

## **RULES and REGULATIONS**

### **INTRODUCTION**

*The purpose of these Rules and Regulations is to protect the rights and privileges of members, their families and guests and protect Foundation property to assure maximum use and enjoyment. As such it is your responsibility to know these Rules and Regulations abide by them and cooperate in their enforcement.*

*The General Manager and staff are responsible for extending all courtesies, comforts and services and are empowered to enforce these Rules and Regulations.*

*These Rules and Regulations supplement the Governing Documents of the Foundation and the Rules and Regulations of the Architectural Review Board, all of which are available on the Foundation website: [www.longshorelake.org](http://www.longshorelake.org)*

*The General Manager or designee has the authority to eject from the Club or Common Areas any owner, guest, tenant or other person whose behavior violates these Rules and Regulations, and may suspend common area privileges until the Board of Directors can consider the matter.*

**Use of all Foundation property, amenities and the lake is at your own risk. The Foundation is NOT responsible for the loss or damage to vehicles or personal items.**

*Questions regarding these Rules and Regulations should be addressed to the General Manager.*

### **A. GENERAL RULES & REGULATIONS:**

*The following apply to all common areas including lake, clubhouse, green space, patio, pool, fitness center, tennis courts, basketball practice area, and children's playground.*

1. **FOUL LANGUAGE and EXCESSIVE NOISE** are not allowed anywhere within Longshore Lake.
2. **SMOKING** of any kind (cigarettes, e-cigs, vape pens, MODS, pipes, cigars, joints & blunts, etc.) are prohibited inside clubhouse, around outside dining areas, pool patio area, tennis courts, and playground at any time.

*Florida Statute 386.202*

*Florida Clean Indoor Act 1985*

*Collier County Tobacco Free Florida Organization*

3. **PETS** other than service animals, are not permitted in the Clubhouse, on the tennis courts and the pool area. Emotional support animals, even with a doctor's note, are not recognized as service animals.
4. **BICYCLES** must use the racks provided and locking them is recommended.
5. **DRONES**, other than those operated for commercial or civil purposes are not allowed in the community.
6. **HARASSMENT and BULLYING** – No one shall be permitted to engage in an abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees or vendors. This includes verbal, written or electronic methods.

*Covenant Restrictions 9.3 Nuisance*

7. **ALL PURCHASES** by members for food, beverage, merchandise and services will be charged to the member's account. Guests and reciprocals must pay by an approved credit or debit card. No cash or check transactions are accepted.

8. **DAMAGE TO ANY COMMON AREA**, including during a reserved private function, be the responsibility of the reserving member to replace or reimburse said damage.

9. **ACCIDENTS and INJURIES**, on common property should be reported to the Foundation office.

**B. 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. 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.

4. A service charge of 18% (20% for non-member parties and banquets) will be added to all food and beverage purchases. Service Charges for takeout may be adjusted by the Food & Beverage Manager.

5. Cellular telephones brought into the Clubhouse must be set on the vibrate mode. Calls should be taken outside and must not disturb others.

6. Games are permitted at the times and locations determined by the General Manager.

7. Suggestions or complaints about service are to be made in writing to the General Manager and not directed to the staff.

8. The service areas (kitchen, behind the bar, etc.) are for staff only and are not to be accessed by others.

9. 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 and may be asked to leave.

10. Minors, defined by Florida statutes as anyone under the age of 18, are not allowed to sit at the bar. Children age 11 or younger must be accompanied by an adult when eating in the clubhouse.

11. Athletic equipment and clothing should not be placed on tables and chairs. Chairs should be protected from wet clothing.

12. Dress

a. Appropriate dress, including shoes and shirts, is required at all times

b. Tennis attire, caps, athletic hats and visors are permitted at lunch only in the Pub or Dining Room. Exceptions may be made by the Foundation for special events.

Swim attire is permitted in the pool area and bathrooms only. Appropriate cover-ups must be worn

- elsewhere.
13. Reservations
    - a. Reservations are requested for dinner in the Dining Room and the Pub (239-566-2304) or on-line.
    - b. Reservations are required for holiday dining and for special events and cannot be made more than 30 days before the event unless otherwise advertised.
    - c. Cancellations made within **48** hours of a special event may be charged.
  14. Private functions such as cocktail parties, brunches, lunch and dinner parties, weddings, receptions and business meetings are encouraged.
  15. Vehicles must be parked in designated areas. Parking is prohibited on the Clubhouse drive at any time by order of the Fire Department.
  16. 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.
  17. Individual rooms within the clubhouse may be available for Foundation or private functions, but must be reserved through the Foundation office.

### **C. 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 key fobs 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. Please read and comply with all instructions on the machines and posted on the walls.
6. 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.
7. Appropriate attire is required. Shirts and athletic shoes must be worn.
8. Shoes must be thoroughly clean or changed before entering. Dirt and Har-Tru tennis court material must not be tracked into the center.
9. Cleaning supplies are provided and all surfaces must be cleaned after use.
10. All equipment must be returned to its intended place.

11. Equipment malfunctions must be reported to the receptionist. Do not attempt repairs.
12. Inappropriate behavior should be reported to the Foundation office.
13. Food is not permitted
14. Users who set off the alarm will be fined by the sheriff's department for answering a false alarm.

#### **D. SWIMMING POOL**

1. The swimming pool and pool area are open daily from 8 a.m. to sunset. The Foundation may close the pool for any reason.
2. Children age 11 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 swim attire is required. Cutoffs are not allowed in the pool.
4. Posted rules must be obeyed.
5. 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.
6. Diving and running are prohibited.
7. Swimming aids for children such as inflatable arm bands, vests, etc. are permitted under supervision.
8. 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.
9. Trash must be disposed of in containers provided.
10. Only furniture provided by the Foundation may be used.
11. **There is no lifeguard.** The Foundation is not responsible for the safety of those using the pool area, or for personal belongings.
12. Towels and other belongings must be removed from the pool area when leaving.
13. Restrooms must be accessed through the outside door to the Fitness Center.
14. When the entire clubhouse is rented for a private function, only people associated with the private function may use the pool and lanai area.

#### **E. TENNIS**

1. Courts are to be used for tennis only.

2. Court reservations are required for all play. Leagues, tournaments, special events, pop tennis, cardio tennis and tennis program round robins take precedence. Evening and weekend court reservation assignments are posted outside the Tennis Office.
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.
6. Court lights and fans must be turned off after play.
7. Tennis shoes must be thoroughly cleaned or removed before entering any part of the clubhouse.
8. Ice is available for on-site use only. Glass and other breakable containers are not permitted on the courts.
9. Guest fees are the responsibility of the host member.
10. Any purchases made by members in the pro shop, must be charged on their account. Non-members may make purchases with Visa or MasterCard.
11. Tennis courts are available from 8 a.m. to 10 p.m.
12. Reservations for courts may be done on line, in person, by e-mail or on the Longshore App.

#### **F. BASKETBALL COURT**

1. The basketball court may be used daily from 8 a.m. to sunset. Use may be restricted as needed.
2. Hanging from the rim is not permitted.
3. Automobile traffic has priority. If cars are parked too close to the playing area, then basketball playing is not permitted.
4. Foul language and excessive noise are prohibited.
5. Use of the basketball court is at your own risk.

#### **G. 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 may not be suitable for older children and they are requested not to use them.
2. The Playground is open from 8:00 AM until sunset.

3. Trees and landscaping are not play equipment and must not be climbed, pulled or otherwise disturbed.

## **H. THE GREEN SPACE and CLUBHOUSE PATIO**

1. The Green and the Clubhouse patio may be reserved for private functions.
2. Functions must end by 9:00 p.m., or at the discretion of the General Manager.

## **I. LAKE and FISHING**

1. Swimming off docks and wading from the shoreline are prohibited in the lake and the pond.
2. 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.
3. Fishing is catch-and-release only.
4. Alligators, snakes, bear and other wildlife may be present. Wildlife must not be fed, teased, mistreated, trapped or destroyed. Exceptional danger should be reported to the Fish & Wildlife Department at 239-252-7387.
5. Trash, solvents, waste and horticultural products of any kind must not be deposited into the lake, pond or storm drains.

### *Covenants 7.5*

## **J. WATERCRAFT & DOCKS**

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 19 feet, and must not exceed 5 mph. They may be powered by: hand, foot, oars, paddles, sails or electric motor. No gasoline motors are allowed except for Foundation-authorized maintenance boats.
3. When not in use, watercraft must be moored to a dock or property. No more than two may be permanently moored at any one dock. Non-motorized vessels may be secured on top of a dock or neatly stored but not on the embankment. Watercraft may be stored on an ARB approved rack. Watercraft and docks must be maintained in proper and serviceable condition.
4. No one under 14 years of age may operate any boat on Florida waters at any time, even if such person possesses a Boating Safety Education ID card. Children under 13 years of age must wear a USCG approved flotation device.
5. 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 the Foundation ramp may be used under the supervision of the General Manager or designee.

6. Nothing should be left on a dock when not in use, with the exception of properly stored and approved vessels and bird deterrents.

7. Boating is not permitted on the entry pond.

## **K. LANDSCAPING**

1. All landscaping changes must be in compliance with ARB (Architectural Review Board) Rules and Regulations as found on the Foundation website under Forms.

2. 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.

3. Trees and plants on private property must be trimmed to County specifications and must avoid obstructing vehicles and pedestrians on streets and sidewalks. Trees that extend over roads must provide at least 14' vertical clearance per county ordinance.

4. 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.

5. A Live Oak located on the property line to the right of a property as viewed from the street is that homeowner's responsibility.

6. Landscaping on common areas, including cul-de-sacs, may not be altered in any way.

7. Landscaping near mailboxes and signs must not damage or obscure them or interfere with their function. Nothing may be attached to the mailbox or post.

8. Residents must comply with the Longshore Lake Fertilization Policy. A copy is published on the Longshore website.

9. All trees and palms must be trimmed to remove dead branches, fronds, seed pods and coconuts annually before hurricane season starts June 1<sup>st</sup>.

10. All homeowners are responsible to keep debris from palms, trees and other plantings from entering the lake and storm sewers.

11. All yards should be free of clutter and debris, exhibit living and healthy plants, healthy lawn mowed and edged, pruned and trimmed shrubs, palms and trees, mulched planting beds and easily seen house numbers.

## **L. IRRIGATION**

1. All irrigation controls on individual residences must be set in accordance with the master plan that has been developed for the community. This plan designates days to water, watering duration and time of day. In order to maintain the integrity of this plan, it is essential that individual controllers **NOT** be changed from the scheduled settings.

2. Controllers must be located on accessible exterior walls and not in locked areas such as garages or lanais. The Foundation has a permanent easement to inspect and reset all irrigation controllers.

3. If a residential irrigation system is found to be malfunctioning (stuck on, missing sprinkler head resulting in a geyser, spraying water where not intended) the Foundation may shut off the water supply at the demark gate valve between the residential property and the Foundation supply main. It will not be turned back on until the problem is rectified by the homeowner.
4. All problems with irrigation systems, both common areas and residential, such as supply system leaks or excess watering, must be brought to the attention of the Foundation immediately. During non-business hours, irrigation problems should be reported to the gate house at 239-566-8180.
5. Wet checks of irrigation systems are authorized only on Wednesdays and Thursdays between 7:00 am and 3:00 pm and are limited to 10 minutes per zone.
6. It is highly recommended that all homeowners have a designated irrigation contractor to resolve malfunction issues.
7. The Foundation reserves the right to fine residents or restrict water supply for failure to comply with these irrigation rules.

#### **M. SAFETY and PRIVACY**

1. It is the nature of our community that automobiles, commercial vehicles, motorcycles, golf carts, bicycles, pedestrians, joggers, rollerblades and other forms of transportation and recreation converge on our streets and crosswalks. It is imperative that everyone obey all traffic laws and rules and exercise extreme caution to ensure the safety of all.
2. The gatehouse is staffed 24 hours of every day. Exceptions may be made when storm conditions make staffing hazardous. Comments about the gate staff should be made only to the General Manager.
3. The gate staff has no law enforcement duties or capacities. All instances of suspected unlawful behavior or other emergencies must be reported directly to County authorities by calling 911 for emergencies or the Collier County Sheriff's Office at 239-266-9300 for all others. After the incident please notify the Foundation office or the gate staff.
4. All visiting guests, vendors or contractors are required to produce a valid driver's license or ID to the gate attendant before entry to Longshore will be granted.
5. Residents must notify the gatehouse of all visitors, by one of the following two methods:
  - a. The resident's individual visitor list on the Longshore website ([www.LongshoreLake.org](http://www.LongshoreLake.org)).
  - b. Call 239-566-8180 to record your visitor information. Failure to notify the gatehouse may result in that visitor being denied entrance.
5. The gate attendant is not permitted to handle parcel pickups or deliveries.
6. Bar codes permitting use of the automated entry gate are available for resident, dining and tennis members in good standing. Bar codes 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 gates 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 use left side of the road facing oncoming traffic. At night pedestrians should wear light-colored clothing and reflective devices.
9. Bicycles and golf carts are considered vehicles when ridden on streets and must obey all traffic signs and rules. Bicycles ridden on sidewalks must yield the right-of-way to pedestrians. Lights and reflectors must be used at night.
10. Per Florida statute, persons must be 14 years of age to operate a golf cart on a public roadway in Florida.
11. Sidewalks and pedestrian paths must not be blocked in any way.

## **N. ARCHITECTURAL REVIEW BOARD**

*The following is a summary of the key elements of the ARB Rules and Regulations. Anyone contemplating changing or adding features to their property should consult the entire document.*

1. Approval of the Architectural Review Board (ARB) is required for any improvement or modification that in any way alters the exterior appearance of any structure, lot, or pool cage.

These include but are not limited to building or driveway modifications (windows, doors, skylights, painting, roofs, pavers, shutters, etc.), fencing, pools, screens, landscaping modifications, docks, parking and house additions.

2. A refundable deposit may be required.
3. 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. Tree planting or removal always requires ARB approval. Requirements imposed by Collier County must also be met.
4. 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.
5. 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.
6. All signs must comply with the design and location specified in the ARB Regulations.
7. Hurricane shutters made of metal, fabric or clear plastic may remain up during the hurricane season of June 1 to November 30. If they are metal, they must be painted to match the house. Unpainted metal, plywood and other protection is permitted only during hurricane watches, hurricane warnings and hurricanes.
8. A landscape screen of shrubs must be installed around all air conditioning units, pool machinery, generators, propane tanks, trash containers, and vessels stored on land and any other mechanical equipment.

9. 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. *Covenants: C-4.1, 4.2 & 4.3*

## **O. TRASH COLLECTION AND CONTAINER STORAGE**

*The rules in this section are a simplified compilation of Collier County requirements. Violations may result in County fines as well as Foundation rules violations.*

1. Trash, yard waste, recyclables and bulky objects are collected every Tuesday, while trash only is collected every Friday. There are no collections on Christmas, the Fourth of July, and Thanksgiving.
2. You must call 239-252-2380 to arrange pick up of bulky items that do not fit into the trash container.
3. Household trash and garbage must be collected in bags to be put into the green container. Containers are available from Collier County (239-252-2380).
4. Yard waste may be placed in heavy paper bags (not plastic) or in a 32-35-gallon container not weighing more than 50 pounds. Branches not in containers must be tied in bundles, not exceeding 4 feet in length and branches may not be thicker than 4 inches.
5. Non-hazardous recyclables should be placed into the yellow lid container and limited to those items specified by Collier County. Call 239-252-2380 for specific information. Doubtful items should be placed in the household trash. Clear plastic bags may be used for shredded paper only.
6. No trash of any kind may be set out before 6:00 PM on the day prior to collection and must be returned to their out of sight location no later than 6:00 PM on the day of collection.
7. Waste Management recyclables, trash and yard waste may not be set out before 6:00 p.m. on the day prior to pick-up. Trash containers must be returned to storage no later than 6:00 a.m. on the day after pick-up.
8. Household Hazardous Waste shall not be placed in garbage containers. Call 239-252-2380 for special drop-off locations.
9. Cardboard boxes must be empty, broken down and flattened into bundles not larger than 3 feet by 3 feet and put out for collection on Tuesdays.
10. Construction materials left on the driveway or in the yard longer than one week require permission from Foundation and may never be stored on the street.

*Collier County Public Utilities Division*

## **P. OFFICIAL RECORDS REQUESTS**

1. Written requests for official records must be submitted by standard US mail to the Longshore Lake Foundation, Inc. 11399 Phoenix Way, Naples, FL 34119

2. Official records requests received orally, or by e-mail, fax, text, scans or any method other than US Mail will not be considered an Official Record Request. acknowledged or completed. This assures the requests are handled in a concise manner to better address the Owner's request.

3. Owners may submit one (1) request per month consisting of no more than two (2) items per request. Responses to requests may be charged fees consistent with current Florida Statute 720.303(5)(c) for the number of pages, the amount of time taken by personnel copy and retrieve information, and the cost per page to use the association's equipment.

4. Foundation personnel may be assigned to assist with the inspection. The Foundation shall maintain a record log of the records of the requests listing: the date that the written request was received and date stamped, name of the requesting owner, records being requested, amount of staff time to collect records, date the records are available for inspection and copying, date of actual inspection and copying, signature of party inspecting and/or copying records and receipt of same prior to transfer of records to requesting party.

5. Owners will be contacted by the Foundation to come in to review the records requested, pick up copies requested at an appointed time or records may be mailed using US mail only, if requested.

*(Statutory Requirements for Dealing with the Inspecting and Copying of Official Records Approved by the Longshore Lake BOD 3-4-1019)*

#### **Q. LEASE/RENTAL**

1. Homeowners should submit a proposed lease or rental agreement to the Foundation for review and approval at least 14 days prior to occupancy.

*Longshore Lake Covenants 12.2 (A), 12.3(A) Id 12.4 (A) (B)*

#### **R. MISCELLANEOUS**

1. **Outdoor Play Equipment:** Unless otherwise approved, moveable equipment must be stored out of sight when not in use. Play equipment not stored out of sight, such as basketball hoops, must have been approved by the ARB, and will be limited to one item per lot. Playhouses should not be used as **storage sheds**.

2. **Portable On Demand Storage "PODS"** units may be stored on driveways for a period not to exceed seven (7) days in any six (6) month period.

3. **Quiet Hours** – All vendors are only permitted on the grounds during certain hours. Those same hours also apply to homeowners and residents' use of outdoor power tools. Gasoline, electric and pneumatic powered tools should not be operated outdoors or in an open garage except as follows: M-F (7am – 6pm) Saturday (8am – 3pm) Sundays and holidays, vendors and delivery vehicles are not allowed. Homeowners will be allowed to perform landscape functions that produce noise such as mowing and weed eating not before 9am or after 3pm on Sundays. An exception to this rule shall be made for utility vendors (i.e. Comcast, FPL, phone company, water company, Collier County Utilities, etc.)

4. **Car Covers** – shall be permitted under the following conditions: They must be tan or grey in color and designed specifically for the application. Tarps are not permitted.

5. **Parking** - Because every street in Longshore is only 2-lane, street parking creates congestion and increases the possibility of an accident. Therefore, only commercial vehicles may park in the street, while on business. Residents and guests are limited to garages and driveways except for gatherings at residents' homes where street parking is permitted provided that only one side of the street be used, and that mailboxes and fire hydrants be kept clear.

6. Overflow parking located on Linnet Lane and Chat Court are for guests only.

7. **Garage and Automobile Storage-**

a. Garage doors shall be kept closed when not in use.

b. Personal use vehicles (bicycles, golf carts, motorcycles, etc.) shall be stored in garages when not in use.

c. If a resident owns more vehicles than the garage can accommodate the resident may park the additional vehicle(s) in the driveway when the garage is filled with vehicles.

d. No commercial vehicle, recreational vehicle, motorcycle, boat, boat trailer or trailer of any kind, camper, mobile home or disabled vehicle can be parked overnight anywhere within Longshore Lake except if it is fully enclosed inside a garage.

*(Collier County Code of Laws & Ordinances, Section 130-97)*

e. No vehicle displaying a "for sale" sign shall be parked on a driveway, sidewalk, lawn or Common Area.

f. Vehicles and/or trailers should not remain in the Club parking lot overnight without advance permission from the General Manager.

1. **Open Houses** - for the general public may only be held on Saturdays and Sundays between 12pm and 5pm. Open houses for Realtors may be held on any day but signs are not allowed, and they may not be open to the general public.

2. **The Foundation** reserves the right to remove any signage throughout the community in an event of an impending storm when these could become flying objects.

3. **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.

4. **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.

5. **Holiday decorations** may be put up no earlier than one month before a holiday and must be removed within two weeks after the holiday. Holiday/New Year's decorations may be put up the day after Thanksgiving and must be removed within two weeks after New Year's Day. It is not acceptable for holiday lights to remain on houses, trees, palms, etc. indefinitely. All lights must be taken down within the guidelines above. Under no circumstances may any decorations be placed on common property including cul-de-sacs.