

Pavilion Club Condominium Association, Inc.

Renters' Rules Book

2026

Please Keep in the Unit



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

Visit www.pavilionclubnaples.com to view or download this booklet.

FORWARD

We welcome you and wish you a pleasant visit to the Pavilion Club. This booklet has been prepared by the Board of Directors to help make your stay enjoyable and to make you aware of the various rules and regulations that exist.

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 accept the conditions that come with condominium life. Living harmoniously in a condominium community requires a little effort on the part of all residents to be courteous and respectful of others. Most issues can be avoided by practicing good judgment and adhering to the community guidelines.

Some issues that are of particular concern to condominium life are proper trash disposal, pool area decorum, noise and other nuisances, 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 see that a copy of these rules is always retained in the unit.

Thank you for your cooperation.

Board of Directors

Contents

FORWARD	2
EMERGENCY NUMBERS & OTHER CONTACT INFORMATION.....	4
CODE OF CONDUCT.....	5
RULES ENFORCEMENT & COMPLAINTS	5
GENERAL RULES.....	6
GUESTS USE.....	7
PET RULES & RESTRICTIONS (DOC 10.6)	8
VEHICLE AND PARKING AREA RULES (DOC 10.10).....	8
POOL RULES & DECORUM	10
CLUBHOUSE RULES	11
TEMPORARY ABSENCES	11
RULES FOR RENTING AND LEASING THE UNIT (DOC 13).....	11
FRONT ENTRY GATES.....	14
Appendix D. Rental Application Form	15
Appendix E. Family/Guest Registration Form.....	19
Appendix F. Assigned Parking Spaces	20

"DOC" means Pavilion Club Declaration of Condominium

EMERGENCY NUMBERS & OTHER CONTACT INFORMATION

**ALL EMERGENCIES: 911
(Police, Fire & Ambulance)**

You must stay on the line after calling this number

Collier County Sheriff's Office (Non-Emergencies) 239-252-9300
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 alarms pull 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 ASSOCIATION CONTACT INFORMATION

Manager : Chris Stinauer
Office Phone: (239) 566-8010
Non-Urgent Inquiries: e-mail Manager@pavilionclubnaples.com
Manager is on-site Monday-Friday.

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

Owners' Secure 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 the use of profanity
- Refraining from smoking, vaping, and use of electronic cigarettes in common areas
- Observing all common area rules

RULES ENFORCEMENT & COMPLAINTS

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. 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)
4. 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.

5. 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.
6. Parents are responsible for their children's adherence to the rules.
7. Unit owners are responsible for their renters and/or guests' adherence to the rules.
8. **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 gas grills (or other gas appliances) of any kind may be used, except for the vented Jenn Air grills originally installed on lanais. (Fire Code)
5. 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)
6. 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 AM through 6:00 PM, Monday through Saturday except in an emergency. (DOC 10.7)

7. Within each dumpster enclosure, there is a large green metal dumpster for garbage and several green and yellow carts for recycling. Only items small enough to fit INSIDE the dumpster or the recycling carts should be discarded in the dumpster area.
 - All garbage shall be bagged, tied, and deposited into the large metal dumpster. Please close the side doors after using them to discourage animals from entering the dumpster area.
 - ONLY recycle paper, flattened cartons/cardboard and empty bottles, jars, and containers, made of metal, plastic, and glass. NOTHING ELSE.
 - NO BAGGED RECYCLABLES. Empty recyclables directly into the cart.
 - ALL BOXES MUST BE FLATTENED.
 - If the recycling carts are full, put the items into the metal dumpster for disposal.
 - DO NOT RECYCLE: bags containing animal waste, plastic bags or film, Styrofoam cups & containers, items containing food waste & liquids, electronics, batteries, and needles.

Owners & guests are responsible for arranging for proper disposal of large, bulky items such as appliances, furniture, mattresses, household items, hazardous materials, remodeling, or construction debris. These items may not be left outside the containers in the dumpster enclosures or elsewhere on the property.

8. 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)

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. "Immediate Family" is defined as the husband, wife, father, mother, brother, sister, child or grandchild of the owner or lessee and are not guests. (DOC 4.10 & 4.11).

2. Renters must register any family members or guests with the Property Manager in writing prior to their arrival. Upon arrival, guests must sign a statement saying that they are non-paying guests. Violations shall be subject to a fine. **See Appendix E: Family/Guest Registration Form.**
3. **Occupancy in the Absence of the Lessee:** If a lessee absents himself from the unit for any period of time during the lease term, his immediate family and their spouses already in residence may continue to occupy the unit and may have house guests. If the lessee and all of his immediate family members within the first degree of relationship are absent, no other person may occupy the unit. (DOC 13.4)

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. There are specific documentation requirements to have a Service Animal on Pavilion Club property. The Property Manager should be contacted in advance to obtain the details.

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 two (2) business days of their arrival.
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, motorhomes, 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 – Assigned Parking Spaces.**
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 flat tires.
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 clearly identified by building & unit number. 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 & 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, renters, and guests 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 posted in the pool area.
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 the 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. The use of cell phones for receiving and placing calls is restricted to answering an incoming call after which time, the recipient shall move to a location away from the pool and clubhouse area to conduct a conversation. Any outgoing calls are to be placed in an area away from the pool and clubhouse area as well.
16. 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.
17. No jumping or diving into the pool.

18. Floating objects such as inner tubes, rafts, balls, and water toys are not permitted in the pool. Safety devices and swimming aids are permitted.
19. No running, throwing balls, Frisbees etc., riding, of bikes, rollerblading, skateboarding or roughhousing is permitted in the pool or pool area.
20. The Clubhouse facility is not to be used for pool picnics unless in accordance with use rules.
21. Appropriate swimwear must always be worn.
22. Vacate the pool and the pool area during electrical storms.
23. Smoking and vaping are 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. The Clubhouse facilities are not to be used for pool picnics or by people in wet bathing suits.
2. The Clubhouse hours are from 8:00 AM to 10:00 PM.
3. Turn off all lights when leaving the Clubhouse.
4. The privilege of using the wireless internet access in the Clubhouse is only available when Association activities are not scheduled.

TEMPORARY ABSENCES

1. **The Main water valve must always be turned off when leaving the condominium unoccupied overnight or longer.** If you need assistance in locating the shut-off valve, please contact the Manager's office.
2. Dishwashers and washing machines should not be left unattended while turned on. Please operate these machines only while the unit is occupied.
3. Please let the Property Manager know if you will be away for more than 48 hours in case of an emergency or if leaving a vehicle in the event it must be moved.

RULES FOR RENTING AND LEASING THE UNIT (DOC 13)

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. A unit owner may lease only his entire unit, and then only after receiving approval of the Association. All leases of units must be in writing. The lessee must be a natural person.

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 websites 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. (DOC 13.2)
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. (DOC 13.2)
3. If an annual lease is renewed, a copy of the new lease must be submitted to the Association each year. If there is no change in the lessee(s), a background check is not required, unless management has reason to believe it is warranted. There will not be a \$150 application fee for the annual lease renewal.
4. 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. (DOC 10.1)
5. No pets of any kind are permitted in leased units, nor may guests bring pets into the condominium. (DOC 10.6)
6. An Owner intending to lease his/her unit shall forward to the Association a fully executed copy of the proposed lease, a Rental Application Form completed by the proposed tenant and the applicable preset application fee (not to exceed the maximum amount allowed by law) at least 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 – Rental Application Form.**
7. Background checks will be completed for all new renters, except for renters who return within 15 months of their last rental and immediate family members of owners (husband, wife, father, mother, brother, sister, child, or grandchild (DOC 4.11)). Any other exceptions require Property Manager/Board approval. If the report contains

non-satisfactory information, it will be discussed with the Property Manager/Board prior to making a decision.

8. 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))
9. 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)
10. It is the owner's responsibility to see that their tenants have available to them keys and/or access codes to the residence and mailbox, a Guest Pass (unique entry code) for the front entry gate, and codes for the pedestrian and pool gates. Rental agents are required to provide a complete set of keys and access codes for their tenants.
11. All lessees shall register with the Association within two (2) business days of their arrival.
12. Ultimate responsibility for renter and guest compliance with these rules and regulations and for any type of damage caused by his or her tenants or guests rests with the unit owner. This owner responsibility cannot be passed off to the rental agent, manager or other representative.
13. 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)
14. Each renter/lessee should be provided with a copy of the Renters' Rule Book prior to execution of the lease. Each renter/lessee shall sign a document indicating that they have read, understood and agree to abide by all Pavilion Club Rules and Regulations.
See Appendix D – Rental Application Form.

15. 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.

FRONT ENTRY GATES

- ✓ Prior to the start of a rental, the unit owner should provide the Renter with a Guest Pass (unique entry code) that is valid for the duration of the rental using the **myQ Community Smartphone app**. The code should be issued to expire at the end of the rental period and will be cancelled.
- ✓ Upon arrival and throughout the stay, the Renter will use the Middle Lane and enter the code into the Terminal to open the gates. If the Renter does not have a Guest Pass (unique entry code) prior to arrival, the Renter will use the Middle Lane Terminal Directory to contact the owner upon their arrival so the owner can open the gate.
- ✓ Renters are obligated to register their car with the Association within 48 hours of their arrival. If needed, the Association may issue a Guest Pass (unique entry code) at that time to the Renter for the duration of their stay.
- ✓ The Renter may give their unique entry code to their guests during their residency.
- ✓ Vehicles with an RFID tag enter through the right lane. After the Association receives a properly completed Rental Application, signed lease agreement, and fee payment, Renters may obtain an RFID tag for their vehicle from the Association office. The vehicle owner's name & vehicle license plate number will be recorded. The tag will be activated for the duration of the rental and then cancelled. If the Renter returns the following year, the RFID tag may be reactivated for the duration of the new season.
- ✓ Seasonal & Monthly Renters will not be listed in the directory.

Appendix D. Rental Application Form

This form available online for download.

On pavilionclubnaples.com, navigate to Rentals & Sales. On pc.myHOAst.com, navigate to My Community>Documents>Forms.



Dear Applicant,

Thank you for applying to the Pavilion Club! Prior to the start of a lease of any unit, a completed Rental Application form, signed rental/lease agreement, application fee, and background check for each intended occupant age 18 and over are required.

All required documents must be received at least 10 days prior to the start of the lease to allow time for completion of the background check. Forms and documents that are incomplete or illegible will be returned for correction and will delay processing.

You must complete the following steps:

1. Complete the Rental Application form.
2. Obtain a copy of the signed rental/lease agreement.
3. Scan the completed application and rental/lease agreement, and email them to

pcnapplications@comcast.net

4. 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 Pavilion Club Condo Association, 806 Gulf Pavilion Drive, Naples FL 34108. Please put the unit number in the memo section of the check. If the check doesn't have the applicant's name on it, please provide that information in the memo section also.
5. After the Association receives a fully completed and legible application form, a copy of the fully executed rental/lease agreement, and the proper application fee, a link will be sent via email to each applicant to begin the background check process. Please click on the link in the email received to provide the necessary information. (Immediate family members of owners and "repeat" renters who return within 15 months since their last rental are not required to complete a new background check.)

If you do not complete this process at least 10 days prior to the proposed rental start date, it may delay the processing of the application and it is possible grounds for disapproval by the Association. Once the required information has been received in good order, the Association has ten (10) days in which to approve or disapprove the proposed rental/lease. You will be notified via email when the process has been completed.

If you have questions about this process or about submitting the check, please call Chris Stinauer, CAM, at 239-566-8010.

This form available online for download.

On pavilionclubnaples.com, navigate to Rentals & Sales. On pc.myHOAst.com, navigate to My Community>Documents>Forms.

PAVILION

CLUB

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

[Email: PCNapplications@comcast.net](mailto:PCNapplications@comcast.net)

RENTAL APPLICATION

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

I/We 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/We consent to your further inquiry concerning this application, particularly to the references given below and a criminal background check.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Applicant(s):

Applicant #1 Name:		Driver's License (State and #):	
<input type="checkbox"/> I am an active service member as defined in Section 250.01 Florida Statutes.		Date of most recent previous Pavilion Club Rental (if any) From: _____ To: _____	
Phone:		Email:	
Applicant #2 Name (if any):		Driver's License (State and #):	
Phone:		Email:	
Home Street Address:	City	State	ZIP

Pavilion Club Condominium documents restrict units to use as single-family residences only. Please list the name and relationship of all people who will occupy your unit on a regular basis in addition to the applicants above. Any unrelated applicants over the age of 18 who intend to occupy the unit on a regular basis must submit a separate application and fee.

Name:	Relationship:
Name:	Relationship:

Motor Vehicle (s) to be kept at Pavilion Club:

Year	Make	Model	Plate (State and #):	Color

Current or most recent landlord: (If you own your current home, enter "Own Home".)

Name:		Phone:	
Address:		City	State ZIP

Two personal references (local if possible):

1. Name:		Phone:	
Address:		City	State ZIP
2. Name:		Phone:	
Address:		City	State ZIP

*This form available online for download.**On pavilionclubnaples.com, navigate to Rentals & Sales. On pc.myHOAst.com, navigate to My Community>Documents>Forms.***Person to be notified in case of emergency:**

Name:		Phone:	
Address:	City	State	ZIP

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 main water control valve when vacating the unit overnight or longer.

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 non-refundable fee of \$150 per applicant for the expenses related to the processing of this application. Spouses or a parent or parents and any dependent child are considered one applicant. Any unrelated applicants over the age of 18 who intend to occupy the unit on a regular basis must submit a separate application and fee. A complete copy of the signed rental agreement/lease must accompany this application.

Applicant 1 Signature:		Date:
Applicant 2 Signature:		Date:

To be completed by Rental Agent, if applicable:

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.

Name:		Email:
Signature:	Phone:	Date:

FOR ASSOCATION USE

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	BY:	TITLE:
Date:	Date:		

This form available online for download.

On pavilionclubnaples.com, navigate to Rentals & Sales. On pc.myHOAst.com, navigate to My Community>Documents>Forms.

Instructions for Completing the Application Process -- retain this page for your information.

1. Please scan the completed application (pages 1 & 2 only) and email it, along with a fully executed copy of the proposed rental agreement/lease to: **PCNApplications@comcast.net**.
2. Please send a check payable to Pavilion Club Condo Association for \$150.00 per applicant to Pavilion Club Condo Association, 806 Gulf Pavilion Drive, Naples FL 34108. (Spouses or a parent or parents and any dependent child are considered one applicant.) Please note the Building and Unit number in the memo section of the check. If the check doesn't have the applicant's name on it, please note that information also.
3. **The above items must be received at least 10 days prior to the start of the lease to allow for processing.**
4. After the Association has received all required documents (legible and fully completed), a link will be sent via email to each applicant to begin the background check process. Please click on the link in the email received to provide the necessary information.
5. The prospective renter(s) will be advised via email within 10 days of receipt of all the required information whether this application has been approved.

Pavilion Club Guidelines

Renters' Rules booklets are available for review and download at www.pavilionclubnaples.com. The information below is not a substitute for the Condominium document restrictions or the Rules Booklets, but summarizes important basic rules and policies of the Pavilion Club for renters and guests:

OFFICE: The Manager is on site, during business hours, Monday-Friday. The office number is 239-566-8010.

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. **The total number of occupants is limited to two (2) people per bedroom.**

PETS: Lessees and guests are not allowed to bring pets into the condominium. There are specific documentation requirements to have a Service Animal on Pavilion Club property. The Property Manager should be contacted in advance to obtain the details.

FRONT GATE ENTRY: Prior to the start of the rental, the unit owner should provide the Renter with a Guest Pass (unique entry code) for the Front Gate that is valid for the duration of the rental. Upon arrival and throughout the stay, the Renter will use the Middle Lane and enter the code into the Terminal to open the gates. If the Renter does not have a Guest Pass (unique entry code) prior to arrival, the Renter will use the Middle Lane Terminal Directory to contact the owner upon their arrival so the owner can open the gate. After the Association receives a properly completed Rental Application, signed lease agreement, and fee payment, Renters may obtain an RFID tag for their vehicle from the Association office. The vehicle owner's name & vehicle license plate number will be recorded. The tag will be activated for the duration of the rental and then cancelled. If the Renter returns the following year, the RFID tag may be reactivated for the duration of the new season.

REGISTRATION: For emergency and security purposes, please notify the office of your arrival and departure dates. All occupants must report to the office within two (2) business days of arrival to register their vehicles.

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 flat tires, are prohibited.

BICYCLES: 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.

GRILLS: Portable gas grills (or other gas appliances) may not be used, kept or stored on porches, sidewalks or balconies per the Fire Marshall.

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 should be shut off.** If you need assistance in locating the valve, please call the office (239-566-8010). You may be held liable for any damage to property due to negligence. After closing the main water valve, the circuit breaker to the hot water heater and the arm in the icemaker should be placed in the "off" position.

Appendix E. Family/Guest Registration Form

This form available online for download.

On pavilionclubnaples.com, navigate to Rentals & Sales. On pc.myHOAst.com, navigate to My Community>Documents>Forms.

Pavilion Club Condominium Association, Inc.

FAMILY MEMBER OR GUEST REGISTRATION FORM

OWNERS must register any family members or guests who intend to use their unit in their absence in writing prior to their arrival. (DOC 10.2) (A) & (B).

- ✓ One immediate family member (husband, wife, mother, father, brother, sister, child, or grandchild of the owner and his/her spouse) and his/her spouse and children, if any, can occupy the unit with advance written notice.
- ✓ A non-immediate family member or guest (and their family up to six people) can occupy the unit with advance written notice. The owner and the guests must sign this form certifying the use of the unit is without payment of valuable consideration.
- ✓ **If there is any payment of valuable consideration, the Rental Application Form is required.**

RENTERS must register any family members or guests with the Property Manager in writing prior to their arrival. Upon arrival, guests must sign a statement saying that they are non-paying guests.

PLEASE PRINT LEGIBLY THE FOLLOWING INFORMATION

Bldg./Unit _____ Owner's/Renter's Name _____

Guest Name _____ Guest Spouse Name _____

Guest's relation to the Unit Owner/Renter _____

Guest Telephone _____ Guest Spouse Telephone _____

Guest Permanent Address _____

City _____ State _____ Zip _____ Email _____

My Guest will occupy my unit from _____ to _____. **Each visit is limited to 2 months.**

Guests occupying the unit for longer than 2 months must submit a new form and register again. There is a maximum of 6 Guest visits per year.

The full names and relationships of all other people who will be occupying the unit during the visit.

Emergency Contact: _____ Phone: _____

Car to be kept on the property: Year _____ Make _____ Model _____

State of Registration _____ Plate No. _____

NO PICK-UP TRUCKS, BOATS, MOTORCYCLES, MOTORHOMES, ETC. ARE PERMITTED. No pets of any kind are permitted in leased units nor may guests bring pets into the condominium. All vehicles must be registered at the office and must display an Association parking ID. It is the unit owner's/renter's responsibility to ensure that their guests adhere to the Association's applicable rules and regulations.

As provided in Declaration of Condominium 10.2, I hereby certify the aforementioned guests are doing so without payment of valuable consideration and have been provided a copy of the Pavilion Club Rules.

Unit Owner's/Renter's Signature

Guest's Signature

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

The unit owner/renter may send this form with his/her signature via email to Manager@pavilionclubnaples.com; or via postal mail to: Pavilion Club, 806 Gulf Pavilion Dr., Naples, 34108; or via fax to: Phone/Fax number (239) 566-8010. Upon arrival, family members/guests must present themselves in-person to register & sign the form.

Appendix F. Assigned Parking Spaces

Appendix F.**DEEDED PARKING SPACES**

BLDG	UNIT	SPACE#									
810	201	58	815	201	20	816	201	73	821	201	35
101	57		101	21		101	72		101	36	
202	56		202	22		202	71		202	37	
102	55		102	23		102	70		102	38	
103	54		203	24		103	65		203	39	
203	53		103	25		203	64		103	40	
104	52		104	26		104	63		104	45	
204	51		204	27		204	62		204	46	
			105	28					105	47	
			205	29					205	48	
845	201	166				828	201	105	822	201	84
101	165		106	30		101	104		101	83	
202	164		206	31		202	103		202	82	
102	163					102	102		102	81	
203	162		834	201	120	203	101		103	77	
103	161		101	119		103	100		203	76	
104	159		202	118		104	97		104	75	
204	160		102	117		204	96		204	74	
105	155		103	113		105	95				
205	154		203	112		205	94				
106	153		104	111		106	93				
206	152		204	110		206	92				
840	201	140	851	201	177	864	201	199	870	201	190
101	139		101	176		101	200		101	191	
202	138		202	175		202	201		202	192	
102	137		102	174		102	202		102	193	
103	135		103	170		103	205		103	194	
203	134		203	169		203	206		203	195	
104	133		104	168		104	207		104	196	
204	132		204	167		204	208		204	197	
876	201	291	881	201	265	887	201	255	893	201	240
101	292		101	266		101	256		101	241	
202	293		202	267		202	257		202	242	
102	294		102	268		102	258		102	243	
203	295		103	273		103	259		103	248	
103	296		203	274		203	260		203	249	
104	301		104	275		104	261		104	250	
204	302		204	276		204	262		204	251	
105	303										
205	304										
106	305										
206	306										
						898	201	219			
						101	220				
						202	221				
						102	222				
						103	225				
						203	226				
						104	227				
						204	228				