

**WELCOME**

**TO**

**LAUSANNE**

**CONDOMINIUM**

## WELCOME TO LAUSANNE!

Please read and observe our Rules and Regulations with particular attention directed to the Pool Deck and Common Area Rules, where most violations are incurred.

1. There is an upper and lower level to our garages. The lower level spaces are numbered from 34 to 193, upper level spaces from 217 to 360. Make sure you get your parking space number from the owner or real estate agent. This will make it easier for you upon arrival.
2. Luggage carts for upper level are stored in lobby closet opposite door entrance from garage. Luggage carts on lower level are stored in hall opposite door entrance from garage. **PLEASE RETURN PROMPTLY.**
3. Your key Fob operates all doors, including gate to beach. Make sure your Realtor or agent furnishes you with two key fobs, two apartment keys, one mailbox key and one garage pass, before you arrive at Lausanne.
4. Entrance to pool deck is from first (1<sup>st</sup>) floor level. The door is locked at 10:00 PM.
5. Trash chutes are located on each floor. Trash should be tied in plastic bags (please, no glass containers down the chute). See House Rules.
6. There is a yellow light bulb located on a column in our Atrium visible from all floors. This light is turned on when the mail has arrived.
7. Two (2) and three (3) bedroom units have water shut off valves over the washer/dryer. Please close these valves and shut off the hot water heater when leaving. Penthouse water valves have different locations. Check with your Realtor or owner.
8. Please check your fire exit. **Emergency phone numbers: Fire – Police 911.**

We hope you enjoy your stay with us.

BOARD OF DIRECTORS

## LAUSANNE HOUSE RULES

OWNERS AND LESSEES

February 2009

1. Who may occupy apartments: Owner and spouse, immediate family, guests and lessees. No person (s) under 18 years of age should occupy a unit unless owner or other authorized adult is in residence.
2. When owner's immediate family or guests are to occupy an apartment during owner's absence, a form "Request for Occupancy" MUST be obtained from the office, filled out, signed by the owner and returned to the office at least three (3) days prior to occupancy. We are not staffed or equipped to perform this function by telephone. Guests while owners are not in residence are limited to a 2 week maximum, twice a year. Total (30) days. This does not include immediate family.

Lessees may not have guests while they are NOT in residence. Lessee's houseguests are limited to a two week maximum, twice a year. Total (30) days.

3. Lessees are limited to 4 persons in a 2 bedroom and 6 persons in a 3 bedroom unit.
4. If absent for more than 2 days, please inform office upon departure and arrival.
5. All luggage, groceries, etc. to be unloaded or loaded in the garage or service entrance **NOT** at the main lobby entrance. Luggage and grocery carts are not permitted on the bare concrete garage floors and driveway pavers.
6. Lessor is responsible for any damage to common areas by lessee or his guest.
7. PETS ARE PROHIBITED.
8. No applications for non-ambulatory lessees will be accepted without signed waiver of responsibility because of our inability to serve them in case of an emergency. In case of Fire, elevators are inoperative. **(Emergency phone number for Fire and Police is 911).**
9. All lessee's guest and immediate family must register (and obtain a parking pass) with the office or security guard upon arrival. **Note! No one will be able to park inside or outside overnight without a parking pass.**

10. Regulations regarding conduct in Lausanne Condominium:  
Lausanne facilities do not have provisions to promote safety of persons who lack mature judgment. This is particularly true around the 9-story atriums, on balconies, in elevators, in garages and in the pool area. To reduce risk of all residents, the following regulations apply:
  - a. No person will be permitted to climb the railings around atriums or balconies.
  - b. The atrium, halls, elevators, and garages may not be used as playgrounds.
11. Copies of Rules and Regulations should be placed in your unit for your family, guest and lessee's to read. Other copies will be available in the offices.

### **PARKING**

Owners MUST provide an underground parking space for lessees. Owner and lessees should use their enclosed parking space, freeing up outside spaces for guest and workman. Commercial trucks, trailers and campers are not permitted to park, except to unload. Service vans and trucks may be permitted to park only while services are being performed. Boats and boat trailers are not permitted to park outside at anytime, and in underground parking area only in the parking place of the owner. **NOTE: YOU MUST HAVE A PARKING PASS OBTAINED FROM THE OFFICE TO PARK ON LAUSANNE PROPERTY OVERNIGHT.**

There are a few parking spaces for guests in the lower garage by the seawall (marked). Guests may use these spaces on a first come first serve basis. These spaces are for guests ONLY.

The garage entrance will not accommodate a vehicle over 6'5". **Parking campers, mobile homes, travel homes, etc. in an open parking area is Forbidden by Naples City Ordinance.** Arrangements will have to be made to park them off Lausanne premises.

### **LOBBIES**

The main lobby presents our image to both residents and guests, so a proper decorum should be preserved. Those in bathing attire or other non-appropriate dress should not use the lobby as a waiting or lounge area.

### **OFFICE**

Office hours are as follows:

North building office Monday to Friday 8:00 A.M. – 4:00 P.M.

South building office Monday to Friday 8:00 A.M. – 4:00 P.M.

Security guards will be on duty in both the North and South Buildings as follows:

Monday – Friday 4:00 P.M. - 7:00 A.M.

Saturday, Sunday and Holidays 7:00A.M. - 7:00 A.M.

**North and South Building Office or Security phone numbers:**

North Office: 239-262-5698, South Office: 239-262-6041

North Security Phone: 239-293-0247, South Security Phone: 239-293-2746

**SECURITY**

Guards are on duty to prevent unauthorized persons from entering the buildings, and to remind occupants if they are violating House Rules. Repeated violations will incur immediate corrective action by the Board of Directors.

All workmen, housekeepers, real estate agents etc. MUST sign log upon entering and leaving the building, and will not be permitted in an apartment without the owner's written consent. (Residents who admit housekeepers, sales people, tradesmen etc. in front door should be sure to tell them to stop at the front desk to register before proceeding to unit.)

Realtors may show apartment with owner's written consent, and MUST sign entry log upon entering and leaving building. Keys to the units MUST be obtained from the listing agent. Lausanne will not furnish keys. KEY FOBS TO FRONT DOOR ARE NOT TO BE GIVEN TO ANYONE OUTSIDE OF OWNERS FAMILY OR GUESTS.

**CONDO RENNOVATIONS**

No construction or maintenance, other than emergency repairs, shall take place in any unit except between the hours of 8:00 A.M. and 5:00 P.M. local time Monday through Friday. NO WEEKEND WORK ALLOWED.

**POOL DECK AND COMMON AREAS**

The pool and deck area of Lausanne is for the exclusive use of owners, lessees and guests.

1. No lifeguards are on duty, and all persons swim at their own risk.
2. The pool is open from 8:00 A.M. to 10:00 P.M.
3. **Children not toilet trained are permitted in the pool ONLY IF they wear swimmable diapers.**

4. Children under twelve (12) years old must be supervised and accompanied by an adult at all times.
5. Toys, flippers, floats, or foreign objects are not permitted in the pool, or on the pool deck.
6. Florida law requires all persons to shower before entering the pool. All persons must remove all oil preparations and sand from the body before entering pool.
7. No glass containers or food are permitted on the pool deck and no food or drink is permitted in the pool. All drinks must be in aluminum or plastic containers. Food and drink are permitted on the pool deck only at Condominium sponsored events, in which instance the event committee must properly clean the pool deck.
8. No running, jumping, etc. in the pool and pool area is permitted. No shouting or excess noise is allowed.
9. Music may be used with earphones only.
10. ALL persons must wear cover and footwear to and from pool. Use only the service elevator.
11. Hair over neck length must be tight to the head or covered.
12. Maximum load 23 persons at one time in the pool. Persons in the pool should not obstruct lap swimmers.
13. Bathers must dry themselves before entering building. Use service elevator only. Wash sand off feet before leaving beach area and do not track sand from shoes on to carpeted areas.
14. When suntan oils, creams, or lotions are used, an underlying towel must be used on poolside furniture. Pool furniture is for the enjoyment of all in residence, but cannot be reserved by anyone who leaves the pool area for more than 30 minutes, by placing towels or garments, etc. on furniture. Do Not Drag Furniture On Pool Deck. PLEASE pick it up.
15. No child under twelve (12) years old will be permitted on the pool deck unless accompanied by an adult.
16. **All persons, including children, must abide by the rules for pool, as posted.**

17. The use of the pool and the pool deck will be denied to persons, including children, who violate the rules. The Manager or Security staff will enforce this.
18. No children under twelve (12) years old will be allowed in saunas without an adult present
19. No private pool parties allowed at any time.
20. Observe posted rules.
21. **No flying objects in pool or on pool deck.**
22. No towels or clothing, etc. may be placed on railings of patios or pool deck.
23. No personal belongings of any type to be left or stored in hallways or stairways.
24. No signs, etc. posted anywhere, without Manager's permission.
25. No cooking on patios or porches.
26. No bicycles or other vehicles allowed inside common areas except garages or storage lockers. **Do not lock any bicycle to plumbing pipes or fixtures.**
27. All notices posted on Condominium bulletin boards must bear the name and unit number of the person posting the notice.

### **ELEVATORS**

We have two (2) elevators to serve 90 apartments. Never put elevators on "HOLD". NO SMOKING IN ELEVATORS! Service (rear) elevator is to be used for all luggage and grocery carts.

### **SMOKING**

Smoking in the common area, stairwells, elevators etc., is prohibited. The Florida State Smoking Ban went into effect October 1, 1992.

### **NEWSPAPERS**

Newspapers are for individual owners/renters who have subscribed. PLEASE DO NOT TAKE A NEWSPAPER UNLESS YOU HAVE SUBSCRIBED TO THAT PARTICULAR PAPER. Unit numbers will be on the paper.

## **PARTY ROOM**

These facilities are for the use of owners and lessees by reservation only with the office. A refundable five hundred dollar (\$500.00) fee will be charged for each reservation.

It is expected and required that rooms will be promptly cleaned after use. If rooms are not cleaned after use, the cleaning cost will be charged for each reservation.

No outside group may use the party rooms without the Boards approval. The Lausanne Owner's Association shall have first option for the use of the room.

## **GAS GRILLS**

**After use, please take care to leave the grill clean for the next user.** Please take care not to permit grease to drop on the carpet. When cooking-out, please use service entrance not party room to porch and grill. Also, please remember to turn off the gas at the valve when leaving.

## **GAME ROOM AND POOL TABLE ROOM**

Game room hours are 9:00 A.M. to 10:00 P.M. If locked, use your key Fob. After 10:00 P.M., game rooms are security locked. Owner is financially responsible for any damage to room or equipment.

## **GARBAGE AND TRASH**

All garbage not put in disposals must be tied in plastic bags. Newspapers, etc. should be bagged, or tied in a bundle. Boxes, all glass bottles, and other large items should be carried down, and put next to disposal room, which is located at the ground level service entrance. **DO NOT USE TRASH CHUTE BEFORE 8:00 A.M. OR AFTER 10:00 P.M.**

## **SKATING, SKATEBOARDING, MOPED & BICYCLING**

No bicycle or moped riding is permitted in garages or on premises. Skating and skateboarding is prohibited on Lausanne property at all times.

## **LUGGAGE AND GROCERY CARTS**

Carts are provided for the convenience of **ALL**. **PLEASE RETURN THEM TO THEIR PROPER LOCATION IMMEDIATELY WHEN FINISHED USING.**



## **IN CASE OF FIRE**

Immediately notify the office or security. Fire extinguishers and hoses are located in hallway of each wing. **Elevators become inoperative during a fire.** Familiarize yourself and guests with stairwell location and use to evacuate in case of fire. Lausanne's fire alarm, when activated, notifies the City Fire Department.

## **NOISE & DISTURBANCES**

Loud radios and objectionable noises in units and lanais are prohibited after 10:00 P.M.

## **OWNERS ONLY INFORMATION**

### **COMPLAINTS**

Complaints should be presented to the Manager's office in WRITING and SIGNED. The Board of Directors has assigned the MANAGER responsible for the enforcement of rules. Emergency poolside phone may be used for this purpose. If corrective action is beyond the Manager's ability to handle, he will refer such complaints and actions to the Board. Complaints should never be directed by phone or person to any member of the Board, unless the Manager is unavailable in an emergency situation.

No owner, spouse, or family member may reprimand any employee, lessee or another owner. Complaints that are an obvious violation of printed rules may be made verbally to the Manager or Security so immediate remedial action can be taken.

### **Civility and Anti-Harassment Policy**

Lausanne's Civility and Anti-Harassment Policy extends to all residents of Lausanne Condominium, namely owners, tenants and their guests. Residents are not to behave in a manner which constitutes or causes an unreasonable annoyance or nuisance to the occupant of another unit, or to Lausanne employees, or behave in a way not consistent with the highest standards for a first class residential condominium as expressly provided for in Section 12.8 of the Amended and Restated Declaration of Condominium recorded at Official Records Book 1864, Page 2159, Public Records of Collier County, Florida. Failure to follow such standards may result in fines being levied by Lausanne or formal legal actions, such as injunctive relief. Under such circumstances, Section 19.3 of the Amended and Restated Declaration of Condominium would allow the Association to recover attorneys' fees in any legal proceeding as the prevailing party.

## **MAINTENANCE FEE OR QUATERLY UNIT ASSESSMENT**

All Maintenance payments are due by – Jan. 1<sup>st</sup> - April 1<sup>st</sup> - July 1<sup>st</sup> and Oct. 1<sup>st</sup> of each year.

If payments are not received by the 15<sup>th</sup> of the month due, letters will be sent out with interest penalties at the rate of 18% per annum. Payments not received by the 30<sup>th</sup> of due month, another letter (lien letter) will be sent out (with 30 days interest), return receipt requested. If payment is not received within 15 days from date letter was posted, it will be turned over to the lawyer to place a lien on said property. All legal fees, phone calls, interest, etc. will be charged to the offenders. (Certified Mail)

## **LEASING OF APARTMENT**

Lessors Responsibility:

- a. Ninety (90) day minimum lease.
- b. Application form for lessee to be filled out, signed, and submitted to Realtor or owner.
- c. A formal lease signed and filled out (signed by lessor and lessee).
- d. To cover costs of checking references of prospective lessees, the apartment owner will deposit a fee of \$100.00 with each application. Repeat renters will be charged a fee of \$50.00.
- e. Documents under (a) and (b) to be submitted to the office for the Managers approval, at least 14 days prior to occupancy.
- f. As lessor, your responsibility is to furnish the lessee with two (2) key fobs (2) apartment keys, one (1) mailbox key, and one (1) garage opener. The office will not furnish keys and garage openers to lessees.
- g. Lessee may not sub-lease.

## **SALES**

- a. Application form for buyer, to be filled out, signed and submitted by buyer to Realtor or owner.
- b. A formal sales contract, signed, and filled out, by seller and buyer.
- c. To cover cost of checking references of prospective buyers, the apartment owner will deposit a fee of \$100.00 with the application and contract to the office.
- d. A personal interview is required on all sales.
- e. After the application, sales contract and fee has been submitted, the association has 45 days to approve or disapprove the sale.
- f. A certificate of occupancy will be issued, signed by the proper officers of the association, if approved.

- g. The association will issue an Estoppel letter.
- h. All keys to the front door and your apartment MUST be turned over to the new buyer at closing.
- i. Apartments to be shown by appointment only and not by open house.  
**“Open Houses are prohibited”. ABSOBUTELY, UNDER NO CIRCUMSTANCES, “OPEN HOUSES” ARE NOT ALLOWED. DO NOT LET THE REAL ESTATE PEOPLE TELL YOU DIFFERENT.**

A list of these rules will be furnished to all owners and they are to be placed in your apartment for the use of your guest, family and lessee.

Almost all items (most pool regulations as posted are issued by our city ordinances) in our House Rules can be found throughout the Condo Documents. The others not included in the Condo Documents are common sense, or are rules that have been broken in the past by owners and lessees. Group living necessitates rules and regulations, and having them in writing removes all doubt as to intent.

# WELCOME

The office staff would like to welcome you to Lausanne. Below, we have listed a few items that will make your move to Lausanne a little easier.

Please pick up a parking sticker for your automobile in the front office.

If you wish to receive mail while in residence at Lausanne, please stop by the front office to pick up the form. Upon your departure, please let us know if you would like to have your mail forwarded to your winter residence.

There are Bulletin Boards located in both the North and South Buildings located by the doors to the entrances from the garage, upper and lower, as well as in both office mailrooms, for the Board of Directors Meetings as well as notices regarding parties, special announcements, and notices regarding units for sale and rent.

The office has a copy and fax machine for your use at a minimal charge. The office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday.

**POWER:** You will have to contact **Florida Power & Light** for your electricity. **The customer service phone number is 239-262-1322.**

**CABLE AND INTERNET:** Cable and internet is included in your maintenance. Please contact **Hotwire** for your cable and internet service. **The customer service phone number is 1-800-355-5668.**

Our maintenance staff does not work in individual units. They service common areas and are available for emergencies only. The office will be happy to recommend vendors/companies for your needs.

Please try to be at Lausanne for all of your deliveries. If something is delivered while you are away, you will need to let the office know the date and time. Staff will give them the key to your unit. We do not go with the delivery person into the unit, and are not responsible for the condition of what is delivered. Please make sure the company knows to deliver directly to your unit, not just to Lausanne.

**IMPORTANT:** Make sure the delivery person takes all boxes and packing materials out of your unit. Our dumpsters are for owners' trash only. If any materials are left behind, we will have to make arrangements for a special dumpster for pick up, and the unit owner will be charged.

We accept deliveries from UPS, USPS and Federal Express, etc. These deliveries are placed in the mailroom. Lausanne is not responsible for owners' deliveries. If you are expecting something important and/or of value, please have it delivered directly to you or the front office, should you be out of town.

Even though there are two offices, we all work as a team to provide service to you. Each office takes care of both buildings. If you have any concerns, please call:

Michael Maloney – Manager - 239-262-5698;  
Lisa Romer – Office Manager - 239-262-5698;  
Janet Schadler – Administrative Assistant - 239-262-6041;  
Security Staff or any member of the Board of Directors  
(Phone numbers can be found in the Condominium Association Directory)

## FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

### LAUSNNE CONDOMINIUM ASSOCIATION, INC.

**Q:** What are my voting rights in the condominium association?  
**A:** There are 180 units in Lausanne, a Condominium, and the owner of each unit has one indivisible vote which may be cast in all matters which require a vote of the owners. Voting rights and procedures are described in Bylaws 3 of the Condominium Documents of the Association.

**Q:** What restrictions exist in the condominium documents on my right to use my unit?

**A:** Each unit is restricted to residential use. The restrictions on unit use are found in Declaration 12 of the Declaration of Condominium.

**Q:** What restrictions exist in the condominium documents on the leasing of my unit?

**A:** No unit may be leased for less than 90 days. Guest, other than blood relatives, are limited to 15 days twice a year (total 30 days per year). See Declaration 13 amended 4/88, 4/90 and 2/92.

**Q:** How much are my assessments to the condominium association for my unit and when are they due?

**A:** Regular assessments based on the Association's annual budget are payable quarterly, in Advance, due on the first day of January, April, July and October. The share of common Expenses payable by each unit shall be equal to the percentage ownership of a unit:

Unit Type	Percentage	Square Feet
2 Bedroom Units	.00491	1633 sq. ft.
3 Bedroom Units	.00584	1942 sq. ft.
5 Bedroom Units	.01064	3537 sq. ft.
4 Bedroom Units	.01098	3654 sq. ft.

**Q:** Do I have to be a member in any other association? If so, what is the name of the Association and what are my voting rights in this association? Also, how much are my Assessments?

**A:** Each unit owner is required to be a member of the Lausanne Condominium Association, which provides certain common facilities and services to all Lausanne condominium Residents. Annual assessments are by percentages (see above) schedule C, condo bylaws. Voting procedures are set forth in Schedule 3.1 of the Bylaws of the Lausanne condominium Association, Inc. Annual assessments are quarterly (see above). Voting rights in this Association are set forth in Schedule F of the Lausanne Condominium Association's Bylaws.

**Q:** Am I required to pay rent or land use fees for recreational or other commonly used facilities?

**A:** N/A

**Q:** Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

**A:** N/A

**NOTE:** THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACTM AND THE CONDOMINIUM DOCUMENTS.

## REMODELING AT LAUSANNE

### REMODELING WORK IS DONE ONLY BETWEEN APRIL 15TH AND NOVEMBER 15TH

Owners who have scheduled remodeling must contact the office and inform them who their contractor/overseer will be, and if you will be in residence during the remodeling. The owner will provide the name/phone number of the contractor/overseer in case of an emergency. **Owner will be responsible for any damage to Lausanne.**

#### The following are items to be addressed before any work is started:

- Copy of license, liability insurance, Workers' Compensation Exemption;
- Where elevator pads are kept and how to use them;
- Where to cut materials; i.e. tile, wood, dry wall, etc.;
- Rules for leaving dumpsters, scaffolding and utility trailers (see below);
- Let office know when deliveries for appliances, furniture, building materials, etc. are scheduled;
- Employees are not responsible for inspecting deliveries to units after a delivery;
- Workmen should only have key to unit they are working in, no FOB;
- **Work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.**

**PLEASE NOTE:** There will be a mandatory deposit required from the contractor prior to any work being done at Lausanne. For all projects/renovations, a \$1,000.00 deposit is required, payable by check only. **Owner will be refunded their deposit at completion of the project, provided there is no damage, and their contractor abides by the rules.** Should damage exceed \$1,000.00, owner is responsible to pay incremental cost, regardless of the amount.

#### RULES:

- Work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.;
- Elevator pads must be used. Elevator pads must be taken down and put away when you are finished at the end of each day;
- **ALL CONTRACTORS will bring floor protection to lay from elevator to unit doorway;** which they will pick up at the end of each day;
- Keep dirt, dust and debris contained to the unit you are working in;
- **You must provide your own dumpster.** Contractor cannot use Lausanne's trash bins/dumpsters for their trash;
- You must supply your own means for transporting materials. **Lausanne shopping carts/luggage carts are for residents only;**
- Contractor is responsible for cleaning up and vacuuming any debris at the end of each day.
- **SERVICE ELEVATORS AND SERVICE DOORS ARE TO BE KEPT CLOSED, NO HOLDING THEM OPEN.**
- All cutting of tile, wood, dry wall, etc. to be done inside unit only or down at service entrance. No exceptions;
- If you need to access the roof, stay on walk pads and pick up anything that drops on the roof;
- No smoking, food or drinks allowed on roof or in buildings.

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Owner's Signature

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Contractor's Signature

## HELPFUL HINTS WHEN LEAVING LAUSANNE FOR THE SUMMER

- Turn off main water valve.
- Set the thermostat/humidistat.
- Switch off the water heater breaker.
- Leave closet doors open. Pull all shoes on floor and shelves away from the wall.
- Pull bedspread halfway down.
- Pull drawers open slightly.
- Unplug TV's, computers, etc. No need to turn off electricity breakers.
- Bring patio furniture inside.
- Remove all plants, planters and objects from balcony.
- To reduce fading in fabrics, it is a good idea to cover furniture.
- To prevent evaporation and keep toilets fresh, pour ¼ cup bleach into the toilet bowl, cover tightly with Saran wrap and close the lid. Security does not flush toilets when checking units.
- Get rid of paper bags and boxes. Use plastic or Rubbermaid containers.
- Empty all cupboards of food and seasonings.
- Empty your refrigerator and freezer of all perishables (meat, fish, ice cream, etc.) there are power outages during the summer.
- It's not a good idea to unplug the refrigerator when you are gone. If you want to turn it down to a lower setting, it would be okay. Refrigerators are meant to be run and when they are off in the summer, the rubber gasket swells and deteriorates, and will not close properly.
- Please cancel all newspapers or services not used when in residence.
- Forward mail.
- Let office know of any guests, deliveries, or service people coming during the summer months. It is embarrassing when Security walks in on guests or owners while doing unit checks. It also protects your interests if we know who is authorized to be in your apartment.