

## **BERMUDA GREENS RULES AND REGULATIONS**

(Excerpts from the Official Condominium Documents)

Revised and Board Approved January 5, 2024

### **BERMUDA GREENS IS A SMOKE FREE COMMUNITY AS OF 4/16/15.**

Smoking is permitted within Bermuda Greens only within the individual units including the garages. Smoking is prohibited within all the common elements and limited common elements within Bermuda Greens. These NO smoking areas include the following, but this list is not necessarily to the exclusion of others, within the clubhouse, within the entire pool area, within all lanais including clubhouse lanai, on all driveways, under all carports, and on all grassed areas within Bermuda Greens. Smoking is defined as the use of tobacco products, including but not limited to, cigarettes, cigars, pipes, and electronic cigarettes (a battery-operated device that may contain nicotine and delivers vapors for inhalation).

### **BUILDING APPEARANCE AND MAINTENANCE**

1. The streets, sidewalks, walkways, entrances, stairs, and stair landings shall not be obstructed or encumbered or used for any purpose other than ingress or egress to and from the units with the following exceptions:
  - a. The placement of one (1) or two (2) “small” plant pots that do not interfere with ingress or egress is permitted. Similarly, a “small” statue may be located near the entrance to the unit provided it does not interfere with the ingress or egress from the unit. Carriages, toys, bicycles, wagons, shopping carts, chairs, benches, tables, barbeque grills or any other object of a similar type shall not be left or stored in any of these areas.
2. Personal property of unit owners shall not be stored outside their units. No lanai, stair landing or utility room may be utilized for the storage of personal goods or appliances including barbeque grills. Unit owners may keep normal porch furniture on their lanais. Unit owners of lakeside, lower-level units may keep normal porch furniture within their enclosed courtyard or patio areas. A unit owner who plans to be absent from his unit for an extended period (two (2) weeks or more) must, prior to departure, remove furniture, potted plants, or other objects from around the exterior of the unit. Similarly, no objects may be left on the lanais unless approved hurricane shutters are installed.
3. No garage, sidewalk, yard, or flea-market sale or other similar type activities are permitted anywhere in the Bermuda Greens complex.
4. **TRASH REMOVAL**
  - a. Trash cans with securely attached lids (Tuesday and Friday) and properly prepared recycle bins (Friday only) may be placed near the street after 6:00 p.m. (as per Collier County Ordinance 2015-38, Section 6) on the night before designated pickup days. Bulky items, such as furniture, may be placed curbside Thursday evenings to be picked up Fridays at no extra charge. Appliances (washers, dryers,

TV's, water heaters, etc.) can be picked up at no charge on recycle days (Fridays). However, for appliance pickup, you must call 239-252-2380 at least 48 hours before your pickup day. Such items should NEVER be left in the dumpster.

- b. No trash bags, supplies, containers, or other such articles shall be placed in or on walkways, lanais, Stair landings, and entryways. Trash should be taken to the dumpster whenever necessary.
- c. Use of the dumpster – The BG dumpster is located where the road splits to enter either Bermuda Greens or Imperial Gardens. We encourage using your condominium's garbage disposal and deposit only secured bagged trash in the dumpster. NOTHING should EVER be left on the ground around the dumpster and NO appliances should be left at the dumpster. If possible, large boxes should be cut into smaller sections and no large furniture items should be placed in or around the dumpster.

**FAILURE TO COMPLY WITH TRASH COLLECTION PROCEDURES WILL RESULT IN A WARNING AND THEN A FINE AS SET FORTH BY FLORIDA STATE STATUTE.**

5. Laundry, bathing apparel, beach and porch accessories shall not be maintained outside of the residences or limited common elements (lanais), and such apparel and accessories should not be exposed to view.
6. No unit owner (or family member, guest, lessee, or any other occupant) shall allow anything to fall from windows, walkways, lanais, entryways, or doors of the premises, nor shall he/she sweep or throw any dirt or other substances from the unit. This includes the sweeping or washing of debris from a second-floor lanai causing such debris or water to enter the lanai below. In the case of the lanai below being outside the building line, debris or water must not contact the lanai below.
7. Loud or disturbing voices and noises are prohibited at any time. All radios, televisions, amplified playback instruments, stereos, singing or any other playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others. If used at or in the vicinity of the pool, they shall be used only with headphones. No loud music or sustained raised voices, vocal or instrumental practice, is permitted after 11:00 pm and before 7:00 am.
8. No outdoor cooking or barbequing is permitted on lanais, stair landings, in garages, under carports, or over grassy surfaces. Outdoor cooking or barbequing is permitted on the driveways in front of garages at least ten (10) feet from the building. No hibachi, gas-fired firepits, charcoal grill, chiminea or other similar device shall be used or kindled on any lanai or under any overhanging portion or within 10 feet of any structure. Per order of the Florida Fire Prevention Code (FFPC) 7th edition, portable and tabletop gas-fired grills that do not exceed 200 square inches of cooking surface area are allowed. These portable gas grills use small LPG cylinders that shall be limited to a maximum of 2.7 lb water capacity per living space unit and cannot exceed 5.4 lb aggregate water capacity (2.7lb x 2 cylinders = 5.4 lb). All grills or similar devices shall be kept out of the view of neighboring homes and Common Areas when not in use. The FFPC does not allow the storage of residential

20 lb LPG cylinders of any kind. Grills are to be stored in garages or courtyards when not in use and cannot be stored in common areas, limited common areas, or lanais.

Residents may also use the propane grills located near the clubhouse but must clean the grill and surrounding area upon completion. Please also refer to the section below regarding the use of the pool area grills.

9. No signs, advertisement, notice or other similar material shall be displayed in or upon any part of the units, limited common elements, or common elements. Unit owners may submit four by six-inch (4 X 6) notices to the property manager for posting in designated locations if deemed appropriate. Eight and one half by eleven-inch (8.5 X 11 in.) notices may be posted in designated locations by a board member or the property manager for committee or board announcements as space permits. A notice must be dated and removed within one (1) month or immediately after the conclusion of the event.
10. At no time may a unit owner, or any unit occupant, climb on the roof of a building. All commercial workers such as window washers must get prior approval from the manager before starting any job that may require roof access. Unit owners who hired the worker, and/or the worker himself, may be held liable or responsible for any damage to the building. Contractors, repair people, etc. are not allowed to work in Bermuda Greens before 8:00 a.m. or after 5:00 p.m. Monday – Saturday and not at all on Sunday except for emergencies.
11. At no time may a unit owner (or family member, guest, or lessee) mark, impair, damage, destroy, or deface any part of the condominium property. This restriction includes damage caused by moving personal property, deliveries, or use of the common elements. The exterior stucco surface must never be penetrated using nails, screws, etc. Nothing should be suspended from or attached to the exterior of the buildings. The unit owner/lessee shall be held responsible for and shall bear any expense of such damage.
12. Bermuda Greens will follow the Collier County Ordinance regarding the number of people residing/sleeping in a unit at one time. (Ordinance 2010, Section 6(13), Code of Laws and Ordinance [www.colliergov.net/code](http://www.colliergov.net/code). Main office 239-252-2550).

## **ARCHITECTURAL GUIDELINES / RULES**

1. Unit owners are specifically cautioned that their rights to make any addition, change, alteration, or decoration to the exterior of the condominium buildings are subject to the provisions of the Declaration of Condominium. All such additions, changes, or alterations must be presented to the Board of Directors for approval, accompanied by written plans, drawings, and specifications. This includes all window and exterior door replacements, as well as garage doors, and any interior chair lifts and/or elevators.
2. The Board of Directors shall approve such requests only if the association is protected against, or indemnified as to mechanic's liens, and/or claims arising from such work. Work may begin only after official written Board approval.

3. If a unit owner, after first obtaining Board permission, makes any modifications, installations, or additions to his unit or common or limited common elements, the unit owner and his successors in title shall be financially responsible for the insurance, maintenance, and repair and replacement of the modifications, installations, or additions.
4. No owner shall cause his porch or lanai to be enclosed or cause any changes, structural or non-structural, to be made to the unit or building, including painting or other decoration outside of the units, or the installation of any electrical wiring, appliance, or Jacuzzi or in any manner change the external appearance of any portion of the Condominium without prior approval by the Board of Directors.
5. All interior structural changes require Board approval. If carpeting is not to be used for flooring replacement in second story units, then Board approval is required to ensure the proper sound proofing underlayment used. This includes all tile, wood, vinyl, and laminate installations in second floor units even when this flooring is not replacing carpet. Proper waterproofing of concrete floors on first floor units is required prior to changing flooring in these units.

**ADDITIONAL ARCHITECTURAL REQUIREMENTS ARE LOCATED IN THE LATEST REVISION OF THE ARCHITECTURAL AND REVIEW COMMITTEE GUIDELINES AND PROCEDURES MANUAL.**

The following guidelines also apply:

1. Decorations (Flags, Lights, Banners, etc.)
  - a. No permanent decorations are allowed.
  - b. Fixtures for the decorations cannot be permanently attached to the buildings, trees, or shrubs. Decoration attachments cannot penetrate the external stucco (i.e., no nails, screws, etc.)
  - c. Low voltage ground lights including solar lights along the sidewalk or driveway must be maintained and are the sole responsibility of the owner.
  - d. Any owner may display one (1) portable, removable United States flag in a respectful way.
2. Shutters, Panels, and Screen/Security Doors (Requires Board Approval)
  - a. The color for all shutters and doors is WHITE. An exception is made for polypropylene woven monofilament geotextile fabric hurricane screens which may be black or dark gray in color.
  - b. Where possible, the style of exterior storm doors should be the same as the neighboring unit. The key for all lockable doors must be on file with the property manager. In case of a combination entry lock, the code must be on file with the property manager. It is recommended that if a security system is installed, that the code also be left with the property manager.
  - c. Screens are required where originally placed on the exterior of all windows and lanais.

3. Solar Shades, Blinds, Window Treatments, Exterior Shutters and Panels
  - a. Fixtures that provide shade or privacy on patios and lanais as well as the application of film to the interior of windows or any type of window tinting that changes the exterior appearance of the building requires board approval.
  - b. Installation of any shade, blind, shutter or panel to the exterior of the lanai or patio screen is prohibited. An exception applies to those units that were originally constructed without a separate lanai however, board approval is required.
  - c. Hurricane shutters and polypropylene woven monofilament geotextile fabric hurricane screens may be installed on the building exterior. As with any appearance-changing modification, it requires Board approval for color and type.
4. TV and Radio Antennas including Satellite Dishes:
  - a. TV antennas, radio antennas, and satellite dish antennas and communication dishes are not permitted on common ground or external to any building.

### **VEHICLES, INCLUDING BICYCLES, ROADWAYS AND PARKING AREAS**

1. Occupants of each unit are limited to store no more than two (2) motor vehicles within the Bermuda Greens complex. All vehicles must be registered with the property manager. Additional and replacement vehicles must be registered with the manager at the time of purchase. Designated covered parking spaces under carports and driveways up to the garages are for the use of the designated unit occupants and their guests only.
2. Occupants of each unit are not permitted to have the following vehicle types parked or stored anywhere in the Bermuda Greens complex unless they can be fully enclosed inside a garage:
 

<ul style="list-style-type: none"> <li>• Boats</li> <li>• Trailers of any kind</li> <li>• Pickup trucks</li> <li>• Any type of vehicle with an open utility bed</li> <li>• Four door pickup trucks</li> <li>• Vans or any other vehicle type with commercial or other signage.</li> <li>• Commercial vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Campers</li> <li>• Mobile homes</li> <li>• Motor homes</li> <li>• Any vehicle with more than two axles.</li> <li>• Inoperable vehicles.</li> <li>• Unlicensed (unregistered) vehicles</li> <li>• Go-carts</li> <li>• ATV's</li> <li>• Golf carts</li> </ul>
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3. Vans or trucks with commercial or other signage, having unit construction or repair intent, are not permitted anywhere in Bermuda Greens on Sundays and National Holidays except for emergencies. Such vehicles are only permitted in Bermuda Greens on Monday through Saturday from 8:00 a.m. to 5:00 p.m. with the exception for emergencies as noted above. At no time is a truck over forty (40) feet long permitted anywhere in Bermuda Greens.
4. No vehicle shall be parked anywhere except on a paved area intended for that purpose, in a garage or under a carport. Parking or driving motor vehicles on grassed areas, landscaped areas, sidewalks, lanais, courtyards, or inside a unit is not permitted. Vehicles shall be parked between pavement markings so as not to take up more than one (1) space and be pulled fully forward so as not to extend beyond the marked area or beyond the canopy of a carport. Parking is never permitted in non-parking areas.
5. No vehicle shall be used as a domicile or residence, either permanent or temporary.
6. The owner of a vehicle which leaks motor fluids onto the pavement is responsible for the removal of such spillage and any stains caused by such spillage.
7. Car washing within the Bermuda Greens complex is limited to the two (2) vehicles permitted per unit.
8. No mechanical work such as tune up and oil change is permitted within the Bermuda Greens complex. Only emergency repair work to start a vehicle or to ready it for towing is permitted.
9. Owners may park in another owner's carport, driveway, or garage with written permission from the owner. Written permissions should be made available upon request of the manager.
10. When not in residence, owners who leave a car in the carport or parked in their driveway must provide the manager with access to the car key either through the condominium watch person or a specified location of the car key within their unit.
11. When the unit is unoccupied, storage of the first car must be within the line of one's designated covered parking spot, carport, driveway, or garage. If the unit owner has a second car and a driveway, the second car must be parked in their designated driveway. If the unit owner does not have a driveway or a driveway long enough to accommodate the vehicle, then the second vehicle may be parked within the lines of any open guest parking spot. In consideration of all, it is recommended that occupants, especially in season, do not occupy the same guest spot consistently.
12. All bicycles must be registered with the property manager. Bicycles must be stored inside the unit when owners are not in residence and the unit is not occupied. Storage or parking of bicycles on sidewalks, stairways, or stair landings is not permitted at any time. Bicycles are to be parked in bicycle racks when the unit is occupied, and the bicycle is not in use. Any abandoned bicycle can be removed by the property manager at the direction of the

Board. A bicycle is regarded as abandoned when tagged by the manager for one week with no response from the owner. All attempts to contact the owner by email or phone will be made by management before the bicycle is deemed abandoned. All bicycles must be maintained in property operating condition and appearance, or they will be tagged for removal by the manager.

## **GARDENING AREAS**

1. Gardening by residents is a privilege and not a right. All trees, plants and shrubs are the property of the Bermuda Greens Association and will be maintained and/or removed at the discretion of the association regardless of who paid for the plants.
2. Plantings by unit owners are restricted to ornamental shrubs and flowers of reasonable size, shape, and color in harmony with the existing growth. Unit owner plantings not in harmony with the existing landscape will be removed.
3. Unit owners who wish to change existing landscape plantings in their area and at their own expense by using the Bermuda Greens landscape maintenance contractor, should contact the landscape committee via the BG website Community Management page for preapproval. The landscape committee will then consult with the contractor to obtain a written proposal.
4. Planting of annuals by unit owners requires that all annual plantings be removed, and pots emptied by the unit owner before leaving for an extended period.
5. Growing vegetables and fruit trees are prohibited. Herb growing is allowed.
6. Garden hoses must be neatly stored.
7. Nails, screws, or other penetrating objects placed into trees or into the exterior of the building for any reason is prohibited.
8. Parking of any vehicle or driving of any vehicle on the grass is not permitted.
9. No artificial flowers are permitted in garden areas.

**Recommended Annuals:** Impatiens, Begonias, Pentas, Geraniums, Petunias, Salvia, Celosia, Coleus, Alyssum, Snap Dragon, Vinca, Daisies, Marigolds.

**Recommended Shrubs:** Hibiscus, Gardenia, Star Jasmine, Liriope, Bougainvillea Dwarf, Dracaena, Indian Hawthorn, Getrophia, Ixora, Plumbago, Crotons, Cocoplum, Dwarf Garden Island Ficus.

**Undesirable Plants:** Carrotwood, Ficus (except Garden Island Dwarf variety), Mahogany, Oleander, Norfolk Pine, Bottle Brush, Fish-tail Palm, White Bird of Paradise, Asparagus Fern, Boston Fern, Rio, Discolor, Wandering Dude, Schefflera Trees, Bamboo (all varieties), Invasive Vines (i.e., Pothos, Virginia Creeper), Areca Palm, Roses, Crown of Thorns.

## **PETS**

1. Each unit owner may keep up to two (2) small pets of normal domestic household type in the unit. No reptiles, amphibians, poultry, or livestock may be kept in the unit. The pet may be a cat or dog weighing no more than twenty (20) pounds. No pit bull or pit bull mix is permitted.

2. No pets of any kind are permitted in a unit when the unit owner is not in the residence for a period of 24 hours or more. Annual lessees, seasonal lessees, or others who visit in the unit owner's absence are NOT permitted to have pets.
3. The pet should always be on a leash or carried by the owner while on condominium property outside the owner's unit.
4. The owner is responsible for cleaning up after the pet on any Bermuda Greens property.
5. It is a violation of the Rules and Regulations to feed any ducks, geese, wild birds, alligators, and other animals anywhere within Bermuda Greens.
6. Keeping a pet is a privilege not a right. The Board of Directors will order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents.

## **USE OF POOL**

1. Pool hours are from 7:00 a.m. until dusk. No swimming is permitted at night.
2. No lifeguard is on duty; therefore, everyone swims at their own risk.
3. It is strongly suggested that each person use the shower to dilute any sunscreen products before entering the pool. Soap/Shampoo may not be used for safety reasons.
4. Children under twelve (12) must be accompanied by a parent/guardian while in the pool area.
5. Babies and non-toilet trained toddlers must wear swim diaper protection under bathing suits. Parent/Unit Owner/Renters will be held responsible for any pool contamination by the child and pay all costs to remedy the situation to original conditions.
6. Floats are discouraged if more than eight (8) persons are in the pool.
7. The use of towels or pad protection from sunscreen products on the lounges is suggested and appreciated.
8. No glass of any kind is permitted in the pool area including the lanai. Food must be consumed within the screened in lanai area.
9. Smoking is not permitted anywhere in the pool area including the screened in lanai. Smoking is defined as the use of tobacco products including but not limited to cigarettes, cigars, pipes, electronic cigarettes (a battery-operated device that contains nicotine and delivers vapor for inhalation).
10. For safety reasons, ball playing, running, rough housing, or the use of a squirt gun is prohibited in the pool area. Diving or jumping into the pool is always prohibited.
11. For safety reasons, we ask that you close the table umbrellas and return the chairs/chaise lounges to the original pool facing position when leaving the pool area.
12. Pets are not allowed in the pool area at any time.
13. Bicycles, scooters, skateboards, and skates of any type may not be used within the pool area. Baby carriages or strollers are permitted but must be kept away from the pool edge with brakes applied when not in use.
14. No one using the pool or pool area shall engage in any disorderly, boisterous, or other disturbing activity that interferes with the rights, comforts, or relaxation of another pool user or resident.
15. Radios, CD players, iPod are permitted in the pool area with headphones only.
16. Cell phone use should be kept to a minimum in the pool area.
17. When walking to and from the pool complex, proper coverups over swimsuits are requested for males and females of all ages.



## **USE OF SPA**

1. Spa hours are from 7:00 a.m. until dusk.
2. There is no lifeguard on duty, therefore everyone uses the SPA at their own risk.
3. SPA temperature is normally set at 102 degrees and may not exceed 104 degrees. Persons with heart conditions, high blood pressure, or any cardiac problems should be cautious regarding the length of stay in the SPA.
4. Children under twelve (12) are NOT permitted in the SPA.

## **USE OF GRILL**

1. Caution must be exercised, and hood must be raised when lighting the grill.
2. Individuals using the grill must remain within sight of the grill.
3. The grill must be cleaned after use, gas turned off, and lid closed.
4. Please Shut the gas off at the tank after each use.

## **TEMPORARY EXCLUSIVE USE OF THE CLUBHOUSE**

1. Permitted activities include all planned activities in the clubhouse and/or pool area by any committee that exists for the benefit of Bermuda Greens. Activities should be presented to the Board of Directors at least fifteen (15) days in advance of the event. Exceptions would be previously reserved activities by Bermuda Greens residents. To obtain desired dates, any committee may reserve the facility on a yearly or seasonal basis with the approval of the Board.
2. Any unit owner may lease the clubhouse for temporary exclusive use by the following the steps below:
  - a. Apply in writing to the Board at least fifteen (15) days in advance of the requested date.
  - b. State the purpose of the desired use, along with the beginning and ending time of the event, the number of people expected, and the extent to which the facility will be used (i.e., just clubhouse? Pool? Both?)
  - c. The written request should include a \$200 security deposit. If twelve (12) or fewer people will be present, the security deposit is \$50. This security deposit will be refunded, provided the owner leaves the facilities in the same condition the unit owner found the facilities. This includes returning all the furniture used to their appropriate locations and thoroughly cleaning the premises. No food shall be left behind in the refrigerators and all trash should be placed in the trash receptacles inside the screened lanai area.)
  - d. The facilities may also be reserved by obtaining written approval from the property manager, board president, or other designated board member.

3. Temporary exclusive use implies that the unit owner may use the facilities for the time and in the manner approved. However, no other unit owner may be denied access to the pool or the rest rooms.
4. Exclusive use of the clubhouse will not be approved for more than two (2) times within any given week (Sunday through Saturday).
5. Unit owners are permitted to reserve the clubhouse for his/her own personal use not more than two (2) times in a calendar year. This privilege is non-transferable. If, however, no other requests for the use of the facility have been made within fourteen (14) days before the date of the third request, and there are fewer than two (2) reserved dates during the week in question, approval may be permitted for another temporary exclusive use by that unit owner.
6. The unit owner who leases the clubhouse for temporary exclusive use, is responsible to see that all guests adhere to the pool regulations.
7. The unit owner who leases the facility is financially responsible for any damage that may occur during the function.
8. The unit owner who leases the facility must remove all trash after their event. The trash should be placed in the outdoor trash and recycle containers that are located within the lanai and outside of the lanai by the gas grills.
9. Family members and/or guests of the unit owner may not lease the clubhouse for temporary exclusive use.

### **PARKING OF MOVING CONVEYANCE (aka POD)**

Moving or storage conveyances, sometimes referred to as a POD (name not exclusive), may only be used when moving in or out of a unit. They may be placed on the grounds of the Bermuda Greens Condominium property by an owner of a condominium addressed in the Bermuda Greens Condominium Association complex provided the following guidelines are met:

1. The owner of a property in the Bermuda Greens Condominium complex must first notify and receive approval from the Bermuda Greens Condominium Association, Inc. Board of Directors (aka BG Mgt.) to place the POD prior to having the POD delivered.
2. The owner requesting delivery of the POD places a \$500.00 deposit with BG Management prior to delivery. This deposit will be refunded after removal of the POD provided no damage from the delivery or removal of the POD occurs. The application (attached to this document) must be completed and sent to the Bermuda Greens Office Manager located in the clubhouse. The application is a four-page document and must remain intact.
  - a. Should damage occur from delivery or removal, the \$500.00 dollar deposit will not be refunded and will serve as payment or partial payment for any damages.
  - b. The requesting owner will be assessed any dollar amount beyond the \$500.00 deposit necessary to complete repairs.
3. The owner requesting delivery of the POD will sign a waiver indicating understanding of the requirements listed in line number two.

4. The POD must be removed no later than three days starting with the date of placement.
  - a. The owner failing to remove the POD after the three-day limit will be assessed a fine of \$100.00 per day for every day beyond the three-day limit.
  - b. If BG Management is required to remove the POD, the owner originally requesting placement of the POD will be responsible for the cost of removal.
5. The POD must be parked on the driveway of the requesting owner.
  - a. The POD cannot be parked on any part of the roadway and cannot impede traffic or any other residence in the area.
  - b. If the POD cannot be parked meeting the requirements listed in (a) above, the owner can request the POD be placed in an available guest parking area nearest the owner address.
  - c. The owner can request use of an additional adjacent guest space for the POD provided the requirements listed in this document are met.
  - d. PODs come in many sizes. The POD must fit in the driveway or designated guest parking space.

#### **GUESTS & VISITORS IN OWNER'S ABSENCE OR SALE OR LEASE OF A UNIT**

1. Should a unit owner wish to sell, or otherwise transfer ownership, including to family members, to lease, or to rent or otherwise permit occupancy of his/her condominium parcel (which means that the unit together with the undivided share of the common elements appurtenant thereto) he/she shall before making or accepting any offer to purchase, transfer, sell, lease, rent, or other permit occupancy of the condominium parcel, deliver to the Board of Directors a written notice containing:
  - a. The terms of the offer he/she received or which he/she wishes to accept or proposes to make. A copy of the offer is to be given to the manager.
  - b. The name and address of the person(s) to whom the proposed sale, lease, or transfer is to be made, and such other information as may be requested by the Board of Directors within five (5) days of receipt of notice.
2. **REQUIRED VISITOR/GUEST APPLICATION FORM:** A unit owner must complete a Guest/Visitor Application Form if he/she plans to have guests/visitors staying in the owner's unit longer than a seven (7) day period when he/she is not present. No guests or visitors are permitted to have pets. A guest or visitor is any person occupying a unit owned by another when no financial interest is considered.

3. **TRANSFER OF TITLE OWNERSHIP:** In the case of a proposed sale or other transfer of title of a unit, including transfer to a trust or to a family member, the unit owners shall give the Board written notice of intent at least twenty (20) days prior to the intended closing date. Within twenty (20) days after receipt of the required notice or not later than sixty (60) days after the notice is received (whichever comes first) the Board shall vote on the transfer. Failure to act by the Board shall be deemed as Board approval.
4. Any purchaser of a unit is prohibited from leasing his/her unit for a period of two (2) years from the date of transfer. The date of transfer is the actual date of transfer and not the date the deed is recorded in Collier County records.
5. **SALE OF A UNIT:** In the case of a proposed sale of a unit, the owner will obtain the appropriate application form which will be submitted with a \$100 application fee and be signed by the prospective purchaser.
6. **LEASE OF A UNIT:** In the case of a proposed lease of a unit, the owner will obtain the appropriate application form which will be submitted with a \$100 application fee and be signed by the prospective lessee or occupant.
  - a. The unit owner shall give the Board written notice of intent at least fifteen (15) business days prior to the starting date of the proposed lease. Within fifteen (15) business days after receipt of the application, the Board shall vote on the lease. Failure to act by the Board shall be deemed Board approval.
  - b. No unit shall be leased for a term of less than three (3) months. A unit owner shall not lease his/her unit more than four (4) times during any twelve (12) month period. No lease may be for a term of more than one (1) year. The Board may approve recurring leases from year to year. No Bermuda Greens condominium unit may be sub-leased. A copy of the signed lease must be received by the Board.
  - c. During the term of a lease, only the lessee and his/her family and guests may occupy the unit. Occupancy limitations are based on two (2) people per bedroom/den.
  - d. No person under twenty-one (21) years of age shall occupy the unit unless his/her parent or the unit owner is in the residence.
7. In the event of a sale or lease, approval by the Board of Directors shall not be unreasonably withheld without cause.

## **OPEN HOUSES**

1. Unit owners may not post or display any signs anywhere on the condominium property, including "For Sale," "For Lease or Rent," and other similar signs. Unit owners may post or display "Open House" signs in accordance with the guidelines specified below:
  - a. "Open House" signs are only permitted between the hours of 10:00 a.m. and 5:00 p.m. **SATURDAYS AND SUNDAYS ONLY.**
  - b. Owner/Realtor "Open House" signs must be professionally prepared and are not to exceed eighteen (18) inches by twenty-four (24) inches.

- c. “Open House” real estate signs are limited to a maximum of three (3) signs, one (1) at a unit and two (2) directional signs. One (1) “Open House” directional sign is to be placed at the entrance to Bermuda Greens property at the corner of Imperial Golf Course Boulevard and Garden Path Boulevard. This sign can only indicate that there is an “Open House,” no other information is permitted. A second directional sign is to be placed at the corner of Bermuda Greens Boulevard and Castle Harbour Drive or Bermuda Greens Boulevard and Hamilton Harbour Drive. In the case of multiple open houses, directional signs should not be duplicated. Compliance with this rule is the unit owner’s responsibility and it is their responsibility to ensure that realtors comply with them.

## **EMERGENCIES**

1. It is required that each unit owner provide the management company with a duplicate house key of both entry doors and dead bolt locks as well as outside door key and code for keyless entry, if applicable.
2. It is required that each unit owner have a condominium watch person/company to inspect the unit on a regular basis when the unit owner is absent for long periods of time. It is strongly suggested that the condominium watcher be licensed and bonded or insured. Unit owners must provide the management company with the name and phone number of the condominium watcher.
3. Unit owners who plan to be absent from his/her unit for an extended period, (more than two (2) weeks) shall prepare the unit prior to departure according to the following guidelines:
  - a. All furniture, potted plants, and other objects must be removed from the lanai and from around the outside of the unit. If approved hurricane shutters have been installed on the lanai, furniture may remain in place but moved away from the shutters.
  - b. The main water valve inside the unit **MUST** be turned to the OFF position. The circuit breaker for the water heater must be turned off.
  - c. All units **MUST** have their air conditioner on, in good working order, and set at a level to prevent mold and mildew growth inside the unit.
  - d. It is strongly suggested that you provide the management company with an alternate address/phone number for emergency purposes. Otherwise, the registered condo watch company will be contacted in case of emergencies at the unit owner’s expense.