

Community Strength is Created by Resident's Involvement and Cooperation

## Province Park Condominium Association Rules and Regulations 2018

***Province Park Web Site [www.provincepark.webs.com](http://www.provincepark.webs.com)***

### **Compliance:**

**Every Unit Owner and Occupant shall comply with these rules and regulations**, which from time — to-time may be altered upon review by the Board of Directors with 14 days' notice. Failure of an Owner or Occupant to comply shall be grounds for legal actions, which may include, without limitation an action to recover sums due for damages and action for injunctive relief and any combination of such actions.

### **Noncompliance/Violations:**

Owners/Residents who violate restrictions or Board rules and regulations can be issued no compliance letters and possible fines. Fines are \$100 per day until the offense is corrected. Maximum fine per single offense is up to \$1000. Renters who have 3 noncompliance issues may be subject to eviction through the Sherriff's Office.

### **Neighborhood Watch:**

Please notify the police should unwarranted activity take place. Please keep your vehicles locked at all times and lower units insure that your lanai is locked when not at home. **Police Non – Emergency Number 239-321-7700.**

**PETS:** All Pets should be **on a leash outside the unit. Pet feces should be cleaned up immediately.** Feel free to make use of pet waste containers by the sidewalks. These are not for household trash. Be considerate of others. Limit two pets per household.

- a. **Pet Fees; \$100 non-refundable per dog.**
- b. **Weight limit is 25 pounds per dog.**
- c. **Vaccinations Must be Current**
- d. **Pets are not to be left unattended on the lanai**

We have alligators in both the lakes and canals. Keep children and small dogs away from these areas. If a pet is a nuisance, contact Shoo Management (239-481-4700) and/or call Animal Control (239-432-2083) Pets such as birds, hamsters, and cats are permitted in unit, provided they are never allowed to roam freely outside the unit. Pit bulls, Rottweiler and other similar aggressive breeds of dogs are not permitted. If a dog is taken out of the unit, then at all times it shall be on a leash. **At no time shall a visitor or guest of a resident bring an animal on to the Condominium property.** All residents with pets shall abide by the Rules and Regulations of the Association governing pets. **The Association shall have the power and authority to revoke a resident's right to keep and maintain a pet should the resident fail to abide to the Rules and Regulation of the Association governing pets.** All dogs must have proof of vaccinations and must be up to date. Each year they are to give the clubhouse office copy of the vaccinations record.

**Common Elements:**

The entranceways, passages, vestibules, lobbies, halls and similar portions of the Common Elements shall be used only for entrance and exit, to and from the Condominium property. No personal property shall be stored in them, (blocking the entrance), ie trash except a welcome mat. (First Floor)

**Garden home second floor** residents may place up to two plants and/or a small decorative table under the vestibule area in front of the window provided the passageway is not blocked. **It is the responsibility of residents to keep the stairway, handrails and entrance clean and clear.**

**There will be no changes to the unit that may affect the appearance from the exterior. Uniformity > Blinds will be white and placed to the exterior. Lighting. Seasonal will be white lights. Windows may not be tinted. Drapes will be not visible to the exterior.**

**Trash and Recycling:**

There is a Trash Compactor and Recycle Bin at the corners of Milan and Liron Avenues. **Please separate your trash** prior to disposing it. Cardboard, tins, glass and paper are Recycling > Blue bin to the right. Large items should be placed inside the gate in the back and behind the blue bin. All boxes should be broken down and placed in the Blue Recycling container. If you have any problems, contact School Management. **No recyclables for the compactor. NO GLASS, PLASTIC OR TINS. Fines will be imposed by the City.**

**Trash is either stored in your unit or taken to the Bins. Do not leave outside your door.**

**All Styrofoam** must be separated from boxes i.e. Remove TV Styrofoam from the box and place the Styrofoam in the COMPACTOR. Fines may be imposed by the City.

**Garbage, compost and clothing goes in the Compactor. Up the Stairs**

**Please do not have your children {under the age of 14} take the trash to the trash compactor.**

**Sidewalk Pet Containers are not for Household trash.**

No children under 14 are to use the compactor. They are not able to reach the handle to the door to place the trash inside the container. Also, please keep children from playing in this area. Compactor pickup is usually Monday AM. Please do not leave your trash on the steps if the container is gone. No hazardous materials such as paint; oils, ink. etc. can be deposited at any time.

**Guest:** Guests are expected to also follow all Province Park Condominium and Province Park Rules and Regulations. It is the **homeowner's responsibility to convey these restrictions to any guest (or tenants)**. Please inform ENVERA if you are having guests so they may permit their entry onto the property. If you are having any work done by a contractor, you should also notify ENVERA of their intended arrival that day. Owners must notify the management company when the guest will be in their units **in the absence of the owner** fourteen (14) days prior to arrival.

**Maximum guest stays may not total more than 30 days in a calendar year. (Condo Document: Item 12. Unit Use Section A- F. P. 14-15.**

**Renting:**

Renters need to be approved before renting a condo by Schoo Management. A rental application form can be obtained from Schoo Management. There is a fee for Rental Applications and Background check. Pet restrictions and pet fees also apply. No subletting allowed. All individuals are to be listed in the lease and on the application. If tenants are found in the unit without a valid application or lease, they will be subject to eviction and vehicles may be towed. If a renter has a visitor that stays beyond 30 days, they must be added to the lease and a background check will be required.

**Failure of renters to abide by the Association's Rules and Regulations can result in eviction for renters after 3 violations. At the time of lease termination, all fobs and gate access will be terminated.**

**Owners FOBS are NOT TRANSFERRABLE.** Renters or guests in the absence of the landlord may purchase Fobs in the Clubhouse.

**Leasing Approval/Disapproval Process:**

Any unit owner intending to lease his unit shall submit an application with requested information and fees at least **(14) days** in advance of the commencement of the lease or renewal or extension term. Upon receipt of all information and fees required by the Association, The Association shall have the duty to approve or disapprove all proposed **leases within fourteen (14) days of receipt of such information for approval, by sending written notification to the unit owner within such** time frame. If the Association disapproves a proposed lease or renewal or extension, the unit owner Shall receive a short statement indicating the reason for the disapproval, and the lease shall not be made, renewed, or extended.

All residents shall purchase Entrance Stickers, **decals** (Mandatory ,no charge) and Fobs within 14 days of becoming a resident of Province Park. All residents should mount the Yellow Decal for parking in their vehicles. These are available free of charge in the Clubhouse.

The Association shall neither have a duty to provide an alternate lease nor shall it assume any responsibility for the denial of a lease application if any denial is based upon any of the following factors: The person seeking approval (which shad hereinafter include all proposed occupants):

1. Has been **convicted of a crime involving violence to person, or a felony demonstrating dishonesty or immoral behavior.**
2. The application (or approval on its face, or the conduct of the applicant) indicates **that the person seeking approval intends to conduct himself in a manner inconsistent with Condominium Documents.** By way of example, but not limited to, **a tenant taking possession of the premises prior to approval by the Association as provided for in Condominium Documents.**
3. **The person seeking approval has a history of disruptive behavior or disregard for the rights and property of others as evidenced by his conduct in other housing facilities or associations, or by his conduct in this Condominium as a tenant, unit owner or occupant of a unit.**
4. The person seeking approval has failed to provide the information, fees or appearances required to process the application in a timely manner, all assessment, fines, and other charges against the unit and/or unit owner have not been paid in full.

5. **Guests: Absentee Landlord Protocol:**

6. All **absentee landlords** who have guests using their residence **for any period of time** must inform the Management company 14 days prior to the arrival of the guests.

7. **Immediate** family aside, **Grandparents, Sons and Daughters, and brothers and sisters. (Parents)** All other guests must have background check. All guests in the absence of the landlord must purchase a FOB from the Clubhouse, should they wish to use the amenities. The **Owners FOBS** are **non – transferable** for safety and security. Gate Entrance stickers are available upon request.

8. **\*\*This would be a total cost of \$25 X 2 = \$50 for domestic guests plus the \$8 fee for a FOB. \$58 dollars for 1 week in The Sunshine State.**

9. Guests can be added to your Envera account for gate entry.

10. Owners would supply the pertinent guest information to the management company.

11. **Owners are allowed guests for a maximum of 30 days in a calendar year.**

12. Owners failing to comply with the protocol may be subject to the fining process.

13. This is for the Safety and Security of all.

**Storage:**

Each unit owner/renter personal property (i.e. bicycles, toys, hoses, etc.) must be stored within his or her unit or within storage units or garages. Upkeep of the locker and door is the responsibility of the owner and the tenant. Electrical changes in the locker or outside the unit must be referred to the association.

**Parking: Parking is restricted.**

Only owners or renters of Garden Homes may park in the covered carport area. **Parking is only permitted in designated areas. Striped areas or garages and carports.** There is no parking on grass, along the grass edge (as per fire regulations), **in front of garages in Coach Homes**, or over sidewalks on the street or in cul-de-sacs and in the Trash and Recycling area. **There is no on - street parking inside the Community.**

**Vehicles violating the rules will be towed at owner's expense.** Parking for parties and family gatherings and moving can be accommodated by parking at the clubhouses and shuttling guests, using unassigned free spots at any other condo building or asking guest to car pool reduces the number of cars need to park. Owners and renters of Coach Homes will have one parking space in addition to their unit garage. Non-resident and/or guest are prohibited from parking on the property except during the duration of their visit or stay on the property as a residents' guest.

Vehicles or vehicle extensions such as trailer hitches or front racks may not overhang into the roadway or walkway (For safety of children and walkers).

**Vehicles on the Condominium property may not be in a state of disrepair or cause damage to the property, (for example, but not limited, to oil leaks). All cost for repairs to property will be applied to the unit owner. No servicing of vehicles for repair in the parking spots please. All vehicles must be current (up to date) with license renewals and registration.**

**No commercial vehicles between the hours of 10 PM and 6 AM.** A commercial vehicle is defined as any vehicle used for commercial purposes displaying signage, custom tool or pipe racks, or storing heavy use equipment such as ladder, power washer, etc. In addition, all vehicles must fit in the provided parking spaces.

**Weapons:**

No unit owner or occupant shall use, or permit the use of by any agent, employee, invitee, or guest, of any firearm, air rifle, pellet gun, B-B gun, bow and arrow, or other similar dangerous weapon, projectile or device anywhere on or about the Condominium premises.

**Access:**

The PPCA or its duly authorized agent(s) shall have access to each unit and any limited Common Elements appurtenant from time to time, during reasonable working hours, upon notice, as may be necessary for the maintenance, repair or replacement of any of the Common Elements, or without notice as may be necessary to make emergency repairs to prevent damage to the Common Elements or to another unit or units. A key must be provided to our management company > can be through our Clubhouse CAM.

**Toys and Play Sets:**

Play sets are not allowed on the grass areas. Please have your children put toys and bikes away in your storage unit at night to prevent theft and keeps our community looking neat.

**Structural Changes to the Outside of Your Condominium:**

Architectural changes (including painting) to your condominium need an approval from the PPCA Board. Only licensed and insured contractors may be used. The Request for Modification form can be found online at **[www.provincepark.webs.com](http://www.provincepark.webs.com)**

**Second Floor Noise Abatement Flooring Guidelines:**

Minimizing the transmission of noise emanating from our second-floor units to the first-floor units continues to be a challenge given the base construction of the Province Park buildings.

All units above the ground floor shall always have the floors covered with wall to wall carpeting, installed over high quality padding, except carpeting is not required in kitchens, bathrooms and laundry areas. **An owner who desires to install (in place of carpeting) any hard surface floor coverings (e.g. marble, slate, ceramic tile, parquet, hardwood, etc.) shall also install a sound absorbent underlayment of such kind and quality as to substantially reduce the transmissions of noise to adjoining units and must obtain written approval of the Board of Directors prior to making any such installation.** If prior approval is not obtained, the Board, in addition to exercising all the other remedies provided in this Declaration, may require the unit owner to cover all such hard surface flooring with carpeting, or require the removal of such hard surface flooring at the expense of the offending unit owner. No carpeting of any kind may be installed or affixed to concrete surfaces exposed to the elements.

**Landscaping changes:**

Removal of, or planting of trees, plants, potted plants and shrubs is not permitted outside the unit. (Lanais excluded)

#### **Hurricane Shutters:**

Non-permanent residents are allowed to install their shutters when leaving their condos for the duration of the summer and must remove them when they return. **No occupied residences will be allowed to install the shutter unless a pending hurricane is imminent. Shutters of residents must be removed once the hurricane has passed. Shutters may be removed by the association if in noncompliance at the owner's expense. Snowbirds are asked to have Shutters (removed upon their return and) stored in their proper place after hurricane season is over.**

#### **Antenna & Satellite Dishes:**

No exterior antenna shall be permitted on the Condominium property, except for a personal satellite dish or antenna for personal use of an owner, provided the dish or antenna is one meter (39.37inches) or less in diameter. The installation of the personal satellite dish or antenna may not cause damage to or obstruct the Common Elements and the location must be within the borders of the mulched areas, on the side of the building, and cannot be visible from the street. Approval must be obtained from the Architectural Committee and Board prior to installation by completing and submitting a Request for Modification Form. The Request for Modification form can be found online at <http://www.provincepark.web.com/>: There is a SIOO deposit that is refundable upon removal of the dish. Please be advised that satellite dishes installed without prior approval from the ARC Committee will be subject to removal by the Province Park Association at the owner's expense. Dishes must have the unit number.

#### **Association Employees:**

Employees of the Association are not to be engaged by unit owners for personal errands with the exception of freelance arrangement that do not interfere with the regular work schedules of the employees. **For power washing (should there be a discrepancy in your water bill) please call Schoo Management and present a bill from the previous month and difference will gladly be reimbursed. Please do not confront the vendors.**

#### **Nuisance:**

No unit owner or occupant shall make disturbing noises not excluding pets, in the building or permit his family, servants, employees, agents, visitors, or licensees to do so. In particular, no unit owner shall play (or permit to be played in his unit or the common element appurtenant to it) any musical instrument, stereo, television, radio or the like in a way that unreasonably disturbs or annoys another unit owner or occupants. Additionally, no unit owner or occupant shall use loud or offensive language that unreasonably disturbs or annoys other unit owners or occupants. Please be considerate of your neighbors and keep noise to a minimum after 10 PM. No radio or television installation or other electronic equipment shall be permitted in any unit if it interferes with the television or radio reception of another unit Please report any offender to the Police non-emergency number.

#### **BBQ Grills:**

For other than one and two-family dwellings, **no hibachi, grill, or other similar devices used for cooking heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion lanai or carport, or within**

**10 ft (3m) of any structure (carport). No flammable, combustible or explosive fluids, chemicals or other substances may be kept in any unit or on the Common elements.**

**Grills: Charcoal or wood burning grills are prohibited.** Tanks over 1 lb. are not permitted. Gas grills are allowed to be used ten feet away from any building structure but must be placed out of sight after use. For insurance purposes, tanks must be stored in an open area i.e. on the lanai. Seasonal residents must empty gas tanks before leaving for the season.

**Tanks may not be larger than a 1 LB Propane capacity tank (In store i.e. Walmart or BJ's) > Fort Myers Fire Department**

**Empty tanks are to be dropped off at Hazardous waste off Metro BLVD (free of charge). Tanks and Paint cans are NOT RECYCLABLES. Do not place in the recycling area.**

**Absent Owner:**

**A unit owner who plans to be absent must prepare his unit prior to his departure by designating a responsible firm or individuals to care for his unit and furnishing the Schoo Management Company with the name and contact information of that firm or individual.** In addition, unit owners and residents must provide for adequate care of their pets while they are absent. If such care is to be provided by in home visits, **the unit owner or resident must furnish the Management Company with a key to the unit or the contact information of the firm or individual providing the care.** Owners should leave Community Rules for Pool and trash etc visible to the guests.

**Seasonal Owners:**

It is your responsibility to prepare your property prior to leaving. Have your water turned off and keep your humidistat and A/C units set properly. Having a professional check these while you are away being recommended and leave additional filters for replacement. Please contact the Management Company and inform them that you will be away and for the expected return date.

**Supervision of Children:**

**There is a PLAYGROUND Structure for Children up to age 12 in Tali Park.**

**Playground is open dawn to dusk.**

**Dogs are not permitted in Tali Park so the children of all ages may play in the Playground or Park area. There are picnic tables, benches and a Gazebo for your use in the Park. Please use the trash receptacles to keep the Park clean for the children and all that use the Park.**

Children shall be the **direct responsibility of their parents or legal guardians or those deemed responsible by the parents over 18 years of age , charged with the supervision**, while the children are within the Condominium Property. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of children. Playing shall not be permitted in any of the lobbies, hallways, sidewalks, or stairways and loud noises will not be tolerated.

**Key:**

Each owner is required to leave a key with Shoo Management or Club House Manger/CAM. In case of emergency the Board, Fire Department, Water Company, etc. can gain access to the unit.

**Storage Pods:**

Storage PODS and moving trucks are only permitted in the Province Park community for maximum period of 72 hours. PODS must be placed in a visitor parking space provided there is 20-foot clearance for emergency vehicles. All PODS must have prior arrangements with Shoo Management. Contact Julie Harper at Shoo Management (239-481-4700)

**Pool: All company is the responsibility of the resident > Please inform guests of the Rules of the Community**

The community pool is open dawn to dusk. Everyone is expected to follow all rules of the pool for your safety and the safety of others. They are posted at the pool and on the Master Associations web site: [www.pphos.web.com](http://www.pphos.web.com). There is NO smoking in the pool or on the pool deck, but smoking is permitted outside the pool area. Please use the receptacles provided for your cigarettes. There is also NO alcohol allowed on the pool deck. Please have a covered top for your beverage. Beverages are allowed by your loungers. All food is to be consumed under the covered area. Tables and chairs are available. NO glass and NO pets allowed in the pool or on the pool deck. **Children under 14 must have an adult** to supervise them at the pool. **NO diving, jumping or running on the pool deck please.** Special swim diapers are required for alt babies and children under 2 years of age please. Restrooms are located just off the pool deck. Your FOB will allow you access to the restrooms.

**Please do not allow pool access to others without a FOB for the safety and security** of all residents of Province Park. FOBs are usually not working for a reason. Should you have a problem at the pool please contact Joyce/Laura in the Clubhouse office. A letter of noncompliance will be sent to the offending party. Should the office be closed and it is a serious situation call the **Police non-emergency number (239-321-7700)**.

**Clubhouse Internet Password:**

**Guest123**

**Exercise Room:**

The exercise room is available at posted hours and closes at 10 PM and is accessible by FOB. Children under 16 are not allowed without adult supervision. Please turn off the lights, and fans: wipe down equipment and lock the door when you leave. NO PETS ARE ALLOWED IN THE EXERCISE ROOM AND NO FOOD OR DRINKS-EXCEPT WATER BOTTLES.

**Clubhouse:**

The prices for renting of the Clubhouse are as follows: Owners must pay a \$100 in cash, non-refundable rental fee and cash Security Deposit of \$250. The Clubhouse will not be rented to renters or any non-resident of the community. All rental fees and/or deposits must be paid in cash. The deposit is returned if the Clubhouse is cleaned correctly and there is



no damage during your event. Sign up at the clubhouse by contacting: Julie Harper at Schoo Management (239-481-4700).

**Golf Carts:**

Golf carts for Eastwood Golf Course are provided at no charge by the Master Association (one half-cart per owner, and a limit four half-carts per day). The current procedure to obtain a cart is to call Rhea H. to reserve a cart and obtain a cart pass. You may reach Rhea by **calling (239-936-4646) at 8:30 AM after you have a confirmed tee time**. Golf Cart passes are limited to owners (names on the lease) only. No other family members are permitted. Only one pass per family a day.

Fishing is allowed in the lakes. NO boats or jet skis allowed. NO swimming in the lakes.

**Solicitation:**

NO solicitation of any kind (signage as well) shall be permitted on the Condominium Property. (Real estate or otherwise) Off-Site Association Property Manager:

Schoo Management, Inc. 239-481-4700

Province Park Condominium Association (PPCA) and the Province Park Master Association

Bob Gelles, Manager [boba@schoo.us](mailto:boba@schoo.us)

Julie Harper, Assistant [juliah@schoo.us](mailto:juliah@schoo.us)

9411 Cypress Lake Drive. Suite 2 Fort Myers, FL 33919

Province Park Condo Association maintains the Condos and Coach Homes and common areas, including garbage dumpsters, landscaping, parking areas, pest control (inside your unit).

The Province Park Master Associations maintains the following common areas and amenities in Province Park: boulevard, gate, pool, tennis court, lakes and exercise room.

On-Site Association Property Manager:

Joyce Reinbolt, CAM [provinceparkcam@gmail.com](mailto:provinceparkcam@gmail.com)

T-239-931-0172 fax-239-931-0324

Province Park Condominium Association PPCA and Province Park Master Association

3555 Milan Dr. Fr. Myers, FL 33916

Laura Zeeb Thursday and Friday 3-7PM Saturdays: 12-4pm

Bob Gelles, Manager [bobg@schoo.us](mailto:bobg@schoo.us)

Fort Myers Police Non-Emergency Number: 239-321-7700

City of Fort Myers Fire Department 239-321-7311

City Fort Myers: 239-321-1000

Animal Control 239-432-2083

Dead Animal: 239-321-8050

Fish & Wildlife: 888-404-3922.

Florida Power & Light (FPL): 239-334-7754

Power outage reports: 1-800-468-8243 (have account number ready to provide)

### **HOSPITALS**

**Lee Memorial Hospital** 2776 Cleveland Ave Fort Myers 33901 239-332-1111

Gulf Coast Medical Center 13681 Doctor's Way, Fort Myers, Florida 33912 239- 343-1000

Health Park Medical Center 9981 South Health Park Drive, Fort Myers FL

33908 239-433-7799

Internet. Landline phone, Cable TV:

Comcast 239-432-9277

Century Link 1-800-339-1811

Newspaper News Press 1-800-468-0233 or 239-335-0200

Envera > 1-877-436-8372 Security or Fob Issues

US Postal —US Post Office at Page Field 2655 N Airport Rd,

Fort Myers, FL 33907

Lee County Tax Collector's Office: Main Branch: 2840

Street, Fort Myers FL 33901 (239) 533-6000