

Policies and Procedures

Your Board of Directors has developed the policies and procedures found in this document for the mutual benefit of all unit owners. The basic premise is grounded in the belief that all owners and employees should be treated with courtesy and respect.

The Restated Declaration of Condominium and Bylaws of Le Jardin Condominium Association, Inc. authorize the Board of Directors to adopt policies and procedures governing use, restrictions and maintenance of the units and the common areas.

Please read this document carefully, observe the rules, and make your guests aware of those that concern them.

In all common areas, Le Jardin is a non-smoking building. This is a City of Naples ordinance.

If necessary for safety reasons, minor infractions may be called to the attention of the manager for resolution. Repeated infractions and violations of a more serious nature will be referred to the Board of Directors for action. Disagreements concerning violations will be presented to the Board of Directors for final determination.

All owners are encouraged to contact any Board member with questions, comments or suggested changes.

April 2014

After Hours Work For Residents by Employees

The Association does permit owners to hire employees to perform work for owners after hours.

However:

- (1) Association employees are not permitted to perform “for hire” work for owners during their normal work hours. (7A.M. to 3:30 P.M. inclusive of their lunch period.)
- (2) Any work that owners hire employees to perform after normal work hours is not in their capacity as association employees but solely on their own behalf.
- (3) The Association is not liable for the work or actions of association employees that are performed on behalf of owners as opposed to those undertaken pursuant to their job descriptions or at the direction of the manager or Board.
- (4) Association employees, as part of their duties, will perform the following work in the units:
 - (a) Replace air conditioner filter and algae tabs twice annually (June and November).
 - (b) Replace under sink water filter once annually (June).
 - (c) Replace smoke detector batteries annually (June) or as needed.
 - (d) Troubleshoot problems in units for owner to determine the proper contractor to hire to do repairs.

1. ALTERATIONS TO UNIT

Exterior Appearance

To maintain the aesthetically pleasing appearance of the exterior of the buildings, the following shall apply:

- a. The hanging of any items (e.g., laundry, garments, or any unsightly objects) from terraces is prohibited.
- b. No occupant may place any sun screen, blind, or awning on any terrace, stairway or exterior opening; place any draperies or curtains at the unit windows without a solid, light or neutral color facing the exterior; erect any exterior lights or signs; place any signs or symbols in windows; or erect or attach any structures or fixtures within the common elements.
- c. Occupants are not to erect, construct, or maintain any wire devices, antennas, or other equipment or structures on the exterior of the building or on or in any of the common elements, except with the written consent of the Board of Directors.

Interior Alterations

With required permits and prior written consent of the Board of Directors, an owner may make structural additions or alterations to their unit. The manager shall be notified prior to erection or removal of non-support carrying interior partitions wholly within the unit.

Major interior alterations should be completed between May 1 and October 31.

An owner may fasten light fixtures, shelving, pictures, mirrors, objects of art, curtain rods, and similar household items to the common walls of a unit, provided they may be removed without substantial damage to the common wall structure. Since Le Jardin is a post-tensioned structure, no penetration of floors or ceilings will be allowed without prior written permission of the manager.

2. BUILDING MANAGEMENT & OPERATION

Manager and Staff

The manager will be responsible for the day-to-day operations of the Association's business affairs and its facilities. The manager's specific duties will be at the direction of the Board of Directors.

Employees of Le Jardin will be as helpful to owners as possible and are expected to be courteous to owners and their guests at all times. Any owner, spouse, family member or guest should personally reprimand no employee. If there are complaints about employees, please discuss them with the manager. If there is a complaint against the manager, please contact the President of the Association.

No gratuities shall be given to any employee for any service performed while being paid by the Association. The Board will determine annual performance bonuses.

Common Area Maintenance

The manager and staff are responsible for the proper maintenance of all common elements. Unit owners should report common element deficiencies to the manager.

Interior Maintenance

Unit owners are responsible, at their expense, for maintenance and correction of deficiencies within their unit as outlined in the Amended and Restated Declaration of Condominium. It is recommended that the unit owner provide the manager authority to turn off the water and make routine inspections of the unit during the owner's absence. In case of emergency, the manager or his designee has the authority to enter a unit to determine if a problem exists. Except in emergencies requiring immediate action and when the owner cannot be reached in time, the owner will be contacted for work authorization should it be necessary.

Building Access

Deliveries and construction access are from 8:00 a.m. to 4:00 p.m. Monday through Friday. It is the responsibility of the owner to see that these hours are observed. Construction noise is prohibited at all other times.

3. CLUB ROOM

The Club Room facilities are for the social use of owners and their guests. Reservations for their exclusive use may be made with the office. The room is not intended for overnight accommodations.

The owner making the reservation must be present at all functions and take responsibility for the property being used. The owner is also responsible to return the room clean and in the same condition prior to its use. If not left clean, a charge for professional cleaning will be assessed to the owner making the reservation.

4. EMERGENCIES

Fire and Police

In the event of an emergency, first telephone 911 for police, fire or ambulance. Give your name, address, and name of building and your condominium number. Next, call the front desk at 649-6545 to let them know 911 is on the way.

After calling for help, if the emergency is a fire, activate the building fire alarm system by pulling down on any one of the emergency switches located near the exit stairwells in each unit. Fire extinguishers are located in the utility closet in each unit.

If the building's alarm sounds, leave the building using either exit stairwell. The two stairwells are completely separated. Do not return to your unit until the fire department or the manager give the O.K. People with illnesses or disabilities requiring extra assistance should register their conditions or requirements with the manager to receive special attention in the event of a fire emergency.

Medical Emergencies

All units have been equipped with a panic alarm system, which can be activated from the master bedroom or bathroom. Pulling this switch notifies the front desk's central monitoring station that you need help.

5. EXERCISE, MASSAGE & SAUNA ROOMS

Use of the exercise facilities is restricted to owners and their resident family members, houseguests and personal trainers.

Exercise Room

These facilities may be used at your own risk using the following guidelines:

- a. Use is restricted to adults and children of 14 years and older.
- b. When someone is waiting to use an aerobic machine, please limit use to 30 minutes.
- c. Water is provided for drinking; no other food or drinks are permitted in the room.
- d. Disinfectant is provided to clean perspiration from the arm rests, seats and handles following use.

Sauna and Steam Rooms

These facilities may be used at your own risk using the following guidelines:

- a. Use is restricted to adults and children of 14 years and older.
- b. No food or drinks are permitted.
- c. For safety reasons, it is recommended that you use the facilities with a "buddy."

Massage Room

Requests for reserving this room may be made with the front security desk.

6. GUEST SUITES

Guest suites are common elements of the Association and are intended for use only by guests of owners. The Board of Directors has the right to restrict the occupancy of these suites and to establish policies and fees covering their usage. Should there be damage to any guest suite while occupied by a guest, the unit owner whose guest causes such damage shall be liable for the cost of repairing the damage.

- a. The owner must be in residence when his/her guests are in the suite.
- b. Reservation requests may be made through the office during normal working hours Monday through Friday. The request must include the names of the guests and the length of their intended stay. Current rental rates are available in the office.
- c. Reservation requests will be accepted no earlier than 90 days in advance.
- d. Suites may be reserved for a minimum of one (1) night and a maximum of seven (7) nights. A reservation may be extended up to an additional seven (7) nights if, at the end of the period, no other reservation requests exist. The maximum stay under any condition is limited to fourteen (14) nights.
- e. Housekeeping and fresh linen will be provided at the conclusion of each reservation. During a seven (7) day reservation, the suite will be cleaned and fresh linen supplied in the middle of the time period.
- f. Guest suite CHECK-IN is 3:00 p.m. and CHECK-OUT is 12:00 Noon for all reservations.

7. HOUSEGUESTS

Any houseguest may be required by the Board of Directors to vacate the premises if, in its opinion, the conduct of the houseguest is detrimental to the best interests of the other owners or the purposes set forth in the Declaration of Condominium.

Houseguests when Owner is Absent

The owner shall notify the manager of the proposed occupancy and names of the houseguests. On arrival, all houseguests shall be registered at the front desk.

8. PARKING

Owners are encouraged to park their personal vehicles in their assigned spaces in the garage and are asked to reserve the spaces near the front door for guests visiting the building. *Cyclists should use caution and provide the right of way to vehicles to avoid accidents with moving vehicles.* Service vehicles will be requested to park in the side parking areas. Boats, trailers, motor homes, recreational vehicles, campers and commercial vehicles are prohibited from parking on Le Jardin property.

9. PETS

Unit owners may have up to two pets (cats or dogs only) on the premises. Pets are prohibited from the club room, exercise room and pool areas and are not permitted to run free on Association property or in the City of Naples, which includes the beach, beach walks, and parks. In the event that any pet kept on the premises should constitute a nuisance in the opinion of a majority of the Board of Directors, an owner will be notified in writing that the pet shall be removed from the premises immediately. No tenants or guests may keep or bring any pets to the condominiums.

10. POOL, SPA, GRILL AND DECK AREA

All persons must be attired properly when going to or from the building or to the pool, exercise room or beach area. A cover-up or shirt over a swim suit and shoes/sandals are considered proper attire. For safety reasons, persons with wet and dripping bathing suits should dry off before entering the building.

Use of the pool and deck facilities is at the user's own risk. Lifeguards are not on duty. Running, diving and jumping are not permitted. Hours of use are 8:00 a.m. to dusk.

- a. A responsible adult who is reasonably able to control a child's behavior must accompany children under 12 years of age.
- b. Towels or other coverings should be used to protect the deck furniture from sun oils and lotions.
- c. Bathing attire is not permitted in the lobby or club room.
- d. Personal listening devices (IE: radios, speaker phones, iPods, etc) must be used with head phones pool side and other noise making instruments

shall not be used so that they disturb others at the pool area or in the building.

The following **spa rules** are posted on the pool deck:

- No food, drink, glass or animals in spa or on pool deck
- Spa capacity: 5 persons
- Spa hours: 8:00 am – dusk.
- Shower before entering spa
- Maximum water temperature: 104° F.
- Children under 12 must have adult supervision
- Pregnant women, small children, people with health problems, and people using alcohol, narcotics or other drugs that cause drowsiness should not use spa without consulting a doctor
- Maximum use: 15 minutes
- Emergency telephone → dial 911

11. SECURITY

Le Jardin is staffed 24 hours per day, seven days a week, with staff that assists us in maintaining a safe and comfortable environment. They provide access for guests and service personnel, receive deliveries for owners and guests and provide overnight security. They monitor cameras that cover all building entrances, electronic door alarms, fire alarms and panic alarm systems. Any suspicious activity or person should be reported to the security desk.

Population Count

In the unlikely event there is a building emergency and the building needs to be evacuated, it may become critical for the security desk to have an accurate population count of who is in the building on any given night. Therefore, it is requested that each of us advises the security desk when we are in the building overnight and when we will be away overnight as well as the number and names of any overnight guests.

There are fire detection and emergency notification systems in each unit and in common areas. For your own personal safety, please abide by announcements made by our staff.

General Security

- a. Owners and their guests may possess gate openers, garage openers and common area keys. All other people will be admitted by the front desk security.
- b. Do not open any door to admit anyone to the building unless you know him or her to be an owner or guest.
- c. All outside doors must be kept closed at all times and should not be blocked at any time. Please report any deviation of this rule to the front desk immediately.
- d. The Association front and side gates will be closed at all times.
- e. Front desk security will not permit persons to proceed beyond the lobby without consent from the owner or resident.
- f. All service or trade people must sign in at the front desk. A log is maintained recording arrival and departure times and their destination in the building.
- g. Entry to unoccupied units is prohibited, except for bi-weekly maintenance checks when the owner is non-resident, unless the owner has provided the manager with specific permission. The owner retains complete responsibility and liability for the actions of the owner's agents and must insure that all Association policies and rules are followed.
- h. For emergency purposes, all locks must be keyed to the master. Therefore, no locks should be changed on any unit doors without first consulting with the manager. At the owner's expense, the manager will arrange for all lock changes as necessary.

12. STORAGE FACILITIES

No gasoline or highly combustible materials may be stored in the unit, garage, storage room, air conditioner rooms or electrical rooms or other common areas.

Stairway and unit entry areas shall not be used for storage of any kind.

13. TENNIS COURTS

The tennis facilities are for the use of owners and their guests. A court reservation may be made with the front security desk. Standing court times may not be reserved. A reservation will be automatically canceled if the owner reserving the court is more than ten (10) minutes late. Walk-ons are welcome and may check with the front desk prior to playing. Reservations will take priority over walk-on games.

14. TERRACES

To prevent damage to units below, make certain that no excess water runs off of your terrace onto lower units when cleaning your terrace floor or when watering plants. No screens, shutters or floors shall be washed with water hoses. Grilling or barbecuing is not permitted on terraces.

15. TRASH/RECYCLING CHUTES

Each unit has a trash/recycling chute. Naples ordinances require separation of trash and rinsing of cans and bottles. Categories as marked on the recycling chutes are garbage, newspaper, cans, plastic, and glass. Trash should be tied in plastic bags. It is recommended that the chutes not be used after 10:00 p.m. and prior to 8:00 a.m.

In order not to jam the chutes, large trash, cardboard boxes, broom handles and powdered materials should be taken to the garage level trash rooms rather than put down the chutes. Contact the manager to make arrangements for disposal of combustible or odorous materials.

16. WEB SITE – www.lejardinnaples.com

On the web site, association residents can find a current list of Board members and employees, Board minutes, archived newsletters, and current association documents. Anyone wishing to contribute to the website may send an email to lejardin4201@comcast.net.