



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: <http://apps.collierclerk.com> records search- official land record click accept at bottom of page. Click on document search book 2424, page 439 to access the complete document. Also, please be aware amendments have been recorded and replace certain sections, so be sure you print everything.

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

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 regular 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, and received 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) regularly occupy the villa with you, 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 person may move into a villa as a resident without first receiving the Board's approval. No gate entrance stickers or common property privileges may be used by unregistered persons. The County issued building permits with the idea that each legally approved bedroom may contain only 2 persons (adult or child) to use a 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

1 dog during their 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 our 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 at the time of application made by the homeowner. The homeowner must occupy the villa for a minimum of 24 consecutive months prior to requesting leasing the villa. Check with the Property Management firm before committing to lease your villa to ensure a spot is open. 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 permanent residence during a lease. Current tenants wishing to allow other adults over the age of 18 years to move into their leased unit, joining the lease, must first obtain permission from the unit homeowner. The following will then occur prior to new tenants moving in:

- *The villa homeowner must agree to allow additional tenants and submit an application modifying the lease with the new adult resident's names and completing other information on the lease application.*
- *New tenants, at their expense, will undergo a criminal background check*
- *A favorable criminal background check will permit approval by the Board of Directors*
- *Property management firm will include the new tenants to be included on Neighborhood roster, thus allowing them access to amenities and gate access into the Community*

(D). If considering renting your villa, or buying a villa as an investment property to rent out, our rules state the owner of the villa must have lived in that villa for 24 months prior to submitting a request to rent.

*(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 eviction proceedings since the lease application clearly indicates at the time of application that pets are not allowed.*

5. Nuisance. Residents of our 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 below). 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 239 213 4700 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.

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. Vehicles overnight parked in pool parking lot without permission will be towed at the vehicle owner's expense.*

8. Vehicle Repair Work: Repair work on vehicles 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 needed. Roof gutters are also cleaned from fallen debris as needed. Exterior building painting including lanai walls, doors, 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 The community 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 belonging to the Association shall be added to, replaced, cut down, destroyed, or removed without prior written ARC approval or homeowner approval. Reasonable accommodations to add your personal touch to your property are considered, provided planting choices meet 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 plants may be kept on either the front or back lanai's as well as 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 via the ARC system, but will require your upkeep of their maintenance since they do not belong to the Association. If these are not maintained by the homeowner, and create a problem for the Landscape company, these plantings will be removed by the Association.

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 by following the ARC system described herein.*

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 Community Association 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 need to be on a leash at all times, or held by you, and you **MUST** pick up droppings. At no time may a homeowner allow their dog out, free to roam, pets must be leash-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 unit may keep no more than two (2) small pets of a domesticated household type (such as a cat or dog) in the 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 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.

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 page 9. 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*

18A. 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 4th Tuesday, commencing at 6:00pm in community center and all homeowners in good standing are welcome to attend.

Agendas are posted on the Club Homes I website, posted at the Club Homes pool bulletin board, and email blasted to homeowners who have provided their email address. You will always be made aware of our noticed, and scheduled Board Meetings.

18B. 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: Jan Neubauer, President/Treasurer; Lance Beauchap, Vice President; Mike Johnson, Secretary. Check the Club Homes I website for contact information.

19. 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.

20. 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 personal events is available to residents for a fee. Contact the property management firm for availability & the fees.

21. 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 programed 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, or your frequent guests, 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 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.

22. 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.

23. Guard House: The Guard House is no longer manned by a Guard, effective June 11, 2019 when the Envera security system went into effect. On 1st Tuesday and last Thursday monthly Dorrill Property Mannagement occupies the Guardhouse to handle gate stickers.

24. 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.

*25. 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.*

*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.*

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

Log into: www.clubhomes1.com ; Sign In User name: clubhomes1 (use a lower case)

Secure Password: ch2020

27. *Property Management: All of Club Homes I is managed by our property management firm, Ability Property Management Services, 6736 Lone Oak Blvd, Naples, Florida. 34109, 239-591-4200. 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 Ability for attention to a resolution. The Property Manager for Club Homes I is Robert Giro, LCAM, his email address is: Robert@abilityteam.com or phone at number provided above.*



Frequently Needed Phone Numbers

Emergency and or Fire..... 911

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

Our Property Manager.....Robert Giro, LCAM, Ability Property Management Services, phone: 239-591-4200

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

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

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

Front Gate StickersDorrill Property Management, The Strand, 5672 Strand Court #1, Naples, 239-592-9115

Front Gate Entrance Mainted by:.....Envira, customerservice@envirasystems.com, 877-936-8372

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

Water Department.....239 252 6245

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