

SERANO AT HAMMOCK BAY, A CONDOMINIUM

RULES AND REGULATIONS

The following Rules and Regulations apply in connection with the use, operation and maintenance of the Condominium Property, and any other properties which the Board of Directors of the Condominium Association has authority to administer.

A. GENERAL RULES

1. Passenger automobiles, sport/utility vehicles, pickup trucks, vans and motorcycles (used for personal transportation and not commercially) that do not exceed the size of one (1) parking space in either parking garage that is part of the Condominium Property (the "Garage") may be parked in the Garage, but not elsewhere on the Condominium Property. Commercial vehicles, commercial trucks, campers, motor homes, trailers, boats and boat trailers are prohibited. Bicycles and mopeds shall be parked only in the bike storage areas or as may otherwise be designated by the Directors. Vehicle maintenance is not permitted on the Condominium Property. All vehicles must be currently licensed and no inoperable or unsightly vehicles may be kept on Condominium Property. Vehicles used by vendors of Serano at Hammock Bay Condominium Association, Inc. (the "Condominium Association") shall be exempt from this regulation while engaged in work at the Condominium Property. The one hundred sixteen (116) parking spaces located on the second (2nd) level of each parking garage, shall be accessed on a first come, first served basis.

2. No exterior radio, television or data reception antenna or any exterior wiring for any purpose may be installed without the written consent of the Board of Directors.

3. To maintain harmony of exterior appearance no one shall make any changes to, place anything upon, affix anything to or exhibit anything from any part of the Condominium Property visible from the exterior ~~any~~ of the buildings or from common elements without the prior written consent of the Board of Directors. Basketball rims and/or backboards are prohibited. All curtains, shades, drapes and blinds shall be white or off-white in color or lined with material of these colors. The type and color of balcony tiles must be approved by the Board of Directors. Owners shall submit to the Board at least three (3) samples of requested tile, all of which shall be earth tone in color.

4. All common elements inside and outside the buildings will be used for their designated purposes only, and nothing belonging to owners, their family, tenants or guests shall be kept therein or thereon without the approval of the Directors, and such areas shall at all times be kept free of obstruction. Owners are financially responsible to the Association for damage to the common elements caused by themselves, their tenants, guests and family members.

5. Disposition of garbage and trash shall be only by use of receptacles approved by the Association or by use of garbage disposals in individual units. Specifically, trash placed in the trash chutes must be securely bagged and may not contain breakable glass objects. Newspapers are required to be bundled. Food and vegetable scraps are to be disposed of in the individual residence

garbage disposal. Bulky items must be carried down to the trash room on the ground level. No garbage or trash shall be left or placed in hallways or corridors.

6. All owners, family members, guests, and tenants, at Serano must register upon arrival. A method to collect registration information will be available at the reception desk at the main entrance. Individuals arriving during hours when staff is not at the reception desk must register as soon as possible after arrival. The expected departure date must also be provided. Any change in the departure date should be reported to Association staff.

Residences may not be rented for periods of less than thirty (30) days nor more than three (3) times a year. A copy of these Rules and Regulations must be given to the tenants and guests by the owner, or the owner's agent.

Vehicle information will be obtained during registration. Only authorized vehicles may be parked on Association property, either in the assigned space in the garage, or an unassigned space on the upper level of the garage. Limited parking spaces are also available on either side of the main drive. If permission has been granted to use the assigned parking space of another party, written confirmation must be presented to the Association before an assigned space is used. A notice will be posted on all vehicles illegally parked on Association property. Within 48 hours of the posting of such notice, vehicles illegally parked may be towed, at the owner's expense.

7. The Condominium Association shall retain a pass key to the residences, and the owners shall provide the Condominium Association with a new or extra key whenever locks are changed or added for the use of the Condominium Association pursuant to its statutory right of access to the residences. Duplication of owners' keys to common element facilities is restricted in the interest of security. Such keys shall be duplicated only with the assistance of the Condominium Association. Changing of locks must be done through the Condominium Association. New locks must be keyed to the Associations master key.

8. Children shall be under the direct control of a responsible adult. Children under the age of 12 may not use the Condominium Property including but not limited to the pool, spa, fitness room, social room, theatre room, unaccompanied by an adult. Children shall not be permitted to run, play tag or act boisterously on the Condominium Property. Skateboarding, "Big Wheels," or loud or obnoxious toys are prohibited. Children may be removed from the Common Elements for misbehavior by or on the instructions of the Condominium Association.

9. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others. No vocal or instrumental practice is permitted after 9:00 p.m. or before 9:00 a.m.

10. No barbecue grills will be permitted in the Units or the Limited Common Elements. Use of barbecue grills shall only be allowed in areas designated as safe and appropriate by the Board of Directors.

11. Illegal and immoral practices are prohibited.

12. Lawns, shrubbery, garden areas or other exterior plantings shall not be altered, moved or added to without permission of the Condominium Association.

13. No glass of any kind shall be permitted in the pool area. Any liquid refreshments consumed near the pool area shall be in paper or plastic containers.

14. Laundry, bathing apparel and porch accessories shall not be maintained outside of the residences or limited common elements (lanais), and such apparel and accessories shall not be exposed to view.

15. No nuisance of any type or kind shall be permitted on the Condominium Property

16. Nothing shall be done or kept in any residence or in the common elements, which will increase the rate of insurance on any of the buildings or contents thereof, without the prior written consent of the Directors. No owner shall permit anything to be done or kept in his residence or in the common elements which will result in the cancellation of insurance on any of the buildings, or contents thereof, or which would be in violation of any law or building code.

17. Persons moving furniture and other property into and out of residences must notify the Building Manager at least 48 hours in advance and use the designated access door into the condominium. All such moving must be Mondays through Fridays between the hours of 8:00 a.m. and 4:00 p.m. Moving vans and trucks used for this purpose shall only remain on condominium property when actually in use.

18. Repair, construction, decorating or re-modeling work shall only be performed on Mondays through Fridays between the hours of 8:00 a.m. and 4:30 p.m, and the rules for decorators and subcontractors set forth herein must be complied with.

19. These Rules and Regulations shall apply equally to owners, their families, guests, staff, invitees and lessees.

20. The Board of Directors of the Association shall have all legal remedies, available under law, including, but not limited to the right to impose fines for each violation of these Rules and Regulations or any of the condominium documents.

21. All Common Elements shall be used only for purposes consistent with the residential character of the Condominium Property and shall not be used by any person for commercial or business purposes. This rule shall not preclude the Association Board of Directors or Members from conducting Association meetings and Association business on or in the Common Elements.

22. These Rules and Regulations do not purport to constitute all of the restrictions affecting the condominium and common property. Reference should be made to the Condominium documents.

23. Pets must weight less than 20 pounds each or have approval from the board. Owners may only have up to 2 pets per unit. Renters are not allowed pets. Pets are prohibited from all

common areas in the building, except for stairwells, and for access to the owner's elevator. Pets must be carried or on leash in the common areas in the building. Stairwell exits are to be used for pets exiting or entering the building.

24. "Open House" marketing is permitted to unit owners only. They must be scheduled through management at least three days in advance. Listing agents must accompany prospective buyers at all times.

25. Recreation facilities will be used in such a manner as to respect the rights of others, and the Directors may regulate duration of use, hours of opening and closing and schedule their use.

a) Open Hours:

Swimming Pool & Spa	Dawn to Dusk
Grills	9:00 AM to 11:00 PM
Fitness Room	5:00 AM to Midnight
Social Room	8:00 AM to Midnight
Theatre Room	9:00 AM to Midnight

b) Exceptions by approval of Building Manager

Exceptions to the established open hours may be granted in advance by the Building Manager, in his/her discretion, to accommodate reasonable use of such recreational facilities in accordance with their intended purpose.

26. Cover-ups/shirts and shoes or other footwear are required inside the common areas in the building. Wet attire is not permitted anywhere in the common areas within the building.

27. Smoking is prohibited in the common areas within the building, in the fenced-in pool and spa area, and in the covered patio area.

28. Only artificial Christmas trees are allowed in the building.

29. Access to the front desk is restricted to office personnel.

30. Cleaning of lanais and balconies of individual units must be accomplished in a manner that prevents water or other liquids from flowing to a unit below.

B. PROCEDURE AND RULES FOR USE OF GUEST SUITES

1. Guest suites are part of the Common Elements, and are for the use and the convenience of Condominium owners and their guest while the host owner is in residence. The guest suites are not for extended use or for public use.

2. Reservations should be made through the Management Office.

3. No more than 4 people may occupy the guest suite.

4. Requests for reservations will be handled on a first come, first serve basis; however both suites may not be reserved by one owner, unless no other requests are received for the same dates. Also, to assure that all owners have fair and equitable access to the suites for their guest, any one owner is limited to one use per holiday per calendar year on a rotating basis, and to a maximum of four uses per calendar year, unless the building manager determines that demand for the guest suites allows otherwise to best accommodate the needs of all owners.

5. The maximum number of consecutive day stays shall be seven (7), unless specifically authorized by the building manager for not more than seven (7) additional days.

6. The current guest suite fee is \$75 per night plus applicable taxes. Credit cards or cash will not be accepted.

7. Cancellations must be made 48 hours in advance. Otherwise a \$100 cancellation fee will apply.

8. The host owner must make payment arrangements prior to arrival. Please call the Management office Monday-Friday from 8 a.m. to 5 p.m. to arrange payment

9. Check in time is 3:00 p.m. Check out time is 12:00 noon. A registration form will be available at the time of check-in. The guest's name, address, telephone number, and vehicle registration information will be requested.

10. Long distance phone calls on the guest suite telephone may be made only by credit card or by reversing charges.

11. The host owner is responsible for any damages to the guest suite or to other association property caused by the guest. A copy of the Serano at Hammock Bay Rules and Regulations are available in the guest suite. The host owner is responsible for his guest's compliance and will be billed accordingly.

12. There is no smoking allowed in the guest suite or in any condominium common area.

13. Reservations can be made up to six (6) months prior to the stay.

14. These rules and procedures may be changed without notice.

C. SOCIAL ROOM RULES

1. The Social Room is for the use of residents and their guests, and cannot be reserved by an outside organization. Reservations for the exclusive use of residents must be made with the Manager. No “booking” may be made on Holidays and/or Holiday weekends and at no time for political, religious or business reason where solicitation is involved, nor will any booking be allowed for an unreasonable length of time. Board approval is necessary under these circumstances.
 - HOURS for private use: 8:00 a.m. – Midnight
 - No booking accepted for private parties such as Super Bowl, World Series, US Open, etc.
 - May only be reserved for a maximum of 5 hours.
 - Any one owner is limited to two reservations per year.
2. The deposit fee is \$250 for owners and \$500 for tenants.
3. Rental fee is \$100 off season and \$200 in season which is November 15th through March 31th
4. Owners of the condo booking the room will be held responsible for any loss or damage.
5. Owners are responsible for all clean-up to the room after the party. It must be put back in the order in which it was found.
6. No smoking in the Social Room.
7. Cover-ups and shoes required.
8. No wet bathing suits, towel, suntan lotion, sand.
9. No pets at any time.
10. No pool equipment (rafts, inflatable toys).
11. Please do not use the Social Room to get to the Pool.
12. Any persons under 16 must be with a responsible adult.
13. No food or beverages may be stored in any common area (Social Room, Kitchen, and Theatre).

D. FITNESS FACILITY RULES

1. Cardio equipment may only be used 30 minutes if someone else is waiting.
2. Children between the ages of 12 and 16 may use the fitness facility only with adult supervision. Children under 12 are not allowed to workout.
3. Use equipment at your own risk.
4. No horse playing on equipment.
5. No dogs, cats, or pets allowed.
6. Please consult your doctor prior to starting any exercise routine, if you feel dizzy at any time, please discontinue use of machinery immediately and consult your doctor.

E. THEATRE ROOM RULES

1. Theatre room sign in sheet is at the front desk. There are multiple time slots every day and time slots on weekends.
2. Keys will be available at the front desk between the hours of 8:00 am and 5:00 pm. Monday – Friday. Keys are to be returned to the front desk the day following use, or as soon as practicable (i.e., weekend use).
4. Theatre room may not be reserved for more than 1 day in a row.
5. Any persons under 16 must be with a responsible adult.
6. No horse playing on furniture.
7. Please turn off equipment and lights and throw away any garbage prior to leaving.
8. No x-rated movies.
9. No dogs, cats, or pets allowed.
7. Owners will be responsible for any loss or damage. Please report any damages or un-cleanliness to management prior to your use of the room. This is to insure that the proper individuals are charged for the damage incurred.
8. No booking accepted for private parties such as Super Bowl, World Series, US Open, and other major events as determined by the Association Manager. During all such events, the theater will be open to all residents.

F. RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

1. **The resident owner must pre-register with the Serano building manager** by giving them the name, address, telephone number and fax number of the unit owner's representative who will be overseeing the work done in the unit. This may be, but is not limited to, the interior designer, general contractor, or the resident owner themselves.
2. Prior to commencing work, the owners representative must submit to the building manager a list of names, addresses and telephone numbers of all sub-contractors who will be working in the unit, together with a schedule for their work.
3. **Work hours** are from 8:00 a.m. to 5:00 p.m., Monday thru Friday. If homeowner is not present while work is being preformed and Management needs to provide access to the unit, a Hold Harmless form must be completed by the owner and faxed to Serano allowing sub-contractors into unit and management authority to allow them in. Note: Management is not available on Saturdays or Sundays to grant access to units.
4. Prior to authorization for access, the contractor and all sub-contractors must produce the following information to the building managers office:
 - A. A type "B" licenses in Collier County and submit a copy of that license to building manager.
 - B. Contractor and all sub-contractor must submit a copy of the company's Collier County Occupational License.
 - C. Prior to authorization for access, the contractors and all-subcontractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$500,000 per occurrence and provide proof of Workers Compensation
Certificate Holder must state the following:
Serano at Hammock Bay
1065 Borghese Lane
Naples, FL 34114
5. After unloading, workers must park their vehicles in the area specified by the building manager.
6. All vehicles and persons will enter pursuant to the entrance designated by, the Association from time to time, where they will be registered by the Condominium Association. The maximum vehicle height permitted in the garage is 8 feet.
7. After unloading, workers must park their vehicles in the area designated by the Condominium Association. Please note that the elevator doors are 42 inches wide and 8 feet tall. The elevator interior cab is 9 feet 8 inches tall, 5 feet deep and 6 feet 8 inches wide. Please be sure that your contractor, subcontractor or decorator takes into account these size limits.
8. Work preparations will not be allowed in the garage, i.e. mixing of paints, mud, grout, etc.
9. The trash chute is not to be used, nor is any trash to be left in the units or hallways.
10. All trash and debris shall be hauled off by the workers on a daily basis unless a dumpster is specifically designated for their use.
11. **Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets, or bathtubs. Check with building manager for the designated cleaning area.**
12. Sub-contractors are not to use carts owned by The Serano. (Supply your own)

13. Breaks and lunches, if taken inside the building, should be confined to the unit the subs are working within.
14. No radios will be allowed in the building unless used with headphones.
15. Do not tamper with or hang extension cords from any of the sprinkler heads.
16. **Unit smoke alarms are to be left in place.** They are to be properly protected during the interior finish work which generates heavy airborne particles, i.e. sanding and painting.
17. Workers are not to wander around in areas other than the specific area or unit they are assigned to. If found elsewhere without approval by the building manager, they may be asked to leave the premises.
18. **FLOORING-** Each owner who elects to install in any portion of his unit hard surface flooring materials (i.e., tile, marble, wood) shall first be required to install an approved underlayment material and perimeter sound isolation material installed in accordance with the procedures generally provided below. Each unit owner is required to submit for approval to the Board of Directors or its representatives, the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of hard surface flooring, and then the installed sound control underlayment must be inspected and approved prior to installation of the hard flooring. Installation procedures shall meet or exceed the following:

A. Isolation Barrier

- 1) At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to maximize flanking, should be used within 1/4 inches (6.35 millimeters) of finished surface.
- 2) Closed cell polyethylene foam (2.7-9 pcf) not less than 1/4 of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.
- 3) The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within the 1/4 inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of the mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.

C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.

- 1) This joint shall be 1/4 inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.

- 2) This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.
- 3) If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.
- 4) Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.

D. The flooring contractor shall be responsible for the replacement of any and all tiles within the unit or on its balcony or terraces one year from the date of final installation that are damaged due to improper installation or material failure.

E. All tile must be cut within the residents unit not on the balcony, terrace or in the garages.

19. Smoking is NOT allowed in the units being decorated, the garages, stairwells and building common areas.

20. Please help us keep the building clean.

21. Each Unit owner is responsible for his or her decorator's contractor's and subcontractor's actions and inactions while on the premises and in the Unit. Decorators, contractors, and subcontractors are on the premises at their own risk and by coming on the premises, agree to: (1) indemnify and hold harmless the Developer and the Condominium Association for any liability or damages which might arise in connection with their activities on the premises or in the Unit, and (2) to immediately notify the Condominium Association should such decorator, contractor or sub-contractor discover a defect in a Unit, so the defect may be verified and corrected prior to doing any work which might be impacted by such defect. (Example: Having tile in tub area re-done, make sure tub has no scratches or nicks prior to having tile work done)

Activities will be monitored during the day. Non-compliance may result in your decorator, contractor or sub-contractor being barred from the building.

If you have any questions please contact the Condominium Association's manager.

G. RULES FOR OWNER PARTICIPATION IN BOARD OF DIRECTORS MEETINGS, A BUDGET COMMITTEE MEETING AND A MEETING OF ANY COMMITTEE AUTHORIZED TO TAKE ACTION ON BEHALF OF THE BOARD, AND OF THE LOCATION FOR POSTING NOTICES OF MEETINGS.

1. THE RIGHT TO SPEAK

- a. To the maximum extent practical, the posted Board meeting agenda for each meeting shall list the substance of the matters and actions to be considered by the Board.
- b. Roberts Rules of Order (latest edition) shall govern the conduct of the Condominium Association meeting when not in conflict with the Declaration of Condominium, the Articles of Incorporation, the By-laws or the Condominium Act.
- c. After each motion is made and seconded by the Board members the meeting Chairperson will permit owner participation regarding the motion on the floor, which time may be limited depending on the complexity and effect on the Condominium Association.
- d. Owner participation may be prohibited after reports of officers or committees unless a motion is made to act upon the report, or the Chair determines that it is appropriate or is in the best interest of the Condominium Association.
- e. An owner wishing to speak must first raise his or her hand and wait to be recognized by the Chair.
- f. While an owner is speaking he or she must address only the Chair, no one else is permitted to speak at the same time.
- g. An owner may speak only once for not more than three (3) minutes and only on the subject or motion on the floor.
- h. The Chair may, by asking if there is any objection and hearing none, permit an owner to speak for longer than three (3) minutes, or to speak more than once on the same subject. The objection then the question will be decided by a vote of the Board.
- i. The Chair will have the sole authority and responsibility to see to it that all owner participation is relevant to the subject or motion on the floor.

2. THE RIGHT TO VIDEO OR AUDIOTAPE:

- a. The audio and video equipment and devices which owners are authorized to utilize at any such meeting must not produce distracting sound or light emissions.
- b. Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting in a location that is acceptable to the Board or the Committee.
- c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. At least 24 hours advance written notice shall be given to the Board by an owner desiring to utilize any audio and/or video equipment to record a meeting.

3. ALL NOTICES OF MEMBERSHIP, DIRECTORS AND COMMITTEE MEETINGS AT WHICH OWNERS ARE ENTITLED TO PARTICIPATE WILL BE POSTED ON THE CONDOMINIUM PROPERTY.

Revised 04/14/2011