

# Rules & Regulations Index

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# LE CIEL VENETIAN TOWER

## RULES & REGULATIONS

### General

1. Any infractions of these rules should be communicated to the Manager or Front Desk Personnel.
2. This is a residential condominium and residences may not be used to conduct business or for commercial purposes.
3. Cover-ups for all bathing attire and footwear are required in all Common Areas of the building. Bathing attire is not permitted in the Social Room, Card Room or Fitness Room.
4. Proper exercise clothing and footwear is also required in our Fitness Center. Bathing attire is not permitted.
5. No gasoline, solvents or highly combustible materials may be stored in apartments or Common Areas including storage rooms and parking areas except for normal vehicle fuels in tanks of parked vehicles.
6. Venetian Tower is a **NO-SMOKING BUILDING** in all Common Areas including the pool area. Strict compliance is a legal requirement under Florida Condominium Laws.
7.
  - a. Residence entry areas, stairways, garages, and utility rooms shall not be used to store rubbish, shoes, clothing, sports equipment, or personal items of any kind.
  - b. Owners may not place their personal decorations, furniture and the like in the Resident Entryways or other areas of the Common Elements, with the exception of seasonal decorations during holidays, or

- other religious items that are placed on doors or the door frame. The Board has the authority to require that such items not be placed in a manner that causes damage to the door/paint.
8. No solicitation of any kind is allowed on the premises.
  9. The Board of Directors reserves the right to charge the OWNER for damage to Common Area elements by any owner, guest or lessee of owner.
  10. Bicycles are to be kept in the racks provided in the bicycle storage room off the first level garage area.
  11. Owners and agents of owners are not permitted to use noisy tools (saws, drills, grinders, industrial vacuum's, polishers, etc.) between 5:00 p.m. and 8:00 a.m. Monday through Saturday and not at all on Sundays and Holidays.
  12. Pest control services are provided by your Condo Association. Notify the Manager if service is required.
  13. Except for emergency situations and access for external maintenance personnel who service the roof top space of the penthouse owners, with notice to the Building Manager, no one is permitted on the roof.
  14. No rollerblading or skate boarding in Common areas of the building or garage. (adopted 12.16.16)
  15. Requests for tennis court use must be made with the Front Desk at Park Tower (239-261-9730). One and one-half hour periods will be reserved on a first come, first served basis. Real ties will be handled using a lottery procedure for available times.  
No reservations will be taken for more than seven (7) days from the day being requested. Walk-ons must

check with the desk and receive a time spot prior to playing.

16. Pets are allowed to walk with a leash through common areas. It is mandatory for pets to use the service elevator only. If service elevator is out of service, then the use of a regular elevator is okay.
17. “Family” as referred to herein is defined as owner’s adult children, grandchildren, parents, grandparents, brothers, sisters, sons-in-law, daughters-in-law and children and/or grandchildren under 18 years of age when their parents or grandparents are in residence.
18. When clothing racks or shopping carts are required, you will be able to locate them either in the 2nd floor storage locker area or building entrances from garage and we request they be returned promptly after use.

### **Registration of Guests**

1. A house guest (overnight) is any person who, at owner’s or lessee’s invitation, is occupying any portion of a residence and/or Guest Suite. On arrival, all guests shall be registered in the Guest Book, which is maintained at the Front Desk and their vehicle license plate number recorded and upon departure shall be signed out.
2. Lessees who have been approved by the Board should also register upon arrival as noted above.
3. Under no circumstances are house guests or lessees permitted to sublease the residence they are using.

## Security

1. We have 24 hour Receptionists who will provide access for your guests and manage deliveries for you. They can be reached at 261-4550 at our front desk.
2. The possession of gate operators, garage openers and Common Area keys are restricted to owners, their guests and lessees ONLY. All other people will be admitted by the Front Desk attendant (including domestic help).
3. Report any suspicious person or activity immediately to the professional staff:
  - a. Front Desk 261-4550
  - b. Resident Manager 261-1157
  - c. Naples Police 911
4. Do not open any doors to admit anyone to the building unless you know them to be owners, residents or your own guests.
5. All outside doors must be kept closed and locked at all times and should not be blocked at any time. Please report any deviation to this rule immediately to the Front Desk.
6. Nonresidents must seek entry through our gates and into the building in the following manner:
  - a. There is a camera monitor and an intercom system at the Guest Front Gate. The guest needs to push the intercom button and wait for the Front Desk Receptionist to respond and open the gate. The Receptionist will instruct the guest where to park.
  - b. If the receptionist is away from the front desk, he/she carries a cell phone with them. The Front Desk Entry Gate indicates on the Kiosk, that if the

receptionist does not respond to the intercom, they are instructed to call 239-776-0746 for assistance. (adopted 12.16.16)

7. Front Desk Receptionist monitors the security camera system consisting of 19 cameras which cover the building entrances. In addition, we have electronic door alarms and lights permitting the Front Desk to know when any door has been opened.

The Front Desk Receptionist also monitors the fire alarm and panic alarm systems. Therefore, Receptionists are not available to assist owners on a routine basis aside from providing information and answering phones while at the desk.

The Front Desk Receptionists have duties which require them to make rounds and check doors, machinery, pool area, etc., so if they are not at the Front Desk, your guest must deal directly with you via the phone or wait. (Press “6” on your phone to open door.)

8. Front Desk Receptionist will not permit persons to proceed without previous notification from the owner or resident.
9. A log is maintained at the Front Desk of all trades people who enter the building, recording arrival and departure times and their destination in the building.
10. Entry to unoccupied residences is prohibited unless the owner has provided the Receptionist or Manager with specific **permission in writing**. At all times when owner permission is given for entry, the owner retains complete responsibility and liability for the actions of their agents and must ensure they follow all Condo Rules and Regulations.

11. Owners should notify the Manager and/or the Front Desk Receptionist when they leave for a period of five (5) days or more and complete the “Departure Form.”
12. No locks should be changed on any residence doors without first consulting with the Manager. All locks must be keyed to the Master Key for emergencies. All lock changes must be arranged by the Manager at the owner’s expense.

### **Access to Units**

In order to provide maximum security for each residence, the owner is requested to follow these procedures for authorizing access to their unit:

1. Owner in Residence
  - a. Same Day/Next Day Access: Phone Front Desk and tell Receptionist who is expected, the day and time and whether you will come to receive them. If you expect to be away, authorize the Receptionist in writing to open your unit door for them. Please be advised that the Receptionist will not stay with the agent you authorized access and that the liability for their presence is yours and your agents.
  - b. Periodic Access: Service personnel acting as your contractors or agents require written authorization on the form available at the Front Desk. The Receptionist will phone you upon arrival of the workers. If you expect to be away, use the form to authorize the Receptionist to open your unit door. Please note that the Receptionist cannot stay with workers.
  - c. Emergency Access: In the event of fire, water leakage, suspected water leakage, storm preparation, receipt of panic alarm signal or other emergency situations, the staff under the supervision and direction of

our Manager will promptly take the preliminary actions required and notify the owner. Once the owner is notified, our staff and Manager will take further action only at the direction of the owner including provision of access by owner's contractors and agents to perform remedial activities.

2. Prospective sale or lease of unit: Advise the Manager of any real estate arrangements that will require unit access. This must be done in writing by filling out the access form for Real Estate Showings at the front desk. The listing broker must accompany the showing broker, at the front desk, before showing a unit because they are most familiar with the unit and the Venetian Tower Common Area facilities. If the prospective buyer(s) is/are not accompanied by a broker, the owner must meet the prospective buyer(s) in the lobby and accompany him/them to and from the unit and any portion of the common elements at all times. 5/11

### **Water Detection/Alarm System**

No Unit Owner or member of his/her Family, Guest, other occupant of a Unit, Tenant, employee, agent or invitee shall remove, interfere or tamper with the water detection/alarm system in Le Ciel Venetian Tower, a Condominium (including, without limitation, sensors located within a Unit), or interfere with the Association's right of access to the Unit for the purpose of installing, maintaining, repairing and replacing the water detection/alarm system.

The Unit Owner shall be liable for the expenses of any maintenance, repair or replacement of Common Elements, other Units, or personal property made necessary by his/her violation of this rule, or by any member of his/her Family, Guest, other occupant of a Unit, Tenant, employee, agent or invitee. Including the costs of repair, replacement and loss of use resulting from water damage which the water detection/alarm system is designed to prevent or mitigate.

## **Renovations: Permitted Times for Remodeling/Upgrade to Units and Limited Common Elements**

Remodeling and upgrades to units and balconies, terraces and roof decks performed by or on behalf of the unit owners that generate appreciable noise, dust, dirt debris, mobilization or other adverse effects on other unit owners are referred to in this rule as “Major Remodeling/Upgrades”.

Minor remodeling and upgrades to units and balconies, terrace and roof decks performed by or on behalf of unit owners that do not generate appreciable noise, dust, dirt, debris, mobilization or other adverse effects on other unit owners (including, without limitation, installation of carpet and paint) are referred to in this rule as “Minor Remodeling/Upgrades”.

Major Remodeling/Upgrades performed by or on behalf of unit owners are permitted only between May 1 – October 31 of any year.

Notwithstanding the foregoing, Major Remodeling/Upgrades may be undertaken between January 1 through April 30 and November 1 through December 31 if such work occurs in connection with repairs/replacement caused by a casualty.

All plans for major renovations (in the form of blue prints) must be submitted to the Association’s manager to be reviewed and approved by the Board of Directors before any renovation can begin. However, the Board of Directors may delegate its approval authority to the Association’s manager.

The Board of Directors shall have the authority in its reasonable discretion to determine the type of projects that are subject to the May 1 – October 31 time restrictions but may delegate that authority to the Association’s manager.

Installation of or repairs to hurricane shutters may be undertaken throughout the year.

All work in units and balconies, terraces and roof decks performed by or on behalf of unit owners is permitted only

between the hours of 8:00 a.m. to 5:00 p.m. and only Monday through Friday.

The restriction on permissible times of the year does not apply to work performed by or on behalf of the Association.

### **Fire Emergency**

In the event of a small fire, the fire extinguisher located in each foyer on each floor can be used to put it out. After you put it out, please advise the Front Desk. If there is any doubt as to fire size or your ability to put it out quickly, then:

1. Dial 911 for fire assistance. Give your name, address, name of building and your condominium number. Next, call the Front Desk.
2. After calling for help, activate the building fire alarm system by pulling down on any one of the emergency pull stations located in the foyers of each floor, next to the stairwell exit signs.
3. Next, if it is safe to do so, close the lanai sliding doors and the front door of your unit and leave the building.
4. If the fire alarm has sounded, proceed to evacuate **WITHOUT CALLING EITHER 911 OR THE FRONT DESK.**
5. During a fire emergency, listen to and abide by all instructions being verbally communicated through our fire emergency communications system located in each unit and throughout the building. Do not return until the authorities provide you with an “All Clear” signal.
6. Residents with illnesses, disabilities or small children needing assistance who cannot evacuate using the

stairwells themselves should register their condition with the Front Desk and the Manager to receive special attention during emergencies.

### **Medical Emergencies**

Your unit is equipped with a panic alarm system which can be activated from your Master Bedroom or Bath. Pulling the switch notifies the Front Desk that you need assistance. They will call immediately. If you do not answer, they are instructed to access your unit and provide assistance and call 911, if required.

### **Employees**

All maintenance, housekeeping, receptionist and management personnel are contracted by the Board of Directors to serve your needs and are supervised, responsible and accountable directly to the Manager of the Venetian Tower Association, who acts as owners' representative in all matters. Any complaints or compliments relative to an employee's conduct or work activities should be directed to our Manager. Owners and their guests are to refrain from any form of work direction or reprimand. Appropriate "verbal pat on the back" would of course be welcome. In fact, building pride in their work and a high level of excellence is encouraged. The President will work with our Manager on all matters and hold our Manager responsible for his subordinates and contract service personnel performance and behavior.

### **Social Room/Library**

1. These facilities are for the use of owners and their guests. Scheduling of the Social Room needs to be done at the Manager's office. Reservations may not be made for longer than one day or evening. In those rare instances where an owner wants to reserve a room

for an extended period, they may do so only after 12:00 noon of the day following the prior evening, and then on a day at a time basis only if a prior reservation has not been made. Initial reservations must be made at least three days prior to the day being reserved.

2. Reservations may be made for recreational purposes only and may not be used for business, commercial, charitable, political, school or college alumni, or other similar organized activities. At all functions, the owner making the reservation must be present and take responsibility for the property being used. The person booking the room is also responsible to return it clean and in the same condition prior to its use. If not left clean, a charge per hour per person cleaning as determined by the Manager will be charged to the owner involved. All trash must be taken to the 1<sup>st</sup> floor trash room. If food, drink or any type dirt falls on the carpeted area and requires the carpet to be cleaned, the cost of the carpet cleaning will be billed to the owner who had reserved/used the Social Room. It is up to the owner to look at the carpeted area and inform the Management office if they see any marks on the carpet prior to their usage of the Social Room. 12/16
3. When reserving the Social Room or Library it is expected that the function being planned will be contained to this room and reasonable access. The owner sponsoring the function will be responsible for the supervision of all children attending and maintaining their presence within the room without disturbing others who may be using the surrounding facilities.
4. No more than 80 persons in the Social Room per fire department regulations. Owners or their guests are not to use the grills, pool deck, pool or other common

elements unless specifically agreed upon with the Office. A deposit of \$300 is required for cleaning and damage for parties of more than 25 people.

5. A Crowd Control Manager (CCM) at \$50 per hour to be provided for parties of 50 or more, and the CCM is responsible to enforce these limitations agreed upon (in Items #4). If only owners invited, no CCM is required..
6. Valet parking is required if more than 6 cars expected.
7. Owners will agree to clean up and leave room as found; no decorations that damage the property are permitted.
8. Proper social attire is required. No bathing attire, covered up bathing attire, exercising attire and/or wet clothing of any kind is permitted in these rooms.

### **Pets**

1. Guest Suite I may be used by an owner and their pet(s) provided the owner pays for the professional cleaning of the suite immediately following their stay.
2. Small dog(s) and cat(s) pets not to weigh over 25 lbs. are permitted in owners units with a limitation of two, provided they do not disturb the peace of their neighbors. No other types of pets are permitted. 12/16
3. In the event that any pet kept on the premises, including a dog, should constitute a “nuisance” in the opinion of a majority of the Board of Directors, then the owner, when so notified in writing, shall be required to immediately remove said pet or dog from the premises.

4. All dog and cat pets must be licensed annually with Collier County. IT'S THE LAW.
5. It is not mandatory; however, the Board of Directors would appreciate pet owner's cooperation in carrying their pets in common areas if possible. Pets are allowed to walk with a leash through common areas. It is mandatory for pets to use the service elevator only. If service elevator is out of service, then the use of a regular elevator is okay.
6. Pets are prohibited from the Social Room, Library, Fitness Room and pool and spa deck areas.
7. Pets must not be permitted to run free on our property or in the City of Naples which includes our beach walks, parks, beaches, entrance and exit drives, parking areas, etc.
8. All pet droppings must be immediately picked up and disposed in the toilet of the pet owner's residence.

### **Tennis**

1. Court reservations by unit owners or their lessee's must be made at the Front Desk at Park Tower (261-9730) in person at 8:00 a.m. or later up to seven days in advance for a tennis period defined as 1½ hours per day. If no other party has requested court time by 8:00 a.m. of the day reserved, then additional time, if available, can be allocated. Any time in addition to the 1½ hours reserved may be usurped by an owner requesting time that day.
2. All reservations are automatically canceled if the owner reserving is more than ten minutes late based upon the reserved starting time.

3. When Guests are residents in the Guest Suites, they enjoy the same privileges of owners as to access to tennis reservations.
4. Owners must accompany any Guests not in residence.
5. Appropriate tennis attire as follows, must be worn at all times while using the courts:
  - Tennis tops and shorts or skirts or tennis dresses for females
  - Tennis shirts and shorts for males
  - Regulation tennis shoes designed for Har-Tru soft courts

### **Bicycles**

Bicycles are to be kept at the bicycle stations located within the lower level parking garage. Entrance and exiting for cyclists will be through the same doors that cars use (remote controller required for re-entry). Cyclists should use extreme caution and provide vehicles the right of way to avoid accidents with moving vehicles. **Florida State Law mandates that bicycles ride with the flow of traffic.** Gasoline powered cycles must be parked in the garage ONLY.

### **Elevators**

Passenger elevators are provided for the transportation of people. The Service elevator should be used for any major service, delivery, moving of furniture, grocery carts, clothing racks, luggage racks and carrying food to/from the barbecue area.

Please remember:      NO SMOKING  
                                    Instruct children in proper use  
                                    Pets must be carried properly  
                                    Do not block doors open  
                                    Do not use in fire emergency

## **Pool Deck, Pool, Spa and Kiddy Pool**

Use of the pool and deck facilities is AT YOUR OWN RISK. No life guards are on duty. SMOKING, running and diving are NOT PERMITTED. **Hours of use are one hour before sunrise and one hour after sunset.** The following incorporates State of Florida legal requirements along with Venetian Tower policies:

1. It is suggested that bathers have a competent companion who can assure their safety in case of an emergency while using the pool.
2. **YOU MUST SHOWER BEFORE ENTERING THE POOL OR SPA.**
3. Children under 12 years of age are not permitted in the pool or pool area unless accompanied by a parent or grandparent who is responsible for and able to control the child's behavior.
4. People who cannot control their bladders or bowels, who may possess open sores, cuts or communicable disease are not permitted in the pools or spa.
5. Lounge chairs cannot be reserved or held by placing possessions on them. When you leave the pool area, take all possessions with you **AND RETURN LOUNGE CHAIRS TO ORIGINAL LOCATION.**
6. Do not place any items on railings by pool area.
7. Protect our furniture from suntan oils and lotions by using towels or other suitable furniture covers.
8. Proper bathing attire is required for use of pools and spa regardless of age. No nudity or cutoffs.
9. Behavioral conduct:

No running or diving  
No excessive shouting  
No rough housing  
**NO GLASS CONTAINERS**  
No Frisbees, large floats, balls or similar items

10. No radios, tape players, etc. except those being used with earphones.
11. **NO SMOKING.**
12. No pets.
13. **Children not toilet trained must wear approved swim diapers.**
14. Any attempt to monopolize the use of the pools, deck, spa or the surrounding area including the grills is prohibited.
15. All accidents are to be reported to the Front Desk Receptionist who has a first aid kit to assist.
16. Our spa is maintained at approximately 102 degrees Fahrenheit year round. A timer and bubbler are provided for your use and safety. Use the spa carefully, understanding the risk you are assuming:

**SPA IS PROHIBITED FOR:**

- Children under 12 years of age
- Persons with open cuts or sores

**SPA IS NOT RECOMMENDED FOR:**

- Persons under the influence of drugs or alcohol
- Pregnant women
- Persons with health problems

17. No pool accessories, soap or toiletries in the spa.

18. Kiddy pool:
- No disposable diapers.
  - Approved swim diapers are permitted.
  - Bathing suits required.
  - Must be attended by an adult.

## **Barbeque**

**Eating in the BBQ area of the pool deck is allowed.** Please observe the following rules.

1. Glass containers of any kind are not permitted in the pool deck/BBQ area. Please use paper or plastic products.
2. Eating is limited to the tables under the canopies and a table located near the BBQ. In accordance with health regulations, food is not allowed within 4 feet of the pool or spa.
3. Please clean-up the area after eating.

## **Sauna and Steam Room**

These facilities may be used AT YOUR OWN RISK and we request that you follow these guidelines:

1. Restricted to persons 18 years or older. Persons under 18 years old MUST be accompanied by a parent or grandparent.
2. Food & beverages are not allowed in these facilities.
3. We recommend you avoid “one person use.”
4. NO SMOKING.

## **Fitness Room**

The Fitness Room is for LCVT owners, renters and residing guests only. Except for Personal Trainers, hired by a LCVT

resident, renters or a residing guest, no outside guest(s) or friend(s) are permitted in the Fitness Room at any time. 12/16

These facilities may be used AT YOUR OWN RISK and we request you follow these guidelines:

1. Children under 13 years of age are not allowed in the fitness room, ages 13 to 16 MUST be accompanied by a parent or grandparent.
2. When someone is waiting to use a machine, please limit use to 30 minutes.
3. Upon completion of use of machines or the room, please turn off all lights, equipment and television.
4. No food or beverages allowed; however water, in a proper water bottle, is permitted. (Adopted 12.16.16)
5. Use towels on equipment during and after exercising.
6. NO SMOKING.
7. Proper exercise attire is required.

### **Parking**

1. Use the parking space assigned to your residence only.
2. Owners having social events requiring overflow parking spaces are requested to contact the Building Manager for instructions.
3. If there is not available outside north lot parking for service vehicles, the Front Desk Receptionist will direct the parking, loading and unloading procedures.
4. The parking of boats, trailers, motor homes, etc. is prohibited in all Venetian Tower parking areas.

5. All owners and vendors trucks must be parked in the north parking lot. Adopted 5/16/19
6. Owners may provide written permission for lessees, guests or other owners to use their parking space. In such cases, the owner must also provide said people keys and remote garage and gate openers to permit entry and use of their parking space.
7. Owners leaving vehicles when they are not in residence must leave a set of keys with our Manager or leave the name and address of a person who has written permission to care for the vehicle or vehicles involved.
8. Car washing should be done in front parking spaces at South end of building where the auto rinse is located.
9. No vehicle repairs are to be performed on the premises except emergency service.

### **Trash Disposal**

1. Each floor has been provided with a trash room. A trash chute for properly bagged (please use plastic bags) and tied trash is provided.
2. Use your sink disposal to dispose of food and other wet materials as you wash out all glass and plastic containers to be recycled.
3. When moving or decorating, large trash, all boxes and powdered materials are NOT to be placed in our trash chutes. Each owner is responsible to see that their service personnel and contractors remove their trash from the building.

4. Combustible materials and odorous materials should not be placed in our trash chutes. Call the Manager to make special arrangements for disposal of such materials.
5. When placing bags of trash in the chutes, be sure to push them in sufficiently so they enter the main drop area of the chute system. If you do not do so, they will sit in the door areas of the chute system and may block the entire chute.
6. Recycling materials include:
  - a. Newspaper - Place in recycling bin provided. This does NOT include glossy magazines, phone books, etc.
  - b. Glass containers - Rinse all containers and place them in the glass bins provided.
  - c. Metal Cans - Rinse and place in bin provided.
  - d. Plastic Bottles - Those containers marked with the recycle symbols 1 through 7 on the bottom are to be placed in the bin provided after rinsing.
7. CARDBOARD BOXES should be flattened and carried downstairs to the trash containers, NOT thrown down the trash chute.

### **Guest Suites**

1. Two suites are available for use as extensions of an owners unit. They may be used for guests of an owner in residence only.
2. The Guest Suites are NON-SMOKING. If the rule is violated there will be a \$100.00 fine.

3. The suites are available for dual occupancy only and one adult must be present. Minors are not allowed to be sole occupants.
4. The owner will be responsible for their guests and all and any damages caused by their guests.

Inspection of the Suite on a before and after basis by the owner and Manager will be the basis for liability.

5. Guest Suite #1 may be used by an owner and their pet(s) provided the owner pays for the professional cleaning of the suite immediately following their stay.
6. Reservation Procedure:

Request must be made in writing and must be delivered to the Manager during working hours Monday-Friday with a payment by check made out to Le Ciel Venetian Tower Association, Inc. covering the entire stay. The request must contain the names of the intended guests, their relationship to the owner and their length of stay.

7. Because of high seasonal demand, the Board of Directors has implemented lottery drawings to be held for the two guest suites. The following drawing guidelines and time periods will be implemented.
  - a. There will be two winners drawn (one for each guest suite) for each time period.
  - b. Lottery drawings will be held every October for Easter/Spring Break.
  - c. The Easter/Spring Break drawing will be four weeks around and including the Easter Holiday. There will be one drawing for each week. Participants can only win one of the guest suites for

one of the four weeks. A winner's name will automatically be discarded if drawn again.

d. Lottery drawings will be held every April for Thanksgiving, Christmas and New Year's weeks. One week for each Holiday week. Thanksgiving week will be the week of the Holiday beginning the Saturday before the Holiday. The Christmas and New year's Holiday weeks will begin three days before the Holiday, ending 3 days after the Holiday.

All the entries for each drawing will be pulled in descending order so the contestants can be chronologically awarded the time period in case of cancellation. If a winner only uses part of a week, the next name drawn will be offered the remainder of the week. If the individual offered the partial week does not want the partial week it will be offered in descending order to the remainder of the names drawn. Individuals declining a partial week will still be eligible for a full week in the order that their name was drawn.

### **Guest Suite Payment(s)**

Payment in full must be received within **10** days of notification by the office. This date will be shown on the bill. If payment is not received by the date shown, the next person on the list of lottery winners will be given the opportunity to reserve the Guest Suite.

If the person chosen by the lottery cancels, the full amount of their payment will be forfeited unless the Guest Suite is subsequently rented. The same Forfeiture Rule applies to non-Holiday weeks.

8. Any dispute or guidance required as to reservations will be settled solely by the President of the Association.

9. Suites may be reserved for a minimum of one day (Monday-Thursday) during the week and three days minimum on weekends (unless housekeeping services can be obtained on the weekends) with a maximum rental of seven days.
10. When an owner seeks to reserve both Guest Suites and no other reservation is on file, the reservation may be conditionally accepted. However, a subsequent request for a Suite will be given priority if properly made. Delivery of checks are made when an unconditional reservation is approved.
11. Because the Guest Suites are an extension of your unit, maid service will not be provided.
12. Guest Suite check-in and check-out times are 3:00 p.m. and 12:00 noon respectively for all reservations.
13. Rates will be established by the Board and be available in the Managers Office. A one time cleaning charge is also applicable, the rate to be determined by the Board of Directors.

### **Absence from Premises**

1. It is the owner's responsibility to shut off the water in their unit if it is planned to be vacant for five days or more. Turn off main water line and complete the suggested "Shut Down Procedure" schedule.
2. The Front Desk Receptionist and Manager should also be advised of your absence and a "Departure Form" completed.
3. If for any reason the above cannot be accomplished by the owner or their representative, the Manager must be notified.

4. All storm shutters should be fully closed and it is recommended that all lanai or terrace furniture be moved inside of unit.

#### **SERVICE AND EMOTIONAL SUPPORT ANIMALS**

The policy of the Board of Le Ciel Venetian Tower Association, Inc. is to make every attempt to provide a reasonable accommodation to a disabled owner, tenant, guest or other occupant of a unit with respect to a service or emotional support animal in accordance with State of Florida and Federal laws. This Rule prevails over any conflicting provisions in the Association's rules regarding animals that are not service or emotional support animals.

A disabled person must provide a written request for a service or emotional support animal.

In the case of a service animal (i.e., one that has specialized training), the disabled person must provide a certificate or other written evidence that the animal is in fact a service animal.

With respect to an emotional support animal, the disabled person must also provide a letter from a physician, psychologist or social worker that identifies the disability and the need for the emotional support animal to afford the disabled person equal opportunity to use and enjoy a condominium unit, including use of the common elements.

If the requesting person's disability is obvious, the Board will not require any additional information regarding the disability and the need for the requested accommodation.

The disabled person must identify the service or emotional support animal by name, breed and size and provide a picture. The disabled person must also provide written evidence that the service or emotional support animal has been properly vaccinated and supplement such written evidence on an annual basis.

Upon receipt of the required information and request from the disabled person, the Board will review and provide a response to the disabled person within 20 days of receipt. The Board will send written notice to the disabled person with respect to the Board's decision.

A disabled person's need for a reasonable accommodation may change over time as a result of changes in the individual's level of disability. If and when circumstances change, the disabled person must notify the Board in writing if he or she no longer needs the service or emotional support animal. The Board may revoke permission for a service or emotional support animal if there is no longer a need for the disabled person to have such service or emotional support animal.

If the Board grants the disabled person's request, the Board reserves the right to withdraw its approval at any time should the service or emotional support animal

become a nuisance to others, including, without limitation: excessive barking; biting or other aggressive behavior; failure to properly dispose of excrement; bringing the service or emotional support animal to a prohibited area in Le Ciel Venetian Tower; failure to comply with applicable laws and ordinances; not maintaining the service or emotional support animal on a leash, stroller or transport device at all times when outside of a unit; or sanitation problems. In the case of a service animal, the disabled person must keep a vest or other means of identifying the service animal's status as such on the service animal at all times when outside the unit.

The owner of the unit and the disabled person, if other than the owner of the unit, shall be responsible for all damage caused by the service or emotional support animal to persons or property.

No service or emotional support animal may be brought into the pool or spa. A service or emotional support animal is prohibited from the pool deck, spa deck and social room when food is served (for example, if the Association or an owner has a party in that area).

Service and emotional support animals are prohibited in elevators other than the service elevator. Adopted 5/16/19

### **Violation of Rules & Regulations and Fining Procedures:**

Rules and Regulations are to enable 86 families living together in a single building to coexist and respect each person's rights.

Pursuant to Florida Statutes Section 718.303, Florida Administrative Code Section 61B-23.005, and the Association By-laws, the Association may levy fines against a unit for the failure of the owner of the unit, or its occupant, tenant or invitee, to comply with any provision of the Declaration of Condominium, the Association By-laws, or the Association Rules and Regulations. The unit owner shall be responsible for the payment of the fine, regardless of whether the violation has been committed by the unit owner, or an occupant, tenant or invitee. No fine may exceed \$100 per day of a continuing violation, with a single notice and opportunity for hearing, provided that no such fine shall in the aggregate exceed \$1,000.00. The Association must observe these procedures to levy a fine;

1. The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days. If the violations stem from conduct of a tenant or invitee, the Association shall send notice to the unit owner and the tenant or invitee. The notice shall include:
  - a. A statement of the date, time and place of the hearing;
  - b. A statement of the provisions of the Declaration, Association By-Laws, or Association Rules and Regulations which have allegedly been violated;
  - c. A short and plain statement of the matters asserted by the Association; and
2. At the hearing, the party against whom the fine may be levied shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material consideration by the

Association. The hearing shall be conducted before a committee of unit owners appointed by the Board none of whom may be serving as Directors. If the committee, by majority vote, does not agree with the fine, it may not be levied.

05/19