Date Stamp

Coach Homes Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to purchase in Coach Homes:

_____Signed Application Checklist

_____Completed Application to Purchase

_____$150 Non-refundable Application Fee – Payable to **Coach Homes**

_____Completed Pet Registration form and supplements *(if applicable)*

_____Copy of current government issued photo ID

_____Completed Directory and Email Consent

_____Completed Home Watch and Emergency Contact

_____Sales Contract with applicable condo/HOA disclosure(s)

Unit Address _____

Title Company _____ Phone # _____

Missing or incomplete information will result in the delay of processing your application. Complete application **MUST** be received 20 days prior to occupancy.

_____ Applicant Signature

_____ Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,
Anchor Managers

2340 Stanford Court Naples, Florida 34112
(239) 649-6357 office (239) 649-7495 fax

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Application for Approval to Purchase

I/we hereby apply for approval to purchase Unit #_____, Street Address _____

in Coach Homes, a Condominium with closing scheduled for _____, 20_____.

A copy of the signed sales contract must be attached.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION		
Last Name	First	Middle
Home Address		Apartment/Unit #
City	State	ZIP
Phone #	Cell #	Other Phone #
Email Address		
Employer	Employer's Phone #	

APPLICANT INFORMATION		
Last Name	First	Middle
Home Address		Apartment/Unit #
City	State	ZIP
Phone #	Cell #	Other Phone #
Email Address		
Employer	Employer's Phone #	

OCCUPANTS		
Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.		
Full Name	**Relationship**	**Date of Birth**

VEHICLES				
No trucks or motorcycles are permitted unless kept in the garage at all times.			***Please Initial***	
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

PETS

Only one pet (dog, cat or other common household pet) is permitted per unit.	***Please Initial***	

Do you currently have a pet? YES ☐ NO ☐

*If you answered **YES**, a completed Pet Registration form must be included with your application packet.*
*If you answered **NO**, but obtain one in the future, you must complete a Pet Registration form within thirty (30) days after pet begins residing in the unit.*

REFERENCES

Please list two personal references.

Full Name	
Relationship	Phone ( )
Address	
Full Name	
Relationship	Phone ( )
Address	

NOTIFICATIONS

The address below will be used as your official mailing address for association related mailings, assessments, etc.

Home Address		Apartment/Unit #
City	State	ZIP

UNIT USE

I/we am purchasing this unit with the intention to:

_____ Reside on a full-time basis

_____ Reside on a part-time basis

_____ Lease the unit

DISCLAIMER AND SIGNATURE

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read and understand the Rules and Regulations of Coach Homes and will comply.

Signature	Date
Signature	Date

Return this application to:

Coach Homes Condominium Association
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
applications@anchormanagers.com

Date Stamp

Anchor Associates, Inc.
Community Association Management
Main Office:
2340 Stanford Court, Naples, FL 34112
(855) 649-6357 *phone* · (888) 210-6001 *fax*
www.anchormanagers.com

Agreement for Pre-Authorized or ACH Payments

Association Name: _____

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my Association assessment from my account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution Name: _____

City: _____ **State:** _____ **Zip:** _____

Transit/ABA No: _____ **Account No:** _____

This authority is to remain in full force and effect until the Association and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Association and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first (1st) and tenth (10th) of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program and I will be charged a $25.00 administrative fee.

A VOIDED CHECK (NOT DEPOSIT SLIP) MUST BE ATTACHED.

Important Note: *Automatic debit payments will begin on the next period after receipt of this form.*

Name(s): _____ **Home Phone:** _____

Unit Address: _____ **Alt Phone:** _____

Mailing Address *(if different)*: _____
Street Address *City* *State* *Zip*

_____ _____
Signature **Date**

Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
(239) 649-6357, phone (239) 649-7495, fax
admin@anchormanagers.com

Date Stamp

Owner Information Update

Owner Name: _____

Community Name: _____

Property Address: _____

Alternate Address *(if applicable)*: _____

Contact Numbers: _____ _____
Phone Number *Phone Type*

_____ _____
Phone Number *Phone Type*

_____ _____
Phone Number *Phone Type*

Email Address(es): _____ _____

By signing this consent, I/we authorized the Association to print the completed information any applicable Community Directory and send correspondence and/or official notices via e-mail:

☐ **All** ☐ **Invoices Only** ☐ **Directory** ☐ **None**

HOME WATCH

Name of Home Watch: _____

Phone: _____

Email: _____

EMERGENCY CONTACT - Please provide the Association with a contact person in case of an emergency.

Emergency Contact: _____

Phone: _____

Email: _____

I/We occupy this residence: ☐ **Full-time** ☐ **Part-time/2nd Home** ☐ **Investment/Rent it out**

_____ _____
Signature Date

Please return to Anchor Associates, Inc. at
2340 Stanford Court, Naples, FL 34112
Fax(239)649-7495 -or- Email admin@anchormanagers.com

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Pet Registration

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

OWNER INFORMATION
Name(s)
Coach Homes Address

PET INFORMATION		
Name		Date of Birth
Sex	Weight	
Species	Breed	
Primary Color	Secondary Color *(if applicable)*	
License #	Expiration Date	County/State
Rabies Vaccination Date	Microchip # *(if applicable)*	

PHOTO IDENTIFICATION
Please provide a picture of you animal attached in the space below.

VETERINARIAN INFORMATION

Name		
Address		
City	State	ZIP
Phone #	Fax #	

INDEMNIFICATION

I/we agree to indemnify and hold the Association harmless for any damage or injury caused by the above mentioned pet. ***Please Initial***		
Signature	Date	
Signature	Date	

DISCLAIMER AND SIGNATURE

I/we represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this registration form will justify further investigation by the Board. I/we agree that the above reference pet is licensed with Collier County per their Animal Control Ordinance. I/we agree that if the above referenced pet dies, I/we will notify Anchor Associates of the death and will complete a new form if a replacement pet is obtained.

I/we understand that the ability to keep such a pet is a privilege, not a right. Failure to adhere to the Coach Homes Declaration and Rules & Regulations regarding pets shall result in action taken by the Coach Homes Board of Directors.

Signature		Date	
Signature		Date	

REGISTRATION REQUIREMENTS

The following items must be included in order to properly register your pet:

_____ Completed Pet Registration form
_____ Copy of Certificate of Vaccinations
_____ Picture of your pet

Return this registration form to:

Coach Homes of Berkshire Lakes Condominium Association
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112

(239) 649-6357 *phone*
(239) 649-7495 *fax*

Coach Homes of Berkshire Lakes Condominium Association, Inc.
General Guest Rules

USAGE OF UNIT WHEN OWNER IS NOT PRESENT

Unit owners shall notify Anchor Associates, in advance (no less than 48 hours prior) by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of the unit owners. ***(Use Guest Registration form)***

Unit owners are responsible for insuring guests have access to the pool and clubhouse keys. The Association will not provide extra keys for guests.

Unit owners are responsible for ensuring that guests understand and adhere to the Coach Homes Rules and Regulations especially regarding parking, pool hours, garage doors, garbage pickup, etc.

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Rules and Regulations

Board Approval Date: **June 17, 2014**

Effective Date: **December 1, 2014**

The Rules and Regulations hereinafter enumerated as to the Condominium Property, the Common Elements, the Condominium Units, and the condominium in general shall apply to and be binding upon all Unit Owners, and are supplementary to the governing documents of the condominium. The unit owners shall at all times obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by other residents of their units, including family members, lessees, guests, invitees, and others over whom they exercise control, all in accordance with paragraph 22-C of our Declaration of Condominium.

Violation of these Rules and Regulations may subject the violator to any and all remedies available to the Association and other Unit Owners pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation of the Association, and the By-laws of the Association. Violations may be remedied by the Association as provided in the Declaration of Condominium, by injunction or other legal means and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees as the prevailing party.

Any waivers, consents, or approvals given under these Rules and Regulations by the Board shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless notified in writing by the Board. THE RULES AND REGULATIONS ARE AS FOLLOWS:

1. RULES AND REGULATIONS

A. Violations must be reported in writing to the Management Company *(hereinafter called "the Manager")*, or to the Board of Directors *(hereinafter called "the Board")* or Officers of the Association on the approved Violation Reporting Form.

B. Violations will be called to the attention of the violating owner by the Board through the Manager, and the Board will also notify the appropriate committee of the Board, if any.

C. Disagreements concerning violations will be presented to and judged by the Board who will take appropriate action.

D. Unit owners are responsible for compliance by their guests or lessees with these Rules and Regulations.

2. COMMON ELEMENTS

The common elements and facilities of the condominium, including the pool and club house, are for the exclusive use of unit owners, their approved lessees, and guests. Any damage to the buildings or other common elements, association property, or equipment, caused by any unit owner or his guest or lessee shall be repaired at the expense of the unit owner. Vehicle maintenance on any common elements, including unit driveways, is specifically prohibited except in cases of emergency.

3. CLUB HOUSE

Rules regarding the use of the club house by unit owners, their approved lessees, and guests are:

A. Common use of the club house is available at all times with the exception of approved private use events which are posted on the club house bulletin board.

B. Requests for approval of private use of the club house shall be made to the Chair of the Social Committee or the Board of Directors *(in the event there is no Social Committee Chairman)* and shall include date, time, number of people, and any other information that may be required for approval. Approval shall not be unreasonably withheld. Use of the pool in conjunction with private use of the club house is not permitted unless specifically requested of and approved by the Board of Directors. Approval to use the pool, however, shall not preclude use of the pool simultaneously by other unit owners, their approved lessees, and guests. ***(Use Clubhouse License Agreement)***

C. Users, whether common use or private use, are responsible for providing their own cooking, eating, drinking, and other needed items, and for their removal or proper disposal when finished.

D. Users, whether common use or private use, are responsible for returning the club house, its equipment and its furnishings, to a clean and orderly condition suitable for general use by other unit owners. A fifty dollar ($50.00) refundable deposit is required and shall be submitted with the written reservation request.

4. POOL

Rules regarding the use of the pool by unit owners, their approved lessees, and guests are:

A. Pets and other animals are not permitted in the pool or spa, or on the deck.

B. Persons who are diapered or not toilet trained are not allowed in the pool or spa, except, if wearing specially designed watertight and leak proof swim diapers.

C. Children under the age of twelve (12) are not permitted in the pool area unless supervised by a responsible adult. Children under the age of twelve (12) are not permitted in the spa unless accompanied by an adult, and are expressly forbidden to operate the spa controls. Accompanying adults are cautioned that use of spas by young children may constitute a health hazard.

D. Pool and spa hours are from dawn until dusk. Use of the pool and spa is expressly forbidden between the hours of dusk and dawn.

E. Running, diving or jumping into the pool off the deck, screaming, rough play, Frisbee or ball playing is strictly prohibited in the pool or on the deck.

F. Bicycles, tricycles, wagons, skateboards, roller skates, roller blades or other such wheeled conveyances are not permitted on the pool deck.

G. Glass of any kind is not permitted on the deck or in the pool. Drink should be in unbreakable containers only.

H. No food is permitted in the pool area. Eating is restricted to the club house.

I. Headsets must be used with all radios, tape decks, TVs and other audio devices.

J. Persons with open wounds, cuts, or communicable diseases are not allowed in the pool or spa.

K. Lounges shall be covered with a towel when using any type of body lotion.

L. Body lotions must be removed by showering before entering the pool or spa.

M. Cigarettes shall be disposed of in receptacles provided in the pool area.

N. Life preservers and other safety equipment shall not be used for recreational purposes. These are for emergency only!

O. No more than 25 persons shall occupy the pool and no more than 4 persons shall occupy the spa at any one time.

5. NOISE

Rules regarding the control and abatement of noise by unit owners, their approved lessees, and guests are:

A. Care should be exercised at all times, and particularly between 10:00 PM and 7:00 AM, to minimize offensive noise including loud talking and shouting. Radios, TVs, stereos, musical instruments, etc. should be used so as not to disturb others, and should not be audible between units.

B. Unless expressly permitted in writing by the Board, no floor covering shall be installed in units, other than carpeting, or other originally installed floor covering. If any ceramic tile or marble is installed in a unit, such tile or marble must be set upon soundproofing bed approved by the Board.

6. OBSTRUCTIONS

Sidewalks, entrances, driveways, courts, and all common elements shall be kept open and shall not be obstructed in any manner. This includes planters and decorative statutes. No radio or television aerial or antenna or other apparatus for the transmission of television, radio, or other signals of any kind shall be attached to or hung from the exterior of a condominium building or the roof thereon.

7. ANIMALS AND PETS

7.1 GENERAL: No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted in any unit, with the exception of dogs, cats, or other usual and common household pets, but no more than one (1). The ability to keep such a pet is a privilege, not a right, and the Board is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium. Owner shall be responsible for the cost of the removal. No pets shall be kept, bred, or maintained for any commercial purpose. Pets which are household pets shall at all times whenever they are outside a unit be confined to a leash or carried, but under no circumstances will pets be permitted in the pool and club house area. Pet owners shall at all times when the pet is on common ground use a "pooper scooper" or other means to remove feces.

7.2 REGISTRATION: Unit owners and lessees shall register their pet with the Board and the Manager using an approved Pet Registration form. The Pet Registration form shall be completed and provided to the Association within the thirty (30) days after a pet begins residing within a unit. All pets shall have current vaccinations and shall be licensed by the Collier County, Florida per the Collier County Animal Control Ordinance. Upon the passing of a pet, unit owners and lessees shall notify the Manager in order for the unit's pet record to be updated. Proof of vaccinations and licenses must be provided when vaccinations and licenses are renewed or otherwise updated.

7.3 FEEDING OF BIRDS, DUCKS AND ANIMALS: Feeding of birds, ducks, and animals is strictly prohibited in common or limited common areas including decks, balconies and patios. This rule includes all Bird Feeders and any/all other animal feeders.

8. DESTRUCTION OF PROPERTY

Neither unit owners, their lessees, nor guests shall mark, mar, damage, destroy, deface, or engrave any part of the condominium property. Unit owners shall be financially responsible for any such damage within twenty (20) days of being notified of the same.

9. EXTERIOR APPEARANCE

The exterior of the condominium buildings and all other areas appurtenant to the buildings shall not be painted, decorated, or modified by any unit owner in any manner without the prior consent of the Board and, if necessary, the membership and/or the Master Association, which consent may be withheld on purely aesthetic grounds. Installation of either hurricane shutters or screen enclosures for front entrances shall meet approved Association standards, which shall be verified through the Building Committee. Drapes or curtains visible from the exterior of the unit shall have neutral colored liners which meet approved Association standards.

10. LANAIS

No objects shall be hung from lanais or window sills. No cloth, clothing, rugs, or mops shall be hung from or shaken from windows, doors, or lanais. Unit owners shall be responsible for removing remove all loose objects or moveable objects from their lanais prior to a hurricane. *(See Rule 18 for owners who are absent or plan to be absent during hurricane season.)* Unit owners shall not allow anything to be thrown or to fall from windows, doors, or lanais. No sweepings or other substances shall be permitted to escape to the exterior of the building from the windows, doors, or lanais. No cooking shall be permitted on the lanai of any unit. No lanais may be enclosed without the prior written consent of the Board.

11. STORAGE AND GARAGE AREAS

Unit owners are responsible to see that nothing is placed in storage and garage areas which would create a fire hazard; that would be subject to being infested; or that would be subject to spoilage.

12. EMERGENCY ENTRY

In case of emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board, or any other person authorized by it, or the Manager shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency. Each unit owner should either place a key(s) suitable for gaining access to the unit in the possession of the Manager, such key(s) to be kept by the Manager and coded to prevent casual identification of the pertinent unit; or notify the Manager of the name and address of a full-time resident unit owner who possesses such key(s). In the event no keys are available, the Association will gain forced entry to the unit at the expense of the unit owner.

13. PERSONAL ITEMS

Personal equipment such as furniture, grills, motorcycles, mopeds, bicycles, and recreational items must be placed or stored inside units or storage area.

14. PLUMBING

Toilets, sinks, and other plumbing fixtures shall not be used for any purposes other than those which they are intended, and no sweepings, rubbish, garbage, or other foreign substances shall be thrown therein. The cost of any damage resulting from misuse of same shall be borne by the unit owner.

15. SOLICIATION

There shall be no solicitation by any person anywhere in the condominium for any cause, charity, or for any other purpose whatsoever, unless specifically authorized by the Board.

16. CONTRACTORS

Hired contractors and their employees shall not, at anytime, for any purpose be sent away from the condominium property by any unit owner, except in the unit owner's capacity as an officer or director of the Association. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over contractors or contractors employees.

17. COMMERCIAL PROHIBITION

No unit may be occupied or used for any commercial or business purpose.

18. HURRICANE PREPARATION

Each unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare the unit prior to departure by:

A. Either removing all furniture and plants from the lanai, or providing for a neighboring full-time resident unit owner to do the same; or

B. Designating a responsible firm or individual to care for the unit during his absence and furnish the Manager with the name of such firm or individual.

19. GUESTS

Unit owners and lessees shall notify the Manager, in advance by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of unit owners and lessees. Should unit owners or lessees fail to inform the manager of their occupancy, they may be deemed an unregistered tenant and evicted by the Association without consent of the Unit owner. Unit owners and lessees shall have such guests notify or otherwise check-in with the Manager upon arrival in order to confirm their presence. Further, they should also notify the Manager upon vacating the premise. ***(Use Guest Registration form)***

20. PARKING

20.1 GENERAL: Owners, other residents, and guests shall park only in garages or within the perimeters of the driveways serving their units (one car length in front of garage door). If additional space is required, parking in the Club House Parking Lot *(hereinafter called the "lot")* is permitted in accordance with the controls outlined below. No garage may be altered in such a manner that one automobile cannot reasonably be parked therein. Garage doors are to be kept closed except when in use. No owner, other resident or guest shall keep or park in the condominium property any trailer, golf cart, camper, RV, boat, truck (capped or uncapped), motorbike or motorcycle, swamp buggy, stock car, or any vehicle other than the customary private passenger vehicle for highway travel unless such vehicle is parked or stored in an enclosed garage.

A. The parking of vans will be permitted if the following requirements are met:
   1. The vehicle must be intended for use as a passenger vehicle for personal, non-business purposes.
   2. Vans must have windows on both side panels, and must be equipped with seating throughout.
   3. No tools, equipment, merchandise, materials, or supplies of any kind may be kept or stored in the van, except for a jack and other emergency equipment customarily found in passenger vehicles.

B. Except for required service or deliveries, no owner or other resident shall park or permit to be parked either on the property or on a street right-of-way within the condominium property any vehicle designed or used for commercial purposes or containing advertising matter unless such vehicles are parked within an enclosed garage.

C. Parking by any resident, vendor, or guest is not permitted on any landscaped areas.

D. At no time shall any owner or guest vehicle be parked on the roadways in the cul-de-sacs or circles.

20.2 CLUB HOUSE PARKING LOT:

A. Extended term parking for up to 30 days may be permitted in the lot on a PERMIT basis if additional parking space is needed due to the presence of guests. Requests for PERMITS may be granted if space is available or they may be denied if abuse of the system occurs. PERMITS are available from the Manager or Board Member.

B. Short-term guests, e.g., three days or less, may park in the lot. A GUEST sign must be displayed in any vehicle parked overnight. Such signs are available from the Manager or Board Member.

C. Parking overnight in the lot shall be allowed only when space is not available in the garage and driveway of the unit being visited. In no case will vehicles be allowed to be parked in the lot permanently, and owners and other residents may not use the lot on a routine or continuous basis. However, on a temporary basis, any resident or their guests may use any available space during use of the pool or attendance at events in the club house.

20.3 TOWING: Vehicles parked in violation of these rules will be towed at the vehicle owner's expense.

21. LIGHTING

Except for seasonal holiday decorative lights, all exterior lights must be approved by the Board

22. LATE PAYMENT

A $25 fee to cover administrative costs shall be charged to any unit owner whose account becomes ten (10) days past due. Further, overdue accounts will accrue interest each month at the rate of 18% per year.

23. UNIT RENTAL

A unit shall not be rented without the prior written approval of the Board, which approval shall not be unreasonably withheld. Approval or disapproval shall be given by the Board within ten (10) days from receipt of (1) a non-refundable $100 fee to cover administrative costs, and (2) all information requested by the Board in connection with the proposed lease. The Board shall have the right to require that a substantially uniform form of lease be used. As stated in paragraph 18.A of the Declaration of Condominium, the following restrictions on leases are applicable.

A. No lease may be made for less than a thirty (30) day period.

B. No unit may be leased more than two (2) times in one (1) calendar year.

C. No lease shall be for a period of more than one (1) year.

D. No portion of a unit (other than the entire unit) may be rented.

In the event that the Board approves a lease, such approval of a lease or rental shall not release the unit owner from any obligation under this Declaration. Further, such approved lease may not be modified, extended, or assigned, nor

may the unit be subject to any other party without the Board's prior written consent.

The Association has the authority to evict tenant who violate the governing document of the Association.

24. FINES

The Board may levy fines against unit owners who commit violations of the condominium act, the provisions of the condominium documents, or the rules and regulations, or condone such violations by their family members, guests, or lessees. The fines shall be in an amount deemed necessary by the Board to deter future violations, but in no event shall any fine exceed $50 per day per violation, and no fine may be levied against an unoccupied unit. The procedure for imposing fines shall be as follows:

A. The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days, and the notice shall include:
    1. Statement of the date, time, and place of the hearing;

    2. A specific designation of the provisions of the Declaration, Bylaws, or Rules which are alleged to have been violated; and

    3. Short and plain statement of the specific facts giving rise to the alleged violation(s); and

    4. The amount of any proposed fine.

B. At the hearing, the party against whom the fine may be levied shall have a reasonable opportunity to respond, to present evidence, and to provide written and or arguments on all issues involved, and to review, challenge, and respond to any evidence or testimony by the Association. The hearing shall be conducted before a panel of unit owners *(at least 2 preferably 3)* who volunteer and are approved by the Board, none of who may then be serving as Directors or are residing in a Board Members household. If the panel, by majority vote, does not agree with the fine, it may not be levied.

25. ROOF

Unit owners, other residents, or guests are not permitted on the roof for any purpose whatsoever.

26. CLEANLINESS

All garbage and refuse shall be deposited in covered garbage containers intended for such purpose and set out at the street on specified collection days. All refuse and waste to be collected shall be securely wrapped or contained in

plastic bags. Recyclables shall be placed near the street in approved containers on designated collection days. According to Collier County Ordnance 9147 Section 7, garage containers may not be set out until 6:00 p.m. on the day prior to pickup *(pick up is scheduled for Wednesdays and Saturdays)* and must be returned to the garage on the day of pickup. Failure to follow this ordnance is subject to a fine by the County.

27. SIGNS

No signs of any type shall be erected or displayed by a unit owner or other resident within the common elements without the written consent of the Board.

28. LANDSCAPING

The trees, hedges, shrubbery, and other plantings within the common elements shall not be modified in form, shape, content, or color by any unit owner without the consent of the Board, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Board. The planting of small decorative flowers in a reasonable and minor way at or around a unit owner's entrance, however, is permitted. All plantings, once placed in common elements, are expressly the property of the Association and may be modified in form, shape, content, or color at the sole discretion of the Board.

The foregoing Rules and Regulations are subject to amendment as provided in the Declaration of Condominium of THE COACH HOMES OF BERKSHIRE LAKES, A CONDOMINIUM, and the Bylaws of the Association.

The foregoing Rules and Regulations are designed to make living for all unit owners pleasant and comfortable. The restrictions imposed are for the mutual benefit of all. Violations of these Rules are to be reported in writing as prescribed in Rule 1, and the Association will call the matter to the attention of the violating unit owner, lessee, or guest for corrective action. Any disagreement over the violation will be reported to the appropriate committee for subsequent judgment by the Board.

THE COACH HOMES OF BERKSHIRE LAKES
CONDOMINIUM ASSOCIATION, INC.

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Rules and Regulations
Supplement A

The Coach Homes Board of Directors has determined that the potential risk for damage caused by water leaks in units is very high. Such damage can be catastrophic to units and to common elements. The most common types of leaks are caused by preventable plumbing failures, such as hot water heaters and rubber hoses connected to clothes washers and dishwashers. It is essential that units are property maintained and monitored to prevent failures, which could result in water intrusion and mold growth.

The growth of mold within condominium units and upon the common elements is a serious and potentially hazardous risk to the health of all residents of condominium units, a risk to the property value of the units themselves, and to the common elements of the condominium. Mold can be expensive and difficult to remediate. Early detection, prevention and treatment can alleviate and mitigate the growth of mold which will substantially minimize the expense of remediation, the disruption that remediation can cause, the risks to the health of condominium residents and will protect property values. Mold grows when there is the presence of moisture and humidity. Moisture and humidity levels within condominium units require constant monitoring and control. Also, the proper maintenance of plumbing components within the unit can prevent small, and catastrophic water leaks, which can cause the growth of mold, in addition to the damage caused by the leaks themselves.

Unit owners and/or residents are also required to maintain and repair their unit as required by the Declaration of Condominium and the Condominium Act, which includes the maintenance of plumbing and fixtures within the unit. Therefore, in order to minimize the risks to residents and to the condominium from water damage and the growth of mold within a unit and the common elements, the Association shall forthwith require the following actions on the part of unit owners. An owner has an affirmative obligation to immediately notify the Association and allow it the right to inspect a unit prior to making repairs, or undergoing maintenance when an owner or resident discovers or otherwise observes:

A. Water intrusion into a unit or the limited common elements appurtenant to a unit from any source whatsoever.

B. The failure of plumbing, electrical, mechanical services within a unit, or which exclusively serves a unit which such failure results in damage, however slight, to the unit, other units or to the common elements.

C. Mold growth within a unit or upon the limited common elements appurtenant to a unit.

D. Any discoloration of drywall or other building materials within a unit or the limited common elements appurtenant to a unit.

Because of the potential for catastrophic water damage and mold, the Board has adopted the following Rules and Regulations.

WATER SHUT-OFF VALVES

1. A central water shut-off valve to the unit shall be installed if there is no shut-off valve presently installed. The valve shall be capable of turning the water off to the entire unit from the single shut-off valve.

2. The installation of the water shut-off valve shall be at the unit owner's expense.

3. Proof of the installation of the water shut-off valve must be provided to the property management firm. The following information must be provided to the property manager to demonstrate that the valve has been replaced:
    a. An invoice from a licensed plumber showing that a water shut-off valve has been installed.
    b. The name, address and phone number of the plumber who installed the shut-off valve.
    c. The location of the shut-off valve.

4. If an owner does not provide the requisite proof that a shut-off valve has been installed to the Property manager on or before February 28, 2014, the Association shall engage a plumber, at the unit owner's expense, to install a shut-off valve.

5. If a unit owner has previously installed a shut-off valve, the unit owner is exempt from this installation requirement provided that the unit owner contacts the property manager to identify the location and operability of the shut off valve on or before February 28, 2014.

VACANCY OF UNITS

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident shall shut off the water to the unit at the unit's main water shut-off valve prior to unit being left vacant.

In addition, the unit owner or resident of a vacant unit shall keep the climate controlled within the vacant unit so that the humidity within the unit will be minimized. Florida Power and Light's "Guide to Saving Energy While You're Away" checklist, which helps prevent mold and save energy while your home is vacant, recommends:

For programmable thermostats: Set you're A/C to run at 72 degrees for just two hours each morning before sunrise and at 88 degrees the rest of the time.

For non-programmable thermostats: If you live in a condo or apartment, set you're A/C at 77 degrees.

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident of the unit shall provide the Association with the name of a party that will inspect the unit at least twice a month *(usually once every two (2) weeks)* during the time the unit is vacant to verify that the climate control systems are working properly and that there is no water penetrating into, and/or leaking within or from the unit.

KEYS TO UNITS

In order to maintain the condominium, it may be necessary to access units. Section 718.111(5) of the Florida Statutes and Section 9 of the Declaration allows the Association the irrevocable right of access to a unit as necessary to perform maintenance to protect the unit and the condominium property. The Association may be required to enter a unit on short notice, including for emergencies. Therefore, the following Rules shall pertain to facilitate the Association's ability to access of units:

1. A key to the unit must be provided to the Association's Property Manager on or before February 28, 2014.

2. Front door locks to a unit may not be changed without notifying the Association that the lock has been replaced and providing a replacement key.

3. If an owner does not provide a key to the Property manager on or before February 28, 2014, the Association shall engage a locksmith, at the unit owner's expense, to provide a unit key. In addition, if a provided key does not work and access is needed, a locksmith will be engaged to provide access at the unit owner's expense.

Failure to comply with the provisions of these rules may be deemed a failure of the owner or resident to properly maintain the unit as required by the Declaration.

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Approved Budget
January 1, 2026 - December 31, 2026

CODE	DESCRIPTION	2025 BUDGET	2025 PROJECTED	2026 BUDGET	2026 QUARTERLY
	REVENUE				
6310	Maintenance Fee - Operating	$ 514,690	$ 514,690	$ 547,943	$ 136,986
6311	Maintenance Fee - Reserves	$ 149,935	$ 149,935	$ 130,585	$ 32,646
6340	Late Fee Income	$ -	$ 400	$ -	$ -
6360	Misc Owner Income	$ -	$ 50	$ -	$ -
6370	Pool Card Replacement	$ -	$ -	$ -	$ -
6390	Operating Interest Income	$ -	$ 1,750	$ -	$ -
6510	Transfer fees	$ 2,000	$ 3,000	$ 2,000	$ 500
6520	Other Income	$ -	$ 50	$ -	$ -
	Total Revenue	**$ 666,625**	**$ 669,875**	**$ 680,528**	**$ 170,132**
	EXPENSES				
General & Administrative					
7010	Accounting Fees	$ 6,800	$ 6,800	$ 1,545	$ 386
7015	Federal & State Taxes	$ -	$ 5,512	$ 5,000	$ 1,250
7020	Application Processing	$ 1,000	$ 1,500	$ 1,000	$ 250
7070	Division Fees	$ 446	$ 446	$ 446	$ 112
7080	Legal Fees	$ 1,000	$ -	$ -	$ -
7090	Insurance	$ 182,500	$ 172,745	$ 164,626	$ 41,157
7091	Insurance Appraisal	$ 405	$ 405	$ 405	$ 101
7120	Management Fee	$ 19,354	$ 19,354	$ 19,741	$ 4,935
7140	Office Expense	$ 4,250	$ 3,850	$ 4,250	$ 1,063
Grounds Maintenance					
8010	Ground Maintenance Contract	$ 49,200	$ 49,200	$ 51,600	$ 12,900
8020	Mulch/Sod/Plants/Trees	$ 20,000	$ 20,000	$ 30,000	$ 7,500
8030	Ground Extermination	$ 7,000	$ 8,202	$ 8,500	$ 2,125
8035	Sprinkler Parts & Supplies	$ 7,000	$ 9,000	$ 9,055	$ 2,264
Pool Maintenance					
8036	Contract Pool Labor	$ 8,590	$ 9,366	$ 10,500	$ 2,625
8037	Pool & Spa Repair	$ 3,500	$ 3,000	$ 4,300	$ 1,075
8039	Permit Fees	$ 875	$ 1,100	$ 875	$ 219
Utilities					
8905	Cable	$ 94,200	$ 93,600	$ 97,050	$ 24,263
8910	Electricity	$ 18,000	$ 15,000	$ 18,000	$ 4,500
8930	Water and Sewer	$ 69,700	$ 72,000	$ 75,300	$ 18,825
8980	Trash Removal	$ 250	$ 250	$ 250	$ 63
Maintenance					
9010	Building Maintenance	$ 15,000	$ 37,700	$ 40,000	$ 10,000
9011	Clubhouse Janitorial	$ 6,500	$ 6,500	$ 6,500	$ 1,625
9012	Building Supplies	$ 1,120	$ 100	$ 1,000	$ 250
	Total Expenses	**$ 516,690**	**$ 535,630**	**$ 549,943**	**$ 137,486**
	RESERVES				
9915	Pavement	$ 4,587	$ 4,587	$ -	$ -
9935	Pool	$ 3,721	$ 3,721	$ -	$ -
9940	Irrigation Pumps	$ -	$ -	$ -	$ -
9950	Clubhouse	$ -	$ -	$ -	$ -
9960	Roofs	$ 77,242	$ 77,242	$ -	$ -
9965	Exterior Painting 2030	$ 5,651	$ 5,651	$ -	$ -
9966	Exterior Painting 2027	$ 6,839	$ 6,839	$ -	$ -
9967	Exterior Painting 2029	$ 5,666	$ 5,666	$ -	$ -
9970	Doors - Garage and Entrance	$ 8,477	$ 8,477	$ -	$ -
9980	Deferred Maintenance	$ 37,752	$ 37,752	$ -	$ -
9990	Pooled Reserves	$ -	$ -	$ 130,585	$ 32,646
	Total Reserve Contributions	**$ 149,935**	**$ 149,935**	**$ 130,585**	**$ 32,646**
	Total Budget	**$ 666,625**	**$ 685,565**	**$ 680,528**	**$ 170,132**

Less Other Income		**$ 2,000**
Amount To Budget		**$ 678,528**
Annual Maintenance Fee	**$ 6,944**	**$ 7,068**
Quarterly Maintenance Fee	**$ 1,736**	**$ 1,767**

Approved
11/19/25

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Approved Reserve Schedule
January 1, 2026 thru December 31, 2026

Coach Homes of Berkshire Lakes Condominium Association, Inc. - Proposed Reserve Schedule 2026														
	Reserve Schedule Items				Projected Annual Cash Outflows - Pooling Method									
Replacement Item	Total Estimated Life (Yrs)	Estimated Remaining Life (Yrs)	Estimate Cost to Replace 2025	Fund Balance 12-31-25	Year 1 (2026)	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Bathroom Clubhouse	20	5	$ 24,000						$ 27,216				
Clubhouse	30	3	$ 60,000				$ 64,702						
Exterior Painting 2030 (Buildings 1,6,7,8 & Clubhouse)	7	5	$ 68,400						$ 77,565				
Exterior Painting 2027 (Buildings 2,3,4,5)	7	2	$ 66,000			$ 69,404							$ 82,763
Exterior Painting 2029 (Buildings 9,10,11,12)	7	4	$ 66,000					$ 72,984					
Garage Doors, Phased	25	1	$ 15,000		$ 15,382	$ 15,774	$ 16,175	$ 16,587	$ 17,010	$ 17,443	$ 17,887	$ 18,343	$ 18,810
Roofs	25	7-16	$ 1,714,800								$ 167,424	$ 723,437	$ 176,060
Electrical Meters and Breaker Boxes	30	2	$ 40,000			$ 42,063	$ 43,134	$ 44,233	$ 45,359	$ 46,515	$ 47,699		
Asphalt Pavement - Mill and Overlay	20	18	$ 93,330										
Asphalt Pavement - Seal and Coat	5	2	$ 10,370			$ 10,905					$ 12,366		
Mailboxes	33	22	$ 21,000										
Concrete Driveway and Sidewalks, Partial	65	3	$ 20,961				$ 22,604			$ 24,375			$ 26,285
Entrance Monument, Partial	65	3	$ 600				$ 647			$ 698			$ 752
Exterior Lighting, Allowance	20	5	$ 10,000						$ 11,340				
Irrigation System, Allowance	20	10	$ 30,000										
Road Guters and Curbs, Concrete, Partial	65	3	$ 1,650				$ 1,779			$ 1,919			$ 2,069
Subterranean Irrigation Pump	15	13	$ 16,000										
Pool Deck, Partial	40	3	$ 4,050				$ 4,367			$ 4,710			$ 5,079
Pool Equipment, Allowance	15	12	$ 25,000										
Pool Fence, Aluminum, Partial	45	3	$ 630				$ 679			$ 733			$ 790
Pool Furniture	30	10	$ 10,750										
Pool Heater	15	7	$ 24,000								$ 28,620		
Pool Resurfacing	15	11	$ 34,500										
Spa Resurfacing	15	11	$ 2,400										
Reserve Study Update	1	1	$ 1,500		$ 1,500								
Reserves On Hand				$ 982,662									
Unallocated Interest				$ 86,551									
TOTAL			$ 2,360,941	$1,069,213									
Total Projected Cash Outflows					$ (16,882)	$ (138,146)	$ (154,087)	$ (133,804)	$ (178,490)	$ (96,393)	$ (273,996)	$ (741,780)	$ (312,608)
Beginning Cash Balance					$ 1,069,213	$ 1,209,415	$ 1,234,310	$ 1,247,772	$ 1,286,315	$ 1,284,912	$ 1,371,061	$ 1,284,138	$ 726,147
Annual Reserve Requirement					$ 130,585	$ 134,503	$ 138,538	$ 142,694	$ 146,975	$ 151,384	$ 155,925	$ 160,603	$ 165,421
Reserve Interest Earned					$ 26,499	$ 28,538	$ 29,011	$ 29,653	$ 30,112	$ 31,158	$ 31,148	$ 23,186	$ 14,662
Ending Cash Balance					$ 1,209,415	$ 1,234,310	$ 1,247,772	$ 1,286,315	$ 1,284,912	$ 1,371,061	$ 1,284,138	$ 726,147	$ 593,622

Unit/Quarter	Unit/Year
$ 1,091	$ 4,363

Approved
11/19/25

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Approved Reserve Schedule
January 1, 2026 thru December 31, 2026

Coach Homes of Berkshire Lakes Condominium Association, Inc. - Proposed Reserve Schedule 2026																
	Reserve Schedule Items															
Replacement Item	Total Estimated Life (Yrs)	Estimated Remaining Life (Yrs)	Estimate Cost to Replace 2025	Fund Balance 12-31-25	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21
Bathroom Clubhouse	20	5	$ 24,000													
Clubhouse	30	3	$ 60,000													
Exterior Painting 2030 (Buildings 1,6,7,8 & Clubhouse)	7	5	$ 68,400				$ 92,494							$ 110,297		
Exterior Painting 2027 (Buildings 2,3,4,5)	7	2	$ 66,000								$ 98,694					
Exterior Painting 2029 (Buildings 9,10,11,12)	7	4	$ 66,000			$ 87,032							$ 103,784			
Garage Doors, Phased	25	1	$ 15,000		$ 19,289	$ 19,780	$ 20,284	$ 20,800	$ 21,330	$ 21,873	$ 22,430					
Roofs	25	7-16	$ 1,714,800			$ 185,142	$ 189,857	$ 194,692	$ 199,650	$ 204,734	$ 209,948					
Electrical Meters and Breaker Boxes	30	2	$ 40,000													
Asphalt Pavement - Mill and Overlay	20	18	$ 93,330										$ 146,760			
Asphalt Pavement - Seal and Coat	5	2	$ 10,370				$ 14,023					$ 15,903				
Mailboxes	33	22	$ 21,000													
Concrete Driveway and Sidewalks, Partial	65	3	$ 20,961				$ 28,345			$ 30,566			$ 32,961			$ 35,444
Entrance Monument, Partial	65	3	$ 600				$ 811			$ 875			$ 943			$ 1,017
Exterior Lighting, Allowance	20	5	$ 10,000													
Irrigation System, Allowance	20	10	$ 30,000		$ 38,578											
Road Guters and Curbs, Concrete, Partial	65	3	$ 1,650				$ 2,231			$ 2,406			$ 2,595			$ 2,798
Subterranean Irrigation Pump	15	13	$ 16,000					$ 22,187								
Pool Deck, Partial	40	3	$ 4,050				$ 5,477			$ 5,906			$ 6,369			$ 6,868
Pool Equipment, Allowance	15	12	$ 25,000				$ 33,806									
Pool Fence, Aluminum, Partial	45	3	$ 630				$ 852			$ 919			$ 991			$ 1,068
Pool Furniture	30	10	$ 10,750		$ 13,824											
Pool Heater	15	7	$ 24,000													
Pool Resurfacing	15	11	$ 34,500			$ 45,494										
Spa Resurfacing	15	11	$ 2,400			$ 3,165										
Reserve Study Update	1	1	$ 1,500													
Reserves On Hand				$ 982,662												
Unallocated Interest				$ 86,551												
TOTAL			$ 2,360,941	$1,069,213												
Total Projected Cash Outflows					$ (71,691)	$ (340,613)	$ (388,180)	$ (237,679)	$ (220,980)	$ (267,279)	$ (331,072)	$ (15,903)	$ (294,403)	$ (110,297)	$ -	$ (47,195)
Beginning Cash Balance					$ 593,622	$ 706,737	$ 555,571	$ 357,795	$ 312,948	$ 289,542	$ 224,499	$ 99,239	$ 296,136	$ 222,339	$ 339,660	$ 578,343
Annual Reserve Requirement					$ 170,384	$ 175,495	$ 180,760	$ 186,183	$ 191,768	$ 197,522	$ 203,447	$ 209,551	$ 215,837	$ 222,312	$ 228,982	$ 235,821
Reserve Interest Earned					$ 14,422	$ 13,952	$ 9,644	$ 6,649	$ 5,806	$ 4,714	$ 2,365	$ 3,249	$ 4,769	$ 5,306	$ 9,701	$ 15,163
Ending Cash Balance					$ 706,737	$ 555,571	$ 357,795	$ 312,948	$ 289,542	$ 224,499	$ 99,239	$ 296,136	$ 222,339	$ 339,660	$ 578,343	$ 782,132

Unit/Quarter	Unit/Year
$ 1,091	$ 4,363

Approved
11/19/25

Coach Homes of Berkshire Lakes Condominium Association, Inc.
Approved Reserve Schedule
January 1, 2026 thru December 31, 2026

Coach Homes of Berkshire Lakes Condominium Association, Inc. - Proposed Reserve Schedule 2026													
	Reserve Schedule Items												
Replacement Item	Total Estimated Life (Yrs)	Estimated Remaining Life (Yrs)	Estimate Cost to Replace 2025	Fund Balance 12-31-25	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Total
Bathroom Clubhouse	20	5	$ 24,000					$ 45,004					
Clubhouse	30	3	$ 60,000										
Exterior Painting 2030 (Buildings 1,6,7,8 & Clubhouse)	7	5	$ 68,400						$ 131,527				
Exterior Painting 2027 (Buildings 2,3,4,5)	7	2	$ 66,000			$ 117,690							
Exterior Painting 2029 (Buildings 9,10,11,12)	7	4	$ 66,000					$ 123,761					
Garage Doors, Phased	25	1	$ 15,000						$ 28,844	$ 29,578	$ 30,332	$ 31,104	
Roofs	25	7-16	$ 1,714,800										
Electrical Meters and Breaker Boxes	30	2	$ 40,000							$ 78,875	$ 80,884	$ 82,944	
Asphalt Pavement - Mill and Overlay	20	18	$ 93,330										
Asphalt Pavement - Seal and Coat	5	2	$ 10,370		$ 18,032					$ 20,448			
Mailboxes	33	22	$ 21,000		$ 36,517								
Concrete Driveway and Sidewalks, Partial	65	3	$ 20,961				$ 38,329			$ 41,333			
Entrance Monument, Partial	65	3	$ 600				$ 1,097			$ 1,183			
Exterior Lighting, Allowance	20	5	$ 10,000					$ 18,752					
Irrigation System, Allowance	20	10	$ 30,000										
Road Guters and Curbs, Concrete, Partial	65	3	$ 1,650				$ 3,017			$ 3,254			
Subterranean Irrigation Pump	15	13	$ 16,000								$ 32,354		
Pool Deck, Partial	40	3	$ 4,050				$ 7,406			$ 7,986			
Pool Equipment, Allowance	15	12	$ 25,000							$ 49,297			
Pool Fence, Aluminum, Partial	45	3	$ 630				$ 1,152			$ 1,242			
Pool Furniture	30	10	$ 10,750										
Pool Heater	15	7	$ 24,000		$ 41,734								
Pool Resurfacing	15	11	$ 34,500						$ 66,341				
Spa Resurfacing	15	11	$ 2,400						$ 4,615				
Reserve Study Update	1	1	$ 1,500										
Reserves On Hand				$ 982,662									
Unallocated Interest				$ 86,551									
TOTAL			$ 2,360,941	$1,069,213									
Total Projected Cash Outflows					$ (96,283)	$ (117,690)	$ (51,001)	$ (187,517)	$ (231,327)	$ (233,196)	$ (143,570)	$ (114,048)	$ (5,546,110)
Beginning Cash Balance					$ 782,132	$ 948,508	$ 1,104,747	$ 1,340,016	$ 1,450,772	$ 1,528,002	$ 1,613,575	$ 1,800,589	
Annual Reserve Requirement					$ 242,927	$ 250,214	$ 257,721	$ 265,452	$ 273,416	$ 281,618	$ 290,067	$ 298,469	
Reserve Interest Earned					$ 19,732	$ 23,715	$ 28,549	$ 32,821	$ 35,141	$ 37,151	$ 40,517	$ 45,670	
Ending Cash Balance					$ 948,508	$ 1,104,747	$ 1,340,016	$ 1,450,772	$ 1,528,002	$ 1,613,575	$ 1,800,589	$ 2,030,680	
			Unit/Quarter	Unit/Year									
			$ 1,091	$ 4,363									

Approved
11/19/25

Coach Homes of Berkshire Lakes Condominium Association, Inc.

FUND BALANCE SHEET

As of: 12/31/2025

Assets

Account	Operating	Reserves	Total
Assets			
01011 Operating - First Horizon *9920	$18,961.59	$0.00	$18,961.59
01025 Operating MM - First Horizon 0064	$26,697.37	$0.00	$26,697.37
01070 Reserves - First Horizon	$0.00	$99,205.45	$99,205.45
01071 Reserve - First Horizon - ICS Account	$0.00	$351,547.08	$351,547.08
01072 BankOZK CD 3.80% 11/20/26	$0.00	$201,249.22	$201,249.22
01078 Flagstar CD #2561 3.80% 09/18/27	$0.00	$111,821.32	$111,821.32
01085 Wintrust - Reserve Savings	$0.00	$218,405.03	$218,405.03
01310 Assessments Receivable	$303.00	$0.00	$303.00
01360 Misc. Owner Receivables	$25.00	$0.00	$25.00
01610 Prepaid Insurance	$134,893.54	$0.00	$134,893.54
Assets Total	**$180,880.50**	**$982,228.10**	**$1,163,108.60**
Total Assets:	**$180,880.50**	**$982,228.10**	**$1,163,108.60**

Liabilities

Account	Operating	Reserves	Total
Liabilities			
03155 Accrued Expenses	$4,250.00	$0.00	$4,250.00
03310 Prepaid Owner Assessments	$40,620.00	$0.00	$40,620.00
03316 Emergency Fund	$108,539.79	$0.00	$108,539.79
Liabilities Total	**$153,409.79**	**$0.00**	**$153,409.79**
Total Liabilities:	**$153,409.79**	**$0.00**	**$153,409.79**

Equity

Account	Operating	Reserves	Total
Reserves			
05020 Reserves - Pavement	$0.00	$8,206.35	$8,206.35
05070 Reserves - Pool	$0.00	$10,695.89	$10,695.89
05071 Reserves - Spa	$0.00	$38,059.24	$38,059.24
05110 Reserves - Clubhouse	$0.00	$59,999.61	$59,999.61
05130 Reserves - Irrigation Pumps	$0.00	$5,688.70	$5,688.70
05170 Reserves - Doors/Garage & Entr	$0.00	$47,563.81	$47,563.81
05180 Reserves - Deferred Maint.	$0.00	$145,835.98	$145,835.98
05210 Reserves - Roofs	$0.00	$509,848.26	$509,848.26
05220 Reserves - Exterior Paint 2030	$0.00	$11,745.00	$11,745.00
05221 Reserves - Exterior Paint 2027	$0.00	$33,162.00	$33,162.00
05222 Reserves - Exterior Paint 2029	$0.00	$23,000.68	$23,000.68
05255 Unallocated Interest	$0.00	$88,422.58	$88,422.58
Reserves Total	**$0.00**	**$982,228.10**	**$982,228.10**
Equity			
05510 Prior Year Net Inc./(Loss)	$48,501.21	$0.00	$48,501.21
Equity Total	**$48,501.21**	**$0.00**	**$48,501.21**
Current Year Net Income/(Loss)	($21,030.50)	$0.00	($21,030.50)
Total Equity:	**$27,470.71**	**$982,228.10**	**$1,009,698.81**
Total Liabilities & Equity	**$180,880.50**	**$982,228.10**	**$1,163,108.60**

Coach Homes of Berkshire Lakes Condominium Association, Inc.

INCOME STATEMENT

Start: 12/01/2025 | End: 12/31/2025

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
06310 Assessment Income	42,890.87	42,890.87	0.00	514,690.00	514,690.00	0.00	514,690.00
06311 Assessments - Reserve	12,494.62	12,494.62	0.00	149,935.00	149,935.00	0.00	149,935.00
06340 Late Fee Income	0.00	0.00	0.00	400.00	0.00	400.00	0.00
06360 Misc. Owner Income	25.00	0.00	25.00	75.00	0.00	75.00	0.00
06390 Operating Interest Income	39.64	0.00	39.64	1,400.90	0.00	1,400.90	0.00
06510 Transfer Fees	649.69	166.63	483.06	3,649.00	2,000.00	1,649.00	2,000.00
06520 Other Income	0.00	0.00	0.00	50.00	0.00	50.00	0.00
Income Total	**56,099.82**	**55,552.12**	**547.70**	**670,199.90**	**666,625.00**	**3,574.90**	**666,625.00**
Total Income	**56,099.82**	**55,552.12**	**547.70**	**670,199.90**	**666,625.00**	**3,574.90**	**666,625.00**

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General & Admininstative							
07010 Accounting Fees	7,250.00	6,510.00	(740.00)	7,545.00	6,800.00	(745.00)	6,800.00
07015 Federal & State Taxes	(5,512.00)	0.00	5,512.00	0.00	0.00	0.00	0.00
07020 Application Processing	0.00	83.37	83.37	825.00	1,000.00	175.00	1,000.00
07070 Division Fees	384.00	0.00	(384.00)	445.25	446.00	0.75	446.00
07080 Legal Fees	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
07090 Insurance	13,489.37	15,208.37	1,719.00	172,738.97	182,500.00	9,761.03	182,500.00
07091 Insurance Appraisal	0.00	33.75	33.75	405.00	405.00	0.00	405.00
07120 Management Fees	1,612.83	1,612.87	0.04	19,353.96	19,354.00	0.04	19,354.00
07140 Office Expense	373.94	354.13	(19.81)	4,164.81	4,250.00	85.19	4,250.00
General & Admininstative Total	**17,598.14**	**23,885.86**	**6,287.72**	**205,477.99**	**215,755.00**	**10,277.01**	**215,755.00**
Grounds Maintenance							
08010 Grounds Maintenance Contract	4,100.00	4,100.00	0.00	49,200.00	49,200.00	0.00	49,200.00
08020 Mulch/Sod/Plants/Trees	10,475.00	1,666.63	(8,808.37)	21,054.00	20,000.00	(1,054.00)	20,000.00
08030 Grounds Extermination	327.75	583.37	255.62	8,203.50	7,000.00	(1,203.50)	7,000.00
08035 Sprinkler Parts & Supplies	727.49	583.37	(144.12)	9,167.99	7,000.00	(2,167.99)	7,000.00
Grounds Maintenance Total	**15,630.24**	**6,933.37**	**(8,696.87)**	**87,625.49**	**83,200.00**	**(4,425.49)**	**83,200.00**
Pool							
08036 Contract Pool Labor	875.00	715.87	(159.13)	9,366.55	8,590.00	(776.55)	8,590.00
08037 Pool & Spa Repair	6,141.56	291.63	(5,849.93)	9,668.06	3,500.00	(6,168.06)	3,500.00
08039 Pool Permit Fee	0.00	72.88	72.88	1,100.00	875.00	(225.00)	875.00
Pool Total	**7,016.56**	**1,080.38**	**(5,936.18)**	**20,134.61**	**12,965.00**	**(7,169.61)**	**12,965.00**
Utilities							
08905 Cable	7,928.89	7,850.00	(78.89)	93,576.36	94,200.00	623.64	94,200.00
08910 Electricity	1,281.42	1,500.00	218.58	14,470.67	18,000.00	3,529.33	18,000.00
08930 Water & Sewer	5,809.75	5,808.37	(1.38)	72,771.16	69,700.00	(3,071.16)	69,700.00
08980 Trash Removal	6.55	20.87	14.32	268.51	250.00	(18.51)	250.00
Utilities Total	**15,026.61**	**15,179.24**	**152.63**	**181,086.70**	**182,150.00**	**1,063.30**	**182,150.00**
Maintenance							
09010 Building Maintenance	8,641.98	1,250.00	(7,391.98)	40,421.87	15,000.00	(25,421.87)	15,000.00
09011 Clubhouse Janitorial	575.00	541.63	(33.37)	6,464.10	6,500.00	35.90	6,500.00
09012 Building Supplies	0.00	93.37	93.37	84.64	1,120.00	1,035.36	1,120.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Maintenance Total	**9,216.98**	**1,885.00**	**(7,331.98)**	**46,970.61**	**22,620.00**	**(24,350.61)**	**22,620.00**
Reserves							
09915 Reserves - Pavement	382.25	382.25	0.00	4,587.00	4,587.00	0.00	4,587.00
09935 Reserves - Pool	310.12	310.12	0.00	3,721.00	3,721.00	0.00	3,721.00
09960 Reserves - Roofs	6,436.87	6,436.87	0.00	77,242.00	77,242.00	0.00	77,242.00
09965 Reserves - Ext. Paint 2030	470.88	470.88	0.00	5,651.00	5,651.00	0.00	5,651.00
09966 Reserves - Ext. Paint 2027	569.88	569.88	0.00	6,839.00	6,839.00	0.00	6,839.00
09967 Reserves - Ext. Paint 2029	472.02	472.02	0.00	5,666.00	5,666.00	0.00	5,666.00
09970 Reserves - Doors/Garage & Entr	706.60	706.60	0.00	8,477.00	8,477.00	0.00	8,477.00
09980 Reserves - Deferred Maint.	3,146.00	3,146.00	0.00	37,752.00	37,752.00	0.00	37,752.00
Reserves Total	**12,494.62**	**12,494.62**	**0.00**	**149,935.00**	**149,935.00**	**0.00**	**149,935.00**
Total Expense	**76,983.15**	**61,458.47**	**(15,524.68)**	**691,230.40**	**666,625.00**	**(24,605.40)**	**666,625.00**
Net Income	**(20,883.33)**	**(5,906.35)**	**(14,976.98)**	**(21,030.50)**	**0.00**	**(21,030.50)**	**0.00**

Coach Homes of Berkshire Lakes Condominium Association, Inc.
2026 Frequently Asked Questions

Q: What are my voting rights in the condominium Association?
A: Each unit is entitled to one vote.

Q: What restrictions exist in the Condominium Documents on my right to use my unit?
A: Each unit shall be used as a single-family residence only.

Q: What restrictions exist in the Condominium Documents on the leasing of my unit?
A: Leases must be for a term of at least thirty (30) days and no more than one (1) year. No unit may be leased more than two (2) times in one (1) calendar year. Board must approve 20 days in advance. Application and $150.00 fee required.

Q: How much are my assessments to the Condominium Association for my unit and when are they due?
A: The Association assessments are $1,767.00 and are due the first day of each Quarter (January, April, July and October) regardless if notice is received or not.

Q: Do I have to be a member in any other Association? If so, what is the name of the Association and is there a separate assessment?
A: Each unit owner is required to be a member of the Berkshire Lakes Master Association. Annual assessment is paid directly to Master Association. Contact number for Berkshire Lakes is 239-353-7633.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
A: No

Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of $100,000? If so, identify each such case.
A: No

NOTE: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the Condominium Documents.