Welcome Booklet for Owners and Renters **Revised 2025**



Welcome to Windsor Place, a Condominium Association in Berkshire Lakes. Windsor Place was originally established in 1994 and built as a multi-phase development with completion in late 1999.

We welcome you to our community, wish you the very best and say thank you for choosing Windsor Place. **We are confident you will be happy here!**

Included in this packet is a brief overview of the standards, restrictions, and amenities offered in our community. Some of which include Comcast / Xfinity Internet Services, Pest Control Services, that also include inside services, and bi-weekly Waste Management trash pickup. We have included answers to frequently asked questions. If you feel a question is not answered in this booklet, please contact the Windsor Place Management Company, Alliant Association Management Services at 239-454-1101 and someone will promptly reply to your questions and concerns.

Thank You!

Windsor Place Condominium Association
Board of Directors

Windsor Place Condominium Association
in Berkshire Lakes
Naples, Florida 34104

Dear Unit Owner / Occupant

Welcome to Windsor Place. It is our pleasure to welcome you and your family to our fine community. In the next few pages we will provide some insight about Windsor Place and answer some frequently asked questions. As we all know, moving into a deed restricted community may at times present challenges to new Unit Owners and Renters, and at the same time challenge the folks that are already here and accustomed to the rules and regulations of condominium living. ***Everyone benefits from reviewing the rules and regulations.***

As you will see, we have provided a brief overview of the most common rules and the documentation that surrounds them. Many of the rules and bylaws have been in place since the beginning of Windsor Place and before, as established by the Berkshire Lakes Master Association. They have proven to be a very positive part of our community. We ask that you review what we are presenting and abide by these guidelines so that Windsor Place remains a unique, desirable, and stable community.

We are also providing a page with a list of ***important names and phone numbers*** that we believe will help with your everyday activities here at Windsor Place and a **'Questionnaire"** that we would appreciate you taking the time to fill out, as it will assist us if a need arises where we need to reach you. We appreciate the time you will take to review this booklet and look forward to personally meeting each of you.

In addition, our community supports several ***community activities*** throughout the year, which we hope you will attend. There, you will get to meet your close and distant neighbors. Notices will be posted on the marquee adjacent to the mailboxes as activities arise for both Windsor Place and the Berkshire Lakes Master Association. Participation is always appreciated, and the rewards are always great!

To unit owners: Windsors quarterly fees are due the first of day of January, April, July, and October. There is only a five-day grace period so timely payments are essential. Your timeliness is appreciated. Quarterly fees can be paid through the Alliant / Windsor Portal by ACH withdrawal, by credit card or directly mailed to Windsor Place Condo Assoc. c/o Alliant Association Management – 13831 Vector Ave. - Ft Myers, FL 33907.

Other projects that go on throughout the year are sometimes very time consuming for your Board Members. Your help, as a volunteer, would also be appreciated. Getting involved is one of the best ways to get to know your neighbors. At the same time, you can become better acquainted with the inner workings of the association and see what it takes to keep our Windsor Place Association functioning.

We appreciate your choosing Windsor Place and hope your stay here is enjoyable. Please check out our website at www.windsorplacenaples.com.

Sincerely,

Walter Sanford, President
Windsor Place Condominium Association

Windsor Place Condominium Association
in Berkshire Lakes
Naples, Florida 34104

Windsor Place is a deed restricted community and governed by regulations and restrictions. These are mandated to maintain the property values of our community as well as its aesthetic beauty. Owners, upon purchase, were given a book of Condominium Documents that govern our community and upon title, agreed to all covenants and regulations. **Renters are also required to follow rules and regulations. Fines will be imposed for anyone who does not comply.**

Rules and Regulations of Windsor Place (*updated 2024)*

Security

If you have an emergency, **Dial 911** for sheriff, fire or ambulance. If you see anyone breaking the law on our Common areas, please **Call 911.**

1. Vehicle / Parking *(Article – D)*

No commercial vehicles, or motorcycles are allowed unless garaged.

- On-street or on-grass parking is strictly prohibited per Berkshire Master Association Rules as well as Windsor Place Rules.
- The parking of un-garaged trucks, boats, SUVs with beds, motorcycles, campers, utility trailers, commercial vehicles, etc. is against Windsor documents; any vehicle in non-compliance is subject to a fine and /or towing, all payable by the owner.
- No vehicle may be parked within 20 feet of a fire hydrant. Use parking areas provided.
- Unlicensed, expired licensed or excessive vehicle parking is obviously prohibited as well. There should be no more than one vehicle per licensed driver for any given unit.
- Those vehicles abandoned or inoperable, and in need of repair are likewise prohibited.
- For Sale signs are not allowed on vehicles.
- No servicing or repairing of any vehicle on the Windsor property is allowed except within the confines of your garage.

2. A Pet *(Article – A)*

One small, domesticated pet is allowed – Owners only and (dogs must be 30 lbs. or less). All animal owners are required to clean up after their pets by picking up and removing any pet waste. Your pet must be on a leash whenever outside the condo. This is a **Collier County Ordinance.** Some discretion should be taken to keep the pet away from lanai areas and out of planted areas in front of the buildings. No exotic pets are allowed. ***Rental Tenants are not permitted to have animals*.**

3. Rentals

Any person renting must first complete a rental application which will be reviewed and processed through a Windsor Place rental / sales committee. **Units may be leased for a maximum of 90 consecutive days, and the unit may have no more than two leases in a calendar year.** As an owner you are responsible for making sure your renter is aware of our rules and regulations and ensuring that they follow them. Rentals do not provide additional parking. Unit owners should not allow excessive and unmonitored parking. Anyone in non-compliance with the application for Windsor Place is subject to a fine and or non-renewal of their lease.

4. Swimming Pool Area

***Posted rules are to be followed*.** *(Article – C)*

Absolutely no glass containers may be in the pool area. No Smoking or Vaping is permitted**.** Disposal of household garbage in the pool trash bins is strictly forbidden. The gate should be locked upon entering and leaving the pool area; also, your pool key will unlock the restrooms. Please leave chaise lounges, tables and chairs in a neat and orderly fashion when leaving the pool area. All garbage and refuse that you bring in must be taken out and disposed of at your unit.

5. **Trash and Recycle Bins (*Article – B)***
   Unit bins must be stored in your garage and placed at the curbside no earlier than **6:00 p.m**. the night prior to collecting, removed from the curb as soon as possible the same day after Waste Management pick up, and then returned to your garage. **This is required by Collier County Ordinance 91-47; Section 7 and violations are subject to a $100.00 fine. Garbage collection takes place on** Monday and Thursday with Recycling and Bulk items on Monday only. Call 239-252-2380 – 48 hours in advance for bulk items pick up on recycling day.

6. **Garage Doors**
   Garage doors must be kept closed unless entering or leaving. This rule is for your safety as well as for the aesthetics of our community.

7. **Grills**
   No gas, open-flame grills or clay pot burners are permitted on lanais. All open-flame grill cooking is to be done outside, in front of the garage. The goal is to have grills at least ten feet from the building. This is per **Collier County Ordinance** and for the mutual safety of you and your neighbors. Electric grills are permitted.

8. **Noise and Nuisance**
   No loud disturbance, which interferes with the peaceful living of residents, shall be allowed. Please keep activities inside your condo between 10:00 p.m. and 8:00 a.m. No activities such as loud music, picnicking or noisy pets shall be permitted. Parents are responsible for their children's actions and safety.

9. **Lanais**
   Under no circumstance should laundry, swimsuits or other articles be placed outside or on the lanai to dry.

10. **Speed Limits**
    The speed limit in Windsor Place is **15 mph**. Adherence to this speed limit is essential for the safety and well-being of our residents. The speed bumps were installed to remind all of us to slow down.

11. **Restrictions**
    Insurance regulations do **NOT** permit any Garage, Yard, Lawn, Tag, Sidewalk, Moving, or other similar sales.

12. **Common Areas**
    To maintain a uniform appearance in Windsor Place, please respect common areas. Un-authorized plantings and potted plants and trees are prohibited. Enhancements are welcome but please contact management for approval. An updated and detailed definition of "Common Element Policy" is shown below.

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Windsor Place Common Element Area Policy

As all owners know, Windsor Place is a deed restricted community. As a result, the areas outside each condominium unit are defined as common elements and are therefore the responsibility of the Association to manage and maintain. This means that it is ***NOT*** up to the individual unit owner to decide what plants or decorations are placed in those areas. Many unit owners have taken it upon themselves to landscape and decorate their adjacent common element areas as they see fit. While it may look nice to them, the downside of that activity is that the overall appearance of our community is affected. One person's idea of nice landscaping can end up conflicting with another person's idea. That is why these common element areas are controlled by the Association. Since some personalization, in good taste, can enhance the look of our community we intend to strike a balance between complete uniformity and too much latitude in personalization. Understanding that intent, the Board is issuing the following rules:
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1. A maximum of 4 pots of natural plants or flowers is allowed on each side of the building. All potted trees and shrubs are prohibited. All artificial flowers and plants are prohibited.

2. A maximum of 2 garden decorations, each less than 36 inches in height is allowed for each unit.

3. All accent lighting is prohibited in common element areas.

4. Removal and trimming of any plantings or sod in common areas is prohibited.

5. All digging, trenching, and other ground alterations in common element areas are prohibited. There are irrigation, cable, water, and electrical lines and piping running underground. The financial responsibility for any damage incurred from this type of activity will be assigned to the party performing the work.

6. Bird feeders and other animal feeders are prohibited. These attract unwanted pests such as rodents and snakes.

7. Addition or installation of any decoration or artwork on the outside walls and surfaces is prohibited.

The board has the authority to correct non-compliant common element areas at the expense of the non-compliant party. Action may be taken at any time by a Board approved contractor to restore these non-compliant areas to their acceptable condition.

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Some of these restrictions are mandated by Berkshire Lakes Master Association and must be enforced by Windsor Place. Please abide by all laws and rules that we are obliged to keep. This is **our** community, so please help to keep it a unique, desirable and stable place in which to live.

I _____, have read, do understand, and will abide by these Rules and Regulations of Windsor Place Condominium Association. I understand non-compliance of the rules and regulations at Windsor Place can result in a systematic review with an initial warning, followed by a $50 fine and $100 fine process.

Date: _____

Windsor Place Condominium Association
(Revised 2025)
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(Article – A)

Collier County - Domestic Animal Services

Your Government » Departments A-E » Domestic Animal Services

Laws for Pet Owners

Collier County Laws state that...

- **All Dogs and Cats Must Be Licensed** with the County and vaccinated for rabies by the age of three months. This must be done annually.
- To license your pet, you may apply for a license and pay through your local veterinarian or visit DAS at 7610 Davis Blvd. in Naples, FLA.
- All licenses must be **Attached to the Collar of the Animal**.
- Dogs and cats are **Not Allowed To Run Loose!** Animals must always be confined to your property or walked on a leash!
- Beaches, parks, and especially **School Grounds Are Off Limits**.
- Animals are **Not Allowed** in public areas such as community pools and recreation facilities unless the animal provides a service to a handicapped person.
- Dogs are **Not Allowed To Snap, Growl, Jump On,** or otherwise **Threaten** persons using the public right-of-ways.
- Dogs and cats are **Not Allowed To Create A Sanitary Nuisance**. Pick up after your pets.
- Animals are not allowed to disturb the peace and quiet of the neighborhood.

(Article – B) **Collier County Ordinance 91-47, sec-7**

IN COMPLIANCE WITH COLLIER COUNTY GOVERNMENT SOLID WASTE COLLECTION

You are in violation of ordinance 91-47, section 7

- If you set out your cart, recycle bin, yard waste, or other disposable goods before 6:00 p.m. the evening before your scheduled pick up.

- All empty containers must be removed from the right-of-way the same day they are picked up.

Both violations are subject to a $100.00 fine.

Copied from Collier County Government Solid Waste Collection Update 2012



(Article – C) **Windsor Place in Berkshire Lakes**

SWIMMING POOL RULES

- The pool may be used during the following hours: **8:00 a.m. until Sunset.** (Collier Co. RULE)
- Observe ALL POOL RULES posted at poolside.
- Remember, there is "NO LIFEGUARD ON DUTY." It is suggested that no swimmer should use the pool unless a person competent at assuring the swimmers' safety is present.
- The State Board of Health regulation REQUIRES that a shower be taken before entering the pool.
- PETS ARE NOT ALLOWED IN THE POOL AREA.
- WHEELED VEHICLES OR TOYS of any kind, i.e. motor scooters, bicycles, roller skates, skateboards, roller blades and wagons, are not permitted in the pool area; infant strollers, wheelchairs or assists to the handicapped are the exception.
- NO FOOD or GLASSWARE is permitted in the pool area.
- Rafts or floats are not permitted in the pool.
- Radios, tape decks, etc. are not permitted in the pool area unless they are with headsets or earphones.
- NO DIVING OR JUMPING INTO THE POOL. CANNON BALLING OR MARCO POLO IS NOT PERMITTED.
- Children who are not yet toilet trained must be properly attired to prevent any human waste from entering the pool. Special diapers are required. **Under Florida statue, the pool is classified as a commercial facility.**
- Children's aquatic toys are permitted in the pool if their use does not interfere with the enjoyment of others.
- Children under the age of 15 are to be accompanied by a responsible adult (in most cases a parent or grandparent) and are to be closely supervised at all times while in the pool area.
- Use of pool facilities is restricted to owners or renters, their children, and their houseguests.
- The throwing of balls, Frisbee's or other similar objects is not permitted in the pool area.
- Please help in maintaining the pool's appearance by removing any litter and by placing chaise lounges in an upright position against the fence when leaving the pool area. Also, please keep the restrooms clean.
- Please keep the gates completely closed at all times using your key for entry and exiting.
- The pool and pool deck are a "NO SMOKING or VAPING AREA."

(Article – D)

Berkshire Lakes Master Association: Rules on Vehicles and Parking

12.2 PARKING: The only vehicles allowed to be kept or parked on a residential driveway or condominium assigned parking area and on no other part of the property except when **completely enclosed within a residential garage** are the following:

A. Private passenger automobiles and marked police vehicles,
B. Private passenger vehicles, commonly known as sports utility vehicles.
C. Private passenger vans used solely for passenger transportation, having windows surrounding the passenger compartment and having factory installed seats.
D. No vehicle designed or used for commercial purposes or bearing exterior advertising matter, lettering or sign shall park on a residential driveway, condominium assigned parking area or street right-of-way within the Master Association property boundaries. Such vehicles can only be parked when completely enclosed in the residential garage. Delivery and service vehicles shall park in the driveway, condominium parking area and street only for the time necessary to perform the delivery or service.
E. No vehicle of any type shall be kept or parked on Master Association property at any time except in the marked spaces of the paved parking area at the clubhouse, tennis courts and pool complex and then only during the hours when these facilities are open for authorized use. Vehicles in violation of this are subject to being towed at the owner's expense.
F. No vehicle of any type shall be parked on any public street right-of-way between the hours of midnight and 7:00 a.m. Vehicles in violation of this are subject to being towed at the owner's expense.
G. No owner shall keep or park on the Master Association property or on a residential unit any Boats, Trailers, or Campers unless completely enclosed in a garage.

The SAS test

Smile-Arms-Sentence

Symptoms of a stroke are difficult to identify. Unfortunately, lack of awareness can spell disaster. The stroke victim may suffer brain damage when people nearby fail to recognize the symptoms of a stroke. Now doctors say a bystander can recognize a stroke by asking three simple questions:

***Ask the individual to Smile.**

***Ask him or her to raise both Arms.**

***Ask the person to speak a simple Sentence.**

If he or she has trouble with any of these tasks, call 9-1-1 immediately and describe the symptoms to the dispatcher.

Widespread use of this test could result in a prompt diagnosis and treatment of the stroke and prevent possible brain damage.

SOME USEFUL TELEPHONE NUMBERS

Fire, Police, Medical Emergencies **911**

Florida Poison Information Center **800-222-1222**

Non-Emergency Numbers

Fire Department – non-emergency	**239-774-7111**
Sheriff's Office - Dispatcher	**239-774-4434**
Collier County Water / Utilities Department	**239-252-2380**
Florida Power and Light Company	**800-226-3545**
Berkshire Lakes Master Association	**239-353-7633**
Waste Management - Administration	**877-822-7645**
Waste Management Trash & Bulk Pickup	**239-252-2380**
Comcast / Xfinity Cable	**800-934-6489**
Century Link / Embarq / Sprint Telephone Repair	**800-788-3600**
NCH Healthcare System / Naples Community Hospital – (Downtown)	**239-624-5000**
NCH Healthcare System / North Collier Campus	**239-624-5000**
Physicians Regional Medical Center / (previously) **Cleveland Clinic**	**239-348-4000**
Physicians Regional Medical Center / Collier Blvd	**239-354-6000**

Alliant Association Management Services **239-454-1101**

Other Essential Phone Numbers

Pest Control **– (should be called first with any issue about pests)**

Massey's Pest Control **239-430-0708**

ADDITIONAL INFORMATION ABOUT WINDSOR PLACE

2025 - Board Members

Mark Beshears **Walter Sanford** **Tracy Murphy**
Peg Kruger **TBD**

2025 - Committees

TBD

Welcoming Committee - Activity & Entertainment Committee - Landscaping Committee - Pool Committee – ARB / Projects Committee, and Compliance Committee.

Interested: *Contact* Walter Sanford – 239.398.9525 – wsanford.ods@oasnaples.com
***Contact* Dana Schipper – 239.454.1101 – dana.schipper@alliantproperty.com**

Windsor Place Condominium Association
c/o Alliant Association Management
13831 Vector Avenue
Fort Myers, Florida 33907
239-454-1101

Owner / Renter's Questionnaire (Revised 2025)
Owner / Renter's Application – buyerapplications.com

(This Information is for Windsor / Alliant Association Management Records)

Owner / Renter's Name: _____Lease Date: _____ to _____

Windsor Address: _____ Bldg./Unit #: _____

Local Phone #: _____ Cell # _____

2nd Address: _____

City, State, Zip: _____ Bldg./Unit #: _____

Phone: _____ Cell Phone: _____ Business _____ Fax _____

E-mail address: _____

Which address should Association mail be sent to? _____

Do you want your phone number published in the Windsor Place Directory? Yes ____ No _____
Do you want your e-mail address published in the Windsor Place Directory? Yes ____ No _____

Occupants: **Please list all occupants residing at this address:** (mandatory)

_____ _____
Name Work Number

_____ _____
Name Work Number

_____ _____
Others

Vehicle(s) registered:

Make: _____ Model: _____ Year:_____ Tag #: _____

Make: _____ Model: _____ Year:_____ Tag #: _____

Do you rent this unit? Yes _____ No _____ Rental Company _____

Do you have a pet? (Owners - only) Yes _____ No _____ What kind? _____Approx. Weight: _____

Emergency Contact Person (on site) with a key to your unit: _____

Phone Number: _____ Cell Phone Number: _____

Second Emergency Contact: Name: _____ Relationship: _____

Phone Number: _____ Cell Phone Number: _____