

NAOS HARBOUR ISLAND
Guest & Resident - Basic Rules and Regulations

General Areas / Individual Apartments:

1. Trash must be thrown in waste bins located in the social areas and hallways.
2. Trash from your unit must be placed in the emergency stairwell for removal (located in front of the elevators on each level). Trash is scheduled to be removed daily by Naos staff. If the trash has not been removed in 24 hours please advise the administration office.
3. Access to the mountain is prohibited unless previously authorized by the head of security or administration office.
4. **It is prohibited to hang to dry any clothes, towels, blankets, or any other items from the windows or balconies of your unit.**
5. It is prohibited to walk or pass in any location that may not be visible by the security.
6. Unless previously authorized by the administration office, the use of fireworks is strictly forbidden.
7. Should for any reason during your stay should the police or authorities need to be called because of a disturbance on the property has affected other residents or guests, you shall be fined \$200.00

Social Area:

1. **YOU MUST WEAR A SHIRT IN THE ELEVATORS.**
2. Bathing suits must be worn at all times when swimming in the pool or using the Jacuzzi
3. Children (under 5 years old) must be supervised by an adult at all times when entering the pool.
4. Please refrain from sexual activity in the pool or jacuzzi. Please return to your unit to engage in such pleasant actions. *(yes we have to put this here from past issues)*
5. You must rinse your body before entering the pool.
6. There will be no food or drinks allowed inside the pool.
7. No glass containers of any kind are allowed on the pool deck.
8. Unless otherwise previously authorized by the administration, private events must end at 12:00am.
9. Advanced notice of the use of the social area or part there of for private events (groups of 10 or more) must be given to the administration 48 hours in advance.
10. It is prohibited to play with social area furniture.
11. Please do not excessively move social area furniture. If you do, PLEASE pick up the furniture and DO NOT drag it across the pool deck. Residents do live below the pool area. Lastly, PLEASE return any moved social area furniture to its original position by lifting it up again and returning it safely.

Gym:

1. Please return all weights and equipment in the gym to its original place
2. Please **turn off** the **AC & Lights** in the gym area when finished with your workout.
3. Please use a towel and wipe down all surfaces and machines after use.
4. Do not drop weights uncontrollably on gym floor.

Transportation & Parking:

1. When picking up a resident or guest - Taxi's, Ubers or other transportation services are allowed to enter the property but must remain outside security booth #2 outside the lobby of Tower 300, *they are not permitted* within the parking levels.

Please advise your Taxi or Uber driver of your full name and unit # **OR security that a driver is picking you up so that they may pass the front gate. **

2. When dropping off a resident or guest – Taxi’s, Ubers or other transportation services are allowed to enter the property ONLY IF THERE ARE PACKAGES OR BAGS IN THE CAR AND *will be permitted* to enter the parking levels to help unload packages.
3. When unloading vehicles in front of lobby doors on both E1 and E2 you will be allowed a 5 minute period to unload your car and then move it to your designated space.
4. Any food deliveries must be picked up at security booth #2 outside the lobby of Tower 300.
5. Please return grocery carts to their original positions on E1 in the emergency stairwell.
6. All cars must be parked within designated lines and spaces.

Guests:

1. **THERE IS A FEE of \$20 – FOR EACH GUEST BROUGHT TO THE PROPERTY**
2. Guests arriving to the gate must be announced to the administration office and/or security office prior to their arrival. Full name must be given. Be advised security will ask their ID# (or may take a copy of their ID) upon arrival and as well take their license plate number for security purposes.
Please advise your guest of our procedures prior to their arrival.
3. Guests arriving IN THE CAR with a resident do not need to be announced or have their personal information taken.
4. Guests must park in designated “guest parking” areas.
5. Any guests staying longer then 48 hours need copies of their ID registered with administration.

Deliveries & Workers:

1. Furniture or big item deliveries to any unit must be completed between 9:00am – 12:00pm and 2:00pm – 4:30pm. This will be strictly adhered to unless special permission is granted by the administration.
2. Work or repairs to any unit must be completed between 9:00am – 12:00pm and 2:00pm – 4:30pm. This will be strictly adhered to unless special permission is granted by the administration.
3. It is prohibited to use any Naos employee or staff member for personal things within or outside your home.
4. Any outside workers or contractors including housekeepers must be brought directly to or must pass by the administration office to be registered as an “onsite worker”. A copy of their government ID and fingerprints will be taken for security purposes.

I _____ renting unit _____ accept and acknowledge that failure to adhere to the rules and regulations stipulated above may result in a reduction of your security deposit.

 Brian Kelly
 Unit Administrator

 Date

 Renter

A full comprehensive guide to the rules and regulations of Naos Harbour Island is available upon request in the Administration office (Level E2 – Tower 1)