

Approved Rules and Regulations Marbella

1. **Access and Utility Closet Keys:** Owners must provide keys to management for all means of access into the unit including storm shutters as well as keys to the utility closet.
2. **Barbeque:** Cooking with an electric grill only is permitted on rear terraces, lanais and balconies.
3. **Bird/Animal Feeders or Houses and Cages** Bird/Animal feeders or houses are expressly forbidden in any common or limited common areas or on any building or unit.
4. **Building Appearance and Maintenance:** Board of Directors approval 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, 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. On terraces, lanais and balconies, decorations of a seasonal nature may be temporarily displayed 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.

Only licensed and insured contractors shall be permitted to perform work on condominium property. If a permit is required, the permit must be properly posted until all work is completed and inspected in accordance with Collier County requirements.

5. **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.
6. **Exterior Color and Style of Doors, Windows, Screens, Fixtures or Equipment:** Board of Directors approval 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.

7. **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 terrace, lanai screened area, screen door or balcony which is a limited common element. Storage is not permitted in these areas at anytime.
8. **Garbage:** 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 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.
9. **Hurricane Preparedness and Other Emergency Situations:** Owners must remove all furniture, plants and other objects from the terraces, lanais and balconies before leaving for the season and when a named storm is approaching. Failure to comply shall result in the Owner(s) being billed for all costs incurred by the Association to remove items left outside.

In their absence, Owners must arrange to have a responsible caretaker act on their behalf in the event of any damage to their unit. The name and contact information of any designated caretaker must be provided to management.

10. **Hurricane/Storm Shutters:** Board of Directors and WTC Master Association Architectural Review Committee (ARC) approvals in advance of installation are required. Only white or transparent Accordion-Style shutters, where possible, and White or transparent Roll-Style, where necessary to conform to the buildings' architecture, are permitted. Shutters must conform to current hurricane codes and must be installed by licensed contractors. All work must be done with proper permits. Shutters must be properly maintained. Plywood coverings are not permitted.
11. **Identification of Location of Fire Extinguishers:** Owners are responsible to ensure anyone residing in their unit is aware of the location of the closest fire extinguisher and emergency exits.
12. **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 sound absorbing underlayment.
13. **Limited Common Floor Surfaces:** No glued down carpet is to be installed on terraces, lanais or balconies. Owners must obtain Board of Directors approval before the installation of exterior tile floors; installations must include a waterproof membrane. All exterior tiled floors must be sealed with an appropriate grout sealing product on an annual basis. Owners must sign an agreement indicating that they are responsible for any damage caused by the tiling of the floor.

- 14. Mail Boxes & Keys:** Owners are responsible for replacement of keys and/or repairs to individual mail boxes including locks and doors.
- 15. 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. No noise on lanais after 10:00 PM.
- 16. 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.
- 17. Smoke/Fire Detectors:** Owners are required to have installed two dual-sensor smoke and fire alarm units. Owners should conduct regular checks to ensure units are working properly.
- 18. Use Restrictions:** All units are considered single family residences. No subletting or renting 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 Marbella in advertising or generates traffic to the unit is allowed to operate from any unit of the condominium property.
- 19. Window and Door Coverings:** Board of Directors approval 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.

Only non-reflective (non-mirrored) clear or gray-colored protective window film allowed. Owner 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.

Compliance and Default

Under the Articles of Incorporation the Association has the power to levy fines against Owners for violation of the rules and regulations adopted for the Condominium and for violations of the Declaration. 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 decide if the complaint against said Owner is valid and if a fine should be levied and/or to recommend remedial action to be taken.