

HOUSE RULES



HARBOUR LIGHTS, INC., OF NAPLES

390 Harbour Drive

Naples, Florida 34103

Adopted 03/11/2020

Revised 04/21/2022

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Harbour Lights Inc. of Naples
390 Harbour Drive
Naples, Florida 34103

Harbour Lights is a very special place – small, friendly, quiet, comfortable which works to promote health, happiness, and peace of mind. The residents of Harbour Lights chose to live here because of these unique qualities, and they share a common interest in preserving them. These House Rules are designed to serve as a guide to all owners, and their families, guests, and tenants, in matters of mutual concern. Some Rules may appear obvious, others arbitrary, some trivial, others demanding. However, all were carefully conceived after more than a half century of practice by the Board of Directors, to reflect the traditions that have shaped Harbour Lights and to develop the respect for the high standards that must be maintained to keep its rare ambience intact.

We seek your cooperation so the Directors, while responsible for management of condominium affairs, are not put in the position of having to enforce compliance of the rules on their friends, neighbors, and fellow occupants.

The House Rules of Harbour Lights have been adopted by the Board of Directors in accordance with rules governing Harbour Lights that are detailed in our Declaration of Condominium, Articles of Incorporation, the By-Laws of the Association and Florida laws.

Board of Directors

Harbour Lights, Inc. of Naples

Harbour Lights Inc. of Naples
Covenant of Cooperation and Community Spirit

Harbour Lights is unique is that we members enjoy an unusually close friendship and rapport with each other. We like being part of a family. We wish to preserve this quality.... our very special home in Naples.¹ In the spirit of “family,” as members, guests, and renters, we hereby pledge to:

1. **Build a Spirit of Cooperation among our Community**
 - Work for the Greater Good: “All for One, One for All”
 - From Chaos Seek Unity, From Discord Find Harmony
 - Tolerate No Divisiveness, No Polarization, No Backbiting
2. **Engage & Embrace all Members with Respect**
 - Respect Everyone’s Need for Solitude, Peace, and Tranquility
 - Respect and listen to those with a Different View
 - Seek Always to Bring Out the Best in Others
3. **Build Relationships based on Trust, Integrity, and Ethics**
 - Speak only the Truth, otherwise be Silent
 - Give People the Benefit of the Doubt
 - When wrong, Acknowledge, Apologize, then take Corrective Action
4. **Speak Only the Language of Cooperation:**
 - Seek Solutions, Not Blame
 - Neither Speak nor Spread any Gossip

¹ Harvey Fielder, President 1987

- Forgive those who Apologize for their Transgressions
5. **Disagree without being Disagreeable**
 - Be Critical without Criticizing; Be Respectful of others.
 - Never Threaten, Attack Issues but not People
 - Do whatever Can Be Done, and Gracefully Accept what Can't
 6. **Try to Bring a Spirit of Joy to All**
 - Dwell Not in Negativity
 - Complain Not about Petty Things
 - Receive Everyone with a Cheerful Face and Open Arms
 7. **Keep a Positive and Caring Attitude**
 - Listen with Empathy and Compassion
 - Hold our Responsibilities as Dearly as our Rights
 - Respect the Minority's Needs, even though the Majority Rule
 8. **Live by the Spirit, not just the Letter, of the By-Laws**
 - Live with the Intention of Peace & Harmony
 - Live to Create Advantage for Everyone, not to take advantage just for yourself
 - Respect the Bylaws for the Guidance it gives, not for loopholes that may create an advantage for one over others.

SECTION I. OCCUPANCY

1. Each condominium unit is to be used only as a private residence.
2. Overnight occupancy is limited to a maximum of four people in a one-bedroom unit and six people in a two-bedroom unit
3. Pets are not allowed, either in a condominium unit or on the condominium property.
4. No person under the age of eighteen shall occupy a condominium unit unless a responsible adult is in residence.
5. Children must be closely supervised at all times by an adult to ensure their safety and that they do not become a source of annoyance to other residents.
6. If the owner is not in residence, guest occupancy the condominium unit is restricted in accordance with the Declaration. Immediate family members of the owner are not considered guests and have the same privileges and responsibilities as the owner. Owners are responsible for having all guests and family members be familiar with these House Rules.
7. Owners are personally responsible for making arrangements for opening and closing their condominium units upon arrival and departure, including the requirement that all inside sources of water must be turned off whenever the unit will be left unoccupied for a period of more than twenty-four (24) hours.
8. If a condominium unit is to be purchased or leased, the buyer or renter must read and agree to abide by the House Rules and By-Laws.
 - a. A condominium unit may not be purchased or leased without prior approval of the Board of Directors. The Board will approve or reject the application within (30) days of submission and seven days for service members. The Association Management or designated Board Member may interview prospective purchasers or lessees in person or by telephone.
 - b. Application to lease a condominium unit must be made by an owner, or the owner's agent on form Application for Approval to Purchase or Lease provided by the Board and must be signed by both the owner and the prospective renter and submitted together with an executed copy of the

proposed lease to the Management Company. A non-refundable application fee of \$100 must accompany the application. This rule applies to all new and returning renters.

c. Condo units may be leased not more than once a year with a ninety day minimum term.

d. Leases are not renewable. A new lease must be submitted for each lease period, and must be accompanied by a lease application, a copy of the lease, and the requisite \$100 fee.

e. Occupancy-Status cards provided by management will be placed in each unit and are available in the workshop. The cards are to be completed by the unit's occupant, including owner, family members, and renters, upon arrival and placed in the workshop mailbox located outside the workshop door (#390).

f. If the renter or his or her family members (parents, siblings, children) are absent during the term of the lease, no other person may occupy the condominium unit.

g. The condominium unit owner has the responsibility to ensure that renters observe the House Rules and any other restrictions in the condominium documents of Harbour Lights. Upon written notification by the Board or Management Company of a violation, the owner is required to take the necessary action to bring the renter into conformity with the Rules. Should the tenant continue the violation the lease agreement may be terminated, and the renters evicted.

h. In all instances where a condominium unit is to be occupied by a person other than the owner, such person shall be furnished a copy of the House Rules, by the owner and be requested to read and abide by them.

The Board of Directors has the authority to access a fine, not to exceed \$100 per day, to any owner who refuses to comply with these House Rules, after receipt of written notice of non-compliance from the Board of Directors or Management Company.

SECTION II. SWIMMING POOL, PATIO, & OTHER COMMON AREAS

1. The swimming pool is available to owners, renters, and guests for daily use from 8:00 AM to 10:00 PM.

2. A lifeguard is not provided. Anyone using the pool does so at their own risk. We encourage elderly and children swimmers to use the buddy system for their own protection. A life preserver is available at the end of the pool.

3. Children under the age of twelve must be accompanied by and always supervised by an adult.

4. Perspiration and lotions reduce the useful life of the vinyl strapping on pool side furniture. Therefore, a large towel that will completely cover the contact areas must be used.

5. Suntan oils and lotions should be removed from the skin before entering the pool as they tend to clog the pool's filtration system.

6. Persons having skin diseases, sore or inflamed eyes, colds, nasal or ear discharge, infections or communicable diseases may not use the pool. Persons having open blisters, cuts, or abrasions are to be aware that these may become infected from use of the pool.

7. Spitting, spouting water, urinating and nose blowing in the pool are not permitted.

8. Noodles are permitted in the pool if the use and enjoyment of the pool by others is not diminished. For insurance reasons, rafts are not permitted. The use of flotation devices for young children and other safety and therapeutic devices are acceptable.

9. Skates, balls, Frisbees, and music devices (except with headphones) are not allowed in the pool area.

10. Games involving running, jumping, and shouting, playing with balls, such as tennis, badminton, croquet, or similar games are prohibited on Harbour Lights property. The City of Naples provides recreation facilities for tennis, badminton, volleyball, and other sporting activities. The Gulf of Mexico is nearby for beach activities. Watercraft, bicycles, and other items must not be left on docks or common walkways/sidewalks obstructing safe passage.

11. Only unbreakable glasses and dishes are permitted within the pool and chickee areas.

12. Sunbathing is not permitted on lawns or on blankets.

13. If chairs, lounges, or other patio furniture has been moved, or if umbrellas have been unfolded, they should be restored to their original position upon leaving the pool area.

14. Towels, clothing, and personal articles should not be left on chairs, lounges, or shrubs upon leaving the pool area.

SECTION III. NOISE CONTROL

1. Quiet hours are in effect from 10:00 PM to 8:00 AM.

2. During quiet hours, the following Rules are to be observed:

a. Do not operate sink disposal units, vacuum cleaners, dishwashers, clothes washers, and clothes dryers, or other such machines that could be noisy.

b. Keep radios, TV's, stereos, and musical instruments at minimum volume. They must not be played on open porches. Cell phone usage in common areas should be kept to a minimum and use of speaker phones is not permitted.

c. Conversation should be kept in a low voice since the sound easily reverberates off of the building facade.

3. Only radios and electronic devices with headphones may be used in the pool, patios, or parking areas.

4. While there is no intention to unduly restrict the normal activities of children, they should not be allowed to run or play on balconies or in the pool area, or to bicycle or skate on the premises, or to otherwise disturb residents.

5. Major unit renovations with the potential to generate significant noise such as structural work, hammering, use of nail guns or similar equipment, or hard flooring removal is allowed only from May 1 to November 1 except for emergency repairs or replacement.

SECTION IV. PARKING

1. One parking space is assigned to each condominium unit for the exclusive use of the owner and any other party the owner may designate. When designating the use of his or her parking space to another party, the owner shall give Resort Management written advance notice of the name, dates, and length of stay of the temporary occupant by completing the Owner Parking Space Authorization form and place a copy in mailbox 390.

Motorcycles, motor homes, or trucks, except non-commercial pickups, are not allowed without Board approval. Trailers and boats are prohibited.

2. Parking spaces for visitors and guests are provided at the east end of the owner's parking lot adjacent to the street. No owner or cohabitants of owners may park in guest parking. A guest is a temporary visitor who may utilize a guest parking space for up to 10 days. Guests may use the car wash space except between 7:00AM and 5:00PM daily and the maintenance space except between 7:00AM and 12:00PM Monday through Friday. (Revised 4/21/2022)

3. Playing in the parking area is prohibited. Unnecessary vehicle noise should be avoided.

4. Cars should be parked carefully within the assigned spaces to provide clearance for adjoining cars.
5. Any vehicle or properties prohibited under this House Rule may be removed by the Association at the expense of the owner in accordance with Section 715.07 of the Florida statutes.

SECTION V. PORCHS AND BALCONIES

1. Protective curtains, blinds, sliding doors, windows or other coverings designed to protect porches (lanais) from the elements must follow adopted architectural guidelines by the Board of Directors before they are installed to assure a consistent and attractive appearance with other units within the Association.
2. Bathing suits, towels, articles of clothing, etc. may not be hung from balcony railings.
3. Porches and balconies are not to be used for storage of articles of any kind.
4. No owner shall make or permit material alterations to a unit or the common or limited common elements without the prior written consent of the Board.

SECTION VI. TRASH AND RECYCLING

1. Trash must be placed in paper or plastic containers before being deposited in the dumpster.
2. Garbage should be disposed of in the kitchen sink disposal unit whenever possible. Garbage that cannot be so handled should be securely packaged and placed in the dumpster.
3. Recyclable material should be deposited in the appropriate bins located in the laundry room and adjacent to the dumpster.
4. The City of Naples will not pick up bins if they contain material not allowed by the guidelines. Only paper, aluminum, tin, glass, and recyclable plastic goods (#1-7) may be put in the bins. **NO PLASTIC BAGS INCLUDING GROCERY BAGS OR STYROFOAM OR OTHER NON-RECYCLABLE MATERIAL ARE ALLOWED.** (See attachments.)
5. Please flatten or crush all cardboard and fiberboard material including cereal boxes and shipping containers before putting them in the recycle bins.

SECTION VII. LAUNDRY ROOM

1. The laundry room and its facilities are provided for the use of all residents. Complaints about monopolization of the facilities can be kept to a minimum by simple courtesy and consideration of others. No one should use all the units at one time.
2. Detailed instructions for the operation of the machines are posted in the laundry room and should be read and understood before operating the machines. Bear in mind that these are not heavy-duty machines that are found in commercial laundromats. Rugs and other heavy fabrics, such as drapes, should not be placed in them. Only clean, washed items may be placed in dryers.
3. Clothes must be removed from the washers and dryers immediately after the cycles have been completed, and lint and debris must be removed from the filters.
4. The laundry room is available 24-hours/day. Entry must be through the back (south) door during the hours of 10:00 PM and 7:00 AM. (Revised 4/21/2022)

SECTION VIII. DOCKS

Boat Dock Rules and Regulations

Rules and regulations for the safe and equitable use of the dock space, dockmaster duties, Boat Dock Application Form, and Boat Slip Lease/Agreement are included in a separate document. Contact the dockmaster or board president for a copy.

SECTION IX. CONDO UNIT MAINTENANCE

1. Interior maintenance, including such items as light bulbs, faucet washers, window replacement, etc., is the responsibility of the condominium unit owner.
2. The Board of Directors may hire an individual or maintenance firm to inspect vacant units.
3. The Association retains a passkey to all condominium units to allow entry in case of emergency or need for maintenance to preclude or limit damage from water leaks, storm damage, etc. If the unit owner alters or installs a new lock, the unit owner must provide the Association with a copy of the new key.
4. All unit owners must turn off all inside water sources whenever their unit will be left unoccupied for a period of more than twenty-four (24) hours.
5. No owner shall make or permit the making of any material alterations or substantial additions to his or her unit or the common areas or in any manner change the exterior appearance of the unit, without the written consent of the Board of Directors by submission of Contractor Agreement/Renovation Authorization to the Management Company. The Contractor and owner are responsible for clean-up and any damage caused. All major renovations must be done with proper permits by licensed contractors. Projects that may result in significant noise or disturbance must be done during the off-season (May 1 to November 1).
6. No owner may alter the landscaping of the common areas in any way without prior written approval of the Board of Directors or Landscape Committee.
7. No personal items including bicycles should be stored under stair wells or other common areas during the off season.

SECTION X. WORKSHOP

1. Shop hours are 8:00 AM to 10:00 PM except for emergencies.
2. Use of any of the power tools or any other tool, by the owners, is the sole responsibility of the user. The Association is not responsible for any injuries or damages related to the use of any tools.
3. Any work done in the workshop area should be cleaned by the person or persons using the workshop area.
4. Any tools taken from the workshop should be returned at the end of the day.
5. The last person using the workshop should make certain it is cleaned and locked and all the lights are off.

SECTION XI. SECURITY AND MANAGEMENT COMPANY

1. Any suspicious person or activity should be reported to the Naples Police (911) OR to the registered non-emergency number (239-213-4844).
2. Door-to-door solicitation within the complex is not permitted, and any occurrence of such activity should be reported to a Board Member.
3. Doors should be locked when leaving the unit, even if for only a few minutes.

4. Unit Occupancy – Status Cards – Occupancy cards provided by the Management Company are to be completed by all unit occupants upon arrival, and the completed card placed in the workshop mailbox (#390).

5. Management Company: Resort Management, Inc., Mr. Mark Leon, 2685 Horseshoe Drive, Suite #215, Naples, FL 34104 Phone: 239-326-6380

Email: mleon@resortgroupinc.com

Grounds Maintenance: Juan Munoz Phone: 239-206-6362.

***** IN CASE OF EMERGENCY *****

**ACCIDENT – SICKNESS -- SECURITY ISSUE – FIRE Telephone 911
Give Directions: Harbour Lights, 390 Harbour Drive, Corner of Leeward, and
Harbour Drive. Police, Fire Department, and/or Ambulance will respond
immediately.**

SECTION XII. FLOORING

All units shall have the floors covered throughout with wall-to-wall carpeting and sound-deadening carpet padding. However, substitute hard surface flooring coverings (e.g., marble, vinyl, slate, ceramic tile, parquet, wood) may be used in lieu of carpeting with the prior written approval of the Board. To obtain written approval for hard surface flooring, the unit owner must provide a description of the proposed installation along with material specifications and any other reasonable information requested by the Board including a “Solid-Surface Floor Request Form and Floor Installer Instructions”. All hard surface installations must include a sound-deadening underlayment system with an Impact Insulation Class (IIC) of not less than 52 for second floor installation and a minimum Sound Transmission Class (STC) of 52 for first floor installations. All hard surface installations shall be performed by a contractor qualified to install the material in accordance with manufacturer’s specifications and “Floor Installer Instructions”. When lanai flooring is required to be raised level with the living area of the unit, existing wood framing and decking must be replaced with light concrete below the hard surface floor covering. If any flooring must be removed for the Association to perform any of its maintenance, repair or replacement responsibilities, the Association will not be responsible for any damage caused thereto or cost of replacement thereof. Existing floor coverings are grandfathered, but grandfathering does not extend to any replacement. (Revised 4/21/2022)

SECTION XIII LOCATION OF POSTING NOTICE

SECTION XIII. LOCATION OF POSTING NOTICE

In accordance with s718.112(2)(d), Florida Statutes and s718.112(2)(c), Florida Statutes, the rule for posting of notice conspicuously upon the condominium property be as follows: Notice for all meetings of the membership and all meetings of the Board of Directors where notice is required by law to be posted shall be posted on the bulletin board in the laundry room.

SECTION XIV. ANTENNA RULE.

No television, radio, satellite, or other antenna or satellite system may be installed on the common elements by any person other than the Association, except as provided herein. Certain television, satellite, or other antenna systems may be erected or installed on condominium property or association property subject to compliance with the following requirements:

The only permitted antenna/satellite dishes include (collectively hereinafter referred to as “antennas/satellite dishes”):

- Direct broadcast satellite dishes (DBS) that are less than one meter in diameter.
- Multi-channel, multi-point distribution service devices (MMDS) that are less than one meter in diameter or diagonal measurement.

Location of Antennas/Satellite Dishes. Antennas/satellite dishes are only permitted to be installed in exclusive use areas, such as limited common element balconies. To the extent feasible, all antennas/satellite dishes must be placed in locations that are not visible from any street and in a location to minimize annoyance or inconvenience to other residents of the community if this placement would still permit reception of an acceptable quality signal. Antennae/satellite dishes may not extend beyond the plane of the imaginary line running from the edge of the balcony ceiling to the balcony floor, bounded on the sides by the vertical balcony walls. If the Association designates a place on common elements for antennas/satellite dishes, then such location is the only location where same may be installed.

Color and Screening of Antennas/Satellite Dishes. All antennas/satellite dishes shall be painted to blend into the background against which it is mounted, so long as the paint will not interfere with an acceptable quality signal.

Safety Requirements. To safeguard the safety of the unit owners, occupants of the residence in which the antenna/satellite dish is located, neighboring unit owners, and other owners and members in the condominiums, it shall be the obligation of the owner to comply with all applicable local, state and federal safety requirements, including but not limited to obtaining a permit for the installation of the antenna/satellite dish, if any is so required, hiring licensed contractors with sufficient expertise and adequate insurance to protect their work, installing the antenna/satellite dishes away from power lines and other potentially dangerous areas, installing and using the antenna/satellite dishes in accordance with safety recommendations and requirements of the antenna/satellite dishes in accordance with safety recommendations and requirements of the antenna/satellite dishes manufacturer, and in accordance with the customs and standards for the antenna/satellite dishes industry, including compliance with electrical code requirements to properly ground the antenna/satellite dishes, and installation requirements to properly secure the antenna/satellite dishes. Antennas/satellite dishes shall be properly secured and installed to cause no damage to the building, such as compromise of its water-proof integrity. Unit owners shall indemnify the Association for any loss or damage (including attorney's fees) occasioned by noncompliance with these obligations. A unit owner shall indemnify and hold harmless the Association, and all other unit owners, for any damage that an antenna/satellite dish causes to the condominium property or association property or to persons or other property.

Section XV In-Unit Clothes Washers and Dryers

As authorized by Section 12.12 of the Second Amended and Restated Declaration of Condominium adopted 02/12/2020, the Board has approved, and Rules and Regulations amended, to allow high efficiency, compact washers and compact ventless or vented dryers depending upon limitations of unit location. First floor units may only install compact ventless dryers due to structural limitations. Second floor units only may install either compact ventless or compact vented dryers if ductwork vents through the soffit and over the non-pool facing exterior of the building. Installation must be by licensed contractors, meeting City of Naples codes and machine manufacturers specifications, and in accordance with the requirements of "Application to Install In-Unit Washer and Dryer" approved by the Board.

Existing full-size washers and dryers are grandfathered until such time as the title to the Unit changes, at which time any existing clothes washers and dryers shall be removed and conform to the compact size limitation if owner desires to replace his/her washer and dryer. (Revised 4/21/2022)

HARBOUR LIGHTS INC., OF NAPLES
RETURN PURCHASE/LEASE PACKAGE TO:
Resort Management Real Estate Dept
2685 Horseshoe Drive S, Suite 215, Naples, FL 34104
Ph: (239) 649-5526 / Fax: (239) 403-1061

Application for Approval to PURCHASE or LEASE

Property--Address:

Property—Owner:

____ PURCHASE: I / WE hereby apply for approval to PURCHASE at Harbour Lights, Inc. and for membership in the Association. (Please attach a copy of the SALES CONTRACT). Closing Date: _____

____ LEASE or ____ LEASE RENEWAL: I / WE hereby apply for approval to LEASE/RENEW MY LEASE at

Harbour Lights, Inc. for the period beginning on: _____ and ending on

_____. (Please attach a copy of the LEASE AGREEMENT). 90-day rental minimum -- 12-month maximum

Please return this Application 30 days prior to closing or occupancy. Incomplete applications cannot be processed; therefore, cannot be approved. PLEASE INCLUDE THE FOLLOWING:

____ Completed & Signed Application _____ SALES or LEASE Contract Required

____ Background Check Form if requested.

____ FOR PURCHASES and LEASE/RENEWAL OF LEASE: \$100.00 Payable to Resort Management

Full Name of Applicant:

Spouse/Partner Full Name:

Applicant(s) Current Address:

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____ Email _____

Name of Business/Profession (if retired, former business/profession):

Company or Business Name:

Business Address:

The Association Documents provide an obligation of unit owners that all units are to be used as Single-Family Residences only. Please state name, relationship and age of all other persons occupying the unit on a regular basis. NOTE: OVERNIGHT OCCUPANCY IS RESTRICTED TO NO MORE THAN FOUR (4) PEOPLE IN A ONE BEDROOM UNIT AND SIX (6) PEOPLE IN A TWO BEDROOM UNIT.

Name _____ Relationship _____
Age _____

Name _____ Relationship _____
Age _____

Name _____ Relationship _____
Age _____

Name _____ Relationship _____
Age _____

Person to be notified in Case of an Emergency:

Relationship: _____ Phone: _____

Approval to Lease or Purchase Application / Page Two

Name of Current or Most recent Landlord (if applicable)

Address _____ City _____ ST _____
Zip _____

Phone _____ Rented – how long? _____ Ownership – how long? _____

Personal References: Name _____ Relationship _____

Address: _____ Phone: _____

Personal References: Name _____ Relationship _____

Address _____ Phone _____

VEHICLE INFO: (NO COMMERCIAL VEHICLES ALLOWED.)

Make/Model _____ Yr. _____ Lic Plate # _____
_____ St _____

Make/Model _____ Yr. _____ Lic Plate # _____
_____ St _____

BUYERS: I am **PURCHASING** this unit with the intention to: _____ Reside here on a full-time basis _____ Reside here on a part-time basis _____ Lease the Unit

Mailing Address for Notices connected with this Application:

City _____ ST _____ Zip _____

I / WE represent that the information on this application is complete and true. I / WE understand and agree that any misrepresentation in this application will justify automatic rejection. I / WE am/are aware of, and agree to abide by, the Documents of Harbour Lights, Inc. of Naples and the Articles of Incorporation and Bylaws. I / WE am/are understand and agree that the Association, in the event a unit is leased, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Association Documents, the Association's Bylaws, the Florida Condominium/Homeowners' Act and the Rules and Regulations. I / WE authorize Harbour Lights, Inc. of Naples to conduct a criminal background check.

SIGNATURES REQUIRED BELOW:

BUYER/TENANT Signature: _____
Date: _____

BUYER/TENANT Signature: _____
Date: _____

OWNER/REALTOR Signature: _____
Date: _____

OWNER/REALTOR Ph #: _____ **Email:** _____

Name of REALTOR & Real Estate Co:

Title Co: _____ **Ph #** _____

=====
=====

ACTION TAKEN BY BOARD OF DIRECTORS: _____ **APPROVED** _____
DISAPPROVED **Date:** _____

BY (Board Member): _____ **Title:**

(Any approval is void in the event of false statements in the above application)

Name: _____

HARBOUR LIGHTS INC., of NAPLES

RENOVATION AUTHORIZATION

1. Owner Name: _____ Unit number: _____.

2. Areas to be renovated:

_____.

3. Renovations to be made:

_____.

(Attach contractor plans, scope of work and job contract)

4. Company/Contractor name, address, and contact information:

_____.

5. Permit required? _____ Permit provided? _____

6. Planned dates of renovation: _____.

7. Proof of contractor insurance and license attached to application.

Yes _____

I hereby acknowledge responsibility for any clean up and repairs to common elements not properly completed by the contractor.

Owner's Signature

Date

Approved by Board of Directors:

Signature/Title

Date

4/21/2022

HARBOUR LIGHTS, INC., OF NAPLES
SOLID-SURFACE FLOOR REQUEST FORM and FLOOR INSTALLER INSTRUCTIONS

To: Harbour Lights, Inc., of Naples c/o Resort Management, 2685 Horseshoe Drive, #215, Naples, FL 34104
From:

Unit #: _____

Date: _____

Areas to receive hard surface flooring:

Type and size of flooring (e.g., 18"x18" ceramic tile): _____

In accordance with Section 11.2(B) of the Declaration of Condominium for Harbour Lights, and the current Harbour Lights Flooring Rules and Regulations, I request approval for the following floor installation. Owner understands and accepts responsibility to assure that all rules and regulations are followed including required inspections and agrees to obtain installer signature indicating agreement to abide by the instructions.

Each unit owner is required to submit, for approval by Harbour Lights, detailed specifications for the proposed solid-surface floor material and underlayment material including the manufacturer's name and IIC or STC manufacturer rating and model and style for each. Underlayment with an Impact Insulation Class (IIC) rating of not less than 52 for second floor installations and a minimum Sound Transmission Class (STC) of 52 for first floor installations is required. Written approval is required before installing any flooring or underlayment material and materials being installed must be the same as approved by Harbour Lights.

Each unit owner is required to install the materials according to the procedures below:

1. The approved sound control underlayment must be installed in accordance with manufacturer's specifications and must extend to or under the baseboard.
2. Sound control underlayment must be installed underneath all appliances that sit on the concrete floor i.e., refrigerators, stoves, dishwashers, icemakers, wine coolers, etc. These appliances may sit either directly on the underlayment or on the finished floor provided such floor has the approved underlayment.
3. None of the solid-surface floor material is allowed to touch anything including baseboard, toe kick, shower curb, tub deck, sliding door threshold, door casing, etc. The solid-surface flooring must be installed with a ¼ inch gap from all vertical materials.
4. Prior to installing any baseboard or shoe molding over the solid-surface

flooring, owner must request an inspection and photograph the installation to insure it meets Harbour Lights requirements.

5. When floor material changes are made to any lanai, porch or balcony, any existing wood framing and decking must be replaced with light concrete.

Owner hereby agrees that expenses for engineering consultation, if deemed necessary, concerning pre-approval and inspection requirements, as requested by Harbour Lights, is his/her responsibility.

Owner Signature/Date:

Floor Installer Signature/Date/Contact information:

Harbour Lights Approval (Allow up to thirty days for approval):

4/21/2022

HARBOUR LIGHTS, INC. OF NAPLES
OWNER PARKING SPACE AUTHORIZATION

I _____ hereby authorize
(Name of Unit Owner)

_____ to use my parking
(Name of Guest)

space # _____ for the following dates:

Beginning Date (Mo/Day/Year)

Ending date (Mo/Day/Year)

(Ending date must be less than 12 months)

Printed Name of Owner

Signature of Owner

CC: Harbour Lights Mailbox #390
Mark Leon: Mleon@resortgroupinc.com

4/21/20

HARBOUR LIGHTS

REGISTRATION

UNIT NO.: _____ ARRIVAL DATE: _____ DEPARTURE DATE: _____

NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

EMERGENCY PHONE #: _____

TOTAL NUMBER IN PARTY: _____ NUMBER CHILDREN + AGES: _____

NAMES OF OTHERS IN PARTY: _____

HOME PHONE #: _____

CAR LICENSE NUMBER: _____ STATE: _____

MAKE: _____ COLOR: _____

CHECK ONE BELOW:

- 1. OWNER: _____
- 2. GUEST: _____
- 3. RENTER: _____
- 4. RENTAL AGENCY: _____
- 5. HANDICAPPED: YES NO
- 6. ADVANCE REGISTRATION
YES NO

I HAVE READ AND WILL ABIDE BY
ALL HOUSE AND POOL RULES.

SIGNATURE

THE DIRTY DOZEN

12 Items To Leave Out Of Your Recycling

Due to the nature of the following items or their inability to be efficiently recycled, please leave the following items out of your recycling bin.

1. Plastic Bags

Including grocery bags, salt bags, shrink wrap, plastic wrap, and bags that cereal comes in

2. Non-Recyclable Glass

Window glass, mirrors, light bulbs, ceramic, china, and dishes

3. Items Contaminated With Food

Any recyclable item with food residue. Please rinse first.

4. Hazardous Materials

Batteries, tires, old paint cans, motor oil bottles, pesticide and cleaning product bottles

5. Coated Cardboard or Frozen Food Containers

Milk cartons, wax or plastic coated frozen food containers

6. Organic Waste or Garbage

Yard waste, food waste

7. Liquids

Please empty and rinse recyclable containers, jars, and bottles

8. Non-Recyclable Plastic

Including flower pots, hoses, garden edging & toys

9. Bagged Material

Please place loose recyclable material into your recycling container

10. Diapers or Bio-Hazardous Waste

Including medical waste and items contaminated with blood

11. Loose Shredded Paper

Please place waste from a personal shredder into a clear or opaque bag so material doesn't blow around and is clearly recycling.

12. Scrap Metal

Including metal fixtures, faucets, siding, and appliances



Harbour Lights Inc. of Naples

REQUEST FOR GUEST OCCUPANCY WHEN OWNER IS NOT IN RESIDENCE Harbour Lights Inc. of Naples

Harbour Lights Inc. of Naples has use restrictions of the condominium property including limits on occupancy (maximum of four (4) persons in a one-bedroom unit and six (6) persons in a two-bedroom unit) and compliance with Rules and Regulations. No guests other than those listed below may occupy the unit. Family members may use the unit on an unlimited basis.

The owner must complete and submit this request for guests at least ten (10) days in advance of guest(s) arrival and submit it to the Association's property management company Resort Management 2685 Horseshoe Drive, S - #215 Naples, FL 34104 (tele: 239-649-5526).

No one under the age of twenty-one (21) may occupy the unit without the presence of a guest over the age of twenty-one (21) occupying the unit.

Date: _____

Name of owner: _____ Unit # _____

Name of responsible guest: _____

Home address: _____

Phone: _____

Names and ages of all others occupying the unit:

_____- _____
_____- _____

Make and color of car _____ License# _____

Period of visit: From _____ to _____

Owner signature: _____

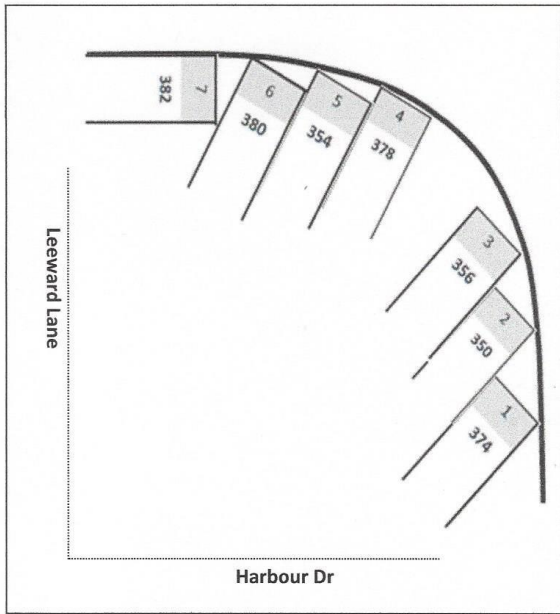
The owner must assure that a copy of Rules and Regulations is in the unit. It is the responsibility of both parties to abide by these rules.

19	368
20	388
21	340
22	346
23	370
24	342
25	352
26	344
27	384
28	OPEN
Car Wash	
Trash Recycle	

Chicke Wall

Loading Zone	
18	362
17	366
16	338
15	372
14	360
13	348
12	376
11	364
10	386
9	392
8	358
Guest	

Guest				
Guest				
Guest				
Guest				
Guest				
Leeward Lane				



Harbour Lights Parking

HARBOUR LIGHTS, INC., OF NAPLES

Application to Install In-Unit Washer and Dryer

To: Harbour Lights, Inc., of Naples c/o Resort Management, 2685 Horseshoe Drive, #215, Naples, FL 34104

From: _____ Unit #: _____

Date: _____

Manufacturer and size of washer and dryer: _____

In accordance with Section XV of the House Rules for Harbour Lights, I request approval to install a compact washer and dryer. Owner understands and accepts responsibility to ensure that all rules and regulations are followed.

Unit owner must certify by initialing on the line to the following:

1. Installation will be a low water, high efficiency compact washer and compact ventless or vented dryer. _____
2. Vent core cuts through block walls or the roof are not permitted.
3. Scope of work and license and insurance documentation for contractor are attached. (Cost of the project may be deleted.) _____
4. Installation will meet City code and be in accordance with the machine manufacturer's specifications. _____
5. For vented dryers (for second floor units with attic access only), ducts must be smooth (not ribbed or corrugated), located through the attic, vent through a damper in the soffit in the rear of the building (non-pool facing exterior), ducts must be independent of other exhaust systems, and ducts must be cleaned annually. _____
6. A picture or drawing showing the location of the washer and dryer and vent damper are attached. _____
7. The washer must drain into the bathroom stack. _____
8. Water supply lines to the washer must be braided stainless steel. _____
9. A drain pan must be installed under the washer. _____
10. Dryers installed in closets will have a louvered door. _____
11. Owner is responsible for determining adequacy of electric service. _____

Owner signature/date:

Licensed contractor signature/date/contact information:

Harbour Lights Approval (Allow up to thirty days for approval):

4/21/2022