



**Rules, Regulations &  
Architectural Guidelines  
2010**

**WTC Phase 1 Association, Inc.  
Rules, Regulations &  
Architectural Guidelines  
R&Rs Adopted 2006  
AGs Adopted 2007  
1<sup>st</sup> Revision R&R and AGs, April 20, 2009  
2<sup>nd</sup> Revision May 6, 2010**

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## INTRODUCTION

**This publication contains the Rules & Regulations and Architectural Guidelines of the WTC Phase 1 Association, also known as CourtSide. Both documents have been revised and combined to create one easy to use document.**

**Please keep this document with your other Association documents and we recommend that you provide this information to tenants or guests who occupy your unit for their reference and convenience.**

**WTC Phase 1 is a sub-Association of the World Tennis Club, Inc. (WTC). WTC, the master Association, has its own Rules and Regulations and Governing Documents, which apply to all owners, their family, tenants and/or guests. In cases where the WTC documents differ from those of Phase 1, the more restrictive rule, regulation or restriction shall apply. If you have any questions, please contact our Community Association Manager at (239) 263-5068 or World Tennis Club, 4802 Airport Road, Naples, Florida 34105.**

**We encourage all Unit Owners to obtain and review a copy of the WTC Rules and Regulations and a current WTC Telephone Book, available in the WTC Management Office.**

## COMPLIANCE & DEFAULT

**Under the Articles of Incorporation the Association has the power to levy fines against owners for violation of the Rules, Regulations & Architectural Guidelines adopted for the Association and for violations of the Official Documents. One written notice of violation(s) shall be given to Owners. If the violation is not remedied within a reasonable period of time then a fine may be imposed. At the request of the Owner who is said to be in violation, a committee of owners (excluding Board members) shall be appointed by the Board of Directors to report to the Board if the complaint against said Owner is valid and if a fine should be levied and/or to recommend appropriate remedial action to be taken (F.S. 718.303(3)).**

## **EMERGENCY NUMBERS**

To report a fire, medical emergency or other life-threatening situation **DIAL 911**

Call the sheriff's office 774-4434 to report suspicious or potentially dangerous person(s) or activity.

<b>EMERGENCY</b>	<b>911</b>
<b>Sheriff's Office</b>	<b>774 - 4434</b>
<b>Florida Fish and Wildlife</b>	<b>643 - 4220</b>
<b>Poison Control Center</b>	<b>1 (800) 282 - 3171</b>

## **COMMONLY CALLED NUMBERS**

<b>WTC Manager's Office</b>	<b>263 - 5068</b>
<b>Pro Shop</b>	<b>263 -7411</b>
<b>Café</b>	<b>263 - 8148</b>
<b>Comcast (Cable TV)</b>	<b>793 - 3577</b>
<b>Florida Power and Light</b>	<b>262 -1322</b>
<b>Collier County Public Health</b>	<b>774 - 8200</b>
<b>Waste Management</b>	<b>252 - 2380</b>

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## **RULES & REGULATIONS**

### **Access and Utility Closet Keys**

Owners must provide keys to the Manager for all points of access into the unit (including outside gates and storm shutters) as well as keys to the utility closet.

### **Barbeque (outdoor cooking)**

Cooking with an electric grill only is permitted on rear terraces, lanais and balconies. Propane and charcoal grills may not be used in such areas.

### **Bird/Animal Feeders or Houses**

Bird/Animal feeders or houses are expressly forbidden in any common or limited common areas (this includes terraces, lanais and balconies) or on any building or unit.

### **Building Appearance and Maintenance**

Board of Directors approval is required for anything which would otherwise change, modify or alter the exterior of any Unit or building so that it thereby differs in appearance from other units. Nothing, except flower pots weighing less than 50 pounds in total (wet), may be hung, affixed or attached to railings. A protective covering must be placed on the railings before hanging, affixing or attaching any flower pots which must be hung on the inside of the railings.

On terraces, lanais and balconies, decorations of a seasonal nature may be temporarily displayed during said season provided no damage to exterior walls, doors, railings or floors is caused as a result of the installation. Owners are responsible to ensure removal prior to departure for the season and in advance of a named storm.

- Means of ingress and egress must be kept clear at all times.
- Drying racks are to be placed on rear terraces, lanais or balconies only.
- No Owner shall be allowed upon the roof of any building for any reason.

### **Contractors**

Contractors hired to perform electrical, plumbing or structural work on condominium property must be licensed and insured. If a permit is required, the permit must be properly posted until all work is completed and inspected accordance with Collier County requirements.

## **Dangerous Substances**

No inflammable, combustible or explosive fluid (including propane tanks of any size), or chemical substance, shall be kept inside or within 10 feet of any Unit or Limited Common Element, except those necessary and suited for normal household use, such as cleaning supplies.

## **Exterior Color & Style of Doors, Windows, Screens, Fixtures or Equipment**

Board of Directors approval is required to remove or change the style, pattern, material, texture or outside color of doors, windows, screens, fixtures or equipment. Painting of exterior of any non-glass door is the responsibility of the Owner. Only the approved paint type and color are to be used on the doors; the Manager has this information. Individual Owners must pay for the repair and maintenance of all doors and the inside trim thereof. It shall be at the cost of the Association for repairs to the jamb, sill, and outside trim of such doors. Wood frames for all windows shall be repaired and maintained by the Association.

## **Exterior Floors/Walls within Limited Common Areas**

Owners are responsible for maintaining, replacing, and keeping in good repair the surface of the floor and the interior surface of any parapet of the unit's terrace, lanai or balcony which is a limited common element (reserved for exclusive use of the unit it serves).

## **Flag Installation & Display (F.S. 718.113(4))**

Owners are permitted to install and display one U.S. flag. U.S. armed forces (Army, Navy, Air Force, Marines or Coast Guard) flags are permitted, but only on holidays. The flag shall be hung beside the front entrance and displayed in accordance with accepted flag etiquette and only while the owner is in residence. No flag shall be larger than 3 feet by 5 feet. Association and ARC approval is required prior to installation.

## **Garbage (Trash)**

All trash must be placed inside dumpster or appropriate recycle bins. All boxes must be flattened. Disposal of items such as furniture, large appliances and contractor's debris in the dumpsters or the dumpster enclosure areas is strictly forbidden. Owners will be charged clean-up and/or all removal costs for violations committed by themselves, their guests, their contractors, or their tenants. Dumpster enclosure must be kept closed at all times.



## **Noise**

Nothing that would cause a disturbance to neighbors shall be permitted to be installed or used on any outdoor area, terrace, lanai or balcony. This includes, but is not limited to, speakers, TVs, Radios, and musical instruments.

## **Satellite Dishes**

Prior to installation, Owner must fill out an ARC Request and comply with the established policy of the Board of Directors of World Tennis Club, Inc. (Master Association) which states, in part, that the dish cannot exceed one meter (39") in size; that the dish, wiring and all other apparatus used to install the satellite dish do not encroach on any portions of property which are not within the owner's exclusive use or control and that the Owner must sign a Hold Harmless Agreement.

## **Screen /Storm Doors**

Installation or replacement of screen doors, storm doors or combination thereof, are subject to Association approval, as to style and color, prior to installation or replacement.

## **Smoke/Fire Detectors**

Owners are required to have installed a minimum of two dual-sensor hard-wired smoke and fire alarm units. Owners should conduct regular checks to ensure units are working properly. The Association may conduct periodic inspections with prior notice.

## **Use Restrictions**

All units are considered single family residences. No subletting or renting of only a part of any unit is permitted. The number of occupants of a unit is limited to two persons per bedroom plus two additional persons. No business which uses the address of any condominium unit in Phase I in advertising or generates traffic to the unit is allowed to operate from any unit of the condominium property.

## **Window and Door Coverings**

Board of Directors approval is required to cover, from inside or outside, doors and/or windows which would render the same opaque or change the exterior color thereof, except interior draperies, curtains, shades or shutters which are lined, backed, covered or painted on the side visible from the exterior with white or off-white colored material. Also, refer to Screen/Storm Doors.

Only non-reflective (non-mirrored) clear or gray-colored protective window film is allowed. Owner is responsible for upkeep and replacement of film, as necessary, to maintain a pleasing appearance from the exterior of unit. All existing window and door coverings installed prior to June 1, 2006 are grandfathered.

## Architectural Guidelines

The Phase 1 (a.k.a. CourtSide) Board of Directors, in a effort to ensure the soundness of our buildings, provide for the safety of our owners, their family and their guests, to maintain and enhance our property and property values, and to comply with our governing documents, F.S. 718.113(3), County laws and Collier County building codes have adopted the following Architectural Guidelines.

All alterations to the Common or Limited Common Element of Phase 1 (a.k.a. CourtSide) shall require approval of the Phase 1 Board of Directors. Alternatively, approval may be given by the duly appointed CourtSide representative if the requested alteration is the same as, or similar to, construction already approved by the Board, the Master Association (World Tennis Club, Inc. (WTC), the Architectural Review Committee (ARC) and Collier County, prior to commencement of construction.

**A Request for Modification or New Construction** form may be obtained at the Management Office. Once the form is completed, it should be returned to the Manager, for review and approval by Phase 1, the WTC and the ARC. Requests shall be accompanied by support information (e.g. drawings, pictures, materials and description of planned construction). If the work is being provided by a contractor, he should provide a proposal. Contractors must be licensed and insured if they will be performing work on the Common or Limited Common Element of Phase 1 or WTC.

All construction shall be done in such a way as to preserve and maintain the original architectural style, appearance and architectural detailing, (e.g. foundation or slab, wooden beams, arbors, stucco, iron work or other trim and approved colors. No alteration shall be approved that would significantly change the exterior appearance of the unit or portions of the Limited Common Element as viewed from the Common Element.

Existing construction shall be "grandfathered" and shall be allowed to remain until such time as it is deemed detrimental to the safety of our property and our residents or requires extensive repair or replacement. Extensive shall mean any work which requires replacement of more than 25% of the existing structure. Such work will be considered the same as new construction and shall require the same approval procedures, permits, and be subject to the same requirements and restrictions.

Any owner wishing to make changes or modifications to the common or limited common element, as described in F.S. 718.113, must sign a standard CONSTRUCTION AND INDEMNIFICATION AGREEMENT, prior to approval and commencement of the project.

## **Interior Flooring**

If ceramic tile flooring, hardwood flooring or other hard surface flooring is installed in second floor units, it shall be applied over a resilient membrane that is both sound absorbing and provides a mold inhibiting moisture barrier. Suggested membrane materials include, but are not limited to, Whisper Mat or Protecto Wrap that has a minimum Sound Transmission Class (STC) rating of 70. Written Association approval is required prior to installation of hard surfaced flooring. Contact the Management Office for information concerning approved materials and procedures for obtaining approval as well as setting up Management inspection to be performed during the installation process. Unapproved installation of hard surface flooring is subject to removal, at the owner's expense.

### **Caution**

Owners performing alterations or changes to the interior or exterior portions of any Phase 1 unit, which were not inspected and approved and may result in damage or negatively affect the integrity of structural, electrical or plumbing systems of Common or Limited Common Element or to neighboring units shall be held liable for injury or loss to occupants of other units or negative impact to Common or Limited Common Element or neighboring units.

### **Attention**

A copy of all signed and approved permits should be retained by the owner and provided to subsequent owners of the unit.

Be advised that any interior alteration of a unit, whether performed by the owner or his contractors, which includes modification to structural, electrical or plumbing systems, that affect the Common Element or structural integrity of the building, may require a permit from Collier County and shall meet or exceed current Collier County Building Code and/or current Miami Dade Hurricane Code as adopted by Collier County. Refer to F.S. 718.113(3).

When a permit is required for either interior or exterior work, the permit(s) shall remain posted until construction has been completed, inspected and approved by the Collier County Building Inspector(s).

Only licensed and insured contractors shall be permitted to perform work on Phase 1 Common or Limited Common Element.

**For your protection, the Board strongly suggests that owners check contractor's credentials (license and insurance) before allowing them to enter or perform work inside their units or on Common or Limited Common Element.**



**2010**