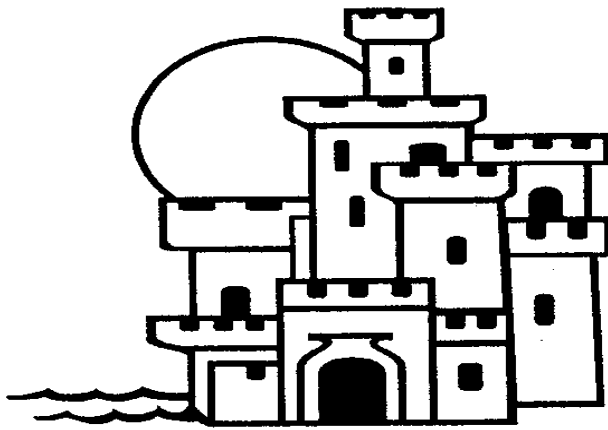




sandcastle I

Welcome to Sandcastle I Condominium

As adopted on September 1, 2026

We want to ensure that your time at Sandcastle I is as enjoyable as possible. This booklet has been designed to provide you with key information to assist you during your stay.

You will find important phone numbers and information inside.

If you have any further questions,
please do not hesitate to call on our staff.

Sincerely,

The Manager, Staff, and Owners

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IMPORTANT NUMBER

OFFICE HOURS M - F 8:00 am – 3:45 pm

Office Phone (239) 642-6500
Office Fax (239) 642-4644
Email office@sandcastle1.com

THE STAFF

Manager	Linda Flanigan
Admin Assistant	Lora Wagner
Maintenance	Tom Donovan
	Otonial (OT) Rivera
Housekeeper	Darina Molcanova

The staff is here to operate and maintain the common areas of Sandcastle I. Please understand that staff are not permitted to work in units unless directed by Manager. Unit maintenance responsibilities are that of the owner or rental agent.

AFTER HOURS

If you need assistance, which cannot wait until the next business day, the office phone is answered by an answering machine that has the manager's contact number in event of an emergency.

Please do not call after hours if it is not urgent.

IN CASE OF EMERGENCY CALL.....911

NON-EMERGENCY NUMBERS:

Police 389-5050
Fire 389-5040
City Hall 389-5000

WHEN YOU ARRIVE

ALL OWNERS, RENTERS AND OVERNIGHT GUESTS MUST REGISTER WITH THE OFFICE.

Please fill out a registration card as soon as you arrive. You can pick one up outside the office door. Simply complete it and drop it off in the office or in the slot on the office door after business hours. This will help us maintain the security of the building, and if there is an emergency, we will have a record of exactly who is occupying the building at all times. If you are unable to use the stairs in case of emergency, indicate on the owner or renter sign-in card and give to office personnel on arrival. This information is posted for the fire department on their arrival. In the event of a fire, move to a safe place in your unit and, if necessary, notify 911 as to your location.

PARKING

All vehicles left on the property overnight must be registered with the office. One designated parking space is available in the garage for each unit. There are 2 unmarked spaces in the far east row of the garage that when in residence are first come first serve. There is a list of assigned parking spaces located in the recycling room area, or you can inquire in the office.

Additional parking is located on the south and east sides of the garage. The parking spaces in the front of the building are reserved for short term parking, including visitors and parking for disabled persons with proper handicapped identification. No parking is allowed in the unmarked front spaces between the hours of 1 am and 6 am unless specifically authorized by the Manager.

Oversized vehicles or vehicles that have extensions that do not fit in a parking spot in the garage or visitor parking and protrudes into the roadway must be parked in the vendors lot.

Owners: If you are leaving a car here when not in residence, and someone else will be occupying your parking spot, please park your car in the vendor parking spaces toward the south end. You must leave a key in the office or inform office staff where the key is located in your unit.

The following are not allowed on the premises:

Motor homes, campers, watercraft (with the exception of paddleboards, kayaks, and beach inflatables), trailers, motorcycles, and scooters unless authorized by the manager.

Electronic vehicle (EV) charging is permitted at the charging stations with completed "EV Charing Guidelines" available in the office.

LOADING AND UNLOADING

All loading and unloading must be done through the loading dock entrance on the north side of the building. Please use this entrance for groceries, furniture, etc. Grocery and luggage carts are available at this door for your use. Carts must be returned immediately after use. Use the rear service elevator for all carts. No carts or other heavy items are to be rolled across the lobby floor. Strollers, wheelchairs and rolling luggage are allowed to come through the front lobby. If you bring groceries in the front door, you must be able to carry these items in your arms. Please inform any contractors or cleaners working in your unit to enter through the loading dock area and register with the office.

OPENING YOUR UNIT

UTILITY CLOSET

Utility closet doors shall remain unlocked. There shall be a clear pathway to equipment and no flammable liquids (ie paint) are allowed in the closet.

WATER

When entering your unit please turn on a faucet prior to opening up the main valve in your utility closet. This will relieve any pressure that could cause a burst in a pipe. Main valves are located in the utility closet closest to your unit door, except in the 01 units which are located inside the unit. These valves should be marked with a tag. When you arrive, this valve should be slowly moved into a parallel (to the pipe) position. Once this main valve has been opened, you can close the opened faucet. If the water is on in your unit when you arrive, please make the office aware of this. **IF YOU NOTICE A LEAK OR WATER STANDING ANYWHERE, PLEASE TURN OFF YOUR MAIN VALVE AND CALL THE OFFICE IMMEDIATELY!** There is an information sheet inside the utility door of every unit that explains these procedures.

HOT WATER

The hot water electrical switch is located inside the utility closet or in the breaker box in your unit. If you do not have hot water, please check both of these areas. **DO NOT UNPLUG UNITS!**

AIR CONDITIONER

In order for the unit to work, the thermostat must be in the “auto” and “cool” position and set to the temperature you wish. If you have a humidistat in your unit, this ALWAYS must be set to the “ON” position. The air conditioning will not work properly if the humidistat is set in any other position.

In the event of a power outage, sometimes A/C units need to be manually reset. To do this, turn off the main AC breaker for the unit (located in the utility closet) for 10 seconds and then power the breaker back on.

SHUTTERS

If you arrive later than 10 pm, please wait until after 8 am the next morning to open your shutters as this causes a lot of noise to the neighboring units

It is mandatory that shutters be closed upon departure (unless hurricane protective glass is used AND the owner directs not to).

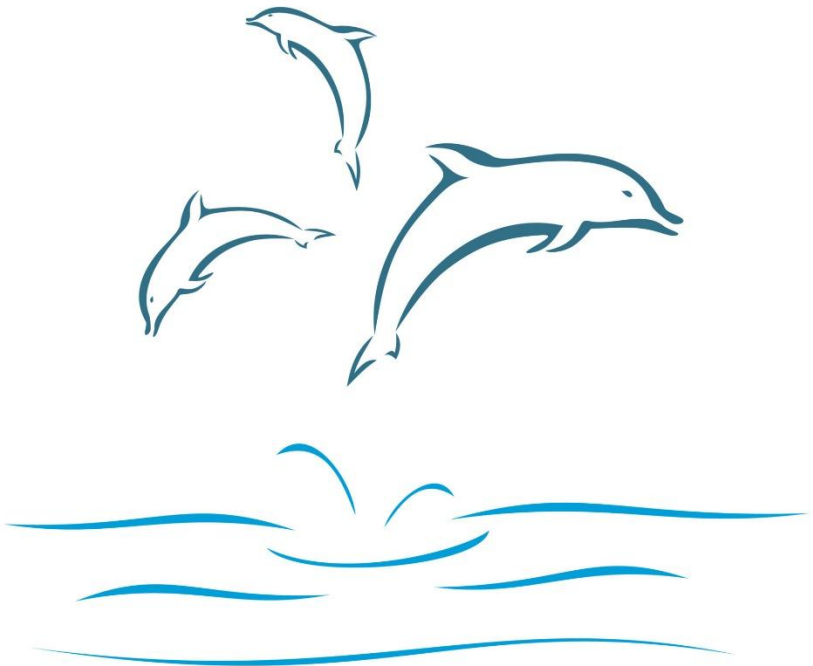
UPON YOUR DEPARTURE (24 hours or more)

Please make sure the office is aware that you are leaving. If you did not put a departure date on your registration card or are leaving earlier than expected, call to let us know you are leaving.

- **TURN OFF MAIN WATER VALVE!!** (no exceptions) – even if cleaners are coming.
- **TURN OFF WATER HEATER**
- **Make sure all sliding doors in the unit are CLOSED AND LOCKED.** (If a slider will not lock, please arrange to have it repaired).
- **Unit Thermostat should be set to the AUTO AND COOL position and no higher than 78 degrees** (due to potential humidity issues).
- **If a unit has shutters, they should be CLOSED AND LOCKED securely.**
If there are no perimeter shutters, patio furniture must be brought in.

- Unit chairs (2 max) kept in a beach storage area **MUST** be removed. (exception is only if gone one week or less). Chairs will be thrown away if left in the beach boxes or storage area after departure (after 1 warning).
- Any other close-up procedure, as directed by the owner of the unit, should also be completed (such as a dehumidifier).
- **TURN OFF** ice maker **AND** empty ice bin when not in unit for over a month.
- Remove all perishable food from fridge/freezer if leaving for more than 1 month.

**If staff must perform any work to close up a unit,
Fees and any damages due to incomplete closure will be charged**



TRASH

Trash chutes are located on each floor on the north side of the building. All trash must be bagged and tied before being thrown down the chute. **No liquids or glass containers** should be thrown down the chute. Any loose bags or paper will clog the ventilating system. Please be considerate of your neighbors and only use the chute between the hours of 8 am and 10 pm, if possible.

A large trash bin is available in the loading dock area for items that do not fit down the chute. Cardboard boxes must be broken down and put in recyclable containers if possible. Do not put wet trash or regular household garbage in the large trash bin. If the lids do not close on this trash bin, do not overfill it as Waste Management will not pick up. If bin is full, hold your trash until next pickup day. Paint and electronics must be taken to the recycled center.

Recycling bins are located in the loading dock area. We are on streamlined recycling which means all recyclables can be mixed. **PLEASE DO NOT PLACE PLASTIC SHOPPING BAGS, PIZZA BOXES OR SOILED FOOD CONTAINERS IN THE BINS!**

Please notify the office if you have a large item(s) that does not fit in the dumpster. **DO NOT** leave them in the recycling area without notifying the office first. The office staff will arrange for a special pick up and will notify you of the cost for that pickup.



SOCIAL ROOM

The social room is located on the main floor. All are welcome to use the room for entertaining or just relaxing. There is a large screen television for your use, as well as internet and cable connections. Please leave the room clean for the next person and reset the temperature back to 78F.

Children under the age of 14 must have adult supervision while in the social room.

Please do not leave alcoholic beverages in the refrigerator unattended. Please read instructions located on the refrigerator about leaving food in social room refrigerator.

Applications must be completed for the exclusive use of the room and must be submitted to the office no earlier than 30 days prior to the reservation date. Private parties are limited to one guaranteed spot per calendar month. Private parties must supply their own paper and cleaning goods. The products in the kitchen have been purchased by the social committee and are for their use only.

If using the dishes and cutlery in the social room, please wash or use the dishwasher and put dishes away.



OTHER GENERAL RULES

- All rentals must be for a minimum period of thirty (30) days (except in the case of February which has 28/29 days).
- Renters are limited to two guest registrations per thirty (30) day period (excluding immediate family members). No subletting is allowed.
- Owners, when not in residence, are limited to twelve (12) overnight guest registrations per calendar year (excluding immediate family members).
- Rental Units: The number of overnight guests in any one unit or common area is restricted to a maximum of six (6) people in all units except the one bedroom units where the maximum is four (4) people, or as otherwise directed by owners.
- Owners who rent their unit may not use the condominium facilities during the term of the lease.
- No pets of any kind are allowed on the premises. Service and emotional support animal (ESA) documentation must be presented to and approved by the office prior to the stay.
- No offensive activity (such as loud music, yelling and other confrontational behavior) shall be carried on in any unit or common area, either willfully or negligently, which may be or become an annoyance or nuisance to the other owners or occupants.
- The use of skateboards, roller skates and roller blades on the property is prohibited.
- All rentals must have an application and applicable fee submitted to the office at least 20 days prior to occupancy.

COMMON AREA RULES

NO SMOKING in any common areas.

No items such as shoes, chairs, strollers, and plants, etc. can be stored outside entryways. Items found in hallways will be disposed of by staff. Door mats are the only items permitted on hallway floors. Beach carts are not permitted in common indoor areas, except to transport from your unit or storage room in the elevator and through the recycle room (use northwest path near loading dock).

BALCONIES

The following are not permitted on balconies:

- No hosing or watering down of balconies.
- No cooking.
- No hanging of any items from the balcony rails.
- No umbrellas are allowed on balconies.
- Furniture and any other items on balcony must be heavy enough or secured to avoid wind blowing it off and causing injury and damage. Any damage to common areas or other units caused by items on balconies are the responsibility of the unit owner.

TENNIS/PICKLEBALL COURTS/ & SHUFFLEBOARD

All courts are available for the enjoyment of all occupants and their guests. The gate is unlocked. Please do your part and keep the courts maintained by picking up after yourself. No bare feet, street shoes or shoes with black soles are permitted. Shuffleboard equipment is located in the storage box on the court, and the poles are in the closet near the social room. There is limited pickleball equipment available for use in the outdoor box.

BARBECUE GRILLS

There are two barbecue grills under the awning near the shallow end of the pool. Turn off the gas after each use and clean the grill racks and surrounding area immediately after each use. No glassware/bottles are allowed in the grill areas.

EXERCISE ROOM

Proper attire and athletic shoes are required. Please make sure shoes are clean and free of sand. Indemnification agreements are located on the clipboard inside the exercise room. These must be signed and brought to the office in order to use the equipment. These forms will remain on file in the office for future use of the room.

Please be courteous to others when using the exercise room, including volume level of TV or use ear buds/headphones.

Wipe down all machines and pick up your belongings after using the facilities.

Make sure all equipment, fans and radio/TV are turned off and the a/c returned to 78° when you leave the room. No one under 14 is allowed in the exercise room.

SECURITY

Security is very important to all owners and guests. Fob keys (fobs) are required to get in the building and to the beach. Fob usage is monitored daily. Please help maintain security by making sure all doors close and lock behind you. Please do not let anyone in behind you that you do not know. Do not prop doors open, walk away and leave unattended. If you do notice an unattended door propped open, please close it and notify the office. If you lose a fob, please notify the office immediately so that we can disable it.

Fobs to the building should not be given to anyone without notifying the office including the fob number for tracking purposes.

Additional fobs may be obtained from the office for \$100. This is refundable and for short-term use. Upon the sale of a unit, all fobs must be turned over to the new owner or they will be disabled.

If you have visitors who phone you from the front entry system, answer the phone and push “5” on your keypad. Let the visitor know to enter through the south (left side) lobby door.

PACKAGE ROOM/ LIBRARY

The package room and library are located between the loading dock area and elevators.

Books may be used by anyone. Please return them after use. Books you would like to donate can be placed on the bookshelves.

If you have extra-large or multiple packages delivered, please make arrangements to pick up.

Because of limited space, please track your packages and pick up expeditiously.

POOL/SPA/ SAUNA

Many of the pool rules are State Health Department rules. Violation of these rules can result in fines and/or closure of our pool and spa. Please be considerate of others and follow the rules posted near the shallow end of the pool. Children under the age of 14 must be accompanied and supervised by an adult while in the pool area. The pool and spa hours are 8 am till dusk.

- Umbrellas must be closed and tied when leaving a table.
- Chairs should be placed back where originally found.
- People requiring diapers must wear swim pants.
- Infant floatation devices are allowed. No rafts, inner tubes or other large floatation devices that encumber others' ability to swim in the pool are allowed. No balls or frisbees are to be thrown. Any toys should not inhibit other's ability to swim in the pool. No water pistols allowed in or around the pool.
- Glassware of any kind is not allowed in any of the pool or grill areas.
- Beverages are allowed only in plastic, paper, or aluminum containers.
- Only snack food is allowed on lower deck of pool. Items such as pizza, sandwiches and other meal-type foods must be eaten on the upper deck.
- Make sure after any type of food is consumed everything is picked up and disposed of properly to avoid unwanted pests.
- No radios or other sound equipment are allowed in the pool area except with use of headphones.
- Please limit cell phone calls to a minimum. If you must use your phone, please go to a private area.
- Cover ups and footwear are required when entering the building. Bathers must dry off before entering the building to avoid accidents. Please use the backside of the service elevator when coming in from the beach or pool.
- Beach carts are not allowed on the pool deck. Use the north walkway (shell path) located near the loading dock for beach carts.
- Marco Island has an audible lightening warning system.
1 long siren – WARNING! Lightning is in the area!
Please exit the water and pool area
3 short sirens indicate all is clear

BEACH

Marco Island is known for its pristine beach, and we are so fortunate to be able to enjoy it right outside our door. You can help maintain this high quality by leaving only your footprints behind. Trash receptacles are located near the gate on the boardwalk.

There are six storage areas for your beach chairs. Five are at the end of the boardwalk and one at the beginning of the boardwalk adjacent to the grill area. These storage areas are for all condominium occupants. Only chairs are allowed in these boxes, and the limit is two chairs per unit from December 1 - April 30. Please remove your chairs if you are leaving for over a week to make room for others. Any chairs not removed, or items stored that are not allowed, such as umbrellas and noodles, will be disposed of by staff. All chairs must be clearly marked with the unit number (check this regularly).

Paddleboard, kayak and beach cart storage is available underneath the social room deck while in residence. Prior to arrival, please register your board/kayak/beach cart with the office (if there is space available) and review the rules for storage. Only one beach cart is allowed per unit and must be clearly marked with the unit number. All items must fit inside the beach cart.

There are foot washes or showers and brushes located at both ends of the boardwalk to wash the sand and salt off your person and your belongings. Do not track sand and salt water into the building, pool or spa/hot tub.

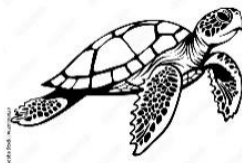
Marco Island has an audible lightening warning system.

1 long siren – WARNING lightning is in the area!

Please exit the water and beach area!

3 short sirens indicate all is clear

DURING TURTLE NESTING SEASON, MAY 1ST- OCTOBER 31ST, ALL BALCONY LIGHTS MUST BE TURNED OFF BY 9 pm AND BLINDS MUST BE CLOSED WHEN THE INSIDE LIGHTING IS ON. FAILURE TO ABIDE BY THIS RULE CAN RESULT IN LARGE FINES LEVIED BY THE CITY TO THE RESPONSIBLE PARTY.



HIRING VENDORS/CONTRACTORS

When hiring vendors and contractors to do work inside your condominium, please inform them of the following rules and procedures:

- **Any work that needs a permit such as electrical, plumbing, or demolition shall have the permit posted at the job site.**
- A signed Unit Renovation Policy and supporting information is required for all permit required renovations.
- If flooring is being replaced, sound proofing is required. See the Manager.
- Contractors must sign in at the office upon arrival and departure each day.
- All contractors must enter and leave through the loading dock doors.
- Parking is allowed for a maximum of 10 minutes in the loading dock area. After unloading, **ALL** vehicles for vendors must be parked on the east side of the garage. This includes unmarked cars that belong to vendors.
- The rear elevator door must be used for all deliveries and to load supplies and tools. Pads must be up in the elevator when loading large items. Pads must be removed by the end of the workday.
- The doors of the elevator cannot be held open for long periods of time as this causes our elevator to malfunction.
- All vendors and contractors must be scheduled. The office must be notified at least 24 hours before they are scheduled to arrive. Emergencies are handled on a case-by-case basis.
- Working hours for contractors are Monday through Friday, 8 am until 3:45 pm. No weekend or after-hours deliveries are allowed without prior approval by the office.
- Preauthorization by the owner via email is required to give any vendor or contractor access to a condominium when the owner is not present.
- Vendors, contractors, realtors or cleaners needing access after regular working hours must be approved by the management in advance.
- Please keep your "Consent for Entry" form updated.

FIRE INFORMATION

This building is protected by the latest state-of-the-art fire equipment and monitoring system. Every unit is provided with a sprinkler head activated by a heat sensor above your entry door. Smoke detectors are located in each unit and sounds only in your unit with a loud buzzing alarm. Should the smoke detector be activated by smoke from cooking or from some other source not causing a problem, open all your doors to ventilate and remove the smoke.

IN CASE OF FIRE:

- **ACTIVATE ONE OF THE PULL BOXES**
 - **IF NEEDED, OBTAIN ONE OF THE FIRE EXTINGUISHERS LOCATED IN THE FIRE HOSE CABINETS IN INNER AND OUTSIDE HALLWAYS**
 - **EVACUATE THE BUILDING**
 - **DO NOT USE ELEVATORS!**
- USE THE STAIRS!**

IF FOR ANY REASON YOU CAN NOT EVACUATE VIA THE STAIRS, PLEASE CALL 911 AND REPORT TO EMERGENCY STAFF

***PLEASE INDICATE INABILITY TO USE THE STAIRS ON YOUR REGISTRATION CARD.**



OTHER COMMUNICATIONS

ALL IMPORTANT NOTICES WILL BE PLACED ON THE COMMUNITY BULLETIN BOARD LOCATED IN THE FRONT ELEVATOR LOBBY.

9/1/26