

# MELROSE GARDENS at BERKSHIRE LAKES

## Property Management Company

### **Resort Management**

2685 Horseshoe Drive

Naples, FL 34104

239-649-5526

[resort@resortgroupinc.com](mailto:resort@resortgroupinc.com)

## Property Manager

Randall Hartline

239-649-5526

[rhartline@resortgroupinc.com](mailto:rhartline@resortgroupinc.com)

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

## MELROSE GARDENS BOARD OF DIRECTORS

| <b>Board Member</b> | <b>Position</b> | <b>Telephone</b> |
|---------------------|-----------------|------------------|
| David Orr           | President       | 239-455-1038     |
| Andy Svec           | Vice President  | 239-206-7471     |
| Michael Touchette   | Secretary       | 315-430-5277     |
| Celine Spotts       | Treasurer       | 239-293-0414     |
| Jerry Lehner        | Director        | 248-437-3604     |

## **MELROSE GARDENS BOARD OF DIRECTORS**

| <b>Committee</b> | <b>Contact Person</b> | <b>Telephone</b> |
|------------------|-----------------------|------------------|
| 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 Directors Meeting**

Melrose Garden's Clubhouse

4th Tuesday of the Month at 7:00PM

### **Pot Luck Supper**

Melrose Garden's Clubhouse

2<sup>nd</sup> Wednesday of the Month at 5:30PM

### **Water Aerobics**

Melrose Garden's Pool

Monday – Wednesday – Friday

Summer 8:30 - 9:30AM

Winter 9:00 - 10:00AM

*These are regularly scheduled events that happen each month. They are held in th 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 master association [berkshirlakesmater@gmail.com](mailto:berkshirlakesmater@gmail.com)*

## **Melrose Gardens Neighborhood Association**

c/o Resorts Management  
2685 Horseshoe Drive S. #215  
Naples Fl. 34104  
(239) 649-5526/Office (239)403-1061 FAX

### **Rules and Regulations Jan 1 2023**

#### **Clubhouse & Pool**

1. The clubhouse is available for use by all owners upon reservation.
2. The Board President 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 Southwest Property Management. (See attached sheet for the procedures for reserving the Clubhouse for private parties.)
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. Overnight parking in the Clubhouse parking area is prohibited 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.
9. No glass anything on pool deck or in pool.

#### **Garage Doors**

1. Garage doors shall be kept closed at all times, except when activities in the garage or front yard necessitate them being open. Such activities would include:
  - a. working in the garage;
  - b. yard work, watering plants, etc.;
  - c. power washing, cleaning, maintaining vehicles and/or recreational equipment;
  - d. using outdoor grills.
2. The doors should not be left open for more than ten minutes unless someone is present.
3. If the driveway is being used for socializing, the garage door should be closed.

#### **Noise**

1. No radio or television or audio receiver or sound-producing implement will be played in any room with common walls to the adjacent unit before 8:00 a.m. or after 10:00 p.m.
2. 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.
3. 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 12 p.m. to 6 a.m.

### Pets

1. Normal household pets may be kept by owners. See Section 13.15 of the Covenants for specific language. All pets must be on leash when outside and you must pick up Feces from your pet everywhere, even on your own property. County ordinance. No pets allowed for renters/lease unless by special approval by the board.

### Sales/Leases

1. 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 Southwest Property Management Corporation.
2. No lease may be for more than a twelve (12) month period. Leases must be for a minimum of 30 days and only for a maximum of three times a year. Any renewal requires an updated lease to be given and approved by the Association.
3. 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. Propane grills cannot be stored in any enclosed living area. They must be kept on a brick or cement block platform outside the rear lanai, adjacent to the door. The platform must be no larger than 9 feet by 3 feet including entryway and must be at ground level. The long side must be parallel to the building and a ARB plot plan needs to be submitted
5. 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. Beds may be edged with edging or decorative concrete blocks to retain mulch.
- e. 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.
- f. 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.
- g. Statues, figurines and benches must be submitted to the Board for approval.
- h. Hoses must be placed on appropriate hardware, off grass areas.
- i. Window boxes may not be attached to the building. Board approval is required for any type of window box.
- j. 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 recommendations, 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.

Official meeting notices are posted on the bulletin board of the clubhouse.

# Melrose Gardens Neighborhood Association

c/o Resorts Management  
2685 Horseshoe Drive S. #215  
Naples Fl. 34104  
(239) 649-5526/Office (239) 403-1081 FAX

## Compliance Violations & Conditions Report

OBSERVATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### VIOLATION - ARTICLE #

8.2 PARKING

Vehicle: Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Comments:

A,B,C Truck / Non-Passenger Van \_\_\_\_\_

D. Commercial Vehicle \_\_\_\_\_

E. Midnight to 7:00 am Street Parking \_\_\_\_\_

F. Boat, Trailer, Motorcycle or RV \_\_\_\_\_

G. Any vehicle, boat, trailer, motorcycle or RV parked on non-solid surface (grass) \_\_\_\_\_

8.8 Garage Door (open) \_\_\_\_\_

8.11 PROPERTY MAINTENANCE House \_\_\_\_\_ Roof \_\_\_\_\_ Driveway \_\_\_\_\_  
Garage Door \_\_\_\_\_ Lawn \_\_\_\_\_ Weeds \_\_\_\_\_ Trees \_\_\_\_\_ Bushes \_\_\_\_\_ Hedges \_\_\_\_\_

8.1 QUIET ENJOYMENT       8.17 SIGNAGE       8.4 TRASH

8.5 PETS       8.25 MAILBOX, POST & EXTERIOR LIGHT

OTHER (Explain) \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_