The Villages at Emerald Lakes Condominium Associations



Owner Information Handbook

WEBSITE

www.EmeraldLakesResidents.com

Please visit our website for the following information

- Upcoming events
- Community News
- Membership Directory, Meet your neighbors
- Newsletters
- Important Phone Numbers
- Board of Directors Information
- Committee Information
- Association Documents
- Community Documents & Forms
    - Annual Budget
    - Financial Statements
    - Board meeting minutes
- Realtor Information
    - Purchase & Lease Applications
    - Insurance Information
    - Wind Mitigations

Emerald Lakes Map

VILLAGES AT EMERALD LAKES
Owners Information Pamphlet

At the time of purchasing a Condominium in Emerald Lakes each owner was provided a handbook outlining the major rules and regulations governing residency in our condominium complex. For many, particularly longer-term residents, these handbooks have been lost or misplaced. We are providing each owner with an updated version of an owner's information pamphlet to refresh memories as to some of the more important rules. It is also evident that over the years we have become somewhat lax in adhering to some of these rules. Hopefully by reviewing and following the things outlined in this pamphlet we can continue to have Emerald Lakes be the beautiful community we are proud to call home.

A **condominium** is a form of ownership in which units are individually owned and the Common Elements such as building walls, roofs, roads, grounds, etc. are owned in common with all the other unit owners. Each unit owner is a member of the Condominium Owners Association established for each Village.

The rights and responsibilities of unit owners, together with certain restrictions on the use of their Unit and the Common Elements, are defined in the documents which you received when you purchased your unit. These include the Declaration of Condominium, the By-Laws, and the Articles of Incorporation of the Association, as well as, the Florida Condominium Act and all other pertinent state and local statutes and ordinances governing the Association. Copies of our Documents are available from our Property Manager, and for download on our web site.

Owners have a responsibility to know the rules and regulations and to see that they, along with their guests and tenants, faithfully observe them.

This booklet, provides a quick reference to some of the most **important rules and regulations** which are contained in our governing documents.

We count on your continued compliance, effort, and support to maintain the standard of excellence in our community which we all desire.

RULES AND REGULATIONS

RESIDENTIAL USE

1. Unit owners are entitled to exclusive use and possession of their unit subject only to the Condominium Association's (CA) irrevocable right of access to the units provided in the Condominium Act. Unit owners must provide the Management Company with a key to their unit in accordance with section 11.8 of the Declaration of Condominium.
2. Each condominium shall be occupied only by a single family and/or their guests as a residence and for no other purpose. Overnight accommodations in any condominium unit are limited as follows:
    a. Three (3) Bedroom Units – Eight (8) Occupants
    b. Two (2) Bedroom Units – Six (6) Occupants
3. Trade, business, profession or other types of commercial activity may NOT be conducted in any part thereof.
4. No unit may be divided, nor any fractional portion sold or otherwise transferred.

LEASING AND RESALE OF UNITS

1. The Board of Directors must approve all leases and resales of units. Lease and resale applications are available from the Property Manager or online and must be submitted at least twenty (20) days prior to lease or resale. A one hundred fifty-dollar ($150.00) processing fee, A fifty dollar ($50.00) per applicant and or occupant age 18 or older for background checks, A and photo I.D. for each applicant and or occupant’s age 18 or older. must be submitted with the application. All checks payable to the association.
   No unit may be leased for a period of less than ninety (90) consecutive days and no more than three times per year. Maximum lease period is one year. No subleasing or assignment of lease rights is allowed.
2. No one but the lessee, his family within the first degree of relationship by blood, adoption, or marriage, and their guests may occupy a unit.

3. Guests in leased units are limited to stays of 30 days consecutively in any one-year period. Beyond 30 days, the lease must be amended to include an additional occupant.
4. Lessees must register the vehicle of any guest who will be occupying a unit for a period longer than 24 hours. Such vehicles must display the required parking permit.
5. If a lessee absents himself from a unit, no other person may occupy the unit.
6. Tenants are **not** allowed to have pets in a leased/rented unit.
7. The owners renting/leasing their units must provide a copy of these Rules and Regulations to all lessees. Copies of the Rules and Regulations may be obtained from the onsite Management Company office. & available Online, A clause in the rental/lease agreement must acknowledge that a copy of the Rules and Regulations has been provided to the tenant.
8. Seasonal tenants must pay the application fee each year. Year-round tenants are not required to pay the application fee every year. Background checks are good for 5 years and must be paid for when required.
9. The Updated Sales and Lease applications with instructions can be downloaded from: www.emeraldlakesresidents.com/realtor-information

MOTOR VEHICLES

1. All vehicles must observe the posted speed limits and traffic signs at all times while driving on any road inside The Villages at Emerald Lakes.
2. Each condominium unit is entitled to two parking spots, one reserved parking space. And one Guest parking space. Guest vehicles must be parked in parking space labeled “Guest”. All vehicles belonging to tenants or guests of a particular Village must be parked in that Village's parking areas ONLY.
3. All vehicles, whether of unit owners, their tenants, or guests who will be on the Association property for longer than 24 hours, must register their vehicles and display parking permit in the front window.

4. Each unit owner or valid tenant may register and keep on Association property up to two vehicles.
5. All vehicles must be well maintained, operable and properly licensed. A motor vehicle that cannot operate on its own power, shall not remain on the condominium property for more than 24 hours.
6. NO boats, commercial vehicles, recreational vehicles, motorcycles, or other motorized vehicles may be kept in the Emerald Lakes Condo complex. Acceptable vehicles are limited to passenger cars, passenger vans and pickup trucks, not over three-quarter ton capacity.
7. NO vehicle parked in the Villages overnight may exceed 220 Inches (18 Feet 4 Inches) in length.

PARKING PERMIT SYSTEM

1. A parking Permit System is in effect for Emerald Lakes Condominiums. The purpose is to assure that the Reserved and Guest parking spaces are being utilized properly. Each village has a distinct color Permit to allow for quick identification. Stickers are to be displayed in the lower passenger side corner of the windshield. Vehicles that do not display a valid parking permit are subject to towing at the vehicle owner's expense.
2. Each unit may receive up to two parking stickers. To obtain a parking sticker, bring your vehicle registration to the Property Manager's office. No more than two Permits will be allotted to any unit owner or tenant.
3. Tenants with current Board approved leases may obtain Permits at the Property Manager's office. These Permits will display the expiration of lease for which the Permit is valid. Tenants without Board approved leases will not receive Permits and their vehicles will be subject to towing at the vehicle owner's expense.
4. Permits will only be issued for personal, non-commercial vehicles.
5. Permits for short term guests will be available at the Property Manager's office. These Permits will display the time duration for which they are valid.

6. Service providers, contractors etc. do not require permits for their vehicles but may not park vehicles overnight.
7. NO vehicle exceeding 220 Inches (18 Feet 4 Inches) in Length will receive a parking permit.
8. VEHICLES IN VIOLATION OF THE PARKING PERMIT SYSTEM WILL BE TOWED AT OWNER'S EXPENSE.

CARPORTS

1. Ownership and maintenance of carports within the Villages at Emerald Lakes is varied as indicated below:
    a. Carports within Village One are property of and maintained by the Village One Owners Association
    b. Carports Within Villages 3, 4 and 5 carports are owned by individual unit owners.

Villages 3, 4 and 5 the unit owners are solely responsible for the maintenance and repair of their carport. In the event that a unit owner fails to do so, to the reasonable satisfaction of the Association, the Association shall carry out the required maintenance and repairs and add the incurred expense as an assessment charge to the unit owner.

BARBECUING

1. Barbecuing and grilling other than Electric Grills at any place on the Association common property or in the unit or on the lanai is STRICTLY PROHIBITED. Local fire ordinance prohibits storage of propane tanks anywhere on the premises. Charcoal grills are provided outside the Cabana pool and at the clubhouse by the Bocce ball court.

TRASH AND GARBAGE

1. Use of the Trash Dumpsters is strictly for trash placed in tied plastic bags. Trash is never to be left outside of Dumpsters. It will NOT be picked up and carried away by the Waste Management Company.
2. Yellow top recycle dumpsters are provided for recyclable items such as newspapers, plastics, metal cans, packing material, cartons, boxes,

etc... All cartons and boxes must be flattened prior to being placed in the Recycle Bins.

3. No trash or garbage may be left on the stairways, on the balconies, in front of the individual units, or in any Association common area.
4. **DISPOSING OF LARGE PERSONAL ITEMS (CHAIRS, SOFAS, APPLIANCES ETC...) IS THE OWNERS'S RESPONSIBILITY AND SHOULD NEVER BE PLACED IN THE DUMPSTER AREA. THESE ITEMS WILL NOT BE PICKED UP BY WASTE MANAGEMENT. SINCE THE DISPOSAL OF SUCH ITEMS REQUIRES A SPECIAL PICKUP WITH A SIGNIFICANT $$ COST, ANYONE FOUND LEAVING SUCH AN ITEM AT THE DUMPSTER WILL BE CHARGED FOR ITS DISPOSAL THROUGH AN ASSESSMENT ON THEIR ASSOCIATION BILL.**

HALLWAYS, STAIRWAYS AND SIDEWALKS

1. The sidewalks, entrances, passages, stairways, railings, corridors and hallways must be kept clear and not obstructed or encumbered or used for any purpose other than Ingress (Entry) and Egress (Exit) to and from the unit. This will assure expedited access for emergency personnel. Placement of furniture, fixtures etc. which obstruct any portion of the means of Egress (Exit) is prohibited and is considered in violation of the fire code and may be the subject of a fine by Collier County.
2. No articles belonging to unit owners, tenants, or other occupants are to be placed or kept in or on the sidewalks, passages, stairways, landings, corridors and hallways, or on any Association common property. A DOOR DECORATION SUCH AS A WREATH, AND ONE PLANT NO TALLER THAN 50 INCHES AND IN A POT LESS THAN TWENTY INCHES IN DIAMETER ARE ALLOWED, SO LONG AS THEY DO NOT BLOCK OR ENCUMBER INGRESS(ENTRY) AND EGRESS(EXIT) TO AND FROM THE UNITS.

WINDOWS AND LANAIS

1. All curtains, blinds, shades and other window coverings shall be of such construction, material and installation so that the only color that is visible from the outside is white or a nearly white neutral color.
2. All windows and lanais must have screens. Screens in disrepair must be replaced.

HURRICANE SHUTTERS AND LANAI ENCLOSURES

1. All hurricane shutters are to be white, aluminum or PVC material and to be installed according to the Collier County Building Code. Hurricane proof windows must be installed according to Collier County Building Code. Written approval by the Board of Directors is necessary prior to installation.
2. The Board has adopted uniform standards for lanai enclosures. Contact the Property Manager for information. Written approval by the Board of Directors is required prior to installation.

ALTERATION OF COMMON ELEMENTS

1. No trees, shrubs, plants or structures of any kind may be planted erected or maintained on any part of the Association common property without the prior written consent of the Board of Directors.
2. No unit owner shall paint, decorate or change the appearance of any exterior portion of the building or the common elements without prior written consent of the Board of Directors.
3. Owners may plant flowers or plants next to the lanai or in the shrub beds in front of the buildings. The maintenance, care and costs involved are solely the responsibility of the unit owner. Owners shall be liable for any damages resulting from their installation of plantings, or in their digging in the common areas.

GENERAL

1. All unit owners, lessee, or guests who leave their units for twenty-four (24) hours or more must turn off the main water supply valve within the unit. It is highly recommended that unit owners water supply valve is of the Ball Valve type with a straight handle that shuts off the water with one-quarter turn. They are more dependable and easier to use than the old-fashioned multi-turn Gate valve.
2. A special requirement exists within Village Four with respect to water heaters. The average water heater lasts approximately 10 years before failing. When a water heater ruptures, it causes damage to both the unit owners and Village property (wallboards). To help prevent this expense, Village Four passed a change to their bylaws that state: If an owner fails to replace their water heater after 10 years, and it ruptures, that owner is responsible for all costs incurred by the Village as well the Deductible incurred by their neighbors.
3. A unit owner, lessee or guest who plans to be absent during the hurricane season must prepare their unit prior to departure and designate a responsible firm or individual to care for the unit should the unit suffer hurricane or flood damage. The unit owner must furnish the onsite Property Management Office with the telephone number of that firm or individual.
4. No antennas of any type, satellite dishes nor wiring for any purpose shall be installed on the exterior of the building.
5. No signs or banners shall be displayed without prior approval from the Association Board of Directors.
6. To allow for efficient budgeting as well as avoiding fines or interest, unit owners should promptly remit payments of quarterly assessments in accordance with the adopted schedule. In addition, to facilitate timely dissemination of information owners are encouraged to participate in regularly scheduled meetings of the Boards of Directors. Times and agendas are posted on the bulletin boards throughout the villages.

PETS

1. The owner of each unit may keep one small pet of a normally domesticated household type such as a cat or dog in a unit. The pet must be less than twenty (20) pounds in weight and must be leashed at all times while outside the unit on the Association property. No pets are permitted in the recreation facilities.
2. Each pet owner is responsible for the immediate removal and disposal of the pet's bodily waste.
3. **Tenants are not permitted to have pets in a leased/rented unit.**
4. Pets owners are referred to Attachment 1 which provides information on Collier County rules for pet ownership

PLEASE DO NOT feed the alligators, ducks, shore birds, or any other wildlife. If you see an alligator on the property, please notify the State of Florida Department of Game and Freshwater Fish at 1-866-392-4286.

COMPLIANCE

Pursuant to Florida Statute, the Board of Directors is authorized to enforce all rules and regulations and to impose fines for violations. This list of rules and regulations is not intended to be comprehensive. Rather, these are some of the most important rules, which have been compiled for your convenience. You are responsible as a unit owner/occupant for compliance with all rules and regulations contained in our documents.

Attachment 1
Collier County Laws for Pet Owners

License and Vaccinate Your Pet

1. Dogs and Cats over four months old must have a current rabies vaccination.
2. Dogs and Cats over four months ld. must a valid County license, which must be renewed annually.
3. The license must be attached to the collar unless the animal is confined.

Proper Animal Care

Pets must be provided with adequate shelter, a sufficient supply of food and water, exercise and fresh air. Pets may not be confined in an unattended motor vehicle under conditions or for lengths of time that may endanger the health and/or physical well-being of the animal

Be a Good Neighbor

1. Pets must be confined to the owner's property or walked on a leash. Pets may not run at large.
2. Pets may not run after, chase or jump at vehicles or bicycles using the right of way. Pets may not snap, growl, snarl, or threat on persons using the right of way.
3. Pet feces must be immediately removed and properly disposed of. Pets may not make noise that is offensive and of such continuous duration of time that it creates a nuisance.

For The Dog Owner

1. Any enclosure used as a primary means of confinement must meet the size and structural integrity requirements as specified in the Animal Control Ordinance.
2. A dog may not be tethered outdoors except when in visual range of responsible party located outside with the dog.

Handy Numbers

COLLIER COUNTY GOVERNMENT

Property Records, Clerk of Court:	239-774-8999
Court Dates, Jury Duty, Lost Dogs, and Tickets.	
County Sheriff	239-774-4434
Collier County Property Appraiser	239-252-4444
www.CollierAppraiser.com	
Collier County Domestic Animal Services	
Animal Control	239-530-7387

HOSPITALS

Naples Community Hospital	239-436-5000
North Collier Hospital	239-513-7000
Physicians Regional Medical Center	239-348-4000

UTILITIES

Collier County Water / Sewer	239-252-2380
Comcast Cable	800-934-6489
FPL	239-262-1322
Waste Management	239-253-6350
Bulk items for pick up	800-223-4825
Century Link	877-646-3282

OTHER

Naples Post Office	800-275-8777
Florida Fish, Wildlife & Water Safety	561-625-5122
Coast Guard	239-261-7375
Naples City Hall	239-213-1000
Naples Chamber of Commerce	239-262-6141
AAA Naples	239-594-5006
Emergency Road Service (Sheriff)	239-252-9300

My Important Numbers

Name	Phone Number

WEBSITE

www.EmeraldLakesResidents.com

Please visit our website for the following information

- Upcoming events
- Community News
- Membership Directory, Meet your neighbors
- Newsletters
- Important Phone Numbers
- Board of Directors Information
- Committee Information
- Association Documents
- Community Documents & Forms
    - Annual Budget
    - Financial Statements
    - Board meeting minutes
- Realtor Information
    - Purchase & Lease Applications
    - Insurance Information
    - Wind Mitigations

Emerald Lakes Map