



Enchanting Shores Co-operative, Inc.
17 Turquoise Avenue
Naples FL 34114

Rules and Regulations

August 2017

ENCHANTING SHORES CO-OP, INC.
RULES & REGULATIONS
Mission Statement

The purpose of these Rules and Regulations, in addition to making residency at ESC pleasant for us, is to maintain the overall quality of life, safety, and property valuation.

We, the Shareholders and Tenants, are the first line of compliance. We are responsible for encouraging and assisting each other in maintaining our lifestyle and the great ESC culture.

As we go forward and comply with the ESC Rules and Regulations, Architectural Guidelines, By-laws, and other Co-op Documents, we also need to be in compliance with Federal, State, and Local laws as well.

Index
ESC Rules and Regulations

A		E	
Antenna/Video Receiver Dish	21	East End Construction	16
Approvals for Buyers and Renters	4	Enforcement of Non-Compliance	3
Approval for Private Boat Dock	8	Enforcement of Summer Storage Rules	17
Association Responsibility & Liability	2	F	
Availability of Recreation Facilities	5	Fences	13
B		Fifty-Five (55+) Plus Proof	4
Barbeque Grill Policy	19	Flotation Device Policy for Pool	20
Billiards (age restriction)	6	Final Inspection, Renovations	18
Bingo (age restriction)	6	Fines	3
Board of Directors Authority	21	Fire Precaution	11
Board of Directors Organization	2	FOR RENT and FOR SALE Signs	15
Boat and Trailer Storage Assignment	7	Fruit Trees, Housekeeping	12
Boat and Trailer Storage Payment	7	G	
Boat and Trailer Space Allotment	8	Garbage (in Recreation Hall)	6
Boat Washing and Care	8	Garbage Collection	14
Boats and Storage	7	Guests Visitation	4
Bulletin Board Signs	15	H	
C		Hazardous Material	18
Chairs, Borrowing from Co-op	6	Health Policy for Pool	20
Children using Recreational Facilities	5	Home Maintenance	12
Children Policy for the Pool	20	Home Sites, General	16
Clean-up after renovations	18	Hours for Pool	20
Clotheslines	13	Housekeeping	12
Common Areas Definition	1	I	
Concrete, Improvements	18	Informal Information Meetings	1
Concrete Inspection, Renovations	18	Inspections, renovations/improvements	17
Construction, East End	16	Items under 100 lbs, Storage	17
Construction, West End	16	Irrigation Systems	13
Contractor Advertising Signs	15	K	
Contractor's Operating Hours	19	Keys for the Recreation Hall	5
Contractor's Responsibility	19	Kitchen Equipment sign-out	6
Co-op Approval/Purchasers & Non-Members	4	L	
Corporation Definition	1	Landscaping, Housekeeping	12
D		Launching Ramp	7
Debris Disposal, Renovations	18	Laundry	13
Diaper Policy in Pool	20	Lawn Sprinklers	13
Diving Policy in Pool	20	Lawns, Housekeeping	13
Docks, Boat Lockers on Docks	8	Lighting on Boat Docks	8
Docks, Private on Creek	8	Lighting around Homes	11
Docks, Private Rental	8	Lockers on Boat Docks	8
Drawing of Improvement Work	17		
Driveway Use	17		
Driveways, Resident's Absence Rules	17		

M		R (continued)	
Maintenance Building Guidelines	1	Rental Policy	5
Maintenance Assessments	2	Reservations for Recreation Hall	5
Manager	2	Resident Definition	1
Management/Manager Definition	1	Revision of Schedule, Renovations	18
Member Definition	1	RV & Trailer Storage Spaces	7
Member Renovations	18	RVs and Boats, Summer Storage	17
Member's Accountability, Renovations	18	RVs in Park - Guidelines	9
Member's Responsibility	17		
		S	
		Schedule Revision, Improvements	18
		Securing of Boats during absence	8
		Security	11
		Sign-in/out	4
		Signs (Sale or Rent)	15
		Signs (Bulletin Board)	15
		Signs (Contractor Advertising)	15
		Skirting, Improvements	17
		Smoking Policy	7
		Soliciting	15
		Special Assessments	2
		Speed Limit in Park	11
		Sprinkler Systems	13
		Street Numbers	15
		Storage	13
		Stickers, ESC -- for vehicles	11
		Summer Storage	17
		Swimming Pool Rules	20
		T	
		Tables, Borrowing from Co-op	6
		Tenant Definition	1
		Transfer of Shares & Associated Fees	4
		Tree Trimming, Housekeeping	12
		U	
		Unit Definition	1
		Unightly Equipment/Materials Storage	13
		Utilities Responsibilities	2
		V	
		Vehicle Maintenance	10
		Vehicles Permitted in Park	9
		Video Dishes, Receivers & Antennas	21
		Violations, Renovations/Improvements	18
		Visitor Placards for cars	11
		W	
		Water Shut-off	15
		Weed Control, Summer	17
		West End Construction	16
N			
No Smoking Policy	7		
Non-Compliance with Rules and Regulations	2		
Non-Compliance with Sprinkler Rules	13		
O			
Owners of Record Definition	1		
P			
Paper Product and Table Setting use	6		
Park Definition	1		
Park Water Shut-off	15		
Parking, Boats and RVs	7		
Parking, Designated Areas	9		
Parking, Residents	9		
Parking, Resident's Absence	10		
Parking, Visitors	10		
Patio Use	13		
Payment for Boat & Storage Spaces	7		
Peddlers	15		
Permits for Renovations/Improvements	17		
Personal Responsibility	2		
Pets	14		
Pipe Concealment, Improvements	18		
Planters, Housekeeping	12		
Pool Rules	20		
Preemption of Activities in Hall by Board	6		
Pre-inspection, renovations	18		
Private Functions in the Recreation Hall	6		
Provisions of Housing for Older Persons	1		
Q			
Quiet Time	15		
R			
Rain Shutoff Devices	13		
Recreational Facilities	5		
Recreation Hall - Use of	5		
Registration on Arrival	5		
Renovations/Improvements to Homestead	18		

1. **General Information and Definitions:**

- a. **Corporation:** Corporation means Enchanting Shores Co-op, Inc., and landlord to both Shareholders and tenants.
- b. **Park:** Park shall mean Enchanting Shores Co-op, Inc. located at 17 Turquoise Ave., Naples, Florida 34114.
- c. **Management/Manager:** Refers to the person(s), firm, or corporation designated by the Board of Directors of the Co-op to enforce the Rules & Regulations of the Park and to daily manage the Park.
- d. **Member:** A Member shall be the person(s) as described by the Exclusive Right of Possession Agreement issued by the Corporation. Other terms used for Members are: Shareholders; Lessees; Stockholders; Unit Owners; Owners of Record.
- e. **Shareholders:** Members; Owners of Record; Unit Owners; Shareholders of Record in the Collier County Registry Of Deeds; Unit Owners are described as Lessees or Shareholders in the ESC By-Laws. This document shall refer to all Unit Owners (Members, Lessees) as Shareholders.
- f. **Tenant:** Tenant shall mean a renter of a mobile home and/or recreational vehicle in the Park who is not a Shareholder of the Co-op.
- g. **Resident:** Resident means a Shareholder or tenant of the Park; one who resides in the Park.
- h. **Unit:** Unit shall mean a lot, or a lot with a manufactured home, mobile home, recreational vehicle, or any similar vehicle. There are 365 units in Enchanting Shores Co-op.
- i. **Maintenance Building:** The maintenance building is intended for use by ESC residents with approval by the ESC Office. No personal items are to be stored in or outside of the building. Any item in the maintenance building is for general resident use.
- j. **Common Areas:** Consist of the ESC Park grounds for use by all Shareholders, guests, and renters, i.e. recreational areas, boat yard and boat ramp, and all properties not identified as lots for exclusive right of possession.
- k. **Provisions of Housing For Older Persons:** Enchanting Shores Co-op, Inc. is a private Retirement Park for persons 55 years and older in accordance with Federal, State and County Laws, and as stated in the Enchanting Shores Co-op, Inc. By-laws.
- l. **Information Meetings:** Any Enchanting Shores Co-op Shareholder, or group of Shareholders, may hold informational meetings for the benefit of other Shareholders.

2. Management Adherence to Rules – Organization:

- a. **The Board of Directors**, in accordance with the By-Laws of the Corporation, is responsible for setting policy for the operation and maintenance of the Park. The Officers consist of the President, Vice-President(s), and Secretary/Treasurer(s).
- b. **The Manager**, under Contract to the Corporation, reports administratively to the President of the Board of Directors. The manager functionally reports to those Directors or individuals who have been assigned leadership of certain Co-op responsibilities. The President or a Vice President designate shall make final decisions on the Manager's workload priorities.
- c. **The Manager**, designated and employed by the CO-OP, is responsible to oversee and enforce these policies, and all Rules, Regulations, and Policies of the Corporation.

3. Responsibilities and Liabilities:

- a. **Maintenance Assessments** are payable, in advance, on a Quarterly basis, due on the first of the month in each quarter (January 1, April 1, July 1 and October 1). Shareholder's check will be the receipt unless a receipt is requested. Your ESC street address should be on the memo line of your check to ensure proper recording of the payment. Payment not received or postmarked by the TENTH of the month in each quarter will be considered delinquent; *a check not cleared thru is considered late. A late fee of \$25.00 will be assessed if payment is not received by the TENTH of the month.* Non-payment of fees will result in Late Fees assessment and/or fines pursuant to Florida Statute Chapters 719 and 723. All accounts delinquent more than **30** days will be forwarded to Legal Counsel with authorization to proceed with filing a lien on the unit and foreclosure of the lien if not paid.
- b. **Special Assessments**, if and when required by the Board of Directors, will be payable by the date(s) set forth by the Board of Directors.
- c. **Utilities:** Each Shareholder is responsible for her/his own utility services and facilities up to the point of connection.
- d. **Association:** The Corporation shall not be responsible for fire, theft, or other damage to the mobile home, autos, or other personal property belonging to the Shareholders or their guests for any reason, whether by act of omission or failure of the Corporation to furnish any services for which it is obligated there under.
- e. **Personal:**
 - 1) The Board of Directors shall deem a Shareholder's conviction for a violation of Federal, State, or Local Laws detrimental to the health, safety or welfare of other Shareholders, and shall be deemed sufficient cause for appropriate action by the Board of Directors and/or under direction of legal counsel.

- 2) Proper attire is required at all times.
- 3) Drunkenness and offensive conduct will not be tolerated in the Park.
- f. **Enforcement:** As the Co-operative documents so provide, the Co-op may levy fines against a Shareholder, her/his guests, or tenants for failure to comply with any provision of the Co-op Documents or Rules and Regulations. No Fine shall exceed \$100.00 per violation. However, a fine may be levied on the basis of each day of a continuing violation, after giving fifteen (15) days to take corrective action, with a single notice opportunity for hearing, provided that no such fine shall, in the aggregate, exceed \$1,000.00, nor shall any fine be levied except after giving reasonable notice and opportunity for a hearing to the Shareholder and, if applicable, her/his guest or tenant. Upon becoming aware that a violation exist, the Manager will contact the appropriate Shareholder either by phone, in person, or by written notice and inform the Shareholder that he/she is in violation of one of the ESC Governing Documents, citing the specific reference for the violation. If the Shareholder does not take action to correct the violation within fifteen (15) days, the Manager will inform the Shareholder that the violation will be referred to the Board of Directors for further action. At the next scheduled meeting of the Board of Directors, the Manager will present any pending violations. The Board of Directors will decide which violations, if any, will be sent to the Fines Committee for possible Fining. The Fines Committee will then schedule a hearing, giving the violator at least fourteen (14) days notice to attend the hearing and present any argument or evidence in his/her defense. The Manager will be in attendance of all Fines Committee meetings to present the case against the violator. After hearing the evidence and/or arguments of both parties, the Fines Committee will decide whether or not to levy a fine against the violator and the amount of the fine to be levied. Fines cannot exceed the limits set by applicable laws. If the violator elects not to attend the hearing, the Committee may fine the violator by default. The fines Committee will then report the results of their hearing, in writing, to the Board of Directors. All fines are due and payable within thirty (30) days. Fines not paid within thirty (30) days may be subject to further fines and/or legal action.

Chairman:

Jack Greaney, 37 Aquamarine Avenue (239) 530-0085

Jay Hatcher, 39 Aquamarine Avenue (904) 708-8769

Paula Lacefield, 13 Pearl Drive (606) 521-1150

Alternates:

John Dolan, 24 Jade Drive (508) 254-9995

Alice Hayward, 26 Jasper Drive (603) 661-7577

Bob Schuster, 6 Turquoise Avenue (715) 854-3265

- g. **Shareholder's Address:** Shareholder's alternate address, phone number, etc., must be kept in the office. It is the Shareholder's responsibility to see this is done.

- h. **Registration:** All Shareholders, overnight visitors, and tenants are required to sign in at the office no later than the next working day after arrival in the Park. You may fill in a sign-in form located next to the office door and drop it in the mail slot in the door if the office is closed. You must also sign-out when you're leaving the Park overnight or for the season.

4. Purchasers and Non-Shareholders:

- a. **Co-op Approval:** Before the sale or renting of any unit the Board of Directors must approve Prospective Purchasers or renters. Proof of age must be submitted with the Co-op's Renter or Prospective buyer application form and before obtaining the Board of Directors' approval.
 - 1) **Transfer of Shares:** Shareholders (Shareholders) wishing to sell their Master Exclusive Right of Possession should contract the services of a Title Company or Real Estate Attorney. Any past due accounts must be reconciled before the Co-op provides any information to prospective buyers or seller's Title Company, Real Estate agents or Attorneys.
 - 2) A \$150 Co-op Fee for this process is itemized as follows
 - (a) **Application:** \$50 (waived for park residents re-purchasing)
 - (b) **Exclusive Right of Possession:** \$50 (Every buyer must pay this, and it must be conducted in the Co-op Office.)
 - (c) **Estoppel letter:** \$25 (Only required if Title Co./Attorney demands it.)
 - (d) **Stock certificate:** \$25 (Every buyer must pay this amount.)
 - (e) **Background Check:** \$50 for each prospective buyer. If a buyer is currently a renter in good standing or owner of another ESC unit, the buyer may submit a request for waiver of the background check. Generally, a renter who paid for a background check within the past five (5) years will not be required to pay for another background check to purchase a unit. However, the Board of Directors is responsible for safeguarding the safety and interest of all Shareholders. Therefore, the Board of Directors reserves the right to require an updated background check prior to any transfer of ESC Shares if warranted by the circumstances of the sale.
- b. **Guests:** Enchanting Shores is a Private Retirement Park. Unless otherwise approved by the Board of Directors, guests may visit for an aggregate of 30 days. The Board of Directors must approve any extension. All overnight guests are required to sign in on arrival and sign out on departure. Each Shareholder is responsible for her/his guests and their compliance with these rules. At no time shall the number of persons sleeping in a home exceed the maximum permitted by applicable Government regulation, ordinance, statutes, and the CO-OP Documents.

- c. **Rental Policy:** Shareholders must obtain a Rental Form from the Co-op Office and submit the Rental Form (along with a check for \$50.00 per occupant for a Background check) requesting Board approval **thirty (30) days** before leasing or renting their unit. The Background Check charge may be waived for repeat renters based on past experience with renters. Shareholder must request waiver in writing to the Board of Directors.
- d. **Minimum Time for Rentals:** Rentals of Units/Lots must be for a minimum of one month.
- e. **Proof of age:** Proof of being 55 years of age or older must be submitted and verified by Co-op via Driver's License or birth certificate before a Shareholder leases their unit or lot.
- f. **Sign in:** Renters must sign in within the next working day of their arrival and anticipated departure.
 - 1) It is the owner's responsibility to furnish Rules & Regulations to the lessees and/or renters.
 - 2) Renters must obtain Parking Permit from Co-op office and properly display the permit on the driver's side front and rear bumper of their vehicle so that it is visible from the street.

5. Recreational Facilities:

- a. **Availability:** Recreational Facilities of the Park are available to all residents. The recreation hall, swimming pool, and other facilities of the Co-operative intended for the common use shall be for the exclusive use of the Shareholders, their guests or tenants, and their families without charge. To assure the use of these facilities for the Shareholders, specific Rules and Regulations and limitations of guest privileges will be posted from time to time.
- b. **Children:** No child under 14 years old will be allowed in or around the recreation areas unless accompanied by an adult. Violations and vandalism may result in prosecution.
- c. **Keys** to the Recreation Hall are available to all Shareholders. The first key is free. All additional keys will be \$5.00 each.

6. Recreation Hall - Reservation and Use:

- a. **Reservations:** Any requested date to use the Recreation Hall must be cleared through the Activities Chairperson or person assigned by the Board of Directors. A calendar will be maintained and updated in the Recreation Hall to indicate scheduled activities. This calendar is to be updated by the Board-assigned person only.

- b. **Private Functions:** Residents may reserve the Recreation Hall, or rooms therein, for private functions by applying in writing to the ESC Office stating the nature of the function, number of guests, and date desired. The request will be granted, provided the date and time do not conflict with previous commitments. It must be understood, however, that other residents not included in the private party, may have access to the premises and cannot be excluded. It shall be the responsibility of the applicant to leave the facilities in a clean and orderly condition.
- c. **Preemption:** Weekly scheduled activities may be preempted to accommodate Board approved activities. Reservations for private parties cannot be made further in advance than 60 days. The Co-op reserves the right to have priority over all private functions for Co-op related functions.
- d. **Garbage:** Co-op activity/function groups are responsible for putting garbage containers and recycle containers for the clubhouse out for the next pickup day after their activity and returned to storage area after pick up. Clubhouse garbage and recycle bins should be stored in the designated location in clubhouse as set by the ESC Office until the scheduled pick-up day. (Note: No parking spaces are to be blocked by the containers).
- e. **Bingo:** Children under the age of 18 are not permitted to play Bingo. This is a State Law.
- f. **Billiard Room:** Children under the age of 18 are not permitted in the Billiard Room unless accompanied by a Shareholder of the Co-op.
- g. **Loan of Tables.** Tables stored in the Recreation Hall may not be removed from the Hall. These tables are designated for Hall activities and are subject to restrictions by the Co-op as related to specific functions and/or scheduled activities held in the Recreation Hall. Tables located in the Maintenance Building may be loaned to residents only upon obtaining permission from the ESC office.
- h. **Loan of Chairs:** Padded chairs stored in the Recreation Hall may not be removed from the Hall. The unpadded chairs in the other storage areas may be loaned to residents only upon obtaining permission from the ESC office.
- i. **Co-op Equipment and Property:** All items that belong to the ESC Co-op must be signed out with the ESC Office and the office must be notified of its return. This includes but is not limited to all kitchen items, canopies, microphones, and shed items.
- j. **Paper products** such as plates, napkins, cups, and utensils will be provided for Park functions and block parties. Use of these products should be requested one week in advance to ensure there would be sufficient stock on hand. These items should not be used for private parties.

7. No Smoking Policy:

- a. Smoking is strictly prohibited in the Recreation Hall and all rooms therein. Smoking is not permitted in the confines of the fenced pool deck area. Smoking is allowed in the designated grill area only. Reference Clean Indoor Air Act, Chapter 386, Part II, October 1, 1985.

8. Boats and Storage:

- a. **Launching Ramp:** Community boat launching ramp and dock is for use by all residents of Enchanting Shores **ONLY**. Please respect everyone's right to use the facility and do not tie it up for any unreasonable length of time (particularly if others are waiting). Under no circumstance can anyone leave her/his boat in the water at the launching ramp dock when not in use or attended. Please keep the boat launch area free of debris, and do not contribute to the pollution of public waters.

9. Parking of Boats and RVs:

- a. **Assignment:** Any Shareholder who is applying for a boat space must prove they own a boat and/or a boat trailer, or the boat space will not be assigned to them. Only the currently registered boat/trailer owned by the Shareholder may be parked in the Shareholder's space who paid for the space. Proof of Registration is required to apply for a boat space. A person cannot let another person use their boat space unless approved by the Board of Directors or designee. Only the Board of Directors, or designee, can rule on who gets what boat space, and if a change is to be made from one space to another. In the event all boat spaces are assigned, a numbered list will be maintained in the office for Shareholders wishing to reserve space. As a boat space becomes available, the Board of Directors, or designee, will allocate a boat space according to the numbered list.
- b. **RV and Other Storage:** There will be no RV storage on any common ground areas within the park. Open storage, craft, motorcycle or other "U-Haul" type of trailers are not permitted in the Park unless they can be stored under a carport. Shareholders may apply for permission to store non-commercial enclosed trailers or car dollies in the ESC storage area north of Zircon. Proof of Registration is required to apply for a space. An annual fee will apply.
- c. **Payment.** Payment is due by January 1st, each season (check made out to Enchanting Shores Co-op designating the numbered storage space). In the event that payment is not received in ten (10) days, the space may be assigned to another Shareholder owning a properly registered boat or trailer. Storage spaces are not transferable unless approved by the Board of Directors or designee. Each trailer should affix the "ESC" sticker to the tongue of trailer.

- d. **Allotment of Boat Spaces:** Only one rental space per unit. If spaces are available, consideration will be given to providing one additional space.

10. Securing Boats during Absence:

- a. All Shareholders are required to follow all Collier County Rules, Regulations, and Guidelines.
- b. The Shareholder is responsible to either secure the boat and/or trailer under their carport or on their assigned boat space during off-season.
- c. Shareholders must remove tire blocks or any restraining material from their assigned boat rental lots (to facilitate grass mowing) *when the space is vacated* for the off-season.

11. Boat Washing and Care:

- a. Washing of boat's hull, deck and trailer in driveways is permitted.
- b. Running motors or flushing motors in streets or in residential areas is prohibited. This is permitted only at the Boat Yard pad and at the Bloodstone Drive pad. At these facilities, motors may be flushed for a maximum of three (3) minutes at idle speed only for the purpose of removing salt water from engine.
- c. No repairing of motors or engine fogging will be allowed outside of the designated motor flushing areas listed in b) above.

12. Private Boat Docks on Creek:

- a. **Approval:** Private boat docks erected at waterfront lots must have prior approval from the Board of Directors and permits obtained from the proper Governmental Agencies.
- b. **Lighting:** It is recommended that overnight lighting be provided on docks for security reasons.
- c. **Boat Dock Lockers** are permitted but must conform to Collier County Codes and be fastened securely to dock platform.

13. Private Boat Dock Rental:

- a. Private boat docks may not be rented to non-Shareholders.

14. Vehicles:

- a. **Permitted in Park:** Passenger Cars, Vans, SUVs, motorbikes, mini-bikes, and pick-up Trucks are the only vehicles permitted for residential use. All vehicles must be properly licensed and registered. Commercial vehicles or Trucks (used for Business) other than those mentioned may not be kept in the Park. No commercial advertisement will be allowed on residential vehicles.
- b. **Limited Permission in Park:** Motorcycles are allowed only as a means of transportation IN or OUT of the Co-op property. All drivers of these vehicles must have a valid driver's license and must obey County, local and ESC laws and rules. Handicap modes of transportation may be approved on an as needed basis.
- c. **RV Types:** The TTRV section in the East section of the CO-OP property consists of unit lots designated for Shareholders or renters using motor homes, travel trailers, campers, or recreational vehicles. These must be parked with full hook-ups and be sized to conform to space limitations allowing for parking of any associated passenger carrying vehicles.
- d. **Upkeep:** Vehicles, boats, and boat trailers must not be allowed to deteriorate so as to negatively affect the appearance of ESC.

15. Resident Vehicle Parking:

- a. **Resident parking:** Parking for visitors to your home should not block other residents' driveways. No vehicles shall be left on the streets overnight except with permission from the ESC office. RV travel trailers or motor homes may park for a period of six (6) hours, maximum, during a 7-day period while loading or unloading for a trip. RVs or motor homes cannot be put on leveling jacks while parked on the street or common ground parking areas.
- b. **Designated areas:** Acceptable vehicles must be parked in the designated areas which are: unit driveways, areas in front of the Recreation Hall, pool, shuffleboard courts, tennis courts, and laundry parking areas. You are not allowed to park any vehicles on the grass in any areas of the Park. The *only* exception to this is you may park your *vehicle with a boat trailer in tow while your boat is in the water* on the grass in front of the maintenance building along Sapphire Blvd. Long-term parking or storage of vehicles in the designated parking areas adjacent to the common grounds will be limited to a maximum of seven days, except in extenuating circumstances. If a resident has a second car, it may be parked in the designated area ONLY if it does not fit in the resident's driveway. This can only be done after receiving approval from and registering the vehicle with the ESC Office. Residents owning two (2) motor vehicles

and a boat will be allowed to park all three (3) if the resident's driveway is able to accommodate the parked boat trailer and all vehicles in the driveway. If not, the two (2) motor vehicles will be allowed to park in the driveway and the boat trailer must be parked in an ESC rental space, if available, or the boat/trailer must be stored outside the Co-op property. Residents owning three (3) or more vehicles will be allowed to park three (3) or more in the driveway if it will accommodate them. If unable to, the extra vehicle(s) shall be removed from the Park unless some other arrangement for parking the extra vehicle(s) has been made.

- c. **Resident's Absence:** If a resident leaves the Co-op for over one (1) week, the vehicle must be parked in the resident's driveway, or the resident must take the vehicle out of the Co-op. RVs, Motor Homes, and/or Boats or other types of vehicles cannot be parked in a unit's driveway unless they can be completely under the carport, in accordance with Collier County Ordinance.

16. Visitor Vehicle Parking:

- a. No visitor's vehicle shall be left on the streets overnight. If unable to park in the resident's driveway, the vehicles must be parked in the Recreational Hall parking areas.
- b. Visitors' RVs may be parked in the Recreational Area parking spaces for a maximum of seven (7) nights. These RVs cannot be occupied, leveling jacks cannot be deployed, nor can these RVs be parked so as to block the view when exiting the East Side traffic circle. You should notify the office in advance to be sure there is space available for your Visitor's RV.
- c. All visitor vehicles must display an ESC Visitor placard in such a place that is visible from the street.

17. Vehicle Maintenance:

- a. Space has been made available for light vehicle, boat, motor, and trailer maintenance in the Boat Yard behind the Maintenance Building. Other than this, no vehicle maintenance shall be done in the park.

b. Light maintenance does not include:

- ⊗ Washing of cars, boats or trailers
- ⊗ Changing or adding fluids:
 - × Oil changes
 - × Cooling system fluids
 - × Transmission fluids
 - × Brake fluids
- ⊗ Painting
- ⊗ Gas tank repairs

If you have questions regarding what you can do, ask the Manager for clarification.

18. Speed Limit:

- a. The speed limit in the Park is **10 mph** and is well posted. Speeding is a violation, which may result in a fine. Observe stop signs and be extra cautious of cyclists and pedestrians.

19. Security:

- a. **Visitor (ESC-V) placards and Rental (ESC-R) stickers** will be issued to each Shareholder upon request. It is the Shareholder's responsibility to see that their renters or visitors comply with our Rules and Regulations. A visitor should display the placard in their car window so it is visible from the street. A renter must put their sticker on the bumpers of their vehicle on the driver's side front and rear. This includes RV type vehicles. Visitors and renters must also register at the ESC office by the next working day of their arrival. A visitor is anyone staying overnight and longer than one day.
- b. **ESC Stickers:** Two (2) "ESC" fluorescent stickers must be visible on Shareholders' vehicles at all times. One sticker is to be placed on the front driver side bumper, and the other on the rear driver side bumper. Shareholders with a trailers or car dollies parked in the Park must have the same sticker affixed to the front tongue of the trailer, making it visible.
- c. **Non-Compliance:** The Manager has the right to question the owner/driver of any vehicle not displaying the ESC/Renter sticker or Visitor placard.
- d. **Fire Precautions** Pursuant to "Article 707" National Fire Protection Association, Fire Protection of Mobile Home Parks". Each Shareholder shall, at all times maintain a garden hose(s) attached to the unit's water system. This hose(s) shall be of sufficient length to reach any part of the home with full water stream. **Please Note:** Hoses must be stored when not in use. If hoses are on lawns when mowers are ready to cut the grass, your lawn will not be mowed. The Park is not responsible for damage to hoses left on lawns or to any sprinkler heads.
- e. **Lighting:** Adequate lighting is the BEST security measure. The use of outside lighting around homes is recommended. Security lights shall be used in such a manner so they do not shine into a neighboring unit, creating a nuisance. Also, it is urged that overnight lighting be provided on all waterfront docks.

20. Housekeeping:

- a. **Planters and Lawns:** Shareholders are responsible for the appearance of planters and lawns. Planters are to be kept free of weeds and trimmed. Lawns are to be watered, fertilized and treated for pests as needed, year round. If a home site does not receive proper care, Management will provide such care and charge the cost to the owner.
- b. **Landscaping:** Shareholders may landscape their home sites with trees and shrubs in an attractive manner to suit their preferences. Because of the existence of underground utilities, and to facilitate lawn maintenance, such landscaping may be accomplished only after obtaining and having approved, a Request for Improvement Application from the ESC Office.
- c. **Tree Trimming:** All trees will be trimmed to a minimum height of three (3) ft. from the ground and bushes trimmed so that they will facilitate Lawn Maintenance. As a suggestion, protect your trees by trim rings or other means. Trees being removed must also have the stump removed to deter termites. Trees and bushes need to be kept trimmed to keep them from obstructing the view of the street from the driveway. Shareholders are required to trim all dead branches from trees and palms on their lot. All bushes should be trimmed so that they will facilitate Lawn Maintenance. As a suggestion, protect your trees by trim rings or other means. Trees being removed must also have the stump removed to deter termites. Trees and bushes need to be kept trimmed to keep them from obstructing the view of the street from the driveway.
- d. **Fruit trees** must be picked clean of all fruit before a seasonal Shareholder departs for home. Unpicked fruit rots on the tree and falls to the ground. This attracts animals, insects and also impedes lawn maintenance. Management will enforce this rule with a notice to the Shareholder. If Shareholder cannot be contacted or fails to arrange for compliance to this rule, Management will initiate corrective action at the Shareholder's expense.
- e. **Home Maintenance:** Each owner of a manufactured home, park model or a type of recreational vehicle is responsible for the maintenance and repair of said unit including the shed. This includes, but is not limited to the following: mold, mildew removal, exterior painting, landscape maintenance, broken windows, doors, awnings, dock repairs, driveways, pads and tree trimming. If a home/shed does not receive proper care, ESC Management will notify the Shareholder, giving 15 days to comply. If corrective action has not been made, Management has the right to provide such maintenance/repair at the expense of the Shareholder.

21. Sprinkler Systems:

- a. **Lawn sprinklers** may be operated according to existing Collier County ordinances and ESC policy or restrictions.
- b. **Rain Shutoff Devices:** Irrigation Systems must conform to Collier County's Ordinance requiring "Rain Shutoff" devices in order to conserve water. The only approved ESC "Rain Shutoff" device is the "reservoir or rain-retention" type. These devices must be tested and be in working order before the start of the "dry" season (October through May). During the "wet" season (June through September) automatically controlled sprinkler systems must be shut off.
- c. **Non-Compliance:** Any Irrigation Systems malfunctioning or without Rain Shutoff devices will be turned off until the owner conforms to Collier County Ordinance and ESC Policy.
- d. **Manually controlled irrigation systems** need no rain shutoff device.

22. Fences:

- a. No fence or hedging enclosure shall be erected anywhere on a home site. The Board of Directors must approve any departure from this in advance.

23. Storage:

- a. **Unightly Equipment/Materials:** No storage of material or unsightly equipment is permitted to remain on the outside of a unit for an unreasonable length of time, after work is complete. The Manager will notify Shareholders if unsightly equipment and/or materials become a problem.
- b. **Clotheslines**, clothes trees, etc. are not permitted on the exterior of any unit or in carports.
- c. **Laundry:** No laundry shall be hung outside except on Park laundry lines (North side of Recreation Hall).

24. Driveway/Patio Use:

- a. Driveways and patios are not to be used for anything other than their intended purpose. Use of driveways and/or patios as storage areas is prohibited. Any hobby or vocational related projects, other than renovations, must be confined to the inside of shed area only.

25. Garbage:

- a. Garbage and other refuse will be collected in accordance with Rules & Regulations issued by Collier County Waste Management and the Board of Directors. (Park Activities are responsible for putting Garbage Containers for clubhouse out for the next pickup after the activity, and return same to storage area.)

26. Pets:

- a. **NO PETS** are permitted, neither in units nor on ESC Co-op premises.
- b. Service and Companion Animal
 - 1) Control of Animals: All animals shall be restrained and/or kept on a leash under the control of the responsible person at all times when such animal is outside of a home and within the Park.
 - 2) Licensed: Must be licensed and have all its' immunizations. Paperwork from the veterinarian showing that the animal has all their immunizations must be given to the manager.
 - 3) Nuisance: Any loud noises, damage to animal owner's yard, neighbor's yard, or community property will not be allowed. Animals must be under control and well behaved at all times and must not threaten or cause injury to residents or their guests. Animals must not be left unattended on screened-in areas or carports.
 - 4) Animals are not permitted in Clubhouse or pool area at any time. Cleaning of Feces: The owner will be responsible at all times for cleaning up and removing all feces located in the Park after her/his animal relieves itself and for appropriately disposing of said feces.
 - 5) Liability Insurance: Owner of animal must show proof of liability insurance to cover property damage or injuries to others caused by their animal.
 - 6) At no time may your animals be kept at the home of another resident.
- a) **NOTE: Not following the above policy could lead to removal of any offending animal or animals. Also, all animals will have to abide by any additional appropriate policies approved by the Board of Directors in the future. ESC IS STILL A NO-PET PARK.**

27. Signs: The only signs permitted on ESC Grounds are:

- a. **"FOR SALE or FOR RENT":** Only **one** sign may be placed at the home site, the size of which shall be no larger than 24"X 24". Additionally, one notice may be posted on the Recreation Hall Bulletin Board available for that purpose. This "Sale" or "Rent" information to be posted should be on a sheet or card **no larger than 5" x 7"**, and should include the address of the unit. In addition, any signs that are used for the good of the Park, such as selling tickets for a Park event or advertising an event that Shareholders will attend, are acceptable. These signs must be removed once the event is completed. **NOTE: Political signs will not be allowed.**
- b. **"CONTRACTOR ADVERTISING SIGNS"** may only be posted until work is completed.

28. Quiet Time:

- a. In consideration of your neighbors it is required that radios, TV's, voices, etc., be kept at a reasonable level at all times.
- b. Quiet Time in the Park is from **10:00 p.m. to 8:00 a.m.**

29. Street Numbers:

- a. The street number for each home must be affixed to the front of the home and must be at least Four (4) inches high and easily visible and legible for emergency vehicles. It is Suggested that smaller numbers be affixed to the back of Unit.

30. Park Water Shutoff:

- a. Park water shut-off is under the control of the Board Assigned Building and Grounds Director, or in her/his absence, the Buildings and Grounds committee or the Manager, i.e., construction crews, are not permitted to turn off water. This is to assure proper notification and control.

31. Soliciting:

- a. **No peddling or commercial soliciting** from outside of park is allowed, and no commercial Enterprise is allowed in the Park. (The Board of Directors may permit waivers.).
- b. **If peddlers come to your door**, ask them to leave and notify the Manager, or call the "Sheriff" immediately.

32. Home Sites – General:

- a. Manufactured Homes added to the Co-op need to be in keeping with the established Park Setting. Continued uniformity and attractive placement of new homes will insure the value of existing residences. Some Lots are larger than others; home sizes need to be commensurate with the space provided by the lot. All Units in the Park should have installed some type of protection around their Unit to prevent damage by the Lawn Maintenance crew. (i.e. Patio block etc).

33. Construction:

- a. **East End:**(Park Models, Recreational Vehicles to include Motor Homes, Travel Trailers, and like vehicles)
 - 1) A Request for Improvement Application must be obtained from the Co-op office and approved prior to exterior modification work being done. This form will contain the Architectural Guidelines that are required.
 - 2) Park Models scheduled to be installed on empty lots and/or existing units scheduled for replacement must be installed or replaced with a NEW PARK MODEL UNIT
 - 3) No used Screen Rooms, Building Attachments, or Lanais will be permitted to be installed or attached to an existing Park Model.
 - 4) NOTE: The Board of Directors will have the sole authority to permit a waiver to this Rule.
- b. **West End** (Double Wide Manufactured Homes): The following guidelines are the minimum requirements for Manufactured Homes to conform to lot sizes and established placements. Lot sizes are nominally 46' wide by 100' deep. Placements for the most part are square to the road.
 - 1) A Request for Improvement Application form must be obtained from the Co-op office and approved prior to any exterior modification being made to the unit. This form will contain the Architectural Guidelines that are required.
 - 2) Site plans detailing the location (according to Guidelines) of new home must be submitted to the Co-op office with the Request for Improvement Application form for final approval of Building and Grounds prior to placing the home on the lot.
 - 3) No used **screen rooms, building attachments** or **lanais** are to be attached to a new or existing Manufactured Home

34. Summer Storage:

- a. **Items under 100 lbs.:** Planters, lawn decorations, ornaments, bicycles and other items under 100 lb. which may become projectiles in a severe windstorm must be stored and secured prior to unit owner's departure for over one (1) week, or for any length of time from June through November (hurricane season).
- b. **RVs/boats** parked on lots for the summer season must be anchored securely prior to Shareholder's departure for any length of time over one (1) week during June through November (hurricane season).
- c. **Driveways:** No concrete blocks or similar device are to be used to prohibit driveway use or on roofs to secure hoods over skylights. Shareholders will be permitted to install anchored post with rope or chain barrier to accomplish a restriction to their driveway.
- d. **Weed Control** in planters and flowerbeds surrounding the unit must be maintained during the Shareholder's absence. Arrangements for this operation are the Shareholder's responsibility.
- e. **Enforcement:** The Manager will enforce #34.d) with a notice to the Shareholder. If a Shareholder cannot be contacted or fails to arrange for the maintenance of flowerbeds, planters, etc., the Manager will initiate corrective action at the Shareholder's expense.

35. Renovations/Improvements to Existing Homestead:

- a. **Improvements:** For any modifications to the outside of your unit, you must obtain the Request for Improvement Application form from the ESC office, complete the form, and submit it to Buildings and Grounds for review and approval. Allow approximately one week for review and approval. This must be done before you can begin any work that requires an ESC permit.
- b. **Permits:** Shareholder or Contractor will obtain all required Permits from County or State.
- c. **Drawing of Work to be Done:** Your contractor or you (if you do the work yourself) are required to submit a detailed drawing for approval. Contractors who do not comply with the rules may be excluded from performing any work within the Co-op property.
- d. **Skirting:** Vinyl, Concrete Block, Brick, Aluminum or similar material, (vertical or horizontal design), must be installed around the perimeter of unit to screen the lower base of unit.

- e. **Pipe Concealment:** All water and sewer pipes must be installed underground with connections to surface from underneath the unit interior of skirting. No pipes may be visible from any vantage point surrounding the unit. Irrigation and water pipes must be concealed, unless County Code or ordinance dictates otherwise...for example, back flow devices and shutoff valves require surface accessibility.
- f. **Concrete:** For all concrete work, refer to the ESC Architectural Guidelines
- g. **Violations:** Infractions of the Concrete Policy will result in correcting said violation at Shareholder's expense, including any Co-op expense to resolve the infraction.

36. Co-op Inspection:

- a. **Pre-Inspection:** The Co-op will conduct pre-inspection of any exterior renovations, improvements, and repairs listed on the Request for Improvement Application.
- b. **Concrete:** If concrete is to be poured, it is the Shareholder and/or Contractor responsibility to contact the Co-op office for concrete form inspection. Note: This inspection will be conducted **before** pouring of concrete and again **after** concrete is poured.
- c. **Final Inspection:** Shareholder or Contractor must contact Co-op office for Final Inspection of completed renovation, improvement, and/or repair.

37. Shareholders Performing Renovations:

- a. Use the **CALL BEFORE YOU DIG** concept.
- b. **Clean-up:** Shareholders performing their own unit renovations or improvements are prohibited from leaving material, equipment, tools, and/or debris on the unit grounds after the authorized date noted on the Request for Improvement Application.
- c. **Debris** must be disposed of daily to insure the safety of other Shareholders.
- d. **Hazard:** Any material deemed as a "nuisance or safety hazard" by Building and Grounds, and/or the Manager, will be subject to immediate removal by the owner.
- e. **Revised Schedule:** If a Shareholder does not meet an approved Permit date, the Shareholder must submit, to the Co-op office, a revised schedule detailing a new completion date. Buildings and Grounds may approve any extensions or altered schedules.
- f. **Shareholders' Project Operating Hours:**
 - 1) Monday through Saturday 8:00 a.m. until 6:00 p.m.

2) **NO work** on Sundays or Holidays (**Exception** would be during an emergency when immediate attention is needed to correct a problem (water, electric, etc.).

- g. **Shareholder's Accountability.** Shareholders contemplating use of contractors should verify that they be licensed and carry proper insurance including Workmen Compensation.

38. Contractor's Responsibility:

- a. Use the "CALL BEFORE YOU DIG" concept. Construction Contractors or other companies working in the Co-op are required to furnish "Port-0 -Johns" for their employees. Aforementioned Contractors/Companies are also required to furnish proper trash receptacles for their employees. Any necessary clean up by the Co-op will be billed at a \$ 100.00 minimum directly to the company involved. Contractors are prohibited from storing, parking, or using the Common Grounds for equipment, trailers, vehicles, etc. Shareholders employing contractors are held accountable for any violation(s) incurred by their contractor.
- b. Any material, trailers, vehicles etc. parked or stored on common grounds without obtaining Building and Grounds' approval will be subject to immediate removal or towing at the expense of the Shareholders for whom the contractor is employed. For example, a contractor may park a vehicle in the street or designated parking area, but the contractor is prohibited from storing or parking on the common ground areas, or leaving material, trailers or vehicles overnight; unless approved by Building and Grounds.
- c. Contractor(s) may not begin work operations before 8 a.m. and must terminate said operations no later than 6 p.m. Monday through Saturday. Exception to the Rule would be an emergency repair to the Shareholder's unit.
- d. Exception to the Rule: Contractors employed by the Co-op to perform work operations in the common ground areas are exempt from b) and c) above.
- e. Contractor(s) violating these Rules and authority of the Board of Directors may, at the Board's discretion, be subject to immediate exclusion from performing any work within the Co-op property.

39. ESC Barbeque Grill Policy:

- a. **Restricted Use:** The grill is to be used **ONLY** for Park Functions or organizations of the Park. Examples: Block Parties, Park Organized Parties, etc.
- b. **Authorization for Use:** A Director, the Park Activities Chairperson, or the Manager may authorize the use of the Grill.

c. **Procedure:**

- 1) Note: It is the Organization's responsibility to ensure that the grill is left clean and the hood is put back on.

40. Swimming Pool Rules:

- a. **Babies:** No disposable or cloth diapers are permitted, unless protective rubber pants are worn over diaper. Swimming diapers may be worn.
- b. **Use of a towel is required** when using lounge chairs to prevent chair deterioration.
- c. **No diving or jumping.**
- d. **No running, skateboarding, roller-blading or roller-skating** on pool deck.
- e. **No glass containers** or food on pool deck.
- f. **Food and non-alcoholic beverages** are allowed only in the designated picnic area. No alcoholic beverages are allowed in any area of the pool except on special occasions with Board approval.
- g. **Sun tan lotion** must be removed by showering before going into pool.
- h. **Shower area** is to be used for removal of lotion products and pool chlorine, not personal bathing.
- i. **Children under 14 years** old must be accompanied by a parent, guardian, or Shareholder.
- j. **No Large Flotation device** exceeding eighteen (18") inches in width and six (6) feet in length is permitted in the pool. Flotation Devices commonly referred to as "Noodles" are permitted (should not be left in pool area when you leave).
- k. **Pool Hours** for *everyone* are from Dawn to Dusk.
- l. **No person(s) with communicable diseases or open sores** are permitted in the pool.
- m. **Pool Capacity** will be posted and is subject to Collier County Health Department's Ordinances.
- n. **Pool Maintenance schedule** will be posted in the Shorelines.

41. Video Dishes, Receivers & Antennas:

- a. **No Permit Required:** In compliance with the FCC (Federal Communications Commission) Telecommunication Act of 1996, there is NO Permit required for the installation of any Direct Broadcast Satellite, Multi-Channel, Multipoint Distribution Service, and Television Broadcast Antennas.
- b. **Dish Size:** A “dish” antenna that is a meter (39.37”) or less in diameter and is designed to receive direct broadcast service, including direct-to-home satellite service, or receive or transmit fixed wireless signals via satellite.
- c. **Mast Size:** Antenna/ Video Receiver Dish masts may not exceed five (5) feet in height above the highest point of the unit.
- d. **Primary location** for the installation of Receiver Dish or Antenna will be in the rear of the unit. If signal is impaired by the location, the unit owner must notify the Co-op office.
 - 1) Exception to the Rule: Video Receiver Dishes or Antennas may be temporarily attached to RV's when parked in East End of Co-op.

42. Shareholder’s Responsibility:

- a. It is the Shareholder’s responsibility to maintain their home and home site properly. Failure to comply with the Rules and Regulations will cause the following to happen: Management will notify the Shareholder in writing, giving 14 days to comply. If corrective action has not been made, Management has the right to provide such maintenance or repair at the expense of the Shareholder.

43. Board of Directors’ Authority:

The Board of Directors or their designated representative(s) has the sole authority to interpret, modify, and enforce these Rules and Regulations. Shareholder’s petitions or complaints must be submitted to the Board of Directors in writing, dated, and signed by the Shareholder.