

# THE BOULEVARD CLUB, INC.

## HOUSE AND GROUND RULES

1900 Gulf Shore Boulevard North  
Naples, Florida 34102  
239-261-2500 – Main Phone for Onsite Manager

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### **Business Management Firm:**

Newell Property Management Corporation  
5435 Jaeger Rd. #4  
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February 2021 – Updated for diaper use in pool

August 2019 – Updated Guest Suite Information and Appendix B

October 2017 – Major Renovations

October 2013 – Added Guest Suite Information, documents in Appendices, modernized language (i.e., deleted transistor radio references, adjusted call box information, etc.)

March 2007 - Changed No. 7 under Dock to Allow two more Boat Lifts

January 2007- Changed No. 7 under Docks to Allow Boat Lifts

February 2003- Added Rule: Use of Cell Phones Not Allowed at Pool Area

March 2002- Added section regarding "Pets" July 2001- Re-printed House & Ground Rule

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**APPENDICES**

- Appendix A BOAT DOCK LEASE
- Appendix B GUEST SUITE USE AND APPLICATION
- Appendix C CONTRACTOR RULES
- Appendix D FIRE EMERGENCY GUIDE
- Appendix E OWNERS' QUICK REFERENCE GUIDE

## **PURPOSE AND SCOPE**

The rules and regulations governing THE BOULEVARD CLUB are expressed in three separate documents: 1) The Declaration of Condominium; 2) The By-Laws and; 3) The House and Ground Rules. The latter applies to all persons using the Club: members, houseguests and other guests. The others apply directly to the members and contain appropriate right of action for violations of provisions of all three documents. House guests and guests, therefore, must be familiar with the House and Ground Rules and abide by them to avoid serious jeopardy to themselves and to the Club members.

It should be noted that wherever the term "Common Elements" is used, it is defined as property and installations required for the furnishing of utilities and other services to more than one family unit.

Basically, all the rules and regulations are designed to assure the comfort, quiet, convenience, safety, privacy and general peace of mind associated with dignified living in THE BOULEVARD CLUB. The rules and regulations are intended to make certain that the apartments and all of the facilities will be treated as private homes. The same neighborliness, friendliness, dignity and considerate decorum are expected at THE BOULEVARD CLUB as would be found in homes in a fine residential neighborhood.

## **AUTHORITY**

These House and Ground Rules, approved and adopted by the Board of Directors, as provided by Section I (i) of Article IX of the By-Laws, are a necessary part of the successful, satisfactory and smooth functioning operation of our Club. Changing conditions may, from time to time, make revisions necessary in rules or policies. Members are free to submit, in writing, any recommendations for changes to the Board of Directors. In the meantime, it is expected that all members and their guests will be meticulous in abiding by the existing rules and policies.

These Rules have been promulgated as a result of an extensive study of what other well-operated clubs have learned from experience, plus decades of experience from members of Boulevard Club. They take into account the rights of all members and their obligations to other members. It is expected they will ensure maximum satisfaction for all members from the facilities of this fine residential Club.

Every member must be familiar with the terms of the Declaration of Condominium, the By- Laws and the House & Ground Rules that he has agreed in writing to know, and be obligated to follow. Strict observance of these rules by members, their children, their guests, and anyone employed by the owner, is the responsibility of the owner.

## **COMPLAINTS**

Complaints, except for emergencies or in a condition requiring quick action, should be directed to

THE BOULEVARD CLUB Board of Directors in writing.

### **WHO MAY OCCUPY BOULEVARD CLUB APARTMENTS**

1. Each apartment is for private residence only. When a member is in residence, occupancy is restricted to members of his family (i.e., spouse, children, grandchildren, brother, sister, parents) and to houseguests.
2. While on the premises, children must be under parental or adult control at all times.
3. Owners must notify the manager when they are in residence, and also indicate the names of any guests, date of arrival and departure. This is required so that the onsite manager may maintain accurate information for the fire department, in case of a fire. The manager updates a special chart in the office, which the fire department checks immediately upon arriving at Boulevard Club for any alarm. The chart indicates which units are occupied, by how many people, and if any of the occupants need assistance exiting the building. The fire department depends upon accurate information to know which units will require special evacuation attention.
4. When houseguests are to occupy an apartment during the absence of the owner, the OWNER is responsible for notifying the manager in advance of their arrival. There is a "Request for Guest Occupancy" form which owners may obtain from THE BOULEVARD CLUB office, and must be completed and signed by the owner. This form provides for name and address, relationship to owner (of each guest), and the planned dates of arrival and departure. Such occupancy shall not be by more than one family in any apartment at one time. Such visits may occur once in each six-month period but shall be limited to a total of 15 days during any such six-month period, and not more than 15 successive days at one time.

### **MINORS**

Children under 18 may visit or temporarily be in residence only if they are directly related to the member. Such visits, regardless of the number of persons involved, shall be limited to a total of 15 days during any six-month period but not more than 15 successive days at any one time, except upon written consent of the Board for a specified time.

### **RESALE**

1. Board Approval is required for resale of any apartment as outlined in paragraph (E) (14) of the Declaration of Condominium.
2. Any expense to the Board of THE BOULEVARD CLUB which is necessitated or created as a result of any member's request for the sale of his apartment or any other personal,

financial, or legal matter, is to be paid by the member making the request rather than to be absorbed by the other members. An example of this would be that the owner requires an updated wind mitigation report for the building in order to sell his/her unit, generating an expense for the report. A second example is the expense of common area keys being made to replace keys lost by an owner. A third example is a request for copies of documents to be made for the owner.

## **MOVING**

1. Whenever a member plans to move into or out of the Boulevard Club, the member must check with the onsite Manager and establish a date, which will not conflict with any other planned moving dates.
2. **Moving is restricted to weekdays only (Monday through Friday).** Moving arrangements must be made to have the moving vans or vehicles arrive at The Boulevard Club premises no earlier than 9:00 A.M. Moving shall be completed in ample time to permit the removal of the elevator pads by 4:00 p.m.
3. If the van is particularly large, which may cause damage to the driveway pavers, the movers may be required to park the van on the street and transport the contents of the apartment to/from the truck to the building.
4. No moving shall be permitted after 4:00 pm. The unit owner shall be responsible for informing the moving company personnel to comply with this Rule. **This may mean completing the move the following day.**

## **OPEN HOUSE PROCEDURE**

It is a rather common practice for Realtors to hold an "Open House" to help in the sale of property. This method is permitted if the security of the building is not compromised and it is done on the following basis:

1. At least one (1) week in advance of the proposed showing, the Realtor or owner is to submit a written request for permission giving the date the "Open House" is desired. Only one "Open House" will be authorized on any given date.
2. The period of the showing will be limited to a Saturday or Sunday afternoon not to exceed four hours.
3. For the showing, the Realtor or owner must arrange for two people to participate. One will remain in the lobby to greet prospects and he or she will direct them to the proper apartment where the second person will show the apartment.
4. Under no circumstances may any member of a Realty Company be provided with a key to the exterior entrance to our building.

5. During the period of the showing, the Realty Company or owner may have an "Open House" sign placed near the driveway to the building.
6. If you plan to sell your apartment, please advise your Realtor to contact our onsite Manager who will advise them of the proper procedure to follow if an "Open House" is desired.

## **FACILITIES OF THE CLUB**

Facilities of THE BOULEVARD CLUB are for the use and enjoyment of ALL members and their houseguests only. A houseguest is defined as one who is living on the premises at the specific invitation of a member. Use of the facilities must not interfere with the rights of others.

## **BUILDING ACCESS BOX AND DIRECTORY**

1. Your visitors will find your name and assigned code number on the BUILDING ACCESS BOX, which is located outside of the front doors. When the visitor dials your code number, your telephone will automatically ring.
2. To allow your visitor to enter, press "6" on your telephone. This will signal "door open" and the visitor is free to enter. After hearing the tone indicating the lock has been released, you may hang up.
3. To deny entry, simply hang up without pressing "6" on your phone.
4. The building access box directory should reflect only the name of the member of the respective apartment, not the unit number.

## **PETS**

*(This section was approved by Board of Directors and added to the House & Ground Rules on 3-18-2002)*

No pets of any kind may be kept in any condominium units.

## **SWIMMING POOL & POOL AREA**

Rules for the pool area are covered by Florida laws and Board of Health Regulations. To maintain private pool status, the following rules are posted at the pool area:

1. Pool Hours are 9:00 am – 8:00 pm, weather permitting.
2. No lifeguard is on duty -- Swim at your own risk.
3. Children under 12 years old must be accompanied by an adult.

4. Use of pool is restricted to Boulevard Club members and guests.
5. Residents and guests must wear cover-ups and footwear when going to and from the pool and their unit.
6. Use outside shower located on the outside wall, within the pool area, to remove suntan lotion before entering pool.
7. Restroom facilities are available only through outside restroom entrances on the South side of building.
8. The Bay Room is not to be entered by persons in bathing attire.
9. Use an underlying towel or cover to protect poolside furniture.
10. Pool furniture must remain on pool deck.
11. No glass containers are permitted in pool area.
12. No food is permitted in pool area.
13. Diving is permitted in the deep area and at your own risk.
14. No more than 20 people are permitted in the pool at one time.
15. No animals are permitted in pool or on pool deck.
16. When non-toilet trained children are using the pool they must a swim diaper.
17. Audio and electronic devices are not permitted in the pool area except when used with earphones.
18. Please dry thoroughly when returning from the pool so you won't drip water on the inside tile, carpeting and elevator floors.
19. Use of cell phones is not allowed at pool area, EXCEPT for internet capabilities or texting. The devices must be muted so that they do not emit any sounds. The goal is to disallow phone conversations and device noises, which would disturb others at the pool, or those living in east-facing units.

## **BAY ROOM**

1. The Bay Room and Patio areas are shared amenities and are available to all members on a first-come, first-served basis. On occasion, an owner may reserve the Bay Room/Patio for groups of 12 or more. There must be a minimum of 12 persons per event. Hours of events will be 12-3pm and 5:30-10pm daily. Reservations must be submitted in writing to the daytime manager a minimum of 7 days in advance. Please send via email (bcnaples@gmail.com) or call 239-261-2500. Upon approval of day time manager, please note the event in the reservation book located in the bay room. One week prior to the



event, the host must post a confirmation of the event notice on both Boulevard Club bulletin boards. Confirmation of event notices will be available in the reservation book. On the scheduled day of the event the owner should flip the Bay Room door sign to "reserved".

- Owner/hosts must make and attend their reserved function
- Multiple reservations by the same owner to assure dates are not allowed
- Grill and table in the grill area are to be shared by all owners and cannot be reserved
- Events with fewer than 12 persons cannot "reserve" and are not private events
- The Bay Room/Patio area is open to all owners and their guests on a first-come, first-served basis

2. The Boulevard Club is a smoke free building and property. Smoking is not permitted in the common areas or individual condominiums.
3. The using owner, leaving the Bay Room at the conclusion of private entertaining, is responsible for:
  - turning off all lights,
  - adjusting air conditioner temperature back to default temperature of 79 degrees (as indicated on the sign by the thermostat),
  - ensuring that oven is off, and the icemaker door is closed,
  - ensuring that garbage has been bagged and taken out to the dumpster, and recyclables have been taken to a recycle bin,
  - running the dishwasher, and then emptying it on following day,
  - cleaning all counters and floor (or ask manager to clean, for an additional charge to you),
  - and ensuring all doors are securely closed (kitchen door to outside, Bay Room door to outside, and locks to bathrooms are turned so outside access of bathrooms in car port does not permit access into the Bay Room). All of this provides for a secure building for all of your neighbors.
4. Persons who have private parties are responsible for any damages that may occur to the Club property.
5. Any member who holds a private party of any nature between December 1 and May 1 anywhere on The Boulevard Club premises, whether in the Bay Room or in their own unit, shall provide for off-premises parking for all vehicles in excess of ten (10) at said member's expense, (if any expense need be incurred.)
6. In order to insure the quiet and comfort of others, the Bay Room must not be used for private cocktail and similar parties after 10:00 p.m. Special permission may be obtained from the Board to use the Bay Room until a later hour for quiet affairs such as bridge parties.
7. The Bay Room facilities cannot be used for business, civic, religious or political purposes, without the express written approval of the Board of Directors. The room may not be reserved to be used as a temporary office for members or guests.
8. The large TV (and DVD player) may be used by owners. There is standard basic cable service connected to the TV.
9. Informally, owners have created a lending library on the bookshelves on the south wall of the Bay Room. Feel free to borrow from or add to the library.

10. There is an emergency phone located in Bay Room on the north end of the kitchen counter.

## **NOISE**

1. In order to insure your own comfort and that of your neighbors, TV's, musical instruments and audio/electronic devices must have the volume maintained at a reasonable level at all times.
2. Operation of audio and electronic devices is prohibited in the corridors and elevators.
3. The concrete floor of each apartment must always be covered, except for areas temporarily uncovered for immediate installation of replacement covering material.
  - a. When carpeting is installed, it must be with heavy padding of good quality and at least 68 ounces in weight.
  - b. To install any hard surface flooring, an owner shall notify the Board of Directors before commencing such installation and proceeding with the requirements as outlined in Section P Floor Coverings and Soundproofing of BC Declaration of Condominium.
4. Repair work done by unit owners or contractors that causes noise and annoyance to other unit owners is prohibited before 8:00a.m. and after 4:00p.m on weekdays.
5. No work is permitted on Saturday or Sunday unless it is to accomplish an emergency repair, such as a broken water line. For more details, see the Contractor Rules in Appendix C. These are provided to each contractor who works in the building, for the condominium association or for an individual owner.

## **ELEVATORS**

1. Under Florida State Law, no smoking is permitted in the elevators.
2. In the event of power or mechanical failure, the elevator will stop operation temporarily. Sound alarm bell and be patient. Use elevator "phone" button to call for assistance. You should be able to communicate with monitoring company and notify them of your situation and location. Emergency lights will come on automatically if power fails.
3. During these periods, when elevators are not in operation, use the stairways until the elevators can be reactivated.
4. In the event the smoke detectors above the elevator doors are activated, the elevator will slowly return to the ground floor and doors will open automatically. The elevators will then be inoperable until they are reset by the fire department.

## **DELIVERIES**

Owners and workers are required to notify the Club office prior to delivery or removal of furniture, appliances or heavy materials so that protective pads may be installed on the elevator walls and floor, and protective runners put on top of the hall tiles and carpeting. Pads and runners are

stored in the north stairwells of each tower.

The onsite manager might be available to assist owners and workers with the elevator pads and/or the protective floor covering, but it is ultimately the responsibility of the owner to ensure that the elevators and the floors are not damaged. Special attention should be paid to protecting the tile floor on the main level, especially against breakage from heavy appliances or furniture. The cost to the owner whose workers damage the tile floor will be significant, as repair work is difficult.

## **RENOVATIONS & WORKERS**

1. Owners are responsible for informing and seeing that their workers entering and leaving the building have laid down the proper covering on top of the tile and carpet and that the elevator pads are in place before bringing in or taking out equipment, appliances, tiles, cabinets, or any other materials which could cause damage to any common area.
2. Repair costs for any damage to the elevators, walls, floors or any other common element by an owner, or any person in the building at the request of an owner, for renovations, deliveries or removals, shall be charged to the unit owner. This includes the cost of cleaning the tile or carpet.
3. Fire Sprinkler Requirement - Any Boulevard Club owner who is contemplating a major renovation or replacing their windows should be aware of a newly enforced regulation. The Naples Building Department is requiring that a single fire sprinkler be installed in the lanai room of your unit. This requirement is not retroactive. All owners should work closely with their general contractor and Naples Building Department to determine the requirements for their project.

See page 10 – NOISE for more information on permissible workdays and work hours for

## **MAJOR RENOVATIONS**

1. Major construction projects are only permitted during May 1 - Nov 1.
2. Major construction projects are subject to a fine of \$100 per day up to \$1000 for a delayed construction project.
3. The Association would like an opportunity to have a plumber check the waste water pipes for cracks and replace those pipes as needed.
4. Approval to install tile in bedrooms with Proflex RCU 250 underlay is contingent upon owners concurrence that in the event an owner of an adjacent unit complains about noise transferral, the owner agrees to install area rugs within 10” of the wall to remedy such situations.

## **CORRIDORS AND STAIRWAYS**

1. Corridors and stairways are for ingress and egress only.
2. Storage of any type is prohibited by the Fire Marshall except in lockers. The stair landings are not to be used as storage areas.
3. Doors to stairways must be kept closed.

## **WINDOWS**

Windows are part of your Club as well as your home. Make sure windows are closed and sealed, to protect against damage to your unit, and the building in general.

The following provisions have been introduced to avoid detracting from the appearance of the building complete:

1. No object or material is to be placed or stored outside the windows that the Board of Directors may consider objectionable or detrimental to the appearance of the building. This same provision would also apply to anything that may be placed inside the windows, which is visible from the outside.
2. The installation or use of any object either outside or inside the windows of any member's apartment which will in any way serve to feed or attract any birds, insects, or other forms of animal life is prohibited. Similarly, bird or animal feeding anywhere on the premises is prohibited.
3. To prevent damage from sudden or severe storms to your own, and adjoining apartments, it is suggested that owners carefully close and secure all windows when leaving their units. Ensure that windows are locked into a tight sealing position that will keep the water out. This is especially important to do before you leave for an extended period of time. Note that you will be financially responsible for any damage that you cause to a neighbor's unit.
4. If you intend to replace your windows, the onsite manager will provide paint color standards and all other technical requirements upon request. He is authorized to receive applications, plans and specifications for approval by the Board of Directors. Upon receiving your window plans, the Board of Directors will process and analyze your plans, ensuring that they meet the State and local code standards, as well as our building standards. You will be notified in a timely manner of the approval by the Board of Directors, or any revisions to your plans that they will require before approval is granted.

## **HURRICANE SHUTTERS**

1. All plans and specifications for proposed hurricane or storm shutters must first be submitted to the Board of Directors before installation.

2. All Shutters shall be white in color and shall comply with all current City Building Codes and/or other applicable Agency Codes controlling the installation of hurricane/storm shutters. Shutters are property of the unit owner.

## **PARKING**

**Permanent undercover car space for one car is assigned by number to each owner on his or her side of the building.** These undercover car space (i.e., carport) assignments are pre-determined, since they are specifically deeded to each unit. Outside parking for owners' second car is readily available.

1. Owners may request the use of an unused carport space directly from the deeded owner of the space. It is not the responsibility of the Manager to discuss these matters with owners. Occasionally owners may choose to temporarily "trade spaces" when one owner has a special mobility need that makes another owner's carport spot more advantageous to use.
2. Owners with more than two cars must find parking space off the Boulevard Club property, unless parking on premises is plentiful.
3. Members are prohibited from backing into assigned parking spaces, to prevent staining of concrete or damage to shrubbery.
4. **DO NOT** park in an assigned carport space that is not your own even if yours is inadvertently occupied. Use the guest parking area temporarily. The Manager can help you determine who is accidentally parked in your space, so the situation can be rectified promptly.
5. Inform guests to park only in the open air spaces.
6. Any member who holds a private party of any nature between December 1 and May 1 anywhere on The Boulevard Club premises, whether in the Bay Room or in their own unit, shall provide for off-premises parking for all vehicles in excess of ten (10), at said member's expense, (if any expense need be incurred.)
7. The parking area in the front of the building is **not to be used for all day or overnight parking.** These few spaces are reserved for the continuous coming and going of daily visitors and routine short time parking for friends and for the pickup and discharge of passengers. For overnight or extended parking, please ensure that you and your guests park on the north or south sides of the building
8. If you have **maids, cleaning personnel, nurses, etc.** who work for you regularly, inform them that they are to **park in the open air spaces on the north or south side of the building.** The limited number of spaces in the front of the building (west side, by the front door) are for the use of GUESTS of owners.
9. When you have **service or repair personnel**, inform them that they are to **park in the open air spaces on the north or south side of the building.** Again, the limited number of

spaces in the front of the building (west side, by the front door) are for the use of GUESTS of owners.

10. No trailers, boats or motor vehicles other than private automobiles will be permitted to park on the premises.
11. Privately owned bicycles of members and their guests may be parked only in the particular space designated for this. This designated space is the bicycle closet, which is located on the southwest side of the building. Your unit key will open this closet. It is important that you do not knock over or disrupt bicycles of fellow owners that are already in the bicycle closet. If you experience a problem getting your bicycle into the closet, please contact the Manager for assistance.
12. Members' cars kept on the premises shall not display any lettering or signs, either permanent or temporary, of a commercial nature such as a business name, advertising or FOR SALE, etc.

## DOCKS

1. Boat owners who are dock lessees and/or guests must exercise as much consideration as possible in the use of their boats to restrict noise to a minimum.
2. No one is permitted to stay overnight in or on boats.
3. Any fish caught must be cleaned in the individual's own apartment. State law prohibits the cleaning of fish outside. It has been deemed dangerous to the lives of pelicans, since they try to consume the waste, often lodging fish bones in their throats. The debris from fish cleaned in one's own apartment shall be carefully wrapped and discarded in the outside dumpster so as to not soil the common areas. **Under no circumstances shall such debris be discarded down the garbage chute or put in the trash room.**
4. The waters of the Bay shall also be kept clean of bait and debris. Fishing line, nets, plastics and anything which might affect the safe operation of boats shall not be allowed in the water. Environmental laws now in effect as well as environmental laws passed in the future shall be adhered to by all parties using the docks and the Bay to the east of the building.
5. Fishing from the seawall of docks is permitted only by members and their houseguests.
6. All boat owners, dock lessees, and/or guest boat owners using THE BOULEVARD CLUB docking facilities must be rigidly bound by the following:
  - **No** vessel with sanitary facilities is to be permitted to use their sanitary facilities (toilets, showers, etc.) at the docks. In the event that a vessel has sanitary facilities, all dock lessees have executed agreements to the effect that a) vessels using these docks, and equipped with sanitary facilities, will be equipped with treatment facilities approved by the Department of Pollution Control; OR b) vessels using these docks will be equipped with holding tanks that will not be discharged at or near these docks and that they will only be discharged at public or private facilities, approved by the Department of Pollution Control.

7. No boat equipment is to be stored on docks.
8. Boat lifts are permitted in dock spaces 1, 2, 3, 10, 11, and 12 only. This is to maintain a pleasant view of the bay for owners, for a portion of our waterfront.
9. Please do not walk through the Bay Room as a short-cut to the docks.
10. Notify the Manager to turn on power for electric outlets outside the building. Electric outlets inside the Bay Room are not to be used for charging batteries.

## **GARBAGE MANAGEMENT**

1. **KITCHEN SINK DISPOSALS** - Disposals should be used only for easily digestible refuse. Fibrous materials of any sort such as: celery, citrus peels, corn husks, pea pods, artichokes leaves, etc. are examples of items that cause problems. Grease and fats also create difficulties since they will accumulate and ultimately clog the disposal and cause back-up of water in the disposal lines. A problem you cause will most likely cause damage in your "down-stream" neighbor's kitchen.
  - It is important to flush disposals thoroughly with hot water after their use to help keep pipes clear.
2. **GARBAGE CHUTE** – There is a garbage chute located in the garbage room on each floor.
  - Garbage should be placed in strong, plastic bags and securely tied, before being dropped down the garbage chute. **DO NOT USE CHUTE FOR EXTREMELY WET AND HEAVY GARBAGE, OR ANY BAGS CONTAINING GLASS.** The bags are dropping down the chute, to a garbage container on the ground floor, so your bag must be strong enough, small enough in diameter and light enough to endure the drop without breaking.
  - Do not put boxes more than one foot square in the garbage chute - they will get caught in the chute and impede all trash that is thrown down the chute. Larger boxes and packages may be left in the utility room for pickup by the onsite manager. Mark the box as "trash".
3. **GENERAL GARBAGE & REFUSE** - Waste material that is not suitable for the chute or your kitchen disposal should be placed in strong plastic bags, tied securely, and taken directly to the dumpster by the owner. Also, **ANY FISH DEBRIS AND ANY OTHER ODOROUS WASTE MATERIAL MUST BE SECURELY WRAPPED AND CARRIED TO THE OUTSIDE DUMPSTER FOR DISPOSAL BY THE OWNER.** This must be done immediately, and never placed in the garbage room, not even temporarily. The dumpster is located near the street, on the northwest end of the property.
4. When taking garbage to the garbage room, please take care that the bags are not dripping onto the carpet.

**RECYCLING** - Recycling is mandatory in Naples. Instructions for recycling are posted in the garbage room on each floor. Each floor has two blue bins for recycling. In years past, materials had to be separated. Now paper, plastic, glass and metal is all collected together, so recyclables can go into either bin.

- Rinse bottles, plastic containers, and metal containers and place in bins provided. You may also clean containers, place them in a plastic bag (even a grocery bag) and place the entire bag into the blue bin. DO NOT discard recyclables in the trash chute.
- All loose papers should be placed in the bin provided, not down the trash chute.

## **MAINTENANCE STAFF**

1. The onsite manager is available during his regular working hours (Monday to Friday, 7:00 am to 10:00 am, then 1:30 pm to 4:00 pm). His main job is to maintain the common areas and services. He has a regular work routine, with assigned daily responsibilities that have been established by the Board of Directors. He can also answer questions for owners, or assist them with such items as arranging to let a contractor into the building or fixing a common area problem such as burned out light bulbs.

2. All requests for private services are subordinate to the maintenance and needs of The Boulevard Club.

3. Owners may make their own financial arrangements with the manager for any work to be performed by the manager, for the personal benefit of the owner. This work must be completed by the manager after normal working hours. The manager is not obligated to accept any request for personal work, nor is he to be pressured into completing any work for any owner. Examples of common requests might be changing light bulbs purchased by owners, within their units, changing a light switch, setting up a new TV connection to the cable box in the owner's unit, or periodically starting a car left for the summer so the battery does not die.

4. The onsite manager is not authorized to sign for registered mail or packages.

5. All common area or building equipment failures should be reported immediately to the onsite manager. These will be remedied as soon as possible.

6. If the onsite manager is not available, when a problem needs to be reported, please contact our property management company – Newell Property Management. They have a staff that monitors their answering machine regularly.

7. All units are inspected by the onsite manager on a weekly basis, when owners are not in residence. This ensures that water leaks have not occurred and air conditioning is functioning properly to avoid mold and mildew. There will be no charge for this service. A form will be placed on your counter that lists the dates that your unit was inspected or the insect control contractor entered your unit.

8. When owners leave for any extended period of time, they should turn off their hot water tanks and their water supply. Owners should also close their hurricane shutters, during hurricane season, if they do not have windows that meet the current hurricane protection code. The manager can assist you with this if you do not know how to accomplish these tasks.



9. All persons are requested to refrain from interfering with the manager during his working hours and particularly from unnecessary conversation that can delay his schedule.

10. At the option of the Board of Directors, a service charge will be billed to the apartment owner if requests for services are of a nature that may put the manager behind in his regular duties.

11. Contractors are hired to perform outside window cleaning for the entire building several times each year (3 or 4 times). Also, we have a contract with the air conditioning firm that maintains the common systems that run the cooling tower (into which each of our individual air conditioning units connect) and the chillers (which cool our common hallways). This contract provides for bi-annual inspections of each unit's air conditioning system. The filter is changed, as well as the strip that keeps algae growth out of the cooling water. This service is included in each owner's quarterly dues.

12. Each air conditioning equipment room contains a small device to detect if the air conditioning unit is leaking. This device – known as a “water bug” – will emit an alarm sound if water drips onto the floor. The batteries in these devices are changed regularly. Do NOT remove or move these devices. They protect you and your neighbors below you from water damage.

## **TIPPING**

Please refrain from tipping the manager in his regular line of duties. You may make arrangements for payment for specified work for you, that occurs outside of the manager's normal work hours (if he accepts). The Boulevard Club provides an annual holiday tip, but you may also tip the manager individually at the holidays (a common practice).

## **SECURITY**

1. Keep all apartment doors secured at all times whether you are in the apartment or not.
2. Under no circumstances may unit owners or their guests unlock the entrance for any persons not known to them personally. Refer any strangers to the manager or ask the stranger to call the unit owner they intend to visit by using the building access box at the front of the building.
3. Report any suspicious person or incident immediately to the manager.
4. Discourage solicitors of any type, and refer them to the manager.
5. **No propping open of outside doors.** This compromises the security of the entire building. Also, ensure that your guests and contractors know this.
6. Punch key locks have been added to two doors on the south side of the building for owner and contractor access.

## **SAFETY**

1. Safety precautions -- Fire regulations and insurance liabilities make it necessary to issue the following instruction:

In the event of fire or other emergency, electric power might not be available. In that event, elevators would not operate and apartments could be in total darkness. Escape from apartments or attempts to reach your apartment by firemen or rescue personnel could be hampered by an excessive amount of furniture blocking apartment entryway areas. Consequently, the placement of furniture should be carefully examined. No objects such as chairs, chests and tables or artificial plants should impede passage to or from apartment entrances. Doorways of air conditioning compartments, storage rooms, as well as fire extinguisher panels should always be clear of any objects in front of them.

2. Each owner has received two copies of The Boulevard Club Fire Safety Plan. This plan has been created with the guidance and approval of the Naples Fire Department. Owners should read this plan and be familiar with the plan. In brief, exit the building by using the fire stairs if you hear the fire alarm. Congregate on the south side of the building so the fire department may determine who might still be in the building.

3. **Always tell the manager when you will be in residence.** The manager prepares a weekly list of occupied and unoccupied units, which is kept in the front office for the Fire Department. The manager must know how many people are staying in each unit. He must also know if any occupants might not be able to leave the building without assistance.

4. **If you are unable to leave the building without assistance,** it is best to go to the landing of the fire stairs and wait for the firemen to rescue you. The less preferred alternative is to close yourself into a bedroom that is farthest from the front door, away from any fire danger.

## **KEYS**

1. Outside Schlage Primus door keys to our building are the property of THE BOULEVARD CLUB.

2. Two keys for outside entrances to our building are issued to each unit owner.

3. When an apartment changes ownership, outside door keys must be returned to THE BOULEVARD CLUB, which will register and re-issue the keys in the name of the new owner.

4. To protect our building security, resident owners should not give or loan outside door keys to relatives, friends, employees, contractors, etc. These people should be admitted to the building by the resident through the use of our access box by the front door. Guests or contractors may obtain a temporary access code from the manager. Please make prior arrangements for this. The code will be turned off after the guest or contractor has left, in order to maintain building

security for all.

5. If an OWNER loses an outside key, and requires a replacement, the owner needs to contact the manager. The manager will complete a special authorized request form which is delivered to the local Schlage Co. dealer with an "ID" card. He will forward the request to the factory for processing of the duplicate key. The Schlage Lock Co. maintains control of the inventory and keys can only be duplicated by their factory. **A deposit of \$100.00 is required for each duplicate key ordered. On return of the key to THE BOULEVARD CLUB, the deposit will be refunded.**

## **FIRE/SMOKE SECURITY SYSTEM**

The Fire Alarm System was designed to meet our basic requirements in terms of ease of operation, state of the art technology, readily available spare parts and conformity with the local Fire Codes. While we have had the same basic system for a number of years, the various components have been replaced regularly, and they are inspected annually by the fire department. The alarms are tested annually by Gold Coast Fire and Security Company.

**The system has three distinct parts:** a detection system; an alarm system; and appropriate hardware to monitor, control and operate the total system.

1. **The Control and Monitoring System** – This system monitors the various components of the fire/smoke detection system and maintains a continuous link with our contracted monitoring company. Any significant incident within the building will be passed to the monitoring company who will immediately contact the Naples Fire Department.

2. **The Detection System** - The fire detection part of the system consists of a combination of heat and smoke detectors in each apartment, a smoke detector outside each elevator entrance, one in the Bay Room and one in the lobby. Also, heat detectors are installed in each electric room (located on either side of the center set of parking spaces on the north side of the building) and each elevator equipment room.

All of the above detectors are hard wired so as to avoid the use of batteries except as a back up in the event of a power failure. It should be particularly noted that only the heat detectors in the apartments are integrated into the system and therefore operate the alarm systems automatically. The smoke alarms in each apartment are designed to be within the control of residents should an incident occur and are not therefore integrated into the central system. **DO NOT ATTEMPT TO TEST YOUR OWN SMOKE DETECTOR, AS IT IS HARD-WIRED TO THE MAIN ALARM SYSTEM.**

3. **The Alarm System** - The alarm system requires the establishment of pull stations (hand operated devices to initiate the total alarm system) at the exits on each unit owner's floor, one in the Bay Room and lobby, and at strategic points on the first floor hallway. In addition, strobe lights/alarms are installed in each apartment, one at the elevator area on each floor, one in the first floor lobby, and one in the guest suite. The strobe light/alarms respond to the operation of

the activation of the heat detectors.

### **Operation of the Fire/Smoke Detection System:**

1. **Occupied Residential Units** - The **smoke detectors** in the residential units are **not** connected to the central control system and are therefore entirely under the control of the occupant of the unit. The system has been designed in this way so that insignificant incidents and unnecessary disturbance within the building can be avoided. These smoke detectors do **not** require testing by the owners.

In the event the smoke detector(s) sound in any unit, the occupant should then take immediate action to determine whether the alarm has been triggered by a trivial incident, such as burning toast, or whether the incident is serious. Should it be a case of a false alarm, then the only action required is to mute the smoke detector by ventilating the apartment.

An actual fire requires immediate action. The occupant of the unit must immediately leave the apartment and proceed to the nearest hallway pull station, operate the alarm, then leave the building by way of the nearest stairwell. Pulling on the pull station will cause the alarms throughout the building to sound and so alert everyone. At the sound of the alarm, everyone must immediately leave the building. Both elevators will automatically return to the ground level when the alarm system is activated, so Residents must use the stairs to leave the building.

Disabled persons should go to the fire stairwell and wait for the fire department to rescue them. The stairwells have been designed to afford safe protection against fire for two hours.

Having evacuated the premises, all persons should congregate on the south side of the building so they can be accounted for. The fire department will use the roster that is maintained in the front office to determine whether all have safely exited the building. Again, it is essential that you always notify the onsite manager when you are in residence, including the number of guests who may be with you.

2. **Unoccupied Units and Non-Residential Areas** - The system is designed to cover incidents in these areas automatically. Each is protected by a heat detector and in the event of fire in these areas, there will be an increase in temperature at the location of the fire and, at a critical point, the heat detector and alarm will be triggered. All heat detectors and the smoke detectors at the elevator door on each floor are integrated into the control system so that all alarms will sound automatically and the alarm monitoring service will be informed of the incident and its location. When the alarm sounds, everyone from all locations in the building must evacuate the building according to the instructions given above.

3. **Summary of Fire Action Plan** - The following action is required by occupants of the building in the event of fire at different locations.

- Residential Units
  - In the case of YOU SETTING OFF THE SMOKE DETECTOR FOR A **MINOR ITEM** LIKE BURNED TOAST, the smoke alarm will stop sounding when your

smoke dissipates. The alarm will only be going off in your unit.

- IN THE EVENT OF FIRE OCCURRING in the unit, leave the apartment immediately, **operate the nearest pull station**, then leave the building.
- All other areas
  - When the general alarm is sounded throughout the building, evacuate the building immediately.

It is requested that all residents make themselves familiar with the location of the various components of the system, and in particular the pull stations, so that no delay is experienced in the event of an actual fire.

The Fire Department urges anyone who smells smoke or sees an actual fire, not to hesitate to activate the manual pull alarms immediately, so that valuable seconds may not be lost.

For the protection of each apartment, it is strongly recommended that each member purchase a small hand fire extinguisher to be wall-mounted inside each apartment. This would be particularly helpful and important in the event of any grease or electrical fires in the kitchen, or elsewhere in the apartment, or in the air conditioning units.

## **RESPONSIBILITY OF OWNERS VS. CONDOMINIUM ASSOCIATION**

"An individual family unit" is described in Section E, item 3, page 4, of the Declaration of Condominium of THE BOULEVARD CLUB, INC. The owner of such a unit is responsible for the maintenance in good condition of everything within the interior of this unit. This includes but is not limited to, the property described below:

1. **AIR CONDITIONER** The air conditioner located within the family unit and everything contained within the air conditioning unit. (That part of the air conditioner from the tower on the roof to the entry and exit points of the pipes into the family unit is the responsibility of the Club.) Twice a year, each family unit air conditioner will be inspected, the air filter will be changed, and notice of any potential problems will be provided to the owner. The service is provided by the contractor who maintains the common portions of the air conditioning system ( the roof components). Also, each air conditioner room is equipped with a small device called a "water bug". This device detects water on the floor, which would be the result of YOUR air conditioner unit leaking. If you hear the alarm, you will need to contact the air conditioning contractor to repair your individual unit. Note that your unit leaking will cause damage to the owners who live below you, so there is always an urgency to respond to this alarm.

2. **PLUMBING** Plumbing inside the family unit including pipes within the walls of the unit. (Plumbing which is a part of the "Common Elements" is the responsibility of the Club.)

3. **ELECTRICAL SYSTEM** All wiring and other related facilities within the family unit except for that wiring which is a part of the "Common Elements" described in item #2.

4. **APPLIANCES, FIXTURES AND CARPETING** This includes attached carpeting, refrigerator, stove, built-in oven, washer, dryer, dishwasher and disposal. It also includes bathroom fixtures such as tub, shower, commode and lavatory.

5. **WINDOWS AND SCREENS** Maintenance of a water tight seal or junction between a window frame and outside of wall are the responsibility of the owner. The outside wall itself and the roof are the responsibility of the condominium.

6. **DRIVEWAY** Posts, curbing or shrubbery damage caused by owner or guest, is the responsibility of the owner.

## **SOLICITATIONS**

From time to time, certain members may be active in civic affairs and involved in fund-raising programs. In such instances, direct personal solicitations to other members by phone or at their condominiums is prohibited. To avoid any possible embarrassment, such solicitations should be by mail only and with arrangements for the solicited member's reply or contribution to be sent direct to the organization involved rather than to the member in the Club who does the soliciting.

## **MISCELLANEOUS**

1. **Dollies** to assist you in moving suitcases, hanging clothes bags, etc. to and from your car when traveling are provided and are to be kept on the first floor of the north fire escapes.

2. **Shopping carts** have been placed in each parking area for your convenience. When a cart is used, it is imperative that it be promptly returned to the parking area for the use of the other members.

3. **Bulletin Boards** are for notices and announcements of interest and concern only to the members. No commercial, civic, political or personal ads, notices, information or literature will be permitted.

4. The **Common Areas** just outside the entrance doors of some apartments are decorated by the owners with furniture, pictures, etc. In order to assist the Manager in his duties and work, these owners are expected to assume the responsibility of maintaining such areas by regular and proper cleaning, dusting, and vacuuming.

5. The common area air conditioning equipment which is designed to provide proper temperature and low humidity for the corridors and storage rooms throughout the building, requires a low humidity environment. Consequently, no live plant may be placed in the hallways. However hurricane shutters are the responsibility of the condo owner.

6. Pursuant to requirements of the Florida Clean Indoor Air Act, as revised effective October 1, 1992, **smoking is expressly prohibited in all common areas inside the condominium building.** In addition, the owners adopted a comprehensive no smoking policy in 2014. The Boulevard Club building and property are smoke free.
7. Please help keep your building clean by wiping your feet on the mats outside the entrance doors. It would help to take off beach shoes before entering the building, and for beach walkers not to use the front lobby door. Also, be mindful of walking through oil spots in empty parking spaces.
8. **Spills and dirt in common areas** – If you spill in common areas, or track in dirt, rain or sand, please clean it up immediately. This is your home as well as your neighbors'. Spills or debris may cause a fall hazard, as well as be unsightly, especially if a fellow owner is entertaining company. This is particularly important on weekends and evenings when the Manager is not on duty. Cleaning up a spill immediately will also avoid a costly cleaning bill, especially if the spill is on the tile or grout on the main floor.
9. **Inform the Manager** about any problem that you cause or you notice, that requires further attention. Examples would include plumbing problems in the pool bathrooms, spills on the Bay Room or hall carpets, lights that are out, or marks and damage to the common area walls (often from luggage or large deliveries).
10. It is particularly important that you inform the Manager if an outside door is not closing properly, since this affects the security for everyone. **If you notice a door that has been left open, please close it immediately.** Outside doors are not to be propped open with carpet, stopped from locking with tape over the lock mechanism, or chained open. The chains are only for momentary use as you bring suitcases or groceries into the building. Close the doors before you proceed upstairs.

## **GUEST SUITE USE**

Please refer to the complete set of Guest Suite Rules & Procedures and Rental Application form located in the Docs and Forms section of The Boulevard Club website. The Boulevard Club's Guest Suite is located on the lobby level in the northwest corner of the building. The entrance to the suite is on the north side of the building near the west end, accessed through the carport. Guests will be given a unique access code to use during their visit. Use of the guest suite is for family and other guests of owners. The sponsoring owner must be in residence during the entire use period. No person under 21 years of age shall be permitted to occupy the guest suite unless accompanied by one of his/her parents or guardians. Maximum capacity is six persons of with no more than four adults.

To reserve the guest suite owners need to contact Newell Property Management. If the

reservation is approved (i.e., there are no scheduling conflicts), then the application and 50% of the total fee (rent, taxes, and cleaning fee) should be promptly sent to NPM. The suite may not be used for more than 7 consecutive days. Check in time is 2 PM. Check out time is 11 AM. The expected weekly rental period is Sunday to Sunday. With approval, these days may be changed. If there are no other requests for use of the guest suite, guests may stay up to an additional 7 days. The Boulevard Club House Rules and Regulations apply including strict prohibition against smoking and pets. The Guest suite is a de facto extension of the sponsoring owner's unit. It is not the equivalent of a hotel room.

### **Kayak and Paddle Board Dock and Equipment**

The Boulevard Club's kayak and paddle board floating dock and launch is located just east of the pool on the bay. There is a selection of single and tandem kayaks as well as two stand up paddle boards. The kayaks, paddle boards, PFD's and paddles are free to use by all members and their guests.

**It is imperative that all unit owners and their guests fill out and sign a waiver form before using the kayaks and paddle boards.** Waiver forms for unit owners and guests will be available in a binder located in the Bay Room.

Safety is everyone's primary concern so **Lifejackets/PFD's must be worn at all times.** Also, at this time the Association can not provide storage for private kayaks or paddle boards.





# **APPENDICES**

**Appendix A – Boat Dock Lease**

**Appendix B – Guest Suite Use and Application**

**Appendix C – Contractor Rules**

**Appendix D – Fire Emergency Guide**

**Appendix E – Owners’ Quick Reference Guide**