

The Royal Seafarer



House Rules

Residents

Owners, Renters & Guest

Our Vision

The Royal Seafarer will be the premier beachfront condominium providing an inspiring lifestyle and unparalleled ownership experience.

Our Mission

Achieve the Vision through proactive management and continuous improvement to provide a financially sound, desirable, safe, secure, and harmonious lifestyle.

Our Values

In fulfilling our Mission and bringing our vision to fruition, we place the highest regard on being transparent, professional, ethical, fiscally responsible, and a trusted source of communication.

Format of this document

The House Rules and helpful information are listed below by subject and in alphabetical order

Numbered bullets are used only for ease of reference every bulleted item must be treated equally when interpreting any paragraph containing bulleted items.

REFER TO THE DECLARATION OF CONDOMINIUM AND BYLAWS OF THE ROYAL SEAFARER CONDOMINIUM APARTMENTS OF MARCO ISLAND, INC. FOR SPECIFIC REQUIREMENTS.

Electronic Copies

This document is also available on the Royal Seafarer Website:

http://www.theroyalseafarer.org/resident_resources/house-rules.pdf

Definitions

Association

The Royal Seafarer Condominium Apartments of Marco Island, Inc., a corporation not for profit

Board of Directors or Board

The representative body which is responsible for the administration of the Association's affairs

Guest

Any person who is not the unit owner, lessee, or a member of the owner's or lessee's family, who is physically present in, or occupies the unit overnight on a temporary basis at the invitation of the owner or other legally permitted occupant, without the payment of consideration. Visiting family members are guests.

Manager

The Royal Seafarer building manager

Management

Building manager and staff

Office

Administrative offices for the Association including management located next to the front lobby

Owner

Named individual(s) on the title or approved primary occupant(s)

Resident

Owner, renter, or guest

Renter

Lessee or leaseholder of an active lease agreement

Unit

Apartment within the building **Visitor**

Any invited person visiting a resident (i.e., owner, renter, or guest) for social purposes, but not staying overnight.

House Rules

Arrival

Everyone must register at the office upon arrival. Owners, overnight/extended stay guests, and renters must complete a registration card immediately upon arrival to comply with Marco Island's fire code. Guests and renters will need to register their car and pick up a temporary parking tag.

Anyone occupying a unit who is handicapped should notify the office if they require special assistance evacuating the building in the event of a fire or emergency.

If you arrive after hours, please complete a registration card located on the granite counter in front of the office. After you complete the registration, please slide it through the sliding glass window above the granite counter.

Visitors also need to register at the office. If you are expecting visitors, please notify the office. Visitors must be in the company of the resident at all times while at the Royal Seafarer.

Air Conditioning Room

Each unit has an air conditioning room. Storage is not permitted in the air conditioning room. Any items found there will be discarded.

Attire in Common Areas

1. Adults and children are to wear appropriate cover-ups and footwear in the lobby and the common areas at all times. A TOWEL IS NOT A COVER-UP. The exception is using the first-floor bathrooms adjacent to the Club Room without entering the main lobby.
2. Make sure footwear, toys, beach chairs, etc, are sand-free when you re-enter the building and lobby. We have a shower and hose in the pool area where you can thoroughly clean everything.
3. No dripping wet bathing suits are allowed in the building. Sitting in the lobby or the Club Room in wet bathing attire and no cover-up is not permitted.

Balconies

1. Balcony railings may not be used for hanging towels, rugs, garments, or any other items.
2. Grilling/cooking is not permitted on the balcony.
3. Storage is not permitted on the balcony.
4. Balcony furniture must be removed when the unit is not occupied (except if you have hurricane shutters that are closed).
5. **ABSOLUTELY NOTHING SHOULD BE THROWN FROM THE BALCONIES. THIS INCLUDES BUT NOT LIMITED TO BEVERAGES, SMOKING MATERIALS, CLOTHING, ETC.**

Beach Gate

The gate should be locked at all times. A code is required for the security gate and is available from the office.

Only residents are permitted access to the beach by way of the Royal Seafarer beach gate. The gate must be locked at all times and obstructions are not permitted to prop the gate open. Climbing over or around the gate is not permitted.

Bicycles

All bicycles must be registered in the office. You will receive a sticker for your bicycle. Bicycles are to be kept in bicycle racks in the lower parking garage next to the steps.

Bicycles may be used on the condominium property provided that they are used giving due regard for pedestrians on sidewalks and walkways—and due regard is given that they are not used, kept, or parked on grass or landscaped areas and that they do not obstruct any walkway, sidewalk, street, roadway, or entrance to any building. Bicycles cannot be parked or left anywhere in or around the circular driveway. Bicycles are not permitted in any of the common areas in the building (excluding the garage).

Bicycles must be kept in good repair. The bike rack will be checked periodically. Management may remove and dispose of any bicycle which has a flat tire, excessive rust, or in a state of disrepair, or does not have a valid Royal Seafarer bike parking sticker attached. The unit owner to which the bicycle is registered will be contacted before management disposing of any bicycle.

The Association assumes no responsibility for any damage to bikes stored in the bike rack.

Car Wash Area

Two areas are provided for washing a car. One is located in the guest parking lot. The other is located next to the receiving dock. Please clean the wash area, turn off the water at the faucet, and recoil the hose after use.

Carts - Grocery & Luggage

For your convenience, we have grocery and luggage carts. The carts are located at the first door on your right when you pass the office. Please, out of courtesy to others, return carts promptly to the cart room.

Cleaning & Dusting

1. No garments, rugs, or other items may be hung from the windows or any portion of the units.
2. No rugs, etc. may be dusted from the windows of the units; rugs, etc. may only be cleaned within the units and not in any other portion of the condominium property.

Club Room

1. The Club Room is located on the ground floor opposite the elevators.
2. The Club Room hours are: 7:00 a.m. -11:00 p.m.
3. There is a security video camera system in the Club Room.
4. Care should be taken to avoid spills and damage to the furnishings. Report all incidents to the management so that cleanup and/or repair can be done immediately.

5. It is the owner's or renter's responsibility to make sure the room is left clean, orderly, and without damage. Should there be damage or clean up (i.e., broken furniture/equipment, soiled furniture/carpeting), the responsible owner or renter will be charged the cost to repair the damage or replace an item.

Club Room Amenities

1. High-speed internet access via Wi-Fi (wireless)
2. High definition flat-screen television, DVD and video player
3. Wet bar and ice machine
4. Community exchange library
5. Games and puzzles

Club Room Rules

1. Children under twelve (12) are not permitted in the Club Room unless supervised by an adult.
2. Wet bathing suits are not permitted in the Club Room. You must have footwear and cover-up for a bathing suit. This is for adults and children. A towel is not a cover-up.
3. Toys and beach equipment are not permitted in the Club Room.
4. Wearing suntan oil or lotion is not permitted in the Club Room.
5. "Roughhousing", shoes on furniture, running, is not permitted.
6. Radios, CD players, iPods are not permitted in the Club Room unless used with earphones.
7. Food and beverages are allowed in the Club Room. The persons who bring in the food or beverages are responsible for cleaning up and disposing of any trash. Please keep the room clean.
8. Club Room appliances may only be used for approved functions.
9. Smoking is not allowed in any common areas including the Club Room.

Reserving the Club Room and Scheduled Social Events

The Club Room may occasionally be reserved by an owner or renter for a private event. The Club Room may be reserved no more than 4 hours in any 24 hours of private functions. The owner/renter must attend the event. The reservation is to be made in the office and is subject to the following guidelines:

1. Agree to hold the Association harmless against all suits, actions, claims, demands, or damages that may arise from as a result of a selected event.
2. Be responsible for any damage to the Club Room as a result of the event, and the clean up after the event. Indicate the kind of event (i.e. wedding, birthday, family get together, etc), and a deposit of \$300 must accompany the reservation. After the event, if the area meets the criteria on the clean-up checklist, the deposit will be returned. This does not apply to Royal Seafarer events such as the Super Bowl Party and planned Royal Seafarer social events (i.e., sunset parties)
3. Live or recorded music is allowed at parties. The music must end by 11:00 p.m.
4. The Association assumes no responsibility or liability for any event.

Deliveries

1. Notify the office of large item deliveries.
2. Special protective padding may need to be installed in the elevator.
3. Large item deliveries are restricted to weekdays between 8 a.m, and 4 p.m.

4. They must be brought into our building at our receiving dock.
5. Absolutely no deliveries allowed on Saturday & Sunday.

Departure Checklist

When leaving your unit overnight or longer, a departure checklist has been developed and is available on the website: http://theroyalseafarer.org/resident_resources/general/departure-checklist.pdf

Elevators

Garage Elevator

There is a garage elevator that can be used from the first or second garage level to enter the lobby of the building. This is for use by those who find it difficult to use stairs or who use a wheelchair or walker. The elevator can also be used by those who are unloading their car in the garage and want to bring in luggage and other items through the side entrance to the lobby.

If you are bringing luggage or other items from the garage, please use the garage elevator. Do not use the stairs as the rollers on the luggage or other heavy items can damage/chip the tile on the stairs.

Main Elevators

We do not have a service elevator. Please be careful not to bang carts, luggage carriers, shopping baskets, on the panels of the elevators.

Evacuation Procedure

In the event of a fire or other sudden evacuation.

DO NOT USE THE ELEVATORS.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE GIVEN AN ALL CLEAR by the fire department or staff member

DO NOT GO TO THE ROOF. The roof access door is locked.

Follow the green exit signs on each floor to the nearest stairwell. Proceed down the stairs to the first floor and exit the building to the lawn or pool area. Please try to remain in a group. The stairwell exit door will lock behind you to prevent re-entry. If possible, take a cell phone with you.

If the fire is in your immediate proximity:

- Remain calm; do not panic
- Remain low; crawl if necessary
- Place a cloth, wet if possible, over your mouth to serve as a filter.
- If you are unable to exit your unit, go to your balcony and signal for help.

If you are handicapped or have special needs, stay in the unit and dial 911. Give the 911 operator the address and unit number.

Royal Seafarer Condominium
300 South Collier Blvd.
Marco Island, FL 34145
Unit # _____

During registration please let us know if you are handicapped, have special needs, or have small children. In the event of an emergency, this information is shared with the fire department for your safety.

The Evacuation Procedures are available on the website at http://theroyalseafarer.org/resident_resources/evacuation-procedure.pdf

Fire Alarm System

During a fire alarm, do NOT use the elevators. Use the stairs to evacuate.

This building is equipped with a sprinkler system and a public address system. Every unit has one sprinkler above the entrance door and two smoke detectors (one electric and one battery operated). Fire extinguishers are located in each laundry room on every floor. They are also located in the fire hose cabinets at the ends of each hallway by the stairwells. Familiarize yourself with the nearest exit.

During a fire alarm, do not try to use the elevators. They are programmed to go to the ground floor. The doors will open and will remain locked in this position until the fire department releases them. Please use the stairs to evacuate.

Fitness Room Rules

The Association is not responsible for any injury that may occur resulting from participation in any exercise activity nor is it responsible for items lost or stolen in the facility. Any damage caused by other than normal use is the responsibility of the user. Anyone who fails to abide by these rules may be denied use of the fitness room. Consult your physician before any physical activity is attempted

1. Hours: 6:00 a.m. to 10:00 p.m. daily
2. Sign-in is required for each visit to the fitness room. Sign-in is an acknowledgment of the Royal Seafarer Fitness Room Waiver signature on file with the front office. The Fitness Room Release form may be obtained in the fitness room, the website, or the office.
3. Children under the age of 16, including those in strollers, carriers, etc., are not permitted within the room at any time.
4. Tops are to be worn at all times; bathing suits are not permitted.
5. Athletic/walking shoes must be worn.
6. Sandals, spiked shoes, etc. may not be worn in the fitness room.
7. Alcoholic beverages, food & smoking are not permitted at any time. Closed plastic beverage containers are allowed.
8. Cardiovascular equipment used is limited to 30 minutes when people are waiting. Sign in if you are waiting for equipment.
9. Headphones must be used with radios, tape, CD players, or when listening to televisions. Headphones are available at the Office.
10. Equipment must be wiped down after each use.
11. Remove all trash & personal items after use.
12. After exercising, please shower before using the pool.

Grills

1. Grills may be used from 8 a.m. to 9 p.m.
2. Everyone must be at least 16 years old to use the grills
3. All food carried to/from grills must be in sealed containers (NO GLASS)
4. Use the wire brush to clean the grill grates after you finish grilling
5. Turn off the blue gas valves when finished grilling
6. You may eat your grilled food in the picnic area or take it back to your unit



Hallway and Common Areas Maintenance and Courtesy

Common hallways (this includes hallways on each floor) shall not be obstructed, littered, defaced, or misused in any manner. Residents are not permitted to leave/store anything outside the door of their unit (this includes, towels, flip flops/ shoes, baby carriages, toys, etc).

Internet Access

For the convenience of our residents, free high-speed Wi-Fi (wireless) Internet access service is provided in the Club Room. There is no LAN/telephone connection in the Club Room.

Use of this service and any activities conducted online shall not violate any applicable law or regulation or the rights of the Association, its hosts, or any third party.

Laundry Room

There is a laundry room located on each floor across from the 04 units. Bleach and other laundry chemicals may be stored in your locker (owners) or under the folding counter in the laundry room. Do not transport opened containers of bleach to and from your unit.

Washer

Use only liquid "HE" detergents in front load washers

1. Sample "HE" liquid detergent is available in the office for purchase (\$1.00 per package)
2. Follow the "HE" amount recommended by the detergent manufacturer for front load washers
3. Use half the bleach recommended by the bleach manufacturer
4. If using fabric softener, use no more than 1 tablespoon diluted with water
5. Promptly remove clothing from washer after use
6. Wipe rubber door gaskets & inside the door after each use
7. Leave the door open after each use to prevent mold

Dryer

1. No plastic, quilted or other garments containing polyester fill or foam in dryers
2. Remove clothes from machines promptly after completion
3. Please clean the lint filter after use

Notes

- 1, If the laundry is left in the machines, others have the right to remove the laundry and place it on the counter in the laundry room.
- 2, Warning: You are responsible as a user of the laundry equipment to check the washer & dryer for grease, lipstick, dye, ink, etc., or such foreign materials before inserting clothing. The Association is not responsible for loss or damage to clothing or personal property.
- 3, Please turn out the lights when done.

Loading/unloading in front of the building

When loading and unloading using the circular driveway in front of the building, please park as close as possible to the curb to allow other vehicles to circle the driveway and get around you. Please note this is a loading and unloading zone only. You cannot park or leave your vehicle in or around the circular driveway. This violates the Marco Island fire ordinance and the owner of the vehicle will be subject to a fine and/or towing at the owner's expense.

Lockout

When locked out of your unit, go to the office for assistance. After hours, please call 239-642- 8872.

Mail Room

The mailroom is located in the lobby across from the Office. There is an outgoing mailbox in the lobby next to the mailroom.

FedEx and UPS will deliver packages to the unit door if you specify your unit number to the delivery company. If packages are left outside your unit, they may be placed inside by Royal Seafarer management. United States Postal Service will not deliver mail or packages to a unit. The management office cannot accept packages

Minors

Occupants under eighteen (18) years of age shall be closely supervised at all times by an adult to ensure that they do not become a source of unreasonable annoyance to the other residents.

Motorcycles, Motor Scooters, Motorized Bicycles

No motorcycles, motor scooters, motorized bicycles (commonly known as "mopeds"), or other like vehicles shall be operated on the condominium property except to enter and exit the condominium parking area.

A Royal Seafarer numbered bike parking sticker should be used instead of a parking hangtag style permit for a motorcycle, motor scooter, or other like vehicle, parked in the assigned garage parking space or the guest parking lot. Other than the exception noted above, motorcycles, motor scooters, and other like vehicles should follow the same procedures as automobiles when parking on Royal Seafarer Condominium property.

Night Time Superintendent

The Royal Seafarer is monitored by an in-house video camera surveillance system twenty-four (24) hours a day. Additionally, there is a nighttime superintendent on duty seven (7) days a week.

To provide residents with increased security, the night superintendent can be reached by phone:

Night Superintendent Desk phone in the office:	239-642-6909
Night Superintendent cell phone:	239-784-8655
Castle Group After Hours Emergency:	800-337-5850
Medical, Fire, Police:	911

Noise

Residents of units shall exercise extreme care to minimize noises with the use of music instruments, radios, television sets, amplifiers, so as not to disturb the other persons and parties occupying units.

Occupants in Unit

The total number of individuals permitted overnight in a unit or permitted to reside in a unit during any twenty-four (24) hour period shall not exceed six (6) persons in a two (2) bedroom unit.

Parking Garage & Guest Lot

1. All cars parked on the premises (garage or lot) are required to have a parking permit hanging on the rearview mirror, with the number facing out. If your permanent tag is faded, bring it to the office to be refreshed.
2. Everyone is required to park in their "assigned" parking space in the garage,
3. If there is an unauthorized vehicle in the owner's space, the Royal Seafarer management office will make sure the vehicle is removed.
4. Renters may have one space in the garage that will be identified with the unit number that they are staying in.
5. If the owner's space is occupied by the owner's vehicle, the renter will need to contact the owner or rental agency. Do not contact the Royal Seafarer management office as they can do nothing about the situation.
6. Additional parking for guests or renters is available across from the garage and adjacent to the tennis courts. Cars without a permanent or temporary parking tag are subject to being towed at the vehicle owner's expense.
7. Boat trailers, boats, campers, and RV's are not permitted in the garage or the guest parking area, or anywhere on the property.
8. Periodically, management may declare an "open parking period" for the garage due to an emergency, construction, or for the safety and convenience of the owners and renters. If open parking is in effect, a sign and information will be posted. If there are any questions, please inquire at the office.

Pets

Pets are not allowed on the condominium property.

Emotional Support Animal (ESA)

Are permitted. Under Resident Resources on the Royal Seafarer website, you will find the ESA Rules and the Application.

Picnic Area Rules

1. This area is for the enjoyment of our residents and picnics only
2. The picnic area may be used from 8 a.m. to 9 p.m.
3. All food must be transported in sealed containers (NO GLASS)
4. Picnic tables may not be removed and pool chairs may not be moved into the picnic area
5. Please clean up & remove all trash before leaving the area
6. No standing on picnic tables
7. No music in the picnic area



Pool Rules

Swimming pool regulations are for your protection and the protection of your property, please observe them.

THERE IS NO LIFEGUARD ON DUTY - SWIM AT YOUR OWN RISK

1. Hours: Dawn to Dusk daily
2. Occupants and accompanied guests only
3. No lifeguard on duty - use at your own risk
4. Children under twelve (12) years of age must be supervised by an adult
5. Shower before entering
6. Proper swimwear required - Waterproof diapers, if necessary
7. Persons with open sores, communicable disease are not allowed in the pool
8. No running, loud music, or loud games
9. Only noodles and child swim aids allowed
10. Do not throw hard objects into the pool
11. No food or beverages in the pool or on the pool wet deck
12. No glass or animals in the fenced pool area
13. Do not swallow the pool water
14. Safety rope must remain in place
15. Do not hang on the safety rope
16. Bathing load: 30 persons
17. Management not responsible for lost items

Rollerblades, Skateboards and Sneaker Rollers

Rollerblading, skateboarding, and sneakers with rollers are not allowed anywhere on the Royal Seafarer property.

Signs or Advertisements

No person may post or display signs anywhere within the condominium unless approved by the Board.

Smoking

Smoking is not allowed in the indoor common areas of the Royal Seafarer. This includes all hallways, lobby, Club Room, laundry room, maintenance room, restrooms, and elevators.

Soliciting

No soliciting, advertising, promoting, or conducting of business shall be allowed on the condominium property.

Storage Auto in Garage

If you are here only for the season or going on vacation, and your vehicle remains in the Royal Seafarer garage, it is required that an extra car key and a contact telephone number be left with the office in case your car needs to be moved in the event of an emergency (i.e. hurricane, fire, construction.). Even if you are having a company such as Auto Nanny prep the car while you are gone, it is required that you leave an extra key with the office. Note: Storing a vehicle at the Royal Seafarer is at the owner's risk. The Association or its management will not be responsible for any damage done to the vehicle.

Any stored vehicle must be in good running order, in good condition, and must have a registration that is not expired. Any vehicle that is stored here for twelve (12) continuous months or longer are required to have a cover and must be maintained by an auto care service. This will ensure that the vehicle is in good working order in case it has to be removed in the event of an emergency.

Storage Closet in Laundry Room

The owner's storage closets are located in the laundry room on each floor. The temporary storage of luggage under the counter opposite the washer & dryer is permitted, if space permits. The Association will not be responsible for damage or theft to any luggage stored under the counter.

Storage Pool Building

There are beach chairs and umbrella storage in the pool house located at the far end of the pool next to the tennis courts. This is for the convenience of the residents to store beach chairs and umbrellas when a unit is occupied. Each item stored in the storage room must be visibly marked with the owner's unit number. The unit number must be at least 2" high.

When owners or guests are not in residence, any items in the storage shed must be discarded or stored in the owner's unit.

The storage shed is completely cleaned and emptied on January 2nd, February 28th, and June 1st. Any items found in the shed that is not visibly marked with a unit number will be discarded. Any items that are marked with a unit number, but there is no one in residence in that unit, will be discarded.

Telephone Entry System

The building is equipped with a telephone entry system. There is a three (3) digit code assigned to each unit. When a person requires entry to the building from the front door or the pool door, they

look up your name on the directory and dial the respective three (3) digit code. If you wish them to enter the building, press and hold #9 on your telephone. Both parties must be connected for the door to open.

1. Please do not open the door if you do not recognize the people seeking admittance.
2. The front door and pool doors must be kept locked at all times for security purposes.

Tennis Courts

The courts are spread with sand and provide some “slip” during play. Play at your own risk.

1. Court hours are sunrise to sunset
2. Tennis reservations may be made by signing up on the tennis sheet located on the counter in front of the office. Reservations may not be made more than a week in advance.
3. If you decide not to play your scheduled time, please cross off your name so someone else may play.
4. Proper tennis attire is required. Colored shirts, t-shirts with sleeves, shorts, tennis skirts, and tops are permitted. Tennis shoes only. Hard soles, sandals/flip flops, barefoot are not permitted. Sleeveless t-shirts/undershirts, cut-offs, bathing suits are not allowed.
5. No games other than tennis may be played on the courts.
6. After playing, if courts are still available, a second hour may be scheduled.
7. Please be prompt. The court is forfeited after ten (10) minutes.
8. Players are asked to sweep the court and lines after each use.

Trash

Household “typical” trash is to be placed in heavy-duty plastic bags of thirteen gallons or less, tied securely and disposed of in the trash chute located on each floor across from the 03 unit or in the chute within the first-floor maintenance shipping/receiving room. Trash chute usage is limited to “typical” household garbage not classified as recycling, hazardous, bulk, or excess items.

Liquids

DO NOT dispose of liquids down the trash chute, or throw into the chute within the maintenance room.

Responsible Recycling:

1. never accumulating recyclables in plastic bags and disposing of the whole bag
2. never recycle plastic bags
3. always dispose of recyclables individually
4. always be sure to rinse all cans, bottles, containers of their original contents.

Recycle bins

Recycle bin are located in the maintenance room for:

Cardboard

1. cut manageable boxes into pieces which easily fit into the recycling bin
2. unmanageable box disposal must be coordinated with the front office before placing in the maintenance room

Miscellaneous paper

1. junk mail, magazines, newspapers, and paper

Containers

1. plastic containers, cans, and bottles (rinse before disposing of)

Bulk, Excess or Hazardous waste

All typical" waste that does not fit into a trash chute or logically within the recycle bins is considered bulk, excess, or hazardous waste. When disposing of bulk, excess, or hazardous waste, the front office can be contacted for coordination.

Anyone placing bulk, excess, or hazardous waste by the dumpster or down the chute will be charged for proper disposal.

The following two options for bulk, excess, or hazardous waste disposal:

1. Contact local organizations to collect unwanted items or take the bulk excess or hazardous waste to the local landfill. The local recycling center can be found on the web at <http://www.colliercountyfl.gov/your-government/divisions-s-z/recycling-drop-off-centers>

The hazardous waste disposal URL is: <https://www.colliercountyfl.gov/your-government/divisions-s-z/solid-hazardous-waste-management/facilities/hazardous-materials-collection-center>, or at

Marco Island Recycling Drop-off Center 990 Chalmer Drive, Marco Island, Florida 239-252-5153

2. The office will assist you with disposing of the unwanted items properly for a \$50.00 service fee. This fee is in addition to any fees charged by a disposal company.

Umbrellas

Please close all umbrellas when leaving the pool area (even if briefly) to avoid damage from storms.

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