

## **THE ORLEANS OWNERS POLICIES**

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 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 & 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 or 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, Application to Rent/Lease form with \$100 non-refundable fee before any Rental Agreement is approved by 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 thru December, except emergency repair. Emergency repairs must have Board approval as time allows. Any upgrades that effect drywall is the owner's responsibility NOT 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.

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 be 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 now be up to code.

8. Only white or neutral window covering visible from the outside are permitted and must be approved by the Board before installing. No film is acceptable for the 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. WiFi 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 Director 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. Owners' 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 the tenant (if involved).
- c. The 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 & DeBoer Firm 10/24/2013)

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owner's initials