

**BAY VILLAS ASSOCIATION, INC.**  
**Website: bayvillasnaples.com**  
**Property Manager: Sylvia J. Booker**  
**(239) 564-0410**

**RULES & REGULATIONS**  
**Reviewed Board Meeting 4/21/11**

**CONGRATULATIONS AND WELCOME TO BAY VILLAS!** We are certain that you will enjoy and appreciate the beauty and tranquility of our very special neighborhood.

Our objective is to preserve and continue to enhance the beauty, quality and value of our Bay Villas. The accomplishment of these goals requires the cooperation and “good nature” of each of us. To ensure this, we are governed by an elected Board of Directors who work closely with several resident committees and a professional manager.

This digest of the Rules & Regulations is a summary of the official documents outlining the obligations as well as the rights of all owners. The website: bayvillasnaples.com contains Association information, such as Member Roster, Association Documents (Declaration, Articles, Bylaws), Rules & Regulations, links to Pelican Bay Foundation, Applications, Minutes, Current Board Members and Committees, specifications for construction, etc.

1. **VILLA USE:** The villas are to be used for single family residential living units and for no other purposes.
2. **EXTERIOR CONSTRUCTION/RENOVATION:** All Bay Villas documents, including Rules and Regulations, must be read along with the Pelican Bay Construction Guidelines BEFORE starting any construction on the exterior of your home. Specifically, Bay Villas Declaration, Article VII, states that “no improvement, addition or deletion of structure of any kind shall be made until the plans, specifications and location of these same shall have been submitted to and approved IN WRITING by the Association and the Pelican Bay Foundation. If you do not follow these guidelines, you run the risk your plans are not in current compliance and you may be required to redo your project to bring it into compliance.

During renovation of villas no portable bathrooms or dumpsters are allowed without written approval of the Board and Pelican Bay Foundation. Construction Hours: 8:00 am – 5:00 pm Monday through Saturday, no holidays. Instruct contractors the common areas must be kept in a clean orderly manner. Any damage or cleanup required by the Association to put the common area back in good condition will be billed back to the unit owner.

Bay Villas have in place specifications for, but not limited to, the following:

- a. Greenhouse Renovations for both two and three bedroom villas.
- b. Roof Replacement and Repairs
- c. Skylights
- d. Awnings
- e. Front Doors
- f. Gate Coverings
- g. Antennas
- h. Hurricane Shutters: Must be approved and can only be left down or covering window openings during hurricane season: June 1 – November 30

Contact the Property Manager to obtain information and plans regarding the above before proceeding.

3. **VILLA WALLS AND FENCES:** It is the responsibility of the owners to repair and maintain the villa walls/fences in a condition comparable to that at the time of its original construction. "Structural" repairs are the owner's responsibility. With respect to a shared villa wall or fence that divides two lots, the responsibility to repair and maintain is shared by both of the abutting owners. With respect to a villa wall on a lot that is not a party wall, the repair and maintenance is the sole responsibility of the owner.
4. **PAINTING:** The Association is responsible for periodic painting of the stucco, wood trim, wood trellises, garage doors, access doors, mail boxes. (See Website for Schedule).
5. **LANDSCAPING:**
  - a. PLANTINGS in the common areas are the responsibility of the Association. Owners may not plant outside their villa wall without the written approval of the Association.
  - b. VINES are not permitted in the common areas. If within your unit, they must be maintained below the top of the interior wall.
  - c. PLANTS AND TREES within your villa walls are the owner's responsibility. Some have caused damage to your villa walls and fences. You are encouraged to take steps to prevent this from occurring. Please maintain your interior landscaping up to the standards of a Pelican Bay Resident.

- d. SPRINKLER water is paid for by the Association, however, the maintenance of your sprinkler system is an owner expense. Most villa sprinkler systems operate a section of the common area. It is important that you or your landscaper check your sprinkler systems periodically (at least every two months) for proper operation not only inside your villa walls, but also in the common area. If you find sprinkler failures or water leaks in the common areas, please report to management immediately.

The sprinkler water is operated by an override sensor and will automatically shut your sprinklers down after a substantial rain, usually for a 24 hour period if no rain. If you have questions regarding the operation of your sprinklers, please contact Property Management before you incur any costs for sprinkler maintenance. There may be another reason the sprinklers have been shut down.

- e. REMOVAL OF TREES inside your villa walls is a sensitive issue for many residents. Bay Villas Association approval is required. Written request must include the type of tree, dimensions and reason for removal. In addition, the description of a replacement tree to include type, height span, etc. must be provided.

#### **6. GARAGE USE AND VEHICLE PARKING:**

- a. No automobile garage shall be permanently enclosed or converted to other use (such as storage) without the written permission of the Board of Directors. Garages are meant for the use of the resident's vehicles to eliminate the need to park them in the common area on a permanent basis. Those villas that were grandfathered in by the Developer must convert back to garage use upon the sale of their villa.
- b. Garage doors must not be left open for long periods of time.
- c. PARKING IN THE COMMON AREAS for long periods of time is a sensitive issue for many residents. Please park your vehicles in your garage whenever possible. If you have guests, for example, and you need to park in the common areas, please limit this to short term periods, two weeks or less. For temporary authorization to park any vehicles for a longer period, please contact property management to make suitable arrangements.
- d. As provided in the Pelican Bay Covenants, no trucks, vans (other than private "minivans"), commercial vehicles, campers, mobile homes, motor homes, recreational vehicles, boats, boat trailers or other trailers of any kind, buses, motorcycles, mopeds or golf cars shall be permitted to be parked or stored on the association property.

This shall not apply to temporary parking of commercial vehicles such as for construction or repair of a structure or for providing pick-up and delivery and other commercial services.

- e. No vehicles shall be parked in such a manner as to impede or prevent access to any other parking space.
  - f. No disabled or unlicensed vehicle shall be permitted on common property, and no repair of vehicles shall be made on common property.
7. **PETS** must be carried under their owners arms, or on a leash when outside your premises. You must carry a scooper and clean up after your pet when walking them. Another sensitive issue for many residents; please be sure your dog does not bark at unreasonable hours and for unreasonable lengths of time so as not to create an annoyance or nuisance to your neighbors.
8. **SIGNS:** No sign of any kind shall be displayed to public view on any lot or any Common Area, including For Sale, Open House, etc. You can contact property management to obtain your villa number for the Open House Sign located at the entrance to Bay Villas. Signs will be picked up and real estate sale people will be notified of this regulation.
9. **RENTALS:** Owner may rent or lease no more than three times in any calendar year and must be for a term IN EXCESS OF TWO MONTHS. The Association requires the completion and submission of its "Rental Application" to include a \$100.00 application fee and copy of the lease. Make check payable to: Bay Villas Association and mail to: % Laurel Oaks, 836 Tanbark Drive, Naples, Fla. 34108. Pelican Bay Foundation also requires completion of their application and fees to use their facilities.
10. **SALES:** The Association requires the completion and submission of its "Purchase Application" form to include a \$100.00 application fee and copy of the purchase agreement.
11. **NUISANCES:** Nothing shall be done which may become a nuisance to any person or to the neighborhood. Please drive within the posted speed limit of 15 MPH within Bay Villas. Keep your gates and garage doors closed. Please keep all audio sound to a level confined to your household.

12. **HOUSEHOLD TRASH, YARD DEBRIS AND RECYCLING PICK-UP** ([www.colliergov.net](http://www.colliergov.net) or phone number customer service: (239) 252-2380 for additional information)
- a. **HOUSEHOLD TRASH:** Picked up **TUESDAY AND FRIDAYS**. You must use trash containers with secure lids so that your garbage is neat in appearance as well as protected from our Florida animals. Do not put your trash container out in the common area until after 6:00 pm the night before scheduled pick-up and bring back in shortly after pick-up.
  - b. **RECYCLING:** Picked up **FRIDAYS ONLY**. Waste Management has provided each owner with a recycling container. Do not put your recycling container out in the common area until after 6:00 pm the night before scheduled pick-up and bring back in shortly after pick-up.
  - c. **YARD DEBRIS:** Picked up **FRIDAYS ONLY**. Do not put yard debris out in the common area until after 6:00 pm the night before scheduled pick-up. Collier County requires: Do not put yard debris in plastic bags. You must use your own personal container, approved recycling brown paper bags or bundled. No branches can be more than 3 inches in circumference, no longer than 4 foot lengths, no more than 10 bags/bundles or no more than 50 lbs.
  - d. **FURNITURE OR APPLIANCES:** You will need to call Waste Management to advise them that a pick-up is needed of a large item at (239) 252-2380. This would include the disposal of washing machines, dryers, oven, refrigerators, couches, chairs or other large household furnishings. You may then place the item(s) at the curbside for pickup **ON THE DAY** you are scheduled for pick-up of the item. It is preferred, however, appliances are removed by the contractor that installs the new one.
13. **INSURANCE:** Owners are required to carry hazard and flood insurance. Please contact your insurance carrier regarding adequate coverage. Owners must supply the Association with a current Certificate of Dwelling and Flood Insurance coverage. Mail to: Bay Villas Association, PMB 122, P. O. Box 413005, Naples, Fla. 34101-3005
14. **GAS HEATERS:** No gas heaters are permitted to be buried to include pool heaters or stoves. Above ground outside grill propane tanks are permitted. (standard size 15.0 lbs)
15. **MOVING VANS:** The brick areas in Bay Villas are colonial "hollow" brick which are easily crushed and broken by large heavy trucks such as moving vans. In an attempt to preserve the beauty of your brick common areas and save the cost to repair, we ask that you either request a small moving van or ask that they park on the asphalt areas and take the furniture in with moving carts. Since these cul-de-sacs are small, all precautions must be taken to prevent damage to the villas and common areas.

16. **ANTENNAS:** Placement of direct broadcast satellite and television broadcast antennas, requires written approval of the Association.
17. **ASSOCIATION ASSESSMENTS (quarterly dues):** Be sure you have a copy of the Current Budget which outlines the quarterly fee payment schedule. Payments are mailed to: Financial Management Services, P. O. Box 11496, Naples, Fla. 34101. Association policy is to place a lien on accounts thirty (30) days delinquent, to include penalties, late fees and attorney fees. Invoicing by the Association is a courtesy, it is the owner's responsibility to be sure these payments are made on time as per the budget.
18. **MISCELLANEOUS:**
- a. Drying or hanging laundry outside the residence or garage is not permitted.
  - b. Pool Maintenance: Please notify your pool company NOT to clean pool filters in the common area. This leaves a white residue and needs to be cleaned with a pressure washer. The fee will be billed to the owner.
  - c. Repairs for damage to the common areas as a result of activities of an owner, guest, renter or their agents will be billed to the owner.
  - d. Electricity in a villa should only be turned off in an emergency as the sprinklers and overdoor garage lights must be on a "hot" line at all times.
  - e. Unusual activities, incidents or criminal activities should be reported to the appropriate County authority and to the Management.

Bay Villas Association may impose financial penalties if these guidelines are not followed

We appreciate your assistance in helping to ensure compliance with these rules and continue to make Bay Villas the wonderful community it is.

Please direct all your questions to our management company: Sylvia Booker

E-Mails: [bookerprop@aol.com](mailto:bookerprop@aol.com)

Tel: (239) 564-0410

