

CAMBRIDGE HOUSE OF PORT CHARLOTTE

A Condominium, Inc.

WELCOME TO CAMBRIDGE HOUSE!

We, the unit owners/renters of Cambridge House, hope you will enjoy your stay here and that you understand that our condominium units are to be used as private dwellings, not for sales, studios, or any other business purpose. We feel certain that you will appreciate and respect this hospitality. Most of the people living here own their condominium unit and are relying on your cooperation in abiding by the House Rules and Regulations.

This booklet is to advise residents of some of these rules and regulations and to assist them in making their stay here most pleasant and harmonious. A few minutes of your time to read these pages will serve to answer most of your questions. Also, check the house bulletin board for news, announcements, etc on a daily basis.

The following rules and regulations apply not only to owners, lessees and three month renters, but also to friends and relatives, as Charlotte Square is a complex of private homes, not a recreation resort. There is no way for persons to use the community Recreation Facilities without being guests of all the home owners in Charlotte Square. Adherence to the established rules and regulations will make for welcome guests and friendly hosts. Unless your guests know the rules, they cannot be expected to observe them.

NOTE TO RENTERS: DO NOT RISK LOSING YOUR SECURITY DEPOSIT. LEAVE YOUR UNIT IN AS GOOD CONDITION AS YOU FOUND IT. ALL RESIDENTS, TENANTS AS WELL AS OWNERS, ARE ALSO RESPONSIBLE FOR ANY DAMAGE THEY MIGHT CAUSE IN THE COMMON AREA.

INTRODUCTION: The following rules and regulations have been prepared so that the Board of Directors may conduct the affairs of Cambridge House appropriately. The rules apply to everyone and are set in place in an attempt to solve differences of opinions and irritations that are endemic to a group of people living in close proximity and sharing commonly owned property with each other. All houses in Charlotte Square are 55 and over. Cambridge House rules stipulate that an owner must own the unit for five (5) years before it can be rented out for a minimum of three(3) months at a time. Anyone visiting or staying in a unit for over

thirty (30) days must complete a resident application, submit it with a \$100.00 application fee and participate in an introductory interview.

Sale or lease signs are allowed on the bulletin board **ONLY**. The sign must be posted on the building bulletin board for two weeks prior to any alternate listings.

The Board of Directors is charged with the responsibility of conducting all affairs of Cambridge House Association. The Declaration of Condominium and its By-Laws give them the power to carry out their responsibilities.

The Board of Directors may revise these rules and regulations as the need arises.

CAMBRIDGE HOUSE: Cambridge House is a corporation and, as such, is governed by an elected Board of five (5) Directors. According to the By-Laws, the Secretary should have custody of the Minutes Book, and at all times it should be available to serve as a transfer agent. House meetings shall be set and scheduled by the Board of Directors each year. **All Unit Owners** are urged to attend. During the summer, meetings usually are not held. The names of current Board Members are listed on the House Directory next to the buzzer system in the atrium. The Annual Meeting, when Officers of the House are elected, should be held between December 15 and January 30. The Secretary will mail forms to absentee unit owners for them to return their vote to the Secretary. These forms will provide three (3) options:

1. Owner may write in his or her individual choices.
2. Owner may designate proxy vote to an owner who will be present at the meeting.
3. If owner signs the form but makes neither of the above choices, the Secretary will apportion these proxy votes equally among the current Board of Directors.

MANAGER: The manager of Cambridge house is not to be confused with the manager for Charlotte Square. The manager of Charlotte Square carries out those duties delegated to him or her by the collective Boards of Directors, such as collection of assessments, payment of common bills, and management of the Recreation Areas and facilities. Cambridge house does not have a manager. Each building is an independent entity, responsible for itself and governed by its elected Board of Directors, whose services are all volunteer.

PROBLEM SOLVING FOR TRANQUILITY: If you need help or wish to report something wrong, contact a Director or a responsible person. Remember, however, that he or she is not a locksmith, plumber, electrician, or any type of paid employee - only a unit owner concerned with the welfare of all residents and trying to be a good neighbor. Any requests, complaints, or suggestions must be put in writing to the President of Cambridge House or to an owner so designated by the President.

GENERAL INFORMATION

COMMON AREAS OF CAMBRIDGE HOUSE INCLUDE: The private roads, parking areas, lawns, trees, shrubs, roof, stairs, lobby, halls, social room, office, laundry room, lavatory, storage areas, and the lights, flooring or carpeting, windows and doors, walls and panes, elevator. The furniture and other décor in these areas are property commonly owned by the unit owners of Cambridge House.

KEYS: You should have been supplied with a key to your unit, a key to the assigned mailbox in the lobby, a Recreation Area key, a storage area key, a key which will open the three lobby doors and the doors at each end of the building (MEDCO key). Lobby doors are to be kept closed and locked at all times, even when air conditioner is off. End doors or stairwell doors are to be left open for air circulation @ the discretion of the Board of Directors. Doors to each unit are to be kept closed also. AT NO TIME ARE MEDCO KEYS TO BE GIVEN TO SERVICE OR REPAIR PERSONNEL. The first replacement MEDCO key costs \$20.00, and the price increases for each additional key.

EMERGENCY KEY BOX: The house maintains a locked security box in the office where owners are required to keep a duplicate set of unit keys for use in an emergency or in the event you lose a set, are locked out, etc. Keys to the office and box are held by the house President and an alternate.

AIR CONDITIONER/HEAT FILTERS: New residents will want to check the filter on their air conditioner/heater unit. A/C inspections are performed twice a year for your convenience. A notice is placed on the bulletin board for a minimum of 10 days if you wish to sign up. The fees for the service are listed on the sign up sheet.

DISHWASHER: If a dishwasher is left idle for extended periods, the water retention seals in the bottom of the washer may dry out; and when the machine is started, water will leak out onto the floor. If this occurs, turn off water valve located under the sink, leading from the hot water line to the washer. You should then contact the real estate agent of the unit owner or a service man to make the necessary repairs.

MAIN WATER SHUT OFF VALVES are located on the first floor in the suspended ceiling outside the corresponding units for the first, second and third floors if the individual upper floor unit does not have an individual shut-off valve inside the hallway air conditioner closet. (They are NOT right outside the door, but midway, more in line with the kitchen and bathrooms.) If a resident needs to have the valve turned off for any reason, please notify the other two units on that line WHEN and FOR APPROXIMATELY HOW LONG they will have no water.

REFUSE DISPOSAL: Dumpsters are located at the ends of the building. Large boxes and cartons must be broken down and flattened before being placed in the dumpster. Paper bags may be used for dry refuse but must be stapled, tied or taped closed. DO NOT throw in dumpster piecemeal. There is a recycle dumpster between Abbey and Berkley House which handles clear glass, green glass, newspapers, plastic drink bottles, soda cans and food tins, all which should be cleaned and sorted before depositing. Large furniture and appliances may be left NEXT to the dumpster ONLY AFTER THE DEPOSITOR HAS CALLED WASTE MANAGEMENT (629-1106) to notify them of the object and where it should be picked up. There IS NO CHARGE for this service.

PEST CONTROL: Exterior pest control is a quarterly maintenance service that is provided by the condo owners' association through the budgetary process. Interior pest control is per-call only. If you need interior pest control, please call the office so we can schedule an appointment for you.

CAMBRIDGE HOUSE RULES AND REGULATIONS

LOBBY & HALL RESTRICTIONS: Shoes and Shirt are required.
Smoking is prohibited in the common area.

ROOF ACCESS: Access to the roof is located on the south end of Cambridge house on the third floor. Only Charlotte Square office and board members have keys and access (insurance requirements). In the event that repair to A/C is necessary, repair person must obtain key from main office or from a board member, and key **MUST BE** returned to office or board member before repair person leaves the facility. The office will notify Cambridge House of any repair personnel.

ACCESS TO BUILDING: Under no circumstances are the doors to the building to be opened for visitors or service personnel for a resident other than yourself. Visitors must contact the person they wish to see by using the phone system in the atrium and wait to be buzzed in by that resident only. NO EXCEPTIONS. Only Board members may change or delete information from the call box.

SERVICE PERSONNEL:

1. Owners/Renters are responsible for any damage caused by service personnel while making repairs or deliveries to your unit.
2. No keys are to be issued to service personnel for any reason.
3. Caution service personnel to be careful of walls, carpets, and inside of the elevator.

MOVING & DELIVERIES: All movers and delivery persons must use end doors and stairs for large items such as stoves, refrigerators, beds, tables, etc. The elevator may be used only for small items when deliveries or moving is necessary.

STORAGE: Four storage rooms are located on the sides of the Cambridge House entrance, and each unit is assigned a specific storage compartment. USE YOUR OWN PADLOCK TO LOCK YOUR ASSIGNED CAGE IN ORDER TO AVOID LOSING BELONGINGS. Cambridge House is NOT RESPONSIBLE for lost belongings.

LAUNDRY ROOM

1. Laundry is open between 7:00 A.M. and 10:00 P.M. daily except for Mondays when it opens at 9:00 A.M. to allow for weekly cleaning.
2. Please refrain from using more than two washing machines or dryers at a time, and remove clothes from machines as

soon as they are finished so that others may use the machines.

3. Washers take approximately 27 minutes, and dryers take approximately 18 minutes per quarter.
4. ONLY QUARTERS MAY BE USED IN MACHINES. (No foreign currency.) 4 quarters for regular washers.
5. Please clean lint trays in dryers after each use and clean up any spilled soap powder, bleach, etc.

PARKING

1. Park ONLY in the space designated to you by your unit number.
2. Guests, visitors, or people with more than one car must park in GUEST spaces only.
3. If an owner agrees to lease or allow another resident to park in his/her assigned carport, a copy of that agreement must be given to a Board member and kept in the office.
4. No commercial vehicles allowed.
5. No boats or trailers allowed.
6. Please notify a Board member for a designated area to park campers, r.v.'s, etc. They are allowed for (2) weeks only.

CAR WASHING

No car washing during drought alerts.

According to Florida Statute 718.111 (5), *RIGHT OF ACCESS TO UNITS*.--The association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit or units. In order to assure this access, the association requires each owner to leave a unit key with the association. The key will be kept in the lock box in the building's association office and used only for unit access for "routine maintenance" and or "repair or replacement of any common elements...maintained by the association..." Only bonded and insured board members have access to this locked box.