

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.

RULES & REGULATIONS

Introduction: These Rules and Regulations shall apply equally to owners, their families, guests, staff, invitees and lessees.

A. GENERAL RULES

Passenger automobiles, sport/utility vehicles, mini-trucks, vans and motorcycles (used for personal transportation and not commercially) that do not exceed the size of one parking space may be parked in the areas provided for that purpose. Certain under-building and covered parking spaces are assigned and no owner or occupants may park more than (1) vehicle in any parking area. Commercial vehicles, trucks, campers, motor homes, trailers, boats and boat trailers are prohibited. Bicycles and mopeds shall be parked only in the bike storage areas or as may otherwise be designated by the Directors. No (re)charging of electric vehicles shall be performed in areas other than those, if any, designated for that purpose by the Board of Directors. Vehicle maintenance, except car washing in a designated area, if any, is not permitted on the condominium property.

1. Recreational facilities are on Association property and will be used in such a manner as to respect the rights of others, and the Directors may regulate duration of use, hours of opening and closing and schedule their use.
2. No exterior radio, television or data reception antenna or any exterior wiring for purpose may be installed without written consent of the Directors.
3. To maintain harmony of exterior appearance no one shall make changes to, place anything upon, affix anything to or exhibit anything from any part of the condominium or Association property visible from the exterior of the building or from common elements without the prior written consent of the Directors. All curtains, shades, drapes and blinds shall be white, off-white or brown/beige in color or lined with material with these colors. Balcony and screened lanai tile and floor covering material must be approved by the Board.
4. All common elements inside, and Association property outside the building will be used for their designated purposes only, and nothing belonging to owners, their family, tenants or guests shall be kept therein or thereon without the approval of the Directors, and such areas shall at all times be kept free of obstruction. Owners are financially responsible to the Association for damage to the common elements and Association property caused by themselves, their tenants, guest or family members.
5. One dog, or two cats and no more than 2 birds, tropical fish and other customary non-exotic (snakes are prohibited) quiet and inoffensive household pets not being kept or raised for commercial purposes shall be permitted upon the following conditions:
 - a. No pets shall be permitted within the Calypso Club or its facilities including the pool area, leashed or unleashed.
 - b. Elsewhere on the common elements and Association property, pets shall be hand-held leash or carried at all times.
 - c. Messes made by pets must be removed by owners or handlers immediately. The Directors shall designate the portion of the property that shall be used to accommodate the reasonable requirements of owners who keep pets.

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- d. Pets that are vicious, noisy or otherwise unpleasant will not be permitted. In the event that a pet has become a nuisance or unreasonably disturbing in the opinion of the Board of Directors, written notice shall be given to the owner or other person responsible for the pet and the pet must be removed from the condominium property within four (4) days.
 - e. Guests and tenants are not permitted to have pets.
 - f. The Board of Directors has the authority and discretion to make exemptions to the limitations in this regulation in individual cases and to impose conditions concerning the exemption.
 - g. No pets shall exceed 30 pounds.
 - h. Elevator use by pets shall be limited to service elevator whenever possible.
 - i. All retired ADA Service Animals will be exempt as long as they remain with original family.
6. Disposition of garbage, recyclables and trash shall be only by use of receptacles approved by the Association or by use of garbage disposal units. Specifically, trash placed in the trash chutes must be securely bagged and newspapers are required to be bundled. Food and vegetable scraps are to be disposed of in the individual residence garbage disposal. Bulky items must be carried down to the trash room on parking level.
- DUMPSTER ROOM POSTING:**
- Place all household trash inside a secured and tied plastic bag prior to placing in the dumpster. Break down, cut or flatten all cardboard boxes and other oversize containers prior to throwing into the dumpster.
- Styrofoam peanuts must be placed inside a secured and tied plastic bag prior to placing in the dumpster.
- Do not put construction debris (i.e. tiles, drywall, etc.) bed mattress large furniture or appliances inside the dumpster.
- Please have your contractors and movers take all debris, boxes and trash they have created with them. Do not dispose of them in our dumpster.
- Waste Management is scheduled to pick-up the dumpsters on Mondays and Thursdays. Recycle pick-up is scheduled on Fridays.
7. All persons occupying residences other than the owners shall be registered with the Management Company or other designate of the Association at or before the time of their occupancy of the residence. This includes renters and house- guests. Residences that were purchased after August 1, 2005 may not be rented for periods of less than 90 days nor more than four (4) times a year. Residences that were purchased before August 1, 2005 may not be rented for periods of less than one (1) consecutive month or more than four (4) times a year. A copy of these Rules and Regulations must be given to the tenants and guests by the owner, or the owner's agent. No residence may be permanently occupied by more persons than number of bedrooms times two, nor may more persons, including guest, occupy a residence overnight than the number of bedrooms times two, plus two.
8. Use and occupancy of the units is restricted to one family and their guests per unit only. Occupancy by guests in the absence of the unit owner is limited to two times per calendar year for maximum periods of 14 days. All guests must be registered with the Association upon arrival and unregistered guests may be denied use of recreational facilities and amenities.

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9. The Association shall retain a passkey to the residences, and the owners shall provide the Association with a new or extra key whenever locks are changed or added for the use of the Association pursuant to its statutory right of access to the residences. Duplication of owner's keys to common element or Association facilities is restricted in the interest of security. Such keys shall be duplicated only with the assistance of the Management Company.
10. Children shall be under the direct control of a responsible adult. Children under the age of 12 may not use the pool area unaccompanied by an adult nor shall they be permitted to run, play tag or act boisterously on the Association property. Skateboarding, in-line skating, or loud obnoxious toys are prohibited. Children may be removed from the common elements or Association property for misbehavior by or on the instructions of the Directors.
11. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players and other players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others and if used at or in the vicinity of the pool shall be used only with earphones. No vocal or instrumental practice is permitted after 10:00 P.M. or before 9:00 A.M.
12. Use of gas grills shall only be allowed in areas designated as safe and appropriate by the Directors. No gas grills hibachi, charcoal grill or similar device with the exception of electric grills shall be used on any lanai or balcony.
13. Illegal activities are prohibited.
14. Lawns, shrubbery or other exterior plantings shall not be altered, moved or added to without permission of the Association.
15. Food and drink are permitted in the pool area only under the following conditions:
 - a. Absolutely, no glass containers of any kind shall be allowed in the pool area, veranda or cabana.
 - b. Food and drink may be consumed on the pool deck but not within 4' of the pool or spa.
16. Laundry, bathing apparel, beach and porch accessories shall not be maintained outside of the residences or limited common elements (terraces), and such apparel and accessories shall not be exposed to view.
17. No nuisance of any type or kind shall be maintained upon the Condominium property.
18. Nothing shall be done or kept in any residence or in the common elements which will increase the rate of insurance on the building or contents thereof, without the prior written consent of the Directors. No owner shall permit anything to be done or kept in this residence or in the common elements which will result in the cancellation of insurance on the building or contents thereof, or which would be in violation of any law or building code.
19. Persons moving furniture and other property into and out of residences must notify the Management Company in advance and use the designated access door into the condominium and the service elevator. All such moving must be Mondays through Saturdays between 8:00 A.M. and 5:00 P.M. Moving vans and trucks used for this purpose shall only remain on condominium property when actually in use.

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20. Repair, construction, decorating or re-modeling work shall only be carried on Mondays through Friday except major Federal holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas), between the hours of 8:00 A.M. and 5:00 P.M. and the rules for decorators and subcontractors set forth herein must be complied with.
21. No signs of any kind including "For Rent", "For Sale" or "Open House" may be erected on the Common Areas or Limited Common areas. Open Houses are allowed with restrictions. (See Current Open House policy.)
22. The Board of Directors of the Association may impose up to a \$100.00 fine per day, to a maximum of \$1,000, for each violation of these Rules and Regulations or any of the condominium documents.
23. The Condominium and Management staff is not permitted to do private work for owners, their families, tenants or guest while on duty. If both parties are agreeable, staff may assist such persons privately when off duty.
24. Hurricane shutters have been designed and specified by the developer for all balconies appurtenant to condominium residences. These shutters must meet or exceed standards set forth in Standard Building Code (applicable to Collier County) for buildings in the coastal zone and in excess of 60 feet in height including the wind tunnel test criteria results and are the only approved application for hurricane protection. A copy of these specifications is maintained by the Management Company. Non-balcony condominium residence windows are a special architecturally approved laminated glass and have been designed and installed to meet or exceed the wind load and wind-borne debris impact standard of the hurricane shutters. Consequently, such windows in the condominium residences, as built, meet or exceed the requirements of the applicable building code for hurricane protection. For this reason and for the purpose of preserving the aesthetic appearance of the building, hurricane shutters shall not be installed on non-balcony windows in condominium residences. If such non-balcony windows in the condominium residences are replaced, they must be replaced with laminated architectural glass equal to or exceeding the specification of the original glass and which comply with the applicable building code. All hurricane shutter installations made after the building has received a Certificated of Occupancy must be approved by the Board of Directors or their designee prior to installation. Plans and samples meeting the specifications must be submitted and approved.
25. All residents must remove furniture from open lanais when leaving for extended periods. Units without shutters should remove all furniture when absent more than 10 days. This is a safety measure.
26. When out of town for more than seven (7) days, owners are asked to shut off the water and turn the hot water heater off.
27. Washing machine water supply hoses must be replaced with reinforced hoses. Defective hoses are the number one cause of water problems in condominiums. (See current Washing Machine Hose
28. Outside main lobby upper level parking is for guests only, no overnight parking allowed. Residents or Guests with handicap parking placards or plates shall be exempt from this restriction. (See current Upper Level Parking policy).
29. Whenever possible, use of luggage/shopping carts should be restricted to service elevators.

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30. Residents and Guests wearing wet bathing suits are required to use the service elevators.
31. These Rules and Regulations do not purport to constitute all of the restrictions affecting the Condominium and Association property. Reference should be made to Condominium Documents.
32. When a Unit Owner files a written request for association business information, in accordance with Section 14.3 of the association documents, the frequency of such requests is limited to one inquiry per unit owner in any 30 day period. Information will be provided in hard copy at a cost to the owner of 10 cents per page. (added 6-24-2020)

POLICIES AND PROCEDURES LISTING

This listing of Policies and Procedures can only be revised by the Cove Towers Preserve Board of Directors. Additions and revisions will be supplied to Members as they may occur.

Policy / Procedure Number	Subject	Date of Last Revision
001	Rules for Use of Guest Suites	11/01/2019
002	Rules for Use of the Calypso Club Room	6/14/12
003	Rules for Decorators, Contractors and Sub-Contractors	2/26/2020
004	Rules for Meetings & Location of Notice Postings	6/14/12
005	Furniture and Fan Removal	6/14/12
006	Satellite Dish on Lanai	6/14/12
007	Upper Level Parking	3/28/14
008	Open House	6/14/12
009	Parking Enforcement	3/28/14
010	Elevator Cab Top Usage	6/14/12
011	Sales & Rental Fee	6/14/12
012	Dues Other Payments and Late Fees Legal Fee	6/14/12
013	Water Leak and Intrusion Policy	6/14/12
014	Rules for Pool and Spa Use	2/26/2020

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ASSOCIATION FORMS LISTING

F001	CTP Lease Application	6/18/12
F002	CTP Sales Application	6/18/12
F003	Frequently Asked Questions and Answers	1/1/2011
F004	CTP Information Booklet	4/22/14
F005	Direct Deposit ACH Form APMS	5/29/14
F006	Elevator Hoistway Release	2/28/11
F007	Tenant and Unit Guest Registration Form.doc	4/1/2010
F008	Flooring Approval Form.doc	2/26/2020
F009	Hurricane Shutter Approval Form & Installation Requirements	6/11/12
F010	Departure Check List	3/31/2012

This listing of Association Forms used in the operations of the Association may be revised as circumstances require. The current form should be requested by Members as needed. Additions and revisions are not approved by the Cove Towers Board of Directors.