



House and Ground Rules
Revised December 20, 2019

Preface

These House and Ground Rules are designed to protect the rights and privileges of all members and guests, to add to the enjoyment of Key Marco's beauty and charm, and to safeguard the Association's property.

We have no desire to be an enforcement agency. We ask all members, guests, and employees to abide by the spirit of these rules voluntarily. However, if you become aware of violations, please report them to the Key Marco Community Association, 505 Whiskey Creek Drive, Marco Island, FL 34145 or call the Key Marco Manager at 239-394-4346, extension 101.

Your suggestions for improving Key Marco are always welcome. Feel free to discuss them with the Key Marco Board of Directors or the Manager or to provide your comments in writing. We also welcome all owner-members to the regular Board of Directors' meetings, where they will have an opportunity to learn about issues facing the Association. Times and dates of scheduled Key Marco Community Association meetings are posted at the Community Center and at the members entrance kiosk.

We want all members and guests to be fully informed so they can have an enjoyable experience at Key Marco.

Sincerely,

The Board of Directors

Key Marco Community Association, Inc.

Administration of House and Ground Rules

The administration of the House and Ground Rules will be conducted in accordance with the Key Marco Bylaws, Paragraph 8, Compliance and Default; Remedies.

Community Center

1. The Community Center is available for use by members and their guests from 6:00 a.m. to 10:00 p.m. If you are the only person present when leaving the Community Center, turn off the lights, fans, television, etc.
2. Traditional gym clothing and shoes are acceptable in the Community Center.
3. All equipment and/or facilities shall be used at the risk of the person using said equipment. When present in the Fitness Center, minors under the age of 14 must be under the direct supervision of an adult. Owners are responsible for general safety, equipment use safety, and conduct of themselves and their minors.
4. Guests may use the Fitness Center.
5. Upon arrival, members and their guests must register on the log sheet in the Fitness Center.
6. Use of the exercise room and all exercise equipment is at one's own risk.
7. Consideration of fellow members who are waiting for a particular piece of equipment will enhance the enjoyment of the facility. Please limit your workout to 30 minutes per machine when other members are waiting to use the equipment.
8. Use the disinfectant disposable towels provided to completely sanitize the exercise equipment immediately after you have finished with each piece of equipment.
9. The Association is not responsible for any items lost, stolen, or misplaced.
10. Automobiles are to be parked only in the designated parking locations. Handicapped parking areas are designated only for those automobiles displaying disabled person parking permits or disabled person license plates. The Porte-cochere entrance area of the Community Center is for unloading and loading only.
11. Animals or pets of any kind, except registered service animals, are not permitted in the Community Center.
12. Community Center property should not be removed from the premises.

Community Center Events or Functions

1. Reservations for special events or functions must be scheduled one week in advance by contacting the Manager and completing a Social Function Reservation Form. Reservations are provided on a first come, first served basis.
2. A \$1,000.00 refundable damage deposit and \$150 non-refundable cleaning deposit are required when submitting the Social Function Registration Form.
3. A schedule of events and functions will be posted at the Community Center.
4. No smoking of any kind is permitted in the Community Center or within 10 feet on any entrance or exit.
5. Please use caution when using a barbecue at the Community Center. To safeguard people and property, make sure that: 1) all embers are extinguished; 2) all debris is discarded into the appropriate trash receptacles; and 3) the receptacle lids are tightly sealed.
6. Members, guests, and event employees must comply with all Florida state liquor laws while in the Community Center. Members are responsible for their invitees and guests.

Tennis Courts

1. Only members can reserve court times for themselves or their guests.
2. Registration should be made by contacting the manager one day in advance.
3. A schedule of reserved court times, if applicable, is listed at the Community Center.
4. All players must wear proper tennis attire and shoes. (Black soled shoes that mark the courts are not allowed.)
5. Animals or pets of any kind, except registered service animals, are not permitted on the Tennis Courts.

Marina

1. Boat slips are assigned by the Key Marco Dockmaster. Boat slips cannot be used unless designated.
2. All boats must be properly secured with adequate mooring lines and bumpers.
3. The docks and dock area must be kept free of obstructions and all mooring lines kept in the proper nautical manner.
4. All major repairs to boats or engines, hull painting, spray painting, scraping, and sandblasting in the dock area are prohibited. Minor repairs, maintenance and refueling must be done in compliance with EPA/DEP restrictions and owners are responsible for any damage or cleanup resulting from work carried out.

5. Members/guests are responsible for the safety and conduct of their minors at the Marina and minors must wear properly fitted life jackets at all times.
6. Swimming within the dock area is very dangerous and strictly prohibited. Swimming in the dock area can result in electrocution.
7. Members and guests are responsible for cleaning and removing all bait, dead fish, and debris from cast nets. All bait and dead fish must be removed from the Marina facility and not disposed of in the marina garbage cans.
8. Marina facility property must not be removed from the premises.
9. Members, guests, and employees must comply with all Florida state liquor laws while on the Marina premises.
10. Any dock area defects or needed repairs should be reported to the Dockmaster and/or Manager as promptly as possible.
11. All slip owners and area users must abide by the Rules and Regulations of the Key Marco Marina dated April 22, 2013, as amended from time to time.

Boat Trailer Park

1. The boat trailer parking yard on Whiskey Creek Drive is created for the storage of boat trailers, small cargo trailers, and jet ski trailers. Parking is limited to boat/trailers thirty-eight (38) feet or less in length.
2. Storage is based on a first come-first served basis. There is no guarantee that space will be available. Permission to park in the yard must be obtained from the Manager/Dockmaster by providing the make and model of the trailer, the license plate number and certificates of insurance.
3. The yard can also be used as a temporary staging area if an owner's lift is being maintained or installed. Repairs performed in a temporary staging area must be done in compliance with EPA/DEP restrictions.
4. Boats may not be staged or stored in the boat trailer yard for more than 60 days in any given year.
5. Proof of insurance must be provided to the Manager/Dockmaster and updated annually.
6. Storage and/or staging of boats is at the risk of the owner.
7. The yard can temporarily be used as a "safe harbor" for boats in the event of an approaching storm or hurricane. However, boats must be removed in a timely manner and no more than 14 days after the threat has passed unless the marina and/or individual slips are nonfunctional.

Guest Policies

1. Members are responsible for the conduct of their guests. If the conduct or attire of any guest is unsatisfactory, and is not promptly rectified, the Manager may ask the member to have the guest leave the premises. Members are also responsible for any damage or charges incurred by their guests.
2. Guests may utilize the Community Center, Tennis Courts and Marina and must be accompanied by the sponsoring member at all times.
3. Minors must be accompanied by an adult at all times.
4. Designated employees are allowed to use the common areas and facilities after working hours.

Rental Policies

1. In order to foster a stable residential community, the leasing of homes by their owners is restricted as provided in the Declaration of Protective Covenants, Restrictions and Bylaws, which are amended from time to time.
2. An owner may lease only his/her entire home, and then only in accordance with Section 11 of the Declaration of Protective Covenants, Restrictions, and Bylaws and only after receiving the written approval of the Key Marco Board of Directors.
3. No home may be leased more often than one (1) time in any calendar year, with the minimum lease term being six (6) months.
4. All leases of homes must be in writing. All lease agreements must be submitted in writing, with a non-refundable application fee of \$100.00, to the Key Marco Board of Directors at least 30 days prior to occupancy. The Board of Directors will have 20 business days in which to approve or disapprove the proposed lease.
5. The Owner is solely responsible for all Association dues and assessments during the lease period.

Miscellaneous

1. **Conservation Area:** The Architectural Review Committee must approve all vegetation removal, clearing, trimming and similar tasks in the Conservation Areas. Members must comply with removal procedures established by the Architectural Review Committee.
2. **Undeveloped Lots:** The Architectural Review Committee must approve all vegetation removal, clearing, trimming and similar tasks on undeveloped Lots. Members must comply with removal procedures established by the Architectural Review Committee.

3. **Building Plan Approvals:** The Architectural Review Committee must approve all Lot improvements, including all building and landscape plans, prior to clearing any lot in preparation for home construction.
4. **Pets:** No pets, except for service animals, are allowed in the Community Center or Tennis Courts. When on any part of Key Marco common property, dogs must be leashed or carried at all times. Dog owners are responsible for cleaning and properly disposing of waste matter left by their dogs on Key Marco common areas.
5. **Wildlife:** In an effort to preserve the wildlife in our area, the Board cautions our residents against the use of poison bait traps which may transfer the bait poison from the small animals to larger animals such as Bobcats or Panthers. The Board encourages owners to install live traps or high voltage traps on their Lots and refrain from using poison baits. In accordance with the Florida Fish and Wildlife Commission, no person, under any circumstance, may feed any wildlife within the Association. Burrowing and nesting animals, such as Burrowing Owls or Gopher Tortoises, must not be disturbed. The harming or removing of burrows or nests and the feeding of protected species is a crime punishable by fine(s) and/or imprisonment and may require the state to remove/destroy the wildlife.
6. **Parking:** Parking is permitted only in designated parking spaces. Cars belonging to homeowners and their guests must be parked in the Owner's driveway. Parking is not permitted on empty Lots or Association common areas not otherwise permitted in these rules. Employees must park in a designated parking lot. Prior approval for overflow parking is required through the Manager. No commercial vehicles, recreational vehicles, trucks, trailers, boats or boat trailers should be parked overnight on any part of Key Marco common areas, except the designated boat trailer yard, as outlined above. All trailers stored in the boat trailer yard are to be registered with the Manager.
7. **Flyers:** Members and/or guests may not post flyers or posters on any Key Marco common areas.
8. **Minors:** Owners are responsible for the safety and conduct of minors in and around Key Marco's facilities and common areas.
9. **In-Line Skates & Skateboards:** Skating is prohibited inside any Association building, the surrounding areas and parking lots adjacent to the Community Center, Marina Facility, and Tennis Courts. Skateboarding is not permitted anywhere on Key Marco common areas.

Phone Numbers

Manager: 239- 394-4346