

# **RULES and REGULATIONS**

These rules and regulations protect the rights and privileges of members, their families and guests and protect Foundation property to assure maximum use and enjoyment. The General Manager and staff are responsible for extending all courtesies, comforts and services and are empowered to enforce these rules and regulations. It is the responsibility of all who use these facilities and services to know these rules and regulations, abide by them, and cooperate in their enforcement. Questions should be addressed to the General Manager. These rules and regulations supplement the Governing Documents of the Foundation and the Rules and Regulations of the Architectural Review Board, all of which may be viewed and downloaded from the Foundation website ([www.longshorelake.org](http://www.longshorelake.org)).

## **CLUBHOUSE**

1. Hours of operation for services and facilities are set by the General Manager according to seasonal demand and other considerations and published in the Breeze.
2. Guests may be entertained during operating hours except when limitations on guests are made for special events.
3. Damages caused by members, their families and their guests are the member's responsibility.
4. Food and beverages consumed during operating hours must be provided by the Club, except that wine may be brought by members subject to a corkage fee.
5. A service charge of 18% (20% for non-member parties and banquets) will be added to all food and beverage purchases.
6. All charges must be made to members' accounts except that Reciprocals may charge to their club or to VISA or MasterCard.
7. Cellular telephones brought into the Clubhouse must be set on the vibrate mode. Calls should be taken outside and must not disturb others.
8. Games are permitted at the times and locations determined by the General Manager
9. Pets other than service animals are not permitted in the Clubhouse, on the tennis courts, or in the pool area.
10. Members and guests should not reprimand the Foundation staff. Suggestions or complaints about service should be made in writing to the General Manager.

11. Members and guests are not permitted in the service areas.
12. The sale and consumption of alcoholic beverages will be conducted strictly within applicable laws. Those appearing to be intoxicated or whose conduct is inappropriate will not be served.
13. Minors, defined by Florida statutes as anyone under the age of 18, are not allowed to sit at the bar.
14. Athletic equipment and clothing should not be placed on tables and chairs. Chairs should be protected from wet clothing.
15. Dress
  - a. Appropriate dress, including shoes and shirts, is required at all times. Members are responsible for their guest's attire. Alternative requirements may apply to special events.
  - b. In the Royal Palm Room women may wear dress slacks, dress shorts, skirts or dresses. Men may wear dress slacks, dress shorts and collared shirts. Jeans, jean shorts, cover-ups, mini-skirts, short-shorts, and athletic attire are not permitted.
  - c. In the Bahama Pub women may wear slacks, shorts, skirts or dresses, tennis attire or golf attire. Men may wear slacks, shorts, collared shirts, inoffensive tee shirts, tennis attire or golf attire. Jeans and jean shorts are permitted.
  - d. Caps, athletic hats and visors are not permitted in the main dining room.
  - e. Bathing attire is permitted only in the pool area and appropriate cover-ups are required elsewhere.

#### 16. Reservations

- a. Reservations are requested for dinner in the Royal Palm Room and the Bahama Pub.
  - b. Reservations are required for holiday dining and for special events. Reservations may be made by resident members up to one month in advance. Tennis members and dining associates may make reservations up to two weeks in advance.
  - c. Cancellations made within 48 hours of a special event may be charged.
17. Private functions such as cocktail parties, brunch, lunch and dinner parties, weddings, receptions and business meetings are encouraged. Requests should be addressed to the Food & Beverage Manager. Photographs or video records of events must not be used for publicity purposes. No announcements or news may be given to the media unless approved in writing by the General Manager. Private functions must not displace regularly scheduled Foundation events.

18. Automobiles must be parked in designated areas. Parking is prohibited on the Clubhouse drive at any time by order of the Fire Department. Parking for the handicapped is available for those displaying a handicap tag or license plate.
19. Bicycles must use the racks provided and should be locked.
20. The Foundation assumes no responsibility or liability for the loss of vehicles or personal articles.
21. The use of rollerblades, skateboards, scooters and motorized toys is not permitted on the Clubhouse drive and sidewalks, the tennis courts, the dining deck, the pool area and the parking lot.
22. Commercial advertisements and solicitations, other than those in the Longshore Lake phone book, may not be posted or circulated within Longshore Lake. Foundation stationery may not be used for commercial purposes.
23. The Longshore Lake phone book is furnished only to members and must not be used for business or political purposes nor given to anyone not a member for any reason.

## **MULTIPURPOSE ROOM**

1. The Coquina Room may be reserved through the Foundation office. Requests for a time other than during normal operating hours must be made in writing to the General Manager.
2. Children ages 11 and under may use the Coquina Room only when a parent or adult guardian is in the Clubhouse. Children that are not toilet-trained must have direct supervision.
3. Food and beverages are not permitted in the Coquina Room unless approved by the Food & Beverage Manager.
4. The Coquina Room must be cleaned and straightened after each use. Nothing may be stored in the room unless specifically permitted.

## **FITNESS CENTER**

1. The equipment has been selected to provide cardiovascular exercise, strength training and stretching suitable for most people in reasonable health. It is recommended that users determine their suitability for fitness training with their physician.
2. In an emergency, call 911. First aid supplies and an automatic external defibrillator are located in the hallway outside of the center. Do not

test or tamper with this equipment.

3. Fitness center hours are from 5:30 a.m. to 10:00 p.m. daily including weekends and holidays. Access outside of Clubhouse operating hours is by electronic cards that may be purchased in the Foundation office.
4. The fitness center may be used by members and houseguests age 12 and older. Children age 15 and under must be accompanied by a parent, adult guardian or personal trainer.
5. A personal information and release form must be on file prior to using the center.
6. All must sign the register for each use.
7. Read and comply with all instructions on the machines and posted on the walls. Users are encouraged to follow a recommended program for fitness training.
8. When others are waiting for a cardiovascular machine, workout time should be limited to 30 minutes.
9. Personal trainers are permitted, must carry their own liability insurance and must be registered with the tennis office. The Foundation does not provide or endorse any trainers and is not responsible for their actions.
10. Appropriate attire is required. Shirts and athletic shoes must be worn.
11. Television volume must be kept at a low level.
12. Shoes must be thoroughly clean or changed before entering. Dirt and Har-Tru tennis court material must not be tracked into the center.
13. Cleaning supplies are provided and all surfaces must be cleaned after use. All equipment must be returned to its intended place. Food is not permitted.
14. Equipment malfunctions must be reported to the tennis office. Do not attempt repairs.
15. Inappropriate behavior should be reported to the Foundation office.
16. Users who set off the alarm will be charged for the sheriff department fine for answering a false alarm.
17. Accidents and injuries, however minor, must be reported to the Foundation office.

## **SWIMMING POOL**

1. The swimming pool and pool area are open daily from 8 a.m. to sunset. The General Manager may close the pool for any reason.

2. Children age 12 and under must be accompanied by a parent or responsible person age 16 or older. All others are encouraged to have another swimmer present when in or around the pool.
3. Proper bathing attire is required. Appropriate cover-ups are required elsewhere. Cutoffs are not allowed in the pool.
4. Swimmers must shower before entering the pool.
5. Posted rules must be obeyed.
6. Nothing may be taken into the pool that might pollute the water or be hazardous to swimmers. Children not toilet trained must wear swim diapers or waterproof diaper covers.
7. Diving and running are prohibited.
8. Flotation devices other than swimming aids used under supervision are not permitted.
9. Only food and beverages provided by the Foundation are allowed during normal service hours and must be consumed on the upper deck. No glass or other breakable containers are permitted.
10. Trash must be disposed of in containers provided.
11. Smoking is not permitted on the pool deck.
12. Horseplay, foul language and excessive noise are not permitted.
13. Only furniture provided by the Foundation may be used.
14. Accidents and injuries, however minor, must be reported to the Foundation office.
15. The Foundation does not assume any responsibility for the safety of those using the pool area, nor for personal belongings.
16. Towels and other belongings must be removed from the pool area.
17. Restrooms must be accessed through the outside door to the Fitness Center.

## **TENNIS**

1. Courts are to be used for tennis only.
2. Court reservations are required for all play, and may be made up to two days in advance. Leagues, tournaments, special events, and tennis program round robins take precedence.

3. Players must register in the office and guest fees paid before playing. Contact the Tennis Office for current fee schedule.
4. Appropriate tennis attire and tennis shoes are required.
5. Proper tennis etiquette is required. Foul language and inappropriate behavior are not permitted.
6. Court lights must be turned off after play.
7. Tennis shoes must be thoroughly cleaned or removed before entering the tennis office, the restrooms and fitness center, the Bahama Pub, the pool area or the front door.
8. League teams must be registered in the tennis office and meet all requirements of the Longshore Lake league policy.
9. Ice is available for on-site use only. Glass and other breakable containers are not permitted on the courts.
10. Accidents and injuries, however minor, must be reported to the Foundation office.
11. Guest fees are the responsibility of the host member.
12. Any purchases made by members in the pro shop, must be charged on their account. Non members may make small purchases (under \$5.00) with cash.

## **BASKETBALL COURT**

1. The basketball court may be used daily from 8 a.m. to sunset. Use may be restricted by the General Manager.
2. Hanging from the rim is not permitted.
3. Appropriate attire, including shoes and shirts, must be worn.
4. Foul language and excessive noise are prohibited.

## **PLAYGROUND**

1. Children age 11 and under are welcome and encouraged to use and enjoy the playground. Children age 6 and under must be accompanied by an adult. The playground and its equipment are not suitable for older children and they are requested not to use them.
2. Loitering is not permitted.

3. The Playground closes at 9:00 p.m..
4. Trash must be disposed of properly.
5. Trees and landscaping are not play equipment and must not be climbed, pulled or otherwise disturbed.

## **THE GREEN and CLUBHOUSE PATIO**

1. The Green and the Clubhouse patio may be reserved for private functions.
2. Foul language and excessive noise are not permitted.
3. Functions must end by 9:00 p.m., or at the discretion of the General Manager.

## **LAKE and FISHING**

1. Swimming and wading are prohibited in the Lake and the pond.
2. Boating and fishing by residents and accompanied guests are permitted on the lake but not on the pond.
3. Fishing from the shore on Foundation property is permitted at any time. Fishing from the bridge is prohibited. Fishing from private property requires consent from the property owner.
4. Fishing is catch-and-release only.
5. Alligators and other wildlife may be present and all who use or go near the lake and pond do so at their own risk. Wildlife must not be fed, teased, mistreated, trapped or destroyed. Exceptional danger should be reported to the Foundation office.
6. Trash, solvents, waste and horticultural products of any kind must not be deposited into the lake, pond or storm drains.

## **LANDSCAPING and IRRIGATION**

1. The irrigation schedule issued by the Foundation must be strictly observed. Irrigating on Friday is prohibited by law and violators may be fined by Collier County Code Enforcement. Irrigation on Mondays and Tuesdays is prohibited per our approved schedule by South Florida Water Management. All landscaping within 6 feet of a driveway or intersection should be trimmed to a height no higher than 3 feet to ensure visual safety for vehicles.

2. Trees and plants on private property must be trimmed to County specifications and must avoid obstructing vehicles and pedestrians on streets and sidewalks.
3. Trees and plants that are infected with contagious diseases must be promptly removed by the homeowner. The Foundation may remove a diseased tree or plant at the expense of the homeowner.
4. A Live Oak located on the property line to the right of a property as viewed from the street is that homeowner's responsibility.
5. Landscape refuse is collected on Tuesdays between 6:00 am and 6:00 pm. It must be properly bagged or bundled according to the requirements of the collector, and must not be placed for pickup before 6:00pm Monday. Yard Waste must not be accumulated at the streets at other times..
6. Landscaping on common areas, including culs-de-sac, may not be altered in any way.
7. Landscaping near mailboxes and signs must not damage or obscure them or interfere with their function. Mailbox plantings must not be higher than the supporting scrollwork, nor be supported by the mailbox or post. Nothing may be attached to the mailbox or post.
8. Residents must comply with the Fertilization Ordinance, which was put into effect to minimize run off of nutrients into the lake. A copy of that ordinance may be obtained from the Foundation Office.

## **WATERCRAFT**

1. Watercraft must be owned and registered to a member and conform to Florida statutes, but need not be licensed. They must be recorded with the Foundation.
2. Watercraft may not be longer than 17 feet, may be powered only by hand, foot, oars, paddles, sails or electric motor, and must not exceed 5 mph. No gasoline motors are allowed.
3. When not in use, watercraft must be moored to a dock or property or neatly stored unobtrusively and not on the embankment. No more than two may be permanently moored at any one dock. Watercraft and docks must be maintained in proper and serviceable condition.
4. Children age 12 and under may operate watercraft only under the supervision of an onboard adult. Children age 5 and under must wear a USCG approved floatation device.
5. Foul language and excessive noise are prohibited.
6. Watercraft must be capable of hand launching from the owner's property

except for initial purchase, service or sale or if owned by an off-lake resident, when Foundation property may be used under the supervision of the General Manager or designee.

## **SAFETY and PRIVACY**

1. It is the nature of our community that automobiles, commercial vehicles, motorcycles, golf carts, bicycles, pedestrians, joggers, scooters, rollerblades and other forms of transportation and recreation converge on our streets and crosswalks. It is imperative that every one obey all traffic laws and rules and exercise extreme caution to ensure the safety of all.
2. Residents must notify the gate guard of all visitors, and failure to do so may result in that visitor being denied entry. Lists of visitors who are permitted entry on a continuing basis must be kept current by notifying the Foundation office or using the gate website (<http://longshoreadmin.no-ip.info/isn/default.aspx>).
3. Drivers must obey the 25 mph speed limit and all traffic signs.
4. The gate guard is not permitted to handle parcel pickups or deliveries.
5. Crimes, vandalism and suspicious activities must be reported immediately by calling 911 in an emergency or the Collier County Sheriff at 774-4434 to make a non-emergency report, and must be reported to the gate guard or the Foundation office.
6. Bar code decals permitting use of the automated entry gate are available for registered vehicles belonging to resident members and tennis members. Decals may be purchased in the Foundation office and are not transferable.
7. Vehicle entry and exit must be done at very slow speeds. The automated entry gate must be allowed to close after each vehicle. Repairs to gate bars will be charged to the responsible member.
8. Pedestrians should use sidewalks where present, and when using the street should walk, jog or run on the left side of the road facing oncoming traffic. At night pedestrians should wear light-colored clothing and reflective devices.
9. Bicycles are considered vehicles when ridden on streets and riders must obey all traffic signs and rules. When ridden on sidewalks, pedestrians must be given the right of way. Lights and reflectors should be used at night.
10. Gate guards must be shown proper respect. Complaints or suggestions should be made to the General Manager.
11. Violations of these rules should be reported to the Foundation office.

## ARCHITECTURAL REVIEW BOARD (ARB)

1. Original construction and all subsequent exterior alterations, additions or treatments to homes and home sites must be approved in writing by the Architectural Review Board (ARB) before commencing. The ARB Rules and Regulations and application forms are available from the Foundation office, or may be viewed and downloaded from the Longshore Lake website ([www.longshorelake.org](http://www.longshorelake.org)). Other restrictions may be included in the Governing Documents (Covenants and By-Laws). The homeowner is responsible for knowing and abiding by these, and will be required to reverse or correct work not authorized or not in compliance.
2. Restrictions and requirements for structures include but are not limited to appearance, setbacks, easements, attachments, outbuildings, docks, garages, driveways, fences, walls, roofs, wall and trim colors, and work site maintenance. It is recommended that any exterior work, however minor, be reviewed with the Foundation office to determine the approval requirements.
3. A refundable deposit may be required to cover any repairs or cleanup costs borne by the Foundation because of the work.
4. Original landscaping and subsequent alterations affecting the required plantings as described in the ARB Rules and Regulations must be approved by the ARB. Other major landscaping changes must also be approved. Requirements imposed by Collier County must also be met.
5. Restrictions and requirements for landscaping include but are not limited to obligatory trees, suggested trees and plants, prohibited trees and plants, obstruction of lake views, and irrigation.
6. Repainting and re-roofing require ARB approval even if they are to replicate the original color and style. Color chips and roofing samples must be submitted with the application.
7. Interior alterations do not of themselves require approval, but any related exterior manifestations such as excessive noise, machinery, sanitation devices or dumpsters must be approved.
8. For Sale signs must comply with the design and location specified in the ARB Rules and Regulations. Directional signs for open houses and other activities are prohibited. Exceptions may be requested from the General Manager.
9. Approved hurricane shutters may remain up during the hurricane season. Others are permitted only during hurricane watches, hurricane warnings and hurricanes.