

OWNER'S REFERENCE BOOKLET

Coquina Club of Naples, Inc.
3200 Gulf Shore Blvd. North Naples, Florida 34103

UPDATED January 2025

OWNERS SHOULD KEEP A COPY OF THIS BOOKLET IN THEIR APARTMENT FOR THEIR USE AND THE USE OF RENTERS AND GUESTS. ITEMS HI-LITED ARE PARTICULARLY PROBLEMATIC AND SHOULD BE READ CAREFULLY.

A COMPLETE COPY OF THE COQUINA CLUB CONDOMINIUM DECLARATION AND BY-LAWS, AS WELL AS THIS BOOKLET, SHOULD ALSO BE KEPT FOR REFERENCE IN OWNER'S PERMANENT RECORDS.

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CONTACT INFORMATION

1. ON-SITE MANAGER

Jennifer Spradling, On-Site Manager

Email: Club@gmail.com

Cell: 239-940-6223

***Contact Jennifer regarding Maintenance and **registering arrivals and departures of occupants of your Unit in accordance with Section four (4) of the Owner's Reference Booklet.**

*** Please note: Availability only During Business Hours Mon – Fri from 6:30 AM to 3:00 PM.

2. PCAM

Christine Labuziensi

C.A.M.

ParamountChristineL@gmail.com 239-352-6619 ext. 2

(f) 239-215-1970

Coquina Club documents are also available at: www.coquinaclub.org

3. Paramount Property Management

15275 Collier BLVD #201/278

Naples, FL 34119

239-352-6619

HOUSE RULES AND REGULATIONS

The facilities of Coquina Club, including clubroom, swimming pool, sauna, toilets, showers, laundry, and common grounds are for the use and enjoyment of all owners' families, their guests, and lessees only. Use of the facilities must not interfere with the rights of others.

A. CLUBROOM

It is expected that Owners and Lessees will, from time to time, entertain in the clubroom and use the facilities therein. It is understood that Coquina Club functions will have priority over individual parties. **The use of the clubroom must be scheduled with the on-site Manager to avoid conflict.** Use of these common facilities is contingent upon the user's acceptance of full responsibility for restoring the facilities to a proper state of cleanliness after use and for any breakage or damage which might result from use of the facilities. **THERE IS NO SMOKING PERMITTED AT ANY TIME IN THE CLUBROOM OR UNDER THE CANOPY AREA OR POOL DECK.**

B. FISHING

Owners and Lessees who wish to fish from the docks or sidewalks next to the seawall may do so at their own risk, providing such recreation does not interfere with other residents. Fresh water hoses and filleting stands are located on selected docks for cleaning fish. **USERS ARE EXPECTED TO LEAVE THE FILLETING STANDS AND SURROUNDING AREAS FREE OF REFUSE AFTER USE.**

C. GARBAGE & TRASH

Trash containers are provided at the north and south ends of the complex. Garbage and other trash must be placed in securely tied plastic bags and placed in the trash containers. **FEMININE SANITARY PROTECTION MUST NEVER BE FLUSHED IN TOILETS NOR SHOULD WIPES OF ANY KIND, FLUSHABLE OR NOT. NO PRODUCT EXCEPT ANGEL SOFT TOILET PAPER SHOULD BE PLACED INTO TOILETS. SOILED DIAPERS MUST BE PLACED IN SECURELY TIED BAGS FOR DISPOSAL.** RECYCLING BINS ARE AVAILABLE FOR SPECIFIC ITEMS AS LISTED ON BINS. **PLASTIC BAGS ARE NOT TO BE PUT IN RECYCLE BINS.**

D. LAUNDRY

The laundry facilities are available for use by Owners, Lessees, and guests only on a first come, first serve basis, between the hours of 8:00 AM and 9:00 PM. Users of laundry must keep it clean and orderly with dryer vents cleaned after use.

BECAUSE OF SERIOUS SEWAGE PROBLEMS EXPERIENCED USING SOME DETERGENTS, IT IS MANDATORY THAT "ALL" OR SIMILAR LOW SUDS LIQUID DETERGENT BE USED IN BOTH THE UNIT WASHERS AND COMMON LAUNDRY MACHINES.

E. NOISE

In deference to all residents, occupants shall keep noise to a minimum. This applies especially to radios, television, stereo equipment, and loud conversations. The use of laundry, dishwashers, vacuum cleaners etc., is restricted to the hours of 8:00 AM to 9:00 PM.

F. SERVICE ANIMALS

Owners and guests with service or emotional support animals **MUST FILE APPROPRIATE PAPERWORK DIRECTLY TO ASSOCIATION'S PROPERTY LICENSED CAM, CHRIS FINLEY, WITH A COPY TO COQUINA CLUB'S CURRENT PRESIDENT. EMOTIONAL SUPPORT ANIMALS ARE NOT PERMITTED IN OR ON COMMON AREAS.**

G. LANAI, BALCONIES, WALKWAYS AND STAIRS

Lanai's, balconies, walkways, and stairs shall be used only for the purpose intended and must not be used for hanging garments or other objects for drying or cleaning. **ALL LANAIS (FRONT AND BACK) MUST BE CLEAR OF ALL FURNITURE AND OTHER ITEMS WHEN UNIT IS UNOCCUPIED FOR MORE THAN 2 WEEKS. BEACH CHAIRS, WAGONS, BIKES, AND STOLLERS MUST NOT BE LEFT ON WALKWAYS, NEAR ELEVATORS, OR UNDER STAIRWELL.**

H. STORAGE

No gasoline or similar combustibles are to be stored any place on the premises. Personal property must not be stored in any common area.

I. SAND

When returning from the beach, wash sand off feet and shoes and chairs prior to entering elevators or walkways. Faucets are located at the north and south ends of the building and the carwash area has a hose for such cleaning.

J. CAR WASHING

Car washing privileges are restricted to Owners and Lessees and must be conducted between the hours 7:00 AM and 9:00 PM.

K. PARKING AND TRAFFIC

Observe one-way traffic directions upon entering and leaving the parking area. Park only in your assigned or “guest” space. Parking spaces marked “owner” are provided for owners with a second car and are available on a first-come-first-served basis. **30 MINUTE PARKING IS FOR LOADING/UNLOADING ONLY.**

L. COURTYARD AND WALKWAYS

Bicycles, roller blades, roller skates, skateboards, etc. may not be used or worn in the courtyard, on the bricked entrances, first floor walkways or in the elevators. Bicycles should be walked to and from units and elevators.

M. KAYAKS

Kayak racks are provided for Owners who have leased a slot. **KAYAKS MUST NOT BE STORED ON THE WATERFRONT OR ON THE DOCS BUT MUST BE STORED ON RACKS WHEN NOT IN USE.**

N. RESTROOMS AND SHOWERS

Children under 12 must be supervised by an adult when using common area restrooms and showers and elevators.

O. ELEVATORS

Owners are responsible for hanging protective blankets in the elevators prior to the delivery of furniture or appliances. They are in the 2nd floor electrical rooms near the elevators.

P. CONFLICT RESOLUTION

If a resident has a complaint against another resident relating to the club rules and regulations, the complaint should be reported to the Board of Directors to avoid further conflict.

Q. RENOVATION AND CONSTRUCTION APPROVAL

All renovations and construction must be approved by the Board of Directors before any work can commence. The form is available from the Association's Property Management.

R. GUESTS OF RENTERS/LESEES (13.3)

No one but the Lessee(s), and his/her family or guests may occupy the unit. Overnight guests may occupy a leased unit subject to the following restrictions:

- a) A Lessee may have overnight Guests twice during each 90-day period of his lease; and
- b) The duration of the Guest's visit is limited to 14 days or less, and at least 7 days must pass between the first and second Guest's visits.
- c) Lessee's may not have guests when Lessee(s) are not present.

S. GUESTS OF OWNERS (12.2)

When a Unit Owner is absent, the Unit Owner may permit his unit to be occupied no more than 4 times in any calendar year for a period not to exceed 14 days. A period of at least 7 days must elapse between occupancy of guests in the absence of the Unit Owner. When such occupancy is desired, a form entitled, "Request for Guest Occupancy When Owner Not in Residence" must be obtained from the Association's Property Manager, completed, and signed by the Unit Owner and submitted to the Association's Property Manager not less than 3 Business days in

advance of the Guest(s) arrival. Occupancy of a Unit pursuant to this Section 12.2 shall be restricted to no more than 8 persons.

SWIMMING POOL RULES AND REGULATIONS

1. The pool hours: 8 AM to dusk except when it is being cleaned. **NO ONE MAY USE THE POOL AFTER DUSK DUE TO STATE ORDINANCES.**
2. Children who wear swim diapers are permitted to use the pool. Incontinent persons are NOT permitted in the pool. Children under 12 must **ALWAYS** be accompanied and supervised by an adult. No running, shouting, or excess horseplay is allowed. POOL DECK CAN BE SLIPPERY WHEN WET.
3. No lifeguard is provided; everyone swims at their own risk.
4. **SHOWER BEFORE ENTERING POOL.** Required by The State Board of Health.
5. The pool deck furniture must not be moved off the pool deck.
6. **NO FOOD OR BEVERAGES IN THE POOL OR ON POOL WET DECK.**
7. Commercially bottled water in plastic bottles is allowed on pool wet deck for pool patron hydration.
8. **NO GLASS** or **ANIMALS** inside the fenced pool area.
9. Equipment for exercise or recreation is permitted in the pool. It must be free of sand, dirt, grass, lotions, or creams and should not hamper the pleasure and use of the pool by others. All equipment must be removed from the pool area and stored properly when not in use.
10. **SAFETY ROPES MUST BE ATTACHED AT ALL TIMES.** Adults who detach safety rope for lap swimming are responsible for re-attaching the safety line. Please do

not put any weight on the safety line across the pool because it will stretch and break and may pull clips from the wall.

11. UMBRELLAS should be closed and securely tied when not in use

12 All trash and personal belongings should be removed from the pool deck, chairs, and tables. Trash receptacles are in the grill area and under the canopy.

BOAT DOCKS AND SLIPS

The ten (10) boat docks (20 dock slips) are common elements of the association for the mutual use of all Owners; moreover, these 20 dock slips must serve occupants of 69 units. It is the intent of the association that as many Coquina Club boat owners as possible enjoy the use of the Association's dock slips, especially during the winter and early spring months.

For purposes of this section, the terms "slip" and "boat dock space" refer to the provision of the Declaration of Condominium of Coquina Club of Naples (section 6.B) which addresses the association's decision to "... assign the exclusive right to keep a boat at a particular dock...". The term "USER" refers to Owner(s) or Lessee(s) of a unit in Coquina Club of Naples.

Use of the dock slips shall be governed by the following:

1. Dock slips shall be leased on a first come basis while empty dock slips exist, and unit owners shall have use of that slip on a year-to-year basis from October 1st to September 30th of the following year.
2. In the event all dock slips are occupied, and a request is made for a dock slip by an Owner, then:
 - (a) Lessees shall be required to vacate slips first, at the end of their current lease.

(b) If every dock slip is occupied by a different unit owner, then a waiting list shall be established and maintained by date of requests by USERS desiring a dock slip and assignment made in sequence from the earliest date of request to the latest date.

3. Empty dock slips, whether assigned or not, may be used on a temporary basis by other users and/or guests when the user of the assigned dock slip is not in residence and his/her boat is in storage, providing all requirements of paragraph 6 of this part, exclusive of the payment of fees, have been met. "Temporary basis" means not to exceed 10 days during the months of November through April. The host USER is responsible for avoiding conflict regarding use of a vacant dock slip with the USER to whom a lease agreement for that space has been granted. Furthermore, the host USER shall be liable for damages caused by the host USER'S guests.

4. A non-refundable, not-prorated rental fee as specified in "Boat Dock Space Lease Agreements" shall be paid to the association annually for the use of the assigned dock slip for that year. These funds shall be placed in the "Dock Reserve Account" for the association to help defray the expense of maintaining the docks and the improvements and alterations of the docks by the association.

5. To be accepted for a dock slip and the continued use of a dock slip:

(a) An appropriate application for a Boat Dock Space Lease Agreement must be completed and received by the Association's Property Management.

(b) A copy of the boat registration and a copy of the insurance certificate for the boat must be sent to the Association's Property Management. If the owner/lessee is leasing the boat, then a true and correct copy of the complete lease agreement must also be provided.

(c) The boat registration must be in the name of the unit owner/lessee only, or the boat duly leased only to the unit owner/Lessee. The rental fee must be paid at the time of application and a Boat Dock Space Lease Agreement entered.

(d) The Association's Property Management, subject to the approval of the Board of Directors, shall make specific dock slip assignments.

(e) Gasoline tanks in boats may not be filled from portable containers while docked at Coquina Club unless filled by a professional delivery service.

(f) Boats shall not exceed 32 feet in length and/or 10 feet 6 inches in beam.

6. Assignment of a dock slip does not give exclusive use to the dock itself; the docks are common elements of the association and may be used by everyone for fishing, walking, and sightseeing.

7. Holders of dock slip assignments are not permitted to alter the docks and/or pilings in any manner. If any modification or addition is desired, a request must be made in writing to the Board of Directors and approved by the Board of Directors.

8. Permanent or temporary storage lockers and/or bins are not permitted to be placed on the docks or seawall for use by the dock slip lessees. Associated boating accessories must be stored in the user's unit or their assigned unit storage lockers, in their boats or off the Association property.

9. Children under twelve (12) years of age are prohibited from the seawall and docks unless accompanied by an adult. No running or playing of games is permitted in this area.

10. A slip that is used without permission of the Board of Directors or in contravention of the house rules and regulations, shall be:

(a) Subject to a daily fine fee of \$50.00 and

(b) May be subject to removal and storage elsewhere, without notice, at the expense of the User or the unit Owner/Lessee whom the operators of the boat were visiting.

Furthermore, a User who fails to remain in compliance with the House Rules and Regulations may be deemed ineligible by the Board of Directors for issuance and/or renewal of a lease for use of boat dock slip in subsequent years.

11. Users who moor their boats for more than 30 days while the user is not in residence shall provide the on-site manager with the name and phone number of a marina who has been hired to remove the boat in the event of an impending hurricane or other severe storm. The User shall be exclusively responsible for notification of the designated marina personnel and to ensure that the User's

boat is removed from the dock slip to prevent any damage to the dock or the User's boat.

12. As noted above, it is the intent of the Association that as many Coquina Club boat owners as possible enjoy the use of the Association's dock slips, especially during the winter and early spring months. Concerning users who have been granted a Boat Dock Space Lease Agreement but, although in residence in Coquina Club, fail to utilize their slip for any 30 consecutive day period during the months of November through April: the Board of Directors may conclude that such owners are not in compliance with the House Rules and Regulations, are not contributing to the intent of the Association, and thus deem such owner's ineligible for issuance and/or renewal of a lease for use of a boat dock slip in subsequent years. A User may apply for a waiver of this provision on the grounds the Owner's vessel is under repair, being manufactured, or for other circumstances beyond the owner's control; however, the option to waive this section is solely at the discretion of the Board of Directors on a case-by-case basis.

ON-SITE MANAGER

1. A full-time on-site manager is provided by the Coquina Club. The manager is responsible to the Association's Property Management and works in conjunction with the Coquina Club Board of Directors and shall take directions only from the Coquina Board of Directors and Association's Property Management.

2. Owners, Lessees, and/or guests shall not interfere with the on-site manager's duties or responsibilities. The manager is available to be of assistance to Owners, Lessees, and guests only when it does not interfere with his/her normal duties and responsibilities.

3. The on-site managers' normal working hours November 1 – April 30 shall be from 6:30 AM to 3:00 PM Monday through Friday. Please respect the manager's off-duty times. After hours and weekends if you have a non-emergency, you must contact the Association's Property Management After hours & Weekend emergency number 828-633-4195 or if it is a true emergency, dial 911.

4. The on-site manager shall be responsible for monitoring all occupancy of the units. OWNERS SHOULD NOTIFY THE ON-SITE MANAGER OF THEIR ARRIVAL AND DEPARTURE DATES. ALL LESSEES AND GUESTS OF EITHER OWNERS OR LESSEES MUST REGISTER IN THE GUEST REGISTER MAINTAINED IN THE MANAGER'S OFFICE. This register shall indicate the unit number, names of all the lessees and guests, arrival dates and departure dates, and car year, model, and license number if a car is to be parked on Coquina Club property. Other information may be required as needed.

5. The on-site manager shall be responsible for the maintenance and care of the club room, canopy area, first floor common rest rooms, utility room, work room, laundry room, walkways, entrance ways, parking areas and all other common elements in general. Pool, lawn, greenery care, and irrigation shall be handled by third parties; however, the manager shall keep the grounds free of debris, including any material shed from trees and other plantings, and shall be responsible for proper watering of the grounds, trees, shrubs, and plantings.

6. The on-site manager shall make inspections of all unoccupied units once every two weeks during the Owner's absence and perform the tasks outlined below. Only the Association's Board of Directors or the Property Management can make additional specific assignments.

7. Unit inspections shall include:

- (a) Making sure ALL windows and doors are locked.
- (b) Flushing toilets.
- (c) Running water down sinks and into dishwashers to keep seals conditioned.
- (d) Making sure air conditioning is working and set to prescribed setting (78*)
- (e) Making sure refrigerator is operating properly.
- (f) Make sure water is subsequently turned off.
- (g) Making sure no garbage or refuse has been left in units.
- (h) Monitoring for pest control needs.
- (i) Checking for any condition that may cause damage to the unit or its contents, such as roof leaks, water, and drainage pipe leaks, etc.

8. Owners of units who wish the on-site manager to admit guests, tradesman, repairmen, or the like into their unit must advise the on-site manager, giving details as to who should be admitted, when and under what circumstances.

Neither the Coquina Club or the Association's Property Management staff shall be held liable for damages or loss of property or any other liability when such requests are made.

9. The on-site manager shall not maintain association applications forms. All such forms must be obtained from the Coquina Club website: www.coquinaclub.org.

10. The on-site manager is not permitted to advise or make recommendations concerning the make-up of the Board of Directors or any office or committee position in the association. Owners, in turn, should not solicit such advice or recommendations from the on-site manager.

BICYCLE PARKING

1. Each bicycle kept in the bicycle rack must be tagged by the on-site manager with an identifying number.
2. The bicycle must be stored in the unit when the owner is not in residence for a continuous period exceeding 30 days.
3. Bicycles need not be locked. However, if locked, each bicycle must have its own lock to the rack. Multiple bicycles cannot be locked together.
4. Bicycles (including the way it is locked) must not be unsightly (unsightly covers, flat tires, bent rims, rust, and unworkable components.)
5. Accessories (e.g., floor pumps, extra tires, helmets) are not bicycles and cannot be kept in the bicycle rack area.
6. Bicycles must either be stored in the owner's unit or in the designated association bicycle rack. They may not be stored in other common area or attached to Coquina Club property.

ADDITIONAL REFERENCE MATERIALS

NOTE: This OWNER'S MANUAL is intended to give owners, guests, and lessees a brief synopsis of Coquina's governing documents. For questions, specific language and detail see Coquina Clubs' Declaration of Condominium Documents and Coquina's by Laws.

- Section 11 of the Declaration of Condominium Alterations or construction
- Section 12 of the Declaration of Condominium Use Restrictions (by Owners) & Lessees (see `12.2 and 12.3)
- Section 13 of the Declaration of Condominium Leasing of Units
- Section 6.3 of the Declaration of Condominium Common Areas

The following Coquina Club applications/forms/grids are available via the Coquina Club website: www.coquinaclub.org or by calling Christine Labuziensi ParamountChristineL@gmail.com 239-352-6619 ext. 2 (f) 239-215-1970

COQUINA CLUB APPLICATIONS/FORMS

- Contractor Information package and Alteration Application
- Kayak storage lease agreement
- Boat dock lease agreement
- Application for guest when owner is not in residence
- Rental/lease Application (online form)
- Owner's Reference Booklet

COQUINA CLUB GRIDS

- Owner's grid
- Kayak rack grid
- Boat slip grid
- Parling lot grid

(Updated January 23, 2025)