



## *Heritage Greens, Club Homes I Rules and Regulations and Helpful Hints*

*To: CLUB HOMES I GOLF VILLA HOMEOWNERS/TENANTS*

*On behalf of all your neighbors, welcome to our community! Club Homes I is part of 9 Neighborhood Associations within Heritage Greens, each Association has a set of rules and regulations particular to the residents of its community. Certain rules vary by community, so it is important to know the rules of our community. All 9 Neighborhood Associations belong to the Community Association (aka Master's).*

*The intent of this information booklet is to furnish you with an abbreviated version of the full documents for Club Homes I, and to become familiar with some of the most important rules. The selected excerpts are by no means all-inclusive for Club Homes I rules, so please read the full docs to become familiar with all the rules and regulations. To print a copy of the official documents, you may download and review them by going to the Club Homes I website. Our documents are under the "documents" tab.*

*Please review the following pages and be aware of your rights and responsibilities as a Club Homes I owner/tenant. If you have tenants renting your villa please make them aware of our rules and regulations and furnish them with a copy of the docs since all tenants have an obligation to abide by the same rules as homeowners in residence at Club Homes I. Our Association is a secure and safe environment for all its residents, and through everyone's commitment to follow the rules we ensure consistency to our community.*

*Please remember, the homeowners **set** the rules and policies for our community, the Board of Directors are elected by the homeowners to **enforce** rules on their behalf and correct for any rule violations.*

*The last page lists some important phone numbers for your convenience. Thank you for your cooperation and enjoy your home in paradise.*

*Club Homes I Board of Directors*



*Club Homes I Abbreviated Sections, Rules and Regulations Extracted from Our Governing Documents*

*Below are the commonly asked rules The Board would like to highlight for your benefit.*

**1. Residential Use:** *Each villa shall be occupied by only one family and its temporary (less than 60 days) guests, as a residence, and for no other use purpose. To qualify as a single household unit all persons occupying a unit as their primary place or secondary place of residence must first apply to, and be registered and approved by permission of, the Board of Directors, and on file with the property management firm. Both the Board of Directors and property management firm must have awareness of every resident within Club Homes I. Failure to do so may result in eviction.*

**2. Occupancy:** *All adult individuals, 18 years or older whether a homeowner or renter, intending to occupy the villa on a full-time basis or use the villa as a secondary home on a regular basis, must be listed on the paperwork on file with the Association and its property management firm, and to have passed criminal background check if an adult over the age of 18. All persons residing in a unit must receive Board of Director approval to live within our Association prior to moving in. If after you move in and decide to have another person(s) occupy the villa with you as a resident, that/those person(s) must be registered and approved by the Board of Directors. Non-registered Occupants moved in without Board permission are subject to Board review to determine possible approval or disapproval, with eviction at the homeowner's expense if individual(s) do not meet Association requirements. No gate entrance stickers or common property privileges will be granted to unregistered persons. The County issues building permits with the idea that each legally approved bedroom may contain only 2 persons (adult or child) to use the same bedroom at the same time.*

*No time-sharing, business or commercial activity shall be conducted in, or from, any villa or its garage which creates foot traffic and is conspicuous to the neighbors.*

**3. Guests:** *To ensure security, the owner must register all guests with the Association and its property management firm in advance of guest's stay, if the guest will be staying 7 consecutive days or longer. The owner is responsible for conduct of its guests. Definition of a guest means a person or persons invited by the owner (or the owner's tenant) and occupies the villa on a temporary basis at the invitation of the owner/tenant without the payment of consideration. Temporary means not more than sixty (60) days in the aggregate of the same guest(s) in any calendar year. Two periods in a calendar year not to exceed 30 days each time. Anyone planning to occupy a villa longer than a 60-day calendar year period is not considered a "guest" and is subject to the review and approval provisions as a Tenant under a Lease Agreement processed by the Board of Directors. Guests occupying a villa (while the homeowner is present) may bring*

a dog during their 7-day visit, provided the pet conforms to the same size restrictions of villa homeowners. Oversized dogs are not permitted. See "Pet" rule guidelines, herein.

4. **Leasing:** Villas may be leased, provided the lease meets the following criteria.

(A) No lease may be for a period less than thirty (30) consecutive days. Daily or weekly rental is not permitted and is strictly enforced by the Board of Directors and its agents. Violation of this 30-day rule, or discovered advertising for rental for periods shorter than 30-days, will result in homeowner fines and applicable attorney fees, and, if applicable, necessary action to evict the renter.

(B). No more than 15% of villas (called a threshold) in Club Homes I Association shall be leased at any period of time (on an annual, seasonal, or 30-day basis). Determination of an available leasing spot is rendered by the property management firm at the time of application made by the homeowner. The threshold rule is strictly enforced by the Board of Directors.

(C) No Subleasing or assignment of lease is allowed. No one besides the individuals named on the lease, approved by the Board, may be in residence during a lease. Current tenants wishing to allow other adult(s) over the age of 18 years to move into their leased unit, joining the lease, must first obtain permission from the unit homeowner and gain approval from the Board. The following will then occur prior to new tenants moving in:

➤ A villa homeowner must agree to allow additional tenants to occupy their villa and submit an application modifying the lease with the new resident's names and completing other information on the lease application. The current tenant(s) must gain the homeowners consent prior to additional tenants moving in. The new lease application will replace the original, and remain on file with property management.

➤ New tenants, at their expense, will undergo a criminal background check and new tenants must pay for the background check

➤ A favorable criminal background check will permit approval by the Board of Directors

➤ Property management firm will include the new tenants on Neighborhood roster, thus allowing them use of the Common amenities and make application with the CDD for gate access windshield sticker into the Community. NOTE: Non-registered, new occupants will not be known and appear on the Community roster to receive gate stickers.

(D) If considering renting your villa, or buying a villa as an investment property to rent out, Association rules state the titled villa owner(s) must have been the villa owner for 24 consecutive months prior to submitting a request to rent. Plus, the owner must check with property management to ensure a rent opening is available.

(E) Renters of any villa within Club Homes I are **not** permitted to keep pets of any kind in the villa for any period of time. Violation of this rule will lead to a citation of pet removal and possible eviction proceedings since the lease application clearly indicates at the time of application pets are not allowed by renters.

*5. **Nuisance.** Residents of Club Homes I Association shall at all times conduct themselves in a peaceful and orderly manner. We guarantee all homeowners quiet enjoyment of their homes.*

*6. **Refuse/Disposal of Trash,** garbage kept in containers. Pick-up time are Tuesday for recyclables and trash; Friday just trash pick-up. Oversized pick up items and special items may be scheduled for pick up by advance calling (see number within this paragraph). Trash barrels should not be put out before 6:00pm the night before garbage pick-up date, and taken in within 24 hours of pick-up date. Trash bins may not be left out for longer than 24 hours. Large items will not be picked up, you must call Collier County prior to Tuesday pickup 239 252-2380 to make arrangements for pick-up of any large items.*

*Electronic devices, TV, Computers being disposed of must be taken to the Collier County Recycle Center, no curbside pick-up of these items.*

*7. **Parking and Storage of Vehicles:** Parking and vehicle storage violations are strictly enforced by The Board of Directors. It is advisable to understand these rules to avoid towing at the vehicle owner's expense. Please observe the following parking or storage of vehicle rules:*

- Owners and occupants may not park any commercial vehicle, boat, trailer semi-trailer, recreational vehicle, motor cycle, house trailer, mobile home, motor home, bus tractor or any such vehicle unless that/those vehicle(s) can be contained within the villa garage at all times.*
- No person may park or store vehicles on the grassed or landscaped areas at any time, parking on the grass causes breakage to the sprinkler heads (an expensive repair).*
- Vehicles may not be left parked on the street between 1:00a.m. to 5:30a.m, considered overnight parking, which will result in the illegally parked vehicle being towed at owner's expense.*
- Guest parking may be limited or restricted when the number of vehicles cannot be parked within the driveway, or on the street during permitted hours. Extra parking is available for guests at the Community Center parking lot. The end of Morning Sun Lane (at the cul du sac) is not considered "free" parking spaces, and not permitted. Illegally parked vehicles will be towed at owner's expense.*
- Overnight parking at Club Homes pool parking lot is prohibited without express consideration of the Commons Board of Directors, permission may be granted under special circumstances and requires a parking pass. If you need a pass, contact the Club Homes I Board. Vehicles overnight parked in pool parking lot without permission will be towed at the vehicle owner's expense.*

*8. **Vehicle Repair Work:** Vehicle repair work is not permitted in driveways or parking areas, other than by licensed and insured emergency repairmen, when vehicle is disabled. Driveways must be kept clear and free from excessive oil, rust, debris or other unsightly stains.*

*9. **Maintenance of Villa Structures:***

- The Association Board (through collection of membership dues) is responsible to provide ordinary maintenance and cleaning, repair, and replacement to exterior aspects of your*

property. For example, the roofs, structural components and exterior walls and other surfaces to the exterior such as privacy walls, garage doors, driveways and entry sidewalks. Driveways and entry sidewalks are power washed when scheduled by the Board, and Roof gutters are also cleaned from fallen debris as needed. Exterior building painting including lanai walls, doors, exterior door and window frames, and exterior caulking are Association responsibilities and performed with a frequency determined by the Board of Directors.

- *The Homeowner's responsibilities include maintenance and replacement of windows/sliding doors, broken glass, screens and lanai cages, repair or replacement of exterior doors, door and window frames, hardware and locks, exterior ceiling fans and coach lights. Power washing of lanai floors is a homeowner responsibility. All wiring, plumbing (including the sewer lines and water line), and underground electrical or mechanical equipment or fixtures are a homeowner responsibility.*
- *Enforcement of Maintenance: If the owner of a villa fails to maintain as required above, after receiving notification from the property manage firm, the Association Board shall have the right to institute legal proceedings to enforce compliance, or may take other steps necessary to remedy such maintenance violations. Expenses incurred by the Association to remedy the owner's maintenance responsibilities shall be assessed against the homeowner, together with reasonable attorney fees related to enforcement.*

**10. Cooking Grills:** *The Fire Department does not allow cooking grills of any type to be stored or used for cooking on the front or back lanai's. The lanai dimensions do not conform to Fire Code. If you want a grill, it must be stored in the garage, and used a minimum of 10 feet from the building structure (not recommended to use on the driveway since it will deposit grease, unless you first lay down a protective, vinyl table cloth or such on pavement. The Association's recommendation is to use on the grass to avoid damage to the driveway. Non-compliance to this Fire Department rule will result in Fire Department issuing citations, and applying a fine. This is a local Fire Department rule, not an Association rule.*

**11. Landscaping** *Your Board makes a conscious effort to maintain a homogenous community appearance guided by the governing documents. Grass, mulch and plantings are the responsibility of the Association Board to maintain and change out from time-to-time, depending on life cycle or the need to refresh the appearance. Landscaping is considered Common land, maintained and decided on by the Association Board. No landscaping modification may be made without the expressed consent of the Board of Directors. It is a policy of the Board to thin out and cut back Common landscaping twice annually to maintain a neat appearance to the properties. As such, homeowners shall not alter the landscaping by adding to, replacing, cutting down, or removing anything without prior written ARC or Board approval. Basically anything permanently planted into the ground has to be approved by the Board prior to landscaping being planted by our landscaper. Permanent plantings are discouraged from being planted by the homeowner/renter. Reasonable accommodations to add your personal touch to your courtyard area of your property are considered, provided planting choices meet landscaping guidelines, and follow the ARC system with a rendering of your landscaping design and choice of plantings. Homeowners must submit an application for landscaping modifications in advance of doing any landscape modifications and receive permission from the Board. A reasonable number of **potted (not permanently planted) plants and flowers** may be kept on*

*either the front or back lanai's as well as outdoors, situated within courtyards or flower/tree beds to add color and a personal touch to the owner's property. However, permission to have potted plants around your property do need to be cleared with the Board of Directors, but potted plants will require your upkeep and maintenance since they do not belong to the Association and are not maintained by the landscaper. If these are not maintained by the homeowner, and are considered unkept by the Landscaping company, or create a problem for the Landscape company, these potted plants will be removed by the landscaper.*

*Gravel or stone is not permitted to replace the grass lawn, dimensions established by the original builder and regulated by the Association. Doing so will result in a violation with consequences to return the lawn to its original state, at owner's expense.*

*Project work is often undertaken by the Association Board of Directors where upgrades, or replacement, to aged plantings, sod and trees are periodically changed out at recommendation of landscape contractor and approval of the Board of Directors. Mulching color is standardized, and taken care of by Association Board.*

*Renters may **not** make landscape changes without the expressed consent of the homeowners, and authorization by the homeowner submitting an ARC application to the Board.*

#### **12. Architectural Review Committee Application: (aka ARC):**

*This form should be filled out by a homeowner prior to making ANY material change to the exterior of your unit, including but not limited to painting, planting of flowers, shrubs or removal of the like. Installation of new or replacement hurricane shutters, windows, etc. must have an approved ARC application prior to commencing work. The ARC application may be obtained by visiting the Club Homes I website, or by requesting this from the Board of Directors or our property management firm.*

**13. Pets:** *Owning a pet within Heritage Greens is a privilege, not a right, and the Board of Directors is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the community. Heritage Greens is a pet friendly neighborhood; however, we ask when walking dogs they be on a leach at all times, or held by you, and you **MUST** pick up their droppings and dispose at your own recycle bins. At no time may a homeowner allow their dog out, free to roam, pets must be leach-walked at all times outdoors or hand held. Please remember your neighbors, not everyone loves your dog. You are expected to control your dogs barking or animal control will be contacted and you might receive a citation from Animal Control.*

*A unit owner when in residence at the villa may keep no more than two (2) small pets of a domesticated household type (such as a cat or dog) in their villa. For purposes of description, small pets shall be defined as no more than 24 inches in length at maturity measured from shoulder to rear, 14 inches in height at maturity measured from shoulder to paw, and not more than 25 pounds in weight at maturity. Oversized dogs are not permitted. Indoor birds kept in cages and fish in aquaria are permitted. Tenants (renters) may **not** keep pets of any kind in the rental villas (see governing documents). Guests of the owner (when the owner is in residency*

*with Guest) are permitted to only keep 1 pet (meeting the same size and type definition as homeowners) in the villa for up to seven (7) days. Guests planning on staying longer than 7 days, or with oversized dogs, should make other provisions for their pet(s). At no time may the total number of pets in a unit exceed "2" of permitted size and weight earlier discussed.*

*14. **Content Insurance:** Owners, and tenants, are responsible for insuring the contents of their own villa and personal property. Interior finishes and anything located within the Villa such as flooring, wall and ceiling coverings, built-in cabinets, appliances, water heaters, air conditioning and heating equipment, electrical fixtures, clothing, jewelry, or valuables should be insured by the Villa owner at a replacement value. An insurance agent will guide you on the content replacement amount you should have for your personal property.*

*15. **Membership:** All owners (but not renters) automatically become members of the Club Homes I Association. As a member of the Association, and provided in good standing with the Association, we welcome your attendance at any Board Meeting, scheduled with regularity (please see reference below under Associations within Heritage Greens). Renters/tenants are not considered owners and therefore not members and excluded from attending Association member meetings. The Board suggests renters contact their homeowner directly to resolve any maintenance issues, or to help with questions. This policy is in place to make sure homeowners are kept in the loop with their property. Emergency situations will be dealt with for renters by calling our Property Management firm, Ability.*

*16. **Pest Control** is an expense paid for by your Association Dues. Outside spraying is on a schedule with our Pest Control Maintenance crew. If you notice pests inside your home needing to be addressed, please call the Pest Control number found on frequently called section of this document. Your inside spraying work is covered by the Association dues, unless there are special types of rodents, animals, or vermin needing corrective measures. Those expenses will be an owner's expense.*

*17. **Associations within Heritage Greens.** (Each Association has its own Board of Directors) Master Association (overall responsibility for the community, comprising neighborhoods below)  
Golf Villa Neighborhood Associations (Club Homes: I, II, III and IV)  
Colonial Links Neighborhood Association/Crestview Neighborhood Association  
Single Family Neighborhood Association*

*18. **Dues:** You pay two sets of dues. Club Homes I Association is billed, and due, quarterly by Ability Property Management. The Masters Community Association is paid and due semi-annually (they bill you directly). The Club Homes I dues covers your property maintenance, exterior insurance on the building, landscaping. The Masters Community Association covers the Commons property at the clubhouse plus includes your fiber optics cable TV and internet service. The provider is Summit Broadband, see last page for their contact information.*

*19. **Club Homes I Board of Director Meetings:***

*The Association Board Meetings are open to all homeowners in Club Homes I, provided in good standing with the Association. Our monthly meetings are generally the 4<sup>th</sup> Tuesday, in community center and all homeowners in good standing are welcome to attend.*

*Agendas might be posted on the Club Homes I website, posted at the Club Homes pool bulletin board, or email blasted to homeowners who have provided their email address. You will always be made aware of our noticed, and scheduled Board Meetings. The time of the meetings occasionally change, so check our website for a notice of upcoming meetings.*

**20. Club Homes I Board of Directors:**

*Club Homes I has 3 Board of Directors, elected by members of the Association. Please refer to the Club Homes I By-Laws to garner information on election protocol. Your current Board consists of: Michael Johnson, President/Treasurer; Dale Meszaros, Vice President; Check the Club Homes I website for contact information.*

**21. Beach Pass:** *Collier County Beach Stickers are available at any Collier County Park Community Center or at the County Tax Collector's Office. Documentation proving residency must be provided along with your local car registration to obtain a free parking pass for select parking spots designated for said privilege.*

**22. Community Center:** *The community center is for enjoyment of all Heritage Greens residents. Inside you will find a library for everyone to exchange books. The exercise room can be accessed through the back door, leading to the bathroom. Various activities are offered to residents, check the calendar in the bulletin board. Renting of the Community Center for your private events is available to residents for a fee. Contact the property management firm for availability & the fees.*

**23. Gate Vehicle Windshield Stickers and Access:** *In June 2019 the community converted to Envera security system which is a non-guard, electronically controlled gate access system. Your permanently affixed windshield stickers have been programmed to still open the gates; however, the card fobs (if you purchased them) will no longer work. You must follow the Envera instructions to register yourself since this is the only way you will gain access after hours when the gates are down, if you do not have a windshield sticker. Gate stickers are only issued to registered and Board approved residents of Heritage Greens (guests and unregistered occupants may not have stickers). If you haven't already obtained your front gate windshield sticker those may be obtained by contacting Dorrill Property Management (see last page for their contact information). 2 windshield stickers are provided free or charge, or there's a fee for additional stickers. Your driver's license and car registration must be shown to receive a sticker, tenants must bring a copy of their lease to show current, valid lease. To make arrangements, please contact Dorrill Property Management.*

**24. Garage Clicker** *Your garage door opener operates your garage door. You should have been given the garage door opener when you purchased/leased your villa.*



25. **The Guard House** is no longer manned by a Guard, effective June 11, 2019 when the Envera security system went into effect.

26. **Pest Control:** Inside extermination paid for by Association is only for ants or bugs inside of your home. Call David Church, D&D Pest Control, 239-601-6264 if you need something inside treated. Inside treatment for certain types of insects will be covered by the Association contract; however, certain types of bugs are not covered.

27. **Pools:** There are 3 pools in Heritage Greens. The large one is by the Community Center and is for all legally approved residents. The neighborhood pools are restricted for **legal residents** of those communities. Unregistered occupants may not use the pools.

Enjoy the pools but remember you are **at your own risk**, there is no life guard at any of the pools and signs of rules and times of operation are posted at each pool. Children under the age of 12 may only use the pool with a parent or authorized homeowner present. Nighttime use of the pool is not permitted since it is a County violation and will result in a fine to the user outside of hours.

28. **Club Homes I Website:** The website is available for use by homeowners (not renters).

Log into: [www.clubhomes1.com](http://www.clubhomes1.com) ;

Sign In User name: **clubhomes1** (use a lower case)

Secure Password: **ch2020**

29. **Property Management:** Club Homes I is managed by our property management firm, Sandcastle Community Management, 9150 Galleria Court, Suite 201, Naples, Florida. 34109; 239-596-7200. We hire a property management firm to help us with the operation of our community. All maintenance or property issues, concerns, breakage or repairs you believe are necessary to the exterior of your property should be directed to Sandcastle for a resolution. The Property Manager for Club Homes I is as follows; Rebecca O'Brien, her contact information is; [RebeccaO@SandcastleCM.com](mailto:RebeccaO@SandcastleCM.com)

- Phone# 239.596.7200 Ext. 206

Assistant Property Manager is Candice Rich  
[CandiceR@SandcastleCM.com](mailto:CandiceR@SandcastleCM.com)

- Phone# 239.596.7200 Ext. 227

### **Frequently Needed Phone Numbers**

Emergency and or Fire..... 911

Collier County Police.....(non emergency).....(239) 774- 4434

*Our Property Manager.....Rebecca O'Brien, LCAM, Sandcastle Community Management, phone: 239-596-7200 Ext.206*

*Collier County Utilities.....(239) 252-2380 online email [utilitybill@colliergov.net](mailto:utilitybill@colliergov.net)*

*Summit Broadband cable.....(239) 444-0400*

*Florida Power and Light.....239 262-1322*

*Front Gate Stickers .....Dorrill Property Management,  
Address: The Strand, 5672 Strand Court #1, Naples,  
Phone: 239-592-9115*

*Front Gate Entrance Maintained by:.....Envira,  
[customerservice@envirasystems.com](mailto:customerservice@envirasystems.com),  
Phone: 877-936-8372*

*Pest Control: D&D Pest Control..... 239 601- 6264*

*Water Department.....239 252 6245*

*Waste Management.....Main # 239-649-2212; For special pick-up 239-252-2380*