



Date Stamp
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## Coach Homes Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to purchase in Coach Homes:

- \_\_\_\_\_ Signed Application Checklist
- \_\_\_\_\_ Completed Application to Purchase
- \_\_\_\_\_ \$100 Non-refundable Application Fee – Payable to **Coach Homes**
- \_\_\_\_\_ Completed Pet Registration form and supplements *(if applicable)*
- \_\_\_\_\_ Copy of current government issued photo ID
- \_\_\_\_\_ Completed Directory and Email Consent
- \_\_\_\_\_ Completed Home Watch and Emergency Contact
- \_\_\_\_\_ Sales Contract with applicable condo/HOA disclosure(s)

Unit Address \_\_\_\_\_

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](mailto:applications@anchormanagers.com).

Thank You,  
Anchor Managers

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Application for Approval to Purchase

I/we hereby apply for approval to purchase Unit # \_\_\_\_\_, Street Address \_\_\_\_\_  
in Coach Homes, a Condominium with closing scheduled for \_\_\_\_\_, 20\_\_\_\_\_.

**A copy of the signed sales contract must be attached.**

## 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		
<i>Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.</i>		
<b>Full Name</b>	<b>Relationship</b>	<b>Date of Birth</b>

VEHICLES				
<b>No trucks or motorcycles are permitted unless kept in the garage at all times.</b>				<b>Please Initial</b>
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

**PETS**

**Only one pet (dog, cat or other common household pet) is permitted per unit. Please Initial**

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.

**REFERENCES**

**Please list two personal references.**

Full Name

Relationship Phone ( )

Address

Full Name

Relationship Phone ( )

Address

**NOTIFICATIONS**

**The address below will be used as your official mailing address for association related mailings, assessments, etc.**

Home Address Apartment/Unit #

City State ZIP

**UNIT USE**

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

- Reside on a full-time basis
- Reside on a part-time basis
- Lease 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 Coach Homes and will comply.**

Signature Date

Signature Date

**Note:** All rentals of 6 months or less must pay a 4% Tourist Tax to Collier County. In addition, a 6% Sales Tax must be paid to the Florida Department of Revenue. No unit may be occupied without prior approval from the Board. If approval isn't obtained, the occupant would be subject to eviction and the unit subject to a fine.

**Return this application to:**

Coach Homes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112  
Naples, Florida 34104  
[applications@anchormanagers.com](mailto:applications@anchormanagers.com)



# Coach Homes of Berkshire Lakes Condominium Association, Inc. 2018 Directory Update and E-mail Consent

In an effort to decrease association costs and easily reach all residents of Coach Homes, the Board of Directors would like to create and maintain a community directory. The community directory will be distributed to all the residents enabling residents to maintain contact with your fellow neighbors. Please complete the below consent form with the information

**Property Address:** \_\_\_\_\_

**Contact Numbers:**

**Do NOT Include**

<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>

**Email Addresses:** \_\_\_\_\_  
\_\_\_\_\_

By signing this consent, I/we authorize the Coach Homes of Berkshire Lakes Condominium Association to print the completed information in the Coach Homes Directory (except those marked "Do NOT include"). In addition, send correspondence and/or official notices through e-mail for:

- Invoices Only**   
  **None**   
  **All Electronic Approved Mailings**

<b>Signature</b>	<b>Signature</b>
<b>Printed Name</b>	<b>Printed Name</b>
<b>Date</b>	<b>Date</b>

**Please return to Anchor Associates, Inc.**

3940 Radio Road, Suite 112, Naples, FL 34104

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Home Watch and Emergency Contact

Date Stamp

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Owner Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

## HOME WATCH

Name of Home Watch : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## EMERGENCY CONTACT

Please provide the association with a contact person in case of an emergency.

Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Return this registration form to:

Coach Homes of Berkshire Lakes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112  
Naples, Florida 34104

(239) 649-6357 phone

(239) 649-7495 fax



3940 Radio Road, Suite 112, Naples, FL 34104  
(239) 649-6357 phone • (239) 649 7495 fax  
www.anchorassociationmanagement.com

## Agreement for Pre-Authorized Payments

**Association Name:** Coach Homes of Berkshire Lakes Condominium Association, Inc.

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my quarterly 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 (1<sup>st</sup>) and tenth (10<sup>th</sup>) 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 quarter after receipt of this form as long as they are received by the first day of the quarter for which payment is due.

**Name(s):** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_ **Alt Phone:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Pet Registration

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

## OWNER INFORMATION

Name(s)

Coach Homes 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**

<b>I/we agree to indemnify and hold the Association harmless for any damage or injury caused by the above mentioned pet.</b>		<i>Please Initial</i>	
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 Coach Homes Declaration and Rules & Regulations regarding pets shall result in action taken by the Coach Homes 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:**

Coach Homes of Berkshire Lakes Condominium Association  
 c/o Anchor Associates, Inc.  
 3940 Radio Road, Suite 112  
 Naples, Florida 34104

(239) 649-6357 phone  
 (239) 649-7495 fax



# Coach Homes of Berkshire Lakes Condominium Association, Inc. Guest Registration

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**  
Completed Guest Registrations must be received at Anchor Associates  
no less than 48 hours prior to occupancy.

OWNER INFORMATION	
Name(s)	
Coach Homes Address	

OCCUPANCY DATES	
<i>Please provide the dates guest will be occupying the unit</i>	
From	To

OCCUPANTS	
<i>Please list ALL guests occupying unit</i>	
Name	Relationship
Name	Relationship
Name	Relationship
Name	Relationship

VEHICLES				
<i>Please list all vehicles that will be parked on condominium property</i>				
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

DISCLAIMER AND SIGNATURE	
<b>I/we, the owner(s) of the above unit, hereby affirm that no fee or other consideration is connected with this occupancy. I/we understand that non-compliance or any violations of the Coach Homes Rules &amp; Regulations may result in a fine to the unit owner.</b>	
Signature	Date
Signature	Date

**Return this form to:**

Coach Homes of Berkshire Lakes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112  
Naples, Florida 34104

(239) 649-6357 phone  
(239) 649-7495 fax

# Coach Homes of Berkshire Lakes Condominium Association, Inc.

## General Guest Rules

### USAGE OF UNIT WHEN OWNER IS NOT PRESENT

Unit owners shall notify Anchor Associates, in advance (no less than 48 hours prior) by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of the unit owners. ***(Use Guest Registration form)***

Unit owners are responsible for insuring guests have access to the pool and clubhouse keys. The Association will not provide extra keys for guests.

Unit owners are responsible for ensuring that guests understand and adhere to the Coach Homes Rules and Regulations especially regarding parking, pool hours, garage doors, garbage pickup, etc.

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Rules and Regulations

**Board Approval Date: June 17, 2014**

**Effective Date: December 1, 2014**

The Rules and Regulations hereinafter enumerated as to the Condominium Property, the Common Elements, the Condominium Units, and the condominium in general shall apply to and be binding upon all Unit Owners, and are supplementary to the governing documents of the condominium. The unit owners shall at all times obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by other residents of their units, including family members, lessees, guests, invitees, and others over whom they exercise control, all in accordance with paragraph 22-C of our Declaration of Condominium.

Violation of these Rules and Regulations may subject the violator to any and all remedies available to the Association and other Unit Owners pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation of the Association, and the By-laws of the Association. Violations may be remedied by the Association as provided in the Declaration of Condominium, by injunction or other legal means and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees as the prevailing party.

Any waivers, consents, or approvals given under these Rules and Regulations by the Board shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless notified in writing by the Board. THE RULES AND REGULATIONS ARE AS FOLLOWS:

## **1. RULES AND REGULATIONS**

- A. Violations must be reported in writing to the Management Company (*hereinafter called "the Manager"*), or to the Board of Directors (*hereinafter called "the Board"*) or Officers of the Association on the approved Violation Reporting Form.
- B. Violations will be called to the attention of the violating owner by the Board through the Manager, and the Board will also notify the appropriate committee of the Board, if any.
- C. Disagreements concerning violations will be presented to and judged by the Board who will take appropriate action.

- D. Unit owners are responsible for compliance by their guests or lessees with these Rules and Regulations.

## 2. COMMON ELEMENTS

The common elements and facilities of the condominium, including the pool and club house, are for the exclusive use of unit owners, their approved lessees, and guests. Any damage to the buildings or other common elements, association property, or equipment, caused by any unit owner or his guest or lessee shall be repaired at the expense of the unit owner. Vehicle maintenance on any common elements, including unit driveways, is specifically prohibited except in cases of emergency.

## 3. CLUB HOUSE

Rules regarding the use of the club house by unit owners, their approved lessees, and guests are:

- A. Common use of the club house is available at all times with the exception of approved private use events which are posted on the club house bulletin board.
- B. Requests for approval of private use of the club house shall be made to the Chair of the Social Committee or the Board of Directors (*in the event there is no Social Committee Chairman*) and shall include date, time, number of people, and any other information that may be required for approval. Approval shall not be unreasonably withheld. Use of the pool in conjunction with private use of the club house is not permitted unless specifically requested of and approved by the Board of Directors. Approval to use the pool, however, shall not preclude use of the pool simultaneously by other unit owners, their approved lessees, and guests. **(Use Clubhouse License Agreement)**
- C. Users, whether common use or private use, are responsible for providing their own cooking, eating, drinking, and other needed items, and for their removal or proper disposal when finished.
- D. Users, whether common use or private use, are responsible for returning the club house, its equipment and its furnishings, to a clean and orderly condition suitable for general use by other unit owners. A fifty dollar (\$50.00) refundable deposit is required and shall be submitted with the written reservation request.

## 4. POOL

Rules regarding the use of the pool by unit owners, their approved lessees, and guests are:

- A. Pets and other animals are not permitted in the pool or spa, or on the deck.

- B. Persons who are diapered or not toilet trained are not allowed in the pool or spa, except, if wearing specially designed watertight and leak proof swim diapers.
- C. Children under the age of twelve (12) are not permitted in the pool area unless supervised by a responsible adult. Children under the age of twelve (12) are not permitted in the spa unless accompanied by an adult, and are expressly forbidden to operate the spa controls. Accompanying adults are cautioned that use of spas by young children may constitute a health hazard.
- D. Pool and spa hours are from dawn until dusk. Use of the pool and spa is expressly forbidden between the hours of dusk and dawn.
- E. Running, diving or jumping into the pool off the deck, screaming, rough play, Frisbee or ball playing is strictly prohibited in the pool or on the deck.
- F. Bicycles, tricycles, wagons, skateboards, roller skates, roller blades or other such wheeled conveyances are not permitted on the pool deck.
- G. Glass of any kind is not permitted on the deck or in the pool. Drink should be in unbreakable containers only.
- H. No food is permitted in the pool area. Eating is restricted to the club house.
- I. Headsets must be used with all radios, tape decks, TVs and other audio devices.
- J. Persons with open wounds, cuts, or communicable diseases are not allowed in the pool or spa.
- K. Lounges shall be covered with a towel when using any type of body lotion.
- L. Body lotions must be removed by showering before entering the pool or spa.
- M. Cigarettes shall be disposed of in receptacles provided in the pool area.
- N. Life preservers and other safety equipment shall not be used for recreational purposes. These are for emergency only!
- O. No more than 25 persons shall occupy the pool and no more than 4 persons shall occupy the spa at any one time.

## **5. NOISE**

Rules regarding the control and abatement of noise by unit owners, their approved lessees, and guests are:

- A. Care should be exercised at all times, and particularly between 10:00 PM and 7:00 AM, to minimize offensive noise including loud talking and shouting. Radios, TVs, stereos, musical instruments, etc. should be used so as not to disturb others, and should not be audible between units.
- B. Unless expressly permitted in writing by the Board, no floor covering shall be installed in units, other than carpeting, or other originally installed floor covering. If any ceramic tile or marble is installed in a unit, such tile or marble must be set upon soundproofing bed approved by the Board.

## **6. OBSTRUCTIONS**

Sidewalks, entrances, driveways, courts, and all common elements shall be kept open and shall not be obstructed in any manner. This includes planters and decorative statutes. No radio or television aerial or antenna or other apparatus for the transmission of television, radio, or other signals of any kind shall be attached to or hung from the exterior of a condominium building or the roof thereon.

## **7. ANIMALS AND PETS**

**7.1 GENERAL:** No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted in any unit, with the exception of dogs, cats, or other usual and common household pets, but no more than one (1). The ability to keep such a pet is a privilege, not a right, and the Board is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium. Owner shall be responsible for the cost of the removal. No pets shall be kept, bred, or maintained for any commercial purpose. Pets which are household pets shall at all times whenever they are outside a unit be confined to a leash or carried, but under no circumstances will pets be permitted in the pool and club house area. Pet owners shall at all times when the pet is on common ground use a "pooper scooper" or other means to remove feces.

**7.2 REGISTRATION:** Unit owners and lessees shall register their pet with the Board and the Manager using an approved Pet Registration form. The Pet Registration form shall be completed and provided to the Association within the thirty (30) days after a pet begins residing within a unit. All pets shall have current vaccinations and shall be licensed by the Collier County, Florida per the Collier County Animal Control Ordinance. Upon the passing of a pet, unit owners and lessees shall notify the Manager in order for the unit's pet record to be updated. Proof of vaccinations and licenses must be provided when vaccinations and licenses are renewed or otherwise updated.

**7.3 FEEDING OF BIRDS, DUCKS AND ANIMALS:** Feeding of birds, ducks, and animals is strictly prohibited in common or limited common areas including decks, balconies and patios. This rule includes all Bird Feeders and any/all other animal feeders.

## **8. DESTRUCTION OF PROPERTY**

Neither unit owners, their lessees, nor guests shall mark, mar, damage, destroy, deface, or engrave any part of the condominium property. Unit owners shall be financially responsible for any such damage within twenty (20) days of being notified of the same.

## **9. EXTERIOR APPEARANCE**

The exterior of the condominium buildings and all other areas appurtenant to the buildings shall not be painted, decorated, or modified by any unit owner in any manner without the prior consent of the Board and, if necessary, the membership and/or the Master Association, which consent may be withheld on purely aesthetic grounds. Installation of either hurricane shutters or screen enclosures for front entrances shall meet approved Association standards, which shall be verified through the Building Committee. Drapes or curtains visible from the exterior of the unit shall have neutral colored liners which meet approved Association standards.

## **10. LANAIS**

No objects shall be hung from lanais or window sills. No cloth, clothing, rugs, or mops shall be hung from or shaken from windows, doors, or lanais. Unit owners shall be responsible for removing all loose objects or moveable objects from their lanais prior to a hurricane. *(See Rule 18 for owners who are absent or plan to be absent during hurricane season.)* Unit owners shall not allow anything to be thrown or to fall from windows, doors, or lanais. No sweepings or other substances shall be permitted to escape to the exterior of the building from the windows, doors, or lanais. No cooking shall be permitted on the lanai of any unit. No lanais may be enclosed without the prior written consent of the Board.

## **11. STORAGE AND GARAGE AREAS**

Unit owners are responsible to see that nothing is placed in storage and garage areas which would create a fire hazard; that would be subject to being infested; or that would be subject to spoilage.

## **12. EMERGENCY ENTRY**

In case of emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board, or any other person authorized by it, or the Manager shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency. Each unit owner should either place a key(s) suitable for gaining access to the unit in the possession of the Manager, such key(s) to be kept by the Manager and coded to prevent casual identification of the pertinent unit; or notify the Manager of the name and address of a full-time resident unit owner who possesses such key(s). In the event no keys are available, the Association will gain forced entry to the unit at the expense of the unit owner.

### **13. PERSONAL ITEMS**

Personal equipment such as furniture, grills, motorcycles, mopeds, bicycles, and recreational items must be placed or stored inside units or storage area.

### **14. PLUMBING**

Toilets, sinks, and other plumbing fixtures shall not be used for any purposes other than those which they are intended, and no sweepings, rubbish, garbage, or other foreign substances shall be thrown therein. The cost of any damage resulting from misuse of same shall be borne by the unit owner.

### **15. SOLICITATION**

There shall be no solicitation by any person anywhere in the condominium for any cause, charity, or for any other purpose whatsoever, unless specifically authorized by the Board.

### **16. CONTRACTORS**

Hired contractors and their employees shall not, at anytime, for any purpose be sent away from the condominium property by any unit owner, except in the unit owner's capacity as an officer or director of the Association. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over contractors or contractors employees.

### **17. COMMERCIAL PROHIBITION**

No unit may be occupied or used for any commercial or business purpose.

### **18. HURRICANE PREPARATION**

Each unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare the unit prior to departure by:

- A. Either removing all furniture and plants from the lanai, or providing for a neighboring full-time resident unit owner to do the same; or
- B. Designating a responsible firm or individual to care for the unit during his absence and furnish the Manager with the name of such firm or individual.

### **19. GUESTS**

Unit owners and lessees shall notify the Manager, in advance by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of unit owners and lessees. Should unit owners or lessees fail to inform the manager of their occupancy, they may be deemed an unregistered tenant and evicted by the Association without consent of the Unit owner. Unit owners and lessees shall have such guests notify or otherwise check-in with the Manager upon arrival in order to confirm their presence. Further, they should also notify the Manager upon vacating the premise. **(Use Guest Registration form)**



## 20. PARKING

**20.1 GENERAL:** Owners, other residents, and guests shall park only in garages or within the perimeters of the driveways serving their units (one car length in front of garage door). If additional space is required, parking in the Club House Parking Lot (*hereinafter called the "lot"*) is permitted in accordance with the controls outlined below. No garage may be altered in such a manner that one automobile cannot reasonably be parked therein. Garage doors are to be kept closed except when in use. No owner, other resident or guest shall keep or park in the condominium property any trailer, golf cart, camper, RV, boat, truck (capped or uncapped), motorbike or motorcycle, swamp buggy, stock car, or any vehicle other than the customary private passenger vehicle for highway travel unless such vehicle is parked or stored in an enclosed garage.

A. The parking of vans will be permitted if the following requirements are met:

1. The vehicle must be intended for use as a passenger vehicle for personal, non-business purposes.
2. Vans must have windows on both side panels, and must be equipped with seating throughout.
3. No tools, equipment, merchandise, materials, or supplies of any kind may be kept or stored in the van, except for a jack and other emergency equipment customarily found in passenger vehicles.

B. Except for required service or deliveries, no owner or other resident shall park or permit to be parked either on the property or on a street right-of-way within the condominium property any vehicle designed or used for commercial purposes or containing advertising matter unless such vehicles are parked within an enclosed garage.

C. Parking by any resident, vendor, or guest is not permitted on any landscaped areas.

D. At no time shall any owner or guest vehicle be parked on the roadways in the cul-de-sacs or circles.

### **20.2 CLUB HOUSE PARKING LOT:**

A. Extended term parking for up to 30 days may be permitted in the lot on a PERMIT basis if additional parking space is needed due to the presence of guests. Requests for PERMITS may be granted if space is available or they may be denied if abuse of the system occurs. PERMITS are available from the Manager or Board Member.

- B. Short-term guests, e.g., three days or less, may park in the lot. A GUEST sign must be displayed in any vehicle parked overnight. Such signs are available from the Manager or Board Member.
- C. Parking overnight in the lot shall be allowed only when space is not available in the garage and driveway of the unit being visited. In no case will vehicles be allowed to be parked in the lot permanently, and owners and other residents may not use the lot on a routine or continuous basis. However, on a temporary basis, any resident or their guests may use any available space during use of the pool or attendance at events in the club house.

**20.3 TOWING:** Vehicles parked in violation of these rules will be towed at the vehicle owner's expense.

## **21. LIGHTING**

Except for seasonal holiday decorative lights, all exterior lights must be approved by the Board

## **22. LATE PAYMENT**

A \$25 fee to cover administrative costs shall be charged to any unit owner whose account becomes ten (10) days past due. Further, overdue accounts will accrue interest each month at the rate of 18% per year.

## **23. UNIT RENTAL**

A unit shall not be rented without the prior written approval of the Board, which approval shall not be unreasonably withheld. Approval or disapproval shall be given by the Board within ten (10) days from receipt of (1) a non-refundable \$100 fee to cover administrative costs, and (2) all information requested by the Board in connection with the proposed lease. The Board shall have the right to require that a substantially uniform form of lease be used. As stated in paragraph 18.A of the Declaration of Condominium, the following restrictions on leases are applicable.

- A. No lease may be made for less than a thirty (30) day period.
- B. No unit may be leased more than two (2) times in one (1) calendar year.
- C. No lease shall be for a period of more than one (1) year.
- D. No portion of a unit (other than the entire unit) may be rented.

In the event that the Board approves a lease, such approval of a lease or rental shall not release the unit owner from any obligation under this Declaration. Further, such approved lease may not be modified, extended, or assigned, nor

may the unit be subject to any other party without the Board's prior written consent.

The Association has the authority to evict tenant who violate the governing document of the Association.

## **24. FINES**

The Board may levy fines against unit owners who 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 \$50 per day per violation, and no fine may be levied against an unoccupied unit. The procedure for imposing fines shall be as follows:

- A. The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days, and the notice shall include:
  1. Statement of the date, time, and place of the hearing;
  2. A specific designation of the provisions of the Declaration, Bylaws, or Rules which are alleged to have been violated; and
  3. Short and plain statement of the specific facts giving rise to the alleged violation(s); and
  4. The amount of any proposed fine.
- 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 or arguments 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 unit owners (*at least 2 preferably 3*) who volunteer and are approved by the Board, none of who may then be serving as Directors or are residing in a Board Members household. If the panel, by majority vote, does not agree with the fine, it may not be levied.

## **25. ROOF**

Unit owners, other residents, or guests are not permitted on the roof for any purpose whatsoever.

## **26. CLEANLINESS**

All garbage and refuse shall be deposited in covered garbage containers intended for such purpose and set out at the street on specified collection days. All refuse and waste to be collected shall be securely wrapped or contained in

plastic bags. Recyclables shall be placed near the street in approved containers on designated collection days. According to Collier County Ordinance 9147 Section 7, garage containers may not be set out until 6:00 p.m. on the day prior to pickup (*pick up is scheduled for Wednesdays and Saturdays*) and must be returned to the garage on the day of pickup. Failure to follow this ordinance is subject to a fine by the County.

## **27. SIGNS**

No signs of any type shall be erected or displayed by a unit owner or other resident within the common elements without the written consent of the Board.

## **28. LANDSCAPING**

The trees, hedges, shrubbery, and other plantings within the common elements shall not be modified in form, shape, content, or color by any unit owner without the consent of the Board, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Board. The planting of small decorative flowers in a reasonable and minor way at or around a unit owner's entrance, however, is permitted. All plantings, once placed in common elements, are expressly the property of the Association and may be modified in form, shape, content, or color at the sole discretion of the Board.

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The foregoing Rules and Regulations are subject to amendment as provided in the Declaration of Condominium of THE COACH HOMES OF BERKSHIRE LAKES, A CONDOMINIUM, and the Bylaws of the Association.

The foregoing Rules and Regulations are designed to make living for all unit owners pleasant and comfortable. The restrictions imposed are for the mutual benefit of all. Violations of these Rules are to be reported in writing as prescribed in Rule 1, and the Association will call the matter to the attention of the violating unit owner, lessee, or guest for corrective action. Any disagreement over the violation will be reported to the appropriate committee for subsequent judgment by the Board.

THE COACH HOMES OF BERKSHIRE LAKES  
CONDOMINIUM ASSOCIATION, INC.

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# Coach Homes of Berkshire Lakes Condominium Association, Inc.

## Rules and Regulations

### Supplement A

The Coach Homes Board of Directors has determined that the potential risk for damage caused by water leaks in units is very high. Such damage can be catastrophic to units and to common elements. The most common types of leaks are caused by preventable plumbing failures, such as hot water heaters and rubber hoses connected to clothes washers and dishwashers. It is essential that units are properly maintained and monitored to prevent failures, which could result in water intrusion and mold growth.

The growth of mold within condominium units and upon the common elements is a serious and potentially hazardous risk to the health of all residents of condominium units, a risk to the property value of the units themselves, and to the common elements of the condominium. Mold can be expensive and difficult to remediate. Early detection, prevention and treatment can alleviate and mitigate the growth of mold which will substantially minimize the expense of remediation, the disruption that remediation can cause, the risks to the health of condominium residents and will protect property values. Mold grows when there is the presence of moisture and humidity. Moisture and humidity levels within condominium units require constant monitoring and control. Also, the proper maintenance of plumbing components within the unit can prevent small, and catastrophic water leaks, which can cause the growth of mold, in addition to the damage caused by the leaks themselves.

Unit owners and/or residents are also required to maintain and repair their unit as required by the Declaration of Condominium and the Condominium Act, which includes the maintenance of plumbing and fixtures within the unit. Therefore, in order to minimize the risks to residents and to the condominium from water damage and the growth of mold within a unit and the common elements, the Association shall forthwith require the following actions on the part of unit owners. An owner has an affirmative obligation to immediately notify the Association and allow it the right to inspect a unit prior to making repairs, or undergoing maintenance when an owner or resident discovers or otherwise observes:

- A. Water intrusion into a unit or the limited common elements appurtenant to a unit from any source whatsoever.
- B. The failure of plumbing, electrical, mechanical services within a unit, or which exclusively serves a unit which such failure results in damage, however slight, to the unit, other units or to the common elements.
- C. Mold growth within a unit or upon the limited common elements appurtenant to a unit.
- D. Any discoloration of drywall or other building materials within a unit or the limited common elements appurtenant to a unit.

Because of the potential for catastrophic water damage and mold, the Board has adopted the following Rules and Regulations.

## WATER SHUT-OFF VALVES

1. A central water shut-off valve to the unit shall be installed if there is no shut-off valve presently installed. The valve shall be capable of turning the water off to the entire unit from the single shut-off valve.
2. The installation of the water shut-off valve shall be at the unit owner's expense.
3. Proof of the installation of the water shut-off valve must be provided to the property management firm. The following information must be provided to the property manager to demonstrate that the valve has been replaced:
  - a. An invoice from a licensed plumber showing that a water shut-off valve has been installed.
  - b. The name, address and phone number of the plumber who installed the shut-off valve.
  - c. The location of the shut-off valve.
4. If an owner does not provide the requisite proof that a shut-off valve has been installed to the Property manager on or before February 28, 2014, the Association shall engage a plumber, at the unit owner's expense, to install a shut-off valve.
5. If a unit owner has previously installed a shut-off valve, the unit owner is exempt from this installation requirement provided that the unit owner contacts the property manager to identify the location and operability of the shut off valve on or before February 28, 2014.

## VACANCY OF UNITS

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident shall shut off the water to the unit at the unit's main water shut-off valve prior to unit being left vacant.

In addition, the unit owner or resident of a vacant unit shall keep the climate controlled within the vacant unit so that the humidity within the unit will be minimized. Florida Power and Light's "Guide to Saving Energy While You're Away" checklist, which helps prevent mold and save energy while your home is vacant, recommends:

**For programmable thermostats:** Set you're A/C to run at 72 degrees for just two hours each morning before sunrise and at 88 degrees the rest of the time.

**For non-programmable thermostats:** If you live in a condo or apartment, set you're A/C at 77 degrees.

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident of the unit shall provide the Association with the name of a party that will inspect the unit at least twice a month (*usually once every two (2) weeks*) during the time the unit is vacant to verify that the climate control systems are working properly and that there is no water penetrating into, and/or leaking within or from the unit.

### KEYS TO UNITS

In order to maintain the condominium, it may be necessary to access units. Section 718.111(5) of the Florida Statutes and Section 9 of the Declaration allows the Association the irrevocable right of access to a unit as necessary to perform maintenance to protect the unit and the condominium property. The Association may be required to enter a unit on short notice, including for emergencies. Therefore, the following Rules shall pertain to facilitate the Association's ability to access of units:

1. A key to the unit must be provided to the Association's Property Manager on or before February 28, 2014.
2. Front door locks to a unit may not be changed without notifying the Association that the lock has been replaced and providing a replacement key.
3. If an owner does not provide a key to the Property manager on or before February 28, 2014, the Association shall engage a locksmith, at the unit owner's expense, to provide a unit key. In addition, if a provided key does not work and access is needed, a locksmith will be engaged to provide access at the unit owner's expense.

**Failure to comply with the provisions of these rules may be deemed a failure of the owner or resident to properly maintain the unit as required by the Declaration.**

**Coach Homes of Berkshire Lakes Condominium Association, Inc.**

**2018 APPROVED BUDGET**

January 1, 2018 - December 31, 2018

CODE	DESCRIPTION	2017 BUDGET	2017 PROJECTED	2018 BUDGET	2018 QUARTERLY	2018 MONTHLY
<b>REVENUE</b>						
6310	Maintenance Fee - Operating	\$349,552.00	\$349,552.00	\$352,037.00	\$88,009.25	\$29,336.42
6311	Maintenance Fee - Reserves	\$111,248.00	\$111,248.00	\$130,963.45	\$32,740.86	\$10,913.62
6312	Assoc Owned Unit - Rental Inc		\$17,550.00	16,200.00	4,050.00	1,350.00
6340	Late Fee Income	\$1,200.00	\$400.00	\$1,200.00	300.00	100.00
6360	Misc Owner Income		\$100.00		-	-
6365	Wind Mitigation Charge		\$1,625.00			
6370	Pool Card Replacement		\$100.00		-	-
6380	Owner Admin Fees Income		\$25.00		-	-
6390	Owner Interest Income				-	-
6510	Transfer fees	\$2,000.00	\$2,100.00	\$2,000.00	500.00	166.67
6920	Misc. Income	\$560.00			-	-
<b>Total Revenue</b>		<b>\$464,560.00</b>	<b>\$482,700.00</b>	<b>\$502,400.45</b>	<b>\$125,600.11</b>	<b>\$41,866.70</b>
<b>EXPENSES</b>						
<b>General &amp; Administrative</b>						
7010	Accounting Fees	\$2,600.00	\$250.00	\$250.00	\$62.50	\$20.83
7020	Application Processing	800.00	\$1,050.00	1,000.00	250.00	83.33
7040	Bank Charges		\$2.00			
7070	Filing Fees	\$445.00	\$445.00	\$445.00	\$111.25	\$37.08
7080	Legal Fees	\$7,500.00	\$17,900.00	\$8,000.00	\$2,000.00	\$666.67
7090	Insurance	\$57,263.00	\$57,295.00	\$66,653.00	\$16,663.25	\$5,554.42
7091	Insurance Appraisal	\$250.00	\$250.00	\$250.00	\$62.50	\$20.83
7120	Management Fee	\$16,148.00	\$16,148.00	\$16,148.00	\$4,037.00	\$1,345.67
7140	Office Expense	\$5,000.00	\$5,000.00	\$8,390.00	\$2,097.50	\$699.17
<b>Association Owned Unit</b>						
7201	Unit Insurance		\$1,081.00	1,200.00	300.00	100.00
7202	Unit Maintenance		\$3,000.00	8,000.00	2,000.00	666.67
7205	Quarterly Assessments 12-1		\$4,800.00	5,000.00	1,250.00	416.67
7206	Taxes				-	-
<b>Grounds Maintenance</b>						
8010	Ground Maintenance Contract	\$50,994.00	\$50,994.00	\$52,469.00	\$13,117.25	\$4,372.42
8020	Mulch/Sod/Plants/Trees	\$24,800.00	\$20,000.00	\$24,800.00	\$6,200.00	\$2,066.67
8030	Ground Extermination	\$5,000.00	\$6,000.00	\$6,000.00	\$1,500.00	\$500.00
8035	Sprinkler Parts & Supplies	\$4,500.00	\$7,000.00	\$5,000.00	\$1,250.00	\$416.67
<b>Pool Maintenance</b>						
8036	Contract Pool Labor	\$5,800.00	\$5,725.00	\$5,755.00	\$1,438.75	\$479.58
8037	Pool & Spa Repair	\$3,400.00	\$3,805.00	\$2,500.00	\$625.00	\$208.33
8038	Miscellaneous Pool	\$0.00	\$93.00	\$100.00	\$25.00	\$8.33
7420	Permit Fees	\$875.00	\$875.00	\$875.00	\$218.75	\$72.92
<b>Utilities</b>						
8905	Cable	\$67,830.00	\$59,370.00	\$56,272.00	\$14,068.00	\$4,689.33
8910	Electricity	\$13,297.00	\$13,000.00	\$14,000.00	\$3,500.00	\$1,166.67
8930	Water and Sewer	\$63,000.00	\$63,000.00	\$64,000.00	\$16,000.00	\$5,333.33
8980	Trash Removal	\$190.00	\$190.00	\$190.00	\$47.50	\$15.83
8990	Telephone	\$520.00	\$520.00	\$520.00	\$130.00	\$43.33
<b>Maintenance</b>						
9010	Building Maintenance	\$20,000.00	\$17,000.00	\$20,000.00	\$5,000.00	\$1,666.67
9011	Clubhouse Janitorial	\$2,600.00	\$2,400.00	\$3,120.00	\$780.00	\$260.00
9012	Building Supplies	\$500.00	\$500.00	\$500.00	\$125.00	\$41.67
9013	Miscellaneous Clubhouse		25.00		\$0.00	\$0.00
9595	Contingency		5,700.00		\$0.00	\$0.00
<b>Total Expenses</b>		<b>\$353,312.00</b>	<b>\$363,418.00</b>	<b>\$371,437.00</b>	<b>\$92,859.25</b>	<b>\$30,953.08</b>
<b>RESERVES</b>						
9915	Pavement	\$9,520.00		\$9,520.00	\$2,380.00	\$793.33
9935	Pool	\$7,575.00		\$17,498.00	\$4,374.50	\$1,458.17
9936	Spa	\$3,333.00		\$4,588.00	\$1,147.00	\$382.33
9940	Irrigation Pumps	\$1,226.00		\$1,226.33	\$306.58	\$102.19
9950	Clubhouse	\$3,333.00		\$6,349.00	\$1,587.25	\$529.08
9960	Roofs	\$43,600.00		\$44,491.50	\$11,122.88	\$3,707.63
9965	Exterior Painting 2023	\$4,987.00		\$5,301.83	\$1,325.46	\$441.82
9966	Exterior Painting 2018	\$6,625.00		\$9,708.00	\$2,427.00	\$809.00
9967	Exterior Painting 2020	\$5,188.00		\$5,470.67	\$1,367.67	\$455.89
9970	Doors - Garage and Entrance	\$5,861.00		\$6,049.36	\$1,512.34	\$504.11
9980	Deferred Maintenance	\$20,000.00		\$20,760.75	\$5,190.19	\$1,730.06
<b>Total Reserve Contributions</b>		<b>\$111,248.00</b>	<b>\$0.00</b>	<b>\$130,963.45</b>	<b>\$32,740.86</b>	<b>\$10,913.62</b>
<b>Total Budget</b>		<b>\$464,560.00</b>	<b>\$363,418.00</b>	<b>\$502,400.45</b>	<b>\$37,843.63</b>	<b>\$37,843.63</b>
Quarterly Maintenance - Per Unit		\$1,200		\$1,300		

APPROVED  
11/16/17



**Coach Homes of Berkshire Lakes Condominium Association, Inc.**  
**APPROVED RESERVE BUDGET**  
 January 1, 2018 - December 31, 2018

Code	Fund	Replacement Cost	Total Life	Balance as of 12-31-16	2017 Income	Spent in 2017	Estimated Balance as of 12-31-17	Additional Amount Required	Remaining Life	Annual Requirement
5020	Pavement	80,000	30	32,400	9,520	-	41,920	38,080	4	9,520
5070	Pool <i>(Deck/Marcite/Pumps/Heaters/Enclosure)</i>	60,000	20	37,040	7,575	2,114	42,502	17,498	1	17,498
5071	Spa	40,000	20	29,010	3,333	1,519	30,824	9,176	2	4,588
5110	Clubhouse	20,000	40	10,001	3,333	6,032	7,302	12,698	2	6,349
5130	Irrigation	25,000	20	20,095	1,226	-	21,321	3,679	3	1,226
5170	Doors - Garage & Ent	76,800	25	6,462	5,861	2,066	10,257	66,543	11	6,049
5210	Roofs	840,000	25	10,553	43,600	15,000	39,153	800,847	18	44,492
5220	Exterior Painting 2023 <i>(Buildings 1,6,7,8 &amp; Clubhouse)</i>	35,000	7	(1,798)	4,987		3,189	31,811	6	5,302
5221	Exterior Painting 2018 <i>(Buildings 2,3,4,5)</i>	32,000	7	15,667	6,625		22,292	9,708	1	9,708
5222	Exterior Painting 2020 <i>(Buildings 9,10,11,12)</i>	32,000	7	10,400	5,188		15,588	16,412	3	5,471
5180	Deferred Maintenance	100,000	5	0	20,000		16,957	83,043	4	20,761
		<b>1,340,800</b>		<b>169,830</b>	<b>111,248</b>	<b>26,731</b>	<b>251,305</b>	<b>1,089,495</b>		<b>140,483</b>

*\*Annual Requirement amounts are rounded to the nearest dollar.*

# Coach Homes of Berkshire Lakes

Balance Sheet  
As of 12/31/17

Account	Description	Operating	Reserves	Other	Totals
<b>ASSETS</b>					
CASH:					
1010	Cash Checking - Operating	34,989.68			34,989.68
1070	Cash Savings - Reserves		190,916.68		190,916.68
	Subtotal Cash	34,989.68	190,916.68	.00	225,906.36
CURRENT ASSETS:					
1310	Assessments Receivable	.54			.54
1315	12-1 Foreclosure	6,453.77			6,453.77
1360	Misc. Owner Receivables	50.00			50.00
1460	Due from Operating to Reserve		15,000.00		15,000.00
1461	Due From S/A Storm Recovery-R		23,285.00		23,285.00
1462	Due From S/A Storm Recovery-O	6,456.25			6,456.25
1610	Prepaid Insurance	10,499.11			10,499.11
	Subtotal Current Assets	23,459.67	38,285.00	.00	61,744.67
	<b>TOTAL ASSETS</b>	58,449.35	229,201.68	.00	287,651.03
<b>LIABILITIES &amp; EQUITY</b>					
CURRENT LIABILITIES:					
3060	Assoc Owned Unit -Security Dep	1,350.00			1,350.00
3180	Due to Reserve from Operating	15,000.00			15,000.00
3310	Prepaid Owner Assessments	40,336.76			40,336.76
	Subtotal Current Liab.	56,686.76	.00	.00	56,686.76
RESERVES:					
5020	Reserves - Pavement		41,919.81		41,919.81
5070	Reserves - Pool		31,457.61		31,457.61
5071	Reserves - Spa		30,824.36		30,824.36
5110	Reserves - Clubhouse		5,651.61		5,651.61
5130	Reserves - Irrigation Pumps		21,321.28		21,321.28
5170	Reserves - Doors/Garage & Entr		10,257.04		10,257.04
5180	Reserves -Deferred Maintenance		6,328.18		6,328.18
5210	Reserves - Roofs		39,152.76		39,152.76
5220	Reserves - Exterior Paint 2023		3,188.51		3,188.51
5221	Reserves - Exterior Paint 2018		22,292.00		22,292.00
5222	Reserves - Exterior Paint 2020		15,588.00		15,588.00
5255	Unallocated Interest		1,220.52		1,220.52
	Subtotal Reserves	.00	229,201.68	.00	229,201.68
EQUITY:					
5510	Prior Year Net Inc./Loss	(15,940.46)			(15,940.46)
5550	Contingency	8,418.00			8,418.00

**Coach Homes of Berkshire Lakes**

Balance Sheet  
As of 12/31/17

Account	Description	Operating	Reserves	Other	Totals
	Current Year Net Income/(Loss)	9,285.05	.00	.00	9,285.05
	Subtotal Equity	<u>1,762.59</u>	<u>.00</u>	<u>.00</u>	<u>1,762.59</u>
	TOTAL LIABILITIES & EQUITY	<u>58,449.35</u>	<u>229,201.68</u>	<u>.00</u>	<u>287,651.03</u>
		=====	=====	=====	=====

**Coach Homes of Berkshire Lakes**  
**BALANCE SHEET**  
As of 12/31/17

Account #	Description	Fund Balances			Totals
		Operating	Reserves	Other	
<b>ASSETS</b>					
<b>CASH:</b>					
1010	Cash Checking - Operating	34,989.68			34,989.68
1070	Cash Savings - Reserves		190,916.68		190,916.68
	Subtotal Cash	34,989.68	190,916.68	.00	225,906.36
<b>CURRENT ASSETS:</b>					
1310	Assessments Receivable	.54			.54
1315	12-1 Foreclosure	6,453.77			6,453.77
1360	Misc. Owner Receivables	50.00			50.00
1460	Due from Operating to Reserve		15,000.00		15,000.00
1461	Due From S/A Storm Recovery-R		23,285.00		23,285.00
1462	Due From S/A Storm Recovery-O	20,064.25			20,064.25
1610	Prepaid Insurance	10,499.11			10,499.11
	Subtotal Current Assets	37,067.67	38,285.00	.00	75,352.67
	<b>TOTAL ASSETS</b>	<b>72,057.35</b>	<b>229,201.68</b>	<b>.00</b>	<b>301,259.03</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>CURRENT LIABILITIES:</b>					
3060	Assoc Owned Unit -Security Dep	1,350.00			1,350.00
3180	Due to Reserve from Operating	15,000.00			15,000.00
3310	Prepaid Owner Assessments	40,336.76			40,336.76
	Subtotal Current Liab.	56,686.76	.00	.00	56,686.76
<b>RESERVES:</b>					
5020	Reserves - Pavement		41,919.81		41,919.81
5070	Reserves - Pool		31,457.61		31,457.61
5071	Reserves - Spa		30,824.36		30,824.36
5110	Reserves - Clubhouse		5,651.61		5,651.61
5130	Reserves - Irrigation Pumps		21,321.28		21,321.28
5170	Reserves - Doors/Garage & Entr		10,257.04		10,257.04
5180	Reserves -Deferred Maintenance		6,328.18		6,328.18
5210	Reserves - Roofs		39,152.76		39,152.76
5220	Reserves - Exterior Paint 2023		3,188.51		3,188.51
5221	Reserves - Exterior Paint 2018		22,292.00		22,292.00
5222	Reserves - Exterior Paint 2020		15,588.00		15,588.00
5255	Unallocated Interest		1,220.52		1,220.52
	Subtotal Reserves	.00	229,201.68	.00	229,201.68
<b>EQUITY:</b>					
5510	Prior Year Net Inc./ (Loss)	(15,940.46)			(15,940.46)
5550	Contingency	8,418.00			8,418.00
	Current Year Net Income/(Loss)	22,893.05	.00	.00	22,893.05
	Subtotal Equity	15,370.59	.00	.00	15,370.59
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>72,057.35</b>	<b>229,201.68</b>	<b>.00</b>	<b>301,259.03</b>

# Coach Homes of Berkshire Lakes

## INCOME/EXPENSE STATEMENT Period: 12/01/17 to 12/31/17

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
06310	Assessment Income	29,129.34	29,129.37	(.03)	349,552.00	349,552.00	.00	349,552.00
06311	Assessments - Reserve	.00	.00	.00	111,248.00	111,248.00	.00	111,248.00
06312	Assoc Owned Unit - Rental Inc	1,400.00	.00	1,400.00	17,600.00	.00	17,600.00	.00
06332	Hurricane Claims	.00	.00	.00	5,190.20	.00	5,190.20	.00
06340	Late Fee Income	.00	100.00	(100.00)	350.00	1,200.00	(850.00)	1,200.00
06360	Misc. Owner Income	.00	.00	.00	50.00	.00	50.00	.00
06365	Wind Mitigation Charge	.00	.00	.00	1,625.00	.00	1,625.00	.00
06370	Pool Card Replacement	.00	.00	.00	150.00	.00	150.00	.00
06380	Owner Admin. Fees Income	.00	.00	.00	25.00	.00	25.00	.00
06510	Transfer Fees	100.00	166.68	(66.68)	2,700.00	2,000.00	700.00	2,000.00
06920	Misc. Income	.00	46.63	(46.63)	.00	560.00	(560.00)	560.00
	Subtotal Income	30,629.34	29,442.68	1,186.66	488,490.20	464,560.00	23,930.20	464,560.00
EXPENSES								
GENERAL & ADMINISTRATIVE:								
07010	Accounting Fees	.00	216.63	216.63	250.00	2,600.00	2,350.00	2,600.00
07020	Application Processing	100.00	66.63	(33.37)	1,350.00	800.00	(550.00)	800.00
07040	Bank Charges	.00	.00	.00	1.93	.00	(1.93)	.00
07070	Division Fees	384.00	.00	(384.00)	445.25	445.00	(.25)	445.00
07080	Legal Fees	.00	625.00	625.00	19,367.45	7,500.00	(11,867.45)	7,500.00
07090	Insurance	4,711.38	4,771.88	60.50	60,695.62	57,263.00	(3,432.62)	57,263.00
07091	Insurance Appraisal	.00	.00	.00	250.00	250.00	.00	250.00
07120	Management Fees	1,344.00	1,345.63	1.63	16,128.00	16,148.00	20.00	16,148.00
07140	Office Expense	903.62	416.74	(486.88)	4,745.20	5,000.00	254.80	5,000.00
	Subtotal Gen. & Admin.	7,443.00	7,442.51	(.49)	103,233.45	90,006.00	(13,227.45)	90,006.00
ASSOCIATION OWNED UNIT								
07205	Quarterly Assessments	.00	.00	.00	4,800.00	.00	(4,800.00)	.00
07207	Master Assessment	270.00	.00	(270.00)	510.00	.00	(510.00)	.00
	Subtotal Assoc Owned Unit	270.00	.00	(270.00)	5,310.00	.00	(5,310.00)	.00
GROUNDS MAINTENANCE								
08010	Grounds Maintenance Contract	4,245.00	4,249.50	4.50	50,860.00	50,994.00	134.00	50,994.00
08020	Mulch/Sod/Plants/Trees	7,956.00	2,066.74	(5,889.26)	17,659.00	24,800.00	7,141.00	24,800.00
08030	Grounds Extermination	472.50	416.74	(55.76)	6,840.00	5,000.00	(1,840.00)	5,000.00
08035	Sprinkler Parts & Supplies	.00	375.00	375.00	6,704.45	4,500.00	(2,204.45)	4,500.00
	Subtotal Grounds	12,673.50	7,107.98	(5,565.52)	82,063.45	85,294.00	3,230.55	85,294.00

# Coach Homes of Berkshire Lakes

## INCOME/EXPENSE STATEMENT Period: 12/01/17 to 12/31/17

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
<b>POOL MAINTENANCE</b>								
08036	Contract Pool Labor	450.00	483.37	33.37	5,725.00	5,800.00	75.00	5,800.00
08037	Pool & Spa Repair	274.00	283.37	9.37	4,964.71	3,400.00	(1,564.71)	3,400.00
08038	Miscellaneous Pool	.00	.00	.00	93.00	.00	(93.00)	.00
07420	Permit Fees	.00	.00	.00	875.00	875.00	.00	875.00
	Subtotal Pool	724.00	766.74	42.74	11,657.71	10,075.00	(1,582.71)	10,075.00
<b>UTILITIES:</b>								
08905	Cable	4,630.44	5,652.50	1,022.06	59,367.82	67,830.00	8,462.18	67,830.00
08910	Electricity	985.94	1,108.12	122.18	11,067.18	13,297.00	2,229.82	13,297.00
08930	Water & Sewer	4,944.11	5,250.00	305.89	58,743.90	63,000.00	4,256.10	63,000.00
08980	Trash Removal	.00	.00	.00	212.54	190.00	(22.54)	190.00
08990	Telephone	44.78	43.37	(1.41)	536.32	520.00	(16.32)	520.00
	Subtotal Utilities	10,605.27	12,053.99	1,448.72	129,927.76	144,837.00	14,909.24	144,837.00
<b>MAINTENANCE:</b>								
09010	Building Maintenance	1,031.76	1,666.63	634.87	13,168.73	20,000.00	6,831.27	20,000.00
09011	Clubhouse Janitorial	200.00	216.63	16.63	2,550.00	2,600.00	50.00	2,600.00
09012	Building Supplies	3.89	41.63	37.74	362.17	500.00	137.83	500.00
09013	Miscellaneous Clubhouse	.00	.00	.00	388.38	.00	(388.38)	.00
09595	Contingency	.00	.00	.00	5,687.50	.00	(5,687.50)	.00
07460	Storm Recovery	(4,527.25)	.00	4,527.25	.00	.00	.00	.00
	Subtotal Maintenance	(3,291.60)	1,924.89	5,216.49	22,156.78	23,100.00	943.22	23,100.00
<b>RESERVE CONTRIBUTION:</b>								
09915	Reserves - Pavement	.00	.00	.00	9,520.00	9,520.00	.00	9,520.00
09935	Reserves - Pool	.00	.00	.00	7,575.00	7,575.00	.00	7,575.00
09936	Reserves - Spa	.00	.00	.00	3,333.00	3,333.00	.00	3,333.00
09940	Reserves - Irrigation Pumps	.00	.00	.00	1,226.00	1,226.00	.00	1,226.00
09950	Reserves - Clubhouse	.00	.00	.00	3,333.00	3,333.00	.00	3,333.00
09960	Reserves - Roofs	.00	.00	.00	43,600.00	43,600.00	.00	43,600.00
09965	Reserves - Ext. Paint 2023	.00	.00	.00	4,987.00	4,987.00	.00	4,987.00
09966	Reserves - Ext. Paint 2018	.00	.00	.00	6,625.00	6,625.00	.00	6,625.00
09967	Reserves - Ext. Paint 2020	.00	.00	.00	5,188.00	5,188.00	.00	5,188.00
09970	Reserves - Doors/Garage & Ent	.00	.00	.00	5,861.00	5,861.00	.00	5,861.00
09980	Reserves - Deferred Maint	.00	.00	.00	20,000.00	20,000.00	.00	20,000.00
	Subtotal Reserve Contrib	.00	.00	.00	111,248.00	111,248.00	.00	111,248.00
	<b>TOTAL EXPENSES</b>	28,424.17	29,296.11	871.94	465,597.15	464,560.00	(1,037.15)	464,560.00
	<b>Current Year Net Income/(loss)</b>	2,205.17	146.57	2,058.60	22,893.05	.00	22,893.05	.00
=====								

**Coach Homes of Berkshire Lakes**

INCOME/EXPENSE STATEMENT  
Period: 12/01/17 to 12/31/17

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly
			Budget	Variance		Budget	Variance	Budget

# Coach Homes of Berkshire Lakes Condominium Association, Inc.

## 2018 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 shall be used as a single-family residence only.

**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 one (1) year. No unit may be leased more than two (2) times in one (1) calendar year. Board must approve 20 days in advance. Application and \$100.00 fee required.

**Q: How much are my assessments to the Condominium Association for my unit and when are they due?**

A: The Association assessments are \$1,300.00 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 of \$270 is paid directly to Master Association. Contact number for Berkshire Lakes is 239-353-7633.

**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.**





Date Stamp
------------

# Coach Homes Lease Checklist

Dear Prospective Tenant,

Please submit the following for approval to lease in Coach Homes:

- \_\_\_\_\_ Signed Application Checklist
- \_\_\_\_\_ Completed Application to Lease
- \_\_\_\_\_ \$100 Application Fee – Payable to **Coach Homes**
- \_\_\_\_\_ Completed Pet Registration form and supplements *(if applicable)*
- \_\_\_\_\_ Completed Background & Credit Check Authorization
- \_\_\_\_\_ \$50 per applicant over 18, \$75 foreign Background Check Fee – Payable to **Anchor**
- \_\_\_\_\_ Copy of current government issued photo ID
- \_\_\_\_\_ Executed Lease

Unit Address \_\_\_\_\_

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](mailto:applications@anchormanagers.com).

Thank You,  
Anchor Managers

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Application for Approval to Lease

I/we hereby apply for approval to lease Unit # \_\_\_\_\_, Street Address \_\_\_\_\_  
in Coach Homes, a Condominium, for the period beginning \_\_\_\_\_, 20\_\_\_\_\_, and  
ending \_\_\_\_\_, 20\_\_\_\_\_. **A copy of the signed lease must be attached.**

## 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		
<i>Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.</i>		
<b>Full Name</b>	<b>Relationship</b>	<b>Date of Birth</b>

VEHICLES					
<b>No trucks or motorcycles are permitted unless kept in the garage at all times.</b>				<b>Please Initial</b>	
Year	Make	Model	License plate #	State	
Year	Make	Model	License plate #	State	

**PETS**

**Only one pet (dog, cat or other common household pet) is permitted per unit. Please Initial**

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.

**REFERENCES**

**Please list two personal references.**

Full Name

Relationship Phone ( )

Address

Full Name

Relationship Phone ( )

Address

**EMERGENCY CONTACT**

**Please list a person to be notified in case of an emergency.**

Full Name

Relationship Phone ( )

Address

**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 Coach Homes and will comply.**

Signature Date

Signature Date

**Note:** All rentals of 6 months or less must pay a 4% Tourist Tax to Collier County. In addition, a 6% Sales Tax must be paid to the Florida Department of Revenue. No unit may be occupied without prior approval from the Board. If approval isn't obtained, the occupant would be subject to eviction and the unit subject to a fine.

**Return this application to:** \_\_\_\_\_

Coach Homes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112  
Naples, Florida 34104  
[applications@anchormanagers.com](mailto:applications@anchormanagers.com)



**APPLICATION APPROVAL**

\_\_\_\_\_ Approved

\_\_\_\_\_ Date

\_\_\_\_\_ Disapproved

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**

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Pet Registration

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

## OWNER INFORMATION

Name(s)

Coach Homes 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**

<b>I/we agree to indemnify and hold the Association harmless for any damage or injury caused by the above mentioned pet.</b>		<i>Please Initial</i>	
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 Coach Homes Declaration and Rules & Regulations regarding pets shall result in action taken by the Coach Homes 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:**

Coach Homes of Berkshire Lakes Condominium Association  
 c/o Anchor Associates, Inc.  
 3940 Radio Road, Suite 112  
 Naples, Florida 34104

(239) 649-6357 phone  
 (239) 649-7495 fax

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Rules and Regulations

**Board Approval Date: June 17, 2014**

**Effective Date: December 1, 2014**

The Rules and Regulations hereinafter enumerated as to the Condominium Property, the Common Elements, the Condominium Units, and the condominium in general shall apply to and be binding upon all Unit Owners, and are supplementary to the governing documents of the condominium. The unit owners shall at all times obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by other residents of their units, including family members, lessees, guests, invitees, and others over whom they exercise control, all in accordance with paragraph 22-C of our Declaration of Condominium.

Violation of these Rules and Regulations may subject the violator to any and all remedies available to the Association and other Unit Owners pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation of the Association, and the By-laws of the Association. Violations may be remedied by the Association as provided in the Declaration of Condominium, by injunction or other legal means and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees as the prevailing party.

Any waivers, consents, or approvals given under these Rules and Regulations by the Board shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless notified in writing by the Board. THE RULES AND REGULATIONS ARE AS FOLLOWS:

## **1. RULES AND REGULATIONS**

- A. Violations must be reported in writing to the Management Company (*hereinafter called "the Manager"*), or to the Board of Directors (*hereinafter called "the Board"*) or Officers of the Association on the approved Violation Reporting Form.
- B. Violations will be called to the attention of the violating owner by the Board through the Manager, and the Board will also notify the appropriate committee of the Board, if any.
- C. Disagreements concerning violations will be presented to and judged by the Board who will take appropriate action.

- D. Unit owners are responsible for compliance by their guests or lessees with these Rules and Regulations.

## 2. COMMON ELEMENTS

The common elements and facilities of the condominium, including the pool and club house, are for the exclusive use of unit owners, their approved lessees, and guests. Any damage to the buildings or other common elements, association property, or equipment, caused by any unit owner or his guest or lessee shall be repaired at the expense of the unit owner. Vehicle maintenance on any common elements, including unit driveways, is specifically prohibited except in cases of emergency.

## 3. CLUB HOUSE

Rules regarding the use of the club house by unit owners, their approved lessees, and guests are:

- A. Common use of the club house is available at all times with the exception of approved private use events which are posted on the club house bulletin board.
- B. Requests for approval of private use of the club house shall be made to the Chair of the Social Committee or the Board of Directors (*in the event there is no Social Committee Chairman*) and shall include date, time, number of people, and any other information that may be required for approval. Approval shall not be unreasonably withheld. Use of the pool in conjunction with private use of the club house is not permitted unless specifically requested of and approved by the Board of Directors. Approval to use the pool, however, shall not preclude use of the pool simultaneously by other unit owners, their approved lessees, and guests. **(Use Clubhouse License Agreement)**
- C. Users, whether common use or private use, are responsible for providing their own cooking, eating, drinking, and other needed items, and for their removal or proper disposal when finished.
- D. Users, whether common use or private use, are responsible for returning the club house, its equipment and its furnishings, to a clean and orderly condition suitable for general use by other unit owners. A fifty dollar (\$50.00) refundable deposit is required and shall be submitted with the written reservation request.

## 4. POOL

Rules regarding the use of the pool by unit owners, their approved lessees, and guests are:

- A. Pets and other animals are not permitted in the pool or spa, or on the deck.



- B. Persons who are diapered or not toilet trained are not allowed in the pool or spa, except, if wearing specially designed watertight and leak proof swim diapers.
- C. Children under the age of twelve (12) are not permitted in the pool area unless supervised by a responsible adult. Children under the age of twelve (12) are not permitted in the spa unless accompanied by an adult, and are expressly forbidden to operate the spa controls. Accompanying adults are cautioned that use of spas by young children may constitute a health hazard.
- D. Pool and spa hours are from dawn until dusk. Use of the pool and spa is expressly forbidden between the hours of dusk and dawn.
- E. Running, diving or jumping into the pool off the deck, screaming, rough play, Frisbee or ball playing is strictly prohibited in the pool or on the deck.
- F. Bicycles, tricycles, wagons, skateboards, roller skates, roller blades or other such wheeled conveyances are not permitted on the pool deck.
- G. Glass of any kind is not permitted on the deck or in the pool. Drink should be in unbreakable containers only.
- H. No food is permitted in the pool area. Eating is restricted to the club house.
- I. Headsets must be used with all radios, tape decks, TVs and other audio devices.
- J. Persons with open wounds, cuts, or communicable diseases are not allowed in the pool or spa.
- K. Lounges shall be covered with a towel when using any type of body lotion.
- L. Body lotions must be removed by showering before entering the pool or spa.
- M. Cigarettes shall be disposed of in receptacles provided in the pool area.
- N. Life preservers and other safety equipment shall not be used for recreational purposes. These are for emergency only!
- O. No more than 25 persons shall occupy the pool and no more than 4 persons shall occupy the spa at any one time.

## **5. NOISE**

Rules regarding the control and abatement of noise by unit owners, their approved lessees, and guests are:

- A. Care should be exercised at all times, and particularly between 10:00 PM and 7:00 AM, to minimize offensive noise including loud talking and shouting. Radios, TVs, stereos, musical instruments, etc. should be used so as not to disturb others, and should not be audible between units.
- B. Unless expressly permitted in writing by the Board, no floor covering shall be installed in units, other than carpeting, or other originally installed floor covering. If any ceramic tile or marble is installed in a unit, such tile or marble must be set upon soundproofing bed approved by the Board.

## **6. OBSTRUCTIONS**

Sidewalks, entrances, driveways, courts, and all common elements shall be kept open and shall not be obstructed in any manner. This includes planters and decorative statutes. No radio or television aerial or antenna or other apparatus for the transmission of television, radio, or other signals of any kind shall be attached to or hung from the exterior of a condominium building or the roof thereon.

## **7. ANIMALS AND PETS**

**7.1 GENERAL:** No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted in any unit, with the exception of dogs, cats, or other usual and common household pets, but no more than one (1). The ability to keep such a pet is a privilege, not a right, and the Board is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium. Owner shall be responsible for the cost of the removal. No pets shall be kept, bred, or maintained for any commercial purpose. Pets which are household pets shall at all times whenever they are outside a unit be confined to a leash or carried, but under no circumstances will pets be permitted in the pool and club house area. Pet owners shall at all times when the pet is on common ground use a "pooper scooper" or other means to remove feces.

**7.2 REGISTRATION:** Unit owners and lessees shall register their pet with the Board and the Manager using an approved Pet Registration form. The Pet Registration form shall be completed and provided to the Association within the thirty (30) days after a pet begins residing within a unit. All pets shall have current vaccinations and shall be licensed by the Collier County, Florida per the Collier County Animal Control Ordinance. Upon the passing of a pet, unit owners and lessees shall notify the Manager in order for the unit's pet record to be updated. Proof of vaccinations and licenses must be provided when vaccinations and licenses are renewed or otherwise updated.

**7.3 FEEDING OF BIRDS, DUCKS AND ANIMALS:** Feeding of birds, ducks, and animals is strictly prohibited in common or limited common areas including decks, balconies and patios. This rule includes all Bird Feeders and any/all other animal feeders.

## **8. DESTRUCTION OF PROPERTY**

Neither unit owners, their lessees, nor guests shall mark, mar, damage, destroy, deface, or engrave any part of the condominium property. Unit owners shall be financially responsible for any such damage within twenty (20) days of being notified of the same.

## **9. EXTERIOR APPEARANCE**

The exterior of the condominium buildings and all other areas appurtenant to the buildings shall not be painted, decorated, or modified by any unit owner in any manner without the prior consent of the Board and, if necessary, the membership and/or the Master Association, which consent may be withheld on purely aesthetic grounds. Installation of either hurricane shutters or screen enclosures for front entrances shall meet approved Association standards, which shall be verified through the Building Committee. Drapes or curtains visible from the exterior of the unit shall have neutral colored liners which meet approved Association standards.

## **10. LANAIS**

No objects shall be hung from lanais or window sills. No cloth, clothing, rugs, or mops shall be hung from or shaken from windows, doors, or lanais. Unit owners shall be responsible for removing remove all loose objects or moveable objects from their lanais prior to a hurricane. *(See Rule 18 for owners who are absent or plan to be absent during hurricane season.)* Unit owners shall not allow anything to be thrown or to fall from windows, doors, or lanais. No sweepings or other substances shall be permitted to escape to the exterior of the building from the windows, doors, or lanais. No cooking shall be permitted on the lanai of any unit. No lanais may be enclosed without the prior written consent of the Board.

## **11. STORAGE AND GARAGE AREAS**

Unit owners are responsible to see that nothing is placed in storage and garage areas which would create a fire hazard; that would be subject to being infested; or that would be subject to spoilage.

## **12. EMERGENCY ENTRY**

In case of emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board, or any other person authorized by it, or the Manager shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency. Each unit owner should either place a key(s) suitable for gaining access to the unit in the possession of the Manager, such key(s) to be kept by the Manager and coded to prevent casual identification of the pertinent unit; or notify the Manager of the name and address of a full-time resident unit owner who possesses such key(s). In the event no keys are available, the Association will gain forced entry to the unit at the expense of the unit owner.

### **13. PERSONAL ITEMS**

Personal equipment such as furniture, grills, motorcycles, mopeds, bicycles, and recreational items must be placed or stored inside units or storage area.

### **14. PLUMBING**

Toilets, sinks, and other plumbing fixtures shall not be used for any purposes other than those which they are intended, and no sweepings, rubbish, garbage, or other foreign substances shall be thrown therein. The cost of any damage resulting from misuse of same shall be borne by the unit owner.

### **15. SOLICITATION**

There shall be no solicitation by any person anywhere in the condominium for any cause, charity, or for any other purpose whatsoever, unless specifically authorized by the Board.

### **16. CONTRACTORS**

Hired contractors and their employees shall not, at anytime, for any purpose be sent away from the condominium property by any unit owner, except in the unit owner's capacity as an officer or director of the Association. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over contractors or contractors employees.

### **17. COMMERCIAL PROHIBITION**

No unit may be occupied or used for any commercial or business purpose.

### **18. HURRICANE PREPARATION**

Each unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare the unit prior to departure by:

- A. Either removing all furniture and plants from the lanai, or providing for a neighboring full-time resident unit owner to do the same; or
- B. Designating a responsible firm or individual to care for the unit during his absence and furnish the Manager with the name of such firm or individual.

### **19. GUESTS**

Unit owners and lessees shall notify the Manager, in advance by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of unit owners and lessees. Should unit owners or lessees fail to inform the manager of their occupancy, they may be deemed an unregistered tenant and evicted by the Association without consent of the Unit owner. Unit owners and lessees shall have such guests notify or otherwise check-in with the Manager upon arrival in order to confirm their presence. Further, they should also notify the Manager upon vacating the premise. **(Use Guest Registration form)**

## 20. PARKING

**20.1 GENERAL:** Owners, other residents, and guests shall park only in garages or within the perimeters of the driveways serving their units (one car length in front of garage door). If additional space is required, parking in the Club House Parking Lot (*hereinafter called the "lot"*) is permitted in accordance with the controls outlined below. No garage may be altered in such a manner that one automobile cannot reasonably be parked therein. Garage doors are to be kept closed except when in use. No owner, other resident or guest shall keep or park in the condominium property any trailer, golf cart, camper, RV, boat, truck (capped or uncapped), motorbike or motorcycle, swamp buggy, stock car, or any vehicle other than the customary private passenger vehicle for highway travel unless such vehicle is parked or stored in an enclosed garage.

A. The parking of vans will be permitted if the following requirements are met:

1. The vehicle must be intended for use as a passenger vehicle for personal, non-business purposes.
2. Vans must have windows on both side panels, and must be equipped with seating throughout.
3. No tools, equipment, merchandise, materials, or supplies of any kind may be kept or stored in the van, except for a jack and other emergency equipment customarily found in passenger vehicles.

B. Except for required service or deliveries, no owner or other resident shall park or permit to be parked either on the property or on a street right-of-way within the condominium property any vehicle designed or used for commercial purposes or containing advertising matter unless such vehicles are parked within an enclosed garage.

C. Parking by any resident, vendor, or guest is not permitted on any landscaped areas.

D. At no time shall any owner or guest vehicle be parked on the roadways in the cul-de-sacs or circles.

### **20.2 CLUB HOUSE PARKING LOT:**

A. Extended term parking for up to 30 days may be permitted in the lot on a PERMIT basis if additional parking space is needed due to the presence of guests. Requests for PERMITS may be granted if space is available or they may be denied if abuse of the system occurs. PERMITS are available from the Manager or Board Member.

- B. Short-term guests, e.g., three days or less, may park in the lot. A GUEST sign must be displayed in any vehicle parked overnight. Such signs are available from the Manager or Board Member.
- C. Parking overnight in the lot shall be allowed only when space is not available in the garage and driveway of the unit being visited. In no case will vehicles be allowed to be parked in the lot permanently, and owners and other residents may not use the lot on a routine or continuous basis. However, on a temporary basis, any resident or their guests may use any available space during use of the pool or attendance at events in the club house.

**20.3 TOWING:** Vehicles parked in violation of these rules will be towed at the vehicle owner's expense.

## **21. LIGHTING**

Except for seasonal holiday decorative lights, all exterior lights must be approved by the Board

## **22. LATE PAYMENT**

A \$25 fee to cover administrative costs shall be charged to any unit owner whose account becomes ten (10) days past due. Further, overdue accounts will accrue interest each month at the rate of 18% per year.

## **23. UNIT RENTAL**

A unit shall not be rented without the prior written approval of the Board, which approval shall not be unreasonably withheld. Approval or disapproval shall be given by the Board within ten (10) days from receipt of (1) a non-refundable \$100 fee to cover administrative costs, and (2) all information requested by the Board in connection with the proposed lease. The Board shall have the right to require that a substantially uniform form of lease be used. As stated in paragraph 18.A of the Declaration of Condominium, the following restrictions on leases are applicable.

- A. No lease may be made for less than a thirty (30) day period.
- B. No unit may be leased more than two (2) times in one (1) calendar year.
- C. No lease shall be for a period of more than one (1) year.
- D. No portion of a unit (other than the entire unit) may be rented.

In the event that the Board approves a lease, such approval of a lease or rental shall not release the unit owner from any obligation under this Declaration. Further, such approved lease may not be modified, extended, or assigned, nor

may the unit be subject to any other party without the Board's prior written consent.

The Association has the authority to evict tenant who violate the governing document of the Association.

## **24. FINES**

The Board may levy fines against unit owners who 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 \$50 per day per violation, and no fine may be levied against an unoccupied unit. The procedure for imposing fines shall be as follows:

- A. The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days, and the notice shall include:
  1. Statement of the date, time, and place of the hearing;
  2. A specific designation of the provisions of the Declaration, Bylaws, or Rules which are alleged to have been violated; and
  3. Short and plain statement of the specific facts giving rise to the alleged violation(s); and
  4. The amount of any proposed fine.
- 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 or arguments 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 unit owners (*at least 2 preferably 3*) who volunteer and are approved by the Board, none of who may then be serving as Directors or are residing in a Board Members household. If the panel, by majority vote, does not agree with the fine, it may not be levied.

## **25. ROOF**

Unit owners, other residents, or guests are not permitted on the roof for any purpose whatsoever.

## **26. CLEANLINESS**

All garbage and refuse shall be deposited in covered garbage containers intended for such purpose and set out at the street on specified collection days. All refuse and waste to be collected shall be securely wrapped or contained in

plastic bags. Recyclables shall be placed near the street in approved containers on designated collection days. According to Collier County Ordinance 9147 Section 7, garage containers may not be set out until 6:00 p.m. on the day prior to pickup (*pick up is scheduled for Wednesdays and Saturdays*) and must be returned to the garage on the day of pickup. Failure to follow this ordinance is subject to a fine by the County.

## **27. SIGNS**

No signs of any type shall be erected or displayed by a unit owner or other resident within the common elements without the written consent of the Board.

## **28. LANDSCAPING**

The trees, hedges, shrubbery, and other plantings within the common elements shall not be modified in form, shape, content, or color by any unit owner without the consent of the Board, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Board. The planting of small decorative flowers in a reasonable and minor way at or around a unit owner's entrance, however, is permitted. All plantings, once placed in common elements, are expressly the property of the Association and may be modified in form, shape, content, or color at the sole discretion of the Board.

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The foregoing Rules and Regulations are subject to amendment as provided in the Declaration of Condominium of THE COACH HOMES OF BERKSHIRE LAKES, A CONDOMINIUM, and the Bylaws of the Association.

The foregoing Rules and Regulations are designed to make living for all unit owners pleasant and comfortable. The restrictions imposed are for the mutual benefit of all. Violations of these Rules are to be reported in writing as prescribed in Rule 1, and the Association will call the matter to the attention of the violating unit owner, lessee, or guest for corrective action. Any disagreement over the violation will be reported to the appropriate committee for subsequent judgment by the Board.

THE COACH HOMES OF BERKSHIRE LAKES  
CONDOMINIUM ASSOCIATION, INC.

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# Coach Homes of Berkshire Lakes Condominium Association, Inc.

## Rules and Regulations

### Supplement A

The Coach Homes Board of Directors has determined that the potential risk for damage caused by water leaks in units is very high. Such damage can be catastrophic to units and to common elements. The most common types of leaks are caused by preventable plumbing failures, such as hot water heaters and rubber hoses connected to clothes washers and dishwashers. It is essential that units are properly maintained and monitored to prevent failures, which could result in water intrusion and mold growth.

The growth of mold within condominium units and upon the common elements is a serious and potentially hazardous risk to the health of all residents of condominium units, a risk to the property value of the units themselves, and to the common elements of the condominium. Mold can be expensive and difficult to remediate. Early detection, prevention and treatment can alleviate and mitigate the growth of mold which will substantially minimize the expense of remediation, the disruption that remediation can cause, the risks to the health of condominium residents and will protect property values. Mold grows when there is the presence of moisture and humidity. Moisture and humidity levels within condominium units require constant monitoring and control. Also, the proper maintenance of plumbing components within the unit can prevent small, and catastrophic water leaks, which can cause the growth of mold, in addition to the damage caused by the leaks themselves.

Unit owners and/or residents are also required to maintain and repair their unit as required by the Declaration of Condominium and the Condominium Act, which includes the maintenance of plumbing and fixtures within the unit. Therefore, in order to minimize the risks to residents and to the condominium from water damage and the growth of mold within a unit and the common elements, the Association shall forthwith require the following actions on the part of unit owners. An owner has an affirmative obligation to immediately notify the Association and allow it the right to inspect a unit prior to making repairs, or undergoing maintenance when an owner or resident discovers or otherwise observes:

- A. Water intrusion into a unit or the limited common elements appurtenant to a unit from any source whatsoever.
- B. The failure of plumbing, electrical, mechanical services within a unit, or which exclusively serves a unit which such failure results in damage, however slight, to the unit, other units or to the common elements.
- C. Mold growth within a unit or upon the limited common elements appurtenant to a unit.
- D. Any discoloration of drywall or other building materials within a unit or the limited common elements appurtenant to a unit.

Because of the potential for catastrophic water damage and mold, the Board has adopted the following Rules and Regulations.

## WATER SHUT-OFF VALVES

1. A central water shut-off valve to the unit shall be installed if there is no shut-off valve presently installed. The valve shall be capable of turning the water off to the entire unit from the single shut-off valve.
2. The installation of the water shut-off valve shall be at the unit owner's expense.
3. Proof of the installation of the water shut-off valve must be provided to the property management firm. The following information must be provided to the property manager to demonstrate that the valve has been replaced:
  - a. An invoice from a licensed plumber showing that a water shut-off valve has been installed.
  - b. The name, address and phone number of the plumber who installed the shut-off valve.
  - c. The location of the shut-off valve.
4. If an owner does not provide the requisite proof that a shut-off valve has been installed to the Property manager on or before February 28, 2014, the Association shall engage a plumber, at the unit owner's expense, to install a shut-off valve.
5. If a unit owner has previously installed a shut-off valve, the unit owner is exempt from this installation requirement provided that the unit owner contacts the property manager to identify the location and operability of the shut off valve on or before February 28, 2014.

## VACANCY OF UNITS

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident shall shut off the water to the unit at the unit's main water shut-off valve prior to unit being left vacant.

In addition, the unit owner or resident of a vacant unit shall keep the climate controlled within the vacant unit so that the humidity within the unit will be minimized. Florida Power and Light's "Guide to Saving Energy While You're Away" checklist, which helps prevent mold and save energy while your home is vacant, recommends:

**For programmable thermostats:** Set you're A/C to run at 72 degrees for just two hours each morning before sunrise and at 88 degrees the rest of the time.

**For non-programmable thermostats:** If you live in a condo or apartment, set you're A/C at 77 degrees.

If a unit is to be left vacant for more than thirty (30) consecutive days, the owner or resident of the unit shall provide the Association with the name of a party that will inspect the unit at least twice a month (*usually once every two (2) weeks*) during the time the unit is vacant to verify that the climate control systems are working properly and that there is no water penetrating into, and/or leaking within or from the unit.

### KEYS TO UNITS

In order to maintain the condominium, it may be necessary to access units. Section 718.111(5) of the Florida Statutes and Section 9 of the Declaration allows the Association the irrevocable right of access to a unit as necessary to perform maintenance to protect the unit and the condominium property. The Association may be required to enter a unit on short notice, including for emergencies. Therefore, the following Rules shall pertain to facilitate the Association's ability to access of units:

1. A key to the unit must be provided to the Association's Property Manager on or before February 28, 2014.
2. Front door locks to a unit may not be changed without notifying the Association that the lock has been replaced and providing a replacement key.
3. If an owner does not provide a key to the Property manager on or before February 28, 2014, the Association shall engage a locksmith, at the unit owner's expense, to provide a unit key. In addition, if a provided key does not work and access is needed, a locksmith will be engaged to provide access at the unit owner's expense.

**Failure to comply with the provisions of these rules may be deemed a failure of the owner or resident to properly maintain the unit as required by the Declaration.**

**Berkshire Lakes Master Association, Inc.**

495 Belville Boulevard, Naples, Florida 34104

Tel: (239) 353-7633 Fax: (239) 353-3770

E-mail: [berkshirelakes@embarqmail.com](mailto:berkshirelakes@embarqmail.com) Website: [www.berkshirelakes.org](http://www.berkshirelakes.org)

**TRANSFER AGREEMENT**

Today's date: \_\_\_\_\_

Closing date: \_\_\_\_\_

**Party and Property Information:**

Realtor's name: \_\_\_\_\_ Realtor's address \_\_\_\_\_

Realtor's email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Seller's Name:** \_\_\_\_\_

Property address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Seller's phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Purchaser's Last Name:** \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Co-Purchaser's name: \_\_\_\_\_

Purchaser's current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Own ( ) Rent ( ) How Long: \_\_\_\_\_

Purchaser's mailing address (following closing): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Purchaser's telephone number(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Can Berkshire Lakes use your Email for communications? \_\_\_\_\_ Yes \_\_\_\_\_ No

Vehicle Make/Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

**Please provide two personal or business references:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Which Address do you wish to receive Master Association Mail? (Check One)

( ) Berkshire Lakes Residence ( ) Alternate address

Will you be leasing/renting your Berkshire Lakes property? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If Yes, you will need to complete the Notice of Rental Occupancy provided in the Rental Addendum)*

**Acknowledgements and Signatories** (Please read and initial each before signing)

I/We declare the foregoing information to be true and correct. I/We understand the transfer fee is non-refundable.

I/We have been given the Berkshire Lakes Master Association Covenants by my realtor or received at closing.

I/We am/are aware of and have read and agree to abide by the governing documents of the Association and acknowledge receipt of same.

I/We further acknowledge and agree that Berkshire Lakes Master Association has the right to impose fines and suspensions if I/We fail to abide by the Rules and Regulations and the right to seek injunctive relief under legal proceedings if I/We continue to violate the Rules and Regulations after a written warning from the Association. I/We understand and agree that the Association's Board of Directors has the right to determine if a violation has occurred, in its sole discretion.

BLMA Rules and Regulations Prohibits any TRUCK to be parked in the driveway overnight. They must be parked inside a closed garage or parked offsite.

**Submission:**

Please submit this signed Transfer Agreement, the first, second and last (signature page) of the Sales Contract and a check or money order in the amount of **\$125.00** payable to Berkshire Lakes Master Association. You may either mail or drop off the application in person to the Berkshire Lakes Master Association office located at 495 Belville Blvd., Naples, Florida 34104. **TRANSFER FEES ARE NON- REFUNDABLE**

Date: \_\_\_\_\_  
Purchaser's Signature

Date: \_\_\_\_\_  
Co-Purchaser's Signature

**DO NOT WRITE BELOW THIS LINE**

Transfer Agreement submitted and complete: Yes ( ) No ( )

Transfer fee (\$125) submitted: Yes ( ) No ( ) Check # \_\_\_\_\_ Cash \_\_\_\_\_

Copy of Sales Contract attached: Yes ( ) No ( )

Information verification completed by: \_\_\_\_\_



### **COACH HOMES BOARD OF DIRECTORS**

Carl Hero	President	(978) 590-9698	hero1941@gmail.com
Bob Gongas	Vice President	(239) 352-9253	bob@b-par.com
Jim Hoover	Treasurer	(724) 495-7329	drj4776@gmail.com
Kim Smith	Secretary	(314) 707-2667	stowawayvacations@hotmail.com
Cindy Wells	Director	(239) 645-5714	cwells114@comcast.net

### **COACH HOMES PROPERTY MANAGEMENT**

Anchor Associates, Inc. 2340 Stanford Court  
Naples, FL 34112  
Tel: (239) 649-6357  
Fax: (239) 649-7495  
admin@anchormanagers.com  
[www.anchormanagers.com](http://www.anchormanagers.com)

## **COACH HOMES RULES & REGULATIONS**

### **How To Report A Rules Violation**

In the event of a violation of any provisions of the Declaration of Condominium, the Bylaws, the Rules and Regulations of the Association, the Articles of Incorporation, the Management Agreement or any provision of the Condominium Act, the following documents how to report a rules violation.

1) In a letter provide the following information detailing the violation.

Name of Violator  
Address of Violator including unit number  
Time and Date of violation  
A statement of what occurred  
A photo if possible

2) Send your letter including your name, address, unit number and phone number to:

Anchor Associates  
3940 Radio Road, Suite III  
Naples, FL 34104  
Attn: Robert Neiheisel

Also in accordance with our Rules and Regulations, you may also report the violation in writing to the Board of Directors. The Board of Directors wants you to be aware that the quickest method would be to send the letter directly to Anchor Associates.

### **The Notification of Violation Process**

This document details the steps taken once a violation has been reported.

1. Anchor Associates will send a registered letter to the person that was reported to be in violation of the provisions of the Declaration of Condominium, the Bylaws, the Rules and Regulations of the Association, the Articles of Incorporation, the Management Agreement or any provision of the Condominium Act rules, within 5 days of receipt of notice of violation. The letter will detail the information on the violation. The letter will contain information on what has to occur and the specific time frame that is required. A reply from the owner/renter is expected.
2. If the Post Office is unable to deliver the registered letter, Anchor Associates will send a second notice of violation by regular mail. If corrective action is not taken or there is no communications from the unit owner, the process as indicated in the letter, will move on to the "fine" stage. The letter will indicate that the board is

seeking compliance rather than court action and/or fines. A reply from the owner/renter is expected.

3. A final notice will be sent which will include a date for a special hearing. The unit owner will be provided a 14-day notice of the hearing. The notice shall include a statement of the date, time and place of the hearing; a specific designation of the provisions of the Declaration, Bylaws, or Rules which were reported to have been violated; a short plain statement of the specific facts giving rise to the alleged violations; and the amount of the proposed fine.
4. At the hearing, the party against who 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 who may then be serving as Directors. If the panel, by majority vote, does not agree with the fine, it may not be levied.
5. If the fine is levied, the party has 30 days to pay the fine. If not paid, the party will be taken to small claims court so that the Association can collect the fine. The party will also be responsible for fees and court costs.
6. After the fine is collected, another violation occurs or continues, it will be necessary to start the process again.

#### Do You Ever Rent Or Think About Renting Your Coach Homes Condo?

Some owners have been less than prompt in requesting required advance approval to rent their units and in submitting the required \$100 fee to cover the expenses and services of the Association related to processing the Application to Lease request. Failure to comply with this Coach Home rental requirement has proven to be embarrassing and inconvenient to both owners and renters, when a request was either not approved in time – or worse, not approved at all. It has also proven to be expensive for some, when unapproved renters moved into a unit without prior approval and then were required to relocate to another community. For owners who rent their units on a full-time or seasonal basis and those who may be considering renting out their unit, here's a brief summary reminder of some of our current Coach Homes rules and procedures on rentals:

A unit cannot be rented without the prior written approval of the Board of Directors.

The Board shall give approval or disapproval to a requesting owner within ten (10) working days from receipt, by our property management company Anchor Associates, of a completed "Application For Approval To Purchase/Lease" form. The submitted application must be accompanied by the \$100 non-refundable administration fee and be signed by the prospective renter(s).

Application forms, which include a copy of Coach Homes Rules & Regulations for review by the rental applicant(s), can be obtained from and submitted to:

Anchor Associates, Inc.  
3940 Radio Road, Suite 111  
Naples, FL 34104  
TEL: (239) 649-6357



In accordance with our Condominium Declaration, the following restrictions on leases are applicable to all Coach Home owners.

- A. No lease may be made for less than a thirty (30) day period.
- B. No unit may be leased more than two (2) times in one (1) calendar year.
- C. No lease shall be for a period of more than one (1) year. (Can be extended, of course, by Application)
- D. No portion of a unit (other than the entire unit) may be rented.

No tenant may occupy a unit until the owner has received written approval. Unit owners are, of course, responsible for ensuring that all residents of their units including family members, and guests as well as renters, faithfully observe Coach Homes' Rules and Regulations. Owners are also liable for reimbursing the Association for the costs of any injury or damages caused by the negligence of a tenant.

Further, any approved lease may not be modified, amended, extended, or assigned, nor may the unit be sublet to any other party without the Boards written consent. Therefore, the extension or renewal of any lease, whether for a minimum 30 days or the maximum of one year, must be treated like a new lease and re-submitted for approval, in advance. Thankfully, there is no administration fee charged for registering an extension of a lease with the same lessee.

Our rental approval process not only ensures an up-to-date registry of all residents for security and emergency needs, but also helps to ensure a community of congenial residents, to protect the value of our homes and to further the continuous harmonious development of our Coach Homes community.

In addition to our Coach Homes rental process, owners who rent their units should also make a point of being up to date with various Florida State and Collier County regulations and obligations related to renting their units as failure to comply can have severe consequences such as income tax reporting implications and the levying of stiff fines.

Collier County advises that owners of rental property currently have four obligations. Their published rules and regulations are reprinted, *in italics*, below:

#### OBLIGATIONS FOR OWNERS OF RENTAL PROPERTY IN COLLIER COUNTY

1. Collier County Tangible Personal Property Tax (239-774-8542) – Handled through the County Property Appraiser's Office
2. Collier County Rental Registration Program (239-403-2440) – Handled by Code Enforcement and includes \$30.00 initial fee for registering all rental property.
3. Collier County Tourist Tax (239-732-2627) – Handled by tile Collier County Tax Collector's Office and is calculated at a four (4%) percent rate.
4. Florida Sales Tax (239-434-4858) – Handled by tile State of Florida and is calculated at a six (6%) percent rate.

The length of the rental period determines how the rental is handled:

If the rental is long-term, over six months and one day, there are only two obligations to the owner of the property. One is to the Tangible Tax at the Property Appraiser's Office, and the other is to Code Enforcement for the \$30.00 Rental Registration Fee. Long-term rentals do not have a Tourist Tax obligation nor do they have a Sales Tax obligation.

However, if the rental is considered short-term, six months or less, all four of these obligations must be met. The owner of tile property pays the Tangible Tax and the Code Enforcement \$30.00 rental registration fee. It is the RENTER who actually pays the Tourist Tax and the State of Florida Sales Tax. The OWNER is required to COLLECT these two taxes and remit them to the respective offices of the Collier County Tax Collector and the State of Florida.

Unfortunately, every agency functions independently and registration is required separately for each obligation. Although all this seems a bit complicated, it is actually a very simple process to register and report rentals in Collier County to the proper agencies. If you have questions or concerns call the Tourist Tax Office Department at 239-732-2627.

The Rules and Regulations hereinafter enumerated as to the Condominium Property, the Common Elements, the Condominium Units, and the condominium in general shall apply to and be binding upon all Unit Owners, and are supplementary to the governing documents of the condominium. The unit owners shall at all times obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by other residents of their units, including family members, lessees, guests, invitees, and others over whom they exercise control, all in accordance with paragraph 22-C of our Declaration of Condominium.

Violation of these Rules and Regulations may subject the violator to any and all remedies available to the Association and other Unit Owners pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation of the Association, and the By-laws of the Association. Violations may be remedied by the Association as provided in the Declaration of Condominium, by injunction or other legal means and the Association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees as the prevailing party.

Any waivers, consents, or approvals given under these Rules and Regulations by the Board shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless notified in writing by the Board. THE RULES AND REGULATIONS ARE AS FOLLOWS:

## **1. RULES AND REGULATIONS**

Violations must be reported in writing to the Management Company (*hereinafter called "the Manager"*), or to the Board of Directors (*hereinafter called "the Board"*) or Officers of the Association on the approved Violation Reporting Form.

Violations will be called to the attention of the violating owner by the Board through the Manager, and the Board will also notify the appropriate committee of the Board, if any.

Disagreements concerning violations will be presented to and judged by the Board who will take appropriate action.

Unit owners are responsible for compliance by their guests or lessees with these Rules and Regulations.

## **2. COMMON ELEMENTS**

The common elements and facilities of the condominium, including the pool and club house, are for the exclusive use of unit owners, their approved lessees, and guests. Any damage to the buildings or other common elements, association property, or equipment, caused by any unit owner or his guest or lessee shall be repaired at the expense of the unit owner. Vehicle maintenance on any common elements, including unit driveways, is specifically prohibited except in cases of emergency.

### **3. CLUB HOUSE**

Rules regarding the use of the club house by unit owners, their approved lessees, and guests are:

Common use of the club house is available at all times with the exception of approved private use events which are posted on the club house bulletin board.

Requests for approval of private use of the club house shall be made to the Chair of the Social Committee or the Board of Directors (*in the event there is no Social Committee Chairman*) and shall include date, time, number of people, and any other information that may be required for approval. Approval shall not be unreasonably withheld. Use of the pool in conjunction with private use of the club house is not permitted unless specifically requested of and approved by the Board of Directors. Approval to use the pool, however, shall not preclude use of the pool simultaneously by other unit owners, their approved lessees, and guests. (*Use Clubhouse License Agreement*)

Users, whether common use or private use, are responsible for providing their own cooking, eating, drinking, and other needed items, and for their removal or proper disposal when finished.

Users, whether common use or private use, are responsible for returning the club house, its equipment and its furnishings, to a clean and orderly condition suitable for general use by other unit owners. A fifty dollar (\$50.00) refundable deposit is required and shall be submitted with the written reservation request.

### **4. POOL**

Rules regarding the use of the pool by unit owners, their approved lessees, and guests are:

Pets and other animals are not permitted in the pool or spa, or on the deck.

Persons who are diapered or not toilet trained are not allowed in the pool or spa, except, if wearing specially designed watertight and leak proof swim diapers.

Children under the age of twelve (12) are not permitted in the pool area unless supervised by a responsible adult. Children under the age of twelve (12) are not permitted in the spa unless accompanied by an adult, and are expressly forbidden to operate the spa controls. Accompanying adults are cautioned that use of spas by young children may constitute a health hazard.

Pool and spa hours are from dawn until dusk. Use of the pool and spa is expressly forbidden between the hours of dusk and dawn.

Running, diving or jumping into the pool off the deck, screaming, rough play, Frisbee or ball playing is strictly prohibited in the pool or on the deck.

Bicycles, tricycles, wagons, skateboards, roller skates, roller blades or other such wheeled conveyances are not permitted on the pool deck.

Glass of any kind is not permitted on the deck or in the pool. Drink should be in unbreakable containers only.

No food is permitted in the pool area. Eating is restricted to the club house.

Headsets must be used with all radios, tape decks, TVs and other audio devices.

Persons with open wounds, cuts, or communicable diseases are not allowed in the pool or spa.

Lounges shall be covered with a towel when using any type of body lotion.

Body lotions must be removed by showering before entering the pool or spa.

Cigarettes shall be disposed of in receptacles provided in the pool area.

Life preservers and other safety equipment shall not be used for recreational purposes. These are for emergency only!

No more than 25 persons shall occupy the pool and no more than 4 persons shall occupy the spa at any one time.

## **5. NOISE**

Rules regarding the control and abatement of noise by unit owners, their approved lessees, and guests are:

Care should be exercised at all times, and particularly between 10:00 PM and 7:00 AM, to minimize offensive noise including loud talking and shouting. Radios, TVs, stereos, musical instruments, etc. should be used so as not to disturb others, and should not be audible between units.

Unless expressly permitted in writing by the Board, no floor covering shall be installed in units, other than carpeting, or other originally installed floor covering. If any ceramic tile or marble is installed in a unit, such tile or marble must be set upon soundproofing bed approved by the Board.

## **6. OBSTRUCTIONS**

Sidewalks, entrances, driveways, courts, and all common elements shall be kept open and shall not be obstructed in any manner. This includes planters and decorative statuettes. No radio or television aerial or antenna or other apparatus for the transmission of television, radio, or other signals of any kind shall be attached to or hung from the exterior of a condominium building or the roof thereon.

## **7. ANIMALS AND PETS**

**7.1 GENERAL:** No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted in any unit, with the exception of dogs, cats, or other usual and common household pets, but no more than one (1). The ability to keep such a pet is a privilege, not a right, and the Board is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium. Owner shall be responsible for the cost of the removal. No pets shall be kept, bred, or maintained for any commercial purpose. Pets which are household pets shall at all times whenever they are outside a unit be confined to a leash or carried, but under no circumstances will pets be permitted in the pool and club house area. Pet owners shall at all times when the pet is on common ground use a "pooper scooper" or other means to remove feces.

**7.2 REGISTRATION:** Unit owners and lessees shall register their pet with the Board and the Manager using an approved Pet Registration form. The Pet Registration form shall be completed and provided to the Association within the thirty (30) days after a pet begins residing within a unit. All pets shall have current vaccinations and shall be licensed by the Collier County, Florida per the Collier County Animal Control Ordinance. Upon the passing of a pet, unit owners and lessees shall notify the Manager in order for the unit's pet record to be updated. Proof of vaccinations and licenses must be provided when vaccinations and licenses are renewed or otherwise updated.

## **8. DESTRUCTION OF PROPERTY**

Neither unit owners, their lessees, nor guests shall mark, mar, damage, destroy, deface, or engrave any part of the condominium property. Unit owners shall be financially responsible for any such damage within twenty (20) days of being notified of the same.

## **9. EXTERIOR APPEARANCE**

The exterior of the condominium buildings and all other areas appurtenant to the buildings shall not be painted, decorated, or modified by any unit owner in any manner without the prior consent of the Board and, if necessary, the membership and/or the Master Association, which consent may be withheld on purely aesthetic grounds. Installation of either hurricane shutters or screen enclosures for front entrances shall meet approved Association standards, which shall be verified through the Building Committee. Drapes or curtains visible from the exterior of the unit shall have neutral colored liners which meet approved Association standards.

## **10. LANAIS**

No objects shall be hung from lanais or window sills. No cloth, clothing, rugs, or mops shall be hung from or shaken from windows, doors, or lanais. Unit owners shall be responsible for removing remove all loose objects or moveable objects from their lanais prior to a hurricane. (*See Rule 18 for owners who are absent or plan to be absent during hurricane season.*) Unit owners shall not allow anything to be thrown or to fall from windows, doors, or lanais. No sweepings or other substances shall be permitted to escape to the exterior of the building from the windows, doors, or lanais. No cooking shall be permitted on the lanai of any unit. No lanais may be enclosed without the prior written consent of the Board.

## **11. STORAGE AND GARAGE AREAS**

Unit owners are responsible to see that nothing is placed in storage and garage areas which would create a fire hazard; that would be subject to being infested; or that would be subject to spoilage.

## **12. EMERGENCY ENTRY**

In case of emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board, or any other person authorized by it, or the Manager shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency. Each unit owner should either place a key(s) suitable for gaining access to the unit in the possession of the Manager, such key(s) to be kept by the Manager and coded to prevent casual identification of the pertinent unit; or notify the Manager of the name and address of a full-time resident unit owner who possesses such key(s). In the event no keys are available, the Association will gain forced entry to the unit at the expense of the unit owner.

## **13. PERSONAL ITEMS**

Personal equipment such as furniture, grills, motorcycles, mopeds, bicycles, and recreational items must be placed or stored inside units or storage area.

## **14. PLUMBING**

Toilets, sinks, and other plumbing fixtures shall not be used for any purposes other than those which they are intended, and no sweepings, rubbish, garbage, or other foreign substances shall be thrown therein. The cost of any damage resulting from misuse of same shall be borne by the unit owner.

## **15. SOLICITATION**

There shall be no solicitation by any person anywhere in the condominium for any cause, charity, or for any other purpose whatsoever, unless specifically authorized by the Board.

## **16. CONTRACTORS**

Hired contractors and their employees shall not, at any time, for any purpose be sent away from the condominium property by any unit owner, except in the unit owner's capacity as an officer or director of the Association. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over contractors or contractors employees.

## **17. COMMERCIAL PROHIBITION**

No unit may be occupied or used for any commercial or business purpose.

## **18. HURRICANE PREPARATION**

Each unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare the unit prior to departure by:

Either removing all furniture and plants from the lanai, or providing for a neighboring full-time resident unit owner to do the same; or

Designating a responsible firm or individual to care for the unit during his absence and furnish the Manager with the name of such firm or individual.

## **19. GUESTS**

Unit owners and lessees shall notify the Manager, in advance by written notice, of the arrival and departure dates of guests who have permission to occupy the unit in the absence of unit owners and lessees. Should unit owners or lessees fail to inform the manager of their occupancy, they may be deemed an unregistered tenant and evicted by the Association without consent of the Unit owner. Unit owners and lessees shall have such guests notify or otherwise check-in with the Manager upon arrival in order to confirm their presence. Further, they should also notify the Manager upon vacating the premise. *(Use Guest Registration form)*

## **20. PARKING**

**20.1 GENERAL:** Owners, other residents, and guests shall park only in garages or within the perimeters of the driveways serving their units (one car length in front of garage door). If additional space is required, parking in the Club House Parking Lot (*hereinafter called the "lot"*) is permitted in accordance with the controls outlined below. No garage may be altered in such a manner that one automobile cannot reasonably be parked therein. Garage doors are to be kept closed except when in use. No owner, other resident or guest shall keep or park in the condominium property any trailer, golf cart, camper, RV, boat, truck (capped or uncapped), motorbike or motorcycle, swamp buggy, stock car, or any vehicle other than the customary private passenger vehicle for highway travel unless such vehicle is parked or stored in an enclosed garage.

The parking of vans will be permitted if the following requirements are met:

The vehicle must be intended for use as a passenger vehicle for personal, non-business purposes.

Vans must have windows on both side panels, and must be equipped with seating throughout.

No tools, equipment, merchandise, materials, or supplies of any kind may be kept or stored in the van, except for a jack and other emergency equipment customarily found in passenger vehicles.

Except for required service or deliveries, no owner or other resident shall park or permit to be parked either on the property or on a street right-of-way within the condominium property any vehicle designed or used for commercial purposes or containing advertising matter unless such vehicles are parked within an enclosed garage.

Parking by any resident, vendor, or guest is not permitted on any landscaped areas.

At no time shall any owner or guest vehicle be parked on the roadways in the cul-de-sacs or circles.

## **20.2 CLUB HOUSE PARKING LOT:**

Extended term parking for up to 30 days may be permitted in the lot on a PERMIT basis if additional parking space is needed due to the presence of guests. Requests for PERMITS may be granted if space is available or they may be denied if abuse of the system occurs. PERMITS are available from the Manager or Board Member.

Short-term guests, e.g., three days or less, may park in the lot. A GUEST sign must be displayed in any vehicle parked overnight. Such signs are available from the Manager or Board Member.

Parking overnight in the lot shall be allowed only when space is not available in the garage and driveway of the unit being visited. In no case will vehicles be allowed to be parked in the lot permanently, and owners and other residents may not use the lot on a routine or continuous basis. However, on a temporary basis, any resident or their guests may use any available space during use of the pool or attendance at events in the club house.

**20.3 TOWING:** Vehicles parked in violation of these rules will be towed at the vehicle owner's expense.

## **21. LIGHTING**

Except for seasonal holiday decorative lights, all exterior lights must be approved by the Board

## **22. LATE PAYMENT**

A \$25 fee to cover administrative costs shall be charged to any unit owner whose account becomes ten (10) days past due. Further, overdue accounts will accrue interest each month at the rate of 18% per year.

## **23. UNIT RENTAL**

A unit shall not be rented without the prior written approval of the Board, which approval shall not be unreasonably withheld. Approval or disapproval shall be given by the Board within ten (10) days from receipt of (1) a non-refundable \$100 fee to cover administrative costs, and (2) all information requested by the Board in connection with the proposed lease. The Board shall have the right to require that a substantially uniform form of lease be used. As stated in paragraph 18.A of the Declaration of Condominium, the following restrictions on leases are applicable.

No lease may be made for less than a thirty (30) day period.

No unit may be leased more than two (2) times in one (1) calendar year.

No lease shall be for a period of more than one (1) year.

No portion of a unit (other than the entire unit) may be rented.

In the event that the Board approves a lease, such approval of a lease or rental shall not release the unit owner from any obligation under this Declaration. Further, such approved lease may not be modified, extended, or assigned, nor may the unit be subject to any other party without the Board's prior written consent.

The Association has the authority to evict tenant who violate the governing document of the Association.

#### **24. FINES**

The Board may levy fines against unit owners who 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 \$50 per day per violation, and no fine may be levied against an unoccupied unit. The procedure for imposing fines shall be as follows:

The party against whom the fine is sought to be levied shall be afforded an opportunity for hearing after reasonable notice of not less than fourteen (14) days, and the notice shall include:

Statement of the date, time, and place of the hearing;

A specific designation of the provisions of the Declaration, Bylaws, or Rules which are alleged to have been violated; and

Short and plain statement of the specific facts giving rise to the alleged violation(s); and

The amount of any proposed fine.

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 or arguments 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 unit owners (*at least 2 preferably 3*) who volunteer and are approved by the Board, none of who may then be serving as Directors or are residing in a Board Members household. If the panel, by majority vote, does not agree with the fine, it may not be levied.

#### **25. ROOF**

Unit owners, other residents, or guests are not permitted on the roof for any purpose whatsoever.

#### **26. CLEANLINESS**

All garbage and refuse shall be deposited in covered garbage containers intended for such purpose and set out at the street on specified collection days. All refuse and waste to be collected shall be securely wrapped or contained in plastic bags. Recyclables shall be placed near the street in approved containers on designated collection days. According to Collier County Ordinance 9147 Section 7, garbage containers may not be set out until 6:00 p.m. on the day prior to pick up (*pick up is scheduled for Wednesdays and Saturdays*) and must be returned to the garage on the day of pickup. Failure to follow this ordinance is subject to a fine by the County.

#### **27. SIGNS**

No signs of any type shall be erected or displayed by a unit owner or other resident within the common elements without the written consent of the Board.

#### **28. LANDSCAPING**



The trees, hedges, shrubbery, and other plantings within the common elements shall not be modified in form, shape, content, or color by any unit owner without the consent of the Board, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Board. The planting of small decorative flowers in a reasonable and minor way at or around a unit owner's entrance, however, is permitted. All plantings, once placed in common elements, are expressly the property of the Association and may be modified in form, shape, content, or color at the sole discretion of the Board.

The foregoing Rules and Regulations are subject to amendment as provided in the Declaration of Condominium of THE COACH HOMES OF BERKSHIRE LAKES, A CONDOMINIUM, and the Bylaws of the Association.

The foregoing Rules and Regulations are designed to make living for all unit owners pleasant and comfortable. The restrictions imposed are for the mutual benefit of all. Violations of these Rules are to be reported in writing as prescribed in Rule 1, and the Association will call the matter to the attention of the violating unit owner, lessee, or guest for corrective action. Any disagreement over the violation will be reported to the appropriate committee for subsequent judgment by the Board.

THE COACH HOMES OF BERKSHIRE LAKES

CONDOMINIUM ASSOCIATION, INC.



## **COACH HOMES FORMS**

Coach Homes forms are in PDF format which can be viewed and or printed as required. To view PDF forms you must have Adobe Reader installed on your computer. Adobe Reader is a free download from Adobe.com

*Listed below are links to the forms currently available. Right click and select "Open Hyperlink"*

[Alteration & Modification Request](#)

[Application to Lease](#)

[Application to Purchase](#)

[Directory & E-Mail Consent](#)

[Guest Registration](#)

[Pet Registration](#)

[Pre-Authorization Payment Agreement](#)

[Violation Reporting](#)

[Property Transfer Form](#)



## **COACH HOMES - POOL & SPA**

### **Pool and Spa Rules**

- There is no lifeguard on duty at any time!
- Please abide by our rules and always respect the rights of others
- For any Emergency: Call 911
- Pregnant women, small children, people with health problems and people using narcotics or other drugs that may cause drowsiness should not use the SPA or Pool without first consulting a doctor.
- Pool and SPA Restrictions
- Pool & SPA use is only for Coach Homes residents & their guests.
- Pool and Spa hours are from dawn until dusk
- Use of the Pool and Spa is expressly forbidden between the hours dusk and dawn.
- Pets and other animals are not permitted in the Pool, Spa or on the deck.
- Persons who are diapered or not toilet trained are not allowed in the Pool or Spa, except, if wearing specially designed watertight and leak proof swim diapers.
- Children under the age of twelve (12) are not permitted in the Pool area unless supervised by a responsible adult.

- Children under the age of twelve (12) are not permitted in the Spa unless accompanied by an adult and are expressly forbidden to operate the Spa controls. Accompanying adults are cautioned that use of Spas by young children may constitute a health hazard.
- Running, diving or jumping into the pool off the deck, screaming, rough play, Frisbee or ball playing is strictly prohibited in the pool or on the deck.
- Bicycles, tricycles, wagons, skateboards, roller skates, roller blades or other such wheeled conveyances are not permitted on the pool deck.
- Glass of any kind is not permitted on the deck or in the pool. Drink should be in unbreakable containers only. No food is permitted in the pool area. Eating is restricted to the clubhouse.
- Headsets must be used with all radios, tape decks, TV's and other audio devices.
- Persons with open wounds, cuts or communicable diseases are not allowed in the pool or spa.
- Lounges shall be covered with a towel when using any type of body lotion.
- Body lotion must be removed by showering before entering the pool or spa.
- Cigarettes shall be disposed of in the receptacles provided in the pool area.
- Life preservers and other safety equipment shall not be used for recreational purposes. These are for emergency only.
- No more than 25 persons shall occupy the pool and no more than four (4) persons shall occupy the spa at any one time.

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Guest Registration

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**  
Completed Guest Registrations must be received at Anchor Associates  
no less than 48 hours prior to occupancy.

OWNER INFORMATION	
Name(s)	
Coach Homes Address	

OCCUPANCY DATES	
<i>Please provide the dates guest will be occupying the unit</i>	
From	To

OCCUPANTS	
<i>Please list ALL guests occupying unit</i>	
Name	Relationship
Name	Relationship
Name	Relationship
Name	Relationship

VEHICLES				
<i>Please list all vehicles that will be parked on condominium property</i>				
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

DISCLAIMER AND SIGNATURE	
<b>I/we, the owner(s) of the above unit, hereby affirm that no fee or other consideration is connected with this occupancy. I/we understand that non-compliance or any violations of the Coach Homes Rules &amp; Regulations may result in a fine to the unit owner.</b>	
Signature	Date
Signature	Date

**Return this form to:**

Coach Homes of Berkshire Lakes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112  
Naples, Florida 34104

(239) 649-6357 phone  
(239) 649-7495 fax

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Pet Registration

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

## OWNER INFORMATION

Name(s)

Coach Homes 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**

<b>I/we agree to indemnify and hold the Association harmless for any damage or injury caused by the above mentioned pet.</b>		<i>Please Initial</i>	
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 Coach Homes Declaration and Rules & Regulations regarding pets shall result in action taken by the Coach Homes 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:**

Coach Homes of Berkshire Lakes Condominium Association  
 c/o Anchor Associates, Inc.  
 3940 Radio Road, Suite 112  
 Naples, Florida 34104

(239) 649-6357 phone  
 (239) 649-7495 fax

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Violation Reporting

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

## WITNESS' INFORMATION

Name(s)

Coach Homes Address

Phone #

Cell #

Other Phone #

Email Address

## VIOLATION DESCRIPTION

Date

Time

Violator's Name

Location

*Please provide a description of the violation*

## DISCLAIMER AND SIGNATURE

I affirm under the penalties of perjury that the statements contained in this Violation Report are true to the best of my knowledge. I understand that by reporting this violation I may be required to testify in regards to the described violation.

Signature

Date

Signature

Date

### Return this registration form to:

Coach Homes of Berkshire Lakes Condominium Association  
c/o Anchor Associates, Inc.  
3940 Radio Road, Suite 112, Naples, Florida 34104

(239) 649-6357 phone  
(239) 649-7495 fax





3940 Radio Road, Suite 112, Naples, FL 34104  
(239) 649-6357 phone • (239) 649 7495 fax  
www.anchorassociationmanagement.com

## Agreement for Pre-Authorized Payments

**Association Name:** Coach Homes of Berkshire Lakes Condominium Association, Inc.

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my quarterly 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 (1<sup>st</sup>) and tenth (10<sup>th</sup>) 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 quarter after receipt of this form as long as they are received by the first day of the quarter for which payment is due.

**Name(s):** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_ **Alt Phone:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Coach Homes of Berkshire Lakes Condominium Association, Inc. Alteration & Modification Request

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**  
[NOTE: This is a two page form. Both pages must be completed & submitted]

## OWNER INFORMATION

Name(s)

Coach Homes Address

Phone #

Cell #

Other Phone #

Email Address

## MODIFICATION REQUEST TYPE

- Exterior Appearance (i.e. shutters)
- Structure (i.e. walls)
- Electrical/Plumbing (change from original installation)
- Common Elements (i.e. enclosing lanai)
- Flooring (i.e. replacing carpeting with tile)
- Other

## EXPLANATION OF MODIFICATION

***You must submit a drawing for any modification and/or vendor's brochure. The drawing should include a site plan and the scale should be ½ inch + 1 foot. Please list sizes and materials to be used.***

**CONTRACTOR INFORMATION**

Name		
Address		
City	State	ZIP
Phone #	Fax #	

**DISCLAIMER AND SIGNATURE**

1. Actual construction shall be performed by a fully insured licensed contractor. All applicable codes and regulations must be in compliance and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this alteration/modification will be performed at my/our expense.
4. I/we understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.
6. This alteration/modification is subject to all requirements of the Bylaws and other applicable regulations.
7. I/we understand that it is my/our responsibility to advise future assigns and of their responsibility for same.
8. All of the above information is truthful and accurate.

Signature	Date
Signature	Date

**\*\*NO WORK SHALL COMMENCE BEFORE RECEIVING BOARD APPROVAL\*\***

**REQUEST REQUIREMENTS**

Please be aware that an incomplete request package will cause delays in processing. The following items must be included in order for Anchor Associates and the Board of Directors to proceed:

- \_\_\_\_\_ Completed Alteration & Modification Request form
- \_\_\_\_\_ Drawing and/or vendor brochure
- \_\_\_\_\_ Copy of contractor's license
- \_\_\_\_\_ Copy of contractor's insurance

**Return this request to:**

Coach Homes of Berkshire Lakes Condominium Association  
 c/o Anchor Associates, Inc.  
 3940 Radio Road, Suite 112  
 Naples, Florida 34104

(239) 649-6357 phone  
 (239) 649-7495 fax

**REQUEST APPROVAL**

_____ Approved	Date _____
_____ Disapproved	By: _____
	<i>Board Officer or Director</i>

# Coach Homes of Berkshire Lakes Condominium Association, Inc. 2015 Directory Update and E-mail Consent

In an effort to decrease association costs and easily reach all residents of Coach Homes, the Board of Directors would like to create and maintain a community directory. The community directory will be distributed to all the residents enabling residents to maintain contact with your fellow neighbors. Please complete the below consent form with the information

**Property Address:** \_\_\_\_\_

**Contact Numbers:**

**Do NOT Include**

<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>
<i>Phone Number</i>	<i>Phone Type</i>	<input type="checkbox"/>

**Email Addresses:** \_\_\_\_\_  
\_\_\_\_\_

By signing this consent, I/we authorize the Coach Homes of Berkshire Lakes Condominium Association to print the completed information in the Coach Homes Directory (except those marked "Do NOT include"). In addition, send correspondence and/or official notices through e-mail for:

- Invoices Only**   
  **None**   
  **All Electronic Approved Mailings**

<b>Signature</b>	<b>Signature</b>
<b>Printed Name</b>	<b>Printed Name</b>
<b>Date</b>	<b>Date</b>

**Please return to Anchor Associates, Inc.**

3940 Radio Road, Suite 112, Naples, FL 34104