

MELROSE GARDENS at BERKSHIRE LAKES

Property Management Company

Resort Management

2685 Horseshoe Drive

Naples, FL 34104

239-649-5526

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Property Manager

Randall Hartline

239-649-5526

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If you are in need of keys, please call Resort Management

MELROSE GARDENS BOARD OF DIRECTORS

Board Member	Position	Telephone
Jerry Lehner	President	248-437-3604
Sandee Chaffee	Vice-President	239-777-9018
Mary O'Neill	Treasurer	617-642-2249
David Orr	Secretary	239 455 1038
Andy Svec	Director	239-206-7471

MELROSE GARDENS COMMITTEES

Committee	Contact Person	Telephone
Social	Mary O'Neill	617-642-2249
Sunshine	Kay Bailey	239-353-1678
Welcome	Andy & Christina Svec	239-207-7397
Pool & Clubhouse	Jerry Lehner	248-437-3604
Landscape	David Orr	239-455-1038

MELROSE GARDENS EVENTS CALENDAR

Melrose Garden's Board of Director's Meeting

Melrose Garden's Clubhouse
3rd Tuesday of the month at 7:00 PM

Pot Luck Supper

Melrose Garden's Clubhouse
2nd Wednesday of the month at 5:30 PM

Water Aerobics

Melrose Gardens Pool
Monday - Wednesday - Friday
Summer 8:30 - 9:30 AM
Winter 9:00 - 10:00 AM

These are regularly scheduled events that happen each month. They are held in the clubhouse unless otherwise noted. There will be additional social events that will be advertised throughout the community. If you need additional information on these events, please contact the social committee. In addition to Melrose Gardens events there are numerous events at the master association clubhouse.

MELROSE GARDENS RULES & REGULATIONS

Condensed version of association rules and regulations. Refer to governing documents for complete information.

Clubhouse & Pool

1. The clubhouse is available for use by all owners upon reservation.
2. The management company will have custody of the key and will sign this out to a homeowner upon request. The homeowner will be responsible for returning the key.
3. The homeowners, as a group, will be given first right to reserve the Clubhouse for events on holidays before allowing individual homeowners to reserve it. This right extends up to two weeks before the holiday. If the Clubhouse is not reserved by the homeowners, as a group, by this date then the individual homeowner may reserve it by contacting the management company.
4. The parking area in front of the Clubhouse and swimming pool is to be used primarily for those using the Clubhouse or the pool. No overnight parking in the Clubhouse parking area is permitted except with prior approval of the Board.
5. A no smoking rule has been established for the clubhouse and swimming pool area.
6. All children under the age of 16 must be chaperoned by an adult while using these facilities.
7. Pool rules are posted in accordance to state law; owners are required to adhere to them.
8. Replace all furniture to its original position before leaving the pool area.

Garage Doors

1. The garage door should not be left open for an extended time while unattended.

Noise

1. All activities will be adjusted to assure that the volume will be in proper measure to prevent any disturbance to the occupant of the adjacent unit.
2. Any request by the occupant of the adjacent unit for sound abatement will be addressed immediately with all due respect for any person in need of quietude and repose.

Occupancy in Absence of Owner

1. All owners must register their guests per Section 2, paragraph 13.19 of Articles 13 of the Protective Covenants.

Parking

1. Vehicles allowed by the Covenants are to be parked in the driveway perpendicular to the road.
2. On street or on grass parking is strictly prohibited.
3. No trucks, trailers, golf carts, campers, boats, motor bikes or motorcycles are allowed to be parked on association property, except within the garage from midnight to 6 a.m.

Pets

1. Normal household pets may be kept by owners. See Section 13.15 of the Covenants for specific language.

Sales/Leases

Sale or leasing of a villa requires application as stated in paragraph 13.19 of Article 13 of the Protective Covenants. Applications may be obtained from the management company.

1. No lease may be for more than a twelve (12) month period. Any renewal requires an updated lease to be given and approved by the Association.
2. All leases require the tenant to acknowledge receipt of the Rule and Regulations by signature on the application.

Signs

1. The Covenants state that no signs are to be permitted; however, the Covenants also state in 13.10, paragraph 4 that after the guarantee period the Board shall have the power and authority to control the number, size, and type of signs that are permitted upon the property. The Board authorized "for sale" signs, 1 foot by 2 feet, and security signs, 1 foot by 1 foot. Signs for clubhouse activities are permitted to be displayed the day before and the day of the activity.
2. "Garage sale" or "Tag sale" will be allowed only as a group activity. A Collier County permit must be obtained and all participating units must be listed on said permit. Due to garbage and recycle pick-up on Saturdays, garage sales may only be held on Friday or Sunday from 8:00 a.m. to 12:00 noon.

Seasonal Displays

1. Although these temporarily alter the external appearance of the villas (a violation of the Covenants), holiday decorations may be put up during the holiday period.

Alterations and Improvements

1. All alterations or improvements to units must be approved by the Board of Directors.
2. Standards have been established for hurricane shutters. The shutters must be 1) white, 2) meet Collier County code, 3) have documentation from the vendor that these meet requirements of the Melrose Gardens Board of Directors.
3. Replacement of A/C units must be with a low-profile unit in order to be shielded from roadway view.
4. Landscape Improvements
 - a. Flower pots should be located where they won't interfere with lawn

maintenance. They should not be higher than 18 inches and should be white or neutral in color.

b. Trees not planted as part of the Developer's original plan must be maintained by the owner. Request for new planting of trees must be submitted to the Board for approval.

c. White or neutral colored stone is allowed along front walkway and around tree areas, also at the side of the villa with prior Board approval.

d. Annuals and perennials are acceptable in established beds but must be maintained by the owner and not be any closer than 6 inches from an outside wall. No vines are allowed on buildings, walls or trees.

e. Bushes and shrubs not planted as part of the Developer's original plan must be maintained by the owner and must be no closer than 6 inches from outside walls. Permission for new plantings or bushes or shrubs must be submitted to the Board.

f. Statues, figurines and benches must be submitted to the Board for approval.

g. Hoses must be placed on appropriate hardware, off grass areas.

h. Window boxes may not be attached to the building. Board approval is required for any type of window box.

i. No plantings are allowed around mailboxes, but seasonal decorations are allowed. The Board will establish allowable dates and rules for seasonal decorations.

The Board of Directors is to serve as the Compliance Committee.

ANYTHING NOT SPECIFICALLY COVERED ABOVE MUST HAVE BOARD APPROVAL

The above condensed rules and regulations, as approved by the Board, should not be construed to mean that the Melrose Gardens or Berkshire Lakes Master Association covenants, by-laws or rules and regulations are permanently superseded. Please refer to these Rules and Regulations, by-laws and covenants for complete details.

6/26/2018