



**AND**



**RULES, REGULATIONS  
AND GENERAL INFORMATION**

January 16, 2012

Palmira Master Homeowner's Association oversees all of the daily operations of the Palmira community. Included in this handbook is everything you will need to enjoy the Palmira lifestyle.

## **VEHICLES**

All vehicle barcodes, window decals and vehicle guest passes will be distributed solely through the main guardhouse. In order to receive any of these items, you will be required to show your current vehicle registration to verify ownership. In the case of a rental car, your contract with the rental agency will be required.

As a homeowner in Palmira you will receive two barcodes free of charge. Additional barcodes may be obtained for immediate family members of driving age that permanently reside at your address for a \$10 fee per bar code.

If a replacement barcode is required for any reason a new barcode will be issued. However, before issuing the new barcode you will need to provide the old barcode, or a portion of the old barcode. If neither is provided, the vehicle information to which the old barcode was attached will be required. The new barcode will be issued for a \$10 fee. Once the replacement barcode has been issued the old barcode will be deleted from the system.

All barcodes must be placed on the rear driver's side window. Each homeowner will also receive a yellow window decal that must be placed on the front driver's side window. This decal will ensure quicker entry through the guardhouse gate should the barcode reader malfunction.

## **PARKING**

Vehicles are not allowed to park on any Palmira streets over night. This includes owner's and guest's vehicles. No R.V.'s, trucks, trailers, and cars are allowed to park over night in **any** parking lot or common area. This would include the Tennis Center, Renaissance Center parking lots, and the street parking near these areas.

## **EAST GATE ACCESS**

With the closing of the east guardhouse, automatic gates were installed. The gates will activate with your bar code. The original arm will not go up until the gates have opened fully. **DO NOT ALLOW ANY VEHICLE TO FOLLOW YOU THROUGH THE OPEN GATE.** If this should happen, please notify the main guardhouse (239)949-6851 immediately.

Along with the installation of the automatic gate, a pedestrian gate was installed on the sidewalk. To access this gate you will need your code. This code is the same code you were issued for the automated voice system (this system will be discussed in detail later on). If you do not have your code, please contact KEB Management Services at 262-1396.

## **COMMUNITY ACCESS**

All property owners are required to notify the guardhouse of any guests, workmen, repairmen, deliveries. If you do not notify the guardhouse, and the guard can not reach you, your guests, workmen, repairmen, or delivery will not be allowed entrance. It is your responsibility to notify the main gate. Notification can be done in one of two ways; by calling (239)949-6851 or by using the Automated Voice System. To use this system you will need your access code. Call (239)948-6850. Enter your access code after the welcome message. Say the name of your guest, workman, etc. Press 1 to authorize for the current day only, Press 2 to authorize for the following day. **WAIT FOR THE SYSTEM TO ASK YOU TO HANG UP** before releasing the call, if you hang up before the system asks you to, your message will not be saved and you will need to **START OVER**. Continue this procedure for each guest, workmen, etc. (Each message can contain **ONLY** one guest).

Any short term guests visiting or staying at your home for more than one day are eligible for a guest gate access pass. This will allow your guest access through the guest gate for the duration of their stay. To obtain a guest pass you must contact the guardhouse. The guest pass will contain an expiration date and must be placed on the driver's side dashboard. This pass is for entrance to the community **ONLY**. In order to allow your guests to experience all Palmira has to offer, you will need to register them with the Renaissance Center Club (this procedure will be discussed in detail later on).

## VENDORS

It has been our practice at Palmira to prohibit contracting work on Sunday, preserving that as a day of quiet for residents. That position is now being formalized and modified. Interior work by contractors is allowed on Sunday as long as the work does not create noise or disturbance external to the residence. Other contractor work is allowed on Sundays **ONLY IN AN EMERGENCY SITUATION**. If you are unsure if work you are planning is allowed on Sunday, please contact the property management office (239-262-1396, Monday through Friday) before scheduling your work.

## RENTALS

If you plan on renting your Palmira home there are certain rules and procedures you must follow. You are allowed to rent your home on a yearly basis, or no more than 3 times in a calendar year, if the rental is seasonal. There are **NO** short term rentals (under 30 days). All rentals **MUST** be 30 days or more. Here is the procedure you need to follow to make the rental of your home go more smoothly:

1. Secure the lease guidelines and an application from the neighborhood's management company.
2. Complete the application and gain neighborhood approval for the lease (this may require a processing fee to the individual neighborhood).
3. Complete the Renaissance Center Club transfer application – this is required for the lessee to utilize the facilities and services of the Renaissance Center Club e.g., pool, fitness center. **PLEASE REMEMBER IF YOU TURN YOUR PRIVILEGES OVER TO YOUR LESSEE YOU WILL NOT BE ALLOWED ACCESS TO THE RCC, WHICH INCLUDES TENNIS, DURING THE TERM OF THE TRANSFER.**
4. Deliver to KEB Management Services' office located in the former Sales Center 28180 Matteotti View (fax 239-262-5947):
  - (a) Copy of completed lease application
  - (b) Evidence of neighborhood approval
  - (c) Completed RCC transfer application
  - (d) Check for the \$106 transfer fee

KEB Management Services will notify the guardhouse of your rental. A lease of less than six (6) months is eligible for a renter window pass which must be obtained by your lessee. Leases of more than six (6) months are eligible for a

barcode which the lessee must obtain. In order to do so, lessee will need to fill out a lease barcode registration form and either have your signature or verbal consent with the guard that is taking the information. Each lessee will be allowed two barcodes for a charge of \$10 each paid at the time of issuance. All barcodes to lessees will be valid through the duration of the lease, and will expire and be deleted from the system five days after the lease terminates. If the lease is renewed, you as the owner must notify the Neighborhood Association and have an approved renewal on file. A copy of this information must also be sent to KEB Management Services' office. The barcode expiration date will then be adjusted accordingly.

## **SALES**

If you decide to sell your home there are a few rules. No For Sale signs are allowed in The Enclave or Paloma. For the remainder of the community there is an approved For Sale sign you must use. The following page contains the specifications for the sign. Even if you are planning on listing your home as For Sale by Owner you **MUST** use this sign. Signs not conforming to this requirement will not be allowed. You must check with your neighborhood HOA with regards to sign placement requirements as they may differ from neighborhood to neighborhood.

If you or your realtor is planning on having an Open House, signs are permitted on the listed property only on the day of the event. Signs may be placed that day as early as you like, but must be picked up at the end of the Open House. **OPEN HOUSE SIGNS ARE NOT ALLOWED ON ANY OTHER PROPERTY INCLUDING BONITA BEACH ROAD.** If you provide the guards with information and a map to your open house – they will provide that information to visitors.

**IF SIGNS ARE FOUND IN COMMON AREAS, THE MASTER ASSOCIATION WILL COLLECT AND DISPOSE OF THESE SIGNS.**

KEB Management Services has a list of property for sale in Palmira. If you would like your home added to this list, please contact the office at (239)262-1396. This list is also available for pick up at the RCC desk and the main guard gate.



*The Renaissance Center Club is a private club, operated by the Palmira Master Home Owner's Association, featuring exceptional health and fitness facilities, tennis facilities, activities center, and social facilities. The RCC is located in the Palmira residential community.*

## **MEMBERSHIP**

Ownership in Palmira includes the membership benefits of the Renaissance Center Club and its facilities, as well as a partial tennis membership (Tennis Club upgraded memberships are available). Membership is contingent upon all assessments being current with your Neighborhood Homeowners Association. Your membership costs are assessed through your Master Homeowner's Association dues, which are paid through your Neighborhood Homeowner's Association on a quarterly basis.

## **LESSEE PRIVILEGES**

A residential property owner, who wishes to lease his or her property, may request a temporary transfer of membership to the lessee of his or her property, subject to approval of the RCC. The member must submit an application for lessee privileges provide a copy of the front page of the lease, and pay the required transfer fee established by the RCC. During the period when a lessee is the designated user of the membership, the member relinquishes member privileges but will still be obligated to pay dues to the Master Association in a timely manner. No more than three (3) leases may be entered into during a calendar year.

## **RULES AND REGULATIONS PREAMBLE**

The following Rules and Regulations are intended to be a guide to the use of health and fitness, tennis, pool and social facilities of the RCC. They are not intended to deal with all conceivable issues that may be presented for governance. These Rules and Regulations are established by the RCC to protect the facilities and to promote the health, safety, welfare and enjoyment of the members, their families, and guests and all other persons using the RCC Facilities. The RCC is committed to providing all members and their guests with an enjoyable RCC experience. To

uphold these standards, members and guests are expected to act in a manner consistent with good taste. The RCC may amend these Rules and Regulations from time to time as it determines appropriate in its sole discretion.

## **GENERAL RCC RULES**

1. Members, their families and their guests shall abide by all rules and regulations of the RCC as they may be amended from time to time.
2. Id cards are **required** to enter the RCC. All dependent children will be issued an id card. Dependent children are classified, as such, using IRS guidelines. All guests of members **MUST** be registered and have an unaccompanied guest pass.
3. The RCC Facilities shall be open on the days and the hours as may be established by the Palmira Master Board of Directors. Areas of the RCC may also be closed for scheduled maintenance and repairs.
4. Group activities will be permitted only with the permission of the RCC.
5. The RCC reserves the right, in its sole discretion, to refuse service to a member or guest when that member or guest appears to be intoxicated.
6. All food and beverages consumed on the RCC Facilities must be furnished by the Village Grill unless otherwise permitted.
7. Commercial advertisements shall not be posted or circulated in the RCC nor shall solicitations of any kind be made on the RCC Facilities or upon the RCC's stationery without the prior approval of the Palmira Master Board of Directors. Other than as permitted in writing by the Palmira Master Board of Directors, no petition shall be originated, solicited, circulated or posted on RCC property.
8. Members shall not use the roster or list of members of the RCC for solicitation or commercial purposes or distribute the roster to anyone other than a member.
9. Dogs or other pets (with the exception of those assisting persons with disabilities) are not permitted on the RCC Facilities, except with the permission of the RCC. Where dogs are permitted on the grounds, they

must be on a leash. Members are responsible for damage caused by an animal owned by the member or under the member's control.

10. All complaints and criticisms relating to any of the operations of the RCC or its employees must be in writing, signed and addressed to the Manager.
11. Members and their guests may not abuse any of the RCC's employees, verbally or otherwise. All employees of the RCC are under the supervision of the RCC Manager and no member or guest shall reprimand or discipline any employee, nor shall a member request an employee to leave the RCC Facilities for any reason. Any employee not rendering courteous and prompt service should be reported to the management of the RCC immediately.
12. Self parking is permitted in areas identified as such. No parking will be allowed on grassed areas. "No Parking" signs must be observed. Vehicles parked in violation of "No Parking" signs may be towed at the owner's expense.
13. All RCC facilities are non-smoking. The terrace to the entrance of the RCC is designated as a smoking area.
14. Firearms and all other weapons of any kind are not permitted on RCC property at any time.
15. Use of the RCC Facilities may be restricted or reserved from time to time by the RCC.
16. Violation of any of these rules or conduct in a manner prejudicial to the best interests of the RCC will subject the person in violation to disciplinary action by the RCC in accordance with these Rules and Regulations.
17. The personnel of the RCC will have full authority to enforce these Rules and Regulations and any infractions will be reported to the management of the RCC.

18. In no event shall the RCC discriminate against any individual because of the individual's race, color, religion, sex, national origin, age, handicap or marital status.

## **DISCIPLINE**

1. Members are responsible for their own conduct and for the conduct of their family members and guests. Any member whose conduct or whose family's or guest's conduct shall be deemed by the RCC to be likely to endanger the welfare, safety, harmony, or good reputation of the RCC or its members, or is otherwise improper, may be reprimanded, fined, suspended or expelled from the RCC and have all privileges associated with the membership suspended or terminated by the RCC. The RCC shall be the sole judge of what constitutes improper conduct, but improper conduct will include, without limitation: (i) failing to pay dues in a proper and timely manner, (ii) failing to abide by the rules and regulations as set forth herein and as established by the RCC from time to time, (iii) abusing RCC personnel or employees, or (iv) acting in a manner incompatible with the standard of conduct of the existing membership or which would likely injure the reputation of the members of the RCC.
2. The RCC may restrict or suspend some or all of a member's, family member's and/or guest's RCC privileges. If the RCC determines that a member's conduct or the conduct of his or her family or guest is improper, the RCC may terminate the membership, suspend or restrict the member's membership privileges, or restrict the use privileges of the member's family or guest whose conduct was improper. No member is entitled, on account of any restriction or suspension, to any refund of any membership deposit, dues or any other fees. During the restriction or suspension, dues and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a member in good standing.

## **CHILDREN**

1. Children 12 years and younger are not allowed in the RCC Facilities unless accompanied and supervised by an adult.

2. Members are responsible for the conduct and safety of their children when at the RCC Facilities.

## **ATTIRE**

It is expected that members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of the RCC. It is also expected that members will advise their guests of the dress requirements. The RCC may publish dress requirements from time to time. Gentlemen and ladies are requested to dress in a fashion compatible with the occasion. **APPROPRIATE SHIRTS AND FOOTWEAR MUST BE WORN AT ALL TIMES WHEN ON RCC FACILITIES OTHER THAN THE SWIMMING POOL AREA.**

## **HOUSEGUESTS**

1. Houseguests must be registered by the sponsoring member with the RCC Manager's Office, prior to the arrival of the guest. Application forms requesting houseguest privileges may be obtained at the reception desk or on the website. To provide membership privileges for a houseguest, the sponsoring member must initiate the application for houseguest membership at least three (3) business days prior to the arrival date of the houseguest.
2. The RCC may establish the maximum number of consecutive days or weeks or total number of days or weeks that a person may have a houseguest use privileges during a membership year.
3. Houseguests must have their guest card with them at all times while using the RCC Facilities.
4. The RCC reserves the right to require identification by each houseguest.
5. Houseguest privileges may be limited by the RCC, from time to time, in the sole and absolute discretion of the RCC. Notice of such limitation will be given by the RCC.
6. Guests shall be required to sign in at the reception desk and present guest pass prior to use of the facilities.

7. Guest privileges may be denied, withdrawn or revoked at any time for reasons considered sufficient by the RCC, in its sole and absolute discretion.
8. Although it is the intention of the RCC to accommodate guests without inconvenience to the members, the RCC reserves the right to limit the number of guests that are invited by a member on any given day.

## **GENERAL TENNIS RULES**

1. The Rules of Tennis of the USTA shall apply at all time, except when in conflict with the local rules or with any of the rules herein.
2. Upgraded Tennis Club memberships are available which entitles players to added benefits available through the PTC Memberships. Contact the Tennis Center for more information. 239-444-1178 X 1086
3. Reservations for a court may be made no more than 1 week in advance.
4. At the time of making a reservation, the Member must give the Tennis Center the names of all players, including guests, who will be playing.
5. Singles and doubles may play on a court for an hour and a half, except for certain times designated by the RCC/Tennis Center.
6. If players fail to appear within ten minutes of the reserved time, the court reservation will be forfeited.
7. At the end of their playing period, players must promptly relinquish their court to the next players. Once a member is off the court, the member may sign up for the next available court time.
8. **Proper tennis attire and shoes are required at all times. No tee shirts or sleeveless shirts allowed.**
9. Tennis courts are to be used for playing tennis only. No other activity is permitted on the tennis courts.

10. Proper tennis etiquette should be observed at all times. Excessive noise, racquet throwing or profanity will not be permitted at any time. Trash and other litter must be deposited in the proper receptacles.
11. All players must register to play in the Pro Shop prior to play. Players will be advised as to court assignment.
- 12. No glass containers.**
- 13. No smoking on courts or within Tennis Facility.**
14. Use of the tennis courts shall be subject to the control of the RCC/Tennis Center at all times. The RCC shall determine the suitability of the courts for play. Courts will be closed when necessary for maintenance operations, when dictated by safety considerations, and/or when under adverse or anticipated adverse weather conditions. The RCC may reserve the courts for special events.
- 15. Guest fees in effect during season October-April.**

## **GENERAL POOL RULES**

1. Use of the pool at any time is at the swimmer's own risk. Any injuries or accidents should be reported to the reception desk immediately.
2. Members must properly register their guest for facility access.
3. Children 12 years and younger must be accompanied and supervised by an adult at all times.
4. Children who cannot swim must be accompanied by a parent or guardian at all times while in any of the pool areas.

5. Children must be three years of age and toilet trained to use the adult pool. Children wearing diapers are not permitted in any pool unless wearing swim diapers.
6. Swimming is permitted only during designated hours or until dusk.
7. Showers are required before entering the pool.
8. Glass objects and sharp objects are not permitted in the pool area.
9. Food is allowed only in designated areas of the pool facilities.
10. All swimmers must wear bona fide swimming attire. Cut-offs, dungarees and Bermuda shorts are not considered appropriate swimwear. Proper non-swim attire is required at all times in the RCC Facilities, other than in the swimming pool area or the locker rooms. Shoes or other foot coverings and shirts or cover-ups must be worn outside the swimming pool area.
11. Animals, bicycles, skateboards, roller blades, play balls of any type and coolers are not permitted in the pool areas.
12. Lifesaving and pool cleaning equipment should be used only for the purposes intended.
13. Running and other hazardous activities are not permitted in the pool areas. Pushing, dunking, and dangerous games are prohibited.
14. Diving is not permitted at the pool.
15. Scuba and snorkeling equipment, other than a mask and snorkel, are not to be used in the pool areas except as part of an organized course of instruction.
16. No spitting or spouting water in the water.
17. No running or tag games are allowed in the pool area. The RCC staff has the authority to expel from the pool areas anyone who does not follow these Pool Rules or whose conduct is otherwise unbecoming of a member.
18. All persons using pool furniture are required to cover the furniture with a towel when using suntan oils and lotions, as the use of these oils and lotions could stain or damage the furniture.

19. All persons using the pool area are urged to cooperate in keeping the area clean by properly disposing trash in the proper receptacles.

**20. SMOKING IS NOT PERMITTED.**

21. Flotation devices are permitted for non-swimming children up to five years of age. Small toys such as balls, water guns, rings, balls etc., may be permitted, depending on the number of persons in the pool and the manner in which the toys are used. Float lounges may be permitted, depending on the size and the number of persons in the pool. The RCC staff has the authority to discontinue use of these float lounges upon the determination that they present a safety hazard or hinder the enjoyment of the pool by others. Tire inner tubes are not permitted at any time.

22. Persons who leave the pool area for over 30 minutes must relinquish lounges and chairs by removing all towels and personal belongings. Saving chairs for persons absent from the pool area is prohibited.

## **SAUNAS AND HOT TUB**

1. Consult your physician before using the saunas. These saunas produce dry heat and generally reach temperatures of about 105 degrees. It is not advisable to remain in the saunas for more than five minutes at any one time. Pregnant women should not use the poolside whirlpools, saunas, or other facilities that would elevate the core body temperature.

2. Never use a sauna or hot tub when you are under the influence of alcohol or narcotics, or when you have taken antihistamines, tranquilizers, vasoconstrictors, vasodilators or stimulants.

3. **NO ONE 12 AND UNDER WILL BE ALLOWED IN THE SAUNA OR SPA/HOT TUB.**

4. Elderly people and those who suffer from diabetes, heart disease or high/low blood pressure should not use saunas or the hot tub.

5. Never go into a sauna on a full stomach. Wait two hours after a heavy meal before using a sauna.

6. Following a strenuous exercise period, **DO NOT GO DIRECTLY INTO A SAUNA OR THE HOT TUB.** Rest and cool down; allow your pulse to return as close as possible to your resting rate before entering.
7. No cups, magazines or newspapers are permitted inside the sauna. Do not pour water or any liquid on the hot rocks or any heating element.
8. Day lockers are available on a per visit basis. Locker keys must be returned at time of checkout. A fee will be charged for keys which are not returned.
9. We recommend that you not bring valuables. Each person assumes liability for the loss of any items stored in a locker or common closet.
10. For fire safety reasons, all clothing and personal articles must be stored in a locker in the locker room and not under benches or in the common areas.

## **POOL RULES**

**1. NO LIFEGUARD ON DUTY / SWIM AT YOUR OWN RISK**

**2. UNDER 12 NEEDS ADULT SUPERVISION**

**NO ONE 12 AND UNDER ALLOWED IN SPA**

**3. THIS IS A NO SMOKING FACILITY**

**4. NO OUTSIDE FOOD ALLOWED**

**5. NO FOOD, DRINK, OR GLASS IN POOL**

**6. NO RUNNING, JUMPING, OR ROUGH PLAY**

**7. FOOTWEAR AND TOWELS ARE MANDATORY UPON ENTERING**

**BUILDING**

**8. NO SAVING CHAIRS**

**9. MANAGEMENT RESERVES THE RIGHT TO REFUSE**

**ADMITTANCE TO OR EJECT FROM THE POOL PREMISES ANY**

**PERSONS FAILING TO COMPLY WITH ANY OF THE ABOVE**

**SAFETY REGULATIONS**

## GENERAL FITNESS RULES

1. All persons using the fitness facilities do so at their own risk and may be required to execute such forms releasing the RCC from liability for their use of the RCC's Facilities as determined from time to time.
2. All persons are to obtain instruction from the Fitness Director or his/her representatives on how to use the equipment prior to the initial usage of such equipment, and the equipment is only to be used in accordance with such instructions.
3. It is the responsibility of each person using the fitness facilities to consult with his or her physician, and such person should be in good physical condition and have no physical, medical or psychological-conditions, disabilities, impairments or ailments, chronic or otherwise, which would preclude, impair or prevent the member from using the fitness facilities, equipment or amenities or engaging in active or passive exercise. Members assume full risk of loss and responsibility for damage to their health if the foregoing representations are not and do not continue to remain true.
4. Regular operating hours for the fitness facilities will be posted by the RCC and may be changed from time to time.
5. Guests must sign in at the reception desk.
6. All weights and pieces of equipment must be returned to their proper places at the completion of use.
7. Casual workout attire is acceptable at the fitness facility. **ONLY AEROBIC OR TENNIS SHOES** may be worn in the fitness facility. No black-soled shoes shall be permitted in the aerobics facility. **NO FLIP FLOPS OR BARE FEET IN ANY AREA OF THE FITNESS FACILITY.**

8. Members, family members, and guests assume full risk of loss and responsibility for damage to their health.
9. Children under 16 years of age are not permitted to use the fitness facilities unless accompanied or supervised by an adult.
10. Horseplay, profanity, disruptive conduct, and indiscreet behavior at the fitness facilities are strictly prohibited.
11. Stereos and televisions should be enjoyed at a volume so as not to disturb fellow members.

**MEMBERS ASSUME FULL RISK OF LOSS AND  
RESPONSIBILITY FOR DAMAGE TO THEIR HEALTH**