

## **THE ORLEANS OWNERS POLICIES – Revised 10-30-2020**

1. Any owner who wants to sell an Orleans Condo must submit an Intent to Change Title form with non-refundable \$100 fee before any title is changed. An orientation performed by a member of the Board with prospective new owners and an Orleans representative must be held before the real estate closing. The purpose of the orientation is to provide information to prospective buyers concerning condo docs, rules and regulations, owner policies and rental procedure of the Orleans, not to gather personal information.

Any change of title must be approved by the Board (See documents- Declarations of Condominium XI, Part A and B.)  
This includes sale, gift or inheritance which results in title change.

2. Any owner who wants to Rent/Lease an Orleans Condo must submit a copy of the lease and Application to Rent/Lease form with \$100 non-refundable fee before any rental agreement is approved by the Board. No renter is allowed to enter unit without prior 7-day Board approval and a background check. Unit may be rented by owner twice per year with a minimum of three months to one party. Subletting of unit is strictly prohibited. No signs are allowed. Limited guests are allowed, and no guests of renters can occupy unit without renter on premises. No guest parking. Owners are not allowed to enter unit or common grounds without Renter's invitation. [As per lease and Florida State Law. Sec. 718.106(4)]

3. All upgrades or remodels must be submitted, in writing, and be approved by the Board before any work begins. All work should be done in April through December, except emergency repair. Emergency repairs must have Board approval as time allows. Any upgrades that effect drywall are the Owner's responsibility not the Association's.

4. All new flooring installed must have soundproof corking installed and verified. No floor covering is permitted on lanais, except unattached rugs. Every effort to keep water from penetrating into the concrete should be taken. Water causes deterioration of the concrete building structure; do not caulk lanai windows from the inside.

5. All water heaters must be changed every 8 years from date of installation. Drains and water containment pan under water heaters should be cleaned every year.

6. Pool heater will be set at 85 degrees and will automatically turn off when night temperature is below 48 degrees to protect heater.

7. All condo numbers must on the A/C located on the roof. If you get a new A/C, you must make arrangements for the roof door to be unlocked. All drainage tubes in the air handler must be cleaned annually. All new A/C units must be up to current code.

8. Only white or neutral window coverings visible from the outside are permitted and must be approved by the Board before installing. No film is acceptable for windows or doors. No objects can be installed on window frames (including blinds).

9. Shut off water when no one is occupying the condo. Turn off water heater electric switch. Unplug electricity to toaster, coffee pot, computer, answering machine, etc. when no one is occupying the condo. All A/C units must remain running to prevent mold. Temperature should be set around 78. If you have a humidistat, set it at 55.

10. Owners may use Community Room by notifying the Management Co. in writing with date and time, which is subject to availability and posting a notice on Community Room door. Room must be cleaned after use. Wi-Fi is available when room is not being used for parties, meetings, etc. No children under 18 may use the room without an adult present.

11. No smoking in common area or in building. The property is a total non-smoking property. New owners shall agree to the non-smoking building requirement before purchasing a unit at the Orleans Condominium Apts.

12. No pets of any kind, as per Orleans Condo Documents, are allowed.

13. Guests of owners not in residence are limited to a stay of 12 days per month. If owners are present, only sanity prevails. Other owners are not to be bothered by noise or activities. Owners/Renters must notify Management/Board of all guests.

14. Board of Directors meetings must be emailed to all owners with computers as soon as posted on Community Room bulletin board. Owners without email are responsible to pay for postage if no email. Owner's responsibility to notify Management of new addresses.

15. All proposed Rule changes must be emailed or mailed to all owners 14 days before Board vote.

16. The Board has the power to assess fines up to \$100 a day for failure to follow the Policies, Rules/Resolutions or Documents. [See Fla. 718.303 (3)] The enforcement policy for violations is as follows:

- a. First violation: Record date, time, place and who observed. Management will contact the owner and the tenant (if involved).
- b. Second violation: Keep same records and give written notification of violation to the owner and tenant (if involved).
- c. Third violation: Keep same records and turn over to attorney to notify all parties involved. Owner will be responsible for all Association fines and legal fees created by these actions. (See letter from Kanetsky, Moore & Boer firm – 10/24/2013)

## **THE ORLEANS RULES/REGULATIONS – Revised 10-30-20**

1. One parking space per Condo – Park in the center of each space with nose of car facing in, except #34 and #20.
2. Owners may use the space of an owner not in residence. Leave 3x5 card with your Name, Condo # and Phone # on dash.
3. Do not wash your car or make repairs in the parking lot. (See Condo Documents for more info.)
4. If your condo is being rented, sold, or change in title, notify the Management Co. before any action takes place for Board approval, as per documents.
5. No signs are allowed to advertise except on bulletin board. (See Condo Documents for more info.)
6. No unit can be rented for a period of less than 3 months to one party, or more than two times a year. (See Condo Documents for more info.)
7. Guests of tenants are limited to 14 days in total in a 3-month period and no more than 4 persons to a condo. (See Condo Documents for more info.) No tenant can sublet or leave guests alone.
8. The Management Co. must be notified ahead of all guest names and length of stay.
9. No pets or animals of any kind are allowed. (See documents for more information.)
10. No grills on lanai. BBQ grill located on the south end of carport. Always clean up and cover up after use and make sure the gas is turned off.
11. City of Venice recycles. Please comply with their rules. See Recycle list. Bins are on north side of building. Put pizza boxes in regular trash. Fold and put in trash bags.
12. Use strong trash bags properly secured for all garbage. Do not use plastic grocery sacks.
13. All fibrous vegetables, such as celery, corn shucks, citrus peelings and grease should not be put in garbage disposal (or drains). Pour grease in empty jars with lids, wrap with paper and put in trash bags.
14. Use the laundry room between 7AM-10PM and clean out the lint trap when finished. Keep doors closed for safety.
15. Do not hang anything from railings or fences. Nothing should be left in the common area that is owned by an individual.
16. When you wash windows and screens, please keep from dripping on someone below.
17. Use bicycle racks at south end of building. Store inside Owner's unit or storage when you leave. Put unit # on bicycle.
18. Children under 18 must be supervised at all times. Children under 12 must have an adult with them at all times in all places. No children under 18 in Community Room without adults.
19. No diving, jumping or running around the pool. Babies must wear Swimmies. Please leave pool area in order when you leave. Throw away trash, put umbrellas down and tie, and put back chaises. If needed, use temporary storage near pool bathroom. Pool furniture is not to be removed from the pool concrete. Pool bathroom/laundry room area and pool entry are locked. You will need the code.
20. Footwear and cover-ups are required in lobby and elevator. Dry off before entering building. If you drip on the floor, wipe it up.
21. No glass items near the pool or beach.
22. Do not feed birds or animals within 100 feet of the pool.
23. Must call 911 if you have a fire emergency and use pull station at the end of each walkway.
24. Noise level must not invade your neighbor's privacy. No nuisances or illegal actions. Nothing is allowed that would increase the rate of insurance. No fire hazards are allowed to exist. (See Condo Documents for more info.)
25. All walkways must be kept clear. No doormats. (See Fire Code)
26. No smoking on common grounds or in building.

Use of elevator, pool, walkways, stairs, beach, parking lot or any common area is done at your own risk.

Be considerate of your neighbors. The principal purpose of this condo is a home, not a resort. Use it and leave it as you would your home.

When you are not in residence, hurricane season and turtle season prevail. Remember when you leave, store bikes, beach chairs and toys in your storage locker or condo. Shut and lock windows and lanai doors. Close blinds. Turn off your water in your condo, cover toilet seats with plastic wrap, and unplug all electrical appliances that are practicable. (Water heaters, TVs, computers, toasters, coffee pots, radios and answering machines, etc.)  
Make sure storm doors are latched.

These rules and regulations have been approved for everyone's safety and well-being. The Board has the right to assess fines up to \$100 a day for failure to follow Rules/Regulations, Policies and Documents. See Fla. 718.303(3)

Owner's Initials