

**INFORMATION BOOKLET**  
**CHARLOTTE SQUARE CONDOMINIUMS**

2296 Aaron Street  
Port Charlotte, FL 33952

Manager's Office Telephone Number: (941) 629-6925

Fax Number: (941) 629-0401

**OFFICE HOURS:**

Monday – Friday

8:00 A.M. TO 3:00 P.M.

**YARD MAINTENANCE:**

Monday - Friday

8:00 A.M. to 3:00 P.M.

Office is closed on legal holidays.

**DO NOT REMOVE FROM UNIT**

Revised 2010

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Dear Residents (Owners, Tenants & Guests):

This booklet contains the Rules & Regulations for Charlotte Square Condominiums. It also contains information concerning your House Rules & Unit.

Problems or disputes within Units or between Unit Owners should be solved by the Unit Owners themselves. Unit Owners also carry a share of the responsibility for the enforcement of the rules and regulations governing the Common Area(s). Unit Owners should either correct those who overlook the rules with diplomacy or report them in writing to a House Director who, in turn, if necessary, will inform the on-site Manager. Verbal disputes toward the office staff or any contractor of Charlotte Square will not be tolerated.

**PLEASE READ & ABIDE BY THESE RULES AND REGULATIONS.**

They apply to ALL owners, tenants & guests.

Your cooperation is greatly appreciated.

Executive Council Board of Directors

Charlotte Square Condominiums

## EMERGENCY PHONE NUMBERS

Abuse Registry.....	800-962-2873
Ambulance & Emergency.....	911
Fire Department (Non-Emergencies).....	625-4205
Poison Control Center.....	800-282-3717
Sheriff (Non-Emergency).....	639-2101

## UTILITIES

<b>Electric:</b> FPL      639-1106	<b>United Parcel Service</b> 4186 Kings Hwy. 800-742-5877
<b>Post Office:</b> Port Charlotte 3740 Tamiami Trail Port Charlotte, FL 625-6011 Delivery Inquiries: 625-5245	<b>Port Charlotte Library</b> 2280 Aaron Street Port Charlotte, FL 625-6470
<b>Telephone</b> Embarq      800-339-1811 Repair Service      611	<b>Port Charlotte Cultural Center</b> 2280 Aaron Street Port Charlotte, FL 625-4175

The electric and telephone companies may require a deposit before services are supplied.

Cable Company has a hook-up charge.

<b>Cable:</b> Comcast Edgewater Drive Port Charlotte, FL 625-6000	<b>Water &amp; Sewer is provided by</b> Condo Association.  <b>Garbage pick-up at dumpsters is</b> included in your property taxes along w/furniture and appliance pick-up after calling Waste Management.
<b>Water, Sewer &amp; Gas:</b> C.C.U. 20101 Peachland Blvd. Port Charlotte, FL (764-4300)	

## HOUSE AND CHARLOTTE SQUARE ADDRESSES

Manager's Office	Manager's Office-Recreation Center Charlotte Square Condominiums 2296 Aaron Street Port Charlotte, FL 33952
Abbey House	Abbey House Unit ____ 21287 Gertrude Avenue Port Charlotte, FL 33952
Berkley House	Berkley House Unit ____ 21300 Brinson Avenue Port Charlotte, FL 33952
Cambridge House	Cambridge House Unit ____ 21260 Brinson Avenue Port Charlotte, FL 33952
Chelsea House	Chelsea House Unit ____ 2290 Aaron Street Port Charlotte, FL 33952
Essex House	Essex House Unit ____ 2437 Harbor Boulevard Port Charlotte, FL 33952
Hampshire House	Hampshire House Unit ____ 21320 Brinson Avenue Port Charlotte, FL 33952
Oxford House	Oxford House Unit ____ 21267 Gertrude Avenue Port Charlotte, FL 33952
Raleigh House	Raleigh House Unit ____ 21280 Brinson Avenue Port Charlotte, FL 33952
Regency House	Regency House Unit ____ 2300 Aaron Street Port Charlotte, FL 33952

## GENERAL INFORMATION

Charlotte Square Condominium is comprised of Nine (9) houses which are separate corporations.

<u>Recorded Condominium Declarations</u>	<u>Houses</u>			<u>Age Limit</u>
August 1973	Abbey House, Inc.	32 Units	2-Story Bldg. Has Lift	55 & over Adult Living Only
March 1972	Berkley House, Inc.	40 Units	2 Story Bldg. Has Lift...Must Belong to Key club.	55 & over
December 1979	Cambridge House, Inc	48 Units	3 Story Bldg. Elevator	55 & over
April 1975	Chelsea House, Inc.	48 Units	3 Story Bldg. Elevator	55 & over
January 1970	Essex House, Inc.	40 Units	2 Story Bldg.	55 & over
December 1970	Hampshire House, Inc.	40 Units	2 Story Bldg.	55 & over
August 1973	Oxford House, Inc.	32 Units	2 Story Bldg. Has Lift	55 & over
July 1974	Raleigh House, Inc.	40 Units	2 Story Bldg. Has Lift	55 & over
November 1979	Regency House, Inc.	48 Units	3 Story Bldg. Elevator	55 & over

Children under 18 may ONLY visit for 30 days at a time.

Each unit owns 1/368<sup>th</sup> of approximately three (3) acres (more or less) of Common Areas which include 2 heated pools with bathrooms, shuffleboard courts, tennis courts, billiard/ping pong room, sauna (men's and women's Recreation Area #2 bathrooms), recreation hall and Charlotte Square office.

Charlotte Square Common Area is governed by the Executive Council which consists of the Representative of each house. Each House has a three (3) to five (5) member elected Board of Directors. The Executive Council meets in the Charlotte Square Recreation Hall monthly during the months of October through May and as needed during the summer months. All unit owners

may attend any meeting. They may speak for **NO** more than three (3) minutes on any agenda item. The Agenda is posted on bulletin board in atrium across from Charlotte Square Office. If an owner wishes to put an item on agenda, s/he must go through his/her House Board of Directors; any item to be put on agenda. **MUST** be brought to the office 48 hours before the meeting date.

Atrium bulletin board is for Charlotte Square notices, Charlotte Square social events and units for sale or rent signs. Bulletin board in Charlotte Square Recreation Room is for personal sale items.

All rental and for sale signs should be dated and must be handled through the office. They will remain posted for three (3) months.

### **MORE GENERAL INFORMATION**

All regulations for the Shuffleboard Court, Tennis Courts, Billiard/Ping Pong Room, Swimming Pools, Sauna and Recreation Center Room are posted at each facility. They **MUST** be adhered to without exception.

1. All facilities are used according to the rules and at your own risk. It is the responsibility of the user, who shall hold the association harmless from damage or claim by virtue of such use.
2. Unit Owners and Renters are urged to assume a mutual responsibility for informing newcomers, guests, etc., when they are inadvertently violating any of the regulations
3. Use of recreation facilities shall be limited to Charlotte Square Unit Owners, Renters & House Guests, defined as visitors staying overnight in a unit in Charlotte Square. Non-house guests (people visiting for the day) are welcome when accompanied by Unit Owners or Renter who has invited them.  
**IDENTIFICATION IN THE FORM OF A KEY TAG MUST BE VISIBLE WHEN ANY GUEST IS USING ONE OF THE RECREATION FACILITIES.**
4. **NO** cycles of any kind are permitted on sidewalks. Motorized scooters for disabled **ARE** permitted. If you have a motorcycle, please observe our speed limit, and be cautious when parking and considerate of the noise level.
5. Common Area overnight parking in Recreation Area #2 must have the permission of Manager. Also Recreation Vehicles and Mobile Homes should be parked in the House parking lot of the Resident being visited (including carports), if at all

given, prior to the visitors arrival, by requesting it from the House President (of Board) and the Manager, to park for a period of three (3) days in the Recreation Area #2 parking lot, which is normally reserved for Square business and employees. A note granting permission MUST BE POSTED ON THE VEHICLE. The vehicle MAY NOT be inhabited while so parked.

6. NO pets allowed in Charlotte Square or in any of the nine (9) constituent houses.
7. NO soliciting.
8. Maximum Speed Limit is 10 miles per hour.
9. NO business to be run out of a unit.
10. NO for sale or for rent signs allowed in the windows of any Unit.
11. Please read your documents for additional information. We must conform to:  
Federal Law            FL Statutes 718            Corporate Law  
State Law                Articles of Incorporation    County Law  
Declaration of Condominium    By-Laws            Rules and Regulations

## SWIMMING POOL RULES

1. Use of Swimming Pool is limited to Unit Owners, Renters and House Guests, defined as overnight guests of an owner or renter. Non-House guests are welcome ONLY when accompanied by Unit Owner or Renter.
2. All swimmers MUST wear conventional swim attire.
3. Identity badges MUST be visible on belongings of anyone using the pool facilities.
4. A rinse shower must be taken BEFORE entering pool, and no soaps, shampoos or conditioners are permitted.
5. No glassware or food is permitted in pool area, except food will be permitted at Charlotte Square Social Pool Party but must be kept so many feet from pool as required by law.
6. Children under sixteen (16) MUST be accompanied and supervised by an adult.
7. Fl. Adm. Code Chapter 10-D (5) requires that the rope and floats marking the end of the shallow part of the pool and beginning of deep part MUST REMAIN IN PLACE AT ALL TIMES. They are for support ONLY in case of emergency.
8. No running, diving, horse play, loud music or loud noises permitted in pool area.
9. Swimming permitted 8:00 a.m. to 10:00 p.m.
10. Chairs may NOT be reserved by anyone outside pool area. Cover lounges with a towel before using if you apply sun screen.
11. DO NOT use pool if you have an infection of the ear or sores.
12. Gates to Pools in Rec. area # 1 & #2 must be locked when you are the last one to leave.
13. Emergency phone number is 911.
14. NO SWIMMING DURING THUNDER AND LIGHTNING STORMS.
15. ALL PERSONS USING THE POOL AREAS DO SO AT THEIR OWN RISK.

16. No large floats or inner tubes in pool. Fun noodles and swimmies may be used. Small children who are NOT toilet-trained **MUST WEAR** swimming diapers made specifically for swimming.

\*\*\*\* Non-Refundable Rec. key may be purchased at the Manager's office for \$2.00 - for gates to swimming pool, common area bathrooms and recreation room.

### BARBECUE AREA

Barbecue areas in Recreation Areas #1 and #2 are for the use of owners unless it has been reserved in advanced (which will be posted on the atrium bulletin board) for a social event.

When you are finished using the barbecue area and grill, you must clean up and put garbage and other trash in plastic bags and place in a dumpster.

Remove all hot coals and ashes, put in aluminum can when cool and dispose of them.

### BILLIARD ROOM / PING PONG RULES

1. Use of Billiard /Ping Pong Room is limited to Unit Owners, Renters and House Guests. Non-House Guests are welcome **ONLY** when accompanied by a Unit Owner or Renter.
2. NO food, drink or partying allowed.
3. No loud noises, throwing of billiard balls or cues or sitting on tables permitted.
4. Identity tags must be visible on all players.
5. Children under sixteen (16) must be accompanied and supervised by an adult.
6. After one (1) hour of play, new players should be given a table.
6. Turn out lights, turn off AC and lock door and windows when leaving.
7. Room is to be used **ONLY** between 7:30 a.m. and 11:00 p.m.

\*\* Keys may be acquired at the Manager's office for a deposit of \$10.00, which is refundable when returned to office.\*\*\*\*

## RULES FOR USE OF RECREATION AREA #2 SAUNA ROOMS

1. Use Sauna rooms at your own risk.
2. No guest may use Sauna rooms unless accompanied by an Owner or Renter. Badges must be visible.
3. No one under the age of eighteen (18) may use the Sauna unless accompanied by an Owner or Renter.
4. Operate the Sauna rooms as instructed on the panel in the room.
5. No drinks, glass or plastic containers of any kind are allowed in the Sauna rooms.
6. The signer for a key is responsible that the Sauna room be left as clean as it was when entered. Any items left in the Sauna room will be disposed of. All lights and switches must be turned off before leaving.
7. The Sauna room may be used ONLY between 8:00 a.m. and 10:00p.m.

## SHUFFLEBOARD COURT RULES

1. Use of Shuffleboard Court is limited to Unit Owners, Renters and their House Guests. Non-House Guests are welcome ONLY when accompanied by Unit Owner or Renter.
2. Identity badges must be visible on all players.
3. Court must be swept before use.
4. Court is NOT to be used when wet.
5. Children under sixteen (16) must be accompanied and supervised by an adult.
6. No loud noise or profanity permitted.
7. Court to be used ONLY between 8:00 a.m. and DARK.
8. No skates, skateboards or bicycles on court.
9. Return equipment to storage area in Recreation building after use.

## RULES GOVERNING USE & OPERATION OF THE RECREATION CENTER ROOM

### Eligibility and Restrictions:

All residents, Owners & Residents, inclusive of their House Guest (s) are privileged to use the Recreation Center Room and participate in all scheduled social events. However, individuals or GROUPS WHO DO NOT RESIDE in Charlotte Square shall not be allowed to schedule use of this room.

### Other Restrictions are:

1. Reservations must be made at the Manager's Office for the use of the Recreation Center Room in advance of the occasion.
2. Private parties by Unit Owners will be social event only and will be subject to the approval of the Manager or the Executive Council. Reservations shall be made for a SINGLE occasion only. The Executive Council must approve a request for reservations of a recurring nature.
3. Housekeeping of the Room will be the personal responsibility of the host/resident, which includes, as a minimum: return of furniture to designated areas, cleaning of any properties used, turning off lights, A/C or heating unit, disposing of refuse and generally leaving room in the same condition in which it was found. This is especially applicable to the kitchen, when it is used. All outside doors MUST be locked, and the inner doors to the kitchen area, as well, after checking that the stove is turned off and water faucets are securely shut off.
4. Any equipment, furnishings, furniture, etc., in the Room are NOT to be removed or borrowed. Contents of this Room belong to the Association and NOT to any individual. NO exception will be made.
5. The Room should be used only for social events or business meetings of the Charlotte Square Unit Owners' Association or its Executive Council. The maximum number permitted in the Room at one time shall not exceed 100 persons. All events should be concluded by midnight.

PLEASE REPORT ANY MALFUNCTIONS OR MISUSE OF APPLIANCES AND/OR DAMAGE OF ANY KIND TO THE MANAGER AS SOON AS POSSIBLE.

WE APPRECIATE EVERYONE'S COOPERATION!

8. No skates, skateboards or bicycles on court.
9. Return equipment to storage area in Recreation building after use.

### TENNIS COURT RULES

1. Use of Tennis Court is limited to Unit Owners, Renters and House Guests. Non-House Guests welcome ONLY when accompanied by Unit Owner or Renter.
2. Identity badges MUST be visible on all players.
3. Flat bottom tennis shoes MUST be worn on the court. ONLY TENNIS SHOES WITH WHITE SOLES ARE TO BE WORN.
4. NO food or drink, except sports drinks, permitted on court.
5. No loud noises, throwing of rackets or profanity allowed.
6. After one (1) hour of play, new players should be given a court.
7. Children under sixteen (16) must be accompanied and supervised by an adult.
8. Court to be used ONLY between 7:30 a.m. and DARK.
9. Lock gates when leaving.
10. Persons using court do so at their own risk.
11. No glass containers.

## WHAT TO DO WHEN/IF YOU LEAVE BEAUTIFUL S.W. FLORIDA

1. Notify Management and Board when you are leaving and for how long you will be away. Let Management and Board know how to get in touch with you during the time you will be away from your Unit and the approximate date of your return.
2. Make sure the Board and Manager are aware of any occupants of your Unit either rentals, family or friends.
3. Please leave a key with someone of your choice for access to your Unit in case of emergency. Notify the Board and Manager as to who is in possession of your key.
4. Arrange for someone to check the interior of your Unit at least once a month.
5. Turn off all breakers that will not be needed while you are away in order to prevent damage from lightning.
6. Turn off water (shut off valves in Unit) and turn off water heater.
7. Set the air conditioner at the proper temperature, open closet doors to allow air flow to help prevent mildew.
8. Remove food from the refrigerator (Leave only canned or dry sealed food). Fill refrigerator with gallon jugs of water which will help reduce the amount of running time and reduce electric consumption.
9. Seal toilets and drains with plastic wrap in order to stop evaporation.
10. Arrange for summer pest control.
11. Notify the post office where to forward your mail and be sure to stop your newspaper(s) delivery.
12. Make arrangements for payment of monthly maintenance fees.

## VOLUNTEERS NEEDED!

Please let the Board of your House know how you can help.

If you are knowledgeable in some certain field, let Charlotte Square office and House Board know. We may be able to help defray costs or to offer services to residents.