



OWNER'S MANUAL

This book has been created by the Royal Pelican Condominium Association as a way to communicate essential and interesting information about our community. Every effort has been made to ensure that the information in this booklet is correct and up to date. The Association does not assume, and hereby disclaims any liability to any party for any loss, damage or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause.

IMPORTANT PHONE NUMBERS

Emergency	911
Poison Control Center	800-222-1222
Lee County Emergency Operations Center	239-533-0622
Lee County Emergency Operations Center – Fax	239-477-3636
Lee County Emergency Operations Center Website.....	www.LeeEOC.com
Lee County Sheriff’s Office – Non-Emergency.....	239-477-1000
Florida Highway Patrol	239-278-7100
Florida Fish & Wildlife Conservation Commission	863-648-3200
Fort Myers Beach Fire Control	239-463-9810
United States Coast Guard – Fort Myers Beach	239-463-5754
Comcast Cable.....	800-934-6489
Florida Power and Light.....	800-468-8243
Fort Myers Beach Water	239-463-9914
Storm Information Hot Line (Activated during storm).....	239-477-1900
Southwest Property Management – Main Office.....	239-261-3440
Southwest Property Management Emergency Number	239-261-3440
Southwest Property Management Fax Number.....	239-261-2013
Southwest Property Management Email Address.....	csr@swpropmgt.com
Southwest Property Management Website.....	www.swpropmgt.com

WELCOME TO ROYAL PELICAN CONDOMINIUMS

Royal Pelican Condominiums are located on the south end of Estero Island, with addresses of 4511 to 4591 Bay Beach Lane in Fort Myers Beach. The development features nine five-story, mid-rise buildings with a total of 144 private units. Construction began in 1986 on building 1 and continued with the remaining buildings until completion in 1991.

There is always something fun to do at Royal Pelican! Amenities include 2 heated pools, a clubhouse, shuffleboard, ping pong, tennis, and pickle ball, a fishing pier, walking trails and deeded beach access. Private deeded boat docks give direct access to the Gulf of Mexico.

The Royal Pelican community is an active, friendly community. Both residents and seasonal guests are invited to enjoy social activities like card and game night, pancake breakfasts, bingo, parades, dances and potluck dinners. There are golf and shuffleboard tournaments, seahorse races, a women's club, and holiday parties.

Relax on your lanai, poolside, or at the beach. Head on over to the marina for a day of fishing or shopping. Rent a wave runner, kayak, go on a dolphin tour, or parasail. Walk to one of the many restaurants in the area. Enjoy an afternoon or evening at the local theater. Hop on the trolley and head to Times Square and the Pier or drive across the Big Carlos Pass bridge at the south end of the island and spend time at Lover's Key State Park, Bonita Springs or other surrounding communities.

You'll never run out of sun and fun on Fort Myers Beach!

HISTORY OF FORT MYERS BEACH

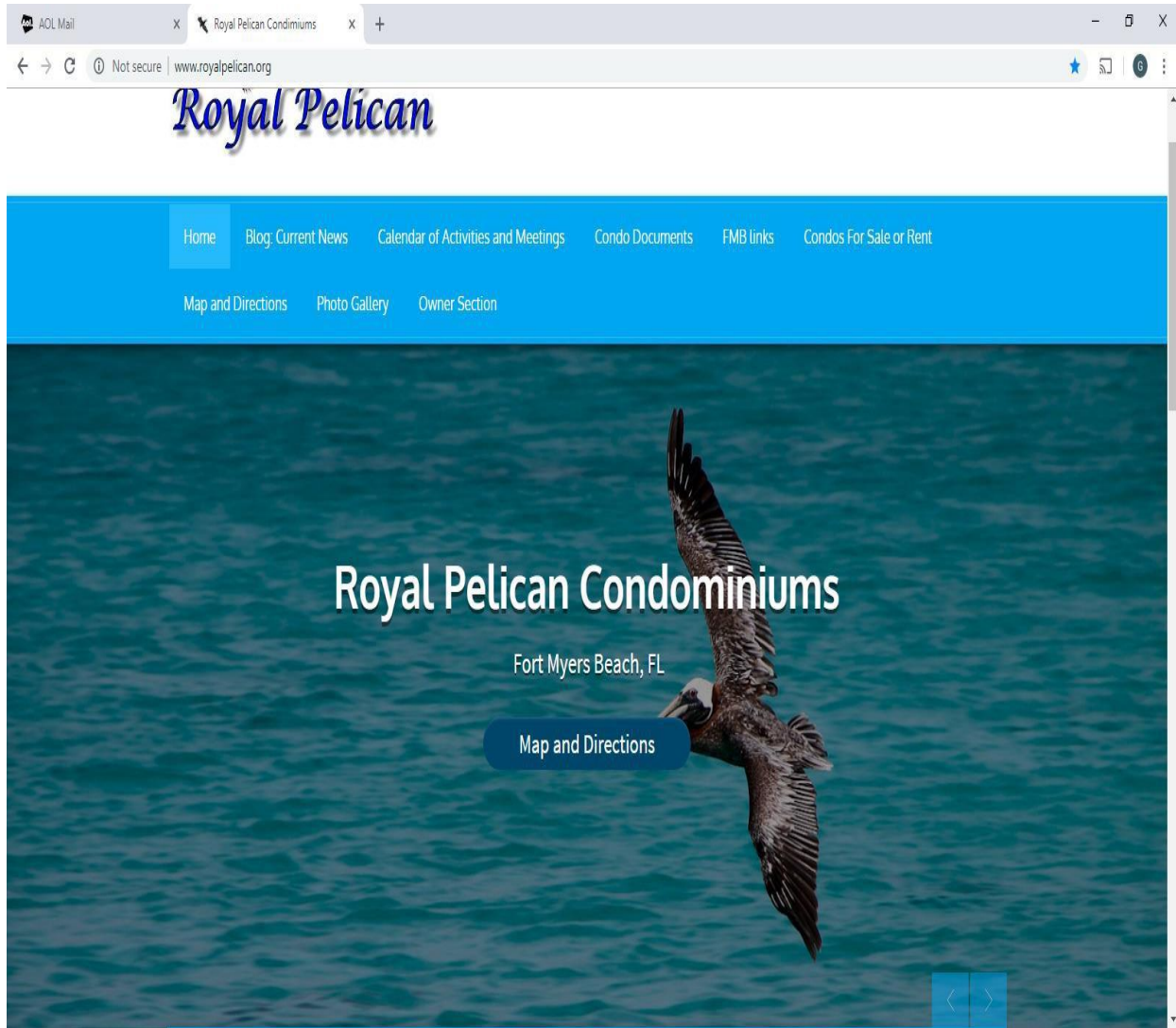
Estero Island and its sister island San Carlos make up the community of Fort Myers Beach. It is a tiny bit of an island, seven miles long and in no place as much as a mile wide. From the north-west point to the south-east tip, a gleaming white sand beach fronts the Gulf of Mexico. A quiet town of friendly citizens, artists, fishermen, winter residents and a healthy quota of welcome tourists make up the island population.

The Town of Fort Myers Beach was not incorporated until 1995, but the history of Estero Island spans back over 2,000 years when the Calusa Indians constructed shell mounds along the bayside of our island. As the ruling chiefdom in south Florida, the Calusa resisted Spanish colonization, including attempts by the conquistador Ponce de León in 1513 and 1521 (during the latter encounter he was mortally wounded by the Calusa). The Calusa met their demise almost 150 years later due to increasing hostilities, disease, and political and economic upheaval. From the late seventeenth to the mid-nineteenth century the political landscape of southwest Florida was dynamic as the territory changed hands between British and Spanish control. Between times of turmoil, Cuban fishermen established small seasonal fishing villages known as Ranchos throughout southwest Florida, including Estero Island. By the mid to late 1700s, active trade was established between the Ranchos, Cuba, and Creek Indians who displaced the remaining Calusa. As Florida eventually became the 27th state in 1845, many of these families stayed and blended with the new American population.

The last homesteader staked his claim on Estero Island in 1914. Leroy Lemoreaux cleared his land and survived by growing vegetables and fishing. Lemoreaux remembered bears stalking the island and panthers howling in the night. In the 1890's, the only weapon they had against the hordes of mosquitoes was smoke. Those were the days before a bridge linked the island to the mainland of Fort Myers area. A wooden swing toll bridge was the first bridge and built in 1921. The toll was 50 cents for five people. The 1926 hurricane washed it away and severed the slim neck of land attaching San Carlos to the mainland making it an island. Today it's still called Hurricane Pass. In the 1870's, pirates plied their trade along the shores. That's how Black Island, south of Estero, got its name. After a defeat by the U.S. Navy, Black Augustus took his loot and settled on the island. The family of John Butterfield squatted on Mound Key in Estero Bay during that time and provisioned the aging pirate with sugar, coffee, grits and other luxuries in exchange for vegetables. When the pirate died, he showed the family where to dig up his booty. Perhaps more treasure is hidden along the shores. Rumors persist that pirates used to sink long boats laden with treasure to later recover.

ROYAL PELICAN WEBSITE

www.royalpelican.org



Visit the Royal Pelican website for a host of information, including blogs on recent activities and events, legal documents such as the Royal Pelican Condominium Association Declaration, Rules and Regulations, links to local information such as maps, local news and things to do and a section just for owners with important forms, board meeting minutes, and much more. You can also find this information on your Southwest Property Management AppFolio owner portal <https://swpromgt.appfolio.com/connect>.

Browse through the website and contact a member of the Board for the 'Owner's Section' password to view proprietary information and tools such as:

- *Royal Pelican Blog*: Check this out for current and updated news
- *Ft Myers Beach Links*: Quick access to some popular places to go and things to see
- *Maps & Directions*: Find where you want to go quickly
- *Photo Gallery*: Take a moment to see how Royal Pelican started out.
- *Owners Section*:
 - *Marketplace*: Have an item you would like to sell, fill out the Marketplace Listing Form
 - Marketplace Listing Form*: Fill this out to have your item listed on the Royal Pelican Marketplace
 - Contractor Evaluations*: Want to share information about a contractor that performed work for you? Rate and share your experience with this form.
 - BOD & Committees*: This page provides a current member listing of the Board of Directors and committee members.
 - Owner Photo Album*: View fellow owners having fun at one of the many Royal Pelican events.
 - Projects*: Stay informed of ongoing projects at Royal Pelican
 - Survey*: Keep current on results of surveys of owners
- *Boating Association*: A must visit page if you own or rent a dock at RoyalPelican.

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THINGS TO KNOW

ACCESS TO UNITS – (By Laws – 4.3 and Rules & Regulations – 4 and 5) The Association has the irrevocable right of access to each unit during reasonable hours as necessary for the maintenance, repair and replacement of any common elements and for making emergency repairs necessary to prevent damage to the common elements or to another unit or units. The Association shall retain a pass key to each condominium unit for use in case of emergency and as provided in the Declaration of Condominiums. New locks shall not be installed on the unit exterior doors without the prior consent of the Association and the unit owner will provide the Association with an additional key as a condition of such approval.

ACTIVITIES - The Royal Pelican community is an active, friendly community. Both residents and seasonal guests are invited to join the many group activities offered throughout the year. During "season" an Activities Schedule is posted on the bulletin board in each building lobby and on the AppFolio phone App. If you have any questions, want to help with an activity or organize a new one, contact a member of the Board or the Activities Chairperson.

AED – An AED (Automated External Defibrillator) is located in the Royal Pelican Clubhouse on the west wall. In the event of an emergency, 911 should be called immediately. It is important that a patient never be left alone to retrieve the AED.

ANIMALS – (See *Pets*)

APPFOLIO – AppFolio is an app that you should download on your phone. This app will help you make your HOA quarterly payments, see the Campus Calendar, submit Maintenance Requests, view Shared Documents, submit Architectural Change Requests, see your property information and update your Account Profile. You may also go to AppFolio on your computer, using this link

https://swpropmgt.appfolio.com/connect/users/sign_in

This app will be mentioned many times throughout this document.

ARC– Architectural Requests may be made via the AppFolio app. *Also see Modifications*

ASSESSMENTS – (By Laws – 4.4) The Association shall have the power to make and collect assessments against units to defray the costs of the condominium, subject to the restrictions set forth in the Condominium Act, and to use the proceeds of assessments in the exercise of its powers and duties.

BABY EQUIPMENT/LOCATION – Royal Pelican has a variety of items available for temporary baby care. The items available include a pack & play crib, strollers, car seats, booster chairs, and miscellaneous toys. Contact a member of the Board or the Activities Director for access.

BIKE STORAGE – (Rules & Regulations 3) - No items are to be left in corridors, stairways, elevators, or common areas. As such, bikes cannot be stored in common space. There is a bike rack located at the backside of the Clubhouse. The bike rack is for the owners that do not have underground parking. The Association is not responsible for theft or damage to any bikes.

BUILDING REPRESENTATIVES – Each building has a building representative that is the liaison between the owners and the Association Board. The rep’s name, unit number and telephone number are posted in the elevator. A list of Building Representatives is also posted in the clubhouse, and on the AppFolio phone app.

BOARD OF DIRECTORS – (By Laws – Article 3) The affairs of the Association shall be managed by a Board of Directors composed of not less than three (3), that the unit owners may decide. Each Director shall be a person entitled to cast a vote in the meetings of the unit owners. A list of Board members is posted in the clubhouse and on the AppFolio app.

BOATING ASSOCIATION – (Declaration – Item 24) The Royal Pelican Boating Association membership is open to owners of units at Royal Pelican. The Association is a cooperative and is independent from the Royal Pelican Condominium Association. It has its own fees and elected officers whose names are posted on the bulletin board in the clubhouse. Boat docks surrounding the Royal Pelican community may only be owned or rented to Royal Pelican residents only. Additionally, the two parking spaces on the south side of the clubhouse are owned by Fish Tale Marina and are for their exclusive use.

CABLE INFORMATION – Cable Television is the responsibility of each owner.

CAR WASH – Vehicles may be washed in the designated area at the south end of Building Eight. This area is for vehicles only and no boats, engines, etc. are allowed to be washed. When finished turn the water off and return the hose neatly in its holder. Be sure to release pressure on the hose by opening the nozzle. Car washing will not be permitted during the time of water restrictions.

CHILDREN – (Rules & Regulations 2) There shall be no restrictions as to the minimum age of children who may live in or visit the condominium. The activities and behavior of all children when on the property shall be regulated by a responsible adult, preferably a parent.

CLOSING UNITS AT END OF SEASON – When closing your unit for the season please turn off your water, remove all items from your lanais, make sure the lanai sliders and unit windows are securely closed and remove all unsecured items from your parking area and the garage, including bikes, which should be stored within your unit. Consider donating food to any one of the local charities. See [Donating Items](#) for further information. For further guidelines refer to the document posted on the AppFolio app.

CLUBHOUSE USE – Use of the clubhouse can be arranged by contacting the Property Manager. A \$50 deposit may be required at time of reservation. The deposit will be returned if the Clubhouse, kitchen area and bathrooms are left clean and orderly. Clubhouse furnishings and decorations may not be removed without approval from the Association. You can view the Clubhouse Schedule via AppFolio.

COMMUNICATION – Unit owners can opt to receive certain communications from the Association via e-mail, in lieu of postal service mail. To opt-in owners must check the appropriate box in your Account Profile in the AppFolio app.

COMPLIANCE AND DEFAULT – (Declaration 15 – 15.1) Every unit owner and the Association, including

the officers and directors thereof, shall be governed by and shall comply with the terms of the condominium documents as they may be amended from time to time. Failure to comply shall be grounds for relief. Relief may include, but shall not be limited to, an action to recover damages, injunctive relief, or both. Actions may be maintained by the Association or by any unit owner. Further, the Association may levy reasonable fines as provided in the By-Laws against a unit for failure of the unit owner, its occupants, license or invitee to comply with any provision of the condominium documents.

DONATING ITEMS/FURNITURE/FOOD – There are several organizations that accept items for donation. Some of the most popular include:

- Goodwill, 19041 San Carlos Blvd., 239-765-5151
- Habitat for Humanity's ReStore, 9088 Bonita Beach Rd. SE. Call 239-652-0388 to schedule pickups for 3 or more large items only.
- Kiwanis Thrift Store, 11050 Summerlin Sq. Dr., Call 239-454-8090 to arrange for pickups.

There are several locations in the Fort Myers Beach area that also accept food donations. Please remember them when closing your unit for the season. Among them include:

- Chapel By the Sea, 100 Chapel, Fort Myers Beach
- First Baptist Church, 130 Connecticut, Fort Myers Beach

DOORS – (Declaration – 10.1.4) Nothing shall be hung, displayed or placed on the exterior walls, doors, windows, balconies or patios of the unit or the building without the prior written consent of the Association.

EBIA – (Declaration – Exhibit J and K) Estero Bay Improvement Association membership consists of condominium associations located on Bay Beach Lane. Each condominium association has at least one EBIA representative. The purpose of the EBIA is to provide for the creation, management, repair and maintenance of Estero Bay amenities and to provide a communication vehicle among the member associations. The amenities include a fishing pier, a walkway easement from Estero Blvd to the Gulf of Mexico, and multi-acres of vacant property along the south side of Bay Beach Lane. The EBIA Articles of Incorporation and Bylaws are included in the Royal Pelican Condominium Documents. Visit the AppFolio app.

EBIA PARKING LOT PASSES – An EBIA designated parking lot, located near the west end of Bay Beach Lane, is available to all Bay Beach Lane residents. No overnight parking is allowed. Vehicles must display an EBIA issued parking hanger. Parking hangers are available to all Royal Pelican owners. Applications for parking hangers can be found in the clubhouse and on the AppFolio app.

ELECTRIC VEHICLES – (State of Florida Statute 718.113) Condominium associations may not prohibit a unit owner from installing an electric vehicle charging station within the boundaries of the unit owner's limited common element parking area. The installation is subject to a number of restrictions provided by the statute, such as complying with applicable building codes and not causing irreparable damage to the condominium property. The unit owner installing the charging station will be responsible for the cost for the installation, as well as maintenance to such station, related liability insurance, the association's insurance premium increase and electricity costs, measured through a separate meter. If

the unit owner or his successor decides there is no longer a need for the electronic vehicle charging station, such person is responsible for the cost of removal. Under no circumstances may an electric vehicle be plugged into a common electric outlet.

FINANCING – (Declaration 11.2) No unit owner may mortgage or finance his unit without the prior written approval of the Association except to an institutional lender regularly engaged in the business of making residential first mortgage loans, provided however, a unit owner who sells his unit needs no approval to take back, nor the approved purchaser thereof to give a purchase money mortgage.

FINES – (By Laws – 4.5) Pursuant to s718.303, Florida Statutes, the Association may impose fines in such reasonable sums as are appropriate, not to exceed \$50.00 per non-compliance, against a unit for non-compliance with the condominium documents (including the Rules and Regulations) by owners or their guests, lessees, licenses or invitees, and to collect the same as an assessment against the unit. Each day of the continuance of a non-compliance may be considered a separate event of non-compliance. No fine shall be levied except after giving reasonable notice and an opportunity for a hearing to the unit owner before the Board of Directors. A fine shall not constitute a lien upon the unit but shall, in every other respect, be treated as an assessment against the unit.

Owners should report violations to the Board or the property management company. The property management company will initiate notices to the owner involved to eliminate the violation. Should the violation persist, a “Notification Letter” will be sent. The letter will offer the owner an opportunity to participate in a hearing with the Board of Directors, or their assigns.

FIRE ALARMS – If the fire alarm sounds in your building exit your unit and proceed to the parking lot via the stairs. Remain in that area until the all clear is given by the Fire Department.

FIRE INSPECTIONS – From time-to-time fire inspectors will access units to perform inspections of firealarm systems. Owners will be advised of such inspections via notices.

FIRE SPINKLER/SHUT OFF BLDG 9 – Building 9 is the only building within the Royal Pelican community with fire sprinklers within each unit. In the event that the sprinkler system is set off the fire alarm within the building will automatically go off, and the fire department will be dispatched. The shut off for the sprinkler system is located in the garbage chute closet on each floor.

FISHING PIER - A fishing pier, located at the south end of the Waterside complex, along the back bay, is available to all Bay Beach owners or lessees. The fishing pier is owned by the EBIA, but the property it sits on is owned by the State of Florida. State authorities monitor the pier to make sure there are no violations. All chairs and bait buckets must be removed after use.

GARBAGE COLLECTION – (Rules & Regulations 8) All garbage must be placed in heavy plastic bags and securely closed before disposal.

Each floor has a trash chute adjacent to the elevator. Pick up days are displaced on each trash chute. Do not dump any trash on pickup day until the pickup occurs and the dumpster is returned to the trash room. Larger items, like a mattress or television require a scheduled pick up. Contact Advanced Disposal at 239-334-1224 for further information or to schedule a pickup.

All hazardous waste must be dropped off at Household Chemical Waste Drop-off Facility at 6441 Topaz Court, Fort Myers, FL 33966. Open Monday-Friday, 8:00a.m. – 5:00p.m. on the first

Saturday of the month, 8:00a.m. – 12:00p.m.

Note: empty paint cans can be disposed of with regular trash

GARBAGE DISPOSALS - When using the garbage disposal within your unit be sure to run plenty of water, and void pouring items like grease or coffee grounds in the disposal.

GAS CANS/GAS TANKS – See *Tanks*.

GAS GRILLS – (Rules & Regulations 7) The Association provides community gas grills located throughout the campus for owner and guest use. Each grill has 2 tanks, a cover and a full set of utensils. Please clean up after each use, and don't forget to turn off the gas and cover the grill after it has cooled down. The use of barbecues or similar devices on balconies, stairways, walkways and corridors is strictly prohibited, as this is a violation of the Fire Code. Fire Department regulations require that no grilling being done under any building and at least 10 feet from any building, and tanks must be chained to the outside posts of the building in garage areas when not in use.

HURRICANE PREPAREDNESS/PERMITS – A hurricane is the most powerful storm on earth, and hurricane season in South Florida is June 1st through November 30th. For your safety the Property Management has prepared a document, "Hurricane Preparedness" which provides important steps to do before June 1st of every year, what to do if a hurricane watch or warning is issued, what to do during a hurricane and what to do after a hurricane. There is no such thing as being too prepared. This document can be found on the AppFolio app.

In the event of an evacuation, in order to re-enter the island, you must possess a valid Hurricane Re-Entry pass. Re-entry applications can be obtained online at www.fmbgov.com under Community>For Islanders>Emergency Operations, or at the FMB Town Hall, 2525 Estero Boulevard, Fort Myers Beach, FL 33931. Applicants must complete an application, provide a photo I.D. and proof of residency to receive a re-entry pass.

HURRICANE SHUTTERS – (Policy) Hurricane shutters or impact glass shall meet all requirements of The Town of Fort Myers Beach Land Development Code and County Standards. Installation shall be accomplished by a licensed Florida contractor. The Hurricane Shutters or impact glass shall be of the size, shape and coloration which are harmonious with the existing exterior appearance of Royal Pelican Condominiums. Roll Down shutters are recommended. Exterior color shall be white.

ITEMS IN COMMON AREAS – (Rules & Regulations 3 and Fire Department) No items are to be left in corridors, stairways, elevators or common areas, including electrical rooms and cable rooms located under each building.

KAYAK STORAGE – Royal Pelican Association does not allow the storage of kayaks in any parking area, nor in corridors, stairways, elevators or common areas. Contact the Boating Association for potential storage options.

LANAIS – Unit owners are responsible for the maintenance of their lanais, including painting, walls, railings and screens. Flooring specifications for materials used on the lanai deck must be obtained by the Board. All deck surfaces must be sloped away from the lanai doors when installed. Carpeting is not allowed on the decks of the lanais. Contact the Property Manager for the approved paint color and floor specifications. No Gas Tanks/Cans or Propane Tanks are allowed to be kept on your Lanai.

LAWFUL USE – (Declaration 10.2) All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed. The responsibility of meeting the requirements of governmental bodies which require maintenance, modification or repair upon condominium property shall be the same as the responsibility for the repair and maintenance of the property concerned as stated in the Declaration.

LEASE FORMS – (Declaration 11.6) Forms of all leases and rental agreements, short-term or otherwise, must state the lessee will abide by all of the condominium documents and that the failure to do so is a material breach of the lease which will be a cause for termination of tenancy and forfeiture of the lease. The unit owner shall be responsible for providing lessees or tenants with the current Rules and Regulations of the condominium and familiarizing the tenant with the requirements thereof and the requirements of the Declaration, as such pertain to the said lessees or tenants. Lease forms can be found on the AppFolio app.

LIBRARY/CLUBHOUSE/FMB - A library of books, DVDs, puzzles and games is located in the clubhouse. All items are the property of the Association and have been contributed by residents. No more than two books should be borrowed at a time and should be returned as soon as possible. Owners may also obtain a library card at the Fort Myers Beach library with proof of residency and an I.D. Seasonal guests may pay a fee for a seasonal card.

LIENS – (Declaration 11.7.1 – 11.7.4) All liens against a unit other than for permitted mortgages, taxes or special assessments, will be satisfied or otherwise removed within thirty (30) days from the date such lien attaches to the unit. All taxes and special assessments upon a unit shall be paid before the same become delinquent. Each unit owner shall give notice in writing to the Association of every lien upon his unit other than for taxes and special assessments within seven (7) business days after the same attaches as a lien upon the unit. As to mortgages encumbering a unit, the unit owner shall provide the Association with a copy of the mortgage, as well as the name and current mailing address of the mortgagee. A unit owner shall give notice to the Association of every suit or other proceedings which may affect the title to his unit, such notice to be given immediately after the unit owner receives knowledge thereof. Failure to comply with the foregoing concerning liens will not affect the validity of any judicial sale.

LOBBY DOOR ENTRY INSTRUCTIONS – For security purposes, please ensure that both the front and back lobby and stairway doors are always closed and secured. The keypad allows for keyless entry for residents. Please contact our Property Manager, Building Representative, or a Board member to obtain the confidential code for keyless entry.

LOCAL NEWS PAPERS – Can be located in the Clubhouse, there is a limited supply, first come first serve.

LOCKS – (Rules & Regulations 4) The Association shall retain a pass key to each condominium unit for use in case of emergency and as provided in the Declaration of Condominiums. New locks shall not be installed on the exterior doors without the prior consent of the Association and the unit owner will provide the Association with an additional key as a condition of such approval. (See [Access to Units](#))

MAIL DELIVERY - Mail delivery is usually in the late afternoon. Seasonal guests should put their names on the mailboxes to insure delivery of their mail.

MAINTENANCE OF UNITS BY UNIT OWNERS -

(Declaration 9.2-9.2.4 and Declaration Amendment 9.2.4) The responsibility of the unit owner shall be to keep, maintain, preserve, repair and replace at their expense, all portions of the unit and its equipment, except the portions to be maintained, repaired and replaced by the Association. The unit owner's responsibility shall include, without limitation, to keep, maintain, preserve, repair and replace at his expense, all balconies, porches, terraces, garden areas, windows, window and balcony glass, screening, doors, and associated hardware, air conditioning and heating equipment, appliances, fixtures, switches, fan motors, compressors, wiring, piping and ductwork, serving only the particular unit. To promptly report to the Association in writing any defect or need for repairs for which the Association is responsible.

Furthermore, not to paint or otherwise decorate or change the appearance of any portion of the building or the common elements (including limited common elements) not within the interior walls of the unit or which is visible from the exterior of the unit without the prior written consent of the Association or, in the case of the material alteration or substantial addition to the common elements, approval of the voting interests of the Association and amendment to this Declaration as elsewhere provided herein. Provided, that this provision shall not be construed to require the approval of the Association for interior shades, drapes or curtains or for placing appropriate furniture on balconies, patios or terraces.

The Units were originally constructed with polybutylene plumbing supply lines. The Association has determined that it is necessary that all polybutylene plumbing supply lines within the units be replaced. Accordingly, every Unit Owner must have the polybutylene plumbing supply lines within their Unit replaced and provide documentation to the Association evidencing same. The Board of Directors shall have the authority to adopt specifications for the replacement of the polybutylene plumbing supply lines, including, but not limited to, the appropriate replacement materials. In the event any Unit Owner fails to replace the polybutylene plumbing supply lines as provided herein, such a failure shall be considered a violation of these Condominium Documents and subject to appropriate enforcement by the Association.

MAINTENANCE/SCHEDULE/ISSUES – Routine maintenance items, such as exterior light bulb replacement, stairwell lights, exit signs, etc., should be addressed by completing a ‘Royal Pelican Work Order’. This can be done on the AppFolio app. Owners may report maintenance issues via the AppFolio app.

Matters that require immediate attention should be addressed as follows:

- Monday through Friday normal business hours – contact the on-site maintenance person.
- Saturday, Sunday and after hours – contact Southwest Property Management at 239-261-3440.
- For emergencies – dial 911.

MEDICAL EQUIPMENT/LOCATION – The Association has various medical equipment available for temporary use. These items consist of walkers, wheelchairs, crutches, bath chairs, etc. Contact any Board member or the Property Management company for information and access.

MODIFICATION TO UNITS– ARC Requests to the Association Board for issues such as remodeling a unit, MUST BE MADE, by submitting an Architectural Request via the AppFolio app, before work may begin.
12.01.2021

PARKING – (Declaration 10.4 and Rules & Regulations 1) Passenger automobiles and vans (used for personal transportation and not commercially) that do not exceed the size of one parking space may be parked in the areas provided for that purpose. No trucks or other commercial vehicles, boats, trailers, boat trailers, mobile homes, campers or trailers of any other description shall be parked in any parking spot, except with the prior written consent of the Association. Vehicle maintenance is not permitted on the condominium property. Parking at the lot adjacent to the sales office near the entrance to Bay Beach Lane is available to all Royal Pelican unit owners with an appropriate EBIA parking tag. See EBIA Parking for further information

PATIO – A patio located behind Building 9 is available for owner and visitor use. Regulations governing the use of this area shall be in accordance with those adopted from time to time by the Association. This area is to be used at the risk of those involved and not in any event at the risk of the Association. Use of this area will be in such manner as to respect rights of all persons living on the property. Rough-housing, ball playing, or excessive noise is not permitted. Furniture and furnishings and decorations are not to be removed from the area.

PEST MANAGEMENT – Royal Pelican Association contracts spraying for bugs throughout our campus and inside each resident unit. The schedule of visits is posted in each building lobby. Contact the Property Manager for any questions. Rodent control boxes are also placed throughout the campus and should be left alone.

PETS - (Declaration 10.5 – 10.5.6 and Rules & Regulations 11) Animals shall not be kept at the condominium except as pets. The keeping of a dog, cat or other animal as a pet at the condominium is not a right of a unit owner but is a conditional license. This conditional license is subject to termination at any time by the Association upon a finding that such animal is vicious, is annoying to other residents, has in any way become a nuisance or is not being kept and maintained in accordance with the provisions hereof. The keeping of animals as pets is subject to the following requirements and restrictions:

The owner of an animal and the owner of the unit at which an animal is kept, maintained or resides, shall be liable for, hereby assumes, and shall insure against all liability for all damages to persons or property caused by such animal or resulting from the presence of such animal at or about the condominium, including compliance with all state and local requirements pertaining to animal ownership, licensing, vaccinations and immunizations.

All animals must be kept on a leash at all times when not in the condominium unit and no animal may be curbed at any place on the condominium property. Animal droppings shall be disposed of by the person in control of the animal

No animal which exceeds twenty (20) pounds may be kept as a pet, provided, however, the Association in its discretion may make exceptions to this weight restriction in individual cases upon written application by a pet owner.

By way of the Rules and Regulations additional restrictions and requirements regarding the keeping of animals as pets, not inconsistent herewith, may be adopted.

PLUMBING/SEWAGE SYSTEM – (Declaration Amendment 9.2.4) Our sewage system is a giant sump pump that lifts sewage to the Town of Fort Myers sewer system. As such, to avoid extra plumbing charges and keep our condo fees low, please do NOT flush wipes, diapers or anything that might plug up our pipes.

POOLS – (Rules & Regulations 9) Regulations governing the use of these areas shall be in accordance with those adopted from time to time by the Association. These areas are to be used at the risk of those involved and not in any event at the risk of the Association. Use of these areas and facilities will be in such manner as to respect rights of all persons living on the property. Rough-housing, ball playing or excessive noise in these areas is not permitted. Furniture and furnishings and decorations are not to be removed from the deck area and must remain a minimum of four (4) feet from pool edge. Rules for pool use and pool hours are posted at each pool and must be adhered to. When entering or leaving the pool area, ensure that the pool gate is closed.

PROPANE TANKS – See *Tanks*.

PROPERTY (OLD GOLF COURSE) – Bay Beach Lane residents, through the EBIA, purchased the vacant, former golf course property located south of Bay Beach Lane. A steering committee is considering future usage options for the property, such as tennis courts, pickle ball courts, golf course, children’s playground, etc. In the meantime, walking trails are accessible to all Bay Beach Lane owners and guests. Caution should be taken as wildlife, such as alligators and snakes are on the property. All pets must be on a leash, and you must clean up after your pets. There is no fishing or trespassing allowed. No motorized vehicles, including golf carts or 4 wheelers are allowed.

QUIET TIME – (Declaration 10.3, Rules & Regulations 10) No resident shall allow any noise that would disturb or annoy others between 11:00pm and the following 8:00am. No nuisance which interferes with the peaceful possession of the property by its residents shall be allowed on the property.

RECYCLING – Royal Pelican participates in the Lee County Recycling Program. While we want to help keep recyclable items out of landfills please refrain from "wish cycling." Recycle **only** the items on the recycle lists posted on the green recycle dumpsters in the trash room and elevators.

Flatten cardboard boxes before putting them in the dumpster, and if they don't fit inside, place them next to the bins. Our recycle bins hold more when items are thrown in loose, and not in paper bags.

Plastic bags and foam containers **do not** belong in our recycling bins. Local grocery stores, like Publix offer recycle bins for these items.

REMODELING OF UNITS – (Declaration – 10.1.5) No unit owner shall make, allow or cause to be made, any structural addition or alteration of his unit or the common elements without the prior written consent of the Association or unit owners as elsewhere provided. See *Modification Forms*.

RENTING UNITS – (Amendment 10 and Town of Fort Myers Beach Short-Term Rental Ordinance 18-01) No unit may be rented, let or sub-let for less than a thirty-day period of time. Only entire units may be rented or leased. The Town of Fort Myers Beach mandates that all owners of condominiums conducting short term rentals must register with the Town of Fort Myers Beach by completing the ‘Short-Term Rental Application’ annually and submitting applicable fees. Once registered, the property will receive a registration number that must be posted on all forms of public advertising, including online listings. For further information visit str@fmbgov.com. Forms are available via the AppFolio app.

RESTROOMS – Restrooms are located in the clubhouse and underneath Building 8. Access to those under Building 8 is from the parking garage. The key to the Restrooms un Building 8 is located on the standpipe in the corner closest to the pool.

ROLLER BLADES AND ROLLER SKATES – Roller blading, roller skating, skateboarding, scooters, etc., are not permitted on Royal Pelican property.

SAFETY – Cars, trucks and other vehicle types are to be operated safely at all times. All drivers must obey the posted speed limit of 5 miles per hour. Be especially careful near pool areas, and at all building entrances.

One way traffic patterns exist at Royal Pelican. Signage shows the entrance at Building One and exit at Building Nine. Arrows indicate direction within the complex. Vehicles must enter and exit under building parking areas according to the one-way direction.

SHUFFLEBOARD – Shuffleboard courts are available to all owners, renters and guests. Equipment is stored in the Building 8 trash room. Please return all equipment when finished with it and make sure lights are turned off.

SIGNS – (Rules & Regulations 12) No signs of any type may be displayed in windows of units or attached to building. Any notices placed on bulletin boards must have the prior approval of the Association.

SMOKING - Smoking is not allowed in any building lobbies or elevators.

SOUTHWEST PROPERTY MANAGEMENT – Management of day-to-day operations is contracted to Southwest Property Management, 1044 Castello Drive, Suite #206, Naples, FL 34103, (239) 261-3440.

STORAGE BOXES – Boxes must be within current guidelines set by the Board and approved prior to placement via an ARC Request in the AppFolio app. Contact the Property Manager for guidelines or visit the AppFolio app.

STRUCTURAL CHANGES – (Declaration 9.3 and 10.1.5) No unit owner shall make any alterations in the common elements or the portions of the unit or the improvements which are to be maintained by the Association, remove any portion thereof or make any additions thereto, without the prior written consent of the Association or, in the case of a material alteration or substantial addition to the common elements, approval of the voting interests of the Association and amendment to the Declaration as elsewhere provided herein, nor do anything which would adversely affect the safety or soundness of the common elements or of any portion of the condominium property which is to be maintained by the Association, nor impair any easements.

No unit owner shall make, allow or cause to be made, any structural addition or alteration of his unit or the common elements without the prior written consent of the Association or unit owners, as elsewhere provided. See ARC Request in the AppFolio app.

TABLE TENNIS - A table tennis and equipment are available for use in the clubhouse. Please adhere to the instructions for the care and use of this equipment.

TANKS – Fire Department regulations mandate that no tanks of any kind, including gas, propane, scuba and oxygen may be left in corridors, stairways, elevators, common areas or underbuilding storage

rooms. Furthermore, gas and propane tanks must be chained to the outside posts of the building in garage areas when not in use.

TENNIS COURTS – Tennis courts, will be available to all Bay Beach Lane residents, once the new construction has been completed in the park area across the street.

TOWELS/BATHING SUITS – (Declaration – 10.1.4) Nothing shall be hung, displayed or placed on the exterior walls, doors, windows, balconies or patios of the unit or the building without the prior written consent of the Association.

TRANSFER – (Declaration 11.1) No unit owner may sell, lease, rent, give or dispose of a unit in any manner without the prior written approval of the Association, except to another unit owner, except as to abort term leasing or renting, and except as provided in the provisions hereof pertaining to rights of mortgagees.

TRASH – Trash chutes are located on each building floor, next to the elevator door. Additionally, a trash dumpster is located on the main floor with access from outside the front of each building.

Trash must be placed in heavy plastic bags and securely closed before disposal. Trash chute and trash room doors must remain closed to eliminate animals, bugs and odors. Do not use trash chute on collection days posted on each trash chute door.

TROLLEY/TRAM – Lee County provides public transportation tram and trolley service throughout the county and on Fort Myers Beach. Tram service is seasonal, runs from January through May, is free to ride, and runs from the northern tip of the island at Bowditch Point Park to mid-island. The trolley runs year-round from Bowditch Park to the main entrance at Lover’s Key State Park. Stops are strategically placed along Estero Blvd. indicated by blue and white signs. One such stop is just south of Bay Beach Lane, and another just north. The trolley provides an excellent way to traverse our island. There is a small fee to ride the trolley. For routes, schedules and fares visit <http://www.leegov.com/leetrans/how-to-ride/maps-schedules>, or <http://www.leegov.com/leetrans/fares-passes>, or call 1-239-533-8726.

USE RESTRICTIONS – (Declaration 4.19 and Amendment 10.1.1 – 10.1.5) Units shall be used for single-family residential purposes only. Single-family, when used to describe occupancy or residency requirements or restrictions, shall mean permanent occupancy of a unit by a number of persons not to exceed the number of bedrooms in a unit multiplied by two (2), plus one (1).

No unit may be divided or subdivided into a smaller unit, nor any portion thereof sold or otherwise transferred without first amending the Declaration to show the changes in the units.

VISITORS - Unit owners or approved lessees may have visitor occupants of any age for any length of time. The behavior and activities of children is the responsibility of the parents or unit occupants.

WALKING TRAILS – Walking trails are accessible to all Bay Beach Lane owners and guests and are located on the vacant property on the south side of Bay Beach Lane. Please be respectful of all owners and pick up your trash, and after your pets. All pets must be on a leash. No fishing or motorized vehicles are allowed.

WEBSITE - The Royal Pelican Condominium Association website can be found at www.royalpelican.org.
12.01.2021

This site, meant to provide a means of communicating information to residents, lessees and visitors includes blogs of current news, calendar of activities and meetings, condominium documents, a site for listing units for sale or rent, maps and directions, a photo gallery and an owner's section with access to proprietary information and documents. Please contact a member of the Board for the Owner's Section password.

WILDLIFE – The Florida Fish and Wildlife Conservation Commission is a Florida government agency founded in 1999 and headquartered in Tallahassee. It manages and regulates the state's fish and wildlife resources and enforces related laws. Much of the Florida wildlife is state and federally protected and includes manatees, panthers, black bears, alligators, crocodiles, bald eagles, gopher tortoises, and sea and fresh turtles.

WINDOW COVERINGS – (Rules & Regulations 6) Window coverings or drapes which are visible from the exterior of the unit shall be a neutral color or shall be covered on the exterior with a neutral-colored lining.