

Pavilion Club Condominium Association, Inc. Rules and Regulations Handbook **2023**

Pavilion Club Condominium Association, Inc.
806 Gulf Pavilion Drive
Naples, Florida 34108
239-566-8010



For Use by Owners

Please Keep as a Handy Reference

FORWARD

The following rules and regulations have been adopted by the Board of Directors or taken directly from the Association's Declaration of Condominium ("DOC") and Bylaws (BL) and have been compiled for easy reference. References to the Declaration of Condominium and Bylaws are only summary in nature; therefore, the Association's recorded condominium documents should be referred to for full and complete language. The Appendices contain various forms required when leasing, doing renovations or conducting sales.

Rules and regulations are an essential part of condominium living and they are developed to help promote a harmonious relationship between residents in a dwelling area where the homes are not separated by broad lots but are as close to one another as the common area walls and floors separating the units. Sometimes it is difficult to forget all the freedoms we have had as a single-dwelling homeowner and come to grips with the reality of condominium life. With a little effort, it is a marvelous way to live.

Some issues that are of particular concern to condominium life are noise, trash, pool area, vehicle usage, parking and general maintenance of the units and common elements. Please take the time to familiarize yourself with the policies and procedures relating to these issues.

Owners should keep a copy of this document with their important papers as an aid in answering many questions that may arise from living at the Pavilion Club.

Thank you for your cooperation.

Board of Directors

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EMERGENCY NUMBERS

ALL EMERGENCIES: 911
(Police, Fire & Ambulance)
(You must stay on the line after calling this number)

Collier County Sheriff's Office (Non-Emergencies) (239) 774-4434
Poison Information Center: 1-800-222-1222

IN CASE OF FIRE

Each of the 12-unit buildings (815, 821, 828, 845 & 876) is equipped with fire alarm pull stations, fire alarm buzzers in each unit as well as fire extinguishers in various locations outside the units. The 8-unit buildings are equipped with fire extinguishers only, and smoke detectors in the individual units. In the event there is a fire in your unit, you should vacate the apartment, activate one of the fire alarm pull stations located outside the unit (this will signal other residents in the building that there is a fire) shout "FIRE" and alert someone to immediately call 911 to report the fire and its location.

The fire alarm that sounds when the fire alarm pull station is activated is a local alarm only -- it is not monitored by the Fire Department; therefore you must call 911 in order to let the Fire Department know there is a fire.

All residents should familiarize themselves with the locations of fire extinguishers, pull stations and other emergency equipment.

IMPORTANT PHONE NUMBERS

Manager: Michael Vickers
Office Phone: (239) 566-8010
Non-Urgent Inquiries: e-mail pavilionclub@comcast.net

Office Hours: 8:00 am-6:00 pm (Tuesday-Friday)

FOR ASSOCIATION-RELATED EMERGENCIES DURING OFF HOURS:
Call Office Phone Number which will forward call to Manager Cell Phone.

Owners' Private Website: PC.myHOAST.com

Public Website: www.PavilionClubNaples.com

CODE OF CONDUCT

The owners of the Pavilion Club community desire to create a safe, inviting, and friendly community atmosphere. We recognize that we are a diverse community in different stages of life, with multiple interests, desires and needs. The purpose of this code of conduct is to allow each owner, guest and/or renter to maximize his or her experience at the Pavilion Club. To accomplish this, we have developed a code of conduct for common areas to foster mutual respect and enjoyment for the common good of all. Please be mindful of those around you by:

- Refraining from loud boisterous comments/conversations
- Refraining from use of profanity
- Refraining from smoking, vaping, and use of electronic cigarettes in common areas
- Observing all common area rules

ENFORCEMENT OF RULES

A code of rules is useless unless enforced. The rules apply to everyone without exception. Care must be taken to ensure that everyone on Pavilion Club property is aware of the rules and regulations; therefore, ignorance is no excuse. The primary purpose of the enforcement procedure is to encourage rule compliance for the benefit of all owners, guests, and renters, not to be punitive.

1. When a violation occurs, the Manager may issue a verbal or written warning to the violator.
2. Further repetition of the offense will result in a certified letter to the offender. A dated memo of the violation will be filed with the Board.
3. Annually a three-person violations committee will be established and appointed by the Board of Directors. Members of the violations committee must not be related to any board member.
4. The Board of Directors may suspend privileges or levy a fine against any unit owner for failure of the owner, his/her guests, lessee, or invitees to comply with the document restrictions or the rules and regulations of the Association. The party against whom the suspension or fine is sought to be levied shall be afforded an opportunity for a hearing before the violations committee and shall receive notice of such hearing no less than 14 days prior to the date of that hearing. (Bylaws 8.1)
5. An owner and/or lessee/renter who receives a fine citation from the manager shall have, in accordance with applicable Florida statute, 14 days from the date of the citation notice to appeal in writing to the violation committee.
6. If the offense continues because the fining process was not effective for whatever reason, the matter will be referred to the Association's Attorney for additional enforcement action.
7. Parents are responsible for their children's adherence to the rules.
8. Unit owners are responsible for their renters and/or guests' adherence to the rules.

COMPLAINTS REGARDING OTHER RESIDENTS MUST BE PUT IN WRITING TO THE MANAGER

GENERAL RULES

1. The main water valve must be shut off whenever the unit is unoccupied overnight or longer. Also, dishwashers and washing machines should not be left unattended while turned on. Please operate these machines only while the unit is occupied.
2. The owner of an unoccupied unit may not allow anyone to use the common elements or recreational facilities in their absence. (DOC 10.2) (C)
3. Common hallways, stairways and other common elements shall not be obstructed, littered, defaced, or misused in any manner. Balconies, patios, lanais, walkways, and stairways shall be used only for the purpose intended, and they shall not be used for hanging or drying clothing, for outdoor cooking, for cleaning of rugs or other household items, or for storage of bicycles or other personal property. (DOC 10.9)
4. No owner may alter the landscaping of the common elements in any way without prior Board approval. (DOC 9.5)
5. No gas grills of any kind may be used, except for the vented JennAir grills originally installed on lanais. (Fire Code)
6. Any glass, screen, curtain, blind, shutter, awning or other modification, addition or installation which may be installed where visible from outside the unit is subject to regulation by the Board of Directors. (DOC 9.5) See Appendix B.
7. All occupants under 18 years of age shall be closely supervised at all times by an adult to ensure that they do not become a source of unreasonable annoyance to other residents. (DOC 10.5)
8. No person may post or display "For Sale", "For Rent", "Open House" or other similar signs anywhere within the Condominium or on the condominium property. (DOC 10.8)
9. Owners and occupants of units should exercise extreme care to minimize noise so as not to disturb others, especially between the hours of 10:00 PM and 8:00 AM. Repairs or improvements to a unit shall only be performed between the hours of 8:00 A.M. thru 6 P.M. Monday thru, Saturday except in an emergency. (DOC 10.7)
10. All garbage shall be bagged, tied, and deposited into the dumpsters provided for such purposes. Recycle all empty bottles, jars, and containers, made of metal, plastic, and glass. Recycle cartons, paper, and flattened cardboard. DO NOT RECYCLE: plastic bags or film, Styrofoam cups & containers, items containing food waste & liquids, electronics, batteries, and needles. Empty recyclables directly into the cart in our trash area. NO BAGGED RECYCLABLES. All boxes must be flattened. No large appliances, furniture, mattresses, hazardous materials, or construction debris may be dumped or left at the dumpsters.
11. No material alterations or substantial additions to a unit, the common elements or association property, or a change in any manner to the exterior appearance of any portion of the condominium shall be made without first obtaining written permission of the Board of Directors. (DOC 9.5) See Appendix A.
12. The Association has an irrevocable right of access to the units for the purposes of protecting, maintaining, repairing, and replacing the common elements or portions of the unit to be

maintained by the Association, and, as necessary, to prevent damage to one or more units. The Association must be given a key and/or other method of access (i.e., code combination, etc.) to all units. If the Association is not provided a key to the unit, the owner shall pay all costs incurred by the Association in gaining entrance to the unit and shall also be responsible for any damage done to the unit in gaining entrance thereto. (DOC 9.8)

UNIT SALES/TRANSFERS OF OWNERSHIP (DOC 14)

1. A unit owner may put his/her unit up for sale without prior Board approval; however, once a buyer is secured, the buyer must be approved by the Board. No unit owner may dispose of a unit or any interest in a unit by sale or gift without written approval of the Board of Directors. If an owner acquires title by inheritance or gift, the transferee has no occupancy or use rights until and unless approved by the Board.
2. Owners intending to make a sale or gift of their unit or any interest therein shall give to the Board of Directors or its designee written notice of such intention at least twenty (20) days before the intended closing date, together with the name and address of the proposed purchaser or donee, a copy of the executed sales contract, if any, and all other information the Board may reasonably require, see Appendix C. The Association may charge a preset fee for processing the application, such fee not to exceed the maximum amount allowed by law. The Board may require a personal interview with any purchaser or donee and his/her spouse, if any, as a pre-condition to approval.
3. Within ten (10) days after receipt of the required notice and all information or interviews requested, the Board shall approve or disapprove the transfer.
4. The Board may only deny approval with good cause. Approval of the Association shall be withheld for good cause only if a majority of the Board so votes, after receiving a written opinion of counsel that good cause exists.
5. No person may acquire title in any manner, which would result in that person owning legal or beneficial title to more than two (2) units in the condominium.
6. Any sale or transfer which is not approved, or which is disapproved pursuant to the terms of the Declaration shall be void unless subsequently approved in writing by the Board.

GUESTS USE

1. A "guest," as defined in the Declaration of Condominium, means a person who is not the owner or a tenant of the unit, and is not a member of the owner's or lessee's immediate family, who nevertheless is physically present in, or occupies the unit on a temporary basis, at the invitation of the owner or lessee, without payment of valuable consideration. (DOC 4.10)
2. Occupancy in the Absence of the Owner: Owners must register any family members or guests with the Property Manager in writing prior to their arrival. (DOC 10.2) (A) The total number of occasions for guest occupancy shall be limited to 6 in each calendar year. Upon arrival, the guest must sign a statement that the guests are non-paying guests. (DOC 10.2) (B) See Appendix E.
3. Owner violations shall be subject to a fine.

RULES FOR RENTING AND LEASING THE UNIT

In order to foster a stable residential community and prevent a motel-like atmosphere, leasing and licensing of units is restricted in Section 13 of the Declaration of Condominium.

1. Entire units, but not less than entire units, may be leased provided the occupancy is only by the lessee and his or her family and guests. No rooms may be rented, and no transient tenants may be accommodated. No unit may be used on a "time share" basis. Advertising a unit for daily or weekly lease or license on website such as Airbnb.com, Craigslist.com, Flip-Key, Tripping.com, House Trip, Luxury Retreats, HomeAway, VRBO.com or other similar sites, regardless of whether the arrangements are classified or described as something other than a lease, is prohibited.
2. No unit may be leased more often than five (5) times per calendar year, with a minimum lease term being not less than thirty (30) days. No lease may be for a period of more than one (1) year; however, the Board may approve the same lease from year to year. No subleasing or assignment of lease rights by the lessee is allowed. All lessees shall register with the Association within 48 hours of their arrival. (DOC 13.2)
3. Only one family shall occupy each unit at a time, as a residence and for no other purpose. No unit shall be permanently occupied by more than 2 persons per bedroom as permitted by County code. No business or commercial activity shall be conducted in or from any unit. No pets of any kind are permitted in leased units, nor may guests bring pets into the condominium. (DOC 10.1)
4. All leases of units must be in writing. A unit owner may only lease the entire unit, and then only after receiving the approval of the Association. (DOC 13.1)
5. An Owner intending to lease his/her unit shall forward to the Association a fully executed copy of the proposed lease, an application form completed by the proposed tenant and preset application fee (not to exceed the maximum amount allowed by law) ten (10) days prior to the first day of occupancy. The application process applies to all tenants, even those who may be "repeat" tenants and have leased previously. After receiving all the required information, the Board shall have ten (10) days in which to review the proposed lease.
(DOC 13.1) (A) (B) & (DOC 13.7) See Appendix D.
6. If proper notice is not given, the Board at its election may approve or disapprove the lease. Any lease entered into without approval may, at the option of the Board, be treated as a nullity. (DOC 13.1) (C) (D)
7. Grounds for disapproval by the Board include, but are not limited to the following: the unit owner is delinquent in the payment of assessments at the time the application is considered; there is a history of the owner leasing his unit without obtaining approval or leasing to troublesome tenants; the owner's real estate company or agent has a history of screening tenants inadequately, recommending undesirable tenants, or entering into leases without prior Association approval. (DOC 13.1) (C)
8. It is the owner's responsibility to see that their tenants have available to them all keys, entry gate remote and access codes for the residence, mailbox, pedestrian, and pool gates. Rental agents are required to have an entry gate remote available for their tenants.

9. Ultimate responsibility for renter and guest compliance with these rules and regulations and for any type of damage caused by his or her guests or tenants rests with the unit owner. This owner responsibility cannot be passed off to the rental agent, manager or other representative.
10. All the provisions of the condominium documents and the rules and regulations of the Association shall be applicable and enforceable against any person occupying a unit as a lessee or guest to the same extent as against the owner. A covenant on the part of each occupant to abide by the rules, designating the Association as the owner's agent with the authority to terminate any lease agreement and evict the tenants in the event of breach of such covenant, shall be deemed to be included in every lease agreement, whether specifically expressed in such agreement or not. (DOC 13.6)
11. Each renter/lessee shall be provided a copy of these rules and regulations prior to execution of the lease. Each renter/lessee shall sign a document indicating that they have read, understand and agree to abide by all Pavilion Club Rules and Regulations. See Appendix D.
12. Failure to register renters in accordance with Association rules and regulations and/or to abide by rental/lease rules, regulations and protocols may result in the loss of rental privileges for up to one (1) year.

OWNER MAINTENANCE RESPONSIBILITIES (DOC 9.2, 9.3 & 9.5)

UNIT BOUNDARIES - The upper boundary of a unit is the horizontal plane of the undecorated, finished ceiling of the unit. The lower boundary of a unit is the horizontal plane of the undecorated, finished floor of the unit. The parametrical boundaries of the unit shall be the vertical planes of the undecorated or unfinished inner surfaces of the walls bounding the unit as shown in Exhibit "A" of the documents. A unit shall include a balcony or patio, the boundaries of which shall be the exterior surface of the railing. Windows, doors, screens, and all framings are included within the unit. (DOC 5.2) Owners are responsible for the following:

1. Maintenance, repair and replacement of screens, windows and window glass, and related frameworks, hardware, and locks.
2. The entrance door to the unit and its interior surface, and related entrance door frameworks, hardware, and locks.
3. All other doors within or affording access to the unit, related door frameworks, hardware & locks.
4. The electrical, mechanical, and plumbing fixtures, switches, valves, drains, and outlets (including connections) located partially or entirely within the unit or located outside the unit but serving only the unit. It is recommended that Owners have a plumber check their water hoses and toilet tank flappers periodically.
5. The circuit breaker panel and all electrical wiring going into the unit from the panel.
6. Appliances, water heaters, smoke alarms, dryer vent fans and dryer vents. Owners are to replace water heaters every 10 years.

7. All air conditioning and heating equipment, thermostats, ducts, and installations serving the unit exclusively whether located within or outside the unit, except as otherwise provided in Document Section 9.4.
8. Carpeting and other floor coverings.
9. Shower pans serving the unit.
10. The main water supply shut-off valve inside your unit. It is recommended that this valve be a "ball" type valve.
11. Other facilities or fixtures, which are located or contained partially or entirely within the unit or located outside the unit but serve only the unit.
12. All interior, partition walls, which do not form part of the boundary of the unit.
13. The storage area and its interior surfaces.
14. All drywall, lath, plasterboard, furring and similar materials in the perimeter walls and ceilings of the unit.
15. No balcony or lanai may be carpeted, covered or enclosed in any way without prior approval of the Board of Directors.
16. All unit owners above the ground floor who desire to install in place of carpeting any hard surface floor covering (e.g., marble, slate, ceramic tile, porcelain tile, parquet, etc.) shall also install a sound absorbent underlayment with specific minimum rating standards to effectively eliminate the transmission of noise to adjoining units and obtain written approval of the Board prior to any such installation. (DOC 9.3 (C) See Appendix A.
17. Owners wishing to install hurricane shutters or new windows must follow the specifications adopted by the Board and obtain written Board approval prior to installation. Any maintenance, repair or replacement of the shutters or windows shall be the responsibility of the unit owner. (DOC 9.11) See Appendix B.
18. Toilets - An owner who wishes to install or replace a toilet in his/her unit shall install one that uses 1.6 gallons per flush or less, in accordance with the EP Act of 1992, and any amendments thereto.
19. Shower Heads - An owner who desires to install or replace any shower head in his/her unit shall install a shower head with a flow rate below 2.5 gallons per minute (gpm).
20. Water Supply Tubing - Owners shall install braided stainless-steel flexible tubing for the water supply lines to toilets and the washing machine. Use of other materials for these connections is not permitted. All property damage related to a failure of non-compliant connectors will be the offending owners' responsibility. It is always recommended that the shutoff valves for the washing machine be shut off (closed), except when operating the washing machine. Periodic inspection of toilet and washer connectors will be conducted at the discretion of the Board and Property Manager.

21. Dryer lint trays should be cleaned out before each use of the dryer to avoid fire or overheating.
22. The manager shall be informed and shall review all requests for interior unit construction projects other than for minor or emergency repairs or routine replacement of mechanical equipment or appliances to determine conformity to Association Rules and Regulations. The owner submitting the request is responsible for all permits, applicable architectural and/or engineering requirements, and code compliance and to ensure that contractors are properly licensed in Collier County, Florida for the work to be performed. The manager shall submit all construction projects that require Board approval to the Board. The Board will follow its protocols for a timely review and/or to request additional information as deemed necessary to make a timely decision. (DOC 9.5) See Appendix A.
23. Dumpsters are not permitted on Pavilion Club property without written authorization from the manager. Any authorization that is granted shall be for no more than five (5) continuous days excepting that dumpsters may not be left on Pavilion Club property on Saturdays or Sundays.

EXTERIOR UNIT CONFORMITY REQUIREMENTS

1. DOOR HARDWARE STANDARDS — Owners may use their own judgment on the type of finish when replacing exterior door hardware providing it conforms to the colonial style "pitcher" door handle and deadbolt combination originally installed.
2. FRONT DOOR REPLACEMENTS - Upstairs, end-unit front entry doors should be a "15-lite" style with colonial grids, of fiberglass construction meeting county & state building codes. All other doors must be consistent with the current style with the exception that they must be of fiberglass construction.
3. HURRICANE SHUTTERS — as required by law, the Board has adopted hurricane shutter specifications (Appendix B) that comply with applicable building codes. The Board may not refuse to approve the installation or replacement of hurricane shutters by any unit owner if the installation conforms to the specifications approved by the Board. Any maintenance, repair and replacement of the hurricane shutters shall be the responsibility of the unit owner. Technical specifications are as follows:
 - Type of Shutter: Roll Down
 - Material: Aluminum/or other Miami/Dade approved material. Color: White
 - Attaching hardware must be non-rusting fasteners; shutters must be installed on the exterior of building. On lanais or porches, installation must be the inside of the screen enclosure.
 - Spaces above second floor exterior mounted shutter "hoods" must be enclosed so as to keep birds from building nests.
4. WINDOW FILMS - When 3-M window film is installed on windows, it must be light tinted and non-reflective.
5. WINDOW REPLACEMENTS — Effective September 1, 2019, upon replacement, all exterior windows must conform to the standards specified in Appendix B. of this Handbook, which in

addition to other specifications, omits the use of 'grids' in windowpanes. Owners are encouraged to upgrade their windows to hurricane resistant quality and to remove the existing metal grids prior to replacement to promote a more uniform and "updated" appearance of our buildings.

6. Permits - Owners are responsible to ensure that all permits and inspections are obtained. All replacement windows must meet applicable building code requirements.

PET RULES & RESTRICTIONS (DOC 10.6)

1. No pets of any kind are permitted in leased units, nor may guests bring pets into the condominium.
2. The owner of the unit may keep (1) cat or (1) dog or (1) small caged bird in the unit. Aggressive dog breeds such as Rottweilers and pit bulls will not be allowed on the property. The manager must be informed prior to arrival and pets must be registered at the office.
3. The ability to keep a pet is a privilege, not a right, and the Board of Directors is empowered to order and enforce removal of any pet which becomes a source of unreasonable annoyance to other residents.
4. Pets must be caged, leashed or carried at all times when in the condominium property outside the units.
5. Each pet owner is responsible for the cleanup of their pet's messes or droppings and dispose of such directly into the garbage waste disposal containers.
6. Pets are not permitted in the pool or social areas.
7. No reptiles, monkeys, rodents, amphibians, poultry, fish tanks (over 2 gallons) or livestock may be kept in the Condominium.
8. In order to have a Service Animal on the condominium property, proper documentation is required. The Property Manager should be contacted in advance for the necessary information.

ENTRY GATE OPERATION

1. By pressing the "#" button on the keypad at the front gate, your visitor will find you alphabetically listed last name along with an assigned 3-digit call code.
2. Upon locating your name and 3-digit code, your visitor should enter that 3-digit number on the directory keypad. If you already know the call code, you must press the '#' button followed by the call code.
3. Your telephone will ring and you should answer the call and establish the identity of your visitor.
4. Upon identifying your visitor, press "9" on your phone, then hang up the receiver. This will cause the entrance gate to open.
5. To deny entry, simply hang up the receiver.

VEHICLE AND PARKING AREA RULES (DOC 10.10)

SPEED LIMIT-15 MPH

1. All owners, tenants and guests must register their vehicles with the Office within 48 hours of their arrival and display an ID on the rear bumper or window of the vehicle. Vehicles should be pulled forward into parking spaces in order that the ID can be seen from the road. An ID sticker will be issued to owners and renters/lessees for each appropriately registered vehicle up to a maximum of two (2). For short-term overnight guests/visitors of a week or less a hanging mirror pass may be issued at the manager's discretion.
2. Parking areas shall be used to park conventional passenger automobiles and vans only. No pick-up trucks. "Conventional passenger automobiles and vans" shall include "mini-vans" such as Dodge Caravan, Honda Odyssey, and other vehicles of similar size and configuration, plus passenger vans. Sport Utility Vehicles such as Jeep Cherokee, Nissan Pathfinder, and other vehicles of similar size and configuration shall also be included in this classification.
3. Except for service vehicles temporarily present on business, no pick-up trucks, motor-homes, recreational vehicles, off road vehicles, motorcycles, trailers, campers, boats or boat trailers, jet skis, jet ski trailers, swamp buggies, buses, tractors or semi-trucks shall be parked, stored, or left standing on the Condominium property.
4. No commercial trucks or deliveries after 6:00 P.M. or on Sundays.
5. One numbered, covered parking space has been deeded for the exclusive use of each unit in front of the building. (DOC 8.1(B). See Appendix F.
6. Only one additional, unmarked, uncovered space may be occupied on a permanent basis by any one unit except for temporary, non-overnight parking by day guests. Visitors shall use uncovered parking spaces marked "GUEST." No owner/lessee shall be permitted to register or maintain more than two (2) vehicles on Pavilion Club property.
7. No vehicle repair or maintenance work is permitted on the premises except for emergency repairs, such as changing a flat tire.
8. Washing of vehicles shall not be permitted due to cost and conservation of water.
9. Any vehicle which is improperly licensed or untagged, wrecked, junked, partially dismantled, in an inoperative or abandoned condition, whether attended or not, is not permitted on the property.
10. No motor vehicle shall be parked anywhere on the Condominium property other than the paved areas intended for the use as parking spaces. No vehicle shall be parked in such a manner as to impede or prevent access to any other parking space.
11. Keys for vehicles left by unit owners during extended periods of time must be deposited with the Manager in case of emergencies.
12. Bicycles should be identified by building & unit number and registered with the office. Unidentified bikes may be removed and disposed of at the discretion of the Manager. Bicycles

are not to be kept in parking spaces or tied to carports. Use bicycle racks provided and make sure to always secure your bike with a lock.

13. Upon prior written approval from the Association, a unit owner or his/her tenant may use a truck to move personal property to or from the unit for a period not to exceed 48 continuous hours.
14. Upon prior written approval from the Association, a unit owner or his/her tenant may use a "POD" on the premises, not to exceed 24 hours to load and 24 hours to unload.

IMPROPERLY PARKED OR UNAUTHORIZED VEHICLES MAY BE TOWED AT THE VEHICLE OWNER'S EXPENSE

POOL RULES and DECORUM

The use of the Pavilion Club pool shall be consistent with Florida State and Local laws. Pool and pool area users are expected to use common sense and to be mindful of other users. All owners and renters are expected to become familiar with these rules and to abide by them.

1. Swim at your own risk; no lifeguard is provided. Swimming alone is not recommended.
2. The pool is for exclusive use of owners, renters and their guests.
3. Owners who rent their residence are not entitled to use the recreation facilities while the unit is rented or leased.
4. Pool hours are dawn to dusk. (One half hour after sunrise; one half hour before sunset) (State law)
5. Pool capacity is 27 persons. (State law)
6. Do not swallow pool water - it is recirculated. (State Law)
7. Shower before entering the pool. (State law)
8. No animals in the pool or on the pool deck. (State law)
9. Do not use pool if you are ill with diarrhea. (State Law)
10. Use suntan lotion only, no oils.
11. Food and beverages are prohibited in the pool and on the pool-wet deck. (State law)
12. Glassware is prohibited in the fenced pool area. (State law)
13. Any person who is incontinent or not potty trained must wear appropriate waterproof clothing when entering or being carried into the pool.
14. For all electronic listening devices, headsets or earphone devices must be used, except for board approved social functions.
15. A beach towel should be used on chairs and lounges to prevent stains from suntan lotions. Tables, chairs, or lounges may not be reserved while users are absent from the pool area.
16. No jumping or diving into the pool.
17. Floating objects such as inner tubes, rafts, balls, and water toys are not permitted in the pool. Safety devices and swimming aids are permitted.
18. No running, throwing balls, Frisbees etc., riding, of bikes, rollerblading, skateboarding or roughhousing is permitted in the pool or pool area.
19. The Clubhouse facility is not to be used for pool picnics unless in accordance with use rules.
20. Appropriate swimwear must always be worn.
21. Vacate the pool and the pool area during electrical storms.
22. Smoking and vaping is prohibited in the fenced in pool area and clubhouse (Includes all tobacco and electronic smoke devices including but not limited to E-cigs)

CLUBHOUSE RULES

1. A reservation is required for use of the Pavilion Club Clubhouse and pool area for private parties and is restricted to members of the Pavilion Club Association. A notice must be posted at least 48 hours in advance of the activity.
2. Only adults may reserve the Clubhouse and must be present for the entire duration of the event.
3. The exclusive use of the pool is not included in the Clubhouse reservation.
4. The Clubhouse may not be rented for commercial purposes or for the benefit of any outside agency.
5. A \$100.00 deposit is required to reserve the Clubhouse. The deposit must be received in advance. Fifty percent (50%) of the deposit will be retained for the Clubhouse Maintenance Fund. The remaining fifty percent (50%) of the deposit will be refunded five (5) days after the event if no damage has occurred and no cleanup is required. However, the withholding of this portion of the deposit will not release the member from full responsibility for costs incurred for any repairs or cleanup in excess of the \$50.00 withheld.
6. Member's signature on the application will indicate acceptance of the above conditions. However, it must be understood that any event may be canceled should circumstances beyond our control occur. In the event of an "Act of God," a power failure or other condition beyond the control of Management that renders the Clubhouse temporarily unusable, neither the Management nor the Board of Directors may be held liable for any loss incurred due to the cancellation of the event.
7. The Clubhouse facilities are not to be used for pool picnics or by people in wet bathing suits.
8. The Clubhouse hours are from 8:00 AM to 10:00 PM.
9. Turn off all lights when leaving the Clubhouse.
10. The privilege of using the wireless internet access in the Clubhouse is only available when Association activities are not scheduled.

BOARD RESOLUTION REGARDING OWNER'S PARTICIPATION AT BOARD MEETINGS

1. BOARD MEETINGS

A. Attendance at Board Meetings.

Every unit owner shall have the right to attend board meetings, except as may be provided by law. No other person other than a unit owner may be permitted to attend such meetings, except for persons invited or permitted to attend by the board chairperson.

B. Participation at Board or Committee Meetings.

Every unit owner shall have the right to speak at meetings, to the extent required and permissible under applicable law, subject to the following rules:

- 1) Statements by unit owners shall be restricted to agenda items. No other statements shall be permitted except as may be authorized by the chairperson of the board, at the chairperson's sole discretion.
- 2) No unit owner shall speak until recognized by the chair. A unit owner may speak only once on each agenda item and the owner's statement shall not exceed three (3) minutes. The chairperson shall give the floor to any unit owner desiring to speak prior to the discussion and vote of the board upon the agenda item. After unit owners have had a chance to speak, the chairperson shall announce that owner statements are concluded, thereby ending owner discussion on that agenda item.
- 3) Each speaker shall speak only to the chair. There will be no cross discussions with other members, board members or other attendees.
- 4) Unit owners may not make or second motions, may not participate in discussions after owner discussion is concluded on that subject, and may not vote.
- 5) Owner statements — Time shall be set aside before the Board considers agenda action items for owner statements. Owners wishing to speak on agenda items may do so at the designated time in accordance with the rules established for this purpose.

2. RECORDING MEETINGS

Tape recording or videotaping of meetings is subject to the following restrictions:

- 1) Only equipment and devices which owners are authorized to use should not produce distracting sound or light emissions.
- 2) Equipment shall be assembled and in position in advance of the meeting.
- 3) Anyone videotaping or recording a meeting shall not be permitted to move about the room.

3. ENFORCEMENT OF MEETING RULES

A. Ejection.

- 1) Any person not a member of the association, or not lawfully holding the proxy of a member, shall be prohibited from attending meetings and may be ejected.
- 2) Any unit owner who fails to comply with these rules shall be subject to ejection at the sole discretion of the chairperson. The chairperson shall give any non-complying person one warning regarding ejection and thereafter may call for immediate ejection.
- 3) The chairperson may appoint a sergeant-at-arms who at the discretion of the chairperson shall either remove the unauthorized person or contact a law enforcement representative to remove such person.

B. Fines - the Board of Directors may levy a fine against any person who fails to comply with these rules.

C. Legal Action - the Board of Directors may take whatever action appropriate by law or in equity against any person who fails to comply with these rules.

D. Amending Rules - The Board of Directors reserves the right to amend these rules from time to time as deemed necessary.

NOTE: The "official" location for the posting of Board & Membership Meeting notices is on the Clubhouse bulletin board and at each of the mailbox bulletin boards on the grounds.

ELECTRONIC RESOURCES

In addition to offering automatic payments for quarterly maintenance fees and internet access in the pool area, two on-line facilities are also maintained:

Our Owners' website PC.myHOAst.com is the preferred method of communicating Pavilion Club Association business. The password protected system includes many useful features such as:

- A repository of community documents – including meeting agendas, minutes, newsletters, and financial reports.
- The community calendar – don't miss out on important or fun events.
- Notices to keep you aware of Board meeting and important events.
- Committee and membership lists – including the Board of Directors.
- The community directory – you can make sure your contact information is current and correct for official PC Association business. You will be able to choose what contact information you wish to share with the community and which information you prefer to remain private.
- An easy way for you to send a message to the Property Manager ("Subscriber" on the system), the Board of Directors, or any committee.
- Importantly, an electronic voting mechanism that provides an easy, secure, and cost-saving way for us to conduct our Board of Directors election, proxy votes, and owner surveys.

The website ensures that we comply with Florida electronic voting statutes and the administrative rules. Each owner has a unique system access username and password. It is important that you do not share your PC.myhoast.com access credentials with anyone, e.g., your renters, since we must protect the privacy of other owners' contact information on the website.

*NOTE: To get started, all users will need to request a temporary username and password. Please refer to **Appendix G** for instructions about how to do this as well as an introduction to using the system.*

Pavilionclubnaples.com is a public website which describes and promotes the Pavilion Club to the outside world. A description and pictures of our complex, immediate neighborhood, community activities, and information useful in renting or purchasing at the Pavilion Club are provided.

RECOMMENDATIONS FOR CLOSING CONDO UNIT

1. Make sure that the Main water valve is turned off when leaving the condominium and be sure if there are guests that they know how to find and shut-off the main valve. If you need assistance in locating the valve, contact the Manager's office. Hot water tank circuit breaker lever should also be turned off in the main electrical circuit breaker panel box.
2. Owners should seriously consider engaging a qualified person or firm to periodically inspect your unit on a regularly scheduled basis in order to detect problems before they become catastrophes. If you contract for such a service, it is recommended that the company be licensed and insured.
3. Remove paper sacks and cardboard boxes --these can be insect breeding areas.
4. Appliances should be cleaned and wiped dry. After cleaning, the dishwasher, stove, washing machine, and dryer doors should be left open to allow for air circulation.
5. Thorough cleaning and vacuuming will help to reduce the possibility of insects and mildew.
6. The refrigerator and freezer may be left on lowest settings for minimal operating cost. Ice maker lever should be lifted to the "OFF" position. All perishable foods should be removed and discarded. If refrigerator is turned off completely, thoroughly clean and prop doors open. Place a container of baking soda in both the freezer and refrigerator.
7. Bathrooms should be thoroughly cleaned. Toilets should have a few ounces of bleach placed in the bowl and sealed with plastic wrap to reduce evaporation, prevent the "trap" from drying out as well as to help prevent mildew from forming inside the bowl.
8. Blinds and shutters should be partially closed to keep out harmful rays of the sun.
9. Electrical connections, particularly your TV, cable, VCR, stereos, computer, clothes dryer, stove, hot water tank, and microwave should be disconnected or shut off at the circuit breaker panel. Either unplug your telephone or turn down the volume so it won't ring endlessly for outsiders to hear and know you're not home. Be careful not to shut off the air conditioner breakers.
10. For those with alarms, be sure that someone will respond to the alarm so it will not continue indefinitely. Many alarms can be set so they will cease after 5 or 10 minutes. The alarm code and key must be left with the Manager in case of emergencies and in order that pest control services may be performed.
11. Dry goods such as cereals, pastas, flour, sugar and packaged prepared gravies, sauces, etc. should be stored in sealed plastic containers in the refrigerator.

PAVILION CLUB

Appendix A.1. Construction Procedure

When planning any material alteration or addition to a unit, owners should discuss the project with the Property Manager to determine if a Construction Notice form is required –see attached. This form is used to obtain the necessary approval for the project per the Association’s governing documents.

Note: Routine or emergency repairs or replacing of appliances, water heaters, air conditioning units, toilet or light/fan fixtures, plumbing, or other interior elements necessary for occupancy are not Material Changes or Alterations.

Examples of various construction projects:

Material Changes/Additions – Approval Required	Other Projects – No Approval Required
Replace front door, storage door or lanai screen door.	Wallpapering, paneling, or painting interior walls, ceilings, trim or floors
Replacing carpet with hard flooring or replacing existing hard flooring with another variety, 2nd floor units	Replace toilet, sink, faucets, disposal
Installing or modifying a vent through an exterior wall or roof	Replace kitchen cabinets, counter tops, floor and/or ceiling.
Moving interior walls or doorways	Replace grout
Modifying the common drain/vent pipes in kitchen or bathrooms.	Replace light fixtures, ceiling fans, outlet locations
Modifying the electric service panel	Install shelving, other “built-ins”, or interior carpentry projects
Changing any glass, screen, curtain, blind, shutter, awning or other item that may be visible from the outside. Curtains or blinds that are not white (or of a neutral color) or are abnormal in shape or configuration will need approval.	Renewal of blinds or curtains which meet Neutral color & standard shape requirements.
Installing a lanai enclosure or hurricane shutter	Install crown or baseboard molding
Changing any common area or feature, front entryway, main water pipe, attic area, central fire alarm apparatus.	

Owners who fail to obtain approval are liable for correcting any unapproved material alteration or addition to a unit, association property or the exterior appearance of any part of the condo. For the courtesy of residents and renters, construction projects, done either by the unit owner or a building contractor, are limited to Monday through Saturday from 8:00AM to 6:00PM.

Appendix A.2. PAVILION CLUB CONSTRUCTION FORM

In accordance with the Pavilion Club's Declaration of Condominium (9.5) "No material alteration or substantial additions to a unit...shall be made without first obtaining the written approval of the Board of Directors". This includes the removal/installation of hard flooring, kitchen or bath replacement, etc. and any glass, screen, curtain, blind, shutter, awning, or other changes that might be visible from outside. Note: this form is not required when repairing or replacing an existing fixture or essential unit component such as a water heater or air conditioning unit that is broken or malfunctioning. This form must be filled out entirely and submitted to the property manager for Board approval prior to work commencement. Once approval has been granted work may begin. For the courtesy of residents and renters, construction projects, done either by the unit owner or a building contractor, are limited to Monday through Saturday from 8:00AM to 6:00PM.

Unit Building: _____ Unit Number: _____ Unit Owner: _____

Date of Request: _____ Start Date: _____ Expected End Date: _____

1. Brief Description of work: (Please include sufficient details of materials to confirm compliance with specifications listed in Appendix 3)

2. Name/Address/Telephone of Contractor, if any questions: (Owner should obtain copy of contractor's certificate of liability insurance and general workman's compensation insurance and be named as a certificate holder and as an "additional insured" on the policy.)

3. Acknowledgement: Approval is hereby requested to make the alterations as described above. I have read and agree to comply with the Pavilion Club's governing documents. In requesting approval of these alterations, I acknowledge full responsibility for the contractor's performance and compliance with Pavilion Club's governing documents and accept responsibility for any damage resulting from the work done at my unit.

Owner's Signature Date

4. Manager's Recommendation: (For Association Use Only)

Approve
Deny Date _____

Conditions for Approval or Reason for denial:

Board Approval; _____ Date: _____

Pavilion Club

Appendix A.3. Construction Specifications

The following is an extract of items contained in the Pavilion Club Declaration, By-laws, and Owners' Rules and Regulations Handbook.

Unit Exterior

Windows

- Hurricane resistant
- Manufacturer: PGT, Jeld-Wen or similar.
- Either single or double hung.
- Window configuration must be the "50/50" style.
- Frames may be of either white aluminum or vinyl.
- No "colonial grids" in the windows.
- Window tint: light gray or Low E glass
- Bathroom windows on end units must be privacy glass.
- Screens: Full or half, depending on window style, color of screen: Charcoal
- Window Films - must be light tinted and non-reflective
- Curtains or blinds white or neutral color, not abnormal in shape or configuration

Front Doors

- Must be white, consistent with the current style, must be of fiberglass construction, and meet county & state building codes.
- Front Doors Second Floor End Units must be white, of fiberglass construction with "15-lite" colonial grids, and meet county & state building codes.
- Exterior door hardware must conform to the colonial style "pitcher" door handle and deadbolt.

Front Entryway

- Painted concrete (color matching exterior stairways/balconies)
- Original developer-installed pea gravel/rock in coral or sand dune color (beveled to walkway at height not to exceed ¼ inch).

Patio & Balcony Enclosures

Screen frameworks - white aluminum

Fiberglass Screen color- Charcoal

Hurricane/ Wind Abatement Systems – See Appendix B.

Apartment Interiors

Floor Covering – Second Floor Units

Non-carpeted areas must have installed a sound absorbent underlayment with a minimum rating of IIC-STC 70 "virtually sound proof", according to the (STC) Sound Transmission Class from the

American Society for Testing and Materials (ASTM) E336/E413 and (IIC) Impact Isolation Class ASTM E492-90 and E989-89 ratings, or the current versions of these standards.

Walls – replacement sheetrock/wallboard material must be similar in size and composition to that originally installed.

Plumbing & Fixtures

- Replacement water pipe materials must be compliant with the current building code
- Ground floor units – any alteration of the common drain pipes servicing the upstairs unit must be made by a licensed contractor.
- Upstairs units – any alteration of the common vent pipe(s) that extend through the roof must be made by a licensed contractor.

Water Supply Pipes - braided stainless-steel flexible tubing for water supply lines to toilets, washing machine, faucets, and other appliances.

Electrical

- Relocation or removal of originally installed smoke detectors must be performed by a licensed contractor.
- The central fire alarm system in 12 unit buildings must not be altered in any renovation.

Lanai Grills – only the vented Jennaire grills originally installed are allowed.

Appendix B.1.

HURRICANE PROTECTION SPECIFICATIONS

The adoption of the Pavilion Club Condominium Associations Hurricane Shutter Specifications are in compliance with the Florida Condominium Statutes, Section 718.113 (5) which provides in part:

“Each board of administration shall adopt hurricane shutter specifications for each building within each condominium operated by the association which shall include color, style, and other factors deemed relevant by the board. All specifications adopted by the Board shall comply with the applicable building code.”

GENERAL REQUIREMENTS

A condominium unit owner wishing to install hurricane shutters, impact windows or wind abatement system must seek approval of the Board of Directors of the Pavilion Club Condominium Association, Inc. prior to any such installation by submitting the attached “*Owner Request for Hurricane Protection Installation*” form. The Board may not refuse to approve the installation or replacement of hurricane shutters, impact glass, code-compliant windows or doors, or other types of code-compliant hurricane protection by the unit owner as long as such installations conform to the specifications adopted by the Board.

Maintenance of the shutter(s), impact window(s) or wind abatement system and related hoods, framing, tracks, etc. are the sole responsibility of the unit owner, including, but not limited to, cleaning, lubricating, repairing and painting. If such maintenance is not performed by the unit owner within thirty (30) days after receipt of written notice from the Association to the owner, the Association will be authorized to order the necessary repairs made at the expense of the unit owner.

As in accordance with the Association’s condominium documents, all contractors must be licensed and insured. The contractor is also responsible to see that all the necessary county permits are obtained.

The Board may, but is not obligated to, operate shutters, impact glass, code-compliant windows or doors, or other types of code-compliant hurricane protection without permission only if such operation is necessary to preserve and protect the condominium and association property.

All hurricane shutter assemblies must meet or exceed the Federal, State and/or Florida Building Code and must carry one of the following labels: ASTM 1886, ASTM E 1996 or Miami-Dade TAS 201, 202 or 203.

The original sliding doors must be retained unless approved hurricane rated doors or roll-down shutters are approved for installation.

HURRICANE SHUTTERS

- Hurricane shutters must be of the “Roll-Down” style. No other style is permitted.
- All shutters must be constructed of aluminum and be white in color.
- Shutters may contain one row of “viewports”
- All shutter framework and hoods must be white in color.
- All fasteners must be of stainless steel and or aluminum.

Appendix B.1.

- Patio and Balcony shutters must be installed on the inside of the patio or balcony opening.
- Second floor unit window installations must install a shield or extend the shutter hood to eliminate any spaces between the top of the shutter hood and underside of the soffit on the building in order to help prevent accumulation of nesting materials by birds.

WIND ABATEMENT SYSTEMS

- “Wind Abatement Systems” such as roll-down Kevlar or polypropylene-woven screen panels which meet or exceed Florida Building Code may be used for new installations or as a replacement for roll-down aluminum shutters on the inside of the patio or balcony opening only.
- Related frame work must be constructed of white aluminum and fasteners must be stainless steel or aluminum.
- The fabric material must be gray or black/tan in color.

IMPACT WINDOWS

- Window manufacturer: PGT, Jeld-Wen or similar.
- Windows may be either single or double hung.
- Window configuration must be the “50/50” style.
- Frames may be of either white aluminum or vinyl.
- No “colonial grids” in the windows.
- Window tint: light gray or Low E glass
- Bathroom windows on end units must be privacy glass.
- Screens: Full or half, depending on window style, color of screen: Charcoal

PAVILION CLUB

Appendix B.2.

806 Gulf Pavilion Dr.
Naples, FL 34108
Email: pavilionclub@comcast.net
www.pavilionclubnaples.com

OWNER REQUEST FOR HURRICANE PROTECTION INSTALLATION

I, _____, owner of unit _____ in building _____
(please print)

located in the Pavilion Club, a condominium, do hereby request approval for the installation of the following hurricane protection for my unit:

Roll Down Hurricane Shutters Impact Windows

Wind Abatement Roll-down Screen (patio or balcony opening only)

The following items must accompany this application:

1. Proposed material and specification sheet
2. Copy of Contractors license
3. Contractor's proof of liability insurance
4. Contractor's proof of workman's compensation

I have read and fully understand the Hurricane Shutter Specifications and thereby agree to abide by them as set forth by the Pavilion Club Condominium Association, Inc.

Signature of Owner

Date

Please return completed form to: Pavilion Club Condominium
806 Gulf Pavilion Dr.
Naples, FL 34108
pavilionclub@comcast.net

.....
(For Office Use Only)

Approved ___ Disapproved ___

By _____ Date _____

Title _____

Reason for Disapproval _____

PAVILION CLUB

Dear Applicant,

Thank you for applying to Pavilion Club! Prior to the start of the lease or sale of the unit, you must complete the following steps. **If you do not complete this process at least 10 days prior to the proposed lease or sale it may result in a delay in the processing of the application and possible grounds for disapproval by the Association.**

Please follow these steps:

1. Print and complete the application form. Scan all completed documents to pcnapplications@comcast.net
2. All applications require a \$150 non-refundable application fee per applicant. Spouses or a parent or parents and any dependent child are considered one applicant. Please send a check payable to Pavilion Club Condo Association for \$150.00 to 806 Gulf Pavilion Drive, Naples FL 34108 – Attn: Mike Vickers. Please put the unit number in the memo section of the check. If the check doesn't have the applicants name on it, please provide that information in the memo section also.
3. When the Association receives the application fee, and the application along with a copy of the fully executed proposed rental or sales contract, a confidential-secure link will be sent via email to each applicant to begin the background check process. Personal information such as SSN or date of birth is not shared with Pavilion Club. The process is secure and confidential. Please click the link to provide the necessary information.

Once the results of the background check are returned to Pavilion Club, we will notify you when the process has been completed.

4. *All the required documents must be submitted at least 10 days prior to the start of the lease or transfer of ownership. Once all the requested information is provided, the Association has ten (10) days in which to approve or disapprove the proposed lease/purchase.

If you have questions about this process or about submitting the check, please call Kathy Walker at 203-885-9382.

PAVILION CLUB

Appendix C.

APPLICATION FOR APPROVAL TO PURCHASE

806 Gulf Pavilion Dr., Naples, FL 34108 (239) 566-8010

Email: PCNapplications@comcast.net

[] I hereby apply for approval to *purchase* unit _____, in building _____, at the Pavilion Club Condominiums, and for membership in the Condominium Association.

A fully executed copy of the proposed purchase agreement must accompany this form.

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below and a criminal and financial investigation into my background.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

*****For Corporations, Partnerships or Trusts- See page 3 information**

1. Principle Applicant #1: _____

Driver's License# _____

2. Principle Applicant #2 (if any): _____

Driver License# _____

3. Home Address: _____

Telephone: Home: () _____ Cell: () _____

4. Nature of Business
or Profession. _____

5. Company or Firm name _____

6. Business address _____

7. The condominium documents of the Pavilion Club Condominium Association restrict units to use as single-family residences only. Please state the name and relationship of all other persons other than the applicant who will be occupying the unit on a regular basis.

8. Name of current or most recent landlord: _____
Address: _____
City/State _____ Zip _____ Phone () _____

9. Two personal references (local if possible)
Name: _____
Address: _____
City/State _____ Zip _____ Phone() _____

Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____

10. Two credit references (local if possible)
Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____
Account Number: _____

Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____
Account Number: _____

11. Person to be notified in case of emergency:
Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____

12. Motor vehicle to be kept at the Condominium: (Restrictions apply- No pickup trucks, etc.)
Model/Make: _____ Year: _____
License Plate Number: _____ State: _____

13. Email and Mailing address for notices connected with this application:
Name: _____
Address: _____
City/State _____ Zip _____

*Email: _____

14. Please check the following that apply:
I am purchasing this unit with the intention to:
 reside here on a full-time basis;
 reside here part-time
 lease the unit.

15. I am aware of, and agree to abide by the Declaration of Condominium of the Pavilion Club Condominium Association, the Articles of Incorporation and Bylaws of the Association, and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

The prospective purchaser will be advised by the Association office within a 10-day period from the date of receipt of application and all information and appearances requested, of whether this application has been approved.

The Association charges a preset non-refundable \$150 fee per applicant for the purpose of defraying costs of checking references, background investigation, directory updating, and other expenses related to the processing of this application. Spouses or a parent or parents and any dependent child are considered one applicant.

Upon completion of this application, please scan and email it, along with a fully executed copy of the proposed sales contract to: PCNapplications@comcast.net

DATED _____

Applicant (Prospective Purchaser)

Applicant (Prospective Purchaser)

*****DECLARATION OF CONDOMINIUM, Section 14- OWNERSHIP OF UNITS**

14.1 (C) Ownership by Corporations, Partnerships or Trusts. A unit may be owned in trust, or by a corporation, partnership or other entity which is not a natural person, if approved in the manner provided elsewhere herein. The intent of this provision is to allow flexibility in estate, financial or tax planning, and not to create circumstances in which the unit may be used as short-term transient accommodations for several individuals or families. The approval of a trustee, corporation, partnership or other entity as a unit owner shall be conditioned upon designation by the owner of one (1) natural person to be the "primary occupant." The use of the unit by other persons shall be as if the primary occupant were the only actual owner. Any change in the primary occupant shall be treated as a transfer of ownership by sale or gift subject to the provisions of this Section 14. No more than one (1) such change will be approved in any twelve (12) month period.

14.1 (D) Designation of Primary Occupant. Within 30 days after the effective date of this provision, each owner of a unit which is owned in the forms of ownership stated in preceding subsections 14.1(B) and (C) shall designate a primary occupant in writing to the Association. If any unit owner fails to do so, the Board of Directors may make the initial designation for the owner and shall notify the owner in writing of its action. If the ownership of a unit is such that the designation of a primary occupant is not required, the unit owner may nevertheless, choose one (1) subject to Board approval.

APPLICATION: APPROVED _____ DISAPPROVED _____

DATE: _____ BY: _____
Officer or Director or Authorized Representative

DESIGNATION OF PRIMARY OCCUPANT

Members of the Association are entitled to one (1) vote for each unit owned by them. The total number of possible votes is equal to the total number of units (156). The vote of a unit is not divisible. If a unit is owned jointly by two (2) or more natural persons who are not acting as trustees, that unit's vote may be cast by any one (1) of the record owners. For a unit owned by multiple persons (other than husband and wife), or units owned by trusts, partnerships, or corporations, this form, designating one (1) of the record owners, partners, officers or trustees as the primary occupant and voting representative for that unit, must be on file with the Association for purposes of determining voting and use rights.

We, the undersigned, being all of the owners of Unit _____, Building _____, at the Pavilion Club Condominium, do hereby certify that the following named one (1) of us is the designated "primary occupant" of the foregoing unit and shall remain so until this certificate is revoked by subsequent certificate:

PRINT NAME OF PRIMARY OCCUPANT _____

SIGNED NAME _____ DATED _____

(Select the signature category for your form of ownership and sign in appropriate spaces)

A. We are all **NATURAL PERSONS** who are owners of the above-described unit.

_____ Owner	_____ Owner
_____ Owner	_____ Owner

B. We are the President or Vice-president, Secretary or Assistant Secretary of the **CORPORATION** which owns the above-described unit.

_____ President or Vice-president	_____ Secretary or Assistant Secretary
--------------------------------------	---

C. I am a General Partner of the general or limited **PARTNERSHIP** which owns the above-described unit.

General Partner

D. I am the Trustee of the **TRUST** named _____ which owns the above-described unit.

Trustee

PAVILION CLUB

Dear Applicant,

Thank you for applying to Pavilion Club! Prior to the start of the lease or sale of the unit, you must complete the following steps. **If you do not complete this process at least 10 days prior to the proposed lease or sale it may result in a delay in the processing of the application and possible grounds for disapproval by the Association.**

Please follow these steps:

1. Print and complete the application form. Scan all completed documents to pcnapplications@comcast.net
2. All applications require a \$150 non-refundable application fee per applicant. Spouses or a parent or parents and any dependent child are considered one applicant. Please send a check payable to Pavilion Club Condo Association for \$150.00 to 806 Gulf Pavilion Drive, Naples FL 34108 – Attn: Mike Vickers. Please put the unit number in the memo section of the check. If the check doesn't have the applicants name on it, please provide that information in the memo section also.
3. When the Association receives the application fee, and the application along with a copy of the fully executed proposed rental or sales contract, a confidential-secure link will be sent via email to each applicant to begin the background check process. Personal information such as SSN or date of birth is not shared with Pavilion Club. The process is secure and confidential. Please click the link to provide the necessary information.

Once the results of the background check are returned to Pavilion Club, we will notify you when the process has been completed.

4. *All the required documents must be submitted at least 10 days prior to the start of the lease or transfer of ownership. Once all the requested information is provided, the Association has ten (10) days in which to approve or disapprove the proposed lease/purchase.

If you have questions about this process or about submitting the check, please call Kathy Walker at 203-885-9382.

PAVILION CLUB

Appendix D.

RENTAL APPLICATION

806 Gulf Pavilion Dr., Naples, FL 34108 (239) 566-8010

Email: PCNapplications@comcast.net

I hereby apply for approval to lease/rent unit _____, in building _____, at the Pavilion Club Condominiums, for the period beginning _____, 20____, and ending _____, 20____.

A fully executed copy of the proposed rental agreement must accompany this form.

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly to the references given below and a criminal and financial investigation into my background.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

- Name Applicant #1:** _____
Driver's License# _____
 I am an active service member as defined in Section 250.01 Florida Statutes.
Name Applicant #2 (if any): _____
Driver's License# _____
- Current Home Address:** _____
Telephone: Home: () _____ Cellphone: () _____
*Email: _____
- The documents of the Pavilion Club Condominium Association restrict units to use as single-family residences only. Please state the name and relationship of all other persons other than the applicant who will be occupying the unit on a regular basis:

- Name of current or most recent landlord:** _____
Address: _____
City/State _____ Zip _____ Phone () _____
- Two personal references (local if possible)**
Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____
Name: _____
Address: _____
City/State _____ Zip _____ Phone () _____

6. Person to be notified in case of emergency:

Name: _____ Phone () _____

Address: _____ City/State _____ Zip _____

7. Motor vehicle to be kept at the Condominium (Restrictions apply- No Pickup trucks, motorcycles, etc):

Year/Make/Model: _____ License #: _____ State: _____

COMPLIANCE AGREEMENT

By signing this Compliance Agreement and taking occupancy in the above-described unit in Pavilion Club Condominium Association, Inc. I HEREBY ACKNOWLEDGE AND AGREE that I have received a complete copy of the Renters Rules Book for the Pavilion Club Condominium Association, that I have reviewed the Rules in their entirety, that I understand the restrictions and obligations contained in the Rules and that I agree to abide by the Rules for as long as I reside in the unit. I have been told how, and agree to shut off the unit's main water when vacating the unit overnight or longer. **I also understand that NO PETS are permitted.**

I further ACKNOWLEDGE AND AGREE that the Pavilion Club Condominium Association, Inc. has the right to impose fines and/or suspensions or seek eviction or injunctive relief under legal proceedings if I continue to violate the Rules after receipt of a written warning from the Association. I understand and agree that the Association's Board of Directors, in its sole discretion, has the right to determine if a violation has occurred.

I, the lessee (tenant), also understand and agree that if the lease to the unit is approved and any special assessment or installment of a regular assessment for a unit remains unpaid for at least thirty (30) days after the due date and a Claim of Lien has been recorded against the unit, then upon written notice mailed to both the owner and the lessee of such delinquency, both the owner and I (tenant), agree that all future lease payments due under the lease shall be paid by the lessee (tenant) directly to the Association until such time as the Association notifies both the owner and lessee (tenant) that all sums due the Association have been paid in full. Such lease payments shall be funds of the Association to be utilized for any Association purpose at the discretion of the Board and shall only be remitted to the owner if full payment of all amounts due the Association have been paid by the owner and a Satisfaction of Claim of Lien has been recorded.

The Association charges a preset non-refundable fee of \$150 per applicant for the purpose of defraying costs of checking references, background investigation, directory updating, and other expenses related to the processing of this application. Spouses or a parent or parents and any dependent child are considered one applicant.

Upon completion of this application, please email it, along with a fully executed copy of the proposed rental agreement, to: PCNapplications@comcast.net

Applicant #1 Signature

Applicant#2 Signature

As the rental agent for the unit owner, the undersigned agrees to be responsible for immediate correction or prevention of any violations by the tenants of the restrictive covenants or rules applicable to the Pavilion Club Condominium Association, including termination of the lease and removal of the tenant.

This application must be signed by the applicant(s) and by the realtor or other person acting as rental agent.

E-Mail Address of Rental Agent

Signature of Rental Agent

*****FOR ASSOCIATION USE*****

APPROVED ___ DISAPPROVED ___ BY: _____ Date: _____
Association Officer, Director or Agent

Pavilion Club Guidelines

(Please retain this page- do not return with application pages 1 – 2)

The information contained herein is not intended to be a substitute for the Condominium document restrictions or the rules booklet but as a guideline for owners, guests and lessees to refer to for general information regarding basic rules and policies of the Pavilion Club. Items listed are only summary in nature. Rules booklets are available in the office.

MANAGER: Mike Vickers is on site Tuesday-Friday from 8:00 am to 6:00 pm. The office number is 239-566-8010.

REGISTRATION: All owners and occupants must report to the office within 48 hours of their arrival to register their vehicles. For emergency and security purposes, please notify the office of your arrival and departure dates.

RENTALS and GUESTS: Unit owners must notify the Association, in writing, of any person occupying their unit in their absence. An owner wishing to lease or rent his unit must forward to the Association an application form, fully executed copy of the lease and a processing fee at least ten (10) days prior to the first day of the proposed tenant's occupancy. No unit may be leased more often than five (5) times in any calendar year with the minimum lease term of no less than thirty (30) days. No sub-letting or assignment of lease is permitted. Total number of occupants is limited to two (2) persons per bedroom.

MINORS: Occupants under the age of 18 shall be closely supervised at all times by an adult to ensure that they do not become a source of unreasonable annoyance to other residents.

GATE ENTRY SYSTEM: By pressing the “#” key at the front entry gate keypad, resident's names are alphabetically listed with a corresponding 3-digit number alongside the name. Upon entering the 3-digit number on the keypad, the system dials that resident's unit. Upon receiving the call from the gate, the person in the unit picks up the telephone receiver, identifies who the caller is at the gate, then presses number “9” on his telephone to open the gate. Merely hang up to deny entry.

VEHICLES: All vehicles must be registered with the office and display a Pavilion Club decal. **Pickup trucks, motorcycles, commercial work vehicles, motor homes, travel trailers, all watercraft, etc. are prohibited from being parked on the premises.** Each unit has one (1) assigned, numbered space under a carport. Guests must use uncovered spaces marked “GUESTS.” Unauthorized vehicles will be towed at the owner's expense. Car washing and repairs, other than changing a flat tire, are prohibited. Absentee owners wishing to keep their vehicle on the property during the time their unit is rented for short terms must park their vehicle in such areas as designated by the manager.

COMMON AREAS: Common stairways and walkways and other common elements shall not be obstructed, littered, defaced or misused in any manner. Balconies, patios, porches, walkways and stairways shall be used only for the purposes intended, and they shall not be used for hanging or drying clothing, for outdoor cooking, for cleaning of rugs or other household items, or for storage of bicycles or other personal property. Bicycles must be either stored inside or secured to bicycle racks provided.

LAKE: No fishing or swimming in the lake is permitted.

PETS: Lessees and guests are not allowed to bring pets into the condominium.

SIGNS: No person may post or display “For Sale,” “For Rent,” “Open House,” or other signs or banners anywhere within the condominium or on the condominium property, including posting in windows of buildings or vehicles.

NOISE: Exercise care to minimize noises and not disturb others, especially between the hours of 10 P.M. and 8 A.M.

POOL: Please review the rules that are posted in the pool area. No lifeguard is provided. Swim at your own risk and never swim alone. For your safety, no running in the pool area and no jumping or diving into the pool. No food or drink is permitted within 4 feet of the pool. No glassware in pool area. Pets are not permitted in the pool area. No rafts, coolers, bicycles, skates or skateboards. Any person who is incontinent or not potty trained must wear appropriate water proof clothing when entering or being carried into the pool. Appropriate swimwear only.

TRASH: All garbage shall be bagged, tied and deposited into the dumpsters provided for such purposes. Recycle all empty bottles, jars, and containers, made of metal, plastic, and glass. Recycle cartons, paper, and flattened cardboard. **DO NOT** include: plastic bags or film, Styrofoam cups & containers, items containing food waste & liquids, electronics, batteries, and needles. Empty recyclables directly into the cart in our trash area. **NO BAGGED RECYCLABLES.** All boxes must be flattened. No large appliances, furniture, mattresses, hazardous materials or construction debris may be dumped or left at the dumpsters.

GRILLS: Portable gas grills may not be used, kept or stored on porches, sidewalks or balconies per the Fire Marshal.

LEAVING?: The main water valve to the unit must be shut off when vacating the unit. If you plan to leave the unit overnight, the main water must be shut off. If you need assistance in locating the valve, please call the office at 239-566-8010. You may be held liable for any damages to property due to negligence. After closing the main water valve, the circuit breaker to the hot water heater, as well as the arm to the icemaker, should be placed in the “off” position.

Complete Rules Booklets are available at: www.pavilionclubnaples.com

Appendix E.

Pavilion Club Condominium Association, Inc.
FAMILY MEMBER OR GUEST REGISTRATION FORM

Section 10.2 (A)&(B) of the Association’s Declaration of Condominium requires the unit owner to notify the Association, in writing, prior to the arrival of any immediate family members or guests who intend to use the unit in the unit owners absence. In order to fulfill this requirement, this form should be completed and either mailed or faxed to the Pavilion Club office. If there is any payment of valuable consideration for use of the unit a rental application form, copy of the lease and application fee must be submitted for approval by the Association. **This is not a rental application form.**

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

Bldg./Unit _____ Guest’s relation to the Unit Owner _____

Guest’s Name _____ Spouse’s Name _____

Guest’s Permanent Address _____

City _____ State _____ Zip _____ Home Telephone () _____

My Guest will occupy my unit from _____ to _____

The names and relationship of all other persons who will be occupying the unit during the visit.

Person to notify in case of emergency: _____

Day Phone () _____ Night Phone () _____

Year/Make of Car to be kept on the property _____

License Tag No. _____ State of Registration _____

NO PICK-UP TRUCKS, BOATS, MOTORCYCLES, MOTORHOMES, ETC. ARE PERMITTED.

All vehicles must be registered at the office and must display an Association parking ID.

All guests must register at the Manager’s office within forty-eight (48) hours of their arrival.

No pets of any kind are permitted in leased units nor may guests bring pets into the condominium.

It is the unit owner’s responsibility to ensure that their guests adhere to the Association’s applicable rules and regulations.

As provided in Declaration of Condominium, I hereby certify the aforementioned guests being permitted to use my unit in my absence are doing so without payment of valuable consideration.

Unit Owners Signature

Guests Signature
(To be signed at the time of check-in/registration)

NOTE: The unit owner may email or mail this form with his signature to Pavilion Club, 806 Gulf Pavilion Dr., Naples, 34108. Email- pavilionclub@comcast.net

Appendix F.

DEEDED PARKING SPACES

BLDG	UNIT	SPACE#
810	201	58
	101	57
	202	56
	102	55
	103	54
	203	53
	104	52
	204	51

BLDG	UNIT	SPACE#
815	201	20
	101	21
	202	22
	102	23
	203	24
	103	25
	104	26
	204	27
	105	28
	205	29
	106	30
	206	31

BLDG	UNIT	SPACE#
816	201	73
	101	72
	202	71
	102	70
	103	65
	203	64
	104	63
	204	62

BLDG	UNIT	SPACE#
821	201	35
	101	36
	202	37
	102	38
	203	39
	103	40
	104	45
	204	46
	105	47
	205	48
	106	49
	206	50

BLDG	UNIT	SPACE#
845	201	166
	101	165
	202	164
	102	163
	203	162
	103	161
	104	159
	204	160
	105	155
	205	154
	106	153
	206	152

BLDG	UNIT	SPACE#
834	201	120
	101	119
	202	118
	102	117
	103	113
	203	112
	104	111
	204	110

BLDG	UNIT	SPACE#
828	201	105
	101	104
	202	103
	102	102
	203	101
	103	100
	104	97
	204	96
	105	95
	205	94
	106	93
	206	92

BLDG	UNIT	SPACE#
822	201	84
	101	83
	202	82
	102	81
	103	77
	203	76
	104	75
	204	74

BLDG	UNIT	SPACE#
840	201	140
	101	139
	202	138
	102	137
	103	135
	203	134
	104	133
	204	132

BLDG	UNIT	SPACE#
851	201	177
	101	176
	202	175
	102	174
	103	170
	203	169
	104	168
	204	167

BLDG	UNIT	SPACE#
864	201	199
	101	200
	202	201
	102	202
	103	205
	203	206
	104	207
	204	208

BLDG	UNIT	SPACE#
870	201	190
	101	191
	202	192
	102	193
	103	194
	203	195
	104	196
	204	197

BLDG	UNIT	SPACE#
876	201	291
	101	292
	202	293
	102	294
	203	295
	103	296
	104	301
	204	302
	105	303
	205	304
	106	305
	206	306

BLDG	UNIT	SPACE#
881	201	265
	101	266
	202	267
	102	268
	103	273
	203	274
	104	275
	204	276

BLDG	UNIT	SPACE#
887	201	255
	101	256
	202	257
	102	258
	103	259
	203	260
	104	261
	204	262

BLDG	UNIT	SPACE#
893	201	240
	101	241
	202	242
	102	243
	103	248
	203	249
	104	250
	204	251

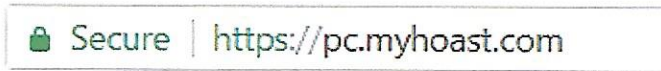
BLDG	UNIT	SPACE#
898	201	219
	101	220
	202	221
	102	222
	103	225
	203	226
	104	227
	204	228

PAVILION CLUB

Instructions for Owners' Website

NOTE: To get started, all users will need to request a temporary username and password. This document provides instructions about how to do this as well as an introduction to using the system.

1. Using your internet browser, type in this address: **pc.myhoast.com** and press enter. (Do not enter "www".) This is the site you will see:



Log on Help



Home Owner Assistant

Providing Software Centered on Association Living

LOG ON

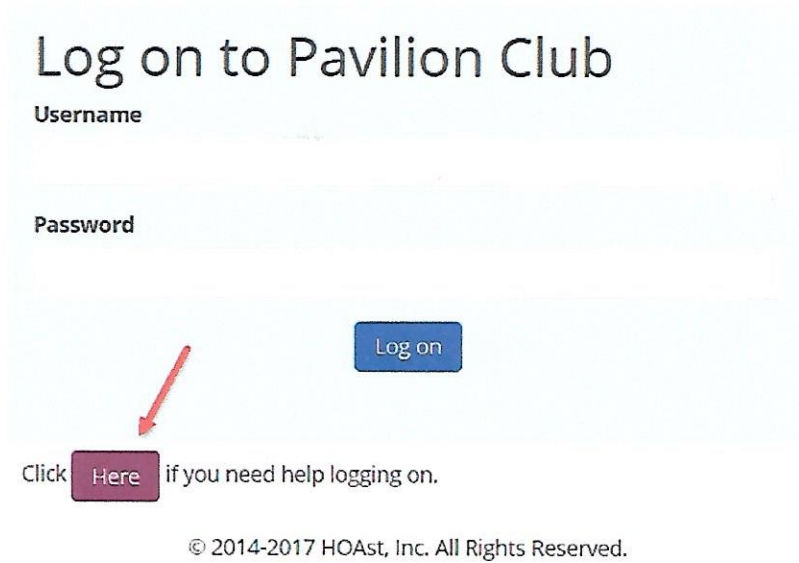
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2. Select "Log on" at the top right or bottom center of the screen.

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PAVILION CLUB

3. The response will look like this:



Log on to Pavilion Club

Username

Password

Log on

Click [Here](#) if you need help logging on.

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4. If you have already received a username and password, enter them and Select "Log on". If you do not have credentials or have forgotten them, select "Here" button – see arrow above. Complete the form as shown below, check the box at the bottom, and select "Submit".

Request Logon Information

First name

Last name

Email address

Phone

By submitting this request, I acknowledge and consent to the delivery of notices and other pertinent information from the Association to the email above. I understand and agree that notice by mail may not be provided. I may revoke this authority to provide notices electronically by deleting my email address in myHOAst or by delivering notice to the Association that I request they delete my email address in myHOAst. In this case, the Association must send all future notices and other pertinent information by mail, or provided by lawful means other than electronically.

Checking this box constitutes my electronic signature

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PAVILION CLUB

[Submit](#) | [Contact Admin](#)

5. You will receive an email from Pavilion Club <noreply@myHOAst.com> with a temporary username and password. A sample e-mail is below. If you do not receive the e-mail, be sure to check your junk or spam folder. If you receive an error message (this generally means that the name and e-mail you entered does not exactly match the data for you already in the system), try again (e.g. use Robert instead of Bob) or select "Contact Admin."

From: [Pavilion Club noreply@myhoast.com](mailto:noreply@myhoast.com)

Sent:

To:

Subject: Welcome to myHOAst

Pavilion Club

Welcome to myHOAst

Welcome to myHOAst for Pavilion Club!

Your community has purchased a license for myHOAst, an online software solution for HOAs, Condo Associations, Co-Ops and Apartments. This email is your unique invitation to access the myHOAst site for your community.

Please log in using the credentials below to get started. Just follow the simple instructions to begin enjoying the many features myHOAst has to offer.

Username: firstname-lastname

Password: temporary

To login to the site, just follow this link: <http://pc.myhoast.com/>

You are receiving this email because Pavilion Club is a registered user of myHOAst.

HOAst, Inc.
4801 Gulf Blvd, Suite 326
St Pete Beach, FL 33706
HOAst-inc.com

P A V I L I O N CLUB

6. To complete your registration, simply click on the link at the bottom of the e-mail. You will be directed to **enter the temporary username and password** in the appropriate fields and click LOG ON. Your entries must match the provided temporary credentials EXACTLY or the system will not allow access.
7. Once logged in, you must consent to the terms of using this system and **create your own confidential username and password**.
8. Next, **verify your contact information** including your home address, email address(es) and phone numbers. Emails and phone numbers can be marked "private" and viewed only by Pavilion Club Association management and leadership. Otherwise, this information is available to all users in the Community Directory. The addresses you can vote for are shown at the bottom left.
9. One of the important features of our system is the ability to vote electronically. We encourage you to **consent to participating in the online voting** to simplify and save time and money associated with this important process.
 - At the top of the screen, click on the tab marked "My Account, Votes and General Proxy.
 - The Online Voting Consent Form will automatically display if it is not signed or, Click on Online Voting Consent Form to update your selection.
 - Check the checkboxes verifying who you are and stating you wish to sign this form.
 - Select "Sign".

QUICK START GUIDE TO USING PC.myHOAst.com

Each time after you log in, you may access whatever information you need. If you are a voter, you will be taken to the **Voting** page to make sure you are aware of any active votes. If you are not a designated voter for your unit, you will be taken to the **Notices** page. At the top of the screen, you will see two tabs which provide the navigation to the system:

My Account:

Here is where you maintain your contact information, change your log in and password credentials, and maintain your privacy choices. You may also send a message to the Subscriber, which is our Property Manager, the Board of

Appendix G.

PAVILION CLUB

Directors, or a Committee. This is also where you will find any messages sent to you by the Subscriber, Board, or a Committee. Direct messaging between individual owners is not available in this system.

My Community:

DIRECTORY – The Community Directory lists users (both owners and voters) by name and by Pavilion Club address. Users control which contact information, i.e., phone numbers, e-mail addresses, and other residence addresses are available to other community users.

CALENDAR – The Calendar will show meetings and events. Click on each listing to display more details.

NOTICES – The Notices will highlight important information and upcoming events.

COMMITTEES/GROUPS – The members of each committee are listed here.

DOCUMENTS – Here you find our Association official documents, meeting notices and minutes, financial statements, PC Newsletters, and much more.

How to Submit a Vote:

If you are an electronic voter, you will be taken to the Voting page immediately after logging in to make sure you are aware of any active votes. Otherwise, Go to My Account, Votes & General Proxy.

- Select "Click here to vote". Then select "Click here to view the document", to view the any relevant information. Close the document after viewing to be returned to the voting page.
- Click to make your vote selections and check both boxes below the choices to verify your identity and confirm your vote.
- Select "Vote".
- You will receive an e-mail receipt indicating your vote was recorded.

Please explore the wealth of information available to you on PC.myHOAst.com. If you think you may not be receiving Pavilion Club e-mail notices, be sure to periodically check your "junk" or "spam" folder. Certain email accounts block

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— CLUB —

messages that you intend to receive. To make sure that you continue to receive updates from Pavilion Club, add "Pavilion Club <noreply@myhoast.com>" to your address book.

If you have questions, suggestions, or need assistance with the website, please contact Monica Giovanniello at mtgiovanniello@comcast.net.