

ANDOVER SQUARE I CONDOMINIUM ASSOCIATION, INC.

c/o PMP of SW FL, Inc.

75 Vineyards Blvd. Third Floor

Naples, FL 34119

Phone: (239) 353-1992 Fax: (239) 353-1909 email: dena@pmpofswfl.com

APPLICATION FOR LEASE

Date: _____ Date Received: _____

Property we wish to lease in ANDOVER SQUARE I CONDOMINIUM ASSOCIATION:

Name of Owner: _____

Unit Address: _____

Date of Lease: FROM: _____ TO: _____
(Minimum rental of thirty days – Maximum rental of one year)

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Full Name of Applicant: _____

Full Name of Spouse: _____

Present Address: _____

Phone: (home) _____ (work) _____

Auto: Make: _____ Model: _____ Plate # _____

Please state the name, relationship and age of all other persons who will be occupying the unit regularly.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____

REFERENCES: *We must have complete addresses.*

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

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

Person to be notified in case of an emergency: _____
Address: _____ Phone: _____

Rental Agent/Company: _____ Phone: _____

Andover Square I Condominium Association reserves the right to refuse any applicant for just cause. Occupancy shall NOT take place before the Board of Directors has approved a completed application.

I/We, the undersigned, tenants of property indicated above in Andover Square, do hereby agree to be bound by the Declaration of Protective Covenants, Conditions and Restrictions, By-Laws, Articles of Incorporation and Rules of Andover Square I Condominium Association. Please sign and return the attached Rules & Regulations with this application as acknowledgement that you have read and agree to abide by the Rules & Regulations as set forth by the Association.

I/We understand and agree that the Association, in the event it approves an application, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Documents and the Rules and Regulations of the Association.

Enclosed is a NONREFUNDABLE \$100.00 check with this application and an executed copy of the lease. (Make the check payable to Andover Square I Condominium Association.)

Below are some of the Andover Square Rules and Regulations. This contains very important information, so be sure to read and understand it. I/We have received a copy of Andover's Rules and Regulations and agree to abide by them.

APPLICANT: _____

APPLICANT: _____

DATE: _____

DATE: _____

APPROVED DISAPPROVED

DIRECTOR'S SIGNATURE

DATE

NO APPLICATION WILL BE APPROVED UNLESS COMPLETELY FILLED OUT

SOME IMPORTANT RULES & REGULATIONS:

1. **NO PETS OF ANY KIND ARE ALLOWED BY TENANTS OR GUESTS.**
2. **Parking allowed in designated areas only.**
3. **No boats, trailers of any kind, camper, mobile homes, motor homes or disabled vehicles, shall be parked or stored in Andover Square.**
4. **No pickup trucks owned or operated by owners, tenants or guests on property at any time.**
5. **Familiarize yourself with posted pool rules.**

Note: Tenants should contact Royal Wood Master Association (239) 774-2213 Ext. 23 to arrange for the transfer of golf privileges.

(Revised July 2010)

ANDOVER SQUARE I CONDOMINIUM ASSOCIATION, INC.

Rules and Regulations

I. BICYCLES:

- A. All bicycles stored in the Andover Square bike racks must be registered and operational.
- B. Registered bicycles may be stored in the racks only when owners, guests or renters are in residence.
- C. Unregistered bicycles that are in poor condition are subject to disposal at the discretion of the Board of Directors.
- D. Each unit, including renters, is allowed to store no more than two bicycles in the racks.
- E. Contact PMP of SW FL, Inc. (Stephen Cusson) for registration information.

II. BUILDINGS: (including units, common elements and limited common elements)

- A. Streets, walkways, sidewalks and stairs must not be obstructed or encumbered.
- B. Signs, flags, antennas, etc. cannot be displayed or affixed without written approval of the Board of Directors.
- C. "Open House" signs are permitted only on Saturdays, Sundays and holidays during periods when the condo has someone in residence.
- D. Personal property of unit owners shall not be stored outside of their unit nor in the electrical room.
- E. Unit owners, residents, their families, guests, servants, employees, agents or visitors shall not enter upon the roofs of the buildings.
- F. No linens, cloths, rugs, clothing, curtains, mops or laundry or other articles may be shaken or hung from any of the window, door, walkway, balcony or entryway or exposed on any part of the limited common elements.
- G. Garbage cans, supplies, containers or other articles are not permitted in or on the walkways, hallways, entryways or balconies.
- H. The common elements shall be kept free and clear of refuse, debris and other unsightly material.
- I. Unit owner(s) shall not allow anything to fall from the windows, walkways, balconies, entry ways or doors of the premises, nor shall anyone sweep or throw any dirt or other substance from the unit, onto the limited common elements or common elements of the condominium.

III. COMMONS:

A. Bocce Facilities:

1. Only residents and their guests may use the court.
2. Court hours are from 7:00 AM to sunset.
3. Proper attire is required at all times. Shirts must be worn at all times.
4. Court should be swept after each use.
5. Children less than (12) twelve years of age must be supervised by a responsible adult.
6. No loud, profane or abusive language is permitted.
7. No glass is allowed on or around the court.
8. Rules for the game of Bocce may be obtained from the Bocce Committee.
9. Smokers must be considerate of other players and spectators.

B. Functions

1. Andover Functions are open to all owners, lessees and their guests.
2. All prospective attendees must be signed up and paid for by the date and time specified in the flier for the individual function. If people request to attend after this time, they will be added to the list, if space is available, on a first come first serve basis.
3. The pool area will be closed from 2:30 to 4:30 on the day of the function.
4. Reserving of a table or tables prior to 4:30 is not permitted.
5. All tables will be available, on a first come first served basis, starting at 4:30pm.
6. Moving of tables and chairs is not permitted.
7. A person may sit at and, therefore, occupy one individual table.

C. Grill Facilities

1. Open flame cooking or barbecuing is permitted only on the grills located outside the south end of the swimming pool.
2. The grills are for the exclusive use of the owners, guests and lessees.
3. A person, 18 (eighteen) years of age or older, is to be present at all times while the grill is being used.
4. Grills are to be wire brushed after each use.
5. External faces of the grills are to be wiped after each use.
6. Covers are to be placed on the grill after it has cooled down.
7. Utensils used in the process of grilling are to be cleaned after each use.
8. If the propane tank for any grill appears to be low, the chairperson of the Social Committee must be notified of this condition.
9. Trash must be placed in the waste barrels. If the waste barrel is more than half full, the trash should be disposed of in one of the trash dumpsters.

D. Pool & Spa Facilities: (Royal Wood has similar rules)

1. Pool Area

- a. The pool and spa are for the exclusive use of the owners, guests and lessees.
- b. Pool area hours of use are sunrise to sunset.
- c. Children under twelve (12) must be accompanied by an adult in the pool area.
- d. All users must shower before entering the pool or spa. Soap is not allowed in the shower.
- e. Appropriate dress must be worn in the pool and spa. Shorts, cut-offs and similar non-bathing attire are not permitted.
- f. No glass is allowed in the pool area.
- g. Smoking is not permitted in the pool area.
- h. Personal radios, tape players, etc. are limited to ear phone reception.
- i. Pool furniture is not to be removed from the pool area.
- j. No running, jumping, horseplay, ball playing, throwing Frisbees or other unsafe activity is permitted in the pool area.
- k. No rocks, money, toys or other hard objects are to be thrown in the pool.
- l. Persons with open cuts, sores, or contagious illnesses, etc. are not permitted in the pool or spa.
- m. No loud, abusive or profane language is permitted.
- n. Umbrellas must be returned to the closed position upon completion of use.
- o. The Board of Directors has complete control over the use of the pool area and may order anyone from the pool area, who is a danger or a nuisance to others.

2. Pool

- a. Swim at your own risk, no lifeguard is provided.
- b. No food or beverages are allowed in the pool.
- c. Children not toilet trained are not permitted in the pool.

3. Spa

- a. Swimming, jumping, toys, oils and lotions are prohibited in the spa.
- b. Children under (12) twelve are not permitted in the spa.

E. Tennis Facilities:

1. Only residents and their guests may use the courts.
2. Court hours are from sunrise to sunset.
3. Proper tennis attire is required; shirts and tennis shoes must be worn at all times.
4. Non-playing children and pets are not permitted within the court enclosure.
5. The court is to be used for playing tennis only.
6. Playing time is limited to one hour if others are waiting to play.
7. No loud, abusive or profane language is permitted.
8. No glass is allowed within the court enclosure.
9. Children under (12) twelve years of age must be supervised by an adult.
10. Court is reserved daily, 8:00 AM to 10:00 AM. Except Sunday, for scheduled Tennis Association play. Court is occasionally reserved for Royal Wood Tennis Team play or for annual tennis tournament.

IV. CONDO UNITS:

- A. No flammable, combustible or explosive fluid, chemical or substance shall be kept in any unit or common element, except those necessary or suited for normal household use.
- B. Owners may keep porch furniture on their lanais.
- C. No unit owner shall make or permit any disturbing noises by himself, his family, employees, agents, visitors or lessees, nor do or permit anything by such persons that will interfere with the rights, comfort or convenience of other unit owners.
- D. Wall or window air conditioners and heating units are not permitted in any unit.
- E. Unit owners are responsible for all decorating within their own units.
- F. All units above the ground floor, shall have the floor covered with wall – to – wall carpeting, except in kitchens, bathrooms, lanais, foyers and laundry rooms. Substitute floor coverings with substantially equivalent sound deadening qualities may be used for those units in buildings A, B, C, G, H, I and J, but only with prior written approval of the Board of Directors.
- G. No change may be made to the exterior appearance of any portion of the condominium without prior approval of the Board of Directors and the Royal Wood Architectural Review Committee (ARC).
- H. No alterations are permitted to the Limited Common Elements, including lanais, without prior written approval of the Board of Directors.
- I. Unit owners are responsible for the repair and replacement of windows, screens and doors, including hardware and framing. Changes are not permitted, however, without prior approval of the Board of Directors and the Royal Wood ARC.
- J. Screen doors may not be replaced without prior written approval by the Board of Directors.
- K. **COLORS:**
 - 1. All exterior colors are proposed by the board of directors and must be approved by the unit owners. The present exterior building colors are as follows:
 - a. Roofs - TAMKO Stonecrest Slate Steel Shingles – Sequoia Red
 - b. Buildings - Sherwin-Williams "Universal Khaki" (SW6150)
 - c. Railings - Sherwin-Williams Porter-Guard 2200 Silicone Alkyd Enamel
 - d. Trim - Sherwin-Williams "Ibis White" (SW7000)
 - 2. The wall colors of the lanais shall be selected and approved by the Board of Directors and approved by the Royal Wood ARC. The current approved color is Sherwin-Williams "Dover White" (SW6385)
 - 3. All decorative colors for approved hurricane shutters, exterior doors and window dressing visible from the outside must be white or off-white only.
- L. **Access to Condo Units**
 - 1. The Association has an irrevocable right of access to all units for the purpose of protecting, maintaining, repairing, and replacing the common elements and any other permitted by law.
 - 2. The Association's right of access includes, without limitation, entry for pest control and preventative maintenance of safety equipment such as smoke alarms as well as the right, but not the duty to enter under circumstances where the health and safety of others may be endangered.
 - 3. The Association will retain a key to all units. No person shall alter any lock, or install a new lock, without the prior written consent of the Board of Directors. Where such consent is given, the unit owner will provide the Association with a key.
 - 4. Any unit owner who plans to be absent from his/her unit for an extended period of time should designate a responsible caretaker to care for the unit. The name of the designated person shall be provided to the Association and the Association's Manager.

M. Other Use Restrictions:

1. If unit has not been leased, the owner may permit the unit to be occupied by guests only in accordance with the following:
 - a. Relatives of the owners may occupy the unit for a period not to exceed thirty (30) days. The number of occasions for this type of guest occupancy shall be limited to four (4) times in any twelve (12) month period.
 - b. House guests not included within Article a., above, are permitted for only one (1) family occupancy in the owner's absence and, only with the proviso that the family consists of no more than four (4) persons. Such guests may stay only two (2) weeks and the number of occasions for this type of guest occupancy in any unit shall be limited to three (3) times in any calendar year.
 - c. The Board of Directors may require all guests that fall under Articles a. and b., above, be registered in advance with the Association Manager.
2. There are no restrictions on the number of guests, who may be present in the unit in the presence of the unit owner.
3. There is no age restriction for owner/occupants of units or family members permanently residing with owner/occupants or lessees, however all occupants under (18) eighteen years of age, whether owners or lessees, shall be closely supervised, at all times, by an adult.

N. Leasing of Units:

All leases of units must be in writing. A unit owner may lease only his entire unit. The Association Manager will assist owners in the processing of necessary paperwork. Please allow a minimum of thirty (30) days for the processing of the paperwork.

A Leasing Application and Checklist are available from:

**PMP of SW FL, INC.
75 Vineyards Blvd. Third Floor
Naples, FL 34119
239-353-1992**

O. Negligence: (Damage caused by condition in units)

Each unit owner shall be liable to Andover Square Condominium Association, Inc. for the expenses of any maintenance, repair or replacement made necessary by his family or his guests, employees, agents or lessees. If any condition, defect or malfunction existing within a unit, whether caused by the owner's negligence or otherwise, shall cause damage to the common elements or to other units, the owner of the offending unit shall be liable to the person or entity responsible for repairing the damaged areas, for all costs of repairs or replacement not paid by insurance. If one or more of the units is not occupied at the time the damage is discovered, the Andover Square Condominium Association, Inc. may enter the unit without prior notice to the owner and take reasonable actions to mitigate damage or prevent its spread. The Andover Square Condominium Association, Inc. may, but is not obligated to, repair the damage without prior consent of the owner.

V. PETS AND ANIMALS:

- A. Lessees and guests may not have pets.
- B. Owners may have pets subject to the following:
 - 1. The owner of each unit may keep one (1) small, domesticated, household pet (such as a dog or cat) in the unit.
 - 2. All pets must be leashed or carried under the owner's arm at all times while on the condominium property outside of the unit.
 - 3. The ability to keep a pet is a privilege and not a right and the Board of Directors is empowered to order and enforce removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium.
 - 4. No pets of any kind are permitted in the unit when the owner is not in residence.
 - 5. No reptile, amphibians or livestock may be kept in the condominium.

VI. TRASH:

- A. All owners, lessees and guests must place their trash in the receptacles provided.
- B. Recyclable containers are to be used for news papers and separated recyclables only.
- C. Trash containing mixed recyclable and non-recyclable items are to be bagged, tied and placed in the large receptacles.
- D. Throwing of hazardous items into the trash receptacles, including paints, solvents, etc. is not permitted.
- E. Boxes must be broken down before being placed in the trash receptacles.
- F. Each unit owner is responsible for the disposal of their own large appliances. Placing of these items in the trash area is not permitted.

VII. VEHICLES:

- A. No vehicles shall be parked anywhere but on paved areas intended for that purpose.
- B. Commercial Vehicles:
No commercial vehicle of any kind shall be parked in Andover Square unless such vehicle is necessary in the actual maintenance of the buildings, condo units or public utilities.
- C. Personal Vehicles
 - 1. Parking spaces have been provided for the parking of private passenger automobiles of owners, lessees, and their guests.
 - 2. Parking of pick-up trucks, or trucks of any kind, size, style, or definition on corporation property is not permitted.
 - 3. All vans must have windows on both sides, panels and seating capacity throughout. No tools, equipment, merchandise, materials or supplies may be kept or stored in the van.
 - 4. Parking or storage of trucks, boats, motorcycles, recreational vehicles, motor homes, trailers, or non-operational vehicles is not permitted.
 - 5. No repairs or maintenance of vehicles may be performed on corporation property, except for emergency repairs.
 - 6. Vehicles may not be washed in the parking areas, except in an area which may be specifically designated therefore, by the Board of Directors.
 - 7. Because there are limited parking spaces, each owner is specifically cautioned that his right to keep more than one vehicle on the premises on a permanent basis is subject to regulation by the Board.

VIII. ACTION FOR VIOLATORS:

- A. If an owner, guest or lessee violates any of the Rules and Regulations and after notification by the Board of Directors, the violator fails to cure such violation within a time frame established by the Board of Directors, the Board may impose a fine for each violation and/or suspend recreational privileges to the unit involved. If legal action is necessary to resolve the violations, all legal expenses will be paid by the unit owner.

Legal Procedures / Forms

- A. Andover Square - Application for ownership
- B. Andover Square - Application for lease
- C. Andover Square - Screen Door Request
- D. Owner Application for Royal Wood Golf & Country Club Golf Privileges
- E. Tenant Application for Royal Wood Golf & Country Club Golf Privileges

Processing of all forms will be coordinated by:

**PMP of SW FL, INC.
75 Vineyards Blvd. Third Floor
Naples, FL 34119
239-353-1992**