

OWNER POLICY GUIDELINES

Board of Directors 2021-2023

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THIS PUBLICATION COVERS THESE AREAS of RESPONSIBILITIES:

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- B. SHUTTING OFF MAIN WATER**
- C. OWNER UTILITY RESPONSIBILITIES**
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A. UNIT KEYS:

The Association must retain a duplicate key or pass-key or lock combination to all residential units. No unit owner, tenant or lessee shall alter any lock, nor install any new lock, without notice to the Association or its Property Manager, and must promptly provide the Association with a new key when this occurs. All unit owners, tenants or lessees must also cooperate with the Association in providing a written list of all persons that have been given a key to their unit and have been authorized to access the unit. Florida State law requires the sprinkler units in EACH unit must be inspected. This is usually done in February. In addition, should a leak, sprinkler head malfunction, or other emergency occur access to a unit is essential.

B. SHUTTING OFF YOUR MAIN WATER SUPPLY:

Whenever you leave for 24 continuous hours or longer you are requested to shut-off the main water valve in the utility room.

C. OWNER UTILITY RESPONSIBILITY:

Florida Power and Light
Hotwire

D. REPORTING LANDSCAPE PROBLEMS:

In order to facilitate the expeditious handling of all landscape issues it is requested that unit owners contact Alliant Property Management 239-454-1101. Alliant acts as a clearinghouse for these issues and will contact the Association's contracted landscape company and the Palm Colony Landscape Committee for resolution. Please DO NOT attempt to contact board members or any individual member of the Landscape Committee, or our contracted landscape company, directly as this will only serve to delay and, quite possibly, complicate the resolution of the landscape issue.

It is not within an owner's discretion to arbitrarily remove or plant any landscaping materials without first requesting approval from the Landscape Committee.

E. BUILDING & MAINTENANCE PROBLEMS:

In order to facilitate the expeditious handling of a building maintenance issue it is requested that unit owners contact Alliant Property Management 239-454-1101. There are many repairs that are the responsibility of the unit owner, not the Homeowners Association. Alliant will act as a clearinghouse for the issue and when appropriate contact a repair company and the Palm Colony board member who is responsible for a resolution.

F. RUBBISH REMOVAL:

Recyclable waste such as: cardboard, tin & aluminum cans, plastic marked #1- #7, newspaper, magazines are collected each **MONDAY** morning. The blue containers must be place at the curb, no earlier than 5PM Sunday evening and must be removed by the end of the day.

Regular trash such as: paper, plastic bags, car parts, food containers, toys, food scraps, are collected **WEDNESDAY** morning. A suitable plastic container must be place at the curb, no earlier than 5PM Tuesday evening and must be removed by the end of the day.

G. POOL POLICIES:

The pool and spa areas are enclosed by black metal fencing.

The pool and pool facilities are only for Owners, their guests and their renters. Florida State law for commercial pools permit swimming only from dawn to dusk. Dusk is defined as 30 minutes after sunset.

No glass anywhere in the pool area. Under Florida Law food and beverages are prohibited in the pool and on the pool wet deck area.” The wet deck area” is specifically defined as the area 4 feet around the edge of the pool and hot tub.

Propane grills are provided for your use in the pool area. When you have finished, it is expected that you will clean the grill and turn off the propane gas.

No diving into pool

NO CLIMBING ON OR JUMPING OFF OF THE CANARY ISLAND POOL PLANTER BOX.

Smoking or vaping is not permitted in the pool area. Enjoy your music but use headphones so others can enjoy their music or just relax.

For all other State and Palm Colony pool rules please refer to the large sign posted near the pools.

Lee County and Bonita Springs each have a residential noise ordinance of maximum of 55 dBA (decibels) from 10PM to 7AM. For example, conversation at home is around 50dBA.

It is the responsibility of each owner to REMIND others of these rules.

With removal of the COVID restrictions the following is the Reservation Policy and Social Functions for the Palm Colony Pool-Area-Facilities:

Purpose: This policy defines the rules and restrictions for an Owner reserving and conducting a social function or party at either of the two Palm Colony pool-area-facilities. The pool-area-facilities include one grill in each pool area, refrigerator, the Ivory Cane Activity Room, the cabana area, related cabana furnishings. Reservations do not include the pool itself, one grill, the surrounding pool deck, pool sauna, and pool related furniture.

Party Reservation Privileges: The two (2) Palm Colony pools and pool-area-facilities were designed and equipped for use by Palm Colony Owners and their family and guests. The pool-area-facilities should never be used for any form of business activity or sports team parties.

This policy is the Board's intention to meet two needs. Owner access is the overriding consideration in this policy. Each Owner should have access to the pool and pool-area-facilities. However, there may become a time for a special family and/or guests gathering that may somewhat limit other Owner's use. This document is intended to encourage and clarify each situation.

Any active Palm Colony Owner in good standing may reserve pool-area- facilities on a "first come, first served" basis, except for *holidays and Palm Colony posted events*. The Palm Colony Board of Directors reserves the right, at their sole discretion, to deny a pool reservation or pool usage privileges in their entirety to Owners who have an established history of abusing said privileges and pool rules and regulations.

Limitation on the Number of People at a Party. . With the removal of the COVID restrictions any reserved party shall be defined as an Owner party ranging from twelve (12) to a maximum of twenty (20) people, including the Owner making the reservation.

Party Times Available: Except for *holidays and Palm Colony posted events*, a party can be reserved between 5:00pm and 9:00pm. All parties are limited to a three (3) hour time frame, and only one Owner party can be scheduled at a time.

Party Reservation: Owners wishing to reserve a pool-area-facility shall fill out a **Reservation Application** available below. The Reservation Application must be submitted to the Palm Colony Board at least one week (7 calendar days) prior to the requested pool event date.

- At least one (1) adult chaperone must be present **for every five (5) children or teenagers** under the age of 18.
- The Owner reserving the pool-area-facilities is responsible for clean-up of the area. This includes returning all furnishings to their normal positions, picking up all party trash from the area, and depositing all trash in the appropriate containers available at the pool.
- After approval of the Reservation Application the Board will inform the Owner and the Owner must post a notice on the bulletin board of the respective pool area.
- A party with less than 12 people does not require Board approval however a notice must be posted by the Owner on the respective bulletin board, ideally 7 days before the event occurrence. However, the Owner must comply with all of the rules iterated in this document.

Compliance with Pool Rules: The Owner reserving the party event shall be responsible for the familiarization and compliance of their guests with the current Pool Rules and Regulations, which

can be found on the Palm Colony website (www.PalmColonyatPelicanLanding.com) and posted at each pool.

Non-Interference with other Owners: The Owner reserving the pool shall ensure that the event, including all on-site preparation and post-event cleanup activities, does not interfere with the normal use of the facilities by other Owners and their guests.

Presence of the Owner during the Event: The Owner reserving the pool- area-facilities shall be present at the event at all times.

Termination of Party: The Palm Colony Board of Directors has the right, at its sole discretion, to terminate any event/party at the pool that it deems “out of control,” harmful to other Owners, in violation of the rules, or where there is reason to believe illegal activities are taking place or are likely to take place, or where there is reason to believe that the Palm Colony Owners or their guests are at risk for appreciable harm, including damage to the pool-area- facilities.

Cancellation of Party by Owner: The Owner reserving the pool-area- facilities may cancel their reservation by emailing the Board (PalmColony@gmail.com) .

Cancellation of Party by Palm Colony Board: The Palm Colony Board of Directors may cancel an event that an Owner has already reserved. This will generally only be done if the condition of the pool cannot be suitably remediated in time for the event, or the existence of a state of emergency or various Acts of God, or other events or conditions that actually or potentially prevent the safe, healthful, and peaceful use of the pool by the Owner and their guests. In such a circumstance, the Board shall contact the Owner as soon as it is practical to do so. Palm Colony shall not be liable for any costs if the event is cancelled.

H. ARCHITECTURAL REVIEW COMMITTEE (ARC):

The Palm Colony Board of Directors has formed an Architectural Review Committee (ARC) to assist with the review of requests by unit owners contemplating certain repairs, changes, replacements or additions to their unit and/or which affect limited common elements or common elements of the Palm Colony Association (PCA). Requirements concerning such review and approval are outlined in the Association’s Declaration of Condominium document.

Guidance to owners. Project Specifications have been developed to help guide owners in requesting review and approval for certain repairs, changes, replacements or additions to their unit and/or which affect limited common elements or common elements of the Association.

All requests for architectural changes are to be first submitted to Alliant Property Management. Pelican Landing Community Association (PLCA) may also require its approval before unit owners can move forward with certain types of projects, particularly if the proposed project can be seen from outside of the

unit. The unit owner must directly contact PLCA to request forms and approval for the proposed project. The Director of Covenant Enforcement can be reached at 239-947-5977 or via email at: frontdesk@pelicanlanding.com

If you have questions about a project you are contemplating or need Palm Colony or PLCA review and approval. You may contact Alliant Property Management, Palm Colony's Manager, during regular business hours either: by phone: **239-454-1101** or E-mail: [**APMsupport@alliantproperty.com**](mailto:APMsupport@alliantproperty.com)

Palm Colony has developed a number of "project specifications" to assist owners who are considering certain types of additions, replacements or changes to their units and/or which affect limited common elements or common elements of the Association.

Internal unit changes that may create excess noise are only to be performed From May1 thru October 31. These usually involve floor, cabinet, or lanai construction projects.

Please click on the any of the following items to see Project Specifications:

- [1- Air conditioning system: General Specs](#)
- [2- Air conditioning system: Contractor specs](#)
- [1- Hurricane shutters and wind abatement screens: General specs](#)
- [2- Hurricane shutters and wind abatement screens: Contractor specs](#)
- [Add/Replace Hard Surface Flooring](#)
- [Lanai Enclosures-Revised 11/20/19](#)
- [Rocks & Mulch & Splash Guards](#)
- [Screen & Storm Doors](#)
- [Exterior Window Replacements](#)
- [Front Door Handle & Lock Set](#)
- [Installation or removal of an interior wall partition\(s\)](#)

I. WEB SITE: PalmColonyatPelicanLanding.com

Our web site is the Palm Colony Board's way of communicating with owners and the best source for reviewing our policies, rules, and procedures. We strongly recommend all owners to avail themselves of this valuable resource.

Each owner must first **Register** to become part of the database:

Log on to: PalmColonyatPelicanLanding.com

Click on **Owners**, then: **Register or Update the Database**

Complete: the Opt-In form, Edit Your Profile.

QUESTIONS: PalmColony@gmail.com

J. PETS:

1 Pets shall not be permitted to become nuisances to Unit Owners or occupants of Units and are subject to removal from the Condominium at the discretion of the Board of Directors after a hearing conducted in the same manner as hearings for fines.

2 Pets, birds and fish shall neither be kept nor maintained in or about the Condominium Property except with the prior written consent of the Condominium Association and then only in accordance with the provisions of the Declaration and the following:

(a) No dog or cat shall be permitted outside of its Owner's Unit unless attended by an adult and on a leash not more than six (6) feet long.

(b) No more than two (2) small domestic birds may be kept in the Unit. No domestic birds of a variety which will omit sounds that can be heard in contiguous units may be kept by a Unit Owner in a Unit.

(c) NO fish tanks may exceed 55 gallon capacity. A Unit Owner shall be limited to one fish tank.

(d) Pets are not permitted on any part of the Common Elements except when they are leashed and being walked or transported directly off the Condominium Property or directly to their Owner's Unit.

K. VEHICLE PARKING:

Parking on the street is not permitted. Guest parking areas are for Guests only. Owners are expected to use their garage and/or driveways for their car(s). Guest cars must have the PLCA permit properly displayed on the dashboard.

L. SPEED LIMIT:

The speed limit for Palm Colony is 10 MPH.

M. LEASING/RENTING YOUR UNIT:

If you choose to lease/rent your unit our association manager, Alliant Property Management, must be notified in writing **at least 15 days** prior to the starting date of a proposed lease.

- The minimum lease term is 30 days or 1 calendar month, whichever is greater.
- In no event may a unit be leased more than 3 times in any year.
- No pets are permitted in leased units.
- Only furnished units may be leased.

Applications: Unit Owner must complete two (2) forms with fees and within certain timeframes:

- Palm Colony "**Notice of Lease Application**" and submit a copy of a signed lease agreement and appropriate fees. This must be submitted at least fifteen (15) days before start of rental date.
- Pelican Landing "**Tenant Access Authorization**" form and submit a copy of a signed lease agreement, a copy of Palm Colony's Notice of Lease Application and appropriate fee. This must be submitted at least two weeks before start of rental date.

Fees:

- Palm Colony: **\$25 application fee payable to Palm Colony at Pelican Landing.**
- Alliant Property Management: **\$75 processing fee payable to Alliant Property Management.**
- Pelican Landing: **\$100 fee payable to PLCA**

Questions? If you have questions related to the leasing or rental of your unit, please contact:

Alliant Property Management.

Phone during regular business hours: 239-454-1101.

PalmColony@gmail.com