

**SUNSET HOUSE NORTH  
APARTMENTS OF MARCO ISLAND, INC.**

**RULES AND REGULATIONS  
EFFECTIVE OCTOBER 8, 2018**

Supersedes all Previous Rules and Regulations

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**Property Manager: Tony Andrade, Spinnaker Cay Management**  
**Office Manager: Robin OShea, Spinnaker Cay Management**  
**Maintenance Manager: Justin Favero**

Office Hours: Monday – Friday 9:00 AM. – 1:00 PM

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**RULES AND REGULATIONS  
SUNSET HOUSE NORTH APARTMENTS OF MARCO ISLAND, INC.**

The Rules and Regulations, hereinafter enumerated as to the Condominium Property, the Additional Property subject to jurisdiction of the Sunset House North Apartments of Marco Island, Inc., the Common Elements, the Limited Common Elements, the Condominium Units, and Condominium(s) in general shall apply to and be binding upon all Unit Owners. The unit owners shall at all times conform with the Rules and Regulations and shall see that they are faithfully observed by their families, guests, invitees, employees, lessees, persons for whom they are responsible and persons over whom they exercise control and supervision. Violations of these Rules and Regulations may subject the violator to any and all remedies available to the Association and the By-Laws of the Association, including but not limited to fines, suspensions, injunction, or other legal means. Any waiver, consent or approval given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent or approval of identical or similar situations, unless notified in writing by the Board of Directors.

These Rules and Regulations cover only the most significant aspects of living together harmoniously at Sunset House North. Please refer also to the Amended and Restated Declaration of Condominium.

RULES AND REGULATIONS

- A. Alleged violations shall be reported to the Manager as they occur. Afterward, the occurrence, complaints and alleged violations shall be reported in writing to the Manager. The name of the complainant must be included with the report so that management will know whom to contact during their investigation of the complaint. The Manager will take appropriate action and will notify the complainant of their action. The name of the complainant will remain confidential.
- B. If a violation is determined to have occurred, a written notice shall be given to the unit owner within 24 hours of receiving the complaint(s). A copy of the notice shall be put in the file of the owner. Unit owners are responsible for all violations including infractions made by tenants/renters. It will be the unit owner's responsibility to manage the renters. If violations occur by tenants/renters, the Board can ask the owner to evict the tenant and has the right to not approve future rental applications.

ENFORCEMENT OF RULES AND REGULATIONS

Continuing or uncorrected violations shall be subject to enforcement. A fine or suspension levied by the Board of Directors may not be imposed unless the Board first provides at least 14 days' written notice and an opportunity for a hearing to the unit owner and, if applicable, its occupant, licensee, or invitee. The hearing must be held before a committee of other unit owners who are neither board members nor persons residing in a board member's household. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the Board. If the committee does not agree, the fine or suspension may not be imposed. Fines may not exceed \$100 per day, or \$1,000 for a continuing violation.

The President shall appoint the Rules Enforcement/Fine Committee members at one of the first meetings of the year.

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1. UNIT OCCUPANCY

CHECKING IN

In order to be in compliance with Collier County Fire Code, all owners, renters, lessees and guests, must register at the management office upon arrival and notify management of anticipated departure. Registration cards are available in the mail room located on the north wing of the first floor. Persons using SHN facilities and who are not registered will be considered trespassers. All guests of renters must sign in as well and be approved by the owner.

UNIT OCCUPANCY RESTRICTIONS

- A. The total number of overnight occupants of a unit is limited to no more than three (3) persons (children included) in a studio, five (5) in a one bedroom, seven (7) in a two bedroom, and nine (9) in a penthouse. No one under the age of 21 may occupy a unit overnight without an adult (age 21 or over) present. Renters/tenants are not permitted over night guests without written consent of the owner. The owner must notify the office of the guest.
- B. No unit shall be leased or rented for periods of less than 30 days. Lending an apartment, other than to the listed children, stepchildren, parents, grandchildren or siblings of the unit owner and their respective spouses, shall constitute a rental and there shall be no subletting by renters.
- C. All owners must complete and submit to the Manager's Office a Rental Application for approval for anyone staying in their unit without the presence of the Owner, other than the children, stepchildren, parents, grandchildren or siblings of the unit owner and their respective spouses. A \$100 application fee must accompany the Rental Application, and such Rental Application and \$100 application fee must be received by management at least fourteen (14) days prior to the guest or renter's arrival. Applications received AFTER the arrival of a guest or renter shall be accompanied by a late fee of \$25.

2. FACILITIES

- A. The facilities of the Condominium are for the exclusive use of Unit Owners, their registered guests occupying the unit, renters and lessees only. All others are trespassers. Any damage to the buildings, recreational facilities, other common areas or equipment caused by any Unit Owner, guest or lessee shall be repaired at the expense of the Unit Owner.
- B. The exterior of any Condominium building and all other areas appurtenant to any Condominium unit shall not be painted or modified in any manner. No radio antenna or satellite dish shall be attached to or hung from the exterior of any limited or common element.

2. FACILITIES cont.

- C. For safety reasons and efficient cleaning, nothing shall be placed in the hallways, sidewalks, entrances, or any Common Elements, as these areas must not be obstructed in any manner. Doormats are permitted in the alcoves by the living room doors only.
- D. Security of the building should be of the utmost concern to all. SHN has a two-key system: a key fob for the building entrance doors and a key for each unit. Building entrance doors remain locked at all times. Do not let anyone into the building unless you can identify them and you will be responsible for them. Your guests may call you on the interphone (call box) located outside of the lobby. *Press "6" on your telephone to let them in.* Renters/tenants and visiting family/guests, may be given a key fob. NO vendor, realtor or repair person is permitted to have a key fob. Owners can pay \$50 per fob if needed for family. DO NOT loan out key fobs for the safety and protection of all the residents and staff.
- E. Curtains, drapes, shades and vinyl blinds must be white or cream color showing toward the outside of the building. Any unit facing the beach must keep lights off after dark and until morning during turtle hatching season according to Collier County Law.
- F. Window tint film must be the same color as on the windows and doors of the lobby.

3. BALCONIES

- A. Do not hang anything from the balconies, windows, or the exterior walls of the building. Do not shake rugs from windows or balconies, nor throw anything at all from the balconies. Christmas garland and lights may be draped on the balcony railing during the Christmas season. Please do not clutter balconies.
- B. Nothing shall be fastened to the outside of the building.
- C. One portable, removable American Flag may be displayed on the balcony. See management for more information.
- D. Carpet may be placed on the balconies, but it must be 2 inches away from all edges and not glued down. You may put double-faced tape on the corners while down. Carpet must be taken in when you leave for the summer.
- E. Tile on the unit balcony must meet the specifications of the condominium, which are on file in the office.
- F. Cooking on the balconies of a condominium unit is not permitted in any form at any time.

#### 4. COMMON AREA STORAGE

Each floor has storage rooms located at the end of each wing for the use of the owners on that wing. Unit owners are responsible to see that nothing is placed in the storage room which would create a fire hazard. For safety reasons, storage areas should be kept closed and locked when not being utilized. All owners are responsible for keeping their storage area clean and organized. Please be respectful to the other owners who are sharing the storage room by discarding items that will not be used. Please use the storage area in the parking spaces whenever possible.

#### 5. LIMITED COMMON ELEMENTS

Limited common elements such as balconies, the Penthouse elevator, lobby, and roof, are for the exclusive use of their respective owners. Anyone entering a limited common element without authorization will be considered trespassing. All vendors must enter through the work shop and sign in at the office. Any realtor must sign into the office.

#### 6. PLUMBING

Garbage disposal units and other plumbing shall not be used for any purpose other than that for which they are designed. No sweepings, rubbish, rags or other foreign substances shall be thrown therein.

#### 7. TRASH DISPOSAL & RECYCLING

- A. Dumpsters are provided for trash only. All refuse, waste, etc., shall be securely wrapped and sealed in plastic bags and disposed of in the dumpster provided. No household furniture, electronics or construction items such as wood, concrete, metal, carpet or paint should be put in the dumpsters.
- B. Rinse and place all glass, aluminum cans, plastic grocery bags, egg cartons and plastics marked #1 through #7 in the plastic and glass container in the laundry rooms. Put all lids from these articles in the regular trash.
- C. Place newspapers, junk mail, magazines, phone books, cereal/food boxes and brown paper bags in the newspaper container in the laundry rooms or take them to the recycle cans in the trash room on the first floor. Please flatten all cardboard boxes.
- D. There are trash chutes located on floors 2 - 7. Please double bag all trash and tie securely before placing the trash in the chute. **DO NOT THROW LOOSE ITEMS DOWN THE TRASH CHUTE.**
- E. Owners and/or tenants are responsible for disposal of items that are too large to fit in the dumpsters. The office will contact Waste Management of Collier County for the pickup of these items. There will be a fee associated with the pickup and the unit owner is responsible for this payment and paid to the office. Or the owner is welcome to contact their own refuse pick up of bulk items at their expense. The office must be notified of those arrangements. No items of any kind are to be left outside the dumpsters or recycle bins.

8. EMERGENCY ENTRY

Owners are required to provide keys to all locks installed on unit entry doors unless they are keyed to the master. In the event of any emergency originating in or threatening any unit, regardless of whether the owner is present or not, the Management and Board of Directors shall have the right to enter such unit for the purpose of remedying or abating the cause of such emergency, and such right of entry shall be immediate. If management does not have a key to the unit, other means may be used to gain entry, and the cost to repair any damage will be the responsibility of the owner.

9. PETS

No pets of any kind allowed on the premises.

10. SOLICITATION AND ADVERTISING

Solicitation: There shall be no solicitation by any person anywhere on condominium property for any cause, charity, business promotion, or for any other purposes whatsoever unless specifically authorized in writing by the Board of Directors.

Advertising: No sign, notice, or advertisement shall be displayed on any window, posted on any bulletin board or placed in any common area without express permission of the Board of Directors.

11. COMMERCIAL PROHIBITION

No unit may be occupied for any commercial or business purpose and the unit address may not be used for advertising purposes.

12. VEHICLES AND PARKING

- A. Parking is prohibited in the circular drive, except for loading and unloading. No unattended vehicles allowed.
- B. There is one garage space assigned for each unit. Front row visitor parking is for short-term visitors only, with a two hour maximum. Visitor spaces near the street are for second vehicles and overnight guests.
- C. Garage and garage storage areas are considered a limited common element and assigned to respective units. For safety reasons, owners and guests are reminded that vehicles must be parked within the confines of their assigned area. Any other items in this area must be moveable and on wheels. Please do not infringe upon your neighbor's area or the area between vehicles considered driveway.



- D. For safety reasons, the driveway and parking areas are for vehicle travel only. Please do not use for recreational purposes.

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- E. Commercial vehicles up to 1 ton are permitted on the property. Vehicles over 1 ton are allowed if working in a unit or hired by the association.
- F. Management must be notified if any vehicle is to be left unattended for more than seven (7) days and a key must be made available in the event of an emergency.
- G. All vehicles must have current license and registration.
- H. No "For Sale" signs are permitted on parked vehicles.
- I. No personal recreational vehicles (Wave runners, Seadoos, etc.), boats, boat trailers, motor homes, campers or similar vehicles may be parked, trailered or stored on the Condominium property.
- J. No vehicle with an oil leak will be permitted in the parking areas unless a temporary drip-pan is provided. Unit Owners will be responsible for the expense involved in the clean-up or repair to the pavement, which has been caused by the dripping oil.
- K. Any vehicle illegally parked may be towed away at the Owner's expense.

### 13. NOISE

When using TV, radio, stereo or musical instruments after 10:00 p.m. please keep volumes low. If sitting on the balcony after 10:00 p.m. or before 8:00 a.m., please be considerate and keep voices low. **Please do not allow doors to slam shut.**

### 14. REAL ESTATE SIGNS & SHOWINGS

No real estate signs are permitted to be displayed on the property, with private showings only, unless otherwise approved by the Board. You may also post your listing on the web site at [www.sunsethousenorth.net](http://www.sunsethousenorth.net).

### 15. HURRICANE PREPARATIONS

Each Unit Owner planning to be absent from his/her unit during the hurricane season must make the following preparations.

- A. Remove all furniture and other loose objects from the balcony.
- B. Contact a responsible firm or individual to care for the unit during the absence of the owner in the event that the unit suffers hurricane damage.

16. WATER SHUT-OFF

Each unit owner is responsible for turning off the main water shut off valve to the unit located under the bathroom and kitchen sinks prior to any period of unit vacancy longer than fourteen (14) days. Any damage resulting from water leaks to other units, or to the common elements, as a result of an owner's or guest's failure to comply with the foregoing requirement shall be paid by the owner of the unit from which the leak originated.

17. COMMON FACILITIES

- A. The Social Room is located on the south wing of the first floor. This room is available to all residents of SHN. The social room is equipped with a television with basic cable service, a computer, sitting areas, tables and chairs and Wi-Fi internet is available.
  - a) The Social Room may be reserved by owners, please see the manager for further information.
  - b) When reserving the Social Room, the room should be left clean and orderly. Please report any problems and/or damages immediately to the Manager.
- B. No grills or open fires are permitted on the premises. A picnic area is available on the south side of the building, through the social room, with a gas grill(s) for your use. Please sign on the calendar in the social room if you desire to use the grill. Shut off and clean the grill when finished.
- C. Do not carry open containers of food or liquids anywhere in the common areas of the building. Also, smoking is not permitted in common areas of SHN.
- D. Luggage carts and grocery carts are located in the Cart Room near the maintenance room (to the left as you enter the lobby) for the use of SHN residents. Please leave the entrance doors closed while loading and unloading your vehicle. Carts are not allowed beyond the front entrance circle, please keep carts off of the black top pavement.
- E. In the spirit of condominium living, all owners, their guests, and lessees, including children, shall conduct themselves in a manner that is not offensive to others, including but not limited to the use of profane or offensive language, threats, and/or name-calling, and each shall exhibit common sense and common courtesy at all times.
- F. The pool area is located on the beach side of the building. You may use the exit door near the social room. Please refer to the Pool Rules section for more information.
- G. Bathing suit "cover-ups" and shoes must be worn in all of the indoor common areas.
- H. Please remove all water and sand from feet and shoes before entering the building. Use the brusher provided at the entrances.

COMMON FACILITIES cont.

- I. There are laundry rooms and trash rooms located off the lobbies of each floor.
  - a) Please do not leave clothes in washers or dryers for an extended time.
  - b) Please keep these areas clean as they are used by other owners.
- J. There are stairwells located at the end of each wing where the common area storage room is located.
- K. Always use your exhaust fan while cooking in your unit. Please keep unit hall doors closed at all times.
- L. There is no smoking allowed in the common areas of the building, in the pool, in the pool area or in the picnic/grill area of the property.

18. RULES FOR DELIVERIES, VENDORS/REALTORS & CONTRACTORS

- A. DELIVERIES may be made Monday – Friday from 8 AM until 4 PM only. No deliveries after 4 PM, Saturday or Sunday are not permitted.
  - a) Owners or a representative must be present to receive, sign for and allow access to the unit.
  - b) Deliveries must be made through the maintenance shop only. Absolutely no deliveries permitted through the lobby doors.
  - c) Elevator #2 must be used and elevator pads must be hung prior to the delivery and removed immediately afterwards. This is the responsibility of the owner or representative.
  - d) The office is **NOT** required or responsible for receiving or storing any personal deliveries for owners.
- B. All VENDORS (one (1) day service) must perform work Monday – Friday from 8 AM until 4 PM only. No work is permitted after 4 PM, or on Saturday or Sunday.
  - a) All vendors must sign in at the management office upon arrival and sign out when leaving.
  - b) Vendors may park in guest spaces to load and unload only. Vehicles should be moved to front parking while performing service.
  - c) Vendors must use maintenance shop to enter and exit the building at all times.
  - d) Elevator #2 must be used by vendors, and elevator pads must be hung when moving materials, equipment, etc. and the elevator pads must be removed at the end of the day. This is the responsibility of the vendor.
  - e) Absolutely no common area utilities, such as electricity, shall be used by vendors. Utilities within the unit shall be used at all times.
  - f) Please use safety equipment, such as red cones, caution tape, wet floor signs, etc. while working.
- C. All CONTRACTORS must complete a Renovation Work Order, provide a copy of a current license and current Certificate of Insurance, with Sunset House North listed as an additional insured, and submit all information to the Manager for approval prior to any demolition or work to begin.

18. RULES FOR DELIVERIES, VENDORS & CONTRACTORS cont.

**Hours of Operation:**

**NO CONSTRUCTION OR NOISE DURING SEASON**  
**JANUARY 1<sup>ST</sup> - April 15<sup>TH</sup> AT ANY TIME OF DAY**

**Days Allowed to Work: Monday - Friday**  
**Times Allowed to Work: 8 AM – 9 AM: Set up, no loud noise.**  
**9 AM – 4 PM: Work, noise permitted.**

- a) Owners must install a lock box with the unit key on the door of the unit for all contractors to have access. SHN staff will not provide access.
- b) Contractor rules must be posted in the unit during construction.
- c) Owners are responsible for the behavior of all of their contractors and sub-contractors at all times.
- d) All contractors must sign in at the management office upon arrival, and sign out when leaving. ALL CONTRACTORS MUST BE OUT OF THE BUILDING BY 4 PM.
- e) All contractors must wear clothing or uniforms that identify the company for whom they represent at all times.
- f) Contractors may park in guest spaces to load and unload equipment and materials only. Vehicles should be moved to front parking area while performing work.
- g) Contractors must use maintenance shop to enter the building and to exit at all times.
- h) Only Elevator #2 can be used by contractors and elevator pads must be hung when moving materials, equipment, etc. and the elevator pads must be removed at the end of the day. This is the responsibility of the contractor.
- i) Protective covering shall be placed on the floors and walls of the lobby and halls while hauling equipment and materials; and the contractor is responsible for any cleaning or damages done to the common areas. Any contractor damage will be charged to the owner.
- j) Safety is #1! Please use safety equipment; such as red cones, caution tape, wet floor signs, etc. while working. No exceptions!
- k) Absolutely no common area utilities such as electric should be used by contractors. Utilities confined to the unit shall be used at all times.
- l) Please be considerate of our residents at all times. No noise before 9 am and please no cellphone usage or loud talking in parking lot before 8am.
- m) Clean up units each day and bring in all items from the balcony. Absolutely nothing should be left or stored on the balcony when contractor is not on the property.

18. RULES FOR DELIVERIES, VENDORS & CONTRACTORS cont.

- n) Contractor is responsible for disposal of demolition materials, rubbish, etc. from the unit. DO NOT USE SHN DUMPSTERS AT ANY TIME.
- o) Please use Maintenance Shop or outside BBQ area for breaks. PLEASE, NO SMOKING.
- p) Contractors may use the common area restrooms, however keep them clean!
- q) Use Maintenance Shop sink to wash up.

## **POOL RULES**

### **Pool Hours: 9 AM to Dusk**

1. The pool is for the use of owners, their registered guests occupying the unit, renters and lessees only. All other persons will be considered trespassers.
2. All guests must be authorized by either a unit owner or the approved lessee of the unit. All owners are responsible for their tenants/renters.
3. Owners are responsible for their guests.
4. Please shower before entering the pool. Suntan oils and lotions must be removed from the body before entering the pool. Lounges and chairs must be covered with a towel.
5. No one with open cuts, sores or communicable diseases is permitted in the pool.
6. The pool is designed for recreational use. Swim at your own risk. Please be considerate by not throwing toys, balls etc or engaging in horseplay. No running on the pool deck or diving into the pool is prohibited for safety reasons. No loud music or noise, or offensive, profane or vulgar language are permitted in the pool or pool area at any time. For everyone's safety, keep all objects on the pool deck at least 4 ft. from the pool.
7. For the safety and enjoyment of everyone, no floating devices permitted in the pool except noodles, infant floats and safety floatation devices for non-swimmers.
8. Nothing shall be hung on the pool fence other than safety equipment. Please do not use safety equipment except in the event of an emergency.
9. **Food is not permitted** in or around the pool or pool area. **No eating or drinking is permitted while in the pool.** No drinks within 4 feet of the pool. Drinks in plastic containers or cans only -- **NO glass** is permitted in the pool area.
10. For safety purposes, the pool steps and ladders are to be used for pool entrance and exit only.
11. Children under 12 years of age must be accompanied by an adult (18 years or older).
12. No incontinent person or persons requiring the need of undergarment protection are permitted in the pool. No diaper changing is permitted in the pool area. While in the pool, diapered children must wear disposable swim diapers.

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13. No person shall remain in the pool for more than two (2) consecutive hours without a 15-minute rest/bathroom break outside the pool.
14. No reserving pool furniture. If chairs or lounges are unattended for more than 30 minutes, you may remove towels and use the furniture. Please do not remove the furniture from the pool area.
15. Please return lounges and chairs back to the position in which you found them. Close umbrellas when not in use or during strong winds. Leave your area clean and neat.
16. Smoking is NOT permitted in the pool or pool area. (per Florida Statute 386 -- Florida Clean Air Act)
17. Bathing load: 38 Persons.

**CONDOMINIUM AND POOL RULES WILL BE STRICTLY ENFORCED BY MANAGEMENT!**