Date Stamp

New Waterford Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to Purchase in New Waterford:

_____ Signed Application Checklist

_____ Completed Application

_____ $150 **Non-refundable** Application Fee – Check payable to **New Waterford**

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

_____Completed Background & Credit Check Authorization

_____Background Check Fee - **Non-refundable $50 per adult** payable to **Anchor Associates**

_____ Copy of current state or government issued photo ID **for each adult over 18**

_____ Sales Contract with applicable condo/HOA disclosure(s)

_____Completed Directory and Email Consent

Unit Address _____

Realtor _____ Phone # _____

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 Associates

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

New Waterford Condominium Association, Inc.
Application for Approval to Purchase

Date Stamp

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

in New Waterford, a Condominium with closing scheduled for _____, 20_____.

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**

CONDOMINIUM UNIT USE

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

_____**Reside on Full-Time Basis** _____**Reside on Part-Time Basis** _____**Lease the Unit**

REFERENCES

Please list two references.	
Full Name	
Address	Phone ( )
Full Name	
Address	Phone ( )

VEHICLES

No trucks or motorcycles are permitted unless kept in the garage at all times.

Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

PETS

Only one pet (dog, cat or other common household pet) less than 40 pounds is permitted per unit.

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.*

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 New Waterford and will comply.

Signature	Date
Signature	Date

Return this request to:

New Waterford Condominium Association
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
(239) 649-6357 *phone*
(239) 649-7495 *fax*
applications@anchormanagers.com

APPLICATION APPROVAL

_____ Approved

_____ Disapproved

Date _____

By: _____

Board Officer or Director

Date Stamp

BACKGROUND & CREDIT CHECK AUTHORIZATION

The Association has the right to perform background and credit checks on all applicants. By completing this authorization form, I give Anchor Associates, Inc. the right to administer a background and credit check as a part of the application approval process. Include with this form a non-refundable check made out to Anchor Associates. Each background and credit check is a non-refundable $50 per adult for US Citizens and $75 per person for Foreign National. Include a state or government issued photo ID.

Print all information neatly and legibly.

Applicant Name _____

DOB _____ Social Security #_____

NIN # _____ Passport #_____

Current Address _____

Previous Address _____

Applicant Name _____

DOB _____ Social Security #_____

NIN # _____ Passport #_____

Current Address _____

Previous Address _____

By signing this form I agree that the information provided is correct and to administer a background and credit check.

Signature_____ Date _____

Signature_____ Date _____

FAX OR E-MAIL COMPLETED FORM

2340 Stanford Court • Naples, Florida 34112
(239) 649-6357 *office* • (239) 649-7495 *fax*
applications@anchormanagers.com • www.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

New Waterford Condominium Association, Inc.
Pet Registration

Date Stamp

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

OWNER INFORMATION

Name(s)
New Waterford 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 New Waterford Declaration and Rules & Regulations regarding pets shall result in action taken by the 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:

New Waterford Condominium Association
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
(239) 649-6357 *phone*
(239) 649-7495 *fax*

WATERFORD CONDOMINIUM ASSOCIATION OF COLLIER COUNTY, INC.

RULES AND REGULATIONS

This booklet contains a brief summary of the general rules and regulations of the New Waterford Condominium Association and the Berkshire Lakes Master Association. Should there be any conflict or inconsistency between this summary and State of Florida Condominium Act, the Berkshire Lakes Master Association and the New Waterford Condominium Association governing documentation, the latter three shall govern in the precedence given.

Each unit owner is responsible for compliance with these rules and regulations by all occupants, including guests and renters. Violations should be reported to the Management Company and all actions taken by the Board of Directors as the result of violations will be directed to the unit owner.

GENERAL RULES

1. Nuisances, Unlawful and Improper Use:

a. No nuisance shall be permitted on the condominium property, nor any use or practice (including but not limited to excessive or unreasonable noise from the use of musical instruments, radios, television sets, and amplifiers) which is a source of annoyance to owners, residents or tenants or which interferes with the peaceful possession and proper use of the property.

b. All portions of the condominium property must be kept in a safe, clean, and orderly condition at all times.

c. There shall be no conduct, or use of the property, which will increase the cost of insurance on the condominium property.

2. Commercial Uses:

Use of the condominium property or its limited common elements for commercial purposes, including garage or lawn sales, is prohibited.

3. Unit Occupancy:

Regular, on-going overnight occupancy shall be limited to four persons in a two-bedroom unit and six persons in a three-bedroom unit.

4. Exterior Walls:

There shall be no attachments made to exterior walls or roofs without the written approval of the Board of Directors.

5. Electrical Installations:

No occupant of a unit shall install or have installed any wiring for electrical or telephone installations, television antennae, air conditioning units or other electrical equipment without the written approval of the Board of Directors.

6. Lanai Enclosures, New Windows, Hurricane Shutters, Garage Doors, Screening:

a. Lanais shall not be enclosed in any manner without the written approval of the Board of Directors.

b. Storm shutters are not considered "enclosures". However, owners must receive written approval from the Board of Directors prior to installing storm shutters and the shutters meet the following requirements:

(**1**) Must be white or clear in color,
(**2**) Must meet the current State of Florida Building Code Specifications (Collier County is not in the High-Impact Zone),
(**3**) Must be installed by a licensed contractor, who has obtained a valid Collier County Building Permit for installation,
(**4**) Must be installed between Monday through Friday between the hours of 8 AM and 5 PM. Shutters installed before December 13, 2007 will be grand-fathered in and acceptable to the Board.

c. New windows must not be installed without written approval of the Board of Directors.

d. Garage doors and service doors are the responsibility of unit owners. Replacement doors must meet association standards. Contact the Management Company for the specifications.

e. Lanai screening and entry light by the front door is also the responsibility of the owner.

7. Hanging Items:

No clothing, rugs or other non-approved items may be hung from windows, stair rails, porches or lanais of a unit, nor from any other portion of the condominium property. Hanging clothes to dry on lanais is not permitted.

8. Disposal of Garbage, Refuse & Plant Cuttings in Dumpsters:

a. Bag all garbage and refuse before putting in dumpsters.

b. Large boxes or cartons must be flattened before placing in dumpsters or recycle bins.

c. Please do not place Items on the ground within a dumpster enclosure. Waste Management will not pick up such items and if such items interfere with access to the dumpster, the dumpster may not be emptied as scheduled.

Note: Placing items, other than landscape cuttings, outside the dumpster can result in significant fines from the Health Dept. to the Association. Please call the Management Company if you see items outside the dumpster so that they can be removed immediately.

d. Please do not put plant cuttings in dumpsters. They should be bagged and placed beside the dumpster for pick-up by the landscape company.

e. Recycle when possible; call Waste Management at 649-2212 for a recycle bin.

f. Call the Management Company for pick-up of heavy items or items which are too large to fit in the dumpster.

g. Please do not over fill dumpsters. If your usual dumpster is full please use another dumpster.

h. Please do not dispose of the following items in the dumpsters: TV's, printers, monitors, cables, computers, appliances, furniture, amplifiers with speakers, lead acid batteries, building materials and fixtures. If you have any of these items to dispose of, contact Naples Recycling Drop-Off Center at 239-643-3099. If you are seen dumping any of the above items, you will be subject to a fine.

9. Signs:

a. No person may post or display "For Sale", "For Rent" or other similar signs anywhere within the Condominium or on the Condominium property.
b. "Open House" signs are permitted during the actual hours of the Open House.
c. Signs identifying the security company monitoring a unit shall be permitted, but shall be limited to not more than one (1) in the front of the unit and one (1) in the rear of the unit, subject to the reasonable restrictions by the Board of Directors as to size and location of said signs.

1O. Lake Usage:

a. No boats, except those needed for lake maintenance, shall be used on any portion of the property designed for water retention.
b. Swimming, jumping, and/or diving in the lake is also prohibited.
c. Fishing in the lake is permitted for residents and guests only.

11. Fire Safety:

a. In compliance with Collier County Fire Code, no flammable, combustible, or explosive fluid, chemical or substance shall be kept in any multi-family residential unit, garage or limited common element, except as such are required for normal household use. Identification and reporting of such substances may result in a $500 per day fine from Collier County Code Enforcement to the unit owner and/or the Association.
b. Stairs, landings and sidewalks shall be free of obstructions to allow free and unobstructed access to units for Fire Department and EMS units. Obstructions include, but are not limited to chairs, tables, flowerpots and decorations.

12. Barbecue Grills:

Only electric grills may be used for outside cooking and are restricted to driveway areas in front of garages and lanais. Propane (of any size) and charcoal grills are prohibited.

13. Unit Occupancy in Absence of Owner:

If the owner and family who permanently reside with owner are absent from the unit and are not occupying it, and the unit has not been leased, the owner may permit the unit to be occupied by guests only in accordance with the following:
a. Any one person who is related to a unit owner within the first degree by blood, adoption or marriage, may occupy the unit in the absence of the owner for a period not to exceed fifteen (15) days. That person's spouse and children, if any, may accompany that person. The total number of occasions for occupancy by all guests combined under this paragraph shall be limited to four (4) in any one calendar year, with a maximum aggregate total of sixty (60) days.
b. House guests not included within (***a***) above are permitted for only one (1) family occupancy in the unit owner's absence and then only with the proviso

that the family consist of no more than four (4) persons. Such guests may stay not longer than two (2) weeks and the total number of occasions for this type of guest occupancy in any unit shall be limited to three (3) In each calendar year.
c. All quests governed by this Section shall be registered with the Management Company prior to their arrival at the Condominium. Registration shall include: names of the guests, dates of occupancy, plus any other information requested by the Board of Directors.

14. Leasing of Units:

a. A unit owner may not lease his unit during the first full year of ownership. The restriction on leasing will expire on the first anniversary of the date the owner takes title to the unit.
b. No unit may be leased for a term of less than thirty days or more than six months, nor may it be leased more than three times per year. The Board, at its discretion, may approve extension of 6 month leases for an additional six (6) months with no additional fee.
c. No subleasing or assignment of lease rights is permitted.
d. Any owner intending to rent/lease their unit must obtain an "Application for Approval to Lease" from the Management Company, complete and submit the application to the management company at least twenty (20) days prior to the first day of lessee occupancy. The Board shall have twenty (20) days to approve or disapprove the proposed lessee. There is a processing fee of $100 by the Association.
e. All leases:
(**1**). Must be submitted in writing and approved by the management company.
(**2**). Must be accompanied by a copy of the lease and the required fee.
Note: Owners must notify the Management Company, in writing, if a lease is being extended or renewed.

15. Pets:

a. Each unit owner is allowed to keep one domestic pet weighing less than forty pounds.
b. Pets shall not be maintained for any commercial purpose and shall not become a nuisance or annoyance to neighbors.
c. Pet owners must pick up and appropriately dispose of all solid wastes of their pets.
d. All pets, except birds and fish, must be leashed when outside the unit.
e. Birds must be caged when outside the unit.
f. No animals (excluding guide dogs) are permitted at any time within the fence enclosed pool area.
g. Lessees are not allowed to keep pets.

16. Emergency Access:

a. The Association has the right of emergency access to all units at all times to prevent damage to common elements or other units.
b. Unit owners are responsible for providing access to their units by the deposit of a key with the Management Company.
c. If a key is not readily available a licensed locksmith may be utilized and the cost of such service will be charged to the unit owner.

17. Unoccupied Units:

a. Whenever a unit is to be unoccupied for a period of three (3) days or more, the main water supply valve (located near the air conditioning unit) should be turned off.

b. Noncompliance may result in liability for damage to other properties.

c. If the unit is unoccupied for a considerable period of time it is recommended that a home watch or substitute check the unit periodically.

18. Storm Precautions:

Whenever a unit is to be unoccupied for a period of three (3) days or more, the owner shall remove from courtyard areas, porches and lanais any unsecured items which could become windblown missiles during a storm.

19. Maintenance Personnel:

Maintenance personnel are employees or agents of the Management Company or New Waterford and are not permitted to accept work instructions or requests from unit owners or renters. All such requests must be made to the Management Company.

20. Window Coverings:

All window coverings must display white to the outside of the unit.

21. Second Floor Flooring Requirements:

a. All units above the ground floor shall have floors covered with wall to wall carpeting installed over high quality padding except carpeting is not required in the kitchen, bathrooms, entry halls or laundry rooms.

b. A second floor owner who desires to install in place of carpeting or existing hard surface flooring, any substitute hard surface floor covering may do so only after receiving written approval from the Board of Directors.

c. The Board of Directors will obtain consent from the unit owner directly below the requesting unit prior to giving any approval.

d. Installation must be performed by a licensed contractor and meet defined sound transmission standards.

22. Use of Common electric power:

a. Private use of common electric power outlets (e.g. in garages) on a continuous or extended basis is prohibited. This prohibition includes use of common electric power for operation or charging of appliances, battery charges, electric vehicles and any such items for any period of time.

b. Unit owners may use the individually metered electrical power outlets in their Units and Limited Common Element garages for such purposes and may upgrade such power outlets at their own expense.

c. Any such upgrades shall not be deemed a material alteration. All persons who use the individually metered power outlets in the Limited Common Element garages for the above purposes shall indemnify the Association and its Officers, Directors and Members from any and all damages which shall arise from such use.

23. Quarterly Assessment Payments:

a. Quarterly assessments are due on the first day of January, April, July and October. If not paid on or before the 10th of the aforementioned month, a late fee will be imposed and interest charged, calculated from the due date.

b. The option to set up "Auto-Pay" for the quarterly assessment is available. Contact the Management Company for details.

24. Landscaping:

No owner may alter the landscaping of the common elements, including walkways and areas around lower units, in any way without prior approval of the Board of Directors.

25. Flags

Any unit owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 41/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, in accordance with the Florida Condominium Act, 718.113 (4).

PARKING AND VEHICLE RULES:

1. Parking Areas:

a. Each unit has two designated parking spaces - the assigned garage and its adjacent driveway. Please do not park on another owner's driveway without securing permission from that owner. Other paved spaces on the property are available on a first-come basis.

b. Parking on grassed areas is prohibited at all times due to the possibility of damaging the sprinkler heads.

2. On-Street Parking:

On-street parking is permitted, unless otherwise indicated by signs, but shall not block or interfere with access to driveways, sidewalks, mailboxes, or trash dumpsters. Violations may result in vehicle towing without notice.

3. Use of Garages:

a. Garages shall be used only for the storage of vehicles or personal property of the unit occupants.

b. Garage doors shall be kept closed at all times except when vehicles are entering or exiting, or when the owner is actively using garage and/or driveway area.

4. Vehicles:

a. There shall be no motorcycles, trucks (private or commercial),vans not intended for use as a passenger vehicle or inoperable or unlicensed vehicles of any type parked on condominium property unless such vehicle is parked inside the applicable parking garage. Vans for personal use must have windows completely surrounding the

passenger compartment and must be equipped with factory installed seating throughout.

b. This restriction also applies to any vehicle containing written advertisement or solicitation which is not performing a legitimate service on the property or within a specific unit.

5. Recreational Vehicles:

Boats, motor homes, campers or other recreational equipment may be parked in driveways only while being prepared for use or storage. They shall not otherwise be parked outside of the garages.

SWIMMING POOL RULES:

1. All diaper age children MUST wear swim diapers when in the pool.
2. Pool hours are from dawn to dusk.
3. Children under 14 years MUST be accompanied by a person 18 years of age or older.
4. Only bathing suits may be worn in the pool. Cut-offs and similar attire are not permitted.
5. Persons with open sores, cuts or communicable diseases may not enter the pool.
6. From October 1 through April 30, flotation devices are not permitted in the pool, except for safety purposes.
7. Toys, balls, Frisbees or diving gear are not allowed in the pool at any time.
8. Towels must be used on lounge chairs and chaises.
9. Shower before entering the pool to remove excess oils.
10. No loud noise or music is permitted at any time.
11. No littering.
12. No animals (excluding guide dogs) are permitted at any time within the fence enclosed pool area.
13. No glassware or other breakable materials are permitted in the pool area.
14. Pool capacity is 25 persons.
15. The pool area may not be reserved for private parties.
16. The pool ladder is to be used for exiting the pool only.
17. There is no lifeguard on duty. All persons swim at their own risk.
18. Please close and secure the safety strap on umbrellas after use to protect them from strong winds.
19. NO DIVING or running on the pool deck, at any time.

FINE PROCEDURES:

The Board of Directors may levy fines against units whose owners 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 the maximum amounts allowed by law (currently $100 per violation), and no fine shall be levied against an unoccupied unit. A fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, provided that such fine shall in the aggregate not to

exceed the maximum amount allowed by law (currently $1,000.) The procedure for imposing fines shall be as follows:

a. The party against whom the fine is to be levied shall be afforded an opportunity for hearing after reasonable written notice of not less than fourteen (14) days.

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 oral argument 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 three (3) unit owners appointed by the Board, none of whom may then be serving as Directors. If this panel, by majority vote, does not agree with the fine, it may not be levied.

c. If the party against whom the fine may be levied chooses not to appear at the hearing, the hearing will proceed as scheduled and the unit owner will be advised in writing of the hearing outcome within fourteen (14) days of the hearing.

ADDRESS CHANGES:

Florida law requires that requests for address changes must be made in writing to the Management Company.

CHANGES TO OR FROM AUTO-DEBIT PAYMENT:

Requests for such changes must be made in writing to the Management Company.

USEFUL NAMES AND NUMBERS:

	EMERGENCY	NON EMERGENCY
SHERIFF	911	(239) 774-4434
FIRE	911	(239) 774-2800
MEDICAL	911	

MANAGEMENT COMPANY ANCHOR ASSOCIATES, INC.
2340 Stanford Court
Naples, FL 34112
239-649-6357

****

BERKSHIRE LAKES MASTER ASSOCIATION
495 Belville Blvd. Naples, FL 34104
(239) 353-7633

**********¡*
Hotwire Communications
1-800-355-5668

****

WASTE MANAGEMENT
(239) 649-2212
****

PEST CONTROL:
Purcor Pest Control
Account #279 688
(239) 775-4949

WATERFORD CONDOMINIUM ASSOCIATION
OF COLLIER COUNTY, INC.

HURRICANE SHUTTER SPECIFICATIONS:

- White PVC or aluminum roll-up shutters (top to bottom) with either electric roll or inside crank may be installed on outside of buildings on all windows with the exception of lanai. On lanai, shutters must be installed on the inside of screens.

- White corrugated aluminum security panels may be installed vertically on the outside of buildings, on all windows, with the exception of the lanai. On the lanai panels must be installed vertically on the inside of the screens.

- Lexan windows may be installed on the outside of any existing windows or may replace the glass in existing windows. Clear shatterproof film may be used over existing glass. Both must be installed by licensed contractors.

- When installing any shutters or panels, all holding strips and/or covers must be primed and painted white before being installed.

- All work on outside of buildings must be done by a licensed contractor.

APPROVED: at Board of Directors meeting held on 6/15/94.
AMENDED: at Board of Directors meeting held on 9/25/02.

WATERFORD CONDOMINIUM ASSOCIATION

OF COLLIER COUNTY, INC.

SPECIFICATIONS

OVERHEAD GARAGE DOORS:

1. SAME COLOR AS BUILDING WITH WHITE WINDOW TRIM
2. COLONIAL STYLE (WITH WINDOWS)
3. STEEL - WOOD GRAIN
4. MUST MEET CURRENT CODE

Adopted: at Board of Directors Meeting on July 24, 2002.
Amended: at Board of Directors Meeting on January 30, 2018

New Waterford Condominium Association of Collier County, Inc.
Approved Budget
January 1, 2025- December 31, 2025

CODE	DESCRIPTION	2024 AMENDED BUDGET	2024 PROJECTED	2025 BUDGET	2025 QUARTERLY
	REVENUE				
6310	Maintenance Fee - Operating	$ 903,350	$ 903,350	$ 808,086	$ 202,022
6311	Maintenance Fee - Reserves	$ 146,648	$ 146,648	$ 80,314	$ 20,078
6325	Violations/Fines	$ -		$ -	$ -
6331	Prior Years Excess	$ 17,000	$ 17,000	$ 195,921	$ 48,980
6340	Late Fee Income	$ -	$ 1,200	$ -	$ -
6345	Pool Key Income	$ -	$ 20	$ -	$ -
6350	Legal Fees Reimbursement	$ -	$ 165	$ -	$ -
6360	Misc Owner Income	$ -	$ 2,530	$ -	$ -
6390	Owner Interest Income	$ -	$ 517	$ -	$ -
6510	Transfer Fees	$ -	$ 2,000	$ 2,000	$ 500
	TOTAL REVENUE:	$1,066,998	$1,073,430	$ 1,086,321	$ 271,580
	EXPENSES				
General & Administrative					
7020	Application Fees	$ 795	$ 1,000	$ 1,000	$ 250
7030	Audit/Tax Returns	$ -	$ -	$ 8,250	$ 2,063
7070	Filing Fees - Division/SunBi	$ 804	$ 734	$ 734	$ 184
7080	Legal Fees	$ 5,000	$ 1,000	$ 5,000	$ 1,250
7090	Insurance All	$ 364,784	$ 358,000	$ 408,000	$ 102,000
7120	Management Fees	$ 34,212	$ 34,212	$ 35,923	$ 8,981
7140	Office Expense	$ 8,000	$ 8,435	$ 10,000	$ 2,500
7420	Federal Income Taxes	$ -	$ 330	$ 5,000	$ 1,250
7460	Contingency	$ 5,200		$ 5,200	$ 1,300
Grounds Maintenance					$ -
8010	Grounds Maintenance	$ 49,200	$ 49,200	$ 49,200	$ 12,300
8021	Mulch/Sod/Other	$ 25,000	$ 19,000	$ 25,000	$ 6,250
8022	Irrigation	$ 12,000	$ 6,300	$ 12,000	$ 3,000
Pool Maintenance					
8210	Pool Maintenance	$ 6,600	$ 6,600	$ 6,600	$ 1,650
8215	Pool Permits/License	$ 500	$ 500	$ 500	$ 125
8270	Pool Furniture	$ 1,000	$ 170	$ 1,500	$ 375
8280	Pool Repairs	$ 4,500	$ 115	$ 4,500	$ 1,125
Utilities					
8905	Cable	$ 190,335	$ 189,900	$ 198,000	$ 49,500
8910	Electricity	$ 15,100	$ 17,800	$ 18,000	$ 4,500
8930	Water & Sewer	$ 98,000	$ 104,200	$ 114,000	$ 28,500
8980	Trash Removal	$ 34,500	$ 35,000	$ 36,100	$ 9,025
Maintenance					
9010	Building Maintenance	$ 32,000	$ 25,422	$ 25,000	$ 6,250
9012	Site Labor/Handyman	$ 17,000	$ 8,680	$ 17,000	$ 4,250
9091	Pest Control - Exterior	$ 9,200	$ 9,200	$ 9,200	$ 2,300
9135	Fire Safety/Inspection	$ 2,300	$ 2,300	$ 2,300	$ 575
9220	Lake Maintenance	$ 4,320	$ 7,000	$ 8,000	$ 2,000
	TOTAL EXPENSES:	$ 920,350	$ 885,098	$ 1,006,007	$ 251,502
	RESERVES				
9915	Pavement	$ 12,011	$ 12,011	$ 11,372	$ 2,843
9925	Landscaping	$ -		$ -	$ -
9935	Pool	$ 4,745	$ 4,745	$ 4,745	$ 1,186
9940	Driveways, Sidewalks, Curbs	$ -		$ -	$ -
9950	Mailboxes	$ 1,000	$ 1,000	$ -	$ -
9955	Circuit Breakers, Well Pumps, Motor/Clk	$ -		$ -	$ -
9960	Roofs/Gutters	$ 64,197	$ 64,197	$ 64,197	$ 16,049
9965	Exterior Painting	$ 13,900	$ 13,900	$ -	$ -
9967	Accounting	$ 1,119	$ 1,119	$ -	$ -
9970	Interior Building Maintenance	$ -		$ -	$ -
9975	Lake Maintenance	$ 49,676	$ 49,676	$ -	$ -
	TOTAL RESERVES:	$ 146,648	$ 146,648	$ 80,314	$ 20,078
	TOTAL EXPENSES & RESERVES:	$ 1,066,998	$ 1,031,746	$ 1,086,321	$ 271,580
	Less Retained Earnings	$17,000		$ 195,921	
	Amount To Budget	$1,049,998		$ 890,400	
	Annual Maintenance Per Unit	$6,250		$ 5,300	
	2024 Quarter 1	$1,675			
	2024 Quarter 2-4	$1,525			
	2025 Quarterly Maintenance Feel	$1,525		$ 1,325	

Approved
10/24/24

New Waterford Condominium Association of Collier County, Inc.
Approved Reserve
January 1, 2025 - December 31, 2025

Code	Fund	Replacement Cost	Total Life	Remaining Life	Balance as of 12/31/23	2024 Expenses	2024 Contribution	Additional Contribution From Insurance Settlement	Estimated Balance as of 12-31-24	Additional Amount Required	Annual Requirement
5040	Pavement *(Sealing/Resurface)*	$ 172,000	10	6	$ 111,945	$ 20,185	$ 12,011		$ 103,771	$ 68,229	$ 11,372
5050	Pool	$ 56,940	18	11	$ -	$ -	$ 4,745		$ 4,745	$ 52,195	$ 4,745
5060	Driveways, Sidewalks, Curbs	$ 47,170	20	0	$ 22,170	$ -	$ -	$ 25,000	$ 47,170	$ -	$ -
5065	Mailboxes	$ 19,786	20	10	$ 8,786	$ -	$ 1,000	$ 10,000	$ 19,786	$ -	$ -
5070	Circuit Breakers, Well Pumps, Motor/Clks	$ 344,511	20	0	$ 19,511	$ -	$ -	$ 325,000	$ 344,511	$ -	$ -
5210	Roof/Gutters	$ 1,300,000	20	19	$ 16,052	$ -	$ 64,197		$ 80,249	$ 1,219,751	$ 64,197
5220	Exterior Painting (24)	$ 200,000	10	0	$ 151,384	$ 218,280	$ 13,900	$ 52,996	$ -	$ -	$ -
5230	Bridge	$ 41,909	20	0	$ 41,909		$ -		$ 41,909	$ -	$ -
5231	Accounting	$ 5,500	4	2	$ 1,684		$ 1,119	$ 2,697	$ 5,500	$ -	$ -
5244	Landscaping	$ 48,854			$ 48,854	$ -			$ 48,854	$ -	$ -
5245	Lake Maintenance	$ -			$ 75,647	$ 125,414	$ 49,767	$ -	$ -	$ -	$ -
5246	Other Exterior Replacements	$ 35,000			$ 10,033	$ -	$ -	$ 24,967	$ 35,000	$ -	$ -
5250	Interior Building Maintenance	$ 39,000			$ 14,375	$ -	$ -	$ 24,625	$ 39,000	$ -	$ -
	TOTAL				**$522,350**	**$363,879**	**$146,739**	**$465,285**	**$770,495**	**$1,340,175**	**$80,314**

Approved
10/24/24

New Waterford Condominium Association of Collier County, Inc.

FUND BALANCE SHEET

As of: 12/31/2024

Assets

Account	Operating	Reserves	Total
Assets			
01018 First Horizon - Operating ICS *123	$10,714.62	$0.00	$10,714.62
01019 First Horizon - Ops (1123)	$71,464.94	$0.00	$71,464.94
01020 First Citizens CD #7156 06/21/25	$253,067.44	$0.00	$253,067.44
01021 Truist Bank CD #0473 3.95% 02/25/2025	$251,269.59	$0.00	$251,269.59
01022 Wintrust Bank CD #3878 4.10% 07/29/25	$255,037.53	$0.00	$255,037.53
01024 Flagstar CD #9987 5.50% 12/30/24	$245,000.00	$0.00	$245,000.00
01025 Bank United CD #6848 4.35% 06/09/25	$0.00	$135,840.72	$135,840.72
01026 Flagstar CD #4662 4.85% 04/23/25	$252,689.12	$0.00	$252,689.12
01027 First Horizon CDARS 9441 4.29% 03/27/25	$250,000.00	$0.00	$250,000.00
01069 First Horizon - ICS Sweep Reserve Account *3...	$0.00	$293,690.07	$293,690.07
01070 First Horizon - Reserves *5317	$0.00	$218,937.05	$218,937.05
01310 Assessments Receivable	$1,531.54	$0.00	$1,531.54
01311 Allowance for Bad Debt	($6,469.48)	$0.00	($6,469.48)
01340 Late Fees Receivable	$76.25	$0.00	$76.25
01360 Misc. Owner Receivables	$287.36	$0.00	$287.36
01391 Pre Paid Expense	$12,300.00	$0.00	$12,300.00
01610 Prepaid Insurance	$51,478.31	$0.00	$51,478.31
Assets Total	**$1,648,447.22**	**$648,467.84**	**$2,296,915.06**
Total Assets:	**$1,648,447.22**	**$648,467.84**	**$2,296,915.06**

Liabilities

Account	Operating	Reserves	Total
Liabilities			
03190 2024 Insurance Settlement	$1,384,331.75	$0.00	$1,384,331.75
03310 Prepaid Owner Assessments	$66,445.90	$0.00	$66,445.90
Liabilities Total	**$1,450,777.65**	**$0.00**	**$1,450,777.65**
Total Liabilities:	**$1,450,777.65**	**$0.00**	**$1,450,777.65**

Equity

Account	Operating	Reserves	Total
Reserves			
05040 Reserves - Pavement	$0.00	$103,771.00	$103,771.00
05050 Reserves - Pool	$0.00	$4,745.00	$4,745.00
05060 Reserves - Drive/Sdwalk/Curb	$0.00	$47,170.08	$47,170.08
05065 Reserves - Mailbox	$0.00	$19,786.70	$19,786.70
05070 Reserves - Circuit Break/Wells	$0.00	$184,511.29	$184,511.29
05210 Reserves - Roofs	$0.00	$80,249.43	$80,249.43
05220 Reserves - Exterior Paint	$0.00	$23,981.96	$23,981.96
05230 Reserves - Bridge	$0.00	$41,909.00	$41,909.00
05231 Reserves - Accounting Audit	$0.00	$5,500.25	$5,500.25
05244 Reserves - Landscaping	$0.00	$48,854.21	$48,854.21
05245 Reserves - Lake Maintenance	$0.00	($91.04)	($91.04)
05246 Reserves - Other Ext Replace	$0.00	$35,000.34	$35,000.34
05250 Reserves - Interior Bldg Maint	$0.00	$37,981.99	$37,981.99
05255 Reserves - Interest	$0.00	$15,097.63	$15,097.63
Reserves Total	**$0.00**	**$648,467.84**	**$648,467.84**
Equity			

Account	Operating	Reserves	Total
05510 Member Equity (Beg. Yr.)	$129,509.05	$0.00	$129,509.05
Equity Total	**$129,509.05**	**$0.00**	**$129,509.05**
Current Year Net Income/(Loss)	$68,160.52	$0.00	$68,160.52
Total Equity:	**$197,669.57**	**$648,467.84**	**$846,137.41**
Total Liabilities & Equity	**$1,648,447.22**	**$648,467.84**	**$2,296,915.06**

New Waterford Condominium Association of Collier County, Inc.

INCOME STATEMENT

Start: 12/01/2024 | End: 12/31/2024

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
06310 Assessments - Operating	73,178.73	73,179.13	(0.40)	903,352.00	903,350.00	2.00	903,350.00
06311 Assessments - Reserves	12,220.63	12,220.63	0.00	146,648.00	146,648.00	0.00	146,648.00
06331 Prior Years Excess	1,416.63	1,416.63	0.00	17,000.00	17,000.00	0.00	17,000.00
06340 Late Fee Income	0.00	0.00	0.00	1,049.86	0.00	1,049.86	0.00
06345 Pool Key Income	0.00	0.00	0.00	30.00	0.00	30.00	0.00
06350 Legal Fees Reimbursement	0.00	0.00	0.00	165.00	0.00	165.00	0.00
06360 Misc. Owner Income	62.36	0.00	62.36	2,657.67	0.00	2,657.67	0.00
06390 Owner Interest Income	0.00	0.00	0.00	517.21	0.00	517.21	0.00
06510 Transfer Fees	225.00	0.00	225.00	3,075.00	0.00	3,075.00	0.00
06910 Interest Income	2,543.52	0.00	2,543.52	36,591.11	0.00	36,591.11	0.00
Income Total	**89,646.87**	**86,816.39**	**2,830.48**	**1,111,085.85**	**1,066,998.00**	**44,087.85**	**1,066,998.00**
Total Income	**89,646.87**	**86,816.39**	**2,830.48**	**1,111,085.85**	**1,066,998.00**	**44,087.85**	**1,066,998.00**

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General & Administrative							
07015 Federal Taxes	9.53	0.00	(9.53)	339.53	0.00	(339.53)	0.00
07020 Application Fees	225.00	66.25	(158.75)	1,215.00	795.00	(420.00)	795.00
07040 Bank Charges	0.00	0.00	0.00	23.85	0.00	(23.85)	0.00
07070 Filing Fees - Division	672.00	67.00	(605.00)	1,013.25	804.00	(209.25)	804.00
07080 Legal Fees	0.00	416.63	416.63	564.00	5,000.00	4,436.00	5,000.00
07090 Insurance - All	22,807.33	28,298.63	5,491.30	350,357.28	364,784.00	14,426.72	364,784.00
07120 Management Fees	2,851.00	2,851.00	0.00	34,212.00	34,212.00	0.00	34,212.00
07140 Office Expense	591.67	666.63	74.96	8,314.14	8,000.00	(314.14)	8,000.00
07460 Contingency	0.00	433.37	433.37	0.00	5,200.00	5,200.00	5,200.00
General & Administrative Total	**27,156.53**	**32,799.51**	**5,642.98**	**396,039.05**	**418,795.00**	**22,755.95**	**418,795.00**
Ground Maintenance							
08010 Grounds Maintenance Contract	4,100.00	4,100.00	0.00	49,200.00	49,200.00	0.00	49,200.00
08021 Mulch/Sod/Other	405.00	2,083.37	1,678.37	18,376.50	25,000.00	6,623.50	25,000.00
08022 Irrigation	26.00	1,000.00	974.00	4,753.25	12,000.00	7,246.75	12,000.00
Ground Maintenance Total	**4,531.00**	**7,183.37**	**2,652.37**	**72,329.75**	**86,200.00**	**13,870.25**	**86,200.00**
Pool Maintenance							
08210 Pool Maintenance	550.00	550.00	0.00	6,600.00	6,600.00	0.00	6,600.00
08215 Pool Permits/License	0.00	41.63	41.63	500.00	500.00	0.00	500.00
08270 Pool Furniture	0.00	83.37	83.37	210.70	1,000.00	789.30	1,000.00
08280 Pool Repairs	0.00	375.00	375.00	350.00	4,500.00	4,150.00	4,500.00
Pool Maintenance Total	**550.00**	**1,050.00**	**500.00**	**7,660.70**	**12,600.00**	**4,939.30**	**12,600.00**
Utilities							
08905 Cable	16,026.04	15,861.25	(164.79)	189,840.78	190,335.00	494.22	190,335.00
08910 Electricity	1,403.78	1,258.37	(145.41)	17,163.99	15,100.00	(2,063.99)	15,100.00
08930 Water & Sewer	9,229.47	8,166.71	(1,062.76)	103,539.20	98,000.00	(5,539.20)	98,000.00
08980 Trash Removal	3,196.64	2,875.00	(321.64)	35,405.87	34,500.00	(905.87)	34,500.00
Utilities Total	**29,855.93**	**28,161.33**	**(1,694.60)**	**345,949.84**	**337,935.00**	**(8,014.84)**	**337,935.00**
Maintenance							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
09010 Building Maintenance	6,500.95	2,666.63	(3,834.32)	38,021.75	32,000.00	(6,021.75)	32,000.00
09012 Site Labor	1,200.00	1,416.63	216.63	13,480.00	17,000.00	3,520.00	17,000.00
09091 Pest Control - Exterior	892.92	766.63	(126.29)	12,573.24	9,200.00	(3,373.24)	9,200.00
09135 Fire Safety/Inspections	1,812.00	191.63	(1,620.37)	1,812.00	2,300.00	488.00	2,300.00
09220 Lake Maintenance	1,307.00	360.00	(947.00)	8,411.00	4,320.00	(4,091.00)	4,320.00
Maintenance Total	**11,712.87**	**5,401.52**	**(6,311.35)**	**74,297.99**	**64,820.00**	**(9,477.99)**	**64,820.00**
Reserves							
09915 Reserves - Pavement	1,000.88	1,000.88	0.00	12,011.00	12,011.00	0.00	12,011.00
09935 Reserves - Pool	395.38	395.38	0.00	4,745.00	4,745.00	0.00	4,745.00
09950 Reserves - Mailbox	83.37	83.37	0.00	1,000.00	1,000.00	0.00	1,000.00
09960 Reserves - Roofs / Gutters	5,349.75	5,349.75	0.00	64,197.00	64,197.00	0.00	64,197.00
09965 Reserves - Exterior Painting	1,158.26	1,158.26	0.00	13,900.00	13,900.00	0.00	13,900.00
09967 Reserves - Accounting	93.25	93.25	0.00	1,119.00	1,119.00	0.00	1,119.00
09975 Reserves - Lake Maintenance	4,139.74	4,139.74	0.00	49,676.00	49,676.00	0.00	49,676.00
Reserves Total	**12,220.63**	**12,220.63**	**0.00**	**146,648.00**	**146,648.00**	**0.00**	**146,648.00**
Total Expense	**86,026.96**	**86,816.36**	**789.40**	**1,042,925.33**	**1,066,998.00**	**24,072.67**	**1,066,998.00**
Net Income	**3,619.91**	**0.03**	**3,619.88**	**68,160.52**	**0.00**	**68,160.52**	**0.00**

New Waterford Condominium Association, Inc.
2025 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 is limited to residential use by one family. Each unit owner is allowed to keep one domestic pet weighing less than forty pounds. You may not post signs on the condominium property or that can be seen from the exterior of the unit.

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 six (6) months. No unit may be leases more than three (3) times in one (1) calendar year. Board must approve 20 days in advance. Application and $150.00 fee required. A unit owner may not lease their unit during the first full year of unit ownership.

Q: How much are my assessments to the Condominium Association for my unit and when are they due?
A: The Association assessments are $1325 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.

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.