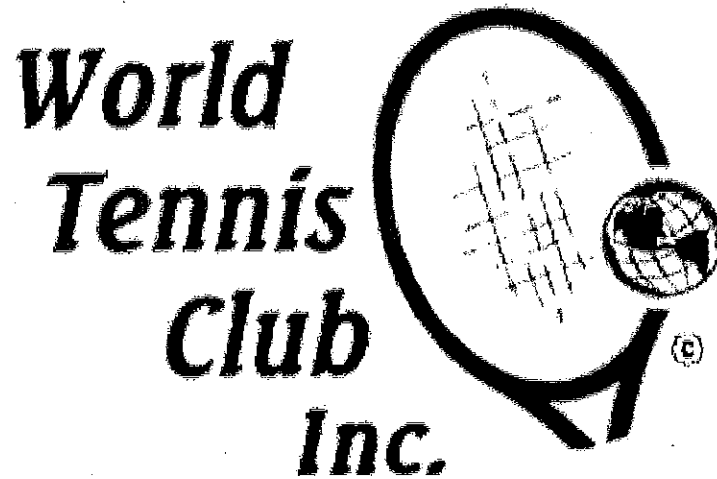


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Rules and Regulations

A Comprehensive Guide for Community Living

LAST REVISED:
9/24/2014
10/28/2015
03/16/2016
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INTRODUCTION

This publication contains the current Rules, Regulations and Policies of the World Tennis Club Inc. a Florida Corporation, not for profit. These Rules, Regulations and Policies were adopted by the WTC Board of Directors at a duly posted meeting held, in accordance with the Florida Statutes and the WTC governing documents in an effort to promote peace, tranquility and cooperation among owners and guests of the community.

The WTC community consists of the Master Association and eight individual Condominium and Homeowners Associations. Your individual Association may have additional Rules and Regulations that are more restrictive than those contained in this publication. In accordance with Florida Law, the more restrictive rule shall apply. If you do not have a copy of your individual Association's Rules and Regulations or other official governing documents of that Association or if you have any questions concerning information provided herein, please contact our WTC General Manager at (239) 263-5068 or World Tennis Club, 4802 Airport Road, Naples, Florida 34105. E-mail address: wtnaplesoffice@gmail.com.

These Rules and Regulations are current as of the latest revision date listed. If and when it is determined that subsequent changes, deletions or additions to these Rules and Regulations are warranted, such changes shall be subject to the approval of a majority of the WTC Board of Directors and the signing of a Resolution, by the WTC President and WTC Secretary. The Resolution shall be kept on file in the WTC Office and copies of the revised document will be made available to WTC owners, with references to the Resolution dates when rules and/or regulations change.

Should these Rules and Regulations prove to be inconsistent or in conflict with WTC's governing documents (Declaration of Restrictive Covenants, Articles of Incorporation or By-Laws) the governing document shall take precedence. In the event of a conflict with Florida Law, Florida Law prevails.

EMERGENCY NUMBERS

To report a fire, medical emergency or other life-threatening situation DIAL 911
Call the sheriff's office to report suspicious or potentially dangerous person(s)
or activity.

| | |
|----------------------------------|-----------------------|
| EMERGENCY | 911 |
| Sheriff's Office | 774-4434 |
| Florida Fish and Wildlife | 888-404-3922 |
| Poison Control Center | 1-800-222-1222 |
| | 1-800-282-3171 |

COMMONLY CALLED NUMBERS

| | |
|-------------------------------------|----------------------|
| WTC Manager's Office | 263-5068 |
| Pro Shop | 263-7411 |
| Café (Grill) | 263-8148 |
| Comcast (Cable TV) | 1-800-COMCAST |
| Florida Power and Light | 262-1322 |
| Pro Tech Pest Control | 348-2337 |
| Collier County Public Health | 252-8200 |
| Waste Management | 252-2380 |

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1. USE OF CLUB FACILITIES

1.1 MEMBERSHIP PRIVILEGES & TRANSFERS

1. Use of the Club facilities is limited to owners, their guests, outside members, and off-duty employees of the Association.
2. Owners may transfer to their guests or tenants their rights to use Club facilities under certain conditions as provided herein.
3. The Board has the right to limit the number of guests of members using the Club facilities. Naples area residents may be a guest no more than four times per month.
4. Non-resident guests must be accompanied by an owner or member when using any of the Club Facilities.
5. Guests not residing in an owner's unit are required to pay the current guest fees for use of the tennis courts.
6. When an owner leases his/her property, the right to use the Club facilities will remain with the owner unless the lease specifically provides for the transfer of Club privileges to the lessee. If an owner transfers his/her Club privileges, he/she may purchase a temporary membership for the term of the lease, prorated to the annual outside membership rate.

1.2 VOICING COMPLAINTS, CONCERNS, AND SUGGESTIONS

(Also see 8.16 Reporting Violations and Submitting Maintenance Requests)

1. Members, family members, guests or tenants shall refrain from arguments, verbally, or otherwise abusing, or reprimanding, criticizing, admonishing, diminishing or disciplining any WTC employees and/or independent contractors who are under the supervision of WTC Management, or retained by, the Club. Additionally, no employee/independent contractor shall be asked to leave the Club facilities, for any reason, without the knowledge and permission of the WTC General Manager. Problems involving a WTC employee/independent contractor are to be reported to the Management Office.
2. No member, family member, guest or tenant may give instruction to Club staff or any independent contractor retained by WTC, nor countermand any instruction issued by Management to a staff member or independent contractor. All requests for services or actions other than, or in addition to, those instructions given by Management shall be channeled through the WTC General Manager.
3. Complaints, criticisms or suggestions relating to the operations of the Club, its employees and/or independent contractors should be written, signed, addressed to the General Manager and dropped off at the Management Office or the Suggestion Box located poolside, outside the Pro Shop.

1.3 OBSERVING RULES AND REGULATIONS / DAMAGE TO PROPERTY

1. All owners, lessees and guests are required to observe these Rules and Regulations.

2. Failure to comply with these rules and regulations shall be grounds for immediate action that may include imposition of a fine, recovery of monetary damages, suspension of club privileges or any combination of these penalties.
3. Any damage to or contamination of WTC Association common property or equipment, pools or spa caused by any owner, his/her family members, guests, invitees or lessee shall be repaired or replaced at the expense of the owner.

1.4 ASSOCIATION ACTIVITY NOTICES

Notice of WTC activities and meetings will be posted on bulletin boards provided by and located in each of the sub-associations and on the WTC Bulletin board located in the main pool area.

1.5 CAFÉ (WTC GRILL)

1. This facility is available to all owners, tenants and guests during Café Business Hours only.
2. Only Café employees are permitted in the kitchen, behind the bar or in any other food service areas.
3. The Café facility is currently operated and managed under contract. Special requests (rearranging tables, party arrangements, menu offerings, etc.) should be directed to the café manager(s). Problems/Complaints, suggested changes to operation of the café, etc. should be directed to the WTC General Manager.
4. The Collier County Health Department requires shirts and shoes to be worn inside the Café. WTC also requires a dry body cover to be worn over wet swimwear.
5. An outside service window has been provided for those wishing to be served in wet clothing, bare feet, without shirts and/or without dry body covering.

1.6 TENANT/GUEST CHECK-IN POLICY & PROCEDURES / ACCESS TO UNITS

(A) Tenant/Guest Registration Form & Occupancy:

1. The unit owner or the owner's agent is responsible for completing the tenant registration form and submitting it to the office of the World Tennis Club at least 7 days prior to check in. Failure to do so may result in the tenant/guest not being permitted to use the amenities. This form may be submitted by email, fax, US Postal Service or in person.
2. Occupancy for each unit cannot exceed 2 persons per bedroom plus 2 additional.

(B) Administration Fee:

1. The required \$100 administration fee can be submitted with the rental form (cash or check).
2. Alternatively the \$100 fee can be billed via separate invoice to the owners account if the unit owner, or unit owner's agent, indicates that they wish for the administration fee to be charged to the unit owners account.

(C) Tenants Gate Codes:

1. Gate codes will be assigned to each rental unit and will be the responsibility of the unit owner to provide the appropriate gate code to the tenant.

(D) Checking-In / Approval to use club facilities / Access to units

1. The unit owner is responsible for providing the unit/house keys to their guests.
2. On a weekly basis, the administrative staff of the World Tennis Club will complete a list of unit renters and forward it to the pro shop. This list will be used to detail who has been approved to use the club facilities.

(E) Non-Paying Guests:

1. WTC owners who have non-paying guests staying longer than five days will be required to fill out the tenant/guest registration form in its entirety for use of the WTC facilities.

(F) Compliance of Rules / Common Property Damage:

1. Renters and guests may not have pets. (Also see 5. PET RESTRICTIONS)
2. Each Member and the Member's tenants and guests, are governed by, and must comply with, Florida Statute 720, the governing documents of the community, and the rules of the association.
3. Actions at law or in equity, or both, to redress alleged failure or refusal to comply with these provisions may be brought by the association or by any member against: a member; any tenants or guests occupying a parcel or using the common areas.
4. The Owner of the unit where a Tenant or Guest is residing is responsible for any damage to any common property caused by said Tenant or Guest as well as the Tenant or Guest themselves.

1.7 GUEST UNIT RESERVATION POLICY

The unit (hereafter Guest Unit) located at 4800 Airport-Pulling Rd. N. is common property of the Association and shall be made available for rent to family and friends of Owners only (Owners here refers to an Owner and his or her spouse or his or her Co-Owner).

(A) In order to secure a Reservation:

1. The reservation must be made by an Owner.
2. A **non-refundable** deposit of 50% of the total cost of the reservation (minus taxes) in cash or check must be paid at the time of reservation.
3. A Guest Unit Reservation Form must be properly filled-out.
4. All Guest Unit rules, regulations, and policies will be attached to the Reservation Form. Guests, their families and invitees are expected to comply.
5. Reservations will be taken on a first-come, first-served basis.

(B) The prices to rent the Guest Unit are subject to change at the discretion of the Board. Reservations that rollover into a different billing period will be pro-rated according to the relevant period price. The prices and billing periods (excluding 10% applicable taxes) as of the date of the approval of this resolution will be as follows (administration fee is included in these prices). Inquire at the WTC Management Office for current rates.

(C) Block Reservations - Minimum/Maximum:

(These may be changed on a case-by-case basis at the discretion of the WTC Manager):

1. The Guest Unit can be reserved in weekly blocks. Each block shall begin and end with Saturday (7 nights).
2. The minimum amount of time the Guest Unit can be reserved is one weekly block (Saturday to Saturday).
3. The maximum amount of time the Guest Unit can be reserved will be as follows:
Nov: 1 through April 30 - 2 weeks (may be consecutive or broken-up)
May 1 through Oct. 31 - Unlimited
4. Check-in and check-out times will be as follows:
Check-in - 5:00 PM
Check-out - 10:00 AM

1.8 MEETING ROOM RESERVATION POLICY

(A) The Meeting Room which is located above the Pro Shop at 4800 Airport-Pulling Rd. N. will be made available for use by Owners of WTC. In order to secure a Reservation (Reservations will be taken on a first-come, first-served basis):

1. The reservation must be made by the Owner who will be needing the Meeting Room and will be present the entire time the Meeting Room is occupied by his/her guests.
2. A Meeting Room Reservation Form must be completely filled-out.
3. All Meeting Room rules, regulations, and policies must be adhered to.

(B) The Owner who will be using the Meeting Room will be responsible to:

1. Return the Meeting Room to the exact state in which it was found, including the placement of the tables and chairs, turning off of lights, setting of thermostats, removal of garbage, locking of the door, closing of windows, etc.
2. Pick-up the key for the Meeting Room during regular business hours prior to the reservation and immediately return the Meeting Room Key to the office (or after hours door slot) after use.
3. Pay for any damages incurred to any WTC property (Meeting Room or otherwise) as a result of any action taken by the Owner or Tenant or their guests during the reservation.

(C) Meeting Room Purpose:

1. The intended purpose of the Meeting Room is for business-type meetings. However, the room cannot be used by an Owner for commercial purposes of any sort.
2. There will be no parties, celebrations, dinners, etc. permitted to take place in the Meeting Room. No food or drink (except water) is permitted in the Meeting Room.

1.9 MULTI-PURPOSE ROOM RESERVATION/USE POLICY

(A) The Multi-Purpose Room which is located below the Guest Unit at 4800 Airport-Pulling Rd. will be made available for use by Owners and Tenants of WTC.

In order to secure a Reservation: (Reservations will be taken on a first-come, first-served basis)

1. The reservation must be made by the Owner or Tenant who will be needing the Multi-Purpose Room and will be present the entire time the Meeting Room is occupied by his/her guests.
2. A Multi-Purpose Room Reservation Form must be completely filled-out.
3. All Multi-Purpose Room rules, regulations, and policies will be attached to the Reservation Form and must be adhered to.

(B) The Owner or Tenant who will be using the Multi-Purpose Room will be responsible to:

1. Return the Multi-Purpose Room to the exact state in which it was found, including the placement of the tables and chairs, turning off of lights, setting of thermostats, tying-up of garbage bags, locking of the door, closing of windows, etc.
2. Pick-up the key for the Multi-Purpose Room during regular business hours prior to the reservation and immediately return the key to the office (or after hours door slot) after use.
3. Pay for any damages incurred to any WTC property (Multi-Purpose Room or otherwise) as a result of any action taken by the Owner, Tenant or their guests during the reservation.

(C) Multi-Purpose Room Purpose:

1. The intended purpose of the Multi-Purpose Room is for activities such as clubs, crafting, and meetings. The Multi-Purpose Room cannot be used by an Owner/Tenant for commercial purposes of any sort without coordination and approval of the Manager.
2. Parties, celebrations, dinners, etc. are permitted to take place in the Multi-Purpose Room only with approval of the Club Manager. Further, no food or drink (except water) is permitted in the Multi-Purpose Room unless there is coordination and approval of the Manager.

2. TENNIS

2.1 GENERAL OVERVIEW

1. Members and guests must reserve their court with the pro shop prior to use. Proof of membership may be required.
2. Members and their guests are expected to observe all Club rules and smoking restrictions.
3. Outside membership and/or guest privileges may be denied to any individual, family or group at the discretion of the Board.
4. Lockers are available at no charge for daily use, or for weekly/monthly rentals. Check with the Pro Shop for use policies and prices.

NOTE: Violation of the rules and smoking restrictions can result in fines, suspension of tennis privileges, cancellation of outside membership without refund, refusal of guest privileges or any combination thereof.

2.2 PRO SHOP HOURS (Subject to change)

October through April

Monday – Friday 8:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m.

Saturday 8:00 a.m. – 12:00 p.m.

Sunday Closed

May through September:

Monday - Friday 8:00 a.m. - 12:00 p.m.

2.3 HOURS OF PLAY (set by Tennis Director and subject to change)

HAR-TRU COURTS (Courts 1 – 12):

8:00 a.m. – 12:30 p.m.

12:30 p.m. – 3:00 p.m. Courts closed (except court 12)

3:00 p.m. – 9:00 p.m. (See LIGHTS / NIGHT PLAY)

HARD COURTS and HITTING WALL (Courts 13 – 16)

8:00 a.m. – Dusk

2.4 LIGHTS / NIGHT PLAY

When courts are reserved for play after dark, lights will be provided. If you have reserved a court for after dark play and cannot use the courts, you are expected to cancel the reservation as soon as possible. To cancel, please call 263-7411. If no one answers, leave a message on the answering machine.

NOTE: The unnecessary lighting of courts is expensive and wastes energy. The Board reserves the right to charge for unused court time, at a rate of \$10.00 per hour, if the reservation is not cancelled in a timely manner.

2.5 COURT RESERVATIONS

1. All Har-Tru courts and hard surface courts require reservations prior to use.
2. Courts are reserved in 1½ hour increments.
3. Group reservations must be made online using the Chelsea system. Instructions are provided in the Pro Shop.
4. You may Request or Book a court online. A Request will allow you to provide your availability for the day you want to request, you can request 8-15 days out. A Booking will immediately determine the time and court you have. A booking can be made 1-7 days out.
5. For same day reservations, please contact the Pro Shop.
6. During the Booking week, courts are reserved on a first come, first served basis.
7. Non-resident guests are not permitted to play during prime time (9:30 – 11:00 a.m.) during high season (Dec.1-Apr.30) unless courts are available.
8. Your court will be released to other players if you have not arrived after 15 minutes to your court.
9. Please check with the Pro Shop for regularly scheduled group activities (Saturday Men's and Women's round robin, Sunday Mixed Doubles round robin and Wednesday mixed-up doubles).
10. A computer station is set up in the Pro Shop for your convenience with assistance from our Tennis Staff. (Chelsea Manual is provided at the Pro Shop).

2.6 MATCHMAKING

1. Sign up by phone, by email or in person, in the Pro Shop.
2. You are advised to sign up 1 week in advance of the date you wish to play.
3. You may sign up for 15 consecutive days starting from the current date.
4. When arranging a game, we recommend that you give our staff more than 1 time preference.

2.7 GUEST FEES (Subject to change by the Board)

1. All guest fees must be paid in advance.
2. Guest fees are as follows:
 - Regular Guest fees:
 - November – April \$10.00 per person (subject to change)
 - May – October No fees are collected
 - Guest Team Members:
 - \$5.00 during scheduled team practice without Club Pro

\$10.00 for non-team practice play
No fee during scheduled team practice with Club Pro

3. Between November 1 and April 30 the same guest can play a maximum of four times per month. Between May 1 and October 31 guests may play more times per month if invited by the Pro Shop Administrator for the purpose of matching games for Members.
4. When the Pro Shop is closed, fees should be placed in an envelope (provided in a holder on the Pro Shop door). The envelope should be deposited into the slot in the Pro Shop door.
5. If guest fees are not paid, the owner playing with the guest will be billed which may be accompanied by a fine for violation of the WTC R&Rs.

2.8 RAIN OR ADVERSE WEATHER

1. In the event of rain or adverse weather conditions, the staff will determine if the courts are playable and, if not, when they will be opened for play.
2. Players should check with the Pro Shop as to the playability of the courts.
3. The Tennis Director and/or Manager are the only people authorized to open courts for play.
4. A flag or barriers placed on a court indicate that the court is closed. Members should not move flags or any others barriers on the courts or play on that court.

2.9 PLAYING ATTIRE (CLOTHING)

1. Proper tennis attire must be worn on all courts (1-16)
2. Tank tops on men and exposed sports bras or crop tops on women or swimwear are not allowed.
3. Shirts must be worn at all times on all courts (1-16).
4. Soft court shoes must be worn on the Har-Tru (soft) courts (courts 1 – 12).
5. Shoes used on the hard courts must be non-marking tennis shoes (courts 13 – 16).
6. Basketball, running, jogging, cross-training and leisure shoes, sandals, flip-flops or bare feet are prohibited on all courts (1-16).

2.10 COURT CONDUCT & ETIQUETTE

1. Players are expected to observe proper tennis etiquette on and off courts.
2. Players should refrain from entering onto adjacent courts when players are on court, retrieving balls from adjacent courts while players are on court or returning balls to adjacent courts while a point is being played.
3. Players shall refrain from using profanity, making loud noises and boisterous talking when on or beside courts.

2.11 TEACHING PROFESSIONALS

Teaching pros are required to obtain written permission from the Tennis Director before teaching, training or coaching on WTC courts, and only on assigned courts.

2.12 TRAINING AIDS

1. Only six balls may be used on any court which is adjacent to another occupied court.
2. The use of ball baskets, training aids and/or more than six balls are only permitted if being used by a Tennis Professional under current employment of World Tennis Club, if a person is by himself/herself on a court, or if all parties involved are related as family members, subject to waivers issued by the Tennis Director.

2.13 HITTING WALL USE (COURT 14)

1. Hours of Use: 8:00 a.m. until dusk.
2. Reservations are suggested for use of the hitting wall for warm-up or practice. Members who have reservations have priority use. Please call the Pro Shop for reservations.
3. Please limit use to 15 minutes when others are waiting.
4. Use of the hitting wall is restricted to tennis balls only.

2.14 CLUB TEAMS

1. All day teams based out of WTC must have at least half WTC owner/members on the roster
2. All evening teams must have at least four WTC owner/members on the roster.

2.15 TEAM PRACTICE RULE

In order to have a team practice here at the World Tennis Club, where there are members of that team who do not hold memberships, the said team must do one of the following:

1. Hold practice with a Tennis Pro employed by the World Tennis Club where the Pro is monetarily compensated for the practice, or
2. Pay the current fee that the Club is collecting for 'guests' for each member of the team who does not hold a membership at the World Tennis Club and will be participating in the practice.

If one of the two acts are completed the team may utilize tennis courts for the purpose of a team practice with participants who do not hold a World Tennis Club membership. However, the time, the choice of court(s), and the number of courts available will be determined by the Tennis Director.

2.16 HARD COURT USE

The hard courts are subject to the same rules, restrictions and reservations procedures as the soft courts. Use of the courts is for tennis only. Bicycles, skates, skateboards, roller blades, wheeled shoes or any other type of vehicle, games or toys are prohibited on all courts.

3. POOLS AND SPA RULES

All persons using the pools or spa are required to read and observe the posted rules. In addition to the posted pool and spa rules the following rules also apply:

3.1 ADMITTANCE

1. The pools and spa are for owners, their guests and lessees, outside members, and off-duty employees.
2. When using the pools and spa, please have your membership or guest card with you.

3.2 POOLS & SPA HOURS

9:00 a.m. – dusk unless otherwise specified

NOTE: The deck of the main pool may be closed when special events are held in the Café or in the event the pool requires maintenance.

3.3 POOLS & SPA CAPACITY

Main Pool – 18 people

Spa – 8 people

Villa Vizcaya Pool – 12 people

3.4 AGE / ACCESS RESTRICTIONS

1. POOLS AND SPA - Children under 12 years must be under adult supervision at all times.
2. SPA – Use of the spa may endanger the health or safety of small children. It is recommended that children under the age of 12 not use the spa.
3. ACCESS LIMITATIONS: The following individuals are not allowed to use the pools or spa:
 - diapered children and incontinent adults, except those wearing approved swim diapers,
 - persons with open sores or cuts and
 - persons with a communicable disease.

3.5 SAFE BEHAVIOR

1. Diving into the pools or spa and excessive splashing are prohibited.
2. Rafts and other large floating objects and small toys that may block the pool drains are prohibited.
3. Running, ball playing and other games, with the exception of card games, board games and ping pong playing, are prohibited on the pool decks.
4. Furniture or any other obstructions are not permitted within 4 feet of the spa or pools.

3.6 SHOWERS

NOTE: The Florida State Board of Health requires that showers be taken before entering the pools or spa.

3.7 SUNSCREEN & BODY LOTION USAGE

If suntan, sunscreen or body lotion is being used, bathers are required to do the following:

1. Shower, with soap, should be taken before entering either the pools or the spa unless the sunscreen is water-proof.
2. Cover chairs and lounges with a towel or other cover before using.

3.8 FOOD & BEVERAGE RESTRICTIONS

The following restrictions apply to all Club areas including: tennis courts, stadium, chickee huts and swimming pool decks:

1. No food or drink, except sports drinks and water, are permitted on the courts or under the chickee huts.
2. In accordance with the *Collier County Health Department*, food or drink are not permitted within four feet of pools or spa. Food cannot be served closer than 12 feet from the water's edge.
3. During Café operation hours, only food and drinks purchased from the Café may be consumed in designated areas on the main pool deck.
4. Plastic baby's bottles, baby food, bottled water and sports drinks are permitted in designated areas on the pool decks.
5. Glass containers and china are prohibited anywhere on the pool decks.
6. Personal food, drink and coolers are permitted in designated areas on the main pool deck when the Café is closed. Please check for Café hours of operation and be sure to remove all coolers, food, beverage and waste before the Café opens.
7. Smoking is not permitted on the pool decks, in or around the tennis courts, chickee huts, or Club Area except for the designated smoking area which is currently above the Pro Shop.

3.9 SWIMWEAR

1. Proper swimwear is required when entering the pools and spa.
2. No cutoffs, tennis clothing, street clothing or undergarments are allowed to be worn in the pools or spa.
3. Bathing suits must be worn at all times.
4. Changing of swim suits and clothing for both adults and children is prohibited on the pool decks. Locker rooms are provided for this purpose.

NOTE: Shoes, shirts and dry body cover are required inside the Café. An outside service window has been provided for those wearing wet swimsuits, without shoes, without shirt or dry body cover.

3.10 NOISE AND DISTURBANCE

NOTE: Earphones or ear buds are required to be used with personal radios, music players, TVs, musical instruments or other sound emitting devices.

4. VEHICLE RESTRICTIONS AND REGULATIONS

4.1 DRIVING RESTRICTIONS

1. Children or unlicensed drivers are prohibited from operating any type of motorized vehicle (electric, gasoline or battery powered) upon WTC property, including streets, parking lots, pathways, courts and grassy areas.
2. Vehicles are not permitted to be driven or parked on any grassy area.
3. Drivers must observe all traffic, speed limit and speed bump signs.
4. Drivers must observe directional signs at the entrance gates.
5. Do not attempt to pass through the security gates while tailgating (following) another car. This could result in damage to the vehicle or the gate. WTC is not responsible for damage caused to automobiles by the security gate. Cameras are installed and operational on the entrance areas. Anyone causing damage to the gates will be held responsible for repairs or replacement.

4.2 PARKING RESTRICTIONS

1. Vehicles are not to be parked in the following areas:
 - Tennis courts and surrounding areas,
 - Vacant lots, (without the permission of the lot owner)
These lots are private property and not common ground.
 - Grassy areas or lawns,
 - In fire lanes (marked NO PARKING),
 - Or overnight on streets.
2. Bicycles should be placed in the bicycle racks, where provided.
3. Owner's vehicles are to be parked in their own private driveways, garages or designated space.
4. Vehicles of guests and service people may be parked temporarily on the street and not overnight, in guest parking spaces provided on the parking lots or in the main parking lot.
5. Only automobiles, in operational condition and bearing current license and registration tags are allowed to park on-site, except when parked inside a garage.
6. Commercial vehicles or vehicles with signage are permitted to be kept on-site only in a garage with the garage door closed at all times.
7. Designated guest parking spaces within each Phase are intended for use by owners, their lessees and guests and service contractors of that Phase only. Use by others is strongly discouraged.
8. Each unit owner is allowed a maximum of two guest parking spaces for overnight parking.

9. When guest parking is full, overflow parking is provided on the main parking lot near the office. Overnight parking in the main parking lot requires a permit available at the Management Office.

WARNING: According to Florida Statutes section 715.07, the Board of Directors is empowered to tow any vehicle at any time or in any place if it is parked in violation of parking restrictions. Towing will be done at the owner's expense.

4.3 VEHICLE STORAGE

Owners who have vehicles parked on parking lots should leave keys with a friend, caretaker or the Manager before leaving town for extended periods of time. It may be necessary to move your vehicle in order to perform maintenance to the area where your vehicle is parked.

4.4 VEHICLE REPAIR

1. No mechanical work (repair) shall be performed on driveways, lawns, streets or parking lots.
2. Repairs to motor vehicles must be done inside the owner's private garage.
3. Oil or other fluids spilled on driveways, parking lots or streets must be removed immediately.
4. Leaking vehicles must be repaired to prevent future spills.

4.5 BOATS AND OTHER RECREATIONAL VEHICLES

Boats, trailers, vans, campers, golf carts, personal watercraft, motor homes and other recreational vehicles, or any vehicle not considered an automobile by the State of Florida are permitted to be kept on-site only at residences that have a garage and only if said vehicles are parked inside the garage. The garage door must be able to close, completely, when these vehicles are stored inside.

5. PET RESTRICTIONS

5.1 PET REGISTRATION

1. The WTC governing documents require that pets be registered and approved by the Board. The Board will approve pets to be kept by owners of record only. Tenants and/or guests are not permitted to keep or bring pets into any unit or house within the WTC complex
2. Owners must obtain a Pet Registration Form from the Management Office within 15 days of bringing the pet into their unit. Once completed and signed, the application should be returned to the Management Office. The form will be submitted to the Board for approval.
3. Owners may be permitted to keep a maximum of two pets, of the usual domestic nature, (dogs and cats) in their unit. Caged birds may be kept inside a unit, but not on open lanais, balconies or other outdoor spaces. Reptiles, exotic animals or livestock are prohibited. The Board reserves the right to deny the approval of any animal or breed considered dangerous

5.2 RESTRICTED AREAS FOR PETS

1. Pets are not allowed in Club areas. This includes the Management Office, Clubhouse, Pro-Shop, Café, all tennis courts, swimming pool areas, stadium, walkways around the tennis courts and pool areas.
2. Pets must be kept on a leash at all times when on common property. This is in compliance with the *Collier County ordinance* which states that "pets must be on a leash and are never permitted to run loose unless on the pet owner's private property."

NOTE: Playing catch with one's dog is not an exception to the leash law.

5.3 DISPOSAL OF WASTE

Pet owners are expected to collect and properly dispose of their pet's waste and litter, immediately. Violation of this rule may result in the Board fining the owner and/or, revoking pet approval and ordering the permanent removal of the animal from WTC.

5.4 PET AS NUISANCE / PRIVILEGE

1. Barking dogs or any excessive noise created by a pet may annoy other residents. Continuous noise/annoyance may result in the Board fining the owner and/or revoking pet approval and ordering the permanent removal of the animal from WTC.
2. **The ability to keep a pet is a privilege, not a right.** The Board is empowered to enforce all pet restrictions and order the permanent removal of any pet from the property due to violations of pet rules and restrictions. The Board may also deny owners, who violate the pet restrictions, the privilege to keep a pet in the future.

6. ARCHITECTURAL CHANGES

6.1 APPLICATION FOR APPROVAL

Application for approval of any architectural changes or modification to the outside of a residential unit must be obtained from the Management Office. This application must be completed and returned to the Management Office for submission to the appropriate sub-Association ARC/ Board, the WTC Architectural Review Committee and then to the WTC Board for approval. An application is needed for the following changes:

- Installation of television and radio antennas or satellite dishes.
- Improvements, alterations, repairs or painting that alters or changes the exterior appearance of or intended use of, any residential unit, garage, carport and/or other structure located within WTC,
- Improvements to lots, including the installation of swimming pools, decks, fountains, ponds, decorative furniture, statuary and any related mechanical or electrical equipment.
- Attaching, mounting, hanging or displaying an object on the exterior walls, doors or windows of any residence, structure or parking area. This includes, but is not limited to, awnings, storm doors and hurricane shutters. (See your Associations, requirements).

- Landscaping changes (removal or planting of trees, shrubs and other permanent plants.

NOTE: Holiday decorations, of a temporary nature, do not require ARC approval, but may be subject to Rules and Regulations and Use Restrictions of your individual condominium or homeowners' association.

6.2 PAINT CRITERIA AND APPROVAL PROCEDURE

1. Any individual owner, builder, or sub-association who wishes to paint the exterior of their Residential Living Unit(s) (which includes buildings designed and intended for single *and* multi-family use and occupancy) shall submit an A.R.C. request form for approval by the A.R.C. which states the colors desired and an explanation of where each of those colors are to be used (e.g. which color is to be the dominant color and which color(s) are to be trim or accent colors).
2. The request must contain the name of the paint manufacturer (brand name), color number, and color name.
3. Any color other than the approved colors shall also include a sample of the paint color(s).
4. Upon the ARC's approval, the approval of the Master Board of Director's authorized representative and (in the case of single family Residential Living Units) the approval of the respective sub-association board's authorized representative, painting can commence.
5. Painting of any Residential Living Unit(s) or portion thereof without the required approvals (in writing) may result in rejection of the request and the owner, builder, or respective sub-association may be required to re-paint the Residential Living Unit(s) to the original color at their expense.
6. Approved paint colors for each Association are kept on file in the Management Office.
7. Additional colors or schemes may receive ARC approved in accordance with the required approval procedures of your Association's governing documents and the Florida Statutes (FLS 718 or FLS 720).

NOTE: Your individual Association and Collier County may have other requirements and restrictions. Before proceeding with plans to modify or alter the exterior of your condominium unit, your villa or house, you should refer to your governing documents, Rules and Regulations and Use Restrictions of your individual Association and with Collier County concerning building codes and design regulations.

7. LANDSCAPING

A grounds maintenance (landscaping) company is under contract to provide landscaping services for all common ground within WTC. No owner, guest or lessee is permitted to add or remove plantings on common ground without written approval from the WTC ARC and the WTC Board.

7.1 PLANTING TREES AND PERENNIALS ON COMMON GROUND

1. Owners who wish to enhance the appearance of the area around their unit must submit a Landscaping Alteration Request Form (available at the Management Office) and receive approval prior to doing so.
2. Such plantings require the prior recommendation and approval of the WTC ARC, WTC BOD and Management, who will work with the landscaping company and to determine if the plantings are appropriate.
3. Approved trees or perennials planted on WTC common ground become the property of WTC. Maintenance, care and removal, if necessary, will be performed by WTC.

7.2 PLANTING ANNUALS ON COMMON GROUND

1. Owners may plant approved annual flowers, but only in existing or Management approved plant beds.
2. No plants should touch any part of a building as this encourages pest infestation of the building.
3. Approved annual flowers are: Petunias, Pansies, Kalaheo, Begonias, Salvia, Bush Daisies, Geraniums, Marigolds, Snapdragons, Impatiens, Buttercup, Alyssum and Dusty Miller. Any plants not listed require Management approval prior to planting via Landscape Modification Request form (available at the Management Office).
4. Please check with Management before digging to avoid damaging irrigation lines or sprinkler heads.
5. The maintenance, care and cost of these plantings are solely the responsibility of the owner doing the planting.
6. Irrigation will not be adjusted to accommodate any such new plantings.
7. All annuals must be removed at the end of the season.
8. If annuals are not removed at the end of the season the landscaping company may remove the plants and the owner may be charged the cost of removal.
9. Plastic and artificial flowers or plants, lawn ornaments, etc are not permitted to be placed on the common areas.

WARNING: Owners will be held liable for any damage to buildings or irrigation lines as a result of installing plants or digging in common areas.

7.3 PRESERVE AREAS

Preserve areas are protected by Florida law. Alterations, planting and/or removal of plants or other plant matter (living or dead) is prohibited in preserve areas.

7.4 HARDWOOD

All trimming above 14' of any hardwood tree within the WTC complex (including those individual lots in Corinthian Gardens and Alexandra) must be done by a licensed and insured professional.

1. Prior to the trimming above 14' of any hardwood tree within the WTC complex (including those individual lots in Corinthian Gardens and Alexandra) a permit must be obtained from the WTC Management Office.
2. Billing for Trimming (Alexandra and Corinthian Gardens):
 - Billing for trimming of all hardwoods located on the privately-owned lots in Corinthian Gardens and Alexandra will be performed by a licensed and insured contractor hired by World Tennis Club, Inc. or individual owner.
 - Each Owner will be responsible for the cost of their respective hardwoods trimming which will be billed to them directly from the contractor.
 - Each Owner will be given at least a 30 day written notice in which they will have the opportunity to either perform the work themselves or hire another licensed and insured contractor to perform the work. In either case the Owner must notify World Tennis Club, Inc. in writing after the work has been performed.
 - World Tennis Club, Inc. will determine if any such hardwood tree requires pruning.
4. On-going Hardwood/Palm Tree Maintenance (Alexandra and Corinthian Gardens):
 - All hardwood and palm trees located on the individual lots located in Corinthian Gardens or Alexandra must be kept free of any dead branches.
 - All hardwood and palm trees located on the individual lots located in Corinthian Gardens or Alexandra determined by a licensed professional to be dead or to have contracted a disease or fungus which may be detrimental to the surrounding landscaping must be removed immediately by a licensed and insured professional at the respective lot Owner's expense. If this is not done World Tennis Club, Inc., after 15 days written notice, will enter the property to perform the necessary maintenance and bill the Owner the cost as a special assessment.

8. GENERAL USE RESTRICTIONS

8.1 BUSINESS / REAL ESTATE / CONSTRUCTION ACTIVITIES

1. Soliciting will not be allowed at anytime and anywhere within the complex.
2. In accordance with the WTC governing documents, no commercial business may be operated within the WTC complex which generates traffic within WTC.
3. Home offices that do not generate outside traffic onto the property are permitted, however, unit numbers, home addresses or the WTC name and address may not be published or used in any form of advertising to the public.
4. Garage Sales, Yard Sales or similar commercial activities are not permitted anywhere within the complex, without the expressed written consent of the Board.
5. Open House showings must be arranged with Management, prior to the date of the showing. Management will assign a temporary gate code for this purpose. Personal gate codes are not to be posted or published in any advertising.
6. Posting of "For Sale," "Open House" or other signs is prohibited within the WTC complex.

7. Littering is prohibited on WTC property. Violators may be fined.
8. Workmen are restricted from using saws, drills or other noisy tools between 6:00 p.m. and 8:00 a.m. or on Sundays or holidays. Emergencies are an exception.
9. Any contractor who's work on/in a Members unit that is expected to take more than one working day must submit a completed Contractor Registration Form with the Association prior to beginning work.

8.2 ADVERTISING SIGNS

WTC governing documents prohibit all signs, except those posted and approved by the Board. Posting of "For Sale," "For Rent," "Open House," "Garage Sale" or "Yard Sale" or other advertising devices is prohibited on any portion of the WTC property or as displayed on windows or doors or on any vehicle kept on the property without prior written consent of the Board, except those inside a private garage.

8.3 BALCONIES AND LANAIS (Also see 8.5 Clothes Lines)

1. Material of any kind, especially cigarette butts and ashes, are not to be thrown from balconies.
2. No garments are to be hung over balcony rails. No clothes lines or permanent drying racks permitted.
3. Only furnishings and decorative items specifically intended for outdoor use are permitted on balconies or lanais. Other restrictions may apply. Please refer to your individual Association's documents, rules and regulations.
4. Balconies and lanais should be cleared of all furnishings and plants upon threat of an impending storm or before leaving for any extended period of time. The unit owner will be held responsible for any injury or damage as a result of failure to remove these items.
5. If it becomes necessary for WTC to remove these items due to an impending storm or for scheduled maintenance, the owner will be billed.

8.4 CABLE TELEVISION

1. Basic cable television is provided for all residents through a contract negotiated by the Board and paid through the quarterly assessments.
2. To report service problems, call Comcast at 1-800-COMCAST.
3. Residents must arrange for any desired additional channels and/or outlets through the cable company.

8.5 CLOTHES LINES (Also see 8.3 Balconies & Lanais)

Clothes lines are not permitted on the common areas.

8.6 GARAGE DOORS

Please keep garage doors closed except when entering or exiting the garage or residence.

8.7 GRILLS

1. WTC rules regarding the storage and use of electric, gas fired or charcoal fired cooking grills will conform to the rules promulgated by the North Naples Fire Control & Rescue District. (NNFC&R) as they are modified from time to time.
2. Current NNFC&R rules state that "For other than one and two family dwellings, no electric, hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking, heating or other purposes shall be used or kindled on any balcony or under any overhanging portion or within 10 feet (3m) of any structure.
3. Storage of gas grills or spare LP tanks must be a minimum of 10 feet (3m) from the building and may not be stored on the common element.

WARNING: Violators of this NNFC&R code are subject to large fines and/or imprisonment. Questions on the code can be addressed to Karl K. Reynolds of the North Naples Fire Control & Rescue. Call 597-9227.

8.8 GATE CODES

1. Each owner, authorized guest and tenant is assigned his or her own personal gate code.
2. It is a breach of security to give your personal gate code to visitors, workmen, delivery people or other unauthorized individuals or non residents. The gates provide no security to you or your neighbors if everyone has a code.
3. Visitors, workmen and delivery people should call you from the keypad at the residents' gate, to gain entry. You are able to open the gate from your phone, please contact the Management Office for instructions.

NOTE: If unauthorized individuals are found to be using an owner's personal gate code, the code will be deprogrammed and the owner will need to go to the Management Office to obtain a new code.

8.9 HOME SECURITY

Although WTC is generally considered a safe community, we strongly suggest that residents keep doors, windows and vehicles locked whenever they are away from the residence and at night.

8.10 LAKES AND PONDS/FISHING

Swimming in the lakes and ponds is prohibited. The Associations cannot be responsible for injury.

1. Boats or other watercraft of any kind, except those used by the lake maintenance company and/or management, are prohibited on any of the lakes or ponds.
2. Illness or death as a result of such violation.
3. No structures or building of any type is permitted on or near any lake or pond.
4. Fishing is permitted in the lakes and ponds located on property titled to the World Tennis Club, Inc.

5. Any fish (or any other animal which may inadvertently be snagged by bait) must be immediately released back into the same body of water from which it was caught.

8.11 SMOKING

1. Smoking is permitted in designated areas only. Smoking is not permitted in the Café, Pro Shop, Locker rooms, Management Office, Activity/Meeting rooms, on the pool decks or around the courts, chickee huts or stadium.
2. The designated smoking area is currently the area east of the meeting room on the second floor above the pro shop. This designated area is subject to change.

8.12 TEMPORARY STRUCTURES

1. Temporary structures, other than canopies or tents intended to provide shelter from the elements, are not allowed on any lot or other common area.
2. No temporary structure is permitted to remain overnight.
3. Prior permission to erect a canopy or tent on common ground must be obtained from the Manager.

8.13 TRASH / RECYCLING CONTAINERS

1. In Associations that have curb-side trash pickup, trash containers must be placed out of view of the street and adjoining properties except on scheduled pick up days.
2. In Associations that use dumpsters for trash removal, only the dumpster in your individual Association is to be used by you and/or your guests. Violators will be reported to the Sheriff and subject to up to a \$500 fine. Check your individual Association's R&Rs for location and proper use of these containers.
3. If your individual Association has recycling capability and containers, please use the containers provided and deposit only recyclable materials in the designated containers.
4. Large items that do not fit in the dumpster and construction debris must be disposed of by the individual concerned. If you wish for Waste Management to pick up the item, please submit such request to the Management Office. It will then be scheduled and you will be billed for the cost.

8.14 WILDLIFE

Feeding of wildlife is prohibited under Florida Law. This includes: Ducks and all other birds, squirrels, raccoons, otters, rodents, alligators or any other wild animal

WARNING: Feeding or abusing or harming alligators is an offense that is punishable by law as the animal will become aggressive and dangerous. Dangerous animals are not relocated. They must be destroyed. Offenders are subject to a \$500.00 fine and may be sentenced to serve jail time. Violations should be reported to the Manager or, if unavailable, call Florida Fish and Wildlife (1-888-404-3922). Please report problem animals, or people feeding or molesting wildlife, to the Manager, who will contact the authorities.

8.15 WHEELED VEHICLES

1. Use of bicycles, skateboards, roller skates, roller blades, scooters, wheeled heel sneakers etc. is prohibited on the tennis courts and pool decks.
2. Use of such vehicles is permitted only on paths, walkways, parking areas and streets.
3. Pedestrians always have the right of way on paths, walkways, parking areas, and streets.

8.16 REPORTING VIOLATIONS AND SUBMITTING MAINTENANCE REQUESTS (Also see 1.2 Voicing Complaint, Concerns and Suggestions)

1. Do not approach anyone you know or suspect is in violation of any rule promulgated by the World Tennis Club.
2. Reporting violations and maintenance requests should be submitted, in writing, to the Manager or the Board and must be signed by the owner. Violation and maintenance request forms are available in the Management Office and on the Community website (www.worldtennisclub.net). If desired, completed suggestion forms can be placed in the slot in the Management Office door. Anonymous complaints are disregarded.
3. Verbal complaints to the Manager should be made only if the situation requires immediate attention.
4. Suggestions or concerns should not be made directly to WTC staff or the Club's Contractors. These complaints should be submitted as described above.
5. Only the Manager, the Tennis Director and the Board, as appropriate, shall govern the duties and functions of WTC employees and/or Contract workers.
6. Illegal, dangerous or destructive activities should be reported to the Collier County Sheriff's Department. Call 774-4434

8.17 WEAPONS AND ILLEGAL SUBSTANCES

1. Firearms (except with a carry permit), explosive devices, or other weapons, including paint ball guns, drugs or other illegal substances are prohibited to be carried or used on WTC property.
2. People observing others with such weapons or illegal substances are advised to contact the Collier County Sheriff. Call 774-4434

9. RULE ENFORCEMENT PROCEDURE

9.1 STEP 1: REPORTING THE VIOLATION

In order to begin the rules enforcement process, an owner or managing agent must state in writing to the Board of Directors, fully describing any rule violation they wish to complain about which must include the date and approximate time of the alleged violation, and...

1. The person making the complaint must be identified in the letter.
2. The person making the complaint may be called to testify at all hearings.
3. Committees, as well as groups of owners or residents, may also bring complaints.

9.2 STEP 2: OPPORTUNITY TO AMEND LETTER

Upon receipt of an alleged rule violation letter stating the date and approximate time of the alleged violation, a letter will be sent to the alleged violator and...

1. Will be sent certified U.S. mail
2. It will state the alleged violation, the potential penalties for the violation, and a time period during which the alleged violation may be abated without further sanction, which is to be not less than 15 days, unless it is determined by the WTC Manager that the alleged violation may be an immediate danger to persons or property.
3. A copy of this letter will be sent to the managing agent or to the person originating the complaint if other than the managing agent.

9.3 STEP 3: CONTINUING VIOLATION REMEDIES / COMPLIANCE COMMITTEE

If the alleged violation persists beyond the 15 day grace period:

1. A second letter must again be sent to the Management Office addressed to the Board of Directors by a complaining owner or agent (not necessarily the first owner or agent who originally complained) that the violation still exists.
2. The Association attorney will be notified.
3. The Board may levy a \$100 fine, which may be on the basis of each day of a continuing violation, starting on or after receipt of the first notice by the alleged violator, except that no such fine shall exceed \$1,000 in the aggregate and/or suspend use of the Association amenities which will not exceed 90 days.
4. A fine or suspension may not be imposed without notice of at least 14 days to the person sought to be fined giving them an opportunity for a hearing before a Compliance Committee of at least three members appointed by the Board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.
5. The notice of the hearing will state: the nature of the alleged violation; the action requested to cure the violation; the time and place of a hearing; an invitation to attend the hearing and produce any statement, evidence or witnesses on his or her behalf; a statement that a sanction may be imposed; and the maximum amount and/or time of any sanction.
6. In the case of properties not occupied by the owner, all tenants, residents and owners (excluding minors) involved will be provided copies of all notices and correspondence.
7. An invitation will also be sent to the person(s) originating the complaint, inviting them to the hearing in order to produce evidence to substantiate their complaint.
8. The Compliance Committee will hear testimony from both sides at the hearing and/or consider any submitted evidence and then excuse the parties and render a decision.

9. If the Compliance Committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed.

10. If the Compliance Committee approves the fine or suspension (or both), no further ratification is necessary thereafter, and the Board may proceed to enforce the fine and suspension according to Chapter 720.305, Florida Statutes, in which case the prevailing party shall be entitled to recover its reasonable attorney fees and costs from the other party.

NOTE: Notwithstanding any other provisions herein to the contrary, if F.S. 720.305 is amended or superseded hereafter so as to provide new or different requirements for the imposition of fines, suspension (or both), such new or different statutory procedures shall be followed.

10. WTC ANNUAL MEMBERSHIP MEETING RULES

1. The WTC attorney will be alerted immediately following the scheduling of the Annual Membership Meeting in the event his/her presence is required and/or requested.

2. The deadline for the turning-in of proxies will be Noon the prior business day of the Annual Membership Meeting.

3. Requests for placing agenda items on the agenda must be submitted, in writing, to the WTC Management Office at least 18 days prior to the date of the meeting.

4. Any motion which is to be made at the meeting must be submitted, in writing, to the WTC Management Office at least 18 days prior to the date of the meeting.

5. Those who wish to speak on an agenda item may do so once recognized by the Chair for a maximum of three (3) minutes and also must sign-up to speak for each specific agenda item prior to the commencement of the meeting.

6. The Chair, at his/her discretion, may have an 'open comments' session where Members who did not sign-up to speak can be recognized by the Chair to speak on any subject of their choice for a maximum of three (3) minutes.

7. Members only are permitted to speak at a WTC Annual Membership Meeting. Exceptions may be made for Association employee's, counsel, contractor's, and any government agent and/or employee.

8. If a member is deemed to be unruly by the Chair the Chair may take a vote of those present in person in regards to if the person should remove himself/herself from the meeting.

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