



SHIPP'S LANDING

CONDOMINIUM ASSOCIATION

HOUSE RULES & RENTAL RESTRICTIONS

Effective March 14, 2022

1090 SOUTH COLLIER BOULEVARD
MARCO ISLAND, FLORIDA

OFFICE HOURS:

9AM TO 4PM MONDAY TO FRIDAY

24HR TELEPHONE MESSAGING & SECURITY

239-394-0700



1090 SOUTH COLLIER BOULEVARD
MARCO ISLAND, FLORIDA 34145
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TELEPHONE NUMBERS

Shipp's Landing Office	(239) 394-0700
Marco Island Police — non-emergency	(239) 389-5050
Florida Fish & Wildlife Conservation	(863) 648-3200

SHIPP'S LANDING CONDOMINIUM

The Board of Directors & Management of Shipp's Landing have the responsibility of maintaining a quality of life-style for the enjoyment of all owners, while at the same time running a fiscally responsible, not-for-profit organization to protect and enhance the investment of 206 owners located at:

- Shipp's Villa Phase I** — 1080 S. Collier Blvd. (54 Units)
- Shipp's Mid-Rise Phase II** — 1090 S. Collier Blvd. (48 Unit)
- Shipp's Tower Phase III** — 1100 S. Collier Blvd. (104 Units)

RECREATIONAL FACILITIES

- Beach (wading & swimming in Gulf not recommended due to strong currents & boat traffic)
- Pools & Spas — Phases I, II & III
- Fitness & Activity Rooms
- Tennis & Pickleball Courts — atop garage
- Bocce Court & Shuffleboard — on tennis court level
- Basketball Hoop (rear of garage)
- Fishing — from marina excluding finger piers
- Social Rooms

I — House Rules: Rental & Restrictions

The Board may authorize a Compliance Committee which shall be comprised of three owners appointed by the Board with one member from each Phase, each of whom is in residence at least three months annually, to hear and determine whether to confirm or reject penalties levied by the Board. Penalties may be levied against owners, renters and guests and shall be determined and levied by the Board as set forth below in accordance with Shipp's Landing Bylaws and Florida State Law.

- **1ST INFRACTION** — A warning letter regarding the violation.
- **2ND INFRACTION** — Up to \$100 fine per occurrence, not exceeding \$1,000 in the aggregate, and optional suspension for a reasonable period of time of the privilege to use a particular common element (e.g., pools, tennis court, fitness room, clubhouse, social rooms, etc.). The Board must provide 14 days written notice to the unit owner, and/or occupant and an opportunity for a hearing before the Compliance Committee.

II — Restrictive Covenants - Re: Rental & Occupancy

The following requirements are set forth in the Association's governing documents and can only be changed by a vote of 75% of the unit owners:

1. No unit may be leased for less than thirty (30) consecutive days.
2. Lessees are not permitted to have guests in their absence.
3. All leases must be submitted to the Board for approval 15 days prior to unit occupancy. Applications for approval are available at office.
4. All lessees are accountable for abiding by the condominium documents and Association rules.
5. A lessee shall be a natural person.
6. Lessees shall not in any way assign, encumber or pledge the lease without the approval of the Board of Directors.
7. All lessees must personally register at the office within 24 hours of arrival.
8. Each unit shall be occupied by a single family and its guests, for residential purposes only.
9. The total number of overnight occupants permitted in a unit is six (6).
10. **Occupancy in Absence of Owner:** If the permanent residents of a unit are absent, and the unit has not been leased, the owner(s) may permit the unit to be occupied temporarily by guests. When a unit is to be occupied by guests while the owner is not in residence, the owner shall, at least twenty-four (24) hours prior to the arrival of the guests, notify the Association of such fact, and shall give the name of all persons who will be permitted to temporarily occupy the unit. The ability of the owner, while absent, to allow guest occupancy is a privilege, not a right, and the Board of Directors is empowered to deny such guest privileges to any unit owner who refuses or fails to give prior notice of guest occupancy or to accept full responsibility for controlling the conduct of the guests and seeing to it that such guests conduct themselves in full conformity to the covenants and rules applicable to the Condominium.

III — Association Rules

The following rules have been adopted by majority vote of the Association's Directors on **March 14, 2022** and may be revised by the Board with proper prior notice being given to the unit owners:

House & Grounds Rules

1. Owners who rent their unit must have a lease agreement and secure the renter's signed agreement to comply with all rules. All lessees must sign a **"Certificate of Approval of Renter (Leaseholder)"** and are accountable to comply with the condominium documents and Association Rules.
2. All newly-arriving occupants (owners, renters and guests) must register at office within 24 hours of arrival. If the occupants register via the drop off card after hours or on weekends or holidays, they must follow up when the office is open to obtain their Shipp's Packet including, but not limited to, house rules and rental restrictions, marina rules, kayak rules and service and support animal requirements.
3. There will be a lockout charge of \$75 (no key, lost key, etc.) whenever management is called upon to provide access after normal office hours and on weekends and holidays, payable directly to employee who answers the call. Payments must be made by cash or check only.

When replacing locks, all locks shall be Schlage brand. The new lock must also be keyed to the Shipp's master key. One extra key must be provided to the office. See the office for more information.

4. Owners may not use Shipp's amenities while their unit(s) is being leased. In owner's absence, owner's friends and family may not use the facility if not staying at Shipp's Landing. (Except in cases where an owner owns 2 units and only one is being leased.)
5. Children shall be properly supervised at all times.
6. Cover-ups and footwear are required on the property in all elevators, hallways, lobbies and walkways from an owner's unit to the pool.
7. Smoking or vaping is not allowed in any of the lobbies, hallways, social rooms, indoor areas or pool areas.
8. Be considerate of others by keeping noise to a minimum i.e., loud voices, slamming doors, radios, etc.
9. Do not allow anyone in the buildings without proper identification. Subcontractors, service personnel, etc. must sign in and out at the Manager's Office and use only the rear service entrance and elevator when working in Shipp's Tower, Phase III.
10. Grocery carts/valets are provided for the convenience of all and should be returned promptly to the service areas after use. When used in Phase III, they should only be used in the rear service elevator.
11. Dispose of trash in sealed plastic bags. Observe rules posted above trash chutes in each corridor of Phases II & III. Keep this area clean. Do not leave anything on the chute floors. Phase I has outside trash containers at the east and west ends of the main building.

Recycle Bin locations — Phase I bins are located at the east and west ends of the main building, Phase II bins are located at the west trash room, and Phase III bins are located at the northeast end of the garage.

Cardboard boxes **MUST** be flattened and placed in recycle bins. **Do not put plastic bags in recycle bins.**

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12. Towels, garments, rugs, etc. may not be hung from balcony railings or windows. Feeding of birds on balconies is not permitted. Nothing may be thrown from the balconies including cigarette butts or ashes (fire hazard). If cleaning your balcony, be considerate of units below and do not sweep debris or let excess water stream down to balconies below.
 13. Keep hallway floors, walkways and stairwells clear of all obstructions. By Florida Fire Prevention Code, nothing is allowed on the floors of the hallways in Phase III, nor in the outside corridors of Phases I and II.
 14. Grilling with open flame on balconies is not permitted at any time (propane, charcoal, etc.). Grilling is permitted only at Phase I pool and Tennis Court Clubhouse areas where grills are provided.
 15. The lawns may not be used for sunbathing.
 16. Common areas shall not be obstructed, littered, defaced or misused in any manner. Owners shall be responsible and charged for all damage caused by their guests and renters.
 17. All bicycles and kayaks must be kept in designated areas only or inside the owner's unit, and must be kept in compliance with the rules governing their use. ID stickers must be on all bicycles and kayaks and may be obtained at the Manager's Office. Bicycles and kayaks without ID stickers will be disposed of by management.

No grocery carts, beach chairs, or other personal property, except for approved bikes and kayaks, may be stored along garage walls. Bikes and kayaks may only be stored on the North wall. Kayak racks are assigned by the Manager's Office.
 18. Fire laws prohibit storage of mopeds, gas and combustibles in unit storage areas. Space is provided in the garage.
 19. The keeping of pets of any kind or description within the condominium is prohibited. Service and Support Animals protected under Federal & State Law may be allowed on the property after all documents are submitted to the office and approved and requirements are met at least two weeks prior to arrival. The animal's owner must contact the Shipp's Office to obtain the Service/Emotional Support Animal Requirements Packet and comply with all requirements therein.
 20. Bicycles, skateboards, roller blades, etc. may only be used on the pavement, never within a building, on walkways or anywhere on the entire garage roof deck area.
 21. Owners and renters (and their agents) are required to ensure that items on their balconies (lanais) are at all times effectively secured to prevent any item from falling or being blown from the balcony. It is recommended that no glass tables be used on open balconies. Objects falling or being blown from any balcony can cause injuries or property damage, and owners and renters are on notice that high winds can occur at Shipp's with little advance warning. Any such injuries or damages are the responsibility of the owner and renter of the unit from which the items fell or were blown.
 22. Immediately upon the issuance of a **Hurricane Warning**, unit owners shall ensure that the following is done:
 - a. All furniture and items on balcony areas outside of hurricane shutters shall be removed.
 - b. All unit hurricane shutters shall be closed and secured.
 23. Owners in Phase III shall not place anything in alcoves or hallways except Board approved items.

In Phase III hallways, use of personal artwork is not permitted. Check with the Shipp's Office for access to approved photographic artwork and further information. Four out of six unit owners on each floor must approve and purchase artwork in the Phase III common element hallways. An owner may purchase an approved image to place outside their own unit door.
 24. When moving appliances or large furniture in Phases I and II, it is the responsibility of the owner to contact the office to ensure that elevator pads are installed. In Phase III, the back elevator must be used for this purpose.

Parking Rules

1. Owners/renters may only use their assigned parking space for registered vehicles. Those owners who wish to grant the privilege of use of their space to others when they are not in residence must do so by written or electronic authorization to the Manager's Office.
2. All unit owners with multiple vehicles must use undesignated parking for all but their primary vehicle. Undesignated parking is located outside the garage near the front entrance and at Phase I adjacent to the reserved parking for unit owners. Guest spaces at Phase I should not be used by owners for additional vehicles.
3. For security reasons, parking space numbers may not be the same as unit numbers. Use only the numbered space that has been assigned to your unit.
4. Owner's vehicles must have identification stickers placed on left side of rear window. Guests and renters should have Identification tags on rearview mirror with information facing out.
If the owner's car is covered, the parking pass number must be written directly on the car cover on the driver's side rear windshield area in permanent marker.
5. Two electric vehicle charging stations are located on the property, one on the parking lot outside the garage and the other at the Phase I parking lot across from unit 103. Each charging station will accommodate two vehicles. Users are directed to comply with signage specifying maximum period of use at each charging station. Vehicles must be removed after maximum period of use.
6. Boats, trailers, RVs, golf carts, motorcycles etc. are not permitted on the premises without Manager's permission, except for those owned by the Association and used for maintenance purposes. Scooters under 50CCs are allowed.
7. Vehicles parked illegally will be towed at owner's expense. Notify Management or Night/Weekend Security if someone is in your assigned space. Then, park in a "Guest" space until the offending vehicle has been removed.
8. Loading/unloading areas are provided on the east side of the Phase II and Phase III building. Commercial deliveries to Phase III should use the east side doors. Maximum use is 15 minutes. After unloading, service vehicles must park in north parking lots. In Phase III, only the rear service elevator may be used for carts, valet or service equipment. No service vehicle shall be positioned directly east of Penthouse parking and owner unloading zone, or in areas east of Phase III where marked by yellow lines. This area may not be used by contractors as a work zone.

Pool & Spa Rules

1. NO GLASS IS ALLOWED AT THE POOL.
2. Pool and spa hours are from **9:00 AM to 9:00 PM**.
3. No lifeguard or attendant is provided, therefore, use of these facilities is at your own risk.
4. The pool and spa areas are for use only by owners, guests and renters with a valid **"Certificate of Approval of Renter (Leaseholder)"** on file at the Manager's Office.
5. Children under 12 must be accompanied by an adult.
6. Persons with open sores, cuts or communicable diseases are forbidden to enter pool. Incontinent persons must use proper undergarments.
7. Furniture may not be removed from pool decks, nor reserved with towels. Reclining chaise lounge units for sunning must be covered with towels when in use.
8. Bathing attire must be worn at all times in the pool. Cover-ups and footwear are required in all elevators, hallways, lobbies and walkways from an owner's unit to the pool.
9. No food is allowed in the pool areas except at Shipp's sanctioned events. Food is never allowed within 6 feet of the pool or spa.
10. Beverages must be in non-glass containers. **By Florida code, no drinks are allowed in the pools or spas or within 4 feet of the pools or spas.** Collier County inspectors do make unannounced random inspections.
11. Noise should be kept to a minimum and no speakers are allowed, including those on tablets and phones.
12. No animals are ever allowed in the swimming pool and only service animals are allowed on the pool deck, and only while providing services to the disabled individual.
13. All toys and personal flotation devices must be removed each day or will be discarded by management.
14. Owners, renters and guests must carry a Shipp's Landing Pool Pass when visiting the pool area.

Beach Rules

1. Furniture cannot be removed from the beach, nor reserved with towels.
2. Reclining chaise lounges used for sunning, must be covered with towels.
3. Personal items may not be left on the beach overnight. Temporary storage of kayaks and paddleboards are subject to the rules and procedures of the kayak program.
4. Swimming from the beach or steps is not recommended due to strong currents and boat traffic.
5. Be considerate of your neighbors. Noise and music volume should be kept to a minimum.

Tennis Court, Shuffleboard, Bocce Court & Pickleball Rules

1. Courts are for the use of owners, renters and in-house guests. All other guests must be accompanied by a resident.
2. Court usage will be on a "first come, first served" basis. Organized Shipp's functions take precedence.
3. Bocce and Shuffleboard equipment is located inside the cabinet and on the north wall outside the Tennis Court Clubhouse near the Shuffleboard area.
4. Proper dress is required, including tennis shoes and shirts.
5. Pickleball or any other activity on the tennis courts shall not start before **8:00 AM**.
6. No external speakers are allowed on the tennis courts.
7. Bicycles, skateboards, roller blades, etc. may not be used on the entire garage roof deck area.

Boat Dock & Fishing Rules

1. Fishing is permitted from the pier and walkways. No trespassing or fishing is allowed from finger piers without the finger pier lessee's permission. Owners, renters and guests must carry a **Shipp's Fishing Pass** to fish from the pier and walkways. The Pass may not be given to non-overnight guests. Day guests must be accompanied by owner. Florida fishing licenses may also be required.
2. Children under 12 must be accompanied by an adult. Life preservers must be worn on the docks by those under 12 or unable to swim. Boat traffic and rapid flow of tidal waters in this area can be extremely dangerous.

A COMPREHENSIVE SET OF MARINA RULES IS PUBLISHED UNDER SEPARATE COVER.

Fitness & Activity Room Rules

1. Fitness Room hours are **6:00 AM to 9:00 PM**. Be courteous of others. Children under 16 must be accompanied by an adult.
2. Food is not allowed. Beverages are permitted in non-glass covered containers.
3. Equipment must be cleaned with wipes provided after each use.
4. Follow all posted signs in the Fitness Room. All equipment must be used in connection with the manufacturer's recommended usage. Use equipment at your own risk.

Tennis Court Clubhouse & Phase II Social Room Rules

1. The social rooms may be reserved by owners or renters for private functions. Renters must have a valid **"Certificate of Approval of Renter (Leaseholder)"** on file in Shipp's office. The owner or renter reserving the social room shall be deemed the responsible party (RP). Requests for reservations may be made in person at Shipp's office or electronically. Upon confirmation, a \$100 refundable deposit is required to hold the reservation. The deposit will be refunded if the reservation is used and the room is left in acceptable condition. RP must ensure the room is cleaned, vacuumed and all trash removed.
2. Rental of the Phase II Social Room does not grant access to the swimming pool and spa after posted hours. The rental closing time is **10:30 PM**.
3. A Social Room inspection list will be completed and signed by both the RP and Shipp's staff member the day of the requested reservation and again the day after the reservation is complete. All discrepancies found upon inspection must be noted and corrected by the appropriate party. Shipp's Association is responsible for correcting all discrepancies found during the initial inspection prior to the reservation. The RP is personally and financially responsible for all discrepancies found after the reservation is complete and must be corrected immediately.
4. Shipp's paper goods, plastic ware, tablecloths and linens may not be used by the responsible party.
5. Dishes, glassware, utensils, burners, steam racks, grills and fixed equipment may be used upon approved request. Owner will be billed for any property loss or damage, including linens and housewares.
6. Social rooms may be booked a maximum of one reservation per owner/renter per week. The owner/renter must be present during the reserved event.
7. SHIPP'S LANDING SPONSORED FUNCTIONS SUPERCEDE ALL OTHER REQUESTS. IMPROMPTU, INFORMAL GATHERINGS OF OWNERS ARE STILL ALLOWED WHEN ROOMS ARE NOT PREVIOUSLY RESERVED.

Guest Suite Rules

Two guest suites are available for rental at Shipp's. The **Small Suite** can be rented on a daily basis, while the **Large Suite** may be rented only on a weekly basis.

1. Only owners and renters can rent the guest suites on behalf of their guests. (Renters must have a valid "**Certificate of Approval of Renter (Leaseholder)**" on file at Shipp's Office).
2. Owners or renters must be in residence at Shipp's when their guests are occupying the guest suites.
3. Current room rates are posted on Shipp's Landing website. New rates approved at the November Board meeting in the annual budget will be applicable to all reservations the following year.
4. The Small Suite may be rented for one day to one week (longer if available after reserved time is used) at the daily rate posted on the Shipp's Landing website.
5. The Large Suite may be rented by a unit owner or renter for a one-week period from **November 15 through April 30** (longer if the suite is available after the reserved time is used). If the Large Suite is available after season, it may be rented for less than the required minimum stay for a daily rate posted on the Shipp's Landing website.
6. Requests for reservations may be made no earlier than six months in advance of the date of the reservation in person at the office, by phone or electronically. All reservations will be made on a first-come, first-served basis.
7. Reservations are limited to a maximum of 2 reservations per unit owned, in season from **November 15 through April 30**. Only one reservation is allowed per month per unit owned. At a date no earlier than 4 months in advance of the desired reservation, if either the Small or Large Suite is still available, additional days may be rented.
8. There will be a 25% non-refundable deposit required which must be received within 14 days of confirmation. Reservations will be confirmed upon receipt of deposit. The remaining balance will be due before occupancy. In the event cancellation is necessary, deposit may be refunded due to illness, death or medical emergency, with notice provided 72 hours before arrival time and with supporting documentation provided.
9. Occupancy time for each suite: **3:00 PM arrival - 10:00 AM departure**.
10. Family members and guests must comply with all House Rules & Rental Restrictions.
11. Keys to the guest suites must be returned to the office immediately upon departure or may be placed in the office mail slot. Lost keys shall incur a charge of \$50.
12. Smoking and vaping are not allowed in the guest suites.
13. Any damage done during guest stay is the responsibility of the unit owner/renter sponsoring the guest. Owner/renter will be billed for any property loss or damage, including linens and housewares.



Fire & Medical Emergency Information

FIRE EMERGENCY

All Phases have pull boxes to call the fire department. Phase I & II boxes are outside on walls of the walkways. Phase III boxes are on each side of the stairwell doors.

1. If unit fire alarm goes off in Phase III units due to burnt toast, oven cleaning, etc. **DO NOT OPEN entrance door to the unit.** This might possibly set off the building alarm, which will result in the Fire Department responding to a false alarm. Open sliders to the balcony to help clear any smoke.

IN CASE OF FIRE

1. Activate pull-box located on each floor.
2. All occupants should evacuate the building.
3. Use stairs. Do not use elevators.
4. **Dial 911**

MEDICAL EMERGENCY

1. **Dial 911**

Arrival & Departure Information

ARRIVAL

1. Register at Manager's Office or on Shipp's Landing website.
2. Valet and grocery carts — Return immediately after use. Use rear elevator only in Phase III.

DEPARTURE

1. If leaving for more than one night, please notify the office.
2. Bring in or secure all furniture on open balconies. Injuries and damage may be caused by objects left on balconies. For the safety of people and property, it is the responsibility of the owners to ensure that nothing can become a flying or falling object. Owners are liable for any damage or injury caused by failure to remove or secure items from their balconies.
3. Hurricane shutters must be closed and secured if the owner/renter is not in residence during hurricane season.

SEASONAL DEPARTURE CHECKLIST

- Notify the office of your departure date.
- Bring all lanai furniture, rugs, plants, knickknacks, and wall hangings inside.
- Clean out freezers and remove all perishable items. Remove meats, ice cream, bagged ice, etc. In case of a power outage, the staff will not clean out melted items in freezers.
- Turn off the water supply for the unit and the power supply to the hot water tank. Open faucets to relieve pressure on both hot and cold water lines, then close faucets.
- Make sure A/C is set to COOL. It is suggested to set the thermostat to 76 degrees. Set A/C fan to AUTO. Unit may become full of mildew if set on any other setting.
- Close and lock all sliders and hurricane shutters.
- All kayaks or paddleboards must be removed from the beach.
- All boats on lifts must be raised high and storm tied, or arrangements made to ensure the boat is secure for summer tropical storms or possible hurricane.
- It is suggested you make arrangements for someone to check your unit twice a month.