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Amended and Restated
June 14, 2024
Vistas Board of Directors

RULES AND REGULATIONS

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Manager's Phone No. (239) 263-1675
Lobby Desk Phone No. (239) 263-8382

**VISTAS CONDOMINIUM ASSOCIATION
4651 GULF SHORE BOULEVARD NORTH**

RULES AND REGULATIONS

Your Board of Directors has established the following rules and regulations for the mutual benefit of all residents. Your enjoyment of VISTAS living will be greatly enhanced by their careful observation. They recognize the fact that the VISTAS is a permanent home for many owners, and they also reflect our determination to discourage a hotel atmosphere. It is the responsibility of owners that these Rules and Regulations are known to their family and guests and that family and guests honor them. Owners will be requested to acknowledge receipt of these Rules and Regulations overtime as there are updates and/or revisions. Board members do not have the authority to unilaterally waive or make exceptions to any of the VISTAS rules or regulations, so please don't

RULE ENFORCEMENT PROCEDURE

Rule violations should be reported immediately to the Manager or to the Lobby Desk. Employees should not be asked to enforce rules. The procedure for rule enforcement will be as follows:

- The Manager will notify the owner verbally or in writing depending on the nature of the violation and the circumstances. If the Manager is unavailable or the violation warrants, the Lobby Desk personnel shall notify the owner of the violation and report it to the Manager.
- In the event of an occurrence of a violation, the Board of Directors will notify the owner in writing of the violation. The Board reserves the right to impose fines for violations.
- If the violation continues, the Board of Directors will place the matter on the agenda for consideration at its next meeting to determine whether to engage counsel.

SIGNIFICANT GENERAL BUILDING RULES: COMMON and LIMITED COMMON AREAS

- All overnight occupants including owners, tenants and house guests, **MUST** register at the Lobby Desk upon arrival and departure. All full-time residents should complete and return an emergency information sheet that can be obtained from the Lobby Desk.
- Units may not be used for business or commercial purposes. It is acknowledged that people may have home offices but having visitors to conduct business is restricted. No soliciting of any kind is allowed on the premises including, but not limited to, owners or tenants soliciting other owners or tenants.
- No signs, advertisements or notices may be posted on the condominium property or on any vehicle parked on the property.
- The Association's property such as telephones, computers, fax machine and copy machine shall not be used by owners, tenants, or house guests for personal use.
- Smoking is prohibited in all common areas within the VISTAS including "hallways, corridors, lobbies, restrooms, stairwells, recreational facilities, elevators and garages." Smoking includes cigarettes, cigars, pipes, e cigarettes, vaping and use of marijuana. Florida Clean Indoor Air Act (FC1AA 386.203)
- Cover-ups (a beach towel is not considered an appropriate cover-up) over bathing attire and footwear are required in all common areas of the building including the elevators. It is prohibited to enter the building in dripping bathing attire. When in bathing attire use only the back lobby service elevators, elevators #3,4.
- Cellular Phone and Electronic Device usage is permissible on a limited basis. **AUDIBLE USE:** Audible use of cell phones and electronic devices is not permitted in the **POOL AND SPA** area and the surrounding area including the upper Bar, Lounge area and Fire Pit area. Additionally, Audible use is prohibited in the Gym. **NON-AUDIBLE USE:** Discreet non-audible use of cell phones and electronic devices is permissible. Use of headphones and ear buds is requested.
- No radios, music players of any kind on the Balconies. Use of cellphones on Balconies should consider volume as to not be too loud. Use of headphones or ear buds are recommended. All occupants should exercise care to minimize noise. Musical instruments, pianos, radios, TV, etc. should be used so as not to disturb others. Wind chimes shall not be installed on Balconies.
- The room where the air conditioner and hot water tank are located may not be used for storage.

- No gasoline or other highly combustible materials may be stored in the apartment, garage, storage, air conditioner rooms or on balconies.
- Apartment entry area shall not be used for the storage of any personal items including bicycles, beach chairs, rubbish, footwear, strollers, carts, etc.
- No decorations (plaques, decals, paint or paintings) are permitted on any common area walls or doors leading to storage or A/C closets. No other items other than the following are to be placed onto the apartment entry doors: a) peep hole standing alone – Door holder permitted. b) Door knockers with combination of peep hole and name plate – name plate standing alone not to exceed 2"x 4". c) Flower arrangements, wreaths and plaques not to cover an area more the 325 square inches must have written approval of same and method of installation must be obtained from the Manager. No holes are permitted on the doors except for the peep hole/combo door knocker. Statuary, artificial flower arrangements or potted trees are allowed near unit entry areas provided they do not obstruct passageway.
- Decorative floor or welcome mats shall not exceed 2 ft. 6 inches x 3 ft. 6 inches in size.
- No locks shall be changed on apartment doors, mechanical rooms, or storage area doors without first consulting the Manager. All locks must be keyed to the master key to cover emergencies and pest control services.
- Using skateboards, roller skates or blades is prohibited in the building (halls or garage), upper deck, ramps, pool deck or on other VISTAS property.
- Luggage and grocery carts must be returned to proper garage level. They must never be left in hallways or on elevators.
- Apartment doors must be kept closed at all times, to maintain proper temperature in hallways.
- Use mats to clean sand from footwear before entering the building.
- Every owner is responsible for the maintenance of their hot water heaters and air conditioners/air-handlers. The owner must replace their hot water heater when it reaches 10 years old. **Tankless water heaters are NOT permitted.** Management has a log of all water heaters and their dates. Air conditioners should be serviced at a minimum every year to have the coils cleaned and drain lines flushed out. Filters should be changed semiannually. If Management notifies the owner in writing that their water heaters or air conditioner must be replaced, you will need to comply within 30 days. If the owner does not comply, under "Article 12.7 Enforcement of Maintenance of the Condominium Documents, the Association shall have the right to enter the owner's unit....and perform the regular maintenance function(replacement) which shall then be charged against the unit as in the case of any assessment."

- Water to Units is to be shutoff if leaving the premises “overnight”. Check for leaking or dripping valves, faucets and running toilets on a regular basis.
- Contractors (including all vendors, service providers and tradespeople) and cleaning services must check with Lobby Desk before proceeding to units. Working hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, except holidays or days on which holidays are observed. There is a construction moratorium at VISTAS from November 15 – April 15. **Or Easter, whichever comes later.** ANY emergency repairs may still be done at any time, with the Manager’s approval. Also, painting, wallpapering, carpeting and housekeeping chores can be done year-round. The Manager has the discretion to make exceptions if special circumstances so warrant. Please see Contractor Rules and Regulations for more definition.
- Moving furniture in or out of an apartment is not permitted on Saturday, Sundays or on the six legal holidays, such as New Year’s Day, Christmas, Easter, Memorial Day, Labor Day and Thanksgiving. Hours for moving are from 8:00 a.m. to 5:00 p.m., Monday through Friday. All moves shall be scheduled with the Manager.
- Use designated sidewalks and beach walks – DO NOT WALK ON SEA OATS or drag carts/coolers through landscaping or grass.
- Notification must be provided, and arrangements must be made with the Manager prior to moving furniture in/out of units to allow inspection of the condition of the common areas. Damage incurred while moving will be the responsibility of the owner. Do Not Loan Common Area Keys.
- Any cost incurred by the Association for any repair or cleaning required due to damage to Common Elements or Limited Common Elements by an owner, his house guest, tenant, visitor, contractor, cleaning person or pet shall be paid for by the owner. The Manager shall charge a minimum of \$50 per hour for labor of the VISTAS staff plus the cost of materials for any repair or cleaning required or for any work needed to avoid damage to Common or Limited Common Elements.
- Pets in excess of 17 inches in height or 25 pounds of weight may not be kept on the premises. Pets must be on a leash. Or in a carrier, when outside of their unit and on the grounds. Pets must be transported in the Service Elevator. They are NOT permitted in any common areas.
- Suggestions, requests, or complaints should be made on the form available at the Manager’s office and then submitted in writing to the Manager and a copy to the Board of Directors. Verbal complaints to the Manager or Lobby Desk should be made only if an infraction requires immediate attention.
- Official notices of Association business shall be posted on the bulletin boards located in the front and rear lobbies of the building.

PLEASE NOTE that All Signs and Notifications posted by Management by reference is considered to be Part of these Rules and Regulations.

HOUSE GUESTS

- A house guest (someone other than the spouse) is defined as any non-paying person who, at owner's or lessee's invitation, is occupying any portion of an apartment, or a Guest Suite overnight. Owners are responsible for their house guests' understanding and following the Rules and Regulations.
- On arrival, all house guests must be registered at the Lobby Desk, and departure, must be signed out. All house guests shall receive a copy of the Association rules and regulations covering house guests from the Lobby Desk when they register. They are responsible for reviewing and abiding by the Rules and Regulations.

HOUSE GUEST WHEN LESSEE IS NOT IN RESIDENCE

- No one may occupy a Lessee's apartment when Lessee or spouse is not in residence.

SWIMMING POOL, SPA AND DECK RULES

- Swimming hours are from 8 a.m. to Dusk. The swimming pool area, including the upper deck, may only be used between the hours of 8:00 a.m. and 10:00 p.m.
- No diving permitted.
- There is no lifeguard on duty. It is suggested that no bather use the pool unless a person competent of assuring the bather's safety in an emergency is present.
- Children under 12 must always be supervised by a competent adult while in the pool and pool area. Incontinent individuals of any age must wear a swim diaper while in the pool and spa.
- State Board of Health Regulation requires that a shower be taken before entering the pool or spa.
- BATHING SUITS ONLY in pool, and spa. No cut-offs allowed.
- Children 12-16 may not use the Spa without the presence of a supervising adult. It is strongly advised and recommended that children under 12 NOT be permitted in the Spa. Children/Toddlers under 5 are not permitted in the Spa.

CONSIDER THE FOLLOWING, CONCERNING THE USE OF THE SPA WHICH IS MAINTAINED AT APPROXIMATELY 105 DEGREES YEAR-ROUND. TIMER SHUTS OFF IN 15 MINTUES.

- Pregnant women and persons with health problems should consult a physician before using the Spa.
- Hot water immersion while under the influence of alcohol or drugs is dangerous.
- Long exposure may result in nausea, dizziness, or fainting.
- Children/Toddlers 5 years in below should not be in the Spa.
- No roughhousing or running permitted on the pool deck. Parents and grandparents are responsible for the behavior of children. Rafts, floats and large inflatable toys, water guns, diving equipment, tanks, regulators, propellent equipment, are prohibited in the pool or spa. Frisbee or ball throwing or games such as "Marco Polo" are prohibited in the pool, spa and upper and lower decks.
- Furniture must be covered with a towel when using any type of body lotion or sun oil.
- Food and beverage consumption is prohibited in the swimming pool and spa and wet deck area (within 5 ft. of the edge of the pool or spa). Food and beverage consumption is permitted in remaining areas. Glassware or glass containers are strictly prohibited. Anyone having food or beverages is responsible for cleanup and disposal of garbage.

- Audible Cell phone use is prohibited in the pool, spa and deck area. Non-Audible use of cell phones and electronic devices is permissible, using headphones or ear buds where appropriate. No radios, tape players, CD players, etc. are allowed around or near the pool area unless used with headphones, earbuds or approved by the Board of Directors.
- Lounge chairs should be picked up rather than dragged when relocating. Secure umbrella, table and chairs after use.
- Dial 911 in case of emergency
- The pool area gate leading to the beach access should be closed completely and locked after exiting or entering the pool area.

SAUNA, STEAM AND EXERCISE ROOMS

- Children under 16 may not use the exercise room unless a supervising adult is with them.
- Use of the steam room & sauna is restricted to adults (18 yrs. or older), who will use them at their own risk.
- No glass containers are permitted in the sauna, steam or exercise room.
- Please be considerate of your neighbors and keep private conversations private.
- Exercise equipment should be cleaned with cleaning solution and drying cloths after your use.
- Bathing attire is prohibited in the exercise room when using exercise equipment. Proper athletic footwear should be worn when using exercise equipment.
- Remove sand from your shoes before using any equipment.
- Lockers are available in the exercise rooms for daily use only. All locks are to be removed at the end of the day.
- Return free weights to weight stacks when you finish using them.
- Exercise equipment should not be moved from its location in the room.
- Turn off the sauna or steam equipment when you are finished using it.

CONSIDER THE FOLLOWING

- Pregnant women and persons with health problems should consult a physician before using the sauna or steam.
- Hot water exposure while under the influence of alcohol or drugs is dangerous.
- Long exposure may result in nausea, dizziness or fainting.

LOBBY FRONT DESK

- The **Lobby Desk** personnel on duty at the **Lobby Desk** monitor a safety system. This includes TV cameras strategically placed at all entrances, pool and exercise rooms.
- While the Front Desk Personnel are not equipped as security, in the event of an emergency or suspicious activity you may contact the Front Desk 239-263-8382 or the Manager 239-263-1675.
- **DO NOT** allow anyone into the building unless you know they are residents, house guests or visitors.
- All outside doors must be kept locked, at all times, and should not be blocked open for any reason.

FOR YOUR PROTECTION:

A log is maintained at the **Lobby Desk** of all persons who enter the building, recording the arrival, departure and the destination within the building. Residents with disabilities requiring assistance during building emergencies should indicate such to the **Lobby Desk** when they register on arrival. **Lobby Desk** personnel will not permit persons to proceed without proper identification or previous notification of arrival from the resident.

- When not in residence, NO ONE will be admitted to your unit unless permission can be verified and is given in advance to the Manager. A completed Entry Authorization Form on file with the Manager can be used to verify requests for entry during the owner's absence.
- When in residence, the **Lobby Desk** must be notified of any contractor or cleaning service that you wish to be admitted to your unit. The **Lobby Desk** should also be notified of the expected arrival of any house guest or visitor.

ELEVATORS

- The front lobby elevators are restricted to the transportation of people. No Shopping or Luggage Carts.
- Pets must be transported in the back-lobby service elevator and must be on a short leash.
- Children should not play in the elevators.
- Use the back-lobby service elevators when in bathing attire or when transporting food from grills.
- Contractors (including all vendors, service providers and tradespeople) and cleaning services should use the back lobby east freight (left) service elevator only.
- Elevator doors should never be blocked open.

TRASH DISPOSAL

- A trash chute is located on each floor for the disposal of trash except recyclable materials.
- Trash chutes must not be used between 10:00 p.m. and 8:00 a.m.
- All trash excluding recyclable materials must be secured in heavy plastic bags. Paper grocery bags should not be used for trash disposal. Pizza boxes should not be put down the trash chute.
- The following materials should be taken separately to the Compactor Room located on the lower garage level for recycling: **Aluminum Cans, Cardboard, Newspapers, Plastic and Clear Glass.**
- The trash chute should not be used for the disposal of junk or any item that may damage or obstruct the trash compactor system such as golf clubs, tile, paint buckets, flowerpots, plants, housewares, etc. Those items should be taken to the trash compactor room on the lower garage level and left outside the door.
- A bin is in the trash room on each floor for recycling newspapers only, if you do not want to take them to the lower garage.
- Do not put anything in the chute that might cause a fire, an explosion or strong odor.
- Rinse out all cans, milk and juice cartons and place in heavy-duty plastic (not paper) bags securely tied before putting in the trash chute.
- Garbage should be disposed of either by grinding it in the disposal with plenty of cold water or by wrapping it securely in heavy-duty plastic bags and placing it in the trash chute. Housekeepers should be instructed regarding the above.
- Do not pour grease down the disposal or any drain.
- Garage area trash receptacles are placed near the entry doors for small, miscellaneous debris from autos, etc. Larger items should be taken directly to the trash compactor room at the lower garage level.

SOCIAL ROOM

1. The social room facility shall be defined as the large community gathering room, adjoining library and the kitchen, and does not include the pool deck or any of the terraces around the pool. It shall be used by the unit owners, tenants and their guests and families and the VISTAS Association exclusively.
2. The VISTAS Association shall at all times have priority on reservations by the Social Committee or Board of Directors.
3. Private parties of unit owners are permitted by placing a proper reservation with the Manager at least 30 days in advance with a **\$200** damage deposit made at the time. The number of guests at private parties should be stated and should not exceed 50 for sit-down dinners and 75 for stand-up cocktails, with arrangements for valet parking made by the unit owner if the number exceeds 25 people. The use of the social room will not be allowed if the owner, or tenant, making the reservation is not in attendance at this function. Valet parking service must park at lower level.
4. The social room shall not be permitted to be used by any unit owner for commercial organizations, business or fraternal or association's meetings of which he or she is a member, and those types of meetings held on a regular basis shall not be allowed, except as approved by the Board of Directors. Small meetings not on a regular basis where major kitchen equipment is not used is permitted without deposit but by reservation.
5. All kitchen equipment is permitted to be used. If private parties are catered, the caterer should furnish cooking equipment and all serving equipment, including table service whenever possible.
6. Setup and cleanup of the facilities shall be the responsibility of the person making the reservation and a charge shall be made by the Manager for any staff time required to restore and clean the facility. The charge will be \$25 per hour per person.
7. Card tables and folding chairs may be borrowed by owners after signing out with **Lobby Desk**. China, glassware, silver, etc. cannot be borrowed for use in units outside of Social Room.

AUTOMOBILE PARKING

- Use only the parking space assigned to your unit. That space may be used only for parking ONE vehicle and may not be used for storage of any property. Motor scooters and mopeds may be parked in an owner's space or the service area parking lot.
- To park in another owner's space, you must notify the Manager. Only one person may be authorized to use another owner's space during a specific time period. That period may not exceed one year.
- The upper-level exterior parking deck is reserved for guest parking only from December 1 through April 30.
- The parking of recreational vehicles such as boats, trailers, motor homes, motorcycles, or similar type vehicles is prohibited in all areas.
- Anyone who leaves a vehicle on the Vistas premises while absent from the building for an overnight period or longer must leave a set of keys and/or keyless remote with the Lobby Desk to permit the vehicle to be moved for building repairs or emergencies such as fire, hurricane, or flooding. Any vehicle left on the premises must be operational, which includes having the battery charged and connected. In the event of building repairs or an emergency, the Association will make a reasonable effort under the circumstances to move vehicles in the absence of the owner. The Association does not assume any responsibility for the movement of vehicles or for any damage to vehicles or other property. The owner remains primarily responsible and, in all circumstances, responsible for any expenses incurred by the Association to move said vehicle. In the event the vehicle is moved by the Association the owner holds harmless the Association and its employees for any damage or repairs incurred to said vehicle. Owners will be required to sign a Waiver acknowledging primary liability and releasing the Association of any liability incurred in the event said vehicle is required to be moved under circumstances described above.
- Washing cars is only permitted outdoors on the North side of the building. This can be done in either the area of the car wash, or by the rear hose station at the Northwest corner of the building.
- No vehicle repairs are to be performed on the premises except in an emergency.
- Covered vehicles are not permitted in the outside parking lot.
- Vehicles with mechanical defects which, in the opinion of the Manager, may become a hazard condition to the property and/or may cause bodily injury will result in a written notification by the Manager to the owner which outlines the mechanical defects and gives thirty (30) days' notice to repair same. If said defect is not repaired within the prescribed time, the Manager has the option of having the vehicle towed from the building.

In the event of an emergency regardless of its nature the Manager has the authority to remove and/or tow the vehicle from the building at the owner's expense.

- All vehicles which are parked and/or housed in the VISTAS garages must be registered with the Association.
- Any vehicle that is parked or housed on the premises in violation of any parking rule shall be towed from the premises at the owner's expense including all costs of towing plus the cost of any repairs to VISTAS property caused by the towing.

BEACH CHAIR STORAGE

- Two storage areas located in the lower garage are available for the storage of beach chairs umbrellas or toys. Owners may store property only in the beach chair cubicle assigned to their unit. Property shall not be stored on the top of the cubicle units or the floor or walls in these areas or in the bicycle storage area. Property left in those areas will be removed.

BICYCLE STORAGE

- A storage area for bicycles is located in the lower garage. Owners are permitted to store bicycles only within that storage area. All bicycles, including rental bikes, must have an identification tag affixed showing the unit number of the owner. Identification tags are available at the Lobby Desk. Bicycles must be maintained in good operating condition with the tires inflated and otherwise operational.

GUEST SUITES

- Except for Easter, Thanksgiving, Christmas and New Year's, reservations may be made 1 year in advance. Easter, Thanksgiving, Christmas and New Year's reservations may only be made 6 months in advance. Payment of the use fee is due in full when the reservation is made. A waiting list will be established and "first come, first served" is the byword. An owner who utilizes a guest suite for any one of the holiday season periods must go to the end of the line for the identical holiday time-period for the coming year. Such owners can then make a guest suite reservation if one is available 90 days prior to a holiday period. Three-day minimums are required for holiday season rentals.
- Guest Suites are available for use by owners/tenants only while they are in residence. Use fees must be paid in full at the time of the reservation by check or money order by the owner or tenant. This is non-refundable if the reservation is cancelled. Occupancy is limited to two (2) people and at least one person must be an adult.
- Pets are not permitted in the guest suites.
- If an owner rents his/her apartment, all rights to use the guest suites are subordinated to the tenant for the term of the lease.
- Any damage to the guest suites will be paid for by the owner or tenant.
- The check-in time is 2 p.m.
- Check out time is **PROMPTLY AT 11 a.m.**
- The maximum stay is seven (7) days. A reservation may be extended up to an additional (7) days if no other reservation request exists. The maximum stay under any condition, however, is limited to fourteen (14) days.
- All reservations and exceptions to the number of people or the number of days rental, must be approved by the Manager.
- NO daily maid service is provided with the use of the Guest Suite; however, the suites will be cleaned and fresh linens supplied before occupancy.
- In the event of Rules violation(s) by guests who are using the guest suites the Board reserves the right to restrict future use of the guest suites.

PETS

- A cat or small dog (not to exceed 17 inches in height measured at the shoulder at maturity, or 25 pounds of weight) may be kept on the premises. 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.
- Pets must be accompanied by their owners and must be leashed when outside their unit and on the grounds.
- **Vistas follows the Florida Statutes Title XXX Chapter 413.08 on allowing service animals.**
- Pets must be transported in the service elevator and be on a short leash while in the elevator.
- Pets are NOT permitted in any of the common areas, to include lobbies, social room, exercise room, pool and deck areas or the Manager's office.
- House guests and visitors are not permitted to bring pets onto the premises.
- No pets in Guest Suites.
- ****All Pets should be Registered with Management ****

BALCONIES/LANAIS

- Balconies are limited common areas – any floor covering installations must be approved by the Manager. A protective membrane specified by the VISTAS Board of Directors must be installed before any flooring.
- When watering plants and washing balcony floors, make certain that excess water does not run from your balcony onto lower units.
- Cooking with charcoal or gas is prohibited on balconies.
- Close storm shutters on your balcony when leaving. Remove all furniture from your balcony when leaving. Whether in residence or not – every unit owner/tenant is financially responsible for any damage caused by their porch furniture, pots, etc. during a storm.

APARTMENT LEASING

- A unit owner intending to make a bona fide lease of his/her apartment or any interest in it shall give to the Association notice of such intention, together with the name and address of the intended lessee, such other information concerning the intended lessee as the Association may reasonably require and an executed copy of the proposed lease.
- Upon approval by the Board of Directors or Manager of VISTAS, apartments may be rented for occupancy by members of one family (maximum of 2 adults per bedroom) subject to the following terms and conditions.
- Owners may lease their apartment only twice in one calendar year, with occupancy only by the lessee, his family, personal staff and guests.
- Tenant occupancy will be construed to be a non-related guest while the owner is not in residence or a paying tenant pursuant to a lease arrangement. Immediate family members of the unit owners shall not, under any circumstances, be considered as tenants for the purpose of this paragraph and may occupy the unit with the permission of the unit owner without regard to whether the owner is in residence. Immediate family members shall be defined as the spouse, parent, children or siblings of the unit owner within the first degree by blood or adoption. When a unit is to be occupied by an immediate family member, while the owner is not in residence, the owner shall, at least ten (10) days prior to the arrival of the immediate family member, notify the Manager of the building of such fact and shall further give the names, relationship and permanent address and the intended length of stay of all persons who will be permitted to occupy the unit as family members.
- The lease term may not be less than 90 days.
- No rooms may be sublet and no transient tenants may be accommodated.
- Sub-leasing of units is prohibited.
- All lease applications must be submitted to the Manager on the prescribed form, accompanied by a copy of the proposed lease and a payment of \$100.00 processing fee and common area security deposit of \$1,000.00. **(First time tenants will be subject to a background check)**. The application shall designate one person as the “primary lessee”. Common area security deposit will be kept in a non-interest-bearing account and if no claim is made against it, will be returned to tenant within 15 days

after tenant vacates the unit. **The lessee must fill out the application for refund, at the Lobby Desk, and submit it to the Lobby Desk before departure.**

- Owners may not occupy their apartment or use the facilities of VISTAS, including the pool, during the term of the lease whether the lessee is in residence or not.
- In the interests of maintaining a “residential community”, owners are urged to advise their lessees to read and understand all Rules and Regulations, and to also observe them. Violations of rules by lessees could cause future applications for lease to be refused by the Board of Directors.
- The restrictions on house guests contained in these rules must be observed by the lessee.
- All Rules and Regulations are applicable to lessees. Prior to occupancy the lessee shall meet with the Manager to review General Information and the Rules and Regulations of the Association.

COMMON KEYS

- The Association issued two free common area keys to each unit. Two additional keys will be available at the **Lobby Desk** for the owner's use for a deposit of \$200 (by check) per key. The \$200 deposit will be returned when the key is returned. A maximum of 30 days will be allowed for the leased key per registered guest. However, extensions may be given if guests are still registered in the building. Also, this rule applies to the Guest Suites. If guests should lose a common key, they must submit a sworn affidavit, and a new key will be issued to them at a cost of \$200 per key. Upon a sale, the seller must give verification to the Manager that all common keys that were issued to them are accounted for and it must be verified that the new owner has them and signs off to the receipt of the common area keys. If not, the seller will be responsible to the Association for the cost of \$200 per key.

EMPLOYEES

- Complaints against any employee or a member of the staff shall be submitted in writing, addressed to the Manager or the Board of Directors. No employee, **Lobby Desk** staff or outside contractor working for the Association shall be personally directed or reprimanded by any owner, tenant or house guest.
- No employee may perform any personal service during working hours. No employee shall be given gratuities by a resident for any normal service. Any services performed by an employee outside of his/her normal duties and hours, as requested by a resident, shall be paid for by such resident.
- Christmas gratuities to employees will be considered by the Board of Directors and if given, will be made by way of a bonus from the association, representing all owners.

BUILDING AND APARTMENT MAINTENANCE, REPAIR AND CONSTRUCTION

- Requests for building damage repairs and maintenance should be **filled out at the Lobby Desk** as soon as possible so that a work order may be prepared. Maintenance employees should not be approached directly about building problems. **Please report building problems directly to the Manager.**
- Owners should advise the Manager regarding any remodeling, repair and construction projects in their apartments that involve any modifications to walls, electrical, plumbing, sprinkler or alarm system. Projects that involve any modifications to walls, electrical, plumbing, sprinkler or alarm system require the notification and approval of the Manager as authorized by the Board of Directors. A damage deposit is required upon approval of any project.
- Shutter and tile or wood flooring installation projects including terrace flooring must be approved by the Manager as authorized by the Board of Directors.
- A protective membrane specified by the VISTAS must be installed on all terrace floors and inspected by the Manager BEFORE any flooring is installed. Contact the Manager to arrange for membrane installation. The cost of the membrane and its installation shall be paid by the Association.
- Owners are responsible for making sure that contractors, vendors and cleaning services are made aware and abide by the following rules governing contractors' work in the VISTAS.

CONTRACTOR AND CLEANING SERVICES

- All contractors (including vendors, service providers, movers, tradespeople and cleaning services) employed by the Association or individual owners must abide by the following rules and regulations while engaging in service or construction within or on VISTAS property. Projects that involve any modifications to walls, electrical, plumbing, sprinkler or alarm systems and shutter, tile or wood flooring installation projects, must be approved by the Manager as authorized by the Board of Directors. Failure to comply with these rules and regulations will be considered grounds for sanctions, stoppage of a project and removal from property.

Required Documents

All contractors shall provide the following documents to the Manager:

- Certificate of Insurance listing the VISTAS as an insured, liability, automobile, and workers' compensation coverage amounts.
- County and/or State Contractors License.
- Applicable permits, copies of which are approved by the Manager as directed by the Board of Directors, must be obtained before construction can start.
- A list and number of your employees' vehicles on property, maximum number of employees on site at any one time, intended duration of job with beginning and completion dates.
- Scope of work including unit owner permission or contract, work to be performed, and special needs. Questions should be directed to the Manager regarding special needs.

Contractor Working Hours

- Sign in and out with the VISTAS Lobby Desk
- The VISTAS will have a Construction Moratorium from November 15th – April 15th. This moratorium is for major construction projects, which require chipping hammers, jack hammers or any loud equipment or tools. Painting, wallpapering, carpeting and housekeeping chores are allowed year-round.
- **There will be a \$1000 penalty, per week, for late completion dates during the moratorium.**

- Regular working hours are 8:00 A.M. to 4:30 P.M. Monday through Friday. ALL construction personnel must be out of the building by 5:00 p.m.
- No work is permitted on evenings, weekends, holidays on which holidays are observed.
- No percussion or hammering is permitted before 9 a.m. or after 3:30 p.m. 48- hour notice is to be provided to the Manager for proper notification to the Vistas owners.
- ANY emergency repairs are allowed, when necessary, after notification is made to the Manager.

Parking and Building Access

- Parking is permitted in available spaces on the north side of the building as well as east of the building in common area parking lots. No contractor parking in the parking spaces in front of any garage opening.
- After checking in with the Lobby Desk, **parking for loading is permitted at the north service exit. Parking for unloading is along the north side of the building, in one lane for a maximum of one (1) hour.** Vehicles must be moved to parking spaces immediately after unloading is completed. Only one lane may be used while loading and unloading. Loading and unloading inside of the garages is prohibited.
- Use the back-lobby service elevator (the one on the left) for contractors. The service elevator on the right is reserved for owners and their guests. Wall pads are available from building maintenance. Passenger elevators are not to be used at any time.
- Trucks and vans are prohibited on the upper parking deck.
- Equipment, tools, materials, and supplies including cleaning supplies should be left in the lower garage lobby level when checking in or out at the Lobby Desk. None of the above are allowed on the Lobby Level floor.
- Please see **CONTRACTOR RULES AND REGULATIONS** for more specific requirements.

POLICY FOR CLOSING APARTMENT DURING EXTENDED* PERIODS OF ABSENCE

- All Doors and windows should be closed and locked. Don't forget to lock the hopper windows.
- Turn off the main water valve to your apartment in your mechanical closet.
- Refrigerators and Freezers should be emptied. Ice makers emptied and shut-off. Consider emptying Pantries or securing food in airtight containers.
- Close blinds and drapes.
- Set the thermostat at 76 to 78 degrees; make sure your thermostat switch is set to "auto", humidistats should be set to 50 percent.
- Cover toilet bowls with airtight seal of plastic wrap.
- Remove all loose articles including ceiling fan blades and furniture from balconies to inside unit in event of a storm.
- Close and secure storm shutters.
- Make sure you have no leaking or dripping valves or faucets before leaving.
- Disconnect televisions from wall plugs.
- Turn off circuit breakers for appliances not needed. Leave circuits on for bedrooms, baths, etc. for checking apartments.
- Leave the address and phone number with the Manager for any emergency in your unit.
- Leave written instructions with the Manager for those authorized to enter your unit for any services to be done. No one will be permitted to enter without such instructions.
- Make sure the Manager has any necessary keys.
- Notify the U.S. Postal Service to hold or forward mail.

To the extent that Management Personnel need to accomplish any of the above in the event of an emergency Unit owners will be charged \$50/ hour. Unit owners will further be assumed negligent and responsible for any damages incurred to Common or Limited Common Areas.

SALE OF APARTMENTS

- A unit owner intending to make a bona fide sale of his unit or any interest in it shall give to the Association notice of such intention, together with the name and address of the intended purchaser and such other information concerning the intended purchaser as the Association may reasonably require.
- Application for the purchase of any unit shall be made to the Manager on the appropriate form accompanied by a check for one hundred dollars (\$100.00). The purchaser shall make an appointment for a personal interview with the Manager. (For full details on Sale of Units, see Declarations of Condominium of VISTAS.) There is a charge of one hundred and fifty dollars (\$150.00) plus the cost of any attorney fees incurred for the preparation of each estoppel letter.
- If a unit is listed for sale with a Realtor, the Realtor must provide VISTAS **Lobby Desk** with a completed “**Realtor Showing Instructions**” form that is available from the Manager or **Lobby Desk**. This identifies to VISTAS the contractual agreement between the Seller and Realtor with respect to entry and showing of the unit.
- Absolutely no lock boxes are permitted.
- Open Houses are permitted between the hours of 1:00 p.m. and 4:00 p.m., on Sundays only.
- Realtors must notify **Lobby Desk** (239) 263-8382 or Manager (239) 263-1675 of intent to hold an Open House, at least 24 hours in advance.
- A key to the unit being held open will be provided to the Realtor holding the Open House. The special security keys to VISTAS exterior doors cannot be provided, unless a \$200 refundable check is presented to VISTAS management for a temporary key.
- No “OPEN HOUSE” signs, or signs of any type, may be displayed.
- Realtors will remain in the unit being held open and will be called by Lobby Desk personnel when a prospective buyer comes to the Open House. The Realtor will pick up prospective buyers in the lobby, and escort them at all times while they are in the building, including to and from the lobby. Visitors are not permitted to roam common areas unescorted.
- Realtors are to remain in Open House units between visitors and may not linger in the lobby or other common areas.

- All showings of units other than an Open House or sunset showings must be between the hours of 8:00 a.m. and 5:00 p.m.
- A Realtor must accompany all potential buyers for all showings.
- Keys will be given out to realtors other than the listing realtor, only if so stated in the **“Realtor Showing Instructions”**.
- It is recognized that a potential buyer may wish to take a second look at a unit after normal viewing hours (8:00 a.m. to 5:00 p.m.), to view the sunset or night view. Requests for such showings must be made in advance to VISTAS management and be approved by the unit owner if the owner is in residence.
- “Caravans”, “Office Tours”, or other showings of a listed property by groups of realtors are not allowed after 5:00 p.m.
- Showing instructions for units that are listed for lease, are the same as for units listed for sale.

FIRE AND MEDICAL PROCEDURES INTRUSION & FIRE EMERGENCY SYSTEM

Each apartment is equipped with an annunciator system which is connected to the Main Fire Panel. The Manager or Lobby Desk personnel can communicate with all units in the event of an emergency. Speakers for this system are located in each unit.

FIRE EMERGENCY

In case of a fire emergency:

- Call 911
- Call the **Lobby Desk** (230) 263-8382 and indicate unit number.
- Leave your unit and close the door.
- Activate the fire alarm system on your floor. There are two fire alarms on each floor, one by each stairwell.

IF THE FIRE ALARM SOUNDS

- Leave your unit and close the door.
- **DO NOT USE ELEVATORS.**
- Proceed in an orderly fashion down the nearest stairwell and maintain silence so that announcements can be heard.
- Vacate the building by the nearest fire exit.
- Assistance will be provided for disabled residents that are registered at the Lobby Desk. In the meantime, you are to stay in your unit until someone comes to take you out of the building.

MEDICAL EMERGENCY

- It is suggested that you leave any pertinent medical information on a special form (obtainable in the Manager's office) prominently displayed on a Kitchen counter.
- For those who may need short term medical assistance, please register at the Lobby Desk.

- In the event the fire alarm sounds, stay in your unit until someone comes to take you out of the building. A Defibrillator is located in the fitness room.

**GENERAL CITY BEACH RULES
CITY OF NAPLES CODE CHAPTER 16 SECTION 30
CHAPTER 16 – PARKS & RECREATION**

Sec. 16-30. Animals and glass containers are prohibited on beaches or in parks.

(A) **Definitions.** For the purposes of the section, the following words and terms shall have the meanings respectively ascribed to them as follows:

(1) Animal shall mean any living dumb creature.

(2) Owner shall mean any person with the right or duty to control, or any person owning, possessing, harboring or keeping an animal.

(3) Glass container shall mean any glass receptacle, bottle or dish. Such objects as binoculars, eyeglasses, jewelry, face masks, or any object other than a container are not included.

(B) **Glass containers prohibited.** No person shall take upon the beaches on into any public park of the city any glass container or be in possession of any glass container at any beach or in any public park of the city.

(C) **Animals prohibited; exceptions.** It shall be unlawful for the owner of any animal to allow such animal to be upon the beaches or within any public park of the city, with the exception of a certified seeing-eye dog actually in use by a blind person, or dogs used by law enforcement officers.

Sec. 15-31. Fires on beaches prohibited; exceptions.

No person shall build or attempt to build a fire on any beach, or on any beach access right-of-way, or on any street right-of-way within the city, except in Lowdermilk Park on the cooking grills or self-contained cooking units provided and installed by the city.

Rules and Regulations effective 3/25/94

Revised 1/26/96, 5/01/96, 9/13/96, 6/02/98, 11/12/98, 10/07/99, 2/05/04, 7/06/05, 4/25/17,
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