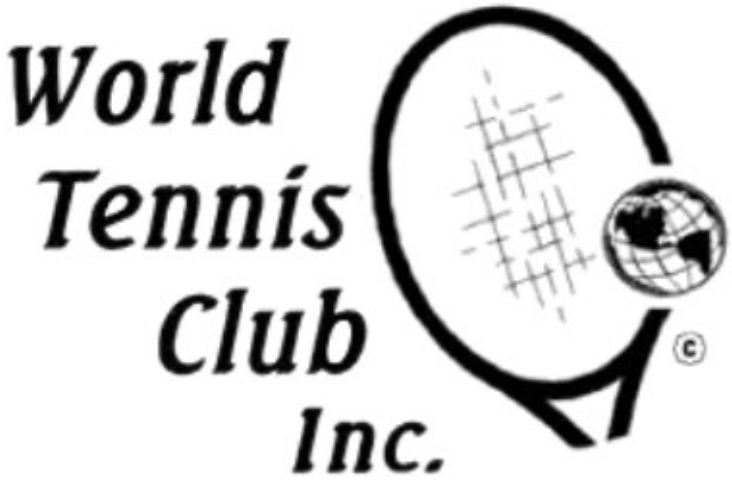

Rules, Regulations & Policies

A Comprehensive Guide for Community Living

REVISION DATE

12/20/2023

INTRODUCTION

This publication contains the current Rules, Regulations and Policies of the World Tennis Club Inc. a Florida Corporation, not for profit. These Rules, Regulations and Policies were adopted by the WTC Board of Directors at a duly posted meeting held, in accordance with the Florida Statutes (FLS720) and the WTC governing documents in an effort to promote peace, tranquility and cooperation among owners and guests of the community.

The WTC community consists of the Master Association and eight individual Condominium and Homeowners Associations. Your individual Association may have additional Rules and Regulations that are more restrictive than those contained in this publication. In accordance with Florida Law, the more restrictive rule shall apply. If you do not have a copy of your individual Association's Rules and Regulations or other official governing documents of that Association or if you have any questions concerning information provided herein, please contact our WTC General Manager at (239) 263-5068 or World Tennis Club, 4802 Airport Road, Naples, Florida 34105. E-mail address office@worldtennisclub.net. Copies of the WTC Governing Documents and Rules and Regulations of all eight Associations can be viewed on the World Tennis Club web site at http://worldtennisclub.net.

These Rules and Regulations are current as of the latest revision date shown. If and when it is determined that subsequent changes, deletions or additions to the Rules and Regulations are warranted, such changes shall be subject to the approval of a majority of the WTC Board of Directors and the subsequent signing of a Resolution, by the WTC President and the WTC Secretary. All Resolutions shall be kept on file in the WTC Office and copies of the updated and revised document will be made available to WTC owners, with references to the appropriate Resolution(s) that initiated the change(s).

Should these Rules, Regulations and policies prove to be inconsistent or in conflict with WTC's governing documents (Declaration of Restrictive Covenants, Articles of Incorporation or By-Laws) the governing document shall take precedence. In the event of a conflict with Florida Law, Florida Law shall prevail.

NOTE: All residential dwellings, including condominium units, individual homes and/or villas shall be called "Unit" and the Common Property of the World Tennis Club, Inc. shall also be known as the "Amenities," for purposes of producing, publishing, distributing, and enforcing the Rules, Regulations and Policies of the World Tennis Club, Inc.

EMERGENCY NUMBERS

To report a fire, medical emergency or other life-threatening situation DIAL 911
Call the sheriff's office to report suspicious or potentially dangerous person(s) or activity.

EMERGENCY	**911**
Sheriff's Office	**(239)774-4434**
Florida Fish and Wildlife	**1-888-404-3922**
Poison Control Center	**1-800-222-1222 or**
	1-800-282-3171

COMMONLY CALLED NUMBERS

WTC Office	**(239) 263-5068**
Pro Shop	**(239) 263-7411**
WTC Café	**(239) 263-8148**
Hotwire Customer Care	**(800) 355-5668**
Florida Power and Light	**(239) 262-1322**
ProTech Pest Control	**(239) 348-2337**
Collier County Public Health	**(239) 252-8200**
Waste Management	**(239) 252-2380**

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1. USE OF CLUB FACILITIES

1.1 MEMBERSHIP PRIVILEGES & TRANSFERS

1. **Use of the Club facilities is limited to owners, their guests, outside members, and off- duty employees of the Association.**
2. **Owners may transfer to their guests or tenants their rights to use Club facilities under certain conditions as provided herein.**
3. **The WTC Board has the right to limit the number of guests of members using the Club facilities. Naples area residents may be a guest no more than four times per month.**
4. **Non-resident guests must be accompanied by an owner or member when using any of the Club Facilities.**
5. **Guests not residing in an owner's unit are required to pay the current guest fees for use of the tennis courts.**
6. **When an owner leases his/her property, the right to use the Club facilities, *which includes all WTC Common Property*, will remain with the owner unless the lease specifically provides for the transfer of Club privileges to the lessee. If an owner transfers his/her Club privileges, he/she may purchase a temporary membership for the term of the lease, prorated to the annual outside membership rate.**

1.2 VOICING COMPLAINTS, CONCERNS AND SUGGESTIONS

(Also see 8.16 Reporting Violations and Submitting Maintenance Requests)

1. **Members, family members, guests or tenants shall refrain from arguments, verbally, or otherwise abusing, or reprimanding, criticizing, admonishing, diminishing, or disciplining any WTC employees and/or independent contractors who are under the supervision of WTC Management, or retained by, the Club. Additionally, no employee/independent contractor shall be asked to leave the Club facilities, for any reason, without the knowledge and permission of the WTC General Manager. Problems involving a WTC employee/independent contractor are to be reported to the Management Office.**
2. **No member, family member, guest or tenant may give instruction to Club staff, or any independent contractor retained by WTC, nor countermand any instruction issued by Management to a staff member or independent contractor. All requests for services or actions other than, or in addition to, those instructions given by Management shall be channeled through the WTC General Manager.**
3. **Complaints, criticisms, or suggestions relating to the operations of the Club, its employees and/or independent contractors should be written, signed, addressed to the General Manager, and dropped off at the Management Office or the Suggestion Box located poolside, outside the Pro Shop.**

1.3 OBSERVING RULES AND REGULATIONS / DAMAGE TO PROPERTY

1. **All owners, lessees and guests are required to observe these Rules and Regulations.**
2. **Failure to comply with these rules and regulations shall be grounds for immediate action that may include imposition of a fine, recovery of monetary damages, suspension of Club privileges or any combination of these penalties.**
3. **Any damage to or contamination of WTC Association Common Property or equipment, pools or spa caused by any owner, his/her family members, guests, invitees, or lessee shall be repaired or replaced at the expense of the owner.**

1.4 ASSOCIATION ACTIVITY NOTICES

Notice of WTC activities and meetings will be posted on bulletin boards provided by and located in each of the Sub Associations, on the bulletin board located in the main pool area, via email and on the World Tennis Club website and in-house TV Channel.

1.5 CAFÉ

1. **This facility is available to all owners, tenants, and guests during Café Business Hours. The facility may be open to owners/members, if available, with the exception of the bar and kitchen during the off season if the Café is closed for business. Contact the WTC office for details.**
2. **Only Café employees are permitted in the kitchen, behind the bar or in any other food service areas at any time.**
3. **The Café facility is currently operated by the World Tennis Club, Inc. Special requests (rearranging tables, party arrangements, menu offerings, etc.) should be directed to the café Manager(s). Problems, Complaints or Suggestions should be directed to the WTC General Manager.**
4. **The Collier County Health Department requires shirts and shoes to be worn <u>inside</u> the Café. WTC also requires a dry body cover to be worn over wet swimwear before entering the Café.**
5. **An <u>outside</u> service window has been provided for those wishing to be served in wet clothing, bare feet, without shirts and/or without dry body covering.**

1.6 TENANT/GUEST CHECK-IN POLICY & PROCEDURES / ACCESS TO UNITS

1. **Tenant/Guest Registration Form & Occupancy**
   (a) **The unit owner or the owner's agent is responsible for completing Tenant /Guest Registration form and submitting it to the office of the World Tennis Club <u>at least 7 days prior to check in</u>. Failure to do so may result in the guest/tenant not being permitted to access the amenities, which includes**

   all WTC Common Property.

(b) as of July 1, 2024 an Administration Fee of $150 will be applicable to all rentals. This form may be submitted by email, fax, US Postal Service or in Person. Occupancy for each unit cannot exceed 2 persons per bedroom plus 2 additional persons

(c)Owners who are renting their unit and non-paying guest, *when owners are not occupying the unit,* excluding immediate family members, must fill out the Tenant/Guest Registration Form and must pay an Administration Fee of $150 for processing the application. Immediate family members are defined as persons related to the owner and/or the owner's spouse by blood, marriage, or legal adoption.

2. Administration Fee:

(a) The required $150 Administration Fee must be submitted with the Tenant/Guest Registration Form (check or credit card).

(b) Alternatively the $150 fee can be billed via separate invoice to the owner's account if the unit owner, or unit owner's agent, indicates that they wish for the Administration Fee to be charged to the owner's account

(c) If the required $150 Administration Fee is not submitted by the owner, at the time the Tenant/Guest Registration Form is submitted, the $150 Fee will be billed directly to the owner's account. Registrations submitted in less than the required 7 calendar days prior to guest/tenant's arrival are subject to additional processing fees.

3. Tenant/Guests Gate Codes:

(a) All guests/tenants are required to obtain their own personal gate code. must contact the Management Office to obtain a personal gate code for their guests/tenants, which will remain operative for the length of their expected stay. Persons who have not submitted a Tenant/Guest Registration form may not receive a gate code. (see Section 8.9 Gate Codes).

4. Checking-In/Approval to use Club facilities/Access to Units

(a) The unit owner is responsible for providing the keys (access) to their guests.

(b) On a weekly basis, the administration staff of the World Tennis Club will complete a list of renters and forward it to the Pro Shop. This list will be used to detail who has been approved to use all Club amenities.

5. Non-paying guests

WTC owners who have non-paying guests, when owners are in residence, are required to fill out the Tenant/Guest Registration Form for the purpose of

enjoying the use of the WTC facilities and receiving their own temporary personal gate code (see Section 8.9 Gate Codes).

6. Compliance of Rules / Common Property Damage:

(a) Renters and guests may not have pets. (Also see 5. PET RESTRICTIONS)
(b) Each Member and the Member's tenants and guests are governed by, and must comply with, Florida Statute, the governing documents, and R&R&Ps of the WTC, and those of the Sub Association in which you are residing.
(c) Actions at law or in equity, or both, to redress alleged failure or refusal to comply with these provisions may be brought by the Association or by any member against: a member; any tenants or guests occupying a unit (hereafter known as unit) or using the Common Property (the amenities). The owner of the unit where a Tenant or Guest is residing is responsible for any damage to any Common Property caused by said Tenant or Guest as well as the Tenant or Guest themselves.

1.7 GUEST UNIT RESERVATION POLICY

The unit (hereafter Guest Unit) located at 4800 Airport-Pulling Rd. N. is Common Property of the WTC and shall be made available for rent to family and friends of Owners only (Owners here refers to an Owner and his or her spouse or his or her Co-Owner).

(a) The reservation must be made by an Owner.
(b) A non-refundable deposit of 50% of the total cost of the reservation (minus taxes) in check or credit card must be paid at the time of reservation.
(c) A Guest Unit Reservation Form must be properly filled-out.
(d) All Guest Unit rules, regulations, and policies will be attached to the Reservation Form. Guests, their families and invitees are expected to comply.
(e) Reservations will be taken on a first-come, first-served basis.

1. Prices to rent the Guest Unit are subject to change at the discretion of the WTC Board. Reservations that rollover into a different billing period will be pro-rated according to the relevant period price. The prices and billing periods (including applicable taxes) as of the date of the approval of this resolution will be as follows (administration fee is included in these prices). Inquire at the WTC Management Office for current rates.

2. Block Reservations - Minimum/Maximum:
(These may be changed on a case-by-case basis at the discretion of the WTC Manager):

(a) The Guest Unit can be reserved in weekly blocks. Each block shall begin and end with Saturday (7 nights).

(b) The minimum amount of time the Guest Unit can be reserved is one week block (Saturday to Saturday).

(c) The maximum amount of time the Guest Unit can be reserved will be as follows:

Nov. 1 through April 30 - 2 weeks (may be consecutive or broken-up)

May 1 through Oct. 31 - Unlimited

(d) Check-in and check-out times will be as follows:

Check-in - 5:00 PM
Check-out - 10:00 AM

1.8 MEETING ROOM RESERVATION POLICY

1. The Meeting Room which is located above the Pro Shop at 4800 Airport-Pulling Rd. N. will be made available for use by WTC Owners. In order to secure a Reservation, (Reservations will be taken on a first-come, first-served basis) WTC and/or Sub Association meetings have priority.

(a) The reservation must be made by the Owner who will be needing the Meeting Room and will be present the entire time the Meeting Room is occupied by his/her guests.

(b) A Meeting Room Reservation Form must be completely filled-out.

(c) All Meeting Room rules, regulations, and policies must be adhered to.

2. The Owner who will be using the Meeting Room will be responsible to:

(a) Return the Meeting Room to the exact state in which it was found, including the placement of the tables and chairs, turning off of lights, setting of thermostats, removal of trash, locking of the door, closing of windows, etc.

(b) Pick-up the key for the Meeting Room during regular business hours prior to the reservation and immediately return the Meeting Room Key to the office (or after-hours door slot) after use.

(c) Pay for any damages incurred to any WTC property (Meeting Room or otherwise) as a result of any action taken by the Owner or Tenant or their guests during the reservation.

3. Meeting Room Purpose:

(a) The intended purpose of the Meeting Room is for business-type meetings. However, the room cannot be used by an Owner for commercial purposes of any sort.
(b) There will be no parties, celebrations, dinners, etc. permitted to take place in the Meeting Room. No food or drink (except water) is permitted in the Meeting Room.

1.9 MULTI-PURPOSE ROOM POLICY (RESERVATION/USE/PURPOSE)

1. The Multi-Purpose Room which is located below the Guest Unit at 4800 Airport-Pulling Rd. will be made available for use by Owners and Tenants of WTC. To make a reservation, contact the Management Office. Reservations are taken on a first-come, first-served basis.

   (a) The reservation must be made by the Owner or Tenant who will be needing the Multi-Purpose Room and will be present the entire time the Meeting Room is occupied by his/her guests.
   (b) A Multi-Purpose Room Reservation Form must be completely filled-out.
   (c) All Multi-Purpose Room rules, regulations, and policies will be attached to the Reservation Form and must be adhered to.
   .

2. The Owner or Tenant who will be using the Multi-Purpose Room will be responsible to:

   (a) Return the Multi-Purpose Room to the exact state in which it was found, including the placement of the tables and chairs, turning off of lights, setting of thermostats, tying-up of garbage bags, locking of the doors, closing of windows, etc.
   (b) Obtain the access code to the Multi-Purpose Room during regular business hours prior to the reservation and be sure to lock up when you leave.
   (c) Pay for any damages incurred to any WTC property (Multi-Purpose Room or otherwise) as a result of any action taken by the Owner, Tenant or their guests during the reservation.

3. Multi-Purpose Room Purpose:

   (a) The intended purpose of the Multi-Purpose Room is for activities such as clubs, crafting, and meetings. The Multi-Purpose Room cannot be used by an Owner/Tenant for commercial purposes of any kind.
   (b) Parties, celebrations, dinners, etc. are permitted to take place in the Multi-Purpose Room only with approval of the WTC General Manager. Furthermore, no food or drink (except water) is permitted in the Multi-Purpose Room unless there is coordination and approval of the Manager.

2. TENNIS

2.1 GENERAL OVERVIEW

1. **Members and guests must reserve their court prior to use. Proof of membership may be required.**
2. **Members and their guests are expected to observe all Club rules and *smoking restrictions*. Smoking permitted only in designated smoking area.**
3. **Outside membership and/or guest privileges may be denied to any individual, family, or group at the discretion of the WTC Board of Directors.**
4. **Lockers are available at no charge for daily use, or for weekly/monthly rentals. Check with the Pro Shop for use policies and prices.**

NOTE: Violation of the rules and *smoking restrictions* may result in fines, suspension of tennis privileges, cancellation of outside membership without refund, refusal of guest privileges or any combination thereof.

2.2 PRO SHOP HOURS

Are posted at the Pro Shop and online at worldtennisclub.net

2.3 HOURS OF PLAY (subject to change)

HAR-TRU COURTS (Courts 1 – 12)

8:00 a.m. – 12:30 p.m.
12:30 p.m. – 3:00 p.m. Courts closed (except court 12)
3:00 p.m. – 9:00 p.m. (See LIGHTS / NIGHT PLAY)

HARD COURTS and HITTING WALL (Courts 13 – 16)
8:00 a.m. – Dusk

2.4 LIGHTS / NIGHT PLAY

When courts are reserved for play after dark, lights will be provided. If you have reserved a court for after dark play and are unable to use the court(s), you are expected to cancel the reservation as soon as possible. To cancel, please call (239) 263-7411. If no one answers, leave a message on the answering machine. Courts 5, 6 & 7 have lights that are on timers and can be set by owners. Please set the timer for only the amount of time you plan to be using the court(s).

NOTE: The unnecessary lighting of courts wastes energy and money. The Club reserves the right to charge for unused court time at a rate of $10.00 per hour if the reservation is not cancelled before 2 p.m. on the requested evening.

2.5 COURT RESERVATIONS

1. ***All Har-Tru courts and hard surface courts*** **require reservations prior to use.**
2. **Courts are reserved in 1½ hour increments. *During off-season, hours may vary*.**
3. **Group reservations must be made online using the Chelsea system. Instructions are provided in the Pro Shop.**
4. **You may Request or Book a court online. A Request will allow you to provide your availability for the day you want to request 8-15 days in advance. A booking will immediately determine the time and court you have. A Booking can be made 1-7 days in advance.**
5. **Please contact the Pro Shop for same day reservations.**
6. **During the Booking week, courts are reserved on a first come, first served basis.**
7. **Non-resident guests are not permitted to play during prime time (9:30 – 11:00 a.m.) during high season (Nov.1-Apr.30) unless courts are available.**
8. **Your court will be released to other players if you have not arrived after 15 minutes to your court.**
9. **Please check with the Pro Shop for regularly scheduled group activities such as Saturday Men and Women Round Robins, Sunday Mixed Doubles and Wednesday Mixed-up doubles**
10. **Singles play is not permitted at 9:30 a.m. Monday – Saturday on Courts 1- 11 during high season. Singles play is permitted at all times on Court during off season.**
11. **Walk up play (without reservation) is permitted on an open court. Players must notify the Pro Shop after play. After hours, please leave a message (239) 263-7411.**

2.6 WEEKEND ROUND ROBINS

The following number of courts will be allocated for Weekend Club Doubles Round Robins:

Saturday Men's and Women's Doubles
Up to 5 Courts Each at 9:30 A.M.
Up to 5 Courts Each at 11:00 A.M.
Sunday Mixed Doubles)
Up to 10 Courts at 9:30 A.M. and 11:00 A.M. if needed.

Guest fees apply and are subject to change by the WTC BOD.

2.7 MATCHMAKING

1. **Sign up by phone, by email or in person, in the Pro Shop. You are advised to sign up 1 week in advance of the date you wish to play.**
2. **You may sign up for 15 consecutive days starting from the current date**

3. When arranging a game, we recommend that you give our staff more than 1 preferred court time.

2.8 GUEST FEES (check or credit card only) (Subject to change by the WTC BOD)

1. All guest fees must be paid in advance. Regular Guest fee: $10.00.
2. Team Member guest fee: $10.00 during team practice
3. Between November 1 and April 30 the same guest can play a maximum of four (4) times per month. Between May 1 and October 31 guests may play more times per month if invited by the Pro Shop Administrator for the purpose of matching games for members.
4. When the Pro Shop is closed, check should be placed in an envelope (provided in a holder on the Pro Shop door). The envelope should be deposited into the slot in the Pro Shop door.
5. If guest fees are not paid, the owner playing with the guest will be billed and may be subject to a fine for violation of the WTC R&R&Ps.

2.9 RAIN OR ADVERSE WEATHER

1. In the event of rain or adverse weather conditions, the staff will determine if the courts are playable and, if not, when they will be opened for play.
2. Players should check with the Pro Shop as to the playability of the courts.
3. The Tennis Director and/or Manager are the only people authorized to open courts for play.
4. A flag or barriers placed on a court indicates that the court is closed. Members must not remove flags or any other barriers from the courts or play on that court.

2.10 PLAYING ATTIRE/CLOTHING (ALL COURTS 1 – 16)

1. Proper tennis attire must be worn on <u>all</u> courts (courts 1– 16)
2. Tank tops on men, <u>exposed</u> sports bras or crop tops on women and swimsuits are prohibited on all courts (courts 1-16)
3. ***<u>Shirts must be worn at all</u>*** times on all courts (courts 1-16).
4. Soft court shoes must be worn on the Har-Tru (soft) courts (courts 1–12).
5. Shoes used on the hard courts (courts 13–16) must be ***<u>non-marking tennis shoes with smooth soles.</u>***
6. Basketball, running, jogging, cross-training and leisure shoes, sandals, flip-flops or bare feet are prohibited on all courts ***<u>(courts 1-16</u>***).

2.11 COURT CONDUCT & ETIQUETTE

1. Players are expected to observe/practice proper tennis etiquette on and off courts.

2. **Players should refrain from entering onto adjacent courts when players are on court, retrieving balls from adjacent courts while players are on court or returning balls to adjacent courts while a point is being played.**
3. **Players shall refrain from using profanity, making loud noises and boisterous talking when on or beside occupied courts.**

2.12 TEACHING PROFESSIONALS

Teaching pros are required to obtain *written permission* from the Tennis Director before teaching, training, or coaching on any WTC court(s), and only on assigned courts.

2.13 TRAINING AIDS

1. **Only six (6) balls may be used on any court which is adjacent to another occupied court.**
2. **The use of ball baskets, training aids and/or more than six balls are only permitted if being used by a Tennis Professional under current employment of World Tennis Club, if a person is by himself/herself on a court, or if all parties involved are related as family members, *subject to waivers* issued by the Tennis Director.**

2.14 HITTING WALL USE (COURT 14)

1. **Hours of Use: 8:00 a.m. until dusk.**
2. **Reservations are suggested for use of the hitting wall for warm-up or practice. Members who have reservations have priority use. Reservations may be made using the Chelsea System or by calling the Pro Shop for reservations.**
3. **Please limit use to *15 minutes* when others are waiting.**
4. **Use of the hitting wall is restricted to *tennis balls only*.**

2.15 WTC TEAMS

Exceptions to the following requirements are subject to Board/Management approval.

1 **All WTC day teams are required to include a minimum of 50% WTC owners/members.**
2. **All evening teams are required to include at *least 2 W*TC owners/members.**

2.16 TEAM PRACTICE RULE

In order to have a team practice here at the World Tennis Club, where there are Members of that team who do not hold memberships, the said team must do one of the following:

1. Hold practice with a Tennis Pro employed by the World Tennis Club where the Pro is monetarily compensated for the practice, or

2. Pay the current guest fee that the Club is collecting for each member of the team who does not hold a membership at the World Tennis Club and will be participating in the practice. If one of the two acts are completed the team may utilize tennis courts for the purpose of a team practice with participants who do not hold a World Tennis Club membership. However, the time, the choice of court(s) and the number of courts available will be determined by the Tennis Director or Head Pro.

2.17 HARD COURT USE

The hard courts are subject to the same rules, reservations, and procedures as the soft courts. Use of the courts is for *tennis only*. Bicycles, skates, skateboards, roller blades, wheeled shoes or any other type of vehicle, games or toys are prohibited on all courts with the exception of maintenance vehicles, when necessary. *(See 2.10 Playing Attire)*

3. POOLS AND SPA RULES

All persons using the pools or spa are required to read and observe the posted rules. In addition to the posted pool and spa rules the following rules also apply. Pools are WTC Common Property and are not available for private parties

3.1 ADMITTANCE

1. **The pools and spa are for owners, their guests and lessees, outside members, and off-duty employees.**

3.2 POOLS & SPA HOURS

9:00 a.m. – dusk unless otherwise specified

NOTE: The deck of the main pool may be closed when special events are held in the Café or in the event the pool requires maintenance.

3.3 POOLS & SPA CAPACITY

Main Pool – 18 people Spa – 8 people Villa Vizcaya Pool – 12 people

3.4 AGE / ACCESS RESTRICTIONS

1. **POOLS AND SPA – As we have no lifeguards, it is highly recommended that children under 12 years be under adult supervision at all times.**
2. **SPA – Use of the spa may endanger the health or safety of small children. It is recommended that children under the age of 12 not use the spa.**

3. **ACCESS LIMITATIONS: The following individuals are not allowed to use the pools or spa:**

- diapered children and incontinent adults, except those wearing approved swim diapers,
- persons with open sores or cuts and
- persons with a communicable disease.

3.5 SAFE BEHAVIOR

1. **Diving into the pools or spa and excessive splashing are prohibited.**
2. **Rafts and other large floating objects and small toys that may block the pool drains are prohibited.**
3. **Running, ball playing and other games, with the exception of card games, board games and ping pong playing, are prohibited on the pool decks.**
4. **Furniture or any other obstructions are not permitted within 4 feet of the spa or pools.**

3.6 SHOWERS

NOTE: **The Florida State Board of Health requires that showers be taken before entering the pools or spa.**

3.7 SUNSCREEN & BODY LOTION USAGE

If suntan, sunscreen, or body lotion is being used, bathers are required to do the following:

1. **Shower, with soap, should be taken before entering either the pools or the spa unless the sunscreen is water-proof.**
2. **Cover chairs and lounges with a towel or other cover before using.**

3.8 FOOD & BEVERAGE RESTRICTIONS

The following restrictions apply to all Club areas including: tennis courts, stadium, chickee huts and swimming pool decks:

1. **No food or drink, except sports drinks and water, is permitted on the courts or under the chickee huts.**
2. **In accordance with the *Collier County Health Department Ordinance* food or drinks are not permitted within four (4) feet of pools or spa. Food cannot be served closer than 12 feet from the water's edge.**
3. **During Café operation hours, only food and drinks purchased from the Café may be consumed in designated areas on the main pool deck.**
4. **Plastic baby's bottles, baby food, bottled water and sports drinks are permitted in designated areas on the pool decks.**

5. Glass containers and china are prohibited anywhere on the pool decks.
6. Personal food, drink and coolers are permitted in designated areas on the main pool deck when the Café is closed. Please check for Café hours of operation and be sure to remove all coolers, food, beverage and waste before the Café opens.

7. Smoking is not permitted on the pool decks, in or around the tennis courts, chickee huts, or Club Area except for the designated smoking area which is currently located above the Pro Shop.

3.9 SWIMWEAR

1. Proper swimwear is required when entering the pools and spa.
2. No cutoffs, tennis clothing, street clothing or undergarments are allowed to be worn in the pools or spa.
3. Bathing suits must be worn at all times.
4. Changing of swimsuits and clothing for both adults and children is prohibited on the pool decks. Locker rooms are provided for this purpose.

NOTE: Shoes, shirts and dry body cover are required inside the Café. An outside service window has been provided for those wearing wet swimsuits, without shoes, without shirt or dry body cover.

3.10 NOISE AND DISTURBANCE

NOTE: Earphones or ear buds are required to be used with personal radios, music players, TVs, musical instruments, or other sound emitting devices.

4. VEHICLE RESTRICTIONS AND REGULATIONS

4.1 DRIVING RESTRICTIONS

1. Children or unlicensed drivers are prohibited from operating any type of motorized vehicle (electric, gasoline or battery powered) upon WTC property, including streets, parking lots, pathways, courts, and grassy areas.
2. Vehicles are not permitted to be driven or parked on any grassy area.
3. Drivers must observe all traffic, speed limit and speed bump signs.
4. Drivers must observe directional signs at the entrance gates.
5. Do not attempt to pass through the security gates while tailgating (following another car). This could result in damage to your vehicle or the gates. WTC is not responsible for damage caused to vehicles due to misuse of the security gates. Cameras are installed and operational on the entrance areas. Anyone causing damage to the gates will be held responsible for repairs or replacement.

4.2 PARKING RESTRICTIONS

1. Vehicles are not to be parked in the following areas:

- Tennis courts and surrounding areas,
- Vacant lots, which are Private Property, not Common Property and require the lot owner's written permission,
- Grassy areas or lawns,
- In fire lanes (marked NO PARKING),
- Or overnight on streets between the hours of 12 a.m. – 6 a.m.

2. Bicycles must be placed in the bicycle racks, where provided.
3. Owner's vehicles are to be parked in their own private driveways, garages, or designated space.
4. Vehicles of guests and service people may be parked temporarily on the street but not overnight (12.a.m-6a.m.) and in guest parking spaces provided on the residential parking lots or in the main parking lot, with a parking permit.
5. Only automobiles, in operational condition and bearing current license and registration tags are allowed to park on-site, except when parked inside a garage.
6. Commercial vehicles or vehicles with signage are permitted to be kept on-site only inside a garage with the garage door closed at all times.
7. Parking spaces within each Sub Association are restricted and intended for use by owners, their lessees and guests and service contractors of that Sub Association only.
8. Each unit owner is allowed a maximum of two guest parking spaces for overnight parking.
9. Temporary overflow parking for vehicles, including certain commercial and recreational vehicles, is provided on the main parking lot near the Office. A Parking Permit is required and may be issued at the Management Office.

WARNING: According to Florida Statues Chapter 715 Section 07, the WTC Board of Directors is empowered to tow any vehicle at any time or in any place if it is parked in violation of parking restrictions (Section 4.2). Towing will be done at the owner's expense.

4.3 VEHICLE STORAGE

Owners who have vehicles parked on parking lots should leave keys with a friend, caretaker, or the Manager before leaving town for extended periods of time. It may be necessary to move your vehicle in order to perform maintenance to the area where your vehicle is parked.

4.4 VEHICLE REPAIR

1. No mechanical work (repair) shall be performed on driveways, lawns, streets or parking lots.
2. Repairs to motor vehicles must be done inside the owner's private garage.
3. Oil or other fluids spilled on driveways, parking lots or streets must be removed immediately.
4. Leaking vehicles must be repaired to prevent future spills.

4.5 BOATS AND OTHER RECREATIONAL VEHICLES

Boats, trailers, vans, campers, golf carts (except maintenance carts), personal watercraft, motor homes and other recreational vehicles, or any vehicle not considered an automobile by the State of Florida are permitted to be kept on-site only at units that have a garage and only if said vehicles are parked inside the garage. The garage door must be able to close, completely, when these vehicles are stored inside.

5. PET RESTRICTIONS

5.1 PET REGISTRATION

1. **The WTC governing documents require that all pets be registered and approved by the WTC Board. Pets of any kind are not permitted, under any circumstances in a Residential Living Unit or allowed upon the WTC Property, except by the written consent and upon such terms and conditions as shall be imposed by the WTC Board of Directors.**
2. **Renters or guests are not permitted to keep pets in any rental or leased unit upon WTC property.**
3. **Owners and visiting family members must obtain a Pet Registration Form and Tags from the Management Office (Small fee applies). Once completed and signed, the application should be submitted to the Management Office. The form will be submitted to the WTC Board for approval.**
4. **Owners may be permitted to keep a maximum of two pets of the usual domestic nature, (dogs and cats) in their unit. Caged birds may be kept inside a unit, but not on open lanais, balconies, or other outdoor spaces. Reptiles, exotic animals, livestock, and dog breeds considered dangerous are prohibited per the amended (2017) WTC governing documents. A list of breeds, considered to be dangerous, can be obtained at the WTC Management Office.**

NOTE: Dogs considered a dangerous breed that were already residing in the WTC community prior to June 1, 2017 and are properly *registered and tagged* will be grandfathered. Grandfather rights shall remain in affect for the life of the registered animal unless the animal displays aggressive behavior toward any person(s) or their pet(s). Aggressive animals are subject to immediate and permanent removal from the WTC property, regardless of breed. Replacement of a grandfathered dog with another dangerous breed is strictly prohibited.

5.2 RESTRICTED AREAS FOR PETS

1. **Pets are not allowed in Club areas. This includes the Management Office, Clubhouse, Pro-Shop, Café, Meeting Room above the Pro Shop, Multi-Purpose Room, all tennis courts, swimming pool areas, stadium, or walkways around the tennis courts, including the walkway and bleachers east of court 12.**

2. **Pets must be kept on a leash at all times when on Common Property. This is in compliance with the *Collier County ordinance* which states that "pets must be on a leash or carried and are never permitted to run loose unless on the pet owner's private property."**

NOTE: Playing with one's dog is not an exception to the leash law.

5.3 DISPOSAL OF WASTE

Pet owners are expected to collect and properly dispose of their pet's waste and litter, immediately. Violation of this rule may result in the WTC Board fining the owner and/or, revoking pet approval and ordering the permanent removal of the animal from WTC.

5.4 PET AS NUISANCE / PRIVILEGE

1. **Barking dogs or any excessive noise created by a pet may annoy other residents. Continuous noise/annoyance may result in the WTC Board fining the owner and/or revoking pet approval and ordering the permanent removal of the animal from WTC.**
2. **The ability to keep a pet is a privilege, not a right. The WTC Board is empowered to enforce all pet restrictions and order the permanent removal of any pet from the property due to violations of pet rules and restrictions. The WTC Board may also deny owners, who violate the pet restrictions, the privilege to keep a pet in the future.**

6. ARCHITECTURAL CHANGES

6.1 APPLICATION FOR APPROVAL

Application for approval of any architectural changes or modification to the outside of a unit must be obtained from the Management Office. This application must be completed and returned to the Management Office for submission to the appropriate Sub- Association, WTC Board, the WTC ARC and then to the WTC Board for approval. An application is needed for the following changes:

- **Installation of television and radio antennas or satellite dishes.**
- **Improvements, alterations, repairs, or painting that alters or changes the exterior appearance or intended use of, any residential unit, garage, carport and/or other structure located within WTC,**
- **Improvements to lots, including the installation of swimming pools, decks, fountains, ponds, decorative furniture, statuary and any related mechanical or electrical equipment.**
- **Attaching, mounting, hanging, or displaying an object on the exterior walls, doors or in the windows of any unit, structure, or parking area. This includes, but is not**

limited to, awnings, storm doors and hurricane shutters. (See your Association's, requirements).

- **Landscaping changes (removal or planting of trees, shrubs, and other permanent plants.**

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NOTE: Holiday decorations, of a *temporary* nature, do not require WTC ARC approval, but may be subject to Rules and Regulations and Use Restrictions of your individual condominium or homeowners' association.

6.2 PAINT CRITERIA AND APPROVAL PROCEDURE

1. **Any individual owner, builder, or Sub Association who wishes to paint the exterior of their unit (which includes buildings designed and intended for single *and* multi-family use and occupancy) shall submit a Request for Modification or New Construction form for approval by the WTC ARC which states: The colors desired and an explanation of where each of those colors are to be used (e.g. which color is to be the dominant color and which color(s) are to be trim or accent colors).**
2. **The request must contain the name of the paint manufacturer (brand name), color number, and color name.**
3. **Any color other than the approved colors shall also include a sample of the paint color(s).**
4. **Upon WTC ARC approval, the approval of the WTC Board of Director's authorized representative and (in the case of single-family residence the approval of the respective Sub-Association WTC Board's authorized representative, painting can commence.**
5. **Painting of any unit or portion thereof without the required approvals (in writing) may result in rejection of the request and the owner, builder, or respective Sub Association may be required to re-paint the unit to the original color, or another approved color, at their expense.**
6. **<u>Approved paint colors and color schemes</u> for each Association are kept on file in the Management Office.**
7. **<u>Additional colors or schemes</u> may receive WTC ARC approval in accordance with the required approval procedures of your Association's governing documents and the Florida Statutes (FLS 718 and/or FLS 720).**

NOTE: Your individual Association and Collier County may have additional requirements and restrictions. Before proceeding with plans to modify or alter the exterior of your unit, you should refer to your Association's governing documents, Rules and Regulations and Use Restrictions of your individual Association and with Collier County concerning building codes and design regulations.

7. LANDSCAPING

A grounds maintenance (landscaping) company is under contract to provide landscaping services for all Common Property within WTC. No owner, guest or lessee

is permitted to add or remove plantings on Common Property without written approval from the WTC ARC and the WTC Board.

7.1 PLANTING TREES AND PERENNIALS ON COMMON PROPERTY

1. **Owners who wish to enhance the appearance of the area around their unit must submit a Landscaping Alteration Request Form (available at the Management Office) and receive approval prior to doing so.**
2. **Such plantings require the prior recommendation of the WTC Landscape Committee, the WTC ARC, and the approval of the WTC BOD and Management, who will work with the landscaping company and to determine if the plantings are appropriate.**
3. **Approved trees or perennials planted on WTC Common Property become the property of WTC. Maintenance, care, and removal, if necessary, will be performed by WTC.**

7.2 PLANTING ANNUALS ON COMMON PROPERTY

1. **Owners may plant approved annual flowers, but only in existing or Management approved plant beds. Billing for trimming of all hardwoods located on the privately-owned lots in Corinthian Gardens and Alexandra will be performed by a licensed and insured contractor hired by World Tennis Club, Inc., or individual owner.**

2. **No plants should touch any part of a building as this encourages pest infestation of the building.**

3. **Approved annual flowers include: Petunias, Pansies, Kalaheo, Begonias, Salvia, Bush Daisies, Geraniums, Marigolds, Snapdragons, Impatiens, Buttercup, Alyssum, and Dusty Miller. Any plants not listed require Management approval prior to planting via Landscape Modification Request form (available at the Management Office).**

4. **Please check with Management before digging to avoid damaging irrigation lines or sprinkler heads.**

5. **The maintenance, care and cost of these plantings are solely the responsibility of the owner doing the planting.**

6. **Irrigation will not be adjusted to accommodate any such new plantings.**

7. **All annuals must be removed at the end of the season.**

8. **If annuals are not removed at the end of the season the landscaping company may remove the plants and the owner may be charged the cost of removal.**

9. **Artificial flowers or plants, lawn ornaments, lights etc. are not permitted to be placed on the Common Property.**

WARNING*:* Owners will be held liable for any damage to buildings or irrigation lines as a result of installing plants or digging in Common Property areas.

7.3 PRESERVE AREAS

Preserve areas are protected by Florida law. Alterations, planting and/or removal of plants or plant matter (living or dead) is prohibited in preserve areas.

7.4 HARDWOODS

All trimming above 14' of any hardwood tree within the WTC complex (including those individual lots in Corinthian Gardens and Alexandra) must be done by a licensed and insured professional.

1. **Prior to the trimming above 14' of any hardwood tree within the WTC complex (including those individual lots in Corinthian Gardens and Alexandra) a permit must be obtained from the WTC Management Office.**
2. **Billing for Trimming (Alexandra and Corinthian Gardens):**
   a. **Each Owner will be responsible for the cost of their respective hardwoods trimming which will be billed to them directly from the contractor.**
   b. **Each Owner will be given at least a 30-day written notice in which they will have the opportunity to either perform the work themselves or hire another licensed and insured contractor to perform the work. In either case the Owner must notify World Tennis Club, Inc. in writing after the work has been performed.**
   c. **World Tennis Club, Inc. will determine if any such hardwood tree requires pruning.**
3. **On-going Hardwood/Palm Tree Maintenance (Alexandra and Corinthian Gardens:**
   a. **All hardwood and palm trees located on the individual lots located in Corinthian Gardens or Alexandra must be kept free of any dead branches.**
   b. **All hardwood and palm trees located on the individual lots located I in Corinthian Gardens or Alexandra determined by a licensed professional to be dead or to have contracted a disease or fungus which may be detrimental to the surrounding landscaping must be removed immediately by a licensed and insured professional at the respectively lot Owner's expense.**
   c. **If this is not done World Tennis Club, Inc., after 15 days written notice, will enter the property to perform the necessary maintenance and bill the Owner the cost as a special assessment.**

8. GENERAL USE RESTRICTIONS

8.1 BUSINESS / REAL ESTATE / CONSTRUCTION ACTIVITIES

1. **Soliciting by anyone will not be allowed at anytime and anywhere within the Club or on WTC Common Property.**
2. **In accordance with the WTC governing documents, no commercial business may be operated within the WTC complex which generates traffic to a unit.**
3. **Home offices that do not generate outside traffic onto the property are permitted, however, unit numbers, home addresses or the WTC name and address may not be published or used in any form of advertising to the public.**
4. **Garage Sales, Yard Sales or similar commercial activities are not permitted anywhere within the complex, without the expressed written consent of the WTC Board.**
5. **Open House showings must be arranged with Management, prior to the date of the showing. Management will assign a temporary gate code for this purpose. Personal gate codes are not to be posted or published in any advertising.**
6. **Posting of "For Sale," "Open House" or other signs is prohibited within the WTC complex.**
7. **Littering is prohibited on WTC property. Violators are subject to fining.**
8. **Workmen are restricted from using saws, drills, or other noisy tools between 6:00 p.m. and 8:00 a.m. or on Sundays or holidays. Emergencies are an exception.**
9. **Any contractor who's work on/in a owner's unit that is expected to take more than one working day must submit a completed Contractor Registration Form with the Management Office <u>prior</u> to beginning work.**

8.2 ADVERTISING SIGNS

WTC governing documents prohibit all signs, except those posted and approved by the WTC Board. Posting of "For Sale," "For Rent," "Open House," "Garage Sale," "Yard Sale" or other advertising devices is prohibited on any portion of the WTC property or as displayed on windows, doors or on any vehicle kept on the property except those parked inside a private garage. Open House, Garage Sale and Yard Sale signs may receive approval from the WTC General Manager.

8.3 BALCONIES AND LANAIS (Also see 8.5 Clothes Lines)

1. **Material of any kind, especially cigarette butts and ashes, are not to be thrown from balconies, terraces, or upper walkways.**
2. **No garments are to be hung over balcony rails or parapet walls. No <u>permanent</u> clothes lines or drying racks are permitted on Common Property.**
3. **Only furnishings and decorative items specifically intended for outdoor use are permitted on balconies or lanais. Other restrictions may apply. Please refer to your individual Association's documents, rules, and regulations.**
4. **Balconies and lanais should be cleared of all furnishings and plants upon threat of an impending storm or before leaving for any extended period of time. The owner will be held responsible for any injury or damage as a result of failure to remove these items.**

5. If it becomes necessary for WTC to remove these items due to an impending storm or for scheduled maintenance, the owner will be charged.

8.4 CABLE TELEVISION

1. Basic cable television is provided for all residents through a contract negotiated by the WTC Board and paid through the quarterly assessments.
2. To report service problems, call the Hotwire Customer Care at 1-800- 355-5668 .
3. Residents must arrange for any desired additional channels and/or outlets through Hotwire.

8.5 CLOTHES LINES (Also see 8.3 Balconies & Lanais)

Clothes lines are not permitted on the Common Property.

8.6 DRONES

Drone operators must obtain the prior written approval from the Management Office. Use of personal and/or commercial drones on WTC Common Property is restricted to maintenance inspections, real estate sales and deliveries and must be operated in compliance with all federal, state and county regulations.

8.7 GARAGE DOORS

Please keep garage doors closed except when entering or exiting the garage or unit.

8.8 GRILLS

1. WTC rules regarding the storage and use of electric, gas fired, or charcoal fired cooking grills will conform to the rules promulgated by the North Naples Fire Control & Rescue District. (NNFC&R) as they are modified from time to time.
2. Current NNFC&R rules state that "For other than one- and two-family dwellings, no electric grill (larger than 200" sq. inches cooking space), hibachi, gas-fired grill, charcoal grill or other similar devices used for cooking, heating or other purposes shall be used or kindled on any balcony or under any overhanging portion or within 10 feet (3m) of any structure.
3. Storage of gas grills or spare LP tanks must be a minimum of 10 feet (3m) from the building and may not be stored on the Common Property.

WARNING: Violators of this NNFC&R code are subject to large fines and/or imprisonment. Questions on the code can be addressed to Karl K. Reynolds of the North Naples Fire Control & Rescue. Call (239) 597-9227 or go to northcollierfire.com.

8.9 GATE CODES

1. Each owner, authorized guest and tenant are assigned his or her own personal gate code.
2. It is a breach of security to give your personal gate code to visitors, workmen, delivery people or other unauthorized individuals or nonresidents. The gates provide no security to you or your neighbors if everyone has a code.
3. Visitors, workmen and delivery people may call you from the keypad at the residents' gate, to gain entry. You are able to open the gate from your phone, please contact the Management Office for instructions.
4. Contractors/workmen/delivery gate codes are set up and changed each month and operate during the business day only. This code is sent to you via email or can be obtained by calling the office. If you are expecting a contractor, workmen or delivery, you may give them that code.

NOTE: If unauthorized individuals are found to be using an owner's personal gate code, the code will be deprogrammed, and the owner will need to go to the Management Office to obtain a new code.

8.10 HOME SECURITY

Although WTC is generally considered a safe community, we strongly suggest that residents keep doors, windows and vehicles locked whenever they are away from the unit and at night.

8.11 LAKES AND PONDS/ FISHING

NOTE: Swimming in the lakes and ponds is prohibited. The Associations cannot be responsible for injury, illness, or death as a result of such violation.

1. Boats or other watercraft of any kind, except those used by the lake maintenance company and/or management, are prohibited on any of the lakes or ponds.
2. No structures or building of any type is permitted on or near any lake or pond.
3. Catch and Release fishing is permitted in the lakes and ponds located on Common Property of the World Tennis Club, Inc.
4. . Any fish (or any other animal which may inadvertently be snagged by bait) must be immediately released back into the same body of water from which it was caught.

8.12 SMOKING

1. **Smoking is permitted only in designated areas. Smoking is not permitted in the Café, Pro-Shop, Locker rooms, Management Office, Activity/Meeting rooms, on the pool decks, on or around the courts, chickee huts or stadium.**
2. **The designated smoking area is currently located at the area east of the meeting room on the second floor above the Pro Shop. This designated area is subject to change.**

8.13 TEMPORARY STRUCTURES

1. **Temporary structures, other than canopies or tents intended to provide shelter from the elements, are not allowed on any lot or other Common Property.**
2. **No temporary structure is permitted to remain overnight.**
3. **Prior permission to erect a canopy or tent on Common Property must be obtained from the Management Office.**

8.14 TRASH / RECYCLING CONTAINERS

1. **In Associations that have curb-side trash pickup, trash containers must be placed out of view of the street and adjoining properties except on scheduled pick-up days.**
2. **In Sub Associations that use dumpsters for trash removal, only the dumpster in your Sub Association is to be used by you and/or your guests. Violators will be reported to the Sheriff and subject to up to a $500 fine. Check your individual Sub Association's R&Rs for location and proper use of these containers.**
3. **If your individual Association has recycling capability and containers please use the containers provided and deposit only clean, empty, recyclable materials in the designated containers.**
4. **Large items that do not fit in the dumpster and construction debris must be disposed of by the individual concerned. Contact Waste Management to arrange for pickup and payment of such debris.**

8.15 WILDLIFE

Feeding of wildlife is prohibited under Florida Law. This includes: Ducks and all other birds, squirrels, raccoons, otters, rodents, alligators and any other wild animal.

WARNING: Feeding, abusing, or harming alligators is an offense that is punishable by law as the animal will become aggressive and dangerous. Dangerous animals are not relocated. They must be destroyed. Offenders are subject to a $500.00 fine and may be sentenced to serve jail time. Please report problem animals or people feeding or molesting wildlife to the Management Office. Management will contact the proper authorities. If the Office is closed, please call Florida Fish and Wildlife 1-888-404-3922.

8.16 WHEELED VEHICLES

1. **Use of bicycles, skateboards, roller skates, roller blades, scooters, wheeled heel sneakers etc. is prohibited on the tennis courts, pool decks/patios and the ramp(s).**
2. **Use of such vehicles is permitted only on paths, walkways, parking areas and streets.**
3. **Pedestrians always have the right of way on paths, walkways, parking areas, and streets. However, please move to the side and permit cyclists to pass.**

8.17 REPORTING VIOLATIONS AND SUBMITTING MAINTENANCE REQUESTS (Also see 1.2 Voicing Complaint, Concerns and Suggestions)

1. **Do not approach anyone you know, or suspect is in violation of any rule promulgated by the World Tennis Club.**
2. **Report of violations and maintenance requests should be submitted, in writing, to the Manager or the BOD and must be signed by the owner. Violation and maintenance request forms are available in the Management Office and on the Community website (www.worldtennisclub.net). If desired, completed suggestion forms can be placed in the slot in the Management Office door. *Anonymous complaints will be disregarded*.**
3. **Verbal complaints to the Manager should be made only if the situation requires immediate attention.**
4. **Suggestions or concerns should not be made directly to WTC staff or the Club's Contractors. These complaints should be submitted as described above.**

5. **Only the Manager, the Tennis Director and the WTC Board, as appropriate, shall govern the duties and functions of WTC employees and/or Contract workers.**
6. **Illegal, dangerous, or destructive activities should be reported to the Collier County Sheriff's Department. Call 774-4434 or 911 (EMERGECY)**

8.18 WEAPONS AND ILLEGAL SUBSTANCES

1. **Firearms (except with a carry permit), explosive devices, or other weapons, (including paint ball guns), drugs or other illegal substances are prohibited to be carried or used on WTC property.**
2. **People observing others with such weapons or illegal substances are advised to contact the Collier County Sheriff. Call 774-4434 or 911 (EMERGECY)**

9. RULE ENFORCEMENT PROCEDURE

9.1 STEP 1: REPORTING THE VIOLATION

In order to begin the rules enforcement process, an owner or managing agent must fully describe, in writing, to the WTC Board of Directors, the alleged rule violation they wish to complain about. The complaint must include the date and approximate time of the alleged violation, and...

1. **The person making the complaint must be identified in the letter.**
2. **The person making the complaint may be called to testify at all hearings.**
3. **Committees, as well as groups of owners or residents, may also bring complaints.**

9.2 STEP 2: OPPORTUNITY TO AMEND LETTER

Upon receipt of an alleged rule violation letter stating the date and approximate time of the alleged violation, a letter will be sent to the alleged violator and...

1. **Will be sent certified U.S. mail**
2. **It will state the alleged violation, the potential penalties for the violation, and a time period during which the alleged violation may be abated without further sanction, which is to be not less than 15 days, unless it is determined by the WTC Manager that the alleged violation may be an immediate danger to persons or property.**
3. **A copy of this letter will be sent to the managing agent or to the person originating the complaint if other than the managing agent.**

9.3 STEP 3: CONTINUING VIOLATION REMEDIES / COMPLIANCE COMMITTEE

1. **A second letter must again be sent to the Management Office addressed to the WTC Board of Directors by a complaining owner or agent (not necessarily the first owner or agent who originally complained) that the violation still exists.**
2. **The Association attorney will be notified.**
3. **The WTC Board may levy a $100 fine, which may be on the basis of each day of a continuing violation, starting on or after receipt of the first notice by the alleged violator, except that no such fine shall exceed $1,000 in the aggregate and/or suspend use of the Association amenities which will not exceed 90 days.**
4. **A fine or suspension may not be imposed without notice of at least 14 days to the person sought to be fined giving them an opportunity for a hearing before a Compliance Committee of at least three members appointed by the WTC Board who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.**
5. **The notice of the hearing will state: the nature of the alleged violation; the action requested to cure the violation; the time and place of a hearing; an invitation to attend the hearing and produce any statement, evidence, or**

witnesses on his or her behalf; a statement that a sanction may be imposed; and the maximum amount and/or time of any sanction.

6. In the case of properties not occupied by the owner, all tenants, residents and owners (excluding minors) involved will be provided copies of all notices and correspondence.
7. An invitation will also be sent to the person(s) originating the complaint, inviting them to the hearing in order to produce evidence to substantiate their complaint.
8. The Compliance Committee will hear testimony from both sides at the hearing and/or consider any submitted evidence and then excuse the parties and render a decision.

9. If the Compliance Committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed.
10. If the Compliance Committee approves the fine or suspension (or both), no further ratification is necessary thereafter, and the WTC Board may proceed to enforce the fine and suspension according to Chapter 720.305, Florida Statutes, in which case the prevailing party shall be entitled to recover its reasonable attorney fees and costs from the other party.

NOTE: Notwithstanding any other provisions herein to the contrary, if FLS 720.305 is amended or superseded hereafter so as to provide new or different requirements for the imposition of fines, suspension (or both), such new or different statutory procedures shall be followed.

10. WTC ANNUAL MEMBERSHIP MEETING RULES

1. The WTC attorney will be alerted immediately following the scheduling of the Annual Membership Meeting in the event his/her presence is required and/or requested.
2. The deadline for the turning-in of proxies will be Noon the prior business day of the Annual Membership Meeting.
3. Requests for placing agenda items on the agenda must be submitted, in writing, to the WTC Management Office at least 18 days prior to the date of the meeting.
4. Any motion which is to be made at the meeting must be submitted, in writing, to the WTC Management Office at least 18 days prior to the date of the meeting.
5. Those who wish to speak on an agenda item may do so once recognized by the Chair for a maximum of three (3) minutes and also must sign-up to speak for each specific agenda item prior to the commencement of the meeting.
6. The Chair, at his/her discretion, may have an 'open comments' session where Members who did not sign-up to speak can be recognized by the Chair to speak on any subject of their choice for a maximum of three (3) minutes.

7. **Members <u>only</u> are permitted to speak at a WTC Annual Membership Meeting. Exceptions may be made for Association employees, counsel, contractors, and any government agent and/or employee.**
8. **If a member is deemed to be unruly by the Chair, the Chair may take a vote of those present in person in regard to this person's removal from the meeting.Adm**

World Tennis Club Inc.

2021