

ARDISSONE CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

2020

This booklet is for owners, prospective owners, and lessees of the Ardissonne Condominium. It is written to remind everyone that condominiums, by definition, place many residents in close proximity to one another and that everyone should be aware and respect other residents' property and space. At the Ardissonne we live very close to one another and a water leak, smoke, loud noises, and many other things will likely be shared with our neighbors.

It is the intention of this booklet to help everyone understand the rules of condominium living as well as the benefits. The Board of Directors has authorized the manager to enforce all rules.

Extra copies of this booklet are available from the Manager.

Address: The Ardissonne
4400 Gulf Shore Blvd. N.
Naples, FL 34103

Property Management Company: Cambridge Property Management

Onsite Manager: Donnie Davis

Onsite Phone: 239-261-6731

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Monday-Friday 8:00 AM to 4:00 PM

CAMBRIDGE OFFICE & EMERGENCY PHONE: 239-249-7000

Board of Directors: The Ardissonne is governed by a three-person board. Each member is elected

to a 2-year term and may seek re-election at the end of the 2 years to another 2-year term. The annual meeting of owners is held each year on the last Friday of January.

FIRE INFORMATION: The Ardissonne does not have a sprinkler system. However, smoke detectors are installed and alarms will sound in all condo units if a master smoke detector is set off in a particular unit. (However, an alarm set off in building 1 will not turn on the alarm in building 2, etc.) If an alarm goes off, please exit your condo by using the stairs to the garage. There are two escape stairways in each condo. Please be aware of these stairway exits.

MANUAL FIRE ALARM: Manual fire alarms are also located in the stairwells at each landing and are clearly marked. Whether the fire alarm is triggered by smoke or manually, if you hear the alarm go off, (and you will hear it), please evacuate your condo via the stairways. The alarm system automatically calls the fire department, so when you hear the alarm, the fire department is on the way.

ELEVATORS: The Ardissonne elevators serve as both service and regular passenger elevators, as we only have one elevator per building. When moving big or heavy objects into apartments, owners must use pads on the walls and a floor covering to protect the elevator walls and floors. Before moving large items in or out of your apartment, owner must call the manager at least 24 hours in advance in order to have the wall pads and flooring installed in the elevator. Loads are limited to 2000 lbs. per trip. Unit owners will be held responsible for any damage to elevators caused during such moves. It is the owner's responsibility to recover the cost of damages from your vendors.

ELEVATORS FOBS: Owners are issued three fobs free of charge. Extra fobs and replacement fobs need to be programmed by our elevator service company and the cost of this work will be passed on to the owner asking for these fobs. Currently that cost is approximately \$75 per fob.

FRONT GATE OPERATION: The front gate can be opened from your condo by dialing the **number 6 key** on your touch tone phone. When guests call you from the front gate, please advise them you will open the gate and ask them to hang up the phone by hitting the **# key** when they see the gate start to open. (Please note... after you touch the **number 6** key, you will no longer be able to speak with your guest at the gate). **For pedestrian traffic, a walk gate is located right next to the main gate with a key pad; the code is 5432 and then use the handle to open. For the safety of everyone, when walking in or out of the Ardissonne property, please use the walkway gate; not the auto gate.**

BARBECUE GRILLS: Barbecue grills are not allowed to be used on the outside decks at Ardissonne. The Naples Fire Department does not allow the use of open flame grills in condominiums. The Ardissonne has two outdoor gas grills for use by residents. They are located on the pier, one on the South side and one on the North side. Please follow the directions on the grill and clean it after each use. When using the barbecue grills, PLEASE do not press the starter buttons too hard as they break easily. Please be sure to turn the grill off when finished using it. (Jenn-Aire electric units are allowed to be used inside individual units).

GARBAGE: Each unit at the Ardissonne is equipped with a garbage chute that drops garbage to

the garage level containers. **ABSOLUTELY ALL GARBAGE MUST BE WRAPPED AND SEALED IN GARBAGE BAGS.** In addition all glass bottles should be carried down by hand and placed in the trash containers or the recycle bins. Smell from unsealed food waste affects all owners and attracts furry creatures that no one wants to see. No paint or cooking grease may be placed in garbage containers. It should be put in approved containers and the manager will dispose of same. Refuse from remodeling MAY NOT be put in the garbage chutes or the Ardissonne trash containers. Unit owners must make arrangements for dumpsters for the removal of remodeling refuse. Unit owners will be held liable for cleanup and damage caused by paint and other waste sent down the garbage chutes by contractors or employees. **PET LITTER BAGS ARE NOT TO BE PLACED IN THE ARDISSONE TRASH BINS OR DOCK TRASH BINS.**

RECYCLING: All recycling is to be placed in the appropriate bins behind the manager's office, adjacent to the gate. NO bins are allowed in the stairwells because that is a fire code violation. Collection of the recycling bin items is **on MONDAY** of each week. NEWSPAPERS, magazines or periodicals, PLASTIC, milk and juice containers, etc. ALUMINUM soda and beer cans, tuna, soup, or cat or dog food. Any GLASS containers. Items shall be placed within the appropriate recycle bins located behind the manager's office. ALL items must be cleaned before they are placed in the recycling bins.

STORAGE: Each Ardissonne unit has storage located outside of the condo on the ground level. There is also a small storage room on the roof level that residents of each building can share. Storage of any type is not permitted in any other area. No personal items may be stored in garage spaces or in the hallways or stairwells of the Ardissonne. Unit owners may not place flammable or hazardous items in the storage units.

FLOWERS & PLANTS & PLANTER BOXES: Flowers and plants are permitted in Ardissonne units and on the decks and are the owner's responsibility to maintain. All plantings placed in the planter boxes or on the decks must be in waterproof containers. No potting soil or dirt may be placed directly in a planter; it must be in a container. Watering systems are permitted, but it is the owner's responsibility and any damage caused to a neighbors' unit is the responsibility of the owner who causes damage to another unit.

DECK MAINTENANCE: One of the great features of the Ardissonne are the decks that allow us to be out of doors. From time to time, of course, these decks need to be cleaned and washed down; only water and biodegradable products may be used as it drains into the bay. Please be courteous when doing this cleaning. Be aware of your neighbors' deck below, the wind speed and direction, so that water will not intrude on your neighbors' deck. A little courtesy and common sense will go a long way when you are dealing with water on the Ardissonne decks.

HOUSE GUESTS: House guests may not occupy an apartment in the owner's absence, unless the Manager is notified by the owner. It's requested that if the house guest is under the age of 18, that such person be accompanied by an adult.

INTERIOR REMODELING: When interior remodeling is to be done, the owner of the unit must notify the manager in advance. The owner must complete a Unit Improvement Request Form which is available in the manager's office. It's required that any and all major re-modeling must be

done during the off season when Ardissonne occupancy is low and the remodeling will cause the least disruption to other owners. This period is May 1 thru October 31. NO exceptions. All remodeling projects must have a GENERAL CONTRACTOR in charge and the name, address, and phone numbers of the person in charge of the project must be provided to the manager in advance. This person or contractor must be available to the manager during normal hours. No construction is allowed on Saturday or Sunday. Construction hours are from 8 AM to 3:45 PM. Only. All general contractors and subcontractors must have a license and certification of insurance on file with the manager before any work can start. NO exceptions. Outside deck tile overlays are NOT permitted. All plans MUST be submitted to the BOD, before any work can start. This does not include painting, wallpaper, carpet replacement and normal repairs.

EXTERIOR REMODELING: In general, exterior remodeling in **not permitted** at the Ardissonne. Window, deck, and awning treatments that visibly change the exterior appearance of the Ardissonne must be approved by the Board of Directors. The manager is well versed on these items and owners should discuss plans with the manager before submitting it to the Board of Directors. The purpose of this rule is to insure uniformity of the exterior appearance of the Ardissonne. A Unit Improvement Request Form must be submitted.

LEASE OF APARTMENTS: Ardissonne owners are allowed to lease their units. The lease terms must be for a minimum of 90 days, with a maximum of 1 year. All leases must be submitted to the board of directors for approval and no assignments or subleases are allowed. Applications for approval can be obtained from the manager. No rooms may be rented and no transient tenants will be accommodated. Lessees are not allowed to have pets and all rules and regulations are applicable to lessees.

GUEST PARKING: Because we are located on an island, the Ardissonne has limited guest parking. If you're having many guests at a given time, please contact the Manager for assistance with parking. If only one or two cars are visiting your unit, parking is permitted adjacent to the buildings of the Ardissonne. Also, some Ardissonne owners who are not in residence and who do not have autos in their parking space may not object to other owners' guests using an empty space. However, don't let Guests park in another owner's space without determining for sure that owner is not in residence and is not expected. The Board of Directors suggests that owners in each building speak with each other about this practice to make sure all are in agreement. When in doubt, call the manager to make sure of the status. Remind your guests the speed limit within the Ardissonne is 3 mph.

SWIMMING POOL AREAS: The swimming pool area at the Ardissonne is not large and residents and guests should be aware that 6 apartments directly adjoin the pool area. Because of this close proximity, radios, stereos and iPods' should be used only with headphones. Please be considerate of others when using a cellphone. We want residents to have fun at the pool, but please use common sense when it comes to noise. Children under 12 must be accompanied by an adult. An emergency phone is located on the north side of the pool, as well as bathroom and shower facilities. Please replace all furniture cushions in the bins in Building 3 when finished using them. Also, please lower all umbrellas when finished with them. An underlying towel should be used on furniture and equipment when suntan oils, creams or lotions are used. Pool hours are from DAWN to DUSK. **There is no life guard at the Ardissonne. SWIM AT YOUR OWN RISK.**

PETS: The association will allow two small pets (dogs or cats) up to 25 lbs. fully grown at the

Ardissone. All pets must be on a visible leash while outside of the owners' apartments. Pets are not permitted in the pool area. 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, the owner, when so notified in writing, shall be required to immediately remove said pet from the premises. Defecation by any pet is not permitted on Ardissonne Common Elements and any owner or guest who ignores this rule is subject to immediate removal of the pet from the Ardissonne. We have provided for your convenience pet waste bags inside of the front gate. Pet waste **MUST** be disposed of **OFF PROPERTY**.

MAIL & PACKAGES: As a service to owners, employees will receive packages from UPS or other delivery firms sent to owners when authorized to do so by the owner. Registered or certified mail must be signed for by the owner unless the owner submits a release in writing allowing delivery to Ardissonne employees.

SERVICE CONTRACTORS: The manager of the Ardissonne has a list of contractors, plumbers, carpenters, electricians; etc. It is recommended that owners use these known service contractors as they have proven to be honest and reliable in past years. Use at own risk. No liability on the **ARDISSONE**.

OPEN HOUSES OF UNITS FOR SALE: Due to the fact that we have an unmanned gate on the weekends, that we have very limited space for parking for non residents, and that our confined driveway space could result in traffic problems, no Open Houses will be allowed at the Ardissonne. Units For Sale must be shown by appointment only.

EMPLOYING ARDISSONE EMPLOYEES: No employees may perform any personal service during working hours and no gratuities shall be given to any employee by a resident for any normal service by said employees. Any services performed for a resident by an employee outside his or her regular hours, as requested by a resident, shall be paid for by the resident. The Ardissonne does allow employees to assist owners with moving large items into or out of a unit or within a unit. Please call the manager in advance. The Ardissonne does give employees a Christmas gift, but individual residents are permitted to make a gift if they so desire.

VACATING A UNIT: When an Ardissonne owner is leaving a unit unoccupied for a long period (a month or more) the following rules apply: Notify the Manager as to your departure date and the length of time the unit will be vacant. If your unit is vacant any time from June 1 to November 30 (The Hurricane Season), all deck furniture and plants are to be removed from the decks. If the deck furniture and plants are not removed and a hurricane watch is issued, the Ardissonne will hire personnel to remove all furniture and plants from the decks and the unit owner will be charged for the removal. Water must be shut off. Water heaters must be shut off. Ice machines must be shut off. Refrigerators and freezers may be left on but all contents must be removed. (We suggest placing an open container of water in the refrigerator for humidity). Set air conditioner(s) and humidistat(s) to correct settings. Employees will check your unit periodically when you are gone. If you have outside employees checking, the Manager must know their names and have your permission for their entry. The building manager must be given a key to the unit door in the stairwell in case the elevator is out of service. If a resident leaves a car on the property while they are away for an extended period, a key to the car should be left with the

manger.

DELIVERIES: Due to limited parking and for the protection of the property, the Manager must be notified of all deliveries of furniture, appliances, or other large items at least 24 hours in advance so that appropriate precautions can be taken. Trucks larger than those described as 16 foot trucks are not permitted on the property. A 16 foot truck is one where the cargo box is 16 feet in length. Larger trucks are permitted when an owner is moving in or out.