

GREENFIELD VILLAGE
RULES AND REGULATIONS FOR
UNIT OWNERS, TENANTS, AND GUESTS
UPDATED MARCH 2023

PLEASE LEAVE IN THE UNIT!!

A MESSAGE FOR UNIT OWNERS & TENANTS

The Board of Directors of Greenfield Village is pleased to provide this guide which should help to keep everyone informed of the Rules & Regulations, which are necessary to make Greenfield Village a pleasant place in which to live. When living in a condominium community, we must be concerned about others who also live here. The Rules & Regulations are made to protect and respect the rights of everyone.

The complete set of Documents (Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules & Regulations), which every owner receives when he/she buys a unit, points out all obligations in detail. Copies of all documents can also be found on our website, www.greenfieldvillagenaples.com. The Rules & Regulations listed here offer some quick answers to frequently asked questions regarding day-to-day living in Greenfield Village. We hope that everyone will cooperate thereby making our community pleasing and safe for all.

OCCUPANCY

A unit may be occupied as a private dwelling by the unit owner and APPROVED tenant(s) or guest(s).

Units purchased prior to April 30, 2010, may not be leased for any period less than ninety (90) days nor more than one (1) year to any party. These leases may be renewed with Board approval. Units purchased after April 30, 2010, cannot be rented for less than three (3) months nor more than six (6) months. These leases may NOT be renewed. No unit may be rented more than once in a one-year period. Application material may be obtained by contacting Sandcastle Community Management or downloaded from the website (www.greenfieldvillagenaples.com) and must be available for Board review thirty days (30) prior to the commencement of the lease. Tenants CANNOT occupy the unit prior to Board approval.

No business, trade, or profession of any type shall be conducted from within any unit without written consent of the Board.

OVERNIGHT GUEST(S):

OWNER NOT IN RESIDENCE: Prior notice to the Board, through Sandcastle, using the Guest Form (see *FORMS* on website) is required. Adult guests (over 18) staying more than fourteen (14) days, whether related to the owner or not, must have a background check.

Contact Sandcastle regarding the background checks. Please see 9.18.5 of the governing documents.

If the overnight guest(s) are not related to the owner a \$1,000 common area security deposit must be in place (check made out to Greenfield Village HOA) and submitted with the Guest Form to Sandcastle. The deposit will be refunded if there is no damage to any common area by the guest(s).

Sworn statements must be submitted by the owner and adult guests stating that no consideration or payment is taking place for use of the unit.

If any guest(s) stays longer than the date indicated on the Guest Form or more than three (3) months, a new Guest Form and a sworn statement must be submitted for Board approval.

OWNER IN RESIDENCE: Guests do not require Board approval; however, any adult guest (over age 18) staying more than fourteen (14) days must fill out the Guest Form and have a background check done. Please see 9.18.2 of the governing documents.

TENANT IN RESIDENCE: If a tenant is having a guest stay more than fourteen (14) days, the owner must be notified, the Guest Form filled out, and background checks done on all adults (over 18).

The owner/tenant accepts responsibility for any common area or limited common area damage done by their guests.

TENANTS ARE NOT ALLOWED TO HAVE GUESTS IN THEIR ABSENCE. See 9.18.4 of the governing documents.

PETS

Tenants and guests are NOT allowed to have pets.

Owners are limited to one (1) dog or one (1) cat (not to exceed twenty-five pounds). Birds and fish are also allowed.

Pets must be on leashes when outside. Owners must clean up after their pets. Refer to pg.10 article 9.14 for more info.

PARKING

To identify cars that belong, owners' and tenants' cars must have a parking sticker. Guest tags should be given to overnight guests to hang from rear view mirrors or place on the dashboard. If you have not received your parking sticker(s) and guest tags, please contact one of the Board members. Contact information is listed on each bulletin board by the mailboxes.

Guest spaces are for temporary houseguests. Residents have an assigned parking space under the carport corresponding with their unit address. If an owner or renter has more than one car, they may park in guest spaces as available.

No junkers, inoperable vehicles or vehicles leaking fluids may be kept on the property. If such vehicles are not removed/repared after notice is given, the vehicle will be towed at owner's expense.

No oil changing, coolant draining, or major repairs are permitted.

No vehicles may contain exposed tools or equipment. No vehicles longer than 20.5', 6.5' wide and 6.9' in height. No overnight parking of campers, trailers, boats, commercial or recreational vehicles is permitted without Board permission (and for a limited time). No vehicles with advertisements are permitted.

Prior Board permission is required for parking unlicensed (no plate) vehicles.

Absolutely no parking of vehicles on the lawn.

A bike rack is located near the trash enclosure between buildings five (1708) and six (1706). Park at your own risk. Bike locks are suggested. Only covers made for bicycles are permitted.

No charging of electric vehicles is allowed unless charging stations are installed and approved by the Board.

TRASH

Trash and garbage must be placed in closed plastic bags before being placed in the dumpster to avoid rodents and odor.

Recyclable items should be placed in the bins provided for them. Boxes MUST be broken down. If you cannot break down the box, throw it in the big dumpster. DO NOT put plastic bags of any kind in the recycling bins. Styrofoam egg cartons and aluminum foil are not recyclable. When in doubt, throw it in the big dumpster.

Waste Management will NOT remove items left in areas around the dumpsters.

NOTE: Large items such as appliances, furniture, rugs, remodeling debris must NOT be left in the dumpster area. Owners are responsible for the disposal of such items.

Please be courteous. Read the signs posted on the trash enclosure door and be sure to close the door.

BUILDINGS

No interior or exterior structural modifications may be made without prior permission of the Board. The Board MUST approve storm shutters.

Nothing shall be affixed, attached, hung, or displayed on the exterior walls, ceilings, doors, porches, or windows without prior permission from the Board.

Do NOT replace your exterior light. Notify a Board member for uniformity.

Owners desiring to install new floor covering should reference *SPECIFIC REQUIREMENTS* in the Documents on pg.8 article 9.8.

Porches, landings, and stairs are limited to Fire Code regulations. Nothing is to be placed on the steps or landings. Tables, benches, and chairs must be taken inside when not in use. No blocking egress of doors within thirty-six inches.

Lanais should be kept neat and orderly. Please check the documents on pg.8 article 9.9 through 9.9.14 to see what is allowed.

No bathing suits, towels or other laundry shall be draped over the railings.

Owners are responsible for their air conditioning system and to repair/replace broken windows, screens, and doors.

For Sale and *Open House* signs are allowed only on weekends from 9 am – 4 pm.

No barbeque grills are permitted in the units or on the lanais or porches (Fire Code).

Owners are responsible for the cleaning of any debris/other material in their dryer vents. Lint-filled dryer vents can combust and cause damaging fires. It is recommended that dryer vents be cleaned annually.

GROUNDS

Alterations to the existing plant beds, or the creation of new plant beds, may interfere with maintenance and irrigation and is not permitted. Mulch may be added also but it must be brown. If an owner chooses to add plantings - potted, hanging or in the ground - they must tend to them. Planting of trees is not allowed. Any potted or hanging plants must be removed if you are seasonal or in the event of a hurricane or high winds. Before adding to the landscaping, you must contact a Board member who can refer you to a member of the Landscape Committee to see what is allowed.

AMENITIES

SWIMMING POOL

Children fourteen (14) years or younger must be accompanied by an adult.

All infants/toddlers and others that require a diaper must wear swimmer diapers and proper swimwear.

All rules posted must be strictly followed. There is a storage bin for noodles and pool floats. Please be considerate and put them back in the bin when you leave. Also, do not leave the bin doors open.

If the umbrellas are open and you are the last to leave, please close them. To the owners, pool furniture is expensive. Treat it like you own it.... because you actually do.

The pool cabana can be reserved. There is a reservation form on the website. You can also call a Director or Sandcastle.

BARBECUE GRILLS

There are two propane gas barbecue grills on the grounds. One is located on the pool deck, and one is located on the grassy island in front of building 4 (1710). You are welcome to use either one providing you make sure to clean afterward and turn off the propane. Let one of the directors know if propane is needed.

CONTACT INFORMATION

1. www.greenfieldvillagenaples.com
2. Directors' contact info is on the website and bulletin boards near mailboxes.
3. Sandcastle Community Management
9150 Galleria Court, Suite 201
Naples, FL 34109
239-596-7200
www.SandcastleCM.com