

Monterrey Condominium Association, Inc.

980 Cape Marco Drive, Marco Island, FL 34145

Office (239) 642-6809 Fax (239) 642-1359

Email: monterreycondo@comcast.net



Leasing of Units

RENTAL POLICY:

In order to foster a stable residential community and prevent a motel-like atmosphere, the leasing of units by their owners shall be restricted.

With each rental there are certain procedures that must be followed prior to the renter's arrival. Below is a summation of those procedures.

Notice by the Unit Owner

Any owner intending to lease his/her unit shall provide to the perspective renter an "Application of Rental". Applications are available at the Monterrey office.

Upon the renter completing the application, the owner is to return the application together with a fully executed copy of the proposed lease and a \$100.00 non-refundable application fee to the association at least twenty (20) days prior to the first day of the renter occupying the unit.

Term & Frequency of Leasing

No unit may be leased more often than two (2) times in any calendar year, with the minimum lease term being sixty (60) day. The total number of occupants of a leased unit is limited to two (2) persons per bedroom.

Occupancy in Absence of Lessee

If the lessee and all of his family members within the first degree of relationship who were listed on the lease application depart the unit before the sixty (60) days lease period, no other person may occupy the unit. The purpose of this restriction of no occupancy by anyone during the lease term when lessees have left is to prevent short term leasing cheating (i.e. writing up a weekly or monthly lease as a sixty (60) day lease knowing that the tenants will only be staying short term).

Please refer to Article 13 of the Monterrey Declaration of Condominium for a complete copy of the leasing procedures.

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“A QUALITY RESIDENTIAL COMMUNITY”

APPLICATION FOR RENTAL

I, _____, hereby apply for approval to lease unit _____ in
Name of Applicant
Monterrey, a Condominium, for the period beginning _____, 20____, and ending
_____, 20____. Number of people to occupy this unit is _____.

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

PLEASE PRINT OR TYPE LEGIBLY THE FOLLOWING INFORMATION:

1. Name : _____
2. Name of Spouse (if any): _____
3. Home Address: _____

Telephone: Home: () _____ Business: () _____

4. Vehicle to be kept at Condominium while in residence. If rental, please check box

Model/Make: _____ Lic. Plate # _____

Model/Make: _____ Lic. Plate # _____

Upon arrival, please register at the Manager's office to obtain a vehicle parking permit.

5. In order to maintain a stable residential community, the leasing of units is restricted. Please complete the below information of all other persons other than yourself who will be visiting you during the term of lease. **The total number of people permitted to occupy a rented unit is two people per bedroom.**

Name: _____

Address: _____

City/State: _____ Zip: _____

Their relationship to you: _____

Arrival: _____ Departure: _____ Total in Party: _____ No. of children under 18 _____

Name: _____
Address: _____
City/State: _____ Zip: _____
Their relationship to you: _____
Arrival: _____ Departure: _____ Total in Party: _____ No. of children under 18 _____

Name: _____
Address: _____
City/State: _____ Zip: _____
Their relationship to you: _____
Arrival: _____ Departure: _____ Total in Party: _____ No. of children under 18 _____

Pursuant to the Monterrey documents, family members and/or guests of the renter are prohibited from occupying a unit in the renter's absence.

6. Person to be notified in case of an emergency:

Name: _____
Address: _____
City/State: _____ Zip: _____ Phone: () _____

- 7. I have received, read and agree to abide by the Monterrey Condominium Association Rules & Regulations.
- 8. I understand and agree that the Association, if it approves this application, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, resulting from violations by lessees and/or their guests, of the Monterrey Condominium Declaration of Condominium, Bylaws and the Rules and Regulations of the Association will also be enforced.
- 9. The Association office will advise the applicant within twenty (20) days prior to the expected lease date, of whether this application has been approved. **When submitting this application, please enclose a fully executed copy of the proposed lease along with a non-refundable rental application fee of \$100.00. Checks are to be made payable to "Monterrey Condominium Association, Inc."**

Dated: _____ Applicant's Signature: _____

Dated: _____ Co-Applicant's Signature: _____

We welcome you as guests to Monterrey, please contact the office if you have any questions.

APPLICATION APPROVED _____ DISAPPROVED _____ DATE: _____

**BY: _____
Officer, Director or Authorized Designee**

Monterrey Condominium

POOL RULES

1. Pool Hours - 8 A.M. to Dusk
2. Bathing load - 30 Persons
3. The pool is for Monterrey residents & their guests.
4. An adult must accompany children under 12 years of age.
5. Children and/or adults who cannot control their bodily functions are not permitted in the pool. Special swim diapers permitted. Regular diapers not permitted.
6. Persons with open sores, cuts or communicable diseases may not use the pool per County/City regulations.
7. For Insurance reasons – **DIVING OR JUMPING IN THE POOL IS PROHIBITED.**
8. Shouting, running and game playing are not allowed on the pool deck or in the pool fence area. The pool is for swimming and relaxing.
9. State Law prohibits glassware anywhere on the pool deck. To control pests, **FOOD IS NOT PERMITTED** anywhere in the pool area. All drinks must be in unbreakable containers.
10. Radios or music listening devices must be used with headsets.
11. No animals in the pool or on the pool deck.
12. Shower before entering the pool
13. Objects, including floats, rafts, balls and toys (excluding noodles) are not permitted in the pool. Small swimming safety devices may be used for children and/or infants and adults. Conduct in the pool must be such as to furnish greatest pleasure for the people using the pool.
14. Lounge chairs may not be reserved by placing towels and belongings on them. Belongings left on chairs, if you are not there, will be removed after 20 minutes.
15. Chairs are not allowed in the pool; all furniture must remain on the pool deck.
16. Proper bathing attire is required. Cut-offs may not be worn in the pool. Bathing suits only.
17. Baby strollers are only allowed on the pool deck if infants are in them. If not in use, strollers must be parked outside of the pool.
18. **NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.**
19. Cover-ups and footwear are required in the building and elevators at all times. (A towel does not constitute a cover-up.) Sand should be removed from shoes and beach apparel before entering the building.
20. For Safety and Insurance Reasons – Dry off thoroughly before entering the building and elevators. Wet floors can cause accidents.

Monterrey Condominium

Amenity Facility Rules & Regulations

The Monterrey Amenity Facility is for the enjoyment of all registered owners, guests and renters.

SOCIAL ROOM – GENERAL USE

1. **Hours** – 9AM. to 12AM. (No music after 10PM.). Monterrey social events exempt.
2. **Access** – Access is granted through the use of proximity fobs. Each fob is identified by a number which is electronically recorded, by unit, after each use.
3. **Cameras** – The Social Room is monitored by surveillance cameras. Inappropriate activity is recorded. The owner will be held accountable for actions of their family, guests or renters.
4. **Age Limit** -- Children under the age of 16 must be closely supervised by a responsible adult / guardian while in Social Room.
5. **Smoke Free Facility** – Absolutely no smoking permitted in Social Room.
6. **Pets** – Absolutely no pets permitted in Social Room.
7. **Dress Code** – Remove sand from shoes before entering. Proper attire is required. Swimming and/or beach attire are not permitted.
8. **Drinks / Food** – Residents may bring refreshments, snacks and/or Hors D’oeuvres into the Social Room while entertaining or watching a televised event. Residents are responsible to clean up after themselves after each use.
9. **Refreshments** – Due to liability, absolutely no alcoholic beverages can be stored or left in the refrigerator, kitchen, bar or social area. Serving of minors is prohibited.
10. **Kitchen** – The kitchen is used for warming and serving food. No cooking permitted. At no time shall there be any leftover refreshments, snacks or food placed, or stored in the kitchen cabinets or refrigerator.
11. **Tableware** – After use, glasses, dishes and utensils shall be rinsed and placed in the kitchen sink (not left on counters or in social area). This includes social events.
12. **Furnishings** – Furnishings are not to be moved around the room. Do not place any self designated accent pieces or other items in the Social Room or Fitness Center.
13. **Lighting** – Residents are to turn off ceiling lights after use. The social area lighting control is located on the wood column right of the kitchen entrance.
14. **Television** -- Residents are to turn off the televisions after use. The TV remote is not to be removed from the social room.
15. **Wireless Internet** -- Residents are able to access the internet anywhere in the room via their personal computer.
16. **Blinds** – Close window blinds after use.

Monterrey Condominium

Fitness Facility Rules & Regulations

The Monterrey Fitness Facility is for the enjoyment of all registered owners, guests and renters.

FITNESS CENTER – GENERAL USE

1. **Hours** – 5AM. to 12AM. Please read and follow all equipment operating instructions thoroughly before using any equipment.
2. **Liability** – It is the responsibility of every user to have, on record at the Monterrey Office, a fully executed Release of Liability for use of the exercise equipment. (Release attached)
3. **Access** – The fitness center can be accessed through the social room or through a side door behind Tower-3. Access is granted through the use of proximity fobs. Each fob is identified by a number which is electronically recorded, by unit, after each use.
4. **Cameras** – The Fitness Center is monitored by surveillance cameras. Inappropriate activity is recorded. The owner will be held accountable for actions of their family, guests or renters.
5. **Age Limit** – Children under the age of 16 must be accompanied by an Adult/Guardian and monitored while using the fitness equipment. Children 16 years of age and older must act responsibly or this privilege will be taken away.
6. **Smoke Free Facility** – Absolutely no smoking permitted in Fitness Room.
7. **Pets** – Absolutely no pets permitted in Fitness Room.
8. **Dress Code** – Remove sand from shoes before entering. Athletic shoes only. Shoes must be worn at all times. Proper attire required. Men must wear a shirt. Swimming and/or beach attire are not permitted.
9. **Drinks / Food** – Only beverages in closed non-breakable containers are permitted. No alcohol. No food.
10. **Equipment Use** – Wipe off equipment after use. Sanitary wipes are provided. If someone is waiting to use a specific cardio machine (treadmill, elliptical or bike), the current user should not exceed 30 minutes on a specific piece of equipment.
11. **Equipment Storage** – Return all equipment back to proper storage area.
12. **Equipment Maintenance** – Users should report any equipment malfunctions immediately to the office.
13. **Video Equipment** – Users are responsible for furnishing personal TV hearing headsets.

SPECIAL NOTE: When using the strength equipment or free weights, please keep from letting the weight stack slam on the equipment. In addition, do not drop the free weights on the floor as the vibration disturbs the residents above.

Monterrey Condominium Rules and Regulations

Registration -- All owners, family members, guests and renters must register at the Manager's office (located on the second level motor court near tower-4) immediately upon arrival, or soon thereafter as the office is open for registration. A vehicle-parking placard will be issued upon registration. The placard must be displayed while the vehicle is parked on the condominium property.

Departure -- To minimize the possibility of flooding, the main water valve to the unit and the electric power to the hot water heater must be turned off when leaving your unit unoccupied for a period of more than 72 hours. All balcony furniture, plants, etc. must be removed, as these items become very dangerous during high winds. Failure to do so will be considered negligence and may result in litigation against the unit owner if damage occurs to the common elements or another unit.

Security -- All building and garage entrance doors must be kept locked at all times. Do not allow people you personally do not know into the building.

Door entry system -- Upon receiving a call from a guest or visitor from the outside entry phone, press and release 6 on your touch-tone phone to open the 2nd level lobby door and/or front security gate.

Lockouts -- The Monterrey staff will gladly assist those that may have locked themselves out during regular office hours Monday thru Friday. The staff is not responsible to perform lockout duties after office hours and on weekends. Call Gulf Island Lock 642-3222.

Garbage disposal -- Garbage must be securely bagged in plastic bags before it is deposited in the garbage chute. Boxes cannot be placed in the garbage chutes. Boxes block the chutes and cause injury to those that must remove them. All boxes must be disassembled and brought to the lower level for disposal.

Recycling -- The Monterrey encourages recycling. A recycling room is located in the covered parking garage near the carwash area.

Damage to common areas -- Common elements shall not be obstructed, littered, defaced, misused or damaged in any manner. Owners will be held responsible for damage caused to the common elements by their family members, guests, renters or contractors.

Noise levels -- Unit owners shall not use or permit the use of their premises in any manner, which would be disturbing, or a nuisance of other units. Owners and other occupants shall exercise extreme care to minimize noise from any source, so as not to disturb other residents.

Posting of signs -- No unit owner or occupant of a unit may post any advertisements, sign, notice or any other form of posting in or on the common elements without the prior approval of the Association manager, such approval will be granted for posting only in designated areas.

Unsupervised children -- A 10:00 p.m. curfew will be enforced for all children under 18 unless accompanied by a supervising adult.

Monterrey Condominium Rules and Regulations

- Personal items may not be stored or chained to any portion of the common elements; i.e. bicycles and kayaks unless otherwise approved by the Manager.
- No shoes, beach chairs or other items are to be stored outside a unit entry foyer which may be visible from any other elevator landing.
- Emergency stairwell exits and doorways are to be kept unobstructed at all times.
- No smoking in common areas.
- All deliveries, mail, packages, etc. will be the responsibility of the recipient.
- Shirts or cover-ups and footwear must be worn at all times in the building, including elevators.
- Before entering the building from the pool or beach, residents must remove all sand and dry off to avoid tracking in water.
- Grocery and luggage carts are to be returned to the lobby areas immediately after each use.
- Please no feeding of birds from the balconies.
- Each unit has an assigned parking space. Guest parking is on the 2nd level outside motor-court. Please do not park in someone else's parking space. (Vehicles may be subject to towing if found in violation.)
- No commercial vehicles, motor homes, campers, boats, trailers, motorcycles, scooters/mopeds or vehicles with commercial advertisement are allowed or permitted to park on the property.
- No more than two (2) persons per bedroom may occupy a unit overnight.
- Noise must be minimized so as not to disturb other residents in the building.
- Renters, guests and visitors are prohibited from bringing a pet onto the Association property.
- Items may not be hung from balcony walls where visible from the exterior. No towels, garments, rugs, etc. may be hung from balcony railings. No cleaning or shaking of rugs over the balconies. Hosing off decks is prohibited.
- Gas, propane or charcoal grills are not permitted on balconies per the Fire Marshall.
- No rollerblading or skateboarding is permitted anywhere on the property.