



M E M O

TO: All Tenants
FROM: Raleigh House Board of Directors
DATE: February 12, 1994

Your Board has been notified of recent instances where tenants have admitted persons into the building without an occupant knowing that they have a visitor waiting in the lobby. Not only is this a dangerous practice, but have you ever stopped to think that the occupant may not be in a position at that moment to welcome a visitor, OR . . . may not wish to??

In order to keep the House as safe and secure as possible, Raleigh House has gone to considerable expense to install a telephone in the lobby so that visitors can announce themselves to the person they wish to visit, and the occupant can then go to the lobby to let the visitor in. We therefore ask that

UNDER NO CIRCUMSTANCES SHOULD ANY VISITOR BE
ADMITTED INTO THE BUILDING UNLESS THAT PERSON
HAS COME TO VISIT Y-O-U !!!

Your cooperation will be appreciated.

P.S. Please insert this memo into your pink-covered set of Raleigh House Rules and Regulations, for future reference.

RALEIGH HOUSE OF PORT CHARLOTTE

A Condominium, Inc.

CHARLOTTE SQUARE

PORT CHARLOTTE, FLORIDA 33952

WELCOME TO RALEIGH HOUSE. Most of the people who reside in Raleigh House own their own Units and therefore, are relying upon your cooperation to abide by the following Rules and Regulations.

CONCERNING YOUR UNIT

KEYS: The Realtor or Unit owner should have provided you with two (2) door keys along with one keys to open the mailbox which is located in the Lobby assigned to your Unit. The Lobby door key will open the doors at each end of the hall along with the 3 lobby doors. The back and the front lobby doors and the 2 doors at the end of the hall is to be **LOCKED AT ALL TIMES.**

DISHWASHER: If a dishwasher is left idle a few months water may flow out onto the floor when the washer is turned on. If this should occur look under the sink and you will locate a valve on the copper tubing which leads from the hot water pipes to the washer to turn off. CONTACT YOUR REALTOR OR THE UNIT OWNER TO HAVE REPAIRS MADE.

RENTERS.....DON'T FORFEIT YOUR SECURITY DEPOSIT BY LEAVING THE UNIT UNTIDY.

If you need help or wish to register a complaint, contact a Director or a Committeeman. **REMEMBER....HE IS NOT A LOCKSMITH, PLUMBER, ELECTRICIAN OR JANITOR OF ANY KIND. HE IS A MEMBER OF THE BOARD WHO HAS VOLUNTEERED HIS TIME AND ABILITIES AS A CONCERNED NEIGHBOR WITH YOUR WELFARE.**

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RALEIGH HOUSE RULES AND REGULATIONS

CHILDREN:

- A. Children visiting owners are allowed in Condominiums, however, good judgment, consideration for others, respect for other peoples' property and privacy must be considered at all times.
- B. Absolutely no RUNNING or SHOUTING in the halls.
- C. Children are not allowed in Social Room without an adult.
- D. Children under 17 must be accompanied by an adult when participating in recreational activities.
- E. No playing in parking areas and on condominium lawn areas.

PETS:

ABSOLUTLY NO PETS OF ANY KIND ALLOWED.

COMMON AREAS

- A. Please keep the Common areas clean by picking up any trash (paper bags, cigar/cigarette butts, paper of any kind, and any other debris which you or your guests have created).
- B. PLEASE READ YOUR BULLETIN BOARDS IN THE RECREATION CENTER AND RALEIGH HOUSE LOBBY, SO YOU MAY KEEP UP WITH NEWS, SUGGESTIONS, PARTIES, CHANGES, ETC.

GARBAGE AND REFUSE AREA

GARBAGE:

- A. There are large dumpsters at each end of the building for your convenience in disposing your trash. Raw garbage must be wrapped in plastic bags. Paper sacks may be used for all other trash.
- B. In order to reduce odor and amount of garbage, please grind up as much raw garbage as possible in your disposal.
- C. Any garbage placed outside or along the side of the Bins will not be picked up by the Sanitation Department.
- D. All LARGE BOXES must be broken down before being placed in the dumpster.

LOBBY AND HALL RESTRICTIONS:

DO NOT GO BARE FOOTED OR TOPLESS IN THE HALLS OR LOBBIES OF THE HOUSES.

LAUNDRY ROOM:

The Laundry Room is for your use--please keep it clean and follow all instructions.

- A. Remove clothes from washers and dryers as soon as they are finished so that others may use them.
 - 1. Washers take approximately 30 minutes.
 - 2. Dryers takes approximately 45 minutes.
- B. Always clean lint trays in dryers after each use.
- C. Please clean any spilled soap powders lint traps in washers, etc.
- D. Do not get lint on the carpet outside the Laundry Room.
- E. TURN OFF light in Laundry Room when you leave it.

EXTERIOR DOORS

- A. For your protection, please make sure the door is securely closed behind you when you go in or out at night.

PARKING AREA

- A. Park only in the space designated to you by your Unit Number.
- B. Guests or visitors park only in designated "Guest" parking area.
- C. No boats, trailers, boat trailers allowed!
- D. Please contact your Director for a designated area to park your campers, mobile units, etc. These vehicles may be parked for a period of two (2) weeks only.
- E. **POSITIVELY NO MOTORCYCLES ARE ALLOWED ON PREMISES.**

NOISE AND SPEEDING:

- A. Please keep your TV's, radio's, and HI-FI's tuned low in order not to disturb the other people.
- B. No wind-chimes allowed in areas which would disturb other people.
- C. Avoid screeching of tires and racing motors and PLEASE drive slowly to avoid accidents.

STORAGE:

The storage room is located at the entrance of Raleigh House and each unit is assigned a storage compartment.

ALL UNIT OWNERS AND TENANTS ARE URGED TO ASSUME RESPONSIBILITY FOR INFORMING GUESTS, AND RESIDENTS WHEN THEY VIOLATE ANY OF THE FOREGOING REGULATIONS.

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SEASONAL UNIT OWNERS

1. Leave an address and a telephone number with the Manager of your summer residence or where you can be reached during your absence from Florida.
2. Be positive the Board (or Manager) is aware of any occupants of your Unit during the summer months. (Either rentals or family or friends.
3. Always leave a key with someone of your choice for access to your Unit in case of emergency. (Notify the Board or the Manager as to where the location of the key is.)

DO NOT LEAVE YOUR UNIT WITHOUT...

- ...REMOVING food from the refrigerator (leave only canned or dry sealed food.)
- ...UNPLUGGING all electrical appliances (T.V., water heater, etc.)
- ...DISCONTINUING newspaper delivery service.
- ...PROPER INSTRUCTIONS to the local post office.
- ...TOTALLY securing your Unit: close and lock all doors and windows, draw draperies and/or shades.
- ...CHECKING all water sources for leaks (faucets, toilets.)
- ...UTILIZING the master water shut-off for your Unit if possible.
- ...SETTING the air conditioner at the proper temperature.
- ...PREPAYING maintenance fees, or noting time of payments on a security measure.
- ...GIVE the Board or the Manager an approximate date of your return.

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CHARLOTTE SQUARE CONDOMINIUMS

All Regulations for the Shuffleboard Court, Tennis Court, Pool Room, Swimming Pools and Recreation Center Room are posted at each facility. They must be adhered to without exception.

COMMON AREA RULES

1. No cycles of any kind are permitted on sidewalks.
2. Barbeque pits are for your use and must be kept clean. Let the Manager know 24 hours in advance when you wish to use them.
3. Common Area overnight parking must have permission of Manager.
4. Use of recreation facilities shall be limited to Charlotte Square Unit Owners, Renters and House Guests. Non-House Guests are welcome when accompanied by Unit Owner or Renter inviting them. An IDENTITY BADGE MUST BE WORN AND VISIBLE WHEN ANY PERSON IS USING ONE OF OUR RECREATION FACILITIES. ALL PERSONS USING THESE FACILITIES DO SO AT THEIR OWN RISK.
5. Unit Owners and Renters are urged to assume a mutual responsibility for informing newcomers, guests, etc. when they are inadvertently violating any of the foregoing regulations.

SHUFFLEBOARD COURT RULES

1. Use of Shuffleboard Court limited to Unit Owners, Renters, and their House Guests. Non-House Guests welcome only when accompanied by Unit Owner or Renter.
2. Badges must be worn by all players.
3. Court must be swept before use.
4. Court NOT to be used when wet.
5. Children under sixteen (16) must be accompanied and supervised by an adult.
6. No loud noise or profanity permitted.
7. Court to be used only between 8:00 AM and dark.
8. Return equipment to storage area after use.

SWIMMING POOL RULES

Use of Swimming Pools is limited to Unit Owners, Renters, and House Guests. Non-House Guests welcome ONLY WHEN ACCOMPANIED BY UNIT OWNER AND/OR RENTER.

1. Swimming permitted 8:00 A.M. to 10:00 P.M.
2. All swimmers MUST wear conventional swim attire.
3. Badges MUST be worn on swimsuits.
4. Shower MUST be taken BEFORE entering Pool.
5. NO GLASSWARE or FOOD permitted in Pool Area.
6. Children under sixteen (16) must be accompanied and supervised by an adult.
7. Children under sixteen (16) not permitted in Pool #1 between 3:00 P.M. and 5:00 P.M.
8. Children under sixteen (16) not permitted in Pool #2 between 10:00 A.M. and 12 Noon.
9. Floats of any kind are prohibited in both Pools at all times.
10. Safety rope-floats in center of each Pool MUST REMAIN IN PLACE AT ALL TIMES. They designate where deep section of Pool begins. They are for support ONLY IN CASE OF EMERGENCY.
11. NO RUNNING, HORSE-PLAY OR LOUD NOISES PERMITTED IN EITHER POOL AREA.
12. Chairs may NOT be reserved by anyone outside Pool Area.
13. Keep feet off straight chairs.
14. Gates to Pools in both Areas must be locked.
15. EMERGENCY NUMBER: 911
16. NO SWIMMING DURING THUNDER AND LIGHTNING STORMS.

ALL PERSONS USING EITHER POOL OR POOL AREA DO SO AT THEIR OWN RISK!