## La Maison Club, Inc.

### HOUSE RULES

#### Introduction

La Maison Club is a year round residence community. The board has designed our House Rules to promote the comfort and enjoyment of the owners, lessees and guests. We ask that all who reside here support our efforts and that owners especially take responsibility to see that our standards and rules are met both in fact and in spirit. Remember that this is home for us; so please be considerate of your neighbors while you are here, as this is **not** a resort or a motel. Specifically, unit owners have the responsibility to be familiar with the House Rules; to acquaint renters and guests with these rules; and to make sure that they are observed.

The residents of La Maison are proud of our beautiful grounds. We encourage and enjoy an atmosphere of tranquility and friendliness. But, noise can disrupt this atmosphere since loud voices and music carry throughout the area, and especially in the courtyard. For the same reason, the grounds around the Pool and the Bayside Terrace are not to be an area for playing ball or skate boarding.

Regarding beach sand; anyone returning from the beach should use the hose facilities located at the ends of the north and south parking lots. Please, **DO NOT** use the shower at the pool for removing sand. Take care not to track sand and water into the elevators.

The facilities of the Club, including Swimming Pool, Bayside Terrace, Community Room, Exercise Room, Laundry and Common Grounds are for the use and enjoyment of all owners, their house guests and lessees only. A house guest is defined as one who is living on the premises at the specific invitation of an owner as contrasted to a daily guest visiting and not residing overnight. Use of the facilities must not interfere with the privileges of others.

#### Communication

Responsibility for enforcing the rules and regulations is with the Property Manager and the Board of Directors. Residents themselves should also feel free to inform violators of the rules, if they feel comfortable doing so. Concerns and suggestions should be conveyed in writing by mail or by e-mail and also may be left in the mail box outside the Property Manager's office. For concerns about violations of the rules first contact the Manager, then any available Board member. Names, e-mails, and telephone numbers are located in the Appendix. Also, at a nominal cost, copies of official condo records may be requested by the owners.

**FINES: SPECIAL NOTE TO ASSOCIATION MEMBERS:** Section 8.1 Fines of La Maison's By-Laws (Page 11) state: "The Board of Directors may levy fines against units whose owners commit violations of the Condominium Act, the provisions of the condominium documents, or the rules and regulations; or condone such violations by their family members, guests or lessees." See La Maison's By-Laws, Pages 11 and 12, for full information.

**MAIL:** Locked mailboxes, as well as a locked out-going mail box, are located at the entrance of each building. When giving your address, be sure to list your apartment number followed by N

for the North Building, W for the West Building, and S for the South Building. In the North and South Buildings a key will be placed in your mailbox, if you have a package. Use the key to open the package mailbox.

WEB SITE: <http://lamaisonclub.org/lamaison>

Our web site contains information about owners, lessees, the Property Manager, La Maison resources and the like. It also contains documents, forms, the Minutes of Board Meetings, and announcements and other useful information. Owners have user ID's and passwords. If you are unsure of yours, contact Guardian Property Management to verify: 239-514-7432.

**SIGNS AND POSTERS:** No signs are permitted, except those posted in the enclosed glass bulletin boards for which the Property Manager has a key. Realtor's signs, except for "Open House" directional signs (without the agent's name), may be displayed only at the street and elevator entrances.

### **Vehicle Parking**

One numbered parking space has been assigned to each member for their exclusive use. Each apartment is allowed to have a maximum of two (2) vehicles. One is to be parked in his/her own numbered space; the additional vehicle must be parked in any unnumbered (guest) parking space. A vehicle should never be backed into a space where it might cause shrubbery damage. No boats, rafts, floats, boat trailers, RV's, motorcycles, commercial trucks or other vehicles, other than a family automobile or family van (or equivalent), shall be parked on the premises. The only exception to this will be the vehicles used during the day by maintenance, delivery, moving men or La Maison's Property Manager. The manager needs to be informed of any long term parking arrangements between owners, and the keys of such vehicles must be left with the manager.

**PARKING TAGS:** In order to make our premises more secure and prevent the unauthorized use of our parking spaces, we require that all overnight vehicles, including owners' second cars, have tags (or stickers) provided to them by unit owners or the Property Manager. All unit owners will have two resident tags (or stickers). The Property Manager keeps a record of the tags issued to owners. Cars without tags in unassigned spaces may be towed.

**CAR WASHING:** Car washing is permitted only in the car wash area located at the southeast corner of the south parking lot using clear water only—no soaps or detergents per Naples regulations to prevent further pollution of the Bay.

### **Your Unit**

Units are single family residences with occupancy limited to six for a two-bedroom and eight for a three-bedroom unit. All minors should be supervised on the premises so that they follow the rules. Admission to your unit by the Property Manager after his office hours costs \$50.00.

**GUESTS:** Owners and lessees are required to notify the Property Manager as soon as possible of the arrival of overnight guests. You can write, e-mail, or use the Guest Cards (available in the manager's office, on the web site and in the House Rules (Appendix). Include your name, unit, names of all guests, dates of stay, make of car(s) and license plate numbers. Provide Guest

Vehicle Tags for parked vehicles. Also, see the Condominium Documents for the rules regarding the number and length of stay restrictions for guests of lessees.

**NOISE:** Please be aware that we live on the water in an open courtyard. In consideration of your neighbors, residents shall keep noise to a minimum between the hours of 10:00 PM and 8:00 AM. This applies especially to radios, television, stereo equipment, washing machines, dishwashers, disposals, etc. Conversation on lanais and parking areas must be subdued.

**APPLIANCES:** Be present in your unit when running any appliances. Dryer vents are cleaned annually by La Maison personnel. In your washing machine, use a low sudsing detergent. **TOO MANY SUDS MAY CAUSE FLOODING IN ONE OF YOUR NEIGHBORS' APARTMENTS.** Old rubber hoses supplying hot and cold water to the washer should be replaced periodically to avoid the possibility of a major flood, should one crack open.

**GARBAGE DISPOSALS:** Do not put coffee grounds, beach shells, grease, artichoke leaves, corn husks, cloth, string, banana skins, onion skins, seafood shells or bones in the disposal.

**PEST CONTROL:** Presently only the perimeter of the La Maison condominium units receives pest control treatment. If needed, discuss pest control with the Property Manager.

**PETS:** No dogs may be kept on the premises. In the event any permitted pet (see Declarations, page 15, Item 12.3) kept on the premises should constitute a nuisance, in the opinion of the majority of the Board of Directors, then the owner, when so notified in writing, shall immediately insure that said pet be removed from the premises. No pets of any kind are allowed in leased units.

- Lanais

No lanais shall be used for storage or for the drying of laundry of any kind. At no time shall articles be hung on the lanai railings. Bicycles are not to be stored on lanais. All furniture and movable objects must be removed from open or screened lanais, before leaving for any extended period, due to damage that could occur from storms, especially during the hurricane season. Any furniture that must be removed during the owners' absence will be done at the owner's expense. The Property Manager's removal fee is \$100.00. There is no cooking on the lanais. All outside cooking must be done on the Bayside Terrace using the using one of the two grills.

### **Maintaining Your Unit**

Maintenance of your unit is your responsibility, including plumbing, air conditioning and electrical. The Property Manager will help with emergencies, but he is not responsible for interior repairs or maintenance. Any scheduled major re-modeling must be done in the off-season (April 30 to November 30). Be sure to let the manager know about who is permitted to enter your unit so that he can keep track of people while you are away.

- **Changes and Alterations**

No changes, additions or alterations to the exterior of any apartment or to any part of the exterior of the building may be made without prior approval of the Board of Directors. This includes matters of style, color and includes such things as doors and window treatments. When any owner wishes to make alterations to their unit, they must, in writing, request approval of the planned renovations from the Building Committee, who will review and make recommendations to the Board at the next meeting. Approval by the Board is noted in the Minutes of the Meeting. It is the responsibility of the owner to obtain any necessary permits to ensure that such changes meet City Building and Fire codes. A copy of such permits must be given to the Manager before construction begins. When owners are not in residence, all workmen must be in touch with the Manager prior to any construction. Refer to La Maison Documents under "Declarations," pages 11, 12 & 13 for more details.

- **Workmen and Work**

The hours for all workmen, and including unit owners themselves, cleaning carpets, installing carpeting & tile and other similar activities shall be from 8:00 AM to 5:00 PM, Monday through Friday and 8:00 AM to noon Saturday, except in emergency situations. It is the responsibility of the owner to notify the manager of impending work and assume responsibility for clean up after the job is completed. Stairwells must be kept clean, and all work related trash must be removed from the premises by the contractor each day.

- **Smoke Detectors**

Management replaces batteries in each unit every spring and fall and leaves the old batteries on the kitchen counter to indicate the change was accomplished. When in residence, occasionally test your smoke detector to be sure the batteries are working. If the alarm fails to respond when tested, contact the Property Manager. The unit may need to be replaced.

### **Leasing your Unit**

Notify the Board of Directors if you plan to lease your unit. Every lease needs the prior approval of the Board of Directors, which may decline to grant a lease for reasonable cause. (Consult the Condominium Documents for terms of leases.) Each lease or renewal of a lease must be accompanied by an application and an application fee. Failure to submit a proper lease application will result in a \$500.00 fee.

Every lessee must receive a copy of the House Rules along with the La Maison Bylaws. Failure of a lessee to follow the House Rules or Bylaws is grounds for termination of the lease and denial of subsequent lease requests. No lessee shall have the same guest occupy their unit for more than seven days. In the lessee's absence, the condominium shall not be occupied by anyone else. There are no sub-lets.

The Property Manager checks all leased units weekly.

## Common Areas

These areas are for the enjoyment of everyone. Extra-curricular activities such as ball playing, roller blading, bicycling, which might interfere with others use of the space are not allowed. Because of our unique layout, sounds in our courtyard and the Bayside Terrace are amplified. Please keep private conversations private and take cell phone calls away from the pool.

- **Smoking**

Smoking is not allowed on the Bayside Terrace or in the Pool area.

- **Parties**

Usually, once-a-month, we have a get-together for residents, lessees, and resident guests, with a notice posted at all bulletin boards stating the place, date, time and type of activity.

- **Bayside Terrace:**

La Maison is proud of its Bayside Terrace and welcomes all owners, their families and friends, lessees and guests to enjoy all that the Terrace has to offer. The Terrace offers the ability to eat and drink outdoors with six tables within the terrace, two gas grilles, two refrigerators, counter space to support the preparation and serving of snacks or meals, and beautiful views of the bay and courtyard. However, in order for us all to appreciate these amenities, it is important that we all are involved in taking care of our terrace. We've all worked hard to see that vision to fruition. If the rules and policies are adhered to, the Bayside Terrace will bring years of enjoyment to all those who call La Maison "home," as well as those who come to visit and/or vacation.

Reservations are first come, first serve, on a weekly basis; two tables are open (no reservations) at all times. One grill is always available for general use. Unit owners may reserve the entire Terrace and may do so within any timeline (Proposed Limit: two all-terrace reservations within one month, with no owner having more than one in a month.) Reservations are posted at the Manager's Office and on the Terrace.

### **BAYSIDE TERRACE RULES**

Hours: Sunrise to 10:00 p.m. No noise prior to 8:30 a.m.

Casual dress required after 5:00 p.m. Shirts/shorts/pants/shoes required. No swimsuits.

No smoking in the Terrace area.

Food consumption at Bayside Terrace only. No food allowed in pool area.

Use paper and plastic only (no glass).

Water only in sink. Turn off sink lights

Clean grills/utensils as soon as possible after use.

Clean dining area (tables/chairs), countertops, dispose trash, and remove food in the refrigerator.

Put umbrellas down when leaving; return tables and chairs to their original positions.

**SHUT OFF GAS IMMEDIATELY AFTER USE OF THE GRILL**

**The Bayside Terrace is for everybody's enjoyment. Abide by the Terrace Rules and leave the area clean so that others may enjoy it. -- Board of Directors**

- **Pool**

Please read and adhere to all of the pool rules posted on the pool deck. When using the pool chairs or lounges during the day, please cover the seats with beach towels. Please return all pool furniture to its original location and position. Put down umbrella shades.

Only radios with earphones are permitted at poolside. Towels or personal belongings should not be placed on pool furniture to “reserve or hold space” unless that person is in the pool. Sun bathing in the grassy areas is not permitted.

As a general courtesy, please wear a cover-up to and from the pool.

### **POOL RULES**

*Diapered / untrained individuals are not allowed in the pool under any circumstances. Should this happen and the pool becomes polluted as a result of an accident from that individual, the pool will need to be closed, cleaned and recertified by the County Health Department before it can be used again. The apartment owner of the person(s) who contaminated the pool will be responsible for all charges connected with the clean-up of the pool, whether it be from the family, house guests or lessees.*

### **Pool Hours -- Dawn to Dusk**

- ◆ **Shower before entering the pool to remove all oils and lotions**
- ◆ **Children under 12 years of age must be accompanied by an adult**
- ◆ **Diapered / untrained individuals are not allowed in the pool**
- ◆ **No floats, rafts, snorkels or toys in the pool**
- ◆ **Equipment for water exercises or therapy is permitted**
- ◆ **No running or “horseplay” in the pool or on the pool deck**
- ◆ **No animals, glass containers or food in the pool or on the pool deck**
- ◆ **Persons with skin disorders or open cuts are not allowed in the pool**
- ◆ **Pool restricted to owners, renters, family members and overnight guests**
- ◆ **Maximum capacity --- 18**
- ◆ **Use the pool at your own risk, no lifeguard on duty**
- ◆ **Emergency / Accident, call 911 Office #261-0527**

**NO DIVING OR JUMPING**

- **Community Room**

The Community Room is open daily. Owners, guests and lessees are welcome to use this facility. An Ice machine is located at the west end of the Community Room. Group gatherings should be scheduled with the manager. Use of these common facilities is contingent upon owners, resident guests and lessee's acceptance of full responsibility to restore the facilities to a proper state of cleanliness after use, and for any breakage or damage which might result from use of the room.

**Library:** Books are available for your enjoyment in the back room of the Community Room. Please return all borrowed books to the basket provided. Donated books should also be placed in the basket.

**Refrigerator:** A refrigerator is located at the west end of the Community Room. This is available for short-term use by residents having difficulty with their personal refrigerator or for those needing extra space temporarily. All refrigerated items must be marked with the owner's name, and they must be removed within three days, unless the manager approves more time.

- **Bulletin Boards**

Check the bulletin boards located at entrances and in front of the Community Room for special notices.

- **Exercise Room**

The Exercise Room is located on the first floor next to the Community Room. Before using the equipment, each resident and lessee must obtain the entry code from the manager, as well as furnish a signed copy of the "Exercise Room Release" form, provided with these rules. Additional copies of this form may be obtained from the manager, if necessary. Rules to follow while using this room are posted on a board at the right of the entry door. A unisex bathroom is also located in this room.

## General

- **Docks**

The boat docks installed at the seawall are the private property of the owners who purchased them. Other owners, lessees or house guests may not trespass upon the boat docks for any reason whatsoever, without prior approval of the individual dock owner. La Maison Club, Inc. assumes no responsibility for damages due to accidents or injuries occurring to any person on the boat docks. Dock owners are required to protect themselves with at least \$1,000,000 of liability insurance. A copy of each owner's current policy shall be given to the Dock Master or Manager each year on their anniversary date. There shall be no houseboats tied up at any of the docks. Boat Lifts are NOT allowed.

- Fishing

Owners, lessees and overnight guests may fish on the premises, but only from the sidewalk along the seawall, provided always that such recreation does not in any manner interfere with other residents. Fish or fishing equipment may not be washed or cleaned on any part of the lawn or common ground. The fish cleaning table at the south end of the seawall is to be used for these purposes.

- Trash and Garbage Disposal/ Recycling Program

Dumpsters are provided at the north and south ends of the complex. Trash is defined as all refuse including items which cannot go into the disposal or recyclable containers. All trash is to be placed in the dumpster, bagged when possible. Cardboard boxes should be "broken down" before placed in recycling bins. Dumpster gates: If found open, leave open. If found closed, leave closed.

The City of Naples has a recycling program which includes a containerized and mechanized service. See the appendix for the details of this program.

- Condominium Laundry

The laundry facilities adjoining the manager's office are available for use by owners and lessees only, on a first come, first-served basis, between the hours of 7a.m and 3 p.m. Monday through Friday. Users of the laundry will keep it clean and orderly

- Elevators

Elevators are equipped with phones for emergency purposes. It is required that children under the age of six (6) be accompanied by an adult when using an elevator. Please do not drip water or be in bare feet in the elevator since it becomes slippery and may cause accidents.

When moving large items, use the brown wall mats (located in the Library), to prevent scratching and denting our elevator walls.

- Storage of Flammables

No gasoline or other similar combustibles, such as paint may be stored on La Maison premises.

- Bicycle Storage

Bicycle storage is available in the back hallway of the fourth floor of the North and South Buildings and ground-level stairwells. This area is for storage of bicycles only. Bicycles must be tagged, providing owner's name and apartment number. Bicycles are not allowed on porches or balconies.

- Luggage Cart

For your convenience there is a luggage cart located in front of the elevator in the West Building. Please do not take cart into parking areas -- load and unload at entrances. Shopping carts are available in the closets of the North and South buildings.

## Index

Appliances	7		
<b>Bayside Terrace</b>	<b>9</b>	Noise	7
Bayside Terrace Rules	9	Parking Tags	6
Bicycle Storage	12	Parties	9
<b>Bulletin Boards</b>	<b>11</b>	Pest Control	7
Car Washing	6	Pets	7
Changes/Alterations	8	<b>Pool</b>	<b>10</b>
<b>Common Areas</b>	<b>9</b>	Property Manager	15
<b>Communication</b>	<b>5</b>	Pool Rules	10
<b>Community Room</b>	<b>11</b>	Refrigerator	11
Condominium Laundry	12	Rental Application/ Fee	8, 19
Docks	11	Seasonal Closing of Unit	24
Elevators	12	Signs and Posters	6
<b>Exercise Room</b>	<b>11, 23</b>	Smoke Detectors	8
Fire and Medical Emergency	14	Smoking	9
Fishing	12	Storage of Flammables	12
Guests	6, 19, 20	The Property Manager	16
<b>Introduction</b>	<b>5</b>	Trash and Recycling	12, 21
Instruction to Use Grills	16	Useful Numbers	25
Lanais	7	<b>Vehicle Parking</b>	<b>6</b>
<b>Leasing Your Unit</b>	<b>8</b>	Violations/Fines	5
Lessee/Guest Forms	19, 20	Website	6
Library	11	What If's Q and A	17
Luggage	12	Workmen and Work	8
Mail	5	<b>Your Unit</b>	<b>6</b>
<b>Maintaining Your Unit</b>	<b>7</b>		

## APPENDIX (1) Emergency Procedures

Fire and/or medical emergency:

Call 911 and be prepared to give the following information:

Building Name: LA MAISON CLUB

Address: 3450 Gulf Shore Blvd. North

Apartment Number: Your unit number PLUS north, south or west (building.)

Further directions, if necessary

If It's FIRE:

After calling the fire department, activate the fire alarm system to alert other apartment occupants. There is one system activator on each floor near the elevator. PLEASE LOCATE FOR FUTURE REFERENCE.

If the fire is of manageable size, use your personal hand-held fire extinguisher or one of the extinguishers located on each floor near the elevator. PLEASE LOCATE FOR FUTURE REFERENCE.

To reduce the spread of flames and smoke, AS TIME PERMITS:

- Turn off air conditioning.
- Close all windows and doors.
- STAY OUT OF ELEVATORS.
- To evacuate, USE STAIRS.
- If you must move through smoke, cover your mouth and nose with a wet towel and stay close to the floor.
- If you cannot leave your apartment by conventional means (lanai-side door) go to your balcony.

MEDICAL EMERGENCY: After calling the EMS, be sure you, or your designated person, take up a position on the boulevard side of La Maison to direct EMTs. If qualified, administer appropriate First Aid procedures.

NOTE: Owners and lessees should become familiar with [www.smart911.com](http://www.smart911.com) VERY HELPFUL AND MAYBE LIFE SAVING!!!

HURRICANE E MERGENCY: Be prepared to follow media advisories for alerts and warnings. Develop a workable evacuation plan for moving inland should a serious threat arise and you are advised to do so.

SMOKE DETECTORS: Management replaces batteries in each unit every spring and fall and leaves the old batteries on the kitchen counter. When in residence, occasionally test your smoke detector. If the alarm fails to respond when tested, contact the manager.

## **Appendix (2) The Property Manager**

Tel: 239- 261-0527

Email: [lamaison@comcast.net](mailto:lamaison@comcast.net)

The Manager's basic functions as they relate to the general population of La Maison Club are as follows:

1. Clean pool, outside furniture, all common areas, the Community room and the Exercise Room;
2. Admit and log-in guests, tradesmen, real estate agents, etc. when the owner is absent;
3. Keep all lighting and safety equipment in working order;
4. Inspect unoccupied condos weekly; Check out leased units weekly;
5. Notify any resident and/or owner of any rule or policy violation.

The Manager's functions also include: supervision, administration, operations and communications. Therefore, it is necessary that all people at La Maison Club put their requests **IN WRITING**, and place them in the mailbox located outside the Manager's office. Paper and pen are in the box, if needed. Of course, if it is a safety issue or an emergency, speak with the Manager.

The Property Manager reports to the President of the Board of Directors or designee(s). For more specific managerial functions, please refer to section #9 of the employee Handbook located in the Manager's office.

Please note that the Property Manager has a full day's work and it is most important that his time is used efficiently. The Board of Directors has directed that no owner, lessee or guest shall endeavor to interfere with normal duties. Personal services are not part of the Property Manager's duties.

Office Hours: 7:00am - 3:00pm. Office is closed on Saturday and Sunday.

### **Appendix (3) The Grills on the Bay Terrace**

#### **INSTRUCTIONS TO USE THE GRILLS ON THE TERRACE**

- THERE IS A TIMER THAT CONTROLS THE FLOW OF GAS TO THE GRILLS. THIS TIMER IS LOCATED ON THE GRANITE ABOUT 12 INCHES TO THE LEFT OR RIGHT OF THE GRILL. WHEN YOU WANT TO USE THE GRILL, OPEN THE TOP FIRST. TO TURN ON THE FLOW OF GAS TO THE GRILL, TURN THE DIAL TO THE APPROXIMATE NUMBER OF MINUTES YOU WANT THE GAS TO BE ON. THERE IS AN AUTOMATIC SHUT OFF VALVE FOR THE GAS. IF THE GAS GOES OFF BEFORE YOU ARE DONE, YOU WILL NEED TO TURN IT BACK ON. PLEASE TURN OFF THE GAS WHEN YOU ARE DONE.

- THERE ARE 4 BURNERS, ONE “SEARER BURNER” AND A BACK WARMING BURNER ON EACH GRILL. TURN ON ONLY THE BURNERS YOU WANT TO USE. THERE ARE 6 DIALS ON THE FRONT OF THE GRILL. THE FIRST 4 CONTROL THE BURNERS. THE DIAL ON THE FAR RIGHT CONTROLS THE “SEARER BURNER”. THE DIAL SECOND FROM THE RIGHT CONTROLS THE BACK BURNER, WHICH IS THE WARMING BURNER. THE BACK BURNER WILL PROBABLY BE USED VERY SELDOM SINCE ITS PRIMARY PURPOSE IS ROTISERRIE COOKING, WHICH WE DO NOT HAVE.

- TO TURN ON THE SEARER, PUSH THE FAR RIGHT DIAL IN AND TURN TO THE WORD “IGNITE”.

- TO TURN ON EACH BURNER YOU WANT TO USE, PUSH THE CORRESPONDING DIAL IN BELOW THAT BURNER AND TURN TO THE WORD “IGNITE” THEN ADJUST THE TEMPERATURE AFTER THE FLAME STARTS.

- IF YOU WANT TO SEAR YOUR MEAT, TURN ON THE BURNER(S) YOU WANT TO USE AND THE SEARER BURNER. AFTER YOU ARE DONE WITH THE SEARER, TURN OFF THE SEARER BURNER AND PLACE YOUR MEAT WHERE YOU WANT TO COOK IT.

PLEASE REMEMBER TO TURN OFF THE GAS AT THE TIMER AND THE BURNERS WHEN YOU ARE DONE.

THERE IS A BATTERY LOCATED IN THE SMALL ROUND VALVE TO IGNITE THE BURNERS. IF THE BURNERS DO NOT IGNITE, PLEASE CONTACT THE MANAGER OR A BOARD MEMBER.

THE BARBEQUE TOOLS ARE LOCATED BELOW THE GRILL.

REMEMBER TO CLEAN THE GRILL AFTER IT IS USED.

## Appendix (4)

### WHAT IF'S? Q'S AND A'S

#### Leaks/ Water

Q. What if I have a leak?

A. What you do depends on the source of the water. If the water is visibly leaking from outside the wall, e.g. from the toilet or under a sink, you are responsible for contacting a licensed plumber. If the water is leaking from above or through the walls, contact the Property Manager. He is always on call for emergencies only. Please notify the Property Manager regardless of the source of the leak, so that the units surrounding yours can be checked for damage.

Q. How do I turn off the main water valve?

A. For a leak localized to your unit, simply turn of the valve located near your water heater. If a leak involves major La Maison water valves, contact the Property Manager first, and if you can't reach him, contact a Board member on the premises, or Frank Rabbito, who lives in Naples.

Q. What do I do if my water pressure is low in one of my sinks or showers?

A. The main source of this problem is sediment from the water. If you unscrew the end of your faucets (most can be done by hand), there is a small screen inside that you see is full of what looks like dirt. Rinse it out well and screw it back. You should see a noticeable change in the flow of water.

#### Lockouts/Keys:

Q. Who should have a key to my unit?

A. It is best that no one other than a trusted friend or neighbor have a key to your unit. House cleaners, service techs, contractors etc. must check in with the Property Manager. When they check in, the manager will open your unit door, with your (owner's) permission.

Q. What if I lock myself out of my unit?

A. If you have not given a key to a friend or neighbor, and you are locked out during business hours, call the Property Manager for assistance. If it is after business hours for the Property Manager, you will need to call a locksmith. Numbers are provided in the House Rules Appendix directory of Useful Numbers. There is \$50 charge if the Property Manager has to let you in after business hours.

#### Rentals:

Q. What if I want to rent my unit?

A. Fill out a rental application and return it to Guardian Property Management along with a \$100.00 processing fee

Q. Where at La Maison may I advertise my unit for rent?

A. You may advertise your unit for free on our website. Contact the Property Manager for assistance. You may also post an advertisement on the bulletin board outside of the Property Manager's office.

Q. Am I responsible for the actions of my guests or lessees?

A. Yes, fines may be levied against you for the actions of your guest such as damage to the property. Please make this very clear to them before allowing them to stay. Also please make sure they have a copy of the House Rules, have read them, and understand them.

#### Documents and Forms:

Q. Where can I get a copy of the Articles of Incorporation; Bylaws, Declaration, and House Rules?

A. You should have copies of these in your possession (unit) and available for lessees. All of these documents are available on our web site under "Documents."

#### General:

Q. May I leave personal items outside of my unit?

A. No personal items may be left in the Common Areas, except for properly labeled bicycles. Do not leave beach chairs, shoes, etc. in the walkways or hang towels over the railings.

Q. What if I see a light out?

A. Notify the Property Manager if it is during normal business hours, 7a.m. to 3 p.m. You may also leave a note anytime on the manager's desk or in the mailbox outside the office.

## Appendix (5) Seasonal Rental Form and Guest Form

La Maison Club, Inc.  
 3450 Gulf Shore Blvd. North  
 Naples, Florida 34103  
 Office (239)261-0527  
 Fax (239)403-9655

### SEASONAL RENTAL AGREEMENT

(To be used by unit owners who do NOT employ a rental agent)

THIS AGREEMENT enter into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ BETWEEN \_\_\_\_\_, hereinafter called OWNER residing at \_\_\_\_\_, and \_\_\_\_\_, hereinafter called TENANT residing at \_\_\_\_\_.

The OWNER agrees to rent to the TENANT the following described property in Collier County,

State of Florida:

LOCATED AT: 3450 Gulf Shore Blvd., North, Apt. # \_\_\_\_\_ Naples, FL 34103,

PHONE: (239) \_\_\_\_\_.

RENTAL RATE: \$ \_\_\_\_\_ per month, plus \_\_\_\_\_ % sales and tourist tax.

DURATION: Beginning at \_\_\_\_\_ o'clock (AM, PM) on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Ending at \_\_\_\_\_ o'clock (AM, PM) on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

#### PAYABLE AS FOLLOWS:

\$ \_\_\_\_\_ to be paid upon signing of rental agreement.

\$ \_\_\_\_\_ rent to be paid by \_\_\_\_\_ 20\_\_.

\$ \_\_\_\_\_ rent to be paid by \_\_\_\_\_ 20\_\_.

\$ \_\_\_\_\_ sales/tourist tax of 10%.

\$ 100 La Maison application processing fee (Please submit a check made payable to

La Maison Club Inc. with application.)

\$ \_\_\_\_\_ TOTAL

SECURITY DEPOSIT: A deposit of \$ \_\_\_\_\_ will be given by the tenant to the OWNER by

\_\_\_\_\_, 20\_\_. At termination of this agreement, these monies shall be

applied against any outstanding charges for damages, utilities or cleaning, which are the responsibility of the TENANT. OWNER will return excess monies within 30 days, or TENANT

will make prompt payment of additional expenses due, whichever may be the case.

CANCELLATION: There will be no refund of monies if this Agreement is canceled after \_\_\_\_\_, except for the security deposit.

## Guest Registration Card

**Welcome to La Maison Club!**

**PLEASE FILL OUT AT ONCE AND RETURN TO MANAGER**

APT. NUMBER: \_\_\_\_\_ NAMES: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NUMBER IN PARTY: \_\_\_\_\_ CHILDREN & AGES: \_\_\_\_\_

MAKE OF CAR: \_\_\_\_\_ LICENSE PLATE#: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

IN CASE OF EMERGENCY PLEASE CALL:

NAMES: \_\_\_\_\_ PHONE #: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ CITY & STATE: \_\_\_\_\_

CLUB RULES AND REGULATIONS ARE PLACED IN EACH UNIT. PLEASE READ  
UPON ARRIVAL. OBSERVING THESE RULES WILL BE MOST APPRECIATED. COPIES  
ARE AVAILABLE AT THE OFFICE IF NEEDED. WE HOPE YOU ENJOY YOUR STAY!

## Appendix (6)

### City of Naples Recycling Program

#### Recycle Program

#### Solid Waste Recycling Program

The City provides once-a-week curbside recycling service to both single- and multi-family dwellings. Single-family residents are provided a blue 65-gallon recycling cart which needs to be placed at the curb with the lid opening towards the road by 7:00 am on the day of collection. Recycling carts should not be placed at the curb earlier than the evening before collection, and emptied carts must be retrieved from the curb the same day they are collected.

#### Acceptable Recyclable Materials:

##### Glass:

Soda bottles, beer bottles, liquor and wine bottles, jelly, spaghetti sauce jars, mayo jars, any other clear, brown, or green glass bottles and jars

Aluminum: Soda and beer cans, aluminum pie pans

Metal: Food cans including soup, fruit, vegetable, juice, pet food and tuna cans

Plastic: Plastic containers marked No. 1-7—including water bottles, milk jugs, detergent & bleach bottles, soda bottles, shampoo bottles, butter or spread tubs—Make sure they are rinsed & free of debris!

Paper: Newspaper, magazines, paper back & hard cover books, brown—white—colored paper bags, phone books, junk mail, catalogs, office and computer paper, corrugated cardboard (moving boxes), cardboard (cereal, cracker, pasta boxes and shoe or gift boxes), pizza boxes

Please flatten all boxes!

All containers must be rinsed clean!!

#### Unacceptable Recyclable Materials:

Glass: Medicine bottles, dishes, drinking glasses, windows, mirrors, cookware (Pyrex, Corning)

Aluminum: Pots and pans, cooking utensils, screen doors & windows, lawn furniture, house siding, used foil

Metal: Tools, car parts, license plates, appliances, cook ware or bake ware

Plastic: Plastic bags or wrappers, pool chemical bottles, motor oil and antifreeze containers, household chemical containers, flower pots, newspaper sleeves, garden hose, toys, styro-foam of any kind (egg cartons, packing peanuts, take-out food containers and meat trays)

Paper: No paper products with wax coating (milk, juice or ice cream cartons), used paper coffee or beverage cups, paper towels, toilet paper and napkins.

**DO NOT PUT PLASTIC BAGS IN CARTS!**

**Hazardous Materials, Medications, Electronics**

**Recycling Drop-off Center:**

**2640 West Enterprise Avenue**

**Tuesday—Saturday**

**8:30 a.m.—4:30 p.m.**

**(239) 643-3099**

## Appendix 7 Exercise Room

NOTE: This form is printed in this Handbook (1) to make you aware of the Exercise Room and (2) to inform you that, if you plan to work out in the Exercise Room, it is your responsibility to obtain a copy of this form from the Manager's Office, complete it and return it to the Manager. Please note: There must be a completed form [or each individual (member, guest and visitor) who plans to make use of the equipment in the Exercise Room.

Thank you for your cooperation.

### EXERCISE ROOM RELEASE

NO one is allowed to use the La Maison fitness room without executing this Release. Anyone who uses the fitness room is advised as follows:

1. Use the equipment at your own risk. There is no supervision in the fitness room, and you should govern yourself accordingly.
2. You should have a medical examination, and your physician's approval to make sure that you have no physical problems which may Impact upon your use of the fitness room, its weights and machines.
3. Be alert. Fitness equipment and exercising present hazards which could cause serious Injury or death. Prior to use, read any machine warnings or Instructions. Do not attempt to use or repair any equipment that is not functioning properly.
4. Children under the age of 12 years may not use the fitness room. Children between the ages of 12 and 15 may use the fitness room when supervised by an adult.

I understand there may be discomfort and risks associated with physical activity and the use of exercise equipment, that I should have proper medical approval and that there is no staff on duty.

I accept full liability for injuries or damages which may occur from my use of the facility and equipment and release La Maison Club, Inc. from any and all claims.

Signed

Printed Name

Date

## Appendix 8: Seasonal Closing

### CLOSING APARTMENT FOR THE SEASON

Following are some suggestions about closing your apartment for a period of a month or more. If you plan to be gone a shorter time, review the section about air conditioning, shut off the water and circuit breaker for the water heater.

The manager will check each apartment weekly for any irregularities and make sure apartments are dry and secure. The Manager's principle concerns relate to energy conservation, mildew, mustiness and pest control. Bottom line, do everything you can to reduce humidity and moisture in your unit since they can cause significant damage during the summer months.

**AIR CONDITIONING:** We recommend thermostat be set at 78 or 80 degrees. Setting should be on "cool" & "auto." For apartments that have a humidistat, follow directions provided by installer. If you choose to turn air completely off for the summer, you must notify the office in writing.

**DO NOT** use commercial mildew fumigants such as mildew discs in the living areas of your apartment. The fumes make inspections very unpleasant, if not impossible. Tubs of "damp rid" are acceptable.

**ELECTRICAL:** Unplug all cords throughout the unit. Do not unplug the cable cord.

**REFRIGERATOR:** Empty the freezer. Move the arm on the ice maker to "off" position and empty the ice reservoir. Either turn off the refrigerator (and circuit breaker) and leave the door ajar, or leave the refrigerator on vacation setting or to "2" and "C." If your refrigerator has one, empty and drain the tray at the base of the refrigerator.

**DISPOSAL:** Pour 1/8 cup of lemon or lime juice down the disposal. Then pour down ¼ cup of corn or vegetable oil. Turn the disposal on for a few seconds, and then add another 1/4 cup of corn or vegetable oil. The citric acid in the lemon or lime juice kills most of the bacteria. The oil drives out the water and keeps the machine lubricated.

**DISHWASHER:** Run the dishwasher through a short cycle. A few minutes into the cycle, open the door and clean around door gasket, and under the bottom of the door. This should remove any residual soil that could cause mold. Now complete the cycle - unlatch the door and add two cups of water in the bottom of the dishwasher. Leave door to the dishwasher partially propped open.

**RANGE:** Turn circuit breaker for the range to "off."

**UTILITY ROOM AND WATER:** Turn water off! The shut off valve in most of the units is located behind or in the vicinity of the water heater. (Manager will check to make sure water is off in your apartment after your departure.) Leave the door to utility room open.

**WATER HEATER:** Turn off the circuit breaker for the water heater.

**WASHERS & DRYERS:** Leave the doors to the washer and dryer open. Turn off the circuit breaker to the washer and dryer to protect from electrical surges during summer storms.

**Appendix 9:****USEFUL NUMBERS****PHONE - INTERNET - CABLE ISSUES**

CENTURY LINK	1-800-366-8201
COMCAST	1-800-226-2278

**PLUMBING ISSUES**

RUNNING WATER	239-261-4215
ACRE'S PLUMBING	239-597-5031

**HEATING/AIR ISSUES**

CONDITIONED AIR	239-643-2445
SAN SOUCI	239-597-8287

**ELECTRIC ISSUES**

SCOTTISH ELECTRIC	239-597-8744
A/C ELECTRIC	239-963-8254

**APPLIANCE ISSUES**

AIA HOME SERVICES	239-597-1199
ACTION APPLIANCE	239-330-1130

**COMPUTER ISSUES**

A BIT OF PC	239-449-8332
GEEK SQUAD	239-597-8529

**HOUSE CLEANING**

LENA/ANDREY	239-580-7548
CARMEN	239-825-1169
LORENA/VICTOR	239-692-6276

**CARPET CLEANING**

ONE MINUTE DRY TIME	239-514-3218
HEALTHY HOME DRY CC	239-653-9397

KIDDS CARPET

239-216-6660

**LOCKSMITH**

A LOCKSMITH 239-597-8855

BB LOCKSMITH 239-262-3000

LAROCCO 239-434-5397

**HANDYMAN'REMODELING**

ANDREA AVLAS 239-682-3644

DARRELL FAIRLESS 239-777-1961

**WINDOWS/DOORS INSTALLATION & REPAIR**

ABSOLUTE HURRICANE SOLUTIONS 239-776-2960

BUILDERS GLASS 239-908-6650

BEST DEAL WINDOWS 239-348-8565