

# MONTERREY CONDOMINIUM ASSOCIATION, INC. CAPE MARCO



---

## RULES & REGULATIONS

---

Welcome to Monterrey,

In order to assure that you will have an enjoyable stay at Monterrey, we kindly ask that you take a moment to review the following rules and regulations. These rules protect the rights and privileges of all owners, their family, guests and renters. They also assure the enjoyment of Cape Marco's beauty and charm by all and safeguard the Association's property.

Please be advised that owners will be responsible for providing their guests and renters with a copy of these rules and regulations. It will be the responsibility of the owner to ensure that their family members, guests and renters are in compliance.

It is necessary that all occupants adhere to these rules and regulations.

Manager's Office Hours  
8:00 A.M. - 4:00 P.M.  
Monday thru Friday  
Phone (239) 642-6809  
Fax (239) 642-1359

# MONTERREY CONDOMINIUM ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

---

## HOUSE Rules and Regulations

- Each unit has an assigned parking space. Please do not park in someone else's parking space. "Guest" parking is on the 2<sup>nd</sup> level outside motor-court or the 1<sup>st</sup> level garage north wall marked "Guest". **(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. **(Vehicles may be subject to towing.)**
- 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.
- Pets must be kept on a leash at all times. Owners are required to pick-up after their pets immediately and dispose of the matter in the proper containers. Owners' family members, 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 bike riding, rollerblading, skateboarding or other similar recreation activity permitted in the parking garage or anywhere on the property.
- Personal items may not be stored or chained to any portion of the common elements; i.e. bicycles, rafts 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 (parking garage, elevators and pool deck).
- All deliveries, mail, packages, etc. will be the responsibility of the recipient. The association staff does not sign for packages.
- 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.
- Where tile, wood, marble or like material are installed as floor covering, soundproofing under the flooring is required (excluding balconies). No carpet or river rock may be installed on balconies.
- Grocery and luggage carts are to be returned to the lobby areas immediately after each use.
- Please no feeding of birds from the balconies.

# MONTERREY CONDOMINIUM ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

## HOUSE 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.

**Notice of occupancy** -- For security reasons, whenever a unit is to be occupied by a family member, guest or renter, the owner must first notify the Association's Manager's Office (via mail or fax) of such occupancy.

**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 2<sup>nd</sup> level lobby door and/or front security gate.

**Master lock system** -- All unit entry doors are required to be keyed to the Monterrey master system. This is essential for emergency reasons. Chain, bar or dead-bolt locks is permitted on entry doors only if they are the kind that can be locked from inside the unit.

**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.

**Vehicle long term parking** -- Automobiles left in the garage for more than three (3) consecutive days must be registered with the manager and duplicate keys must be made available in case of emergencies.

**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.

**Vendors** -- Sub-contractors, delivery and service personnel must register at the Manager's Office. Owners shall be held responsible for any damage/mess caused by their sub-contractor.

# MONTERREY CONDOMINIUM ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

---

## HOUSE Rules and Regulations

**Deliveries** -- Delivery and service personal must register at the office. The hours for deliveries and service personal to have access to the building are Monday thru Friday 8am to 4pm. Work or deliveries on weekends or legal holidays is strictly forbidden.

**Alterations** -- Nothing shall be done to any unit or to the common elements, which will impair or change the structural integrity of the building without prior approval of the Board of Directors.

**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.

**Window treatments** -- The condominium shall determine the exterior color scheme of the building. The exterior side of all windows must be of such color as the Association may determine. It is recommended that white – cream liners or backing to all drapes, blinds be used so as to appear neutral from the outside. It is recommended that gray window tinting be used.

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

**Improvements** -- No owner or occupant of a unit shall install wiring for electrical or plumbing changes without the use of a licensed vendor and approved by the manager.

**Storm Shutters** -- The Board of Directors has adopted storm shutter specifications concerning the style, color and location of storm shutters. Each unit owner wishing to install storm shutters is responsible for providing his/her shutter company a copy of said guidelines. You may obtain a copy of the guidelines at the manager's office.

**Satellite Dish** – The Board of Directors has adopted a policy concerning the installation of satellite dishes. To obtain a copy of such policy, please contact the manager's office.

**Storage Rooms** – The Board of Directors has adopted a policy concerning the use of common area storage rooms. To obtain a copy of such policy, please contact the manager's office.

**Board Meetings** – Notice of board meetings will be posted in the official bulletin board located in the 2<sup>nd</sup> floor lobby of each tower.

# MONTERREY CONDOMINIUM ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

---

## Amenity Facility Rules

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 ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

---

## Fitness Facility Rules

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 ASSOCIATION

980 Cape Marco Drive, Marco Island, FL 34145 – (239) 642-6809

---

## Pool Rules

The Monterrey swimming pool is for the enjoyment of all registered owners, guests and renters.

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. **NO DIAPERS ALLOWED.**
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.