

CALAIS 

@ Pelican Bay

Unit Owners Handbook

Feb 2025

Calais Condominium Association

Owner's Handbook

The Calais Board of Directors hopes that this booklet will provide all of those residing here at Calais with a clear, simple reference of the rules, regulations and guidelines that have either been mandated by Florida law, our Declaration of Condominium, approved by the Board or are regulations of the Pelican Bay Foundation.

It is not intended as a substitute for the Condominium Documents, as amended, but rather as an overview of what we have all agreed to, as a way of living harmoniously together. Please remember that Calais is our home and not a resort.

As an owner, you will want to become familiar with the contents of this booklet. You will also want to make sure that your visitors and tenants are aware of its contents as well. Copies are available at the Clubhouse.

An awareness of the rules contained herein, and an understanding of the fundamental reasons behind them, will make living at Calais a truly happy experience for all. Any problems concerning rules and regulations are to be reported to our site manager.

Violations of this document may cause the loss of privileges in Calais and/or Pelican Bay, and/or fines

Sincerely

Calais Board of Directors

General

Alligators: Please do not feed or handle the alligators. Occasionally an alligator may call one of the lakes "home". Feeding them or handling is not only dangerous, it is a violation of Florida statutes and often results in the need to destroy the animal once it has come in contact, through feeding or handling, with humans.

Barbeques/grills: Local fire regulations prohibit the use of grills within 10 feet of buildings. The maximum volume of liquid petroleum gas that may be stored within the buildings (including the garages) is two forty ounce (propane torch size) containers. We have two grills at the pool deck extension; hours for use are 11:00 AM to 8:00 PM. Users must turn off the gas and clean the grill after each use and cover the grills when they are cool. All waste is to be disposed of at the owners Unit. Should a group (six or more) desire to use the grills they should advise the site manager who will post a notice so as to avoid conflicts at a prescribed time and day. Generally the grills are not available during Calais social functions.

Cardboard and Paper: Cardboard and paper must not be stored or left on the garage floors in either the attached or unattached garages.

Children: Children under 10 years of age must have adult supervision in the common areas.

Club House: The club house is available for relaxation, socializing, exercise, group activities and private parties. The Club House usage policy is included in this document. Please note that while parties may reserve the club house, the library, exercise room and pool remain accessible for the use of others. The site manager will remove and return extra chairs from storage but the setup and take down is the responsibility of the user.

Closing the Unit for the season: There is a complete list of suggested procedures included in the Calais "Disaster Plan"

It is suggested that hot-water heaters be replaced every 8-10 years due to age and wear and tear

Common Areas: Halls and stairways must be kept free of boxes, banners clothing, shoes, etc. Smoking is not permitted in the halls, stairways, elevators or on the pool deck. Consideration for your neighbors will be appreciated. No exterior antenna or satellite dishes are allowed. Towels, windsocks, garments, etc. are not to be hung from railings, windows or lanais, no towel racks to be placed in common areas.

Deliveries: Packages of reasonable size and quantity will be accepted in your absence by the site manager at the office. Federal Express and UPS will usually leave a message at your unit or on the building door. You may pick up your packages during regular office hours.

Suitcases MUST be brought in via garage entrance in mid-rises to prevent damage to tile steps

Emergencies: In case of fire, or any other serious or life-threatening situation **CALL 911** and be prepared to provide the following information:

- A. Calais at Pelican Bay
- B. Building number, Pelican Bay Blvd. – east side-
- C. Floor and Unit number
- D. Nature/Extent of the situation

PLEASE NOTE THAT OUR FIRE ALARM SYSTEM IS NOW MONITORED.

See the Calais "Disaster Plan" for additional discussions about emergencies.

Grounds: We have a professional landscape maintenance company under contract. If you note an area that needs special attention (trimming, dying trees, weeds, etc.) please bring your concerns to the attention of the site manager. Calais also has formed a resident Landscape Committee to consider short and long range issues. All residents are encouraged to join and/or attend the posted meetings.

Leasing and Resale: There are definitive procedures which must be followed when owners plan to either lease or sell their unit. The management company can explain the process and provide the necessary forms.

In case of leasing, these forms include an "Application for Approval to Lease Condominium Unit", submitted by the owner and a "Statement by the Proposed Lessee", completed by the prospective lessee. As stated in the Calais documents, no sub-leases are permitted.

In the case of a resale, the documents include an "Application for Approval to Sell Condominium Unit", completed by the owner, and a "Statement by the Proposed Purchaser" to be completed by the prospective buyer.

In both cases, the management company, acting under Board direction, will process the paperwork and notify those concerned of the outcome. Please note that, until the above applications are approved, sales cannot be finalized nor can renter take occupancy. Procedure can take 2-3 weeks or more.

If you are contemplating leasing or selling your unit, you will want to read the Calais documents carefully in order to fully understand how to proceed.

Noise: Please remember that normal conversation sounds can carry far from your lanai. Only use trash chutes between 8 AM and 10 PM.

Parking: Please see the section on parking for a discussion of parking guidelines.

Property Management: The site manager is normally in the office or on the grounds weekdays, except holidays, from 8 AM to 4 PM. Messages may be left on the office door or on the answering machine at 566-3320 or call cell at 784-9680. Should the need arise to contact Southwest Property Management; their office number is 261-3440; email is "Calais@swpropmgt.com"

Pest Control: Calais contracts with an outside contractor to provide professional pest control services. Every other month the exterior of each building is treated. Should interior treatment be needed, contact the site manager who will arrange for prompt attention.

Pets: Only owners may keep pets in their units and this is limited to one domesticated pet, weighing less than 20 pounds. **Renters or guests may not keep pets in the units.** Pets must be leashed at all times when outdoors. Courtesy requires that you clean up after your pet. All pets must be properly licensed and have appropriate shots.

Pool: A complete set of the pool regulations are included in this document. Please read and observe these rules for your own protection, safety and enjoyment. The pool and club house are a focal point for the Calais community. Your help in keeping the areas neat and clean, and in showing courtesy for others, will add to everyone's enjoyment of these important facilities.

Realtors: No rental or resale signs are to be allowed on the grounds, except those authorized by the Pelican Bay Foundation. Realtor's open houses are limited to Wednesdays **1-4 PM** and Saturday and Sunday **12-5 PM**. This does not limit agents from showing "for sale" units to prospective purchasers nor to agent only open houses. Broker open houses are limited to **10AM-1PM** Wednesdays (Minutes 11/9/2010).

Recycling: Florida law requires the recycling of newspapers and other paper products, glass, plastic and metal containers, etc. Please comply with the recycling program, if you have questions please contact the site manager.

Registration of Owner, Guest and Lessee: For your own safety and protection, in case of fire, water intrusion or other emergencies, the management of Calais must know who is occupying each unit at all times. Therefore all owners, unaccompanied guests and lessees must register at the beginning of each stay with the management office, located in the Calais clubhouse.

Please note that owners are expected to register upon arrival at Calais. Owners are also responsible for ensuring that their unaccompanied guests and lessees complete the registration process at which time they will be provided with a copy of the booklet. Please note that unaccompanied family members (parents, adult children or grandchildren, brothers or sisters of the unit owners or spouses), are limited to stays of no more than 15 days, 4 times per year. Non-family members may stay unaccompanied for 1 week no more than 2 times per year.

In addition registration by all will enable the office to ensure strict compliance with rental regulations. **Please note that registration applies to ALL unit occupants - owner's unaccompanied guests and lessees who occupy a unit one or more nights.** If occupancy is periodic, registration is required at the beginning of each visit.

Your cooperation is a matter of your own safety and security and that of your neighbors.

Renovations and Alterations: A complete set of the rules and guidelines for renovations and alterations is included in this document.

Rentals: No lease may be made without prior Board approval. Lease forms are available from the management company. No lease shall be for a period of less than three months nor more than 12 months; no unit may be leased more than three times a year. Refer to a later section for additional details.

Rollerblades and Skateboards: Rollerblades, skateboards, hover boards and other similar equipment are prohibited from use on Calais property.

Drones / Model Aircraft: Drones, Model Aircraft and similar vehicles are prohibited from operation and use on Calais property without prior approval of manager or Board

Safety & Security: Safety is everyone's responsibility. Please lock your unit entrance doors when leaving and when retiring at night. Midrise building entrances must remain locked at all times, allowing entrance by key or the telephone entry system only. Please refrain from causing any doors or gates to be left ajar, hiding keys nearby or other actions which might mitigate security. Unit owners are required to provide the Association office with a key to their units. Those keys are stored in a locked box in the onsite manager's office. (Minutes 2/3/2011)

Trades people / Contractors: To assure peaceful and quiet enjoyment of all units during the winter season, it is recommended that construction work as part of a renovation be done in the off season.

All trades personnel must register with the site manager. All materials and equipment must be brought into the midrise buildings through the parking garages. Debris must be removed from the premises. Trades are not to use trash chutes, bins or other Calais Containers. Elevator pads are to be used to protect the interiors. Requests to pad must be made of the site manager a full day prior to the need. Work hours are **8:00 AM to 4:30 PM Monday through Friday.**

Trash / Non Recycled items: Break down boxes and deposit them directly in the trash room along with heavy glass and other large items which may otherwise block the trash chutes. Do not leave any items on the floor of the trash room. Everything else **MUST** be put into strong plastic bags and securely tied. Remember, Southwest Florida's tropical weather requires extra care in disposing of waste. Whenever possible use your in-sink disposal.

Vehicle Use: Please drive cautiously within Calais. There are several "blind" spots in using the roadways as well as in the garage areas, both of which have bicycle and pedestrian traffic. Speed kills and causes accidents. At 10 miles per hour it takes less than 40 seconds to go from the entrance circle to either end of Calais. Please drive on the right around the circle when entering or exiting the complex. Electric vehicles may not be charged on condominium property unless prior written approval of the board is obtained. Owners of such vehicles will be required to purchase electric meters to monitor their electricity use costs. (Annual meeting 3/15/2011).

PARKING

Unit owners must park in their assigned parking space or garage. Owners of a second auto must park that auto in a designated common area and the vehicle must be moved at least once a week. Exceptions will be granted to owners who are planning to be absent for an extended period, advise the site manager prior to leaving. Renters must park in the owner's assigned space or garage, if available. Autos with protective coverings, parked in a designated common area, must have the covering removed for a 24 hour period each week so as to preclude the appearance of using the space as a storage facility.

Although there is no prohibition to a unit owner having more than two vehicles on the property, it is suggested that vehicles in excess of two be parked off the property as a courtesy to your neighbors. Board policy is that parking in front of garages for buildings C & E, which interferes with the access to other unit garages, is prohibited. All road ways within Calais are considered fire lanes and no parking is permitted on the roadways.

As a reminder, Pelican Bay Foundation rules specify that a pick-up truck or any other commercial type vehicle, as well as campers, motor homes or trailers of any kind, may not be parked overnight in designated common areas within Pelican Bay. Trailers must be removed from Calais property by 5PM each night. It is suggested that owners anticipating the arrival of guests traveling in such an aforementioned vehicle either surrender their assigned parking space or garage, to their guests for the duration of their stay or arrange for parking outside of Pelican Bay. As regards the latter option, call the Foundation office for suggestions.

Calais prohibits motorcycles, mopeds, tractors, and similar vehicles on the property. No 18 wheel Trucks are allowed on the premises.

No parking is allowed on the grass. Parking on the circles is prohibited except for loading and unloading passengers.

POLICIES AND PROCEDURES FOR USE OF THE CLUB HOUSE

- I. The Clubhouse at Calais is for the benefit and use of Calais owners and others enjoying the privilege of an owner.
- E. Requests for usage of the Clubhouse forms are available in the manager's office.
- F. All individuals wishing to prepare and serve food and beverages may do so upon agreeing to setup, take down, and clean up immediately following the event.
- G. Calais staff will not setup or arrange furniture or otherwise assist in any individual function.
- H. Decorations may be displayed by those reserving the Clubhouse and must be made in such a way as not to disfigure or damage any property. Decorations must be completely removed without damage or a charge will be imposed for removal and repairs.
- I. Serving of alcohol is permitted, provide there is: (1) no charge for the alcohol (2) no individual under the age of 21 will be served, (3) no individual will be served or allowed to continue to drink who appears intoxicated.
- J. The responsible individual must also sign a Calais hold harmless agreement for each event. If alcohol is served or consumed, the responsible individual must provide a certificate indicating liability insurance of at least \$1 million per occurrence.
- K. All activities must be completed and the Clubhouse vacated by 10 PM
- L. Organized Calais social functions shall have the priority use of the Clubhouse.

- M. Activities that are prohibited include the following: A. Physical event activities
- Events using paints or other similar materials
 - Events involving pets
 - Any events that offer merchandise for sale
 - Events in which the noise level or odors would disturb nearby Unit Owners
 - Activities for which there is no sponsoring individual that will agree to abide by the Calais policies.
 - Events at which the responsible individual or individuals are not present.
 - Activities that will exceed the capabilities of the Clubhouse and related parking
 - . Business or Commercial organizations.
- N. The responsible individual will be responsible for loss or damage to any equipment or furnishings. Any deposits held shall be applied to the cost of repair or replacement. Additional costs to repair or replace lost or damaged items in excess of the deposit shall be paid by the responsible individual.
- O. Non Calais equipment or furniture must be removed immediately after the event.
- P. There will be no fees for services charged to the participants by the responsible individual.
- Q. There will no advertising or promotion in connection with an activity with the intent of inviting non Calais participants.
- R. Although the Club House and the patio deck may be reserved for a private function, the pool, pool deck and spa area must be kept available for the use of other Calais residents. Function guests should be aware of the requirement and refrain from using the pool deck.

S. Lessee/s hereby agree/s to pay the Association a \$25.00 nonrefundable use fee in conjunction with this agreement. In addition, a \$250.00 security deposit will be paid and held by the Association. These payments shall be made with two separate checks and shall be attached to this lease application. Upon approval of the lease, the \$25.00 fee will be deposited into the Association's account. The Security Deposit check will be held until after the function and proper inspection has been made of the premises by the Associations representative. At the sole discretion of the Association's representative this Security Deposit may be used to pay any expenses of cleaning and/or repairs or replacement required pursuant to the use of the facility by the lessee. Refunds of any unused deposit or requirement of payment or additional deposits shall be at the discretion of the Association. The responsible individual will also be responsible for any Calais costs described herein in excess of the deposit.

T. The Clubhouse is a nonsmoking facility.

U. Individuals authorized to approve a request for use of the Calais Clubhouse include: President, Vice President, Treasurer or site manager.

V. These policies and procedures are not intended to apply to official Calais functions organized by the Board or any of its committees. Nor would they apply to casual use by bridge or similar card groups, or investment or similar clubs or groups, (12 or fewer individuals) except as to coordinating scheduling of the use of the Clubhouse. No alcohol may be provided at official Calais Association social functions although guests may be allowed to bring their own alcoholic beverages.(Minutes 3/18/2010).

The form for request for use (lease) of the Clubhouse is available at the office.

POOL AND SPA REGULATIONS AT CALAIS

THE FOLLOWING ITEMS ARE REQUIRED BY FLORIDA STATUATE OR COLLIER COUNTY HEALTH DEPARTMENT REGULATIONS.

- W. **No life guard on duty- swimmers use the pool at their own risk.**
- X. Pool and spa hours are dawn to dusk.
- Y. A SHOWER MUST BETAKEN *PRIORTO* ENTERING THE POOL O R SPA
- Z. Diving into the pool is prohibited.
- AA. No animals are allowed in or around the pool or spa
- BB. No food or glass is allowed in or around the pool/spa deck except wine bottles in a cloth bag. No drinks within 5 feet of the pool or spa. Food is allowed on the clubhouse patio and within the pool deck expansion area only. No glass or glass bottles are allowed on the pool deck expansion. No smoking permitted in pool area.
- CC. Maximum number of people: pool 20; spa 7
- DD. Maximum heated temperature: pool 84; spa 104
- EE. Spa maximum use limited to 15 minutes
- FF. Pregnant women, people with health problems or using medications that cause drowsiness should not use the spa without first consulting a doctor
- GG. Children under 10 years you age are NOT permitted in the spa at any time.
- HH. A beach towel must be used on chairs and lounges.
- II. Floats, rafts, aquatic toys, or other similar intrusive objects are not permitted in the pool. Bikes, skateboards, etc. are not allowed on the deck or access walks.
- JJ. For safety reasons, running in the pool area and diving or jumping into the pool are prohibited.
- KK. Radios, stereos, etc. must be played only with headphones.
- LL. Infants in diapers must wear waterproof pants.
- MM. Food, cell phone usage and smoking are restricted to the patio and grill area.

OTHER:

2. Children under 10 years of age must be accompanied by a responsible adult at all times.
3. All items left behind will be put in the manager's office.
4. Please be cognizant of lap swimmers in the pool.

Calais Condo Unit Modification Request

Information Page

This page contains rules and information **residents and contractors** need to know prior to initiating any modification work to their Condo unit. This applies to work inside the unit or a Limited Common Element (Lanai). *

A copy of Collier County License and Insurance documentation must be submitted prior to starting any work!!

Advise the Site Manager of your plans. You may need Board approval.

**You, the unit owner, will be responsible for your contractor. Owners are responsible for all costs of repair and/or clean-up of damage to common areas caused by Owner or Owner's Contractor(s)
Any infractions of Calais's practices are your responsibility.**

-- Calais's concrete decks (floors & ceilings) use a construction method called post-tensioning. Drilling or penetrating the concrete deck can have serious consequences and is never allowed.

-- Access to mid-rise buildings is via the garage elevator. Tiled entrees need to be protected to eliminate tile damage.

--The contractor needs to remove any waste, refuse, or debris; no construction material is to be placed in the Condo's dumpster.

--The work needs to be done during the hours of 8:00AM to 5:00PM Monday thru Friday. No work permitted after 5:00PM in any unit unless authorized by the manager or board of directors

--Work on weekends and/or holidays is strictly prohibited, unless an emergency repair is required manager must be contacted

--Contractor vehicles must be parked in parking areas as to avoid blocking access to building

--Building security needs to be maintained. Contractor access to building and unit needs to be coordinated with the Site Manager. Security door keys need to be accounted for and should be retrieved from contractors.

--Water, waste water, etc, need to be disposed of properly. Dumping waste water into outside drains or catch basins is not allowed.

--Electrical power & water availability needs to be coordinated with the property manager.

- Elevator access needs to be coordinated with the property manager.**
- Walkways are not to be used as work areas, staging, assembly, etc.**
- Tile cutting must be done outside in area designated by property manager with tarp covering grass**
- Underlayment membrane (Proflex 90) must be used under any wood, tile or rug. This must be approved by board and/or manager before work commences**
- These practices apply to anyone doing work. You or your friends are included.**
- Smoking is strictly prohibited in all stairwells and all other common areas within the building**
- Manager is fully empowered by Board of Directors to enforce all rules**
- Other routines may be required check with property manager*

Calais Condo Request for remodeling, redecorating, or Limited Common Element (Lanai) modifications

The Condo Documents for Calais have specific requirements for modifications of the unit or Limited Common Elements. (See section 11.5) This is always applicable to any activity involving Lanai's. Activities such as painting, relocation of slider doors ,entry or screen door modifications, installation or remove tile or River Rock, screens and screen frames, ceilings, drains, electrical fixtures and wiring, plumbing, shutters or any window covering or treatment, change to floor elevation, or any other activity on a Limited Common Element will require formal Board approval. Work inside the Unit may also require approval. Contact the site Manager prior to any activity. Board approval may be required before any activity is begun. Failure to obtain prior required Board approval will result in Board actions, including removal of any work or modification.

A Copy of Collier County License and Insurance document must be attached to this form!!

Date of request; _____

Name: _____

Building address or letter; _____

Unit #; _____ Phone # where you can be Contacted; _____

Description of work; _____

Attach any drawings, sketches, brochures, color chips, color name, tile size & color, starting date, and other descriptions of the activity

NAME & PHONE OF CONTRACTOR; _____

NAME & PHONE OF JOB FOREMAN; _____

BOARD ACTION; Approved _____ Denied _____

Authorizing Signature; _____