



THE MOORINGS

LARRY ROORDA Presents
THE MOORINGS



HARBORSIDE WEST

3410 Gulf Shore Boulevard North • Residence 303



LARRY
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ON TOP OF NAPLES REAL ESTATE

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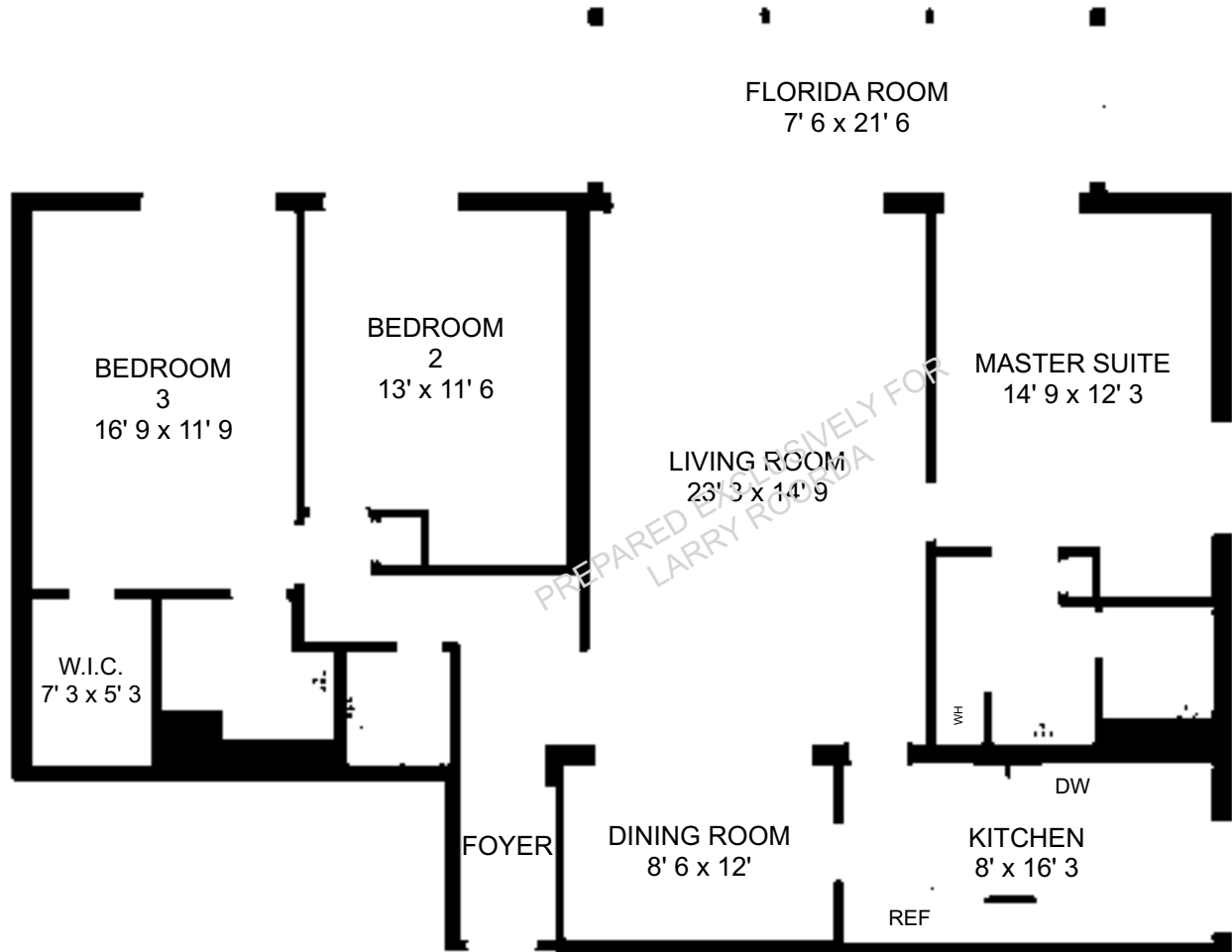
HARBORSIDE WEST

3410 Gulf Shore Boulevard North • Residence 303

Nestled in the heart of The Moorings, Harborside West is directly across the street from beach access and a quick walk to amazing dining and shopping at Venetian Village. This 1,799 square foot home has eastern Bay views, so step out onto the large glass-enclosed and screened lanai to enjoy your morning coffee, listen to the symphony from the birds, and watch the sunrise! With beautiful views from all 3 bedrooms, the large living area and formal dining room, this peaceful paradise is perfect for entertaining guests. The eat-in kitchen boasts Corian counter tops and under-cabinet lighting, and you'll be impressed by the custom mirrors, closet space and beautiful décor throughout. Harborside West has seemingly unlimited amenities, including a heated pool, built-in grills, community boat dock, exercise room, library, social room with full kitchen, and hobby room. In addition, there is extra assigned storage and covered parking, a vehicle wash area, indoor bike storage, a secured entrance and 24-hour on-site property manager.



HARBORSIDE WEST
3410 GULF SHORE BOULEVARD NORTH
RESIDENCE 303
NAPLES, FL



TOTAL UNDER AIR	1616 sq. ft.
Florida Room	183 sq. ft.
<hr/>	
TOTAL AREA	1799 sq. ft.

Presented by Larry Roorda
On top of Naples Real Estate
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3410 Gulf Shore Boulevard North #303
Harborside West



List Price: \$450,000
Address: 3410 Gulf Shore Blvd N #303
Naples, FL 34103
County: Collier
GEO Area: NA05
List \$/Sq ft: \$279
Year Built: 1972

Subdivision:	Harborside West	Pets:	Not Allowed
Development:	Moorings	View from Unit:	Moorings Bay
Bed/Bath:	3 / 2 ½	Parking:	1 Assigned Carport
Approx. Living Area:	1,616 sq. ft.	Furniture:	Negotiable
Approx. Total Area:	1,799 sq. ft.	Total Units:	76 (38 in each building)
Unit Floor:	3	Total Floors:	7

Amenities:	BBQ-Picnic Area	Exercise Room
	Beach Access right across the street	Extra Storage
	Bike Storage	Hobby Room
	Common Laundry on each floor	Library
	Community Boat/Fishing Dock	Vehicle Wash Area
	Community Pool (heated)	Boat Slips Available for Lease
	Community Room	

Annual Tax Bill:	\$4,437	Condo Fee:	\$2,986 Quarterly
Tax Year:	2018	Tax Description:	City & County

Maintenance: Cable, Insurance, Internet/Wi-Fi Access, Lawn/Land Maintenance, Legal/Accounting, Manager, Pest Control Exterior, Reserve, Sewer, Trash Removal

Lease # per year:	1	Lease Minimum Days:	90
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RULES AND REGULATIONS

SUMMARY FOR HARBORSIDE WEST

TRANSFER OF OWNERSHIP OF UNIT, LEASE OF UNIT, OCCUPANCY OF UNITS BY OWNERS AND LESSEES, AND REGISTRATION OF GUESTS

A. UNIT TRANSFER OF OWNERSHIP

1. The types of ownership are fully explained in the Declaration of Condominium of Harborside West Owner's Association. Briefly they include, but are not limited to, ownership by a natural person, co-ownership, ownership by corporations, partnerships or trusts.
2. The owner or agent must furnish the prospective buyer with the following:
 - a. At the sellers expense, a copy of the latest edition of the Declaration of Condominium, the By-Laws and the Rules and Regulations, financial information per Florida Statute 718.111, and Frequently Asked Questions document are available to a prospective purchaser who has entered into a contract to purchase a condo.
 - b. Application for membership in Harborside West Owner's Association, Application for Approval of Sale, and an authorization to release data and records
3. At least 30 days prior to the intended closing date, the owner or agent shall give to the Board of Directors:
 - a. A written notice of intent to transfer a unit
 - b. A completed Application for Membership, Application for Approval of Sale, and Authorization for Release of Data and Records
 - c. A copy of the executed sales contract
 - d. An application processing fee of \$100.00 in the form of a personal check, money order or certified check, payable to Harborside West Owner's Association
 - e. Arrange for a personal interview of the new adult occupants

4. Within 30 days of the receipt of the notice of intent and all other required information including the personal interview, but not later than 60 days after the notice of intent is received, whichever occurs first, the Board shall approve or disapprove the transfer.
5. Approved transfers
 - a. If the transfer is approved, the approval will be in the form of a Certificate of Approval of Sale executed by the Board President or Vice President in a recordable form. This certificate will be made available to the transferee.
6. Unapproved Transfers
 - a. Any sale or transfer that is not approved, or is disapproved based on the Documents will be void unless it is subsequently approved in writing by the Board.
 - b. The \$100.00 processing fee is not refundable.

B. UNIT LEASING

1. To maintain a residential atmosphere and to prevent a motel-like appearance all leases shall be restricted to the confines of the Documents of Harborside West Owner's Association.
2. The owner or agent must furnish the prospective lessee with the following:
 - a. A copy of the latest edition of the Declaration of Condominium, including the Articles of Incorporation and the By-Laws as well as a copy of the Rules and Regulations
 - b. Application for approval of lessee, and an authorization to release data and records
3. At least 30 days prior to the proposed lease, the owner or agent must provide the following:
 - a. A completed copy of the Application for Approval of Lease, and Authorization for Release of Data and Records
 - b. A true and complete copy of the lease agreement
 - c. The application processing fee of \$100.00 in the form of a personal check, money order or certified check, payable to Harborside West Owner's Association is required for new lessees. There shall be no processing fee for a returning lessee nor, will a fee be charged in connection with a lease extension or a renewal of an annual lease.
4. Arrange for a personal interview of new lessee(s).
5. No later than 30 days after the owner or agent has complied with all requirements set forth in items 3 and 4 above, the Board shall have approved or disapproved the proposed lease.
6. No unit shall be leased without the written consent of the Board of Directors.

C. TERM OF LEASE AND FREQUENCY OF LEASING

1. Units may be leased no more than 1 time during any "leasing year" with a minimum lease of 90 days. (A "leasing year" is the period between October 1st of one year and September 30th of the next year.) The first day of occupancy under the lease shall determine the leasing year.
2. No lease will be for a period of more than 1 year.
3. The Board may approve the same lease from year to year, but there will be no lease extensions of the original lease causing the lease to be more than 1 year.
4. The Board, upon written request, may grant an exception to approve one additional lease of a unit within the same year, but only under unusual circumstances to avoid undue hardship and inequity. Exceptions may include a non-annual lease canceled before the lessee begins occupancy and may be replaced by another annual or non-annual lease within the same rental season. It may also include an annual lease that is terminated before completion of the full lease term and replaced with another annual lease within the same rental season. The granting of an exception will not set a precedent for later exceptions.

D. EXTENSION OF LEASE

1. An extension of lease is an addition of a specific period of time to an existing lease so the last day of the original lease and the first day of the extension are continuous. The lease and the lease extension must be within the current rental year.
2. The owner or agent must file an Owner's Request for Extension of Lease at least 30 days prior to the proposed extension.

E. UNIT OCCUPANCY BY OWNERS AND GUESTS

1. Each unit shall be occupied by only one family and its guests as a family residence, and for no other purpose, subject to the occupancy limitations set forth in the Declaration.
2. The use of a unit for public lodging or to conduct business and commercial activity is prohibited.
 - a. This restriction does not apply to maintaining a personal or professional library, keeping personal or business records at the premises, or from handling personal, business or professional phone calls, written correspondence or other forms of telecommunications from the premises.
 - b. It is intended to prohibit any form of commercial or business activity by a unit occupant that would unreasonably disrupt the residential atmosphere of the premises.
3. The maximum number of permanent occupants is as follows: a one (1) bedroom unit is limited to two (2) people, a two (2) bedroom unit is limited to four (4) people, and a three (3) bedroom unit is limited to six (6) people.

4. The maximum number of permanent occupants and guests when the owner is present is as follows: a one (1) bedroom unit is limited to four (4) people, a two (2) bedroom unit is limited to six (6) people, and a three (3) bedroom unit is limited to eight (8) people.
5. The maximum number of permanent occupants and guests when the owner is not present is as follows: a one (1) bedroom unit is limited to four (4) people, a two (2) bedroom unit is limited to six (6) people, and a three (3) bedroom unit is limited to eight (8) people.
6. When the unit owner is occupying the unit, there are no restrictions to the guest length of stay or frequency of stay.
 - a. When the unit owner is **not** occupying the unit and guests are visiting, no guest length of stay shall be more than fourteen (14) consecutive days.
 - b. The number of times this guest may occupy the unit in the absence of the owner is limited to three (3) times in a calendar year. He/she may not occupy the unit again until more than thirty (30) days have elapsed following the last day of the last visit.
 - c. Any guest occupancy that continues beyond the fourteen (14) day limit, or if the number of times the guest is in residence during the calendar year exceeds the three (3) time limit during the calendar year, the stay will be considered a lease for purposes of applying the number of times the unit can be leased based on Section 13 of the Declaration.
 - d. The unit owner may request, in writing, an exception from the Board of Directors prior to the guest visit based on undue hardship or inequity. If the exception is granted it shall not be construed as a precedent for later exceptions.
7. Unit owners must notify the Association of guest arrival and departure dates prior to their arrival whether or not the owner is in residence.

F. UNIT OCCUPANCY BY LESSEES AND GUESTS

1. No one but the lessee, his spouse, children and parents (and any spouses of the foregoing persons) and their guests may occupy the unit.
2. The maximum occupancy of a tenant with an annual or seasonal lease is as follows: a one (1) bedroom unit is limited to two (2) people, a two (2) bedroom unit is limited to four (4) people, and a three (3) bedroom unit is limited to six (6) people.
3. The maximum occupancy of a tenant and their guests with an annual or seasonal lease is as follows: a one (1) bedroom unit is limited to four (4) people, a two (2) bedroom unit is limited to six (6) people, and a three (3) bedroom unit is limited to eight (8) people.
4. An annual lessee has no restrictions for the guest length of stay or frequency of visits when the annual lessee is in residence.

5. When a seasonal lessee is in residence, guests may stay up to fourteen (14) consecutive days and this type of guest is limited to no more than three (3) visits in a calendar year. No guest who occupied the unit shall occupy the unit again until more than thirty (30) days have elapsed following the last day of the last visit.
6. Any guest occupancy that continues beyond the fourteen (14) day limit shall be considered a lease for purposes of applying the number of times the unit can be leased based on Section 13 of the Declaration.
7. Lessees must notify the Association of guest arrival and departure dates prior to their arrival. Names of guests including the make and license of the auto must be registered with the office.
8. Guest occupancy in the absence of the lessee for both annual and seasonal lessees.
 - a. If an annual or seasonal lessee is not in residence for any period of time during the lease, and his/her family, authorized to occupy the unit is in residence, guests may visit subject to the restrictions pertaining to guests of annual and seasonal lessees.
 - b. If the lessee and all of the family authorized to occupy the unit are absent, no other person including guests may occupy the unit.

G. REGULATION BY THE ASSOCIATION

All provisions of the condominium documents and the Rules and Regulations shall be applicable and enforceable against any person occupying a unit as a lessee or guest to the same extent as against the owner.

OWNERS RESPONSIBILITY FOR UNIT

A. ACCESSIBILITY OF THE RULES AND REGULATIONS

Every owner is provided a copy of the Rules and Regulations and must leave a copy in their unit for lessees or guests staying during the owner's absence. The lessee and guest should be asked by the owner to review the Rules and Regulations, as they are expected to comply with them during their stay. Understand that the owner is responsible for the conduct of lessees and guests while they are on our property. An additional copy of the Rules & Regulations may be purchased in the office.

B. CARPET CLEANING EQUIPMENT

Make sure the carpet cleaning service you hire uses portable cleaning equipment. Self contained steam cleaning systems with truck operated equipment are prohibited from running hoses through the halls or through the windows for safety reasons.

C. CARPORT

The carport is part of the owner's property and as such, only lessees and the owner's guests in his absence may park in the space.

1. Other people wishing to park in the owner's carport space must obtain written permission from the owner and a copy must be provided to the office.
2. Because the carport can be seen from the common area, the only item besides the vehicle that may be stored in the carport is a bicycle. The bicycle may only be stored in the carport when the owner is in residence.

D. FLOOR COVERINGS

Units above the first floor must cover the floors with wall-to-wall carpeting. The exceptions to this rule are the kitchen, bathrooms, entry way, and the lanai.

1. All flooring is required to have an Association approved underlayment installed. The underlayment specification will be provided when you obtain the Material Alteration form in the office.
2. The Board of Directors will review and provide written approval for your installation.
3. If hard surface flooring is to be installed in approved areas, existing flooring, for example, tile must first be removed along with the underlayment before new material is installed.
4. No carpeting of any kind may be installed on concrete floors exposed to the elements, such as lanais without glass enclosures.

E. GARBAGE DISPOSAL

Remember, because we have a common piping system, what you or your neighbor put down the disposal or drain can potentially cause damage.

1. The following items should not be put down the disposal as they are likely to cause a blockage, corn husks, potato skins, banana peels, melon rinds, asparagus stalks, and artichokes. These and similar items are to be placed in plastic bags and put in the dumpster.
2. Do not pour any kind of greasy substance down the drain, as it hardens in the pipes and causes blockages.
3. When using the disposal, always use a rapid flow of cold water while operating the disposal and continue the flow for a few minutes after everything is ground to ensure the garbage is washed down the pipe.
4. Understand, if you cause the blockage in the common pipe, you will be assessed for the repair.

F. LANAI DOORS, WINDOWS, AND WINDOW COVERINGS

1. The removal of the sliding glass doors between the lanai and the main unit is not permitted by city code.

2. When you are installing new windows, you must comply with the current building codes and adhere to the structural requirements as specified by our structural engineer.
 - a. You will also be required to submit a Material Alteration form to the Board of Directors for approval before beginning the project.
 - b. The lanai or other windows can be replaced at anytime of the year. However, if a named storm is projected to impact the Southwest Florida area within 14 days no installation can begin. If a window installation is already in process when the storm is announced, the installation must be able to be completed within a few days, otherwise the contractor is required to secure the area to the level of protection in place prior to the start of the installation.
3. Before an owner installs window coverings on the lanai prior approval of the Board is required.
 - a. Draw drapes, curtains and blinds with fringe or scalloped edges visible from the exterior of the unit are not permitted.
 - b. Blinds may be wood, vinyl, aluminum, etc. of slat construction.
 - c. They may be horizontal, vertical or roll-up.
 - d. All blinds must be light in color such as white, off white, or ivory. Other light colors will be considered.

G. LANAIS, WALKWAYS, AND STAIRWELLS

Lanais, hallways and stairwells may not be used for drying garments other objects, or storage of household items. Please use these areas for their intended purpose.

H. MAINTENANCE OF UNITS, STORAGE LOCKERS AND CARPORTS

The unit owner is responsible, at his own expense, for all maintenance, repairs, and replacements in his own unit.

1. This includes the interior of his storage locker, which is part of owner's property.
2. A detailed list of owner responsibilities can be found in the Documents under section 11.2.
 - a. This includes, but is not limited to, electrical, mechanical, plumbing fixtures, appliances, water heaters, air conditioning and heating equipment, carpeting, and interior portions of the walls.
3. Storage of flammable liquids is expressly prohibited.

I. NOISE

Owners, lessees, and guests must keep noise to a minimum between the hours of 10:00 p.m. and 8:00 a.m. in deference to other residents. Remember that sound travels, so conversation and activities in the unit, on lanais and in common areas can be heard by others.

J. NUISANCES

Use of all units will be consistent with existing laws and documents.

1. Occupants of all units are to conduct themselves in a peaceful orderly manner.
2. No owner shall use his unit, or permit his unit to be used in a manner that constitutes or causes an unreasonable annoyance or nuisance to the occupant of another unit.
 - a. Nor shall any owner permit his unit to be used in a disorderly or unlawful manner.

K. PAINTING AND DECORATING COMMON AREAS

The maintenance and upkeep of the common areas is the responsibility of the Board of Directors and is funded by the Association. Owners are not permitted to add decoration or wall hangings in the hallway, party room, kitchen, etc. unless specifically requested to do so by the Board.

L. PETS

No pets of any sort are permitted to reside or visit the Harborside West premises.

M. REMODELING, STRUCTURAL ALTERATIONS, AND REPAIRS

Any remodeling or structural alterations made to your unit, with the exception of minor repairs, are subject to the approval of the Board of Directors.

1. You will be asked to fill out a Material Alteration form that you may pick up in the office. The completed form will be submitted to the Board of Directors for their approval before any work can begin.
2. The contractor must be licensed and insured. The certificates of insurance and licenses are to be submitted to the office before any work can begin.
3. Any permits required by the city will be obtained by your contractor and posted as required by the city before any work can begin.
4. The Board of Directors will give approval or disapproval of the proposed construction in writing within thirty (30) days of the receipt of the Material Alteration form and all required plans.
 - a. The Board may extend the time to render a decision by an additional thirty (30) days if they determine a licensed Florida architect or engineer review is necessary.
 - b. The costs incurred by the Board for this service will be passed on to the unit owner.

N. RESIDENTIAL USE OF UNITS

Units may only be used for residential purposes by a family and their guests or by lessees approved by the Board of Directors and guests of the lessee.

O. SALE OF HOUSEHOLD GOODS

Personal property may only be sold by appointment. "By appointment" means that the owner of the property or his agent has made prior arrangements for the prospective purchaser to visit the unit. The owner or his agent will meet the prospect at the entrance door of the building in which the unit is located and will personally escort him to the unit and return him to the entrance.

P. SCREENS

Unit owners are responsible for the maintenance and replacement of all screens and associated hardware.

Q. SIGNS

Signs must first be approved by the management or the Board of Directors before they may be posted. This includes open house and for sale signs, which must meet city codes as to size and location.

R. SMOKE DETECTORS

As part of our new state of the art fire safety system installed in 2011, each unit is equipped with hard wired smoke detectors and speakers. You will find the smoke detectors and the speakers in every bedroom and in the living space of your unit.

1. Each unit was provided with a page of instructions incased in plastic, explaining how the fire alarm system operates and what to do in case of a fire.
 - a. Please keep this information in a place where it can be easily located.
 - b. Make sure your guests and lessees are aware of these instructions and where they can be located in an emergency.
 - c. You will find the fire alarm system instructions outlined in this publication, in Chapter IV, Emergencies.

S. VACATING A UNIT

Please let the office know when you will not be in residence and remember to leave your vehicle key with the office if the vehicle will be left on Harborside West property.

1. If you are absent from your unit for more than a week, the Manager will inspect your unit to make sure there are no leaks, the air conditioner is operating, and that everything appears to be in good order.

T. VENTILATION OF CORRIDORS AND UNIT DOORS

Our interior building corridors are cooled using a controlled system. If the unit door to the corridor is left open, the temperature is adversely affected in all the

corridors of the building. We ask you to be considerate of others and to keep your door closed.

U. WINDOWS AND WATER DAMAGE

Every unit owner has a responsibility to maintain his unit, including the lanai.

1. This includes any personal property in the unit and limited common area in a manner that prevents foreseeable and reasonably preventable damage to other units including the common property.
 - a. If the owner's failure to perform these duties results in damage because of his negligence to other units, or common property, the negligent owner will be liable for the damage.
2. To prevent water damage from wind driven rain in your unit and the unit below you, close and lock all windows and lanai doors.
 - a. Each unit owner was given lengths of plastic pipe, by the Manager, to be placed in the track of the sliding glass doors leading to the lanai. These pipes will prevent the sliders from opening in the event of high winds and rain, thus limiting the water damage.

COMMON AREAS

A. BICYCLE ROOM

1. A locked bike room is located on the ground floor of each building in the garage area for bike storage by owners and lessees.
2. All bicycles in the bike room must be registered with the office.
 - a. Space is limited, slots are allotted on a first come, first serve basis.
3. Bicycles may also be stored in your carport when you are in residence.
 - a. Upon leaving Naples, the bike must be in the storage room, your locker, or unit.
4. The Association assumes no responsibility for loss or damage to bicycles.
 - a. Owners should lock their bikes while in storage or in the carport.

B. BULLETIN BOARDS

There is a bulletin board located on the wall near the mail boxes for each building. There you will find postings of interest to owners and lessees. If you wish to use the bulletin board, please contact the office.

C. CARPORTS

Besides your car and perhaps a bicycle nothing else is to be placed in your carport area. This includes lawn chairs, strollers, beach toys, rafts, etc.

D. CAR WASHING

Cars may be washed near the dumpster. A hose with a nozzle is located near the space for your use. When you have finished washing the car, move it from the space, make sure the water is turned off, and rewind the hose.

E. CARTS

1. The Association provides grocery carts and luggage carts for the use of owners, lessees and their guests.
 - a. Grocery carts are stored in the garage area under each building.
 - b. Luggage carts are found in the stairwell on the ground floor of each building.
 - c. Please return them when you have finished using them.
 - d. Carts are not for the use of contractors or others providing services in our buildings.
 - e. Grocery and luggage carts are to come in and out of the building only through the side door.

F. DOCK

The dock is available for use by owners, lessees and their guests.

1. Anyone using the dock does so at his/her own risk.
2. You may fish off the dock. To facilitate fishing, the dock is equipped with a light on a sensor that is directed toward the water to attract fish after dark. Understand, cleaning fish is prohibited on the dock.
3. The dock may also be used to moor boats to pick up or drop off passengers, but may not be used to moor a boat overnight.

G. FITNESS ROOM

The fitness room is available to owners, lessees and their guests from 8:00 a.m. to 9:00 p.m. daily. Besides the fitness equipment, you will also find a unisex bathroom with a shower as well as a small library in an alcove.

1. Before beginning any exercise program consult with your doctor, and remember that you use the fitness room equipment at your own risk.
2. You must be age 16 to use the fitness equipment.
3. Feel free to lower the thermostat when exercising and return the thermostat to 76 degrees when you are finished.
4. You will find instructions for use attached to most of the fitness equipment.
5. If a piece of equipment is not operating correctly, please put an out of order sign on it, found on the library shelf, and report the problem to the office.

6. Owners, renters and guests are not to leave any personal items or equipment in the fitness room. Only equipment supplied by the Association is permitted. This is a requirement of our insurers to protect the Association from liability.
7. The TV volume should be kept at a moderate level so as to not disturb others.
8. Please leave the area in a clean and sanitary condition. Wipe down the equipment with spray and paper towels after use.

H. GAMES

1. Playing games on the premises that may result in damage to property is prohibited. Adults are responsible for ensuring appropriate supervision of any minors in their custody while on condominium property.
2. Skates and roller blades must be put on and removed outside of the building. Their use is permitted on the property only to and from the street. Likewise, the use of skateboards is only permitted on the property to and from the street.

I. HALLWAYS AND STAIRWELLS

Our hallways and stairwells are part of our common area and belong to every one.

1. Be considerate and don't leave or place your personal items in these areas. This includes but is not limited to such items as pictures, mirrors, tables, floral arrangements and shoes.
2. Remember this is our home, treat the common areas as you would your private residence.

J. HOBBY SHOP

The hobby shop is open for use Monday through Sunday from 8:00 a.m. to 9:00 p.m.

1. You must be 18 years old to be permitted to use the hobby shop, unless accompanied by an adult.
2. The Association is not responsible for any injuries or breakage that might occur.
3. Tools are used on the honor system. If it is necessary to remove a tool for a short time, please return it as soon as possible.
4. You are responsible for your own materials. Remove the finished work as soon as possible.
5. Only hand tools will be available. No tools or other personal property of any kind are to be left in the hobby shop. If you bring your own tools into the

room for personal use you are responsible for any injury you may incur. Your personal tools must be removed when you leave. This is required by our insurer to protect the Association from liability.

6. Please clean up after yourself. There is a table brush, floor brush, dust pan, and refuse drum available for this purpose.

K. LAUNDRY

There is a laundry room on each floor available for use daily from 8:00 a.m. to 9:00 p.m. by owners, lessees and their resident guests

1. Please read the instructions posted in each laundry room concerning laundry room use.
 - a. Use low suds detergent in the required amount for the load size
 - b. Adjust the water level to just cover the clothes to be washed
 - c. Dryers will automatically stop when the clothes are dried
 - d. Clean out the lint trap
 - e. Leave the dryer door closed and the washer lid open after use
 - f. Turn off the water valve for the washer when finished washing
2. A laundry schedule may be established by the floor owners for your floor. If your floor has a laundry schedule, it should be posted in your laundry room.

A laundry schedule pertains only to the morning. Afternoons, evenings, and Sundays are open.

3. Please leave the laundry room in a clean and sanitary condition.
4. Laundry rooms are not to be used for non laundry activities.

L. LIBRARY

There is a small library located in the fitness room off the outside hall to the pool just outside of the 3420 building. All library materials have been donated by residents of Harborside West. One or two owners serve as librarian on a volunteer basis. If you have books you wish to donate, please leave them in the return book box in the library.

M. LOCKS & KEYS

Each owner is issued two outside door keys. These keys can not be duplicated. The keys unlock the front, side, and first floor stairwell doors of the buildings as well as the hallway doors to the unit storage areas, the fitness/library room, the bicycle rooms, the and the hobby shop.

- 1.. If an owner wishes an extra outside door key for a guest, a limited number of keys are available in the office on a first come, first serve basis, for a deposit of \$100.00. You must agree to return the key within a two week period. When the key is returned your \$100.00 deposit will be returned to you. If the key is not returned, you forfeit your \$100.00.

2. For security reasons, outside door keys are not to be given to contractors, realtors, cleaning people, etc. They are for the explicit use of the owners, lessees and their guests.

Unit door keys unlock the unit door as well as the unit storage locker. If your storage locker is located inside one of the enclosed corridors, your blue key will open the door to the corridor.

1. The unit door key may not be changed or modified so it cannot be opened by the master key.
2. If you install an additional lock on the unit door, you must leave a duplicate key with the manager to assure access to your unit in case of an emergency.

Two mail box keys are issued to owners. The mail boxes are located in the exterior halls leading to the pool in both buildings.

Remember, owners are responsible for supplying keys to lessees and guests and for seeing that the keys are returned prior to their departure.

N. MALFUNCTION OF ASSOCIATION PROPERTY

If you notice that Association property is not in working order, please report it to the manager during working hours unless it is an emergency. In an emergency situation contact the manager immediately. Review Chapter IV, Emergencies.

O. OPEN HOUSES

The owner or agent may hold an open house with prior written approval from the management.

1. An open house sign may be placed, based on the City of Naples code, 15 feet from the curb.
2. The owner or agent must meet the prospective buyer at the entrance and escort them to and from the unit.

P. OUTDOOR COOKING

There are two outside grills for the use of owners and lessees behind the hedge that surrounds the pool equipment.

1. Food cooked on the grill as well as other food may not be consumed at poolside, in accordance with the Florida State Code.
2. There is a wire brush hanging from each grill, to be used to clean the grill after your use. Understand, it is not the responsibility of the management or the cleaning personnel to clean the grills. Please leave the grills as you would like to find them.

Q. PARKING

Vehicles authorized to park on Harborside West property must belong to owners, lessees, their guests and vehicles of outside services.

1. Residents, owners and lessees, should park their cars in their assigned parking spaces leaving the uncovered spaces for others.
2. Vehicles may not be backed into spaces. This prevents discoloration of the carport wall and promotes healthy shrubbery.
3. Outside help, cleaning people, health care personnel, etc., must park in the West lot or along the North hedge next to the Madrid club.
4. There are spaces marked trade people along the hedges of both buildings. Only trade people should be using these spaces Monday through Friday.
5. Several parking spaces will be designated Handicap Parking Only. These spaces will be restricted to those who have requested and qualify for a handicap space.
6. You will find three open spaces in the front of both buildings designated guest parking. These spaces are not for use by owners, contractors, or lessees.
7. Self-contained recreational vehicles with cooking and/or sleeping facilities may be parked for a 24 hour period along the West side of the parking area. Sleeping and cooking in these vehicles is prohibited on the premises.
8. Motorcycles, boats, trailers, and commercial vehicles may not be parked on the premises. Nor are commercial vehicles permitted on the premises, with the exception of vehicles for trade people working here during the day.

R. PARTY ROOM

The Party Room and adjoining kitchen are available for the Association, owners and lessees to conduct meetings, scheduled private parties, and various other activities. The Association assumes no responsibility or liability for any injury or damage sustained by the host or guests.

1. These functions should not exceed the maximum occupancy capacity of 50 people, per the Naples Fire Department.
2. The blue owner's key will open the side entry doors. Make certain the doors are closed and locked upon leaving the room. The Party Room will be available from 8:00 a.m. to 10:00 p.m. seven days a week.
3. Smoking is not permitted in the Party Room based on the no smoking rule for the interior of the common areas at Harborside West.
4. Anyone using the room is responsible for cleaning, returning all furniture to the original positions, and removing any trash.

5. Children must be accompanied by an adult while in the Party Room.
6. No alcoholic beverages of any kind or food can be left in the Party Room.
7. Wet bathing suits are not permitted in the Party Room.
8. If you wish to use the Party Room for a **private event**, please adhere to the following rules:
 - a. The host must be an owner or lessee of Harborside West and attend the function.
 - b. The host will need to make a reservation for the room with the office.
 - c. A deposit of \$100 is required from the host at the time the private event is reserved. The deposit is for the purpose of insuring the room is returned to its proper condition at the close of the event; (see item d. below). In addition, as the Party Room is becoming popular for private events it is important for the host reserving the room to cancel with the office if the event is not going to take place. Failure to do so within days of the event will result in the deposit being forfeited.
 - d. The host is responsible for insuring the Party Room is returned to its proper condition at the end of the event. This includes but is not limited to: washing dishes, glasses silverware, etc., and returning them to the proper cupboard, cleaning the counters, sinks, table, and putting furniture back in their original positions, emptying all garbage and trash, as well as removing all food and beverages. Failure to do so will result in the deposit being forfeited to cover cleaning costs, plus additional amounts for repairs or replacement of furniture, fixtures, and damaged or missing items.
 - e. Parties must end at 10:00 p.m. unless an extension is granted.
 - f. The host is responsible for the behavior of his/her guests and must prevent loud and disorderly behavior.
 - g. Functions cannot extend into the pool area thereby limiting access to the pool by other owners, lessees, and guests.

S. PLANTING OF VEGETATION ON COMMON AREAS

What will be planted in the common areas is determined by our Board of Directors. If you have suggestions pertaining to what you would like to have planted, please make your suggestion in writing to the Board for consideration.

T. POOL

Our pool is available for use daily from 9:00 a.m. to dusk by our owners, lessees and their guests. The rules governing pool use are based on the Florida statutes and the Board of Health Regulations.

1. Use the pool at your own risk.
2. Use the pool shower before entering the pool.
3. Don't forget to cover or tie up long hair before swimming.

4. Running on the pool deck, diving in the pool, and jumping off the edge into the pool are not permitted.
5. Children must be supervised by an adult at all times.
6. Children must be toilet trained to be permitted in the pool. Understand that diapered children are not permitted in the pool.
7. With the exception of noodles, which are located in the wall cupboard by the 3420 party room entrance door, toys and inflatables are not permitted in the pool.
8. A life ring and pole hook is available for pool emergencies.
 - a. You will find the life ring hanging near the south side of the pool.
 - b. The pole hook is located across the pool from the life ring on the south wall of the 3420 building.
9. There is a rope across the pool at the five foot depth. You may remove this rope to swim laps as long as you replace it when exiting the pool. Do not sit on the rope.

U. POOL AREA

The pool area is enjoyed by owners, lessees and guests for a variety of reasons including, tanning, reading, and chatting.

1. Food can only be consumed at the umbrella tables adjacent to the Party room. Non alcoholic beverages are permitted as long as they are contained in a non-breakable container.
2. Be considerate of others by keeping noise levels down and remember to walk, don't run. Conduct your cell phone conversations away from the pool area.
3. If you are wearing tanning lotions, please spread a towel on your chair to keep the furniture clean.
4. When returning to the building, please leave the pool area as you found it, close umbrellas, put chairs and chaises back where you found them.
5. The pool and surrounding deck area is now a non smoking area. Please leave this area if you intend to smoke so others are not adversely affected by second hand smoke.

V. POOL AND BEACH CLOTHING IN THE COMMON AREAS

If you are going to the pool or the beach, we ask that you be properly attired in our building common areas.

1. Ladies please wear a cover-up. Gentlemen wear tops. Everyone must wear some sort of foot covering.

2. When returning to the building, please dry yourself as water on the building floors is a safety hazard.
3. If you are returning from the beach, leave the sand outside and enter the building through the side entrance.
 - a. There are hoses available on the wall behind the building garage areas for your use.