

**Merida
Condominium
Association**



CAPE MARCO

House and Ground Rules

MERIDA CONDOMINIUM ASSOCIATION

990 Cape Marco Drive, Marco Island, FL 34145

Welcome to Merida!

Merida is a community that has a tradition of friendly, considerate relations among our neighbors. Unlike a private, individual residence, living in a condominium requires that we remember that what we do in our common areas may affect another of the 90 resident households. If each resident attends to common courtesy and respect for our property, we need very few rules.

The Board of Directors of Cape Marco Property Owners Association, Inc. and Merida Condominium Association, Inc. have adopted the following house, clubhouse, tennis court, pool and ground rules. These rules protect the rights and privileges of all owners, their families, guests, and renters. They also assure the enjoyment of Cape Marco's unique beauty and charm by all, safeguard the Associations property, and avoid disputes or misunderstandings.

It is the responsibility of owners that renters and guests be informed of these rules. Renters should also be informed that problems with the unit are not the responsibility of the condominium management and should be reported to the owner or his/her agent.

Manager's Office: Located in the lobby of Merida

Hours: Mon.-Fri. 8:00 AM- 4:00 PM Closed from 12:00 -1:00 PM

Telephone: 239-642-8872

After hours for emergencies: 239-642-8872

Lock out Fees:

From 4:00 PM to 9:00 PM: \$75

From 9:00 PM to 7:00 AM: \$125

Holidays All Day: \$125

Merida Condominium Association

Your correct mailing address is:

990 Cape Marco Dr. Unit _____
Marco Island, FL 34145
PARKING SPACE # _____
STORAGE BIN # _____
UNIT PHONE # _____

ALL EMERGENCIES CALL: 911

Manager's Office: 642-8872
After hour's emergency: 642-8872
Front Gate: 642-3154
Gate or door release: Press "6" on phone pad, hang up.

ADDITIONAL INFORMATION AND USEFUL TELEPHONE NUMBERS:

Marco Island Police & Fire Rescue	389-5040
Marco Health Care Center	394-8234
Naples Community Hospital	435-5000
Physician's Regional, Pine Ridge	348-4000
Physician's Regional, Collier Blvd.	354-6000
Physician's Regional Marco	394-1670

Electricity

Lee County Electric Cooperative	1-800-599-2356
Emergency (after hours)	1-800-282-1543

Telephone

Century Link	1-800-339-1811
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Cable Television

Comcast Cable	793-3577
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MERIDA HOUSE AND GROUND RULES

A. ARRIVALS, DEPARTURES: OWNERS, GUESTS, AND RENTERS

- **Registration:** All owners, overnight guests and renters must fill out a registration card (available in the mail room or office) to identify people in residence and vehicles on the property. The Manager's office will issue parking permits/stickers to be displayed on the vehicles.
- **When leaving for a week or longer: TURN OFF THE MAIN WATER VALVE IN YOUR UNIT.** Be aware of the danger of high winds regarding furniture and plants on the balconies. When leaving for an extended period of time, especially during hurricane season, June 1st through December 1st, close and lock shutters or have them closed, and remove all furniture, plants, etc. from balconies. Should management be required to secure these items, a \$100 charge will be levied. **It is recommended that owners have a condo watch to inspect their condo interior to attend to their particular issues when not in residence.**
- **Luggage/Grocery Carts:** Return to the lower level locker room immediately after use so other residents have access to them, especially at the change of the month.
- **Elevator pads:** Notify office (642-8872) of contractors and deliveries so that pads can be placed in the elevators to protect them. **NO DELIVERIES ON SATURDAYS OR SUNDAYS.**

- **Entry doors:** We have a two-key system, the magnetic key or remote "clicker" opens the outside doors. The brass key opens the residence. Each unit has an enter- system for guests. Guests may call residence from security phones at the front of the building. To release the front door for a visitor, dial 6 and hang up.

B. SECURITY

- **Doors:** The lobby doors, lower lobby door, receiving door, and child restrictive gates at the pool must be secured at all times. Please do not prop any of these doors open with mulch, rocks, or other materials. Security of individual condos depends upon maintaining the security of all Merida entrance doors. It is imperative that these doors remain shut and locked.
- **Owners** must notify Spinnaker Cay Management (642-8872) and the front gate (642-3154) regarding access for contractors, vendors and deliveries, which are permitted Monday through Friday, 8:00am to 4:00pm, excluding holidays.
- **Sub-contractors, delivery, and service personnel:** Register each day at the Manager's office and obtain parking permits.
- Please do not allow anyone you do not know into the building. Guests may use the key pad at the front entrance to call the office or someone upstairs.

C. AUTO AND BICYCLE PARKING

- **Auto parking:**
 1. Each space in the lower garage is deeded to a unit in the Merida building. **DO NOT PARK IN SOMEONE ELSE'S ASSIGNED PARKING SPACE. DRIVING IN THE LOWER GARAGE IS ONE-WAY.** Please observe signage and arrows on the garage floor.

2. Unassigned parking is in the upper garage. Parking is permitted anywhere on this level, except for handicapped parking which is by permit only.
3. Any vehicle without a permit is subject to towing.
4. Automobiles parked on the premises must be in operating condition and for no other purposes.
5. Parking is not allowed on the circular drive, in front of the building, or anywhere on the bricks or ramps. Loading and unloading is permitted in front of the building for owners and guests.
6. Commercial vehicles, campers, recreational, vehicles, boats and trailers, or any vehicle not susceptible to registration by the state of Florida as an "automobile" may not be parked in parking spaces and may not be kept on the common property. This also applies to scooters, motorcycles, and mopeds.

- ***Bicycles:***

1. Bicycles shall be registered with management or be subject to removal.
2. The bicycle room in the receiving area may be used for storing registered bicycles. Bicycles may not be stored or chained to portions of the common elements.
3. Bicycles must be kept in bicycle racks.

D. DISPOSAL OF TRASH AND RECYCLABLES

- ***Trash chute:***

1. Located at the west end of each floor.

2. Trash must be securely bagged in plastic bags of a size to easily slide down the chute.

- ***Boxes (including pizza boxes):***

1. Do not deposit pizza boxes in trash chute because they block the chutes and cause injury to those who must remove them. Break boxes down and deposit them neatly in the main trash room.

- ***Recycling is highly recommended***

1. Take your recyclables to the recycling room on the lower level (LL). Recyclables include newspapers, glass/cans and cardboard. Container lids need to remain closed. Please disassemble all cardboard boxes.
2. Do not discard large items such as appliances, TV's, cabinets or old furniture in the basement. Contact Naples Recycling (643-3099) or Naples Landfill (455-2830).

E. SWIMMING POOL

- ***General Rules:***

CONDUCT IN THE POOL MUST BE SUCH AS TO FURNISH THE GREATEST PLEASURE FOR THE GREATEST NUMBER.

1. Pool hours: 9 AM to dusk
2. Bathing load: 20 persons
3. Nearest emergency phone is located by the pool ramp
4. Bathrooms located at the top of the ramp.

- ***Safety:***

1. Diving is not permitted due to the shallow depth.
2. No glass of any kind on pool deck.
3. No running on the pool deck.
4. Gates are to be kept closed with "child locks" engaged.

5. No lifeguard on duty. All persons using pool area between 9 AM and dusk do so at their own risk and sole responsibility.

- *Access to pool accommodations:*

1. Access to and from the pool is through the lower level (LL).
2. The lobby is not for pool access.
3. The restroom off the lobby is entered (by common key) through its own door, not through the lobby.
4. **Food** is not permitted in the pool or on the pool deck to avoid fire ant infestation.
5. **Beverages** must be in plastic or aluminum containers.
6. **No animals** are permitted in pool or on pool deck.
7. Please **shower** before entering the pool.
8. **Babies** must wear protective swimwear pants in the pool.
9. Children under 12 years of age must be attended in the pool area.
10. **Radios** or other audio devices must be used only with headsets.
11. **Games** should not be overly loud and/or intrusive (e.g. Marco Polo). Please be considerate of others in the pool area or on the balconies.
12. **Rafts**, floating chairs, or large toys are not permitted.
13. **Reserving** pool furniture is not permitted.
14. Pool furniture must not be moved from the pool area.
15. Do not hang **towels**, etc. on fence railings, bushes or trees.

16. Please take **personal belongings** to your own residences when leaving the pool.

17. Aerial objects should not be thrown **in the pool or pool area**.

F. PETS

- **Size:**

Owners may keep dogs or cats if they weigh no more than 25 pounds. Renters are not permitted to have any pets on the property.

- **Waste:**

Pet waste must be disposed of properly. Doggie station is located on the east side of the building, lower level. When walking your dog, owners must pick up waste, wrap securely in plastic, and dispose of in the proper manner.

- **Leash:**

Pets must be on a leash when in the elevator or the common elements.

G. BALCONIES

- Balconies, railings, or windows shall not be used for hanging towels, garments, rugs, etc., which can be viewed by people outside the building.
- Whenever water, cigarette butts, dirt, toys, etc. are swept, dropped or thrown off your balcony, they will land on someone else's balcony. Be a good neighbor.
- Sound carries from the balconies. Please keep sound at a level which does not disturb other residents in the building.
- Feeding or shooting birds or any animals on the common elements is not permitted.

- Use of gas or charcoal grills is not permitted and may not be stored on the property. Electric grills are permitted.

H. USE OF THE GROUNDS AND COMMON AREAS

- Car wash is located on the lower level at the contractors' entrance. Be sure that contractors have right side access to the garage entrance.
- Rollerblading, skateboarding, hoverboards and scooters are not permitted on the property.
- Storage of personal property shall be confined to owner's residence or assigned storage locker. Items found on top of the lockers or in the aisles or between lockers of the storage room will be disposed of.
- In elevators and main lobby, shoes and shirts are required.
- Please clean beach sand from shoes before entering the pool or approaching the building entrances.

I. RENOVATIONS AT THE MERIDA

- In consideration of the owners and renters living at the Merida during high season (Christmas through April), it is required that major construction projects commence and be completed between May 1st and November 30th.
- Major construction is defined as – any noise related work involving tile removal, tile cutting, jack hammering, drilling and wall removal/ construction.
 - Bathrooms- Renovations involving the removal of sinks, tubs, tile, ceilings and walls.
 - Kitchens- Removal of walls, cabinets, countertops, ceilings, floor and wall tiles.
 - Unit expansion- Extending unit into hallway lanais, constructing walls and replacing floor tiles.

Board Approval:

- All construction work must be approved by the Board of Directors. Office should be informed as to

who will be doing the work and when the work will be done.

J. CONTRACTOR REQUIREMENTS

- Contractors need to be licensed and insured in the state of Florida and have obtained a permit from the city.
- Contractors may work within owner's units from Monday to Friday, 8:00 am until 4:00pm, excluding holidays.
- Contractors must sign in and out each day in the manager's office located in the lobby.
- On weekdays, contractors will not receive building admittance between noon and 1:00pm unless the contractor's unit owners provide building access.
- Contractors obtaining such access must sign in at the manager's office at 1:00pm if they were not previously signed in during the morning.
- Contractors transporting bulky materials within the elevator may only do so providing **protective pads are hung within the elevators.** The transport of heavy materials may also require floor protection provided by the contractor.
- Prior to departure each day, contractors must assure that all common areas used for ingress and egress are free of material and cleaned to their original appearance.
- Contractors must remove all scrap material and used appliances from the property. Owner recycling containers and Merida dumpsters are not to be used for such discarded materials.
- Contractors may unload and load equipment and material from their vehicles in the paved area adjacent to the contractor's garage door entrance. After delivery or pick up equipment/materials, all contractor vehicles must be parked on the elevated parking deck or the Tennis Center parking lot.
- It is the owner's responsibility to make sure the contractor they hired adheres to the building rules and hours. If the rules and hours are not adhered to, the owner/contractor may be charged \$100 a day, each day they are in violation. Fines must be paid to Management before work can commence on the next business day.

- Emergency work performed by contractors beyond 8:00am and 4:00pm, Monday to Friday, or on holidays must be cleared in advance by Spinnaker Cay Management (642-8872).
- Contractors that fail to follow these requirements will not be granted Merida access in the future.

K. MISCELLANEOUS RULES

- As set forth in the Merida Condominium Documents, **rentals are limited to no less than one month.**
- The maximum number of people permitted to stay overnight in the two bedroom units is six people, in the three bedroom units, it is eight people.
- Water heaters must be replaced every ten years. It is recommended that air conditioners be replaced every 10 years.
- A late fee will be charged for Condominium Fees that are received beyond the scheduled time limit as shown on the Condominium Fee Payment Ticket. Overdue late fees will be 5% of the Quarterly Condo Fee.
- Regarding the sale of Merida condominiums, owners may schedule "open houses" when management office is open from Monday through Friday, 8:00am to noon and 1:00pm to 4:00 pm, excluding holidays. This does not preclude realtors from showing condominiums to prospective individual buyers anytime in accordance with owner's instructions.
- If repairs are required to dry-wall, which is an association responsibility, the Merida Manager must be contacted in order to review required dry-wall repairs, obtain quotes, and upon satisfactory completion of work, pay contractors for work accomplished.

L. INFRACTIONS

- Infractions of these rules may be reported to management for correction.
- Repeated infractions will result in a fine to the owner.

Notes
