

RESPONSIBILITIES OF RENTERS

This sheet is distributed to all homeowners/condo owners who may rent their home/unit.

Berkshire Lakes is a *Deed Restricted Community*. The following is a list of requirements pertaining to this Community:

- Trash pickups are Wednesday and Saturday. Wednesday is for garbage only and Saturday is for garbage, recycling and lawn waste. **DO NOT** put your garbage can(s) out before 6:00 p.m. the night before pickup. After pickup, please remove can(s) as soon as possible. The garbage can(s) are to be stored out of sight, preferably in the garage. Recycle items belong in the **yellow** top container
- Pets i.e. dogs and cats, must be on a leash when outside. They should not be permitted to run free and disturb your neighbors. *Berkshire Lakes* is a quiet community and we want it to stay that way. You **MUST** pick up after your pet.
- **Garage doors are to be kept closed at all times** except when vehicles are entering or exiting the garage or when outside activity necessitates convenient garage access
- No engine driven motorcycles or mopeds shall be used within the Common Areas or on the bicycle/pedestrian path
- The only vehicle(s) allowed to be kept or parked on a restricted driveway or condominium assigned parking area are private passenger vehicles, SUV's and marked police vehicles. **NO TRUCKS SHALL BE PARKED ON DRIVEWAY OVERNIGHT. NO CARS SHALL PARK IN THE GRASS AT ANYTIME. NO WORK VANS, BOATS, TRAILER OR MOTORCYCLES PARKED IN DRIVEWAY OVERNIGHT.**
- No vehicles designed or used for commercial purposes or bearing exterior advertising matter, letter or signs shall park on restricted driveways, i.e. pickup trucks, boat trailers or camper, unless completely enclosed in a garage
- No vehicle of any type shall be parked on any public street right-of-way between the hours of midnight and 7:00 a.m.
- Each residential unit shall be used exclusively as a residential dwelling and no business or trade is permitted to be conducted therein or thereon. No group rentals are permitted
- Residents / Renters of *Berkshire Lakes* shall not interfere with the peaceful and quiet occupancy of the owners of other residential units

We hope you enjoy your stay here in *Berkshire Lakes* and enjoy the peaceful serenity it has to offer. Please adhere to the above responsibilities

BERKSHIRE LAKES MASTER ASSOCIATION

495 Belville Blvd., Naples, Florida 34104
Phone: (239) 353-7633 / Fax: (239) 353-3770
E-Mail: berkshirelakes@embarqmail.com

APPLICATION FOR LEASE

Property Address: _____

Name of Current Property Owner: _____

I/We hereby apply for approval to **LEASE** in Berkshire Lakes Master Association for the period beginning on _____ and ending _____. *(Please attach a copy of the Lease Agreement).* Thirty (30) day rental minimum, three (3) rentals per year, or one (1) year continuous. Renewals required for same lessee for 2nd year.

PLEASE INCLUDE THE FOLLOWING:

- _____ Completed & Signed Application _____ Lease Renewal
- _____ Copy of Lease Contract Date: From _____ to _____
- _____ Background Check Form *(for everyone over the age of 18)*
- _____ Non-Refundable Application Fee: \$100.00 Lease Application Fee, \$25.00 per Person for Background Checks ***(Checks made payable to BLMA)***

Full Name of Applicant(s): _____

Applicant(s) Date of Birth: #1 _____ #2 _____

Applicant(s) Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone No: _____ Cell No: _____ Cell No: _____

The Association Documents of Berkshire Lakes provide an obligation of all owners that all homes are to be used as Single Family Residences only. Occupancy is restricted to no more than six (6) persons. Please state the name, relationship and date of birth of all other persons occupying this home on a regular basis.

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

Please list two (2) Personal References:

Name _____ Address _____ Phone No _____

Name _____ Address _____ Phone No _____

Please list one (1) Emergency Contact:

Name _____ Address _____ Phone No _____

E-Mail Address _____

Please provide the make, model and license number of vehicle(s) to be kept at property during your lease.

BLMA RULES AND REGS PROHIBITS ANY TRUCKS TO BE PARKED IN THE DRIVEWAY OVERNIGHT. THEY MUST FIT INSIDE THE GARAGE OR PARKED OFF SIGHT.

Make/Model _____ Year _____ Color _____

Plate # _____ State _____

Make/Model _____ Year _____ Color _____

Plate # _____ State _____

I/We have received and read a copy of the Berkshire Lakes Master Association's Rules & Regulations: YES _____ NO _____

I/We am/are aware of and agree to abide by, the Documents of Berkshire Lakes Master Association and the Articles of Incorporation and By-Laws. I/We am/are understand and agree that the Association is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Master Association Documents, By-Laws, Rules and Regulations and Covenants.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Name of Realtor/Leasing Agent: _____

Real Estate/Leasing Company: _____

Address: _____ Phone No: _____

E-Mail Address: _____



Action Taken by BOD: Approved _____ Denied _____ Date _____

Board Signature: _____ Title: _____

Background Results: Passed _____ Failed _____ Date _____

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APPLICATION FOR CRIMINAL BACKGROUND REPORT

Applicant 1 – Print Name _____

Social Security Number _____ Date of Birth _____

Contact Information _____

Current Address _____

City _____ State _____ Zip _____

Applicant 2 – Print Name _____

Social Security Number _____ Date of Birth _____

Contact Information _____

Current Address _____

City _____ State _____ Zip _____

I/We certify that having read the above application and agree all information therein is true and correct. I/We authorize your agents to obtain a criminal report for leasing in Berkshire Lakes Master Association.

Applicant 1 – Signature Date

Applicant 2 – Signature Date

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Rules and Regulations

Revised and Approved by

Berkshire Lakes Master Association Board of Directors
November 15, 2017

This document contains a selection of the more common Rules and Regulations which are contained within the Governing Documents of the Berkshire Lakes Master Association. These are items selected from the documents which most frequently invoke unwitting violations. They are provided in this advisory form to assist and alert you in order to avoid a violation.

You are strongly advised to acquaint yourself with the documents and specifically Article 7 which spells out the Restrictions. The Berkshire Lakes Master Association strictly enforces these regulations in the process of keeping our community environment at a pristine level.

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RULES AND REGULATIONS

Article 7 Architectural Review Board (ARB)

Berkshire Lakes is a deed restricted community and its members (residents) are subject to its covenants, registered with and approved by the state of Florida. Article 7, section 7.1 of the Berkshire Lakes Covenants states "No building, structure or other improvement shall be erected or altered, nor shall any grading, landscaping, excavation, change of exterior color or other work which in any way alters the exterior appearance of any residential unit or other property be performed without the prior written approval of the Architectural Review Board."

- Alteration request forms are available at the Master Association office or can be down loaded from the Berkshire Lakes Website. <http://berkshirelakes.org>
- The ARB meets twice monthly, the 2nd and 4th Wednesdays.
- The ARB meeting agenda is posted on the Master Association's clubhouse bulletin board and on the website.
- The meeting is open to all interested residents.
- The alteration request form specifies the required additional document required for submission.
- Failure to obtain ARB written prior approval can result in having the alteration removed.

Article 7.3 Roofing (ARB Specifications)

- Clay, cement tile, wood shingles or shakes and approved grade "timberline" shingles are the acceptable roof materials. Metal roofs (26 gauge minimum) will be considered within the standards (shingle or tile appearance) set forth by the ARB.
- All single family homes must use minimum Timberline 30 shingles or equal (30 year / 70 mph warranty).
- All single family homes located in unit 1, Berkshire Lakes, commonly known as Brentwood (i.e. that area bounded by Henley Drive and from the west end of Henley Drive down Belville to the junction with Devonshire Boulevard will either use cement tile, metal (26 gauge minimum, with a barrel or clay tile appearance) or No. 1 grade H/S, R/S wood shake / shingles.

Article 8.1 Quiet Enjoyment

Members shall not suffer, permit or maintain in or on their residential unit's conditions or activities which interfere with peaceful and quiet occupancy by the owners or tenants of their residential units.

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RULES AND REGULATIONS

Article 8.2 Parking

The Berkshire Lakes Master Association Board of Directors strive to maintain the pristine nature of our community through legally tested Deed Restrictions which all members agree to comply with as a part of the closing process during purchase of their property. These restrictions are spelled out fully in the Association's Governing Documents in Article 8.2 covers restrictions pertaining to the parking of differing types of vehicles in full. To acquaint you with the general policy and to alert you to the more common vehicular compliance issues, we provide here a general interpretation of the major areas of these policies

Pick-up trucks, including those with multiple passenger capability, must be garaged and shall not be parked on any residential driveway, within an assigned parking space or on the street right-of-way within the Master Associations Property Boundary except for contractor vehicles while drivers are actively conducting business on the property.

- No vehicle designed for commercial purposes or bearing exterior advertising, lettering, or other signs shall park on a residential driveway, within an assigned parking space or on the street right-of-way within the Master Association Property Boundary.
- No vehicle of any type shall be kept or parked on Master Association property at any time except in the marked paved places at various facilities around the property.

No vehicle of any type shall be parked on any public street right-of-way between the hours of midnight and 7:00 AM

Article 8.4 – Trash

- Garbage containers, recycle bins, lawn trimmings and trash stored for pick-up shall comply with Collier County Ordinance 9147. Containers must be set out after 6:00 PM the day before pick-up and removed the same day of pick-up.
- Garbage containers, recycle bins and yard waste containers when not placed for collection shall be screened from view from the road and neighbor.

Article 8.5 – Pets

No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot or upon any residential unit, except for cats, dogs or other household pets provided they are not kept, bred or maintained for any commercial purpose or become a nuisance to the neighborhood.

- No person owning or in custody of an animal shall allow it to infringe or stray upon another's lot or property without the consent of the owner of such lot or residential unit.

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RULES AND REGULATIONS

- All animals shall be on a leash when outside the owner's residential unit.
- Owners are responsible to ensure that no fecal matter is left behind by such animal.
- The construction of any aviary or lanai on the outside of any residential unit, inclusive of exterior porches, is prohibited.

Article 8.9 - Water Property Rights

- No docks, bulkheads moorings, pilings or boat shelters of any kind shall be erected on or over any lakes within the property except such as shall be constructed as part of the Association's property.
- No boats shall be used upon any portion of the property that is designed for water retention unless the Association specifically approves said usage.
- Fishing is allowed from your lake lot or the Master Association's fishing pier. The association has stocked the lakes with sterilized Carp, intended to keep our lakes clean. If caught please return Carp to the lake.
- Owners of lakeside residential units that experience demonstrable property erosion may at the owner's expense and subject to the outlined approval of the ARB may construct a "rip rap" bulkhead wall as set forth in the Berkshire Lakes' ARB guidelines.

Article 8.10 - Restrictions on use of residential units

- To be used exclusively as a residential unit.
- No more than two (2) unrelated individuals may use a residential unit as a residence.
- Individuals related by marriage, consanguinity or adoption may occupy a residential unit in compliance with Collier County codes, laws and ordinances as same may be amended from time to time.
- The number of occupants shall not exceed the maximum number recognized by Collier County Ordinance 2010-02 (6)
- Rental of rooms is prohibited
- Use as a rental unit
 - Short term rentals a minimum of one month, no more than three (3) rentals per year.
- Renters must register with the Master Association office.

Article 8.11- Maintenance of Property

Berkshire Lakes is a deed restricted community and its members, property owners and renters, are subject to its covenants which are registered with and approved by the state of Florida.

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RULES AND REGULATIONS

- “Each owner, lessee and occupant shall maintain at all times in good condition and repair all interior and exterior portions including but not limited to roofs, mailboxes and improvements made thereon including lawns, landscaping and garden areas”.
 - Good condition refers to the cleanliness of the building and roof as well as its mechanical condition.
- “All areas within a residential unit or multi-family property, not covered by structures, walkways or paved parking facilities shall be maintained as lawn or a landscaped area to the abutting street or lake.
- Lawns shall be irrigated with an underground irrigation system and cut to a height of four (4) inches and replaced as necessary”.
- Properties found not to be maintained in good condition, the owner shall receive written notice of violation requesting correction within a specified period of time. Failure to correct the violation after the notification can result in a fine.

Article 8.17– Signage

- The owner may place one For Sale sign in the front yard of the residential unit.
- The sign must be no more than 2 square feet (1 X 2 or 2 X 1)
- Security monitoring company’s sign are permitted.
- Garage sale signs require a no fee county permit.
- Signs relating to construction activities are permitted on the residential unit and must be removed on or before the 7th day following the final inspection by the Collier County Building Department for said construction activity.
- No other signs are permitted.

Article 8.25 Mailbox Post and Fixture

- To assure compatibility, within the community, the Association, through the ARB, has planned for custom designed mailboxes, posts and post light fixtures.
- Mailbox post and post light fixtures are available at cost from the Master Association office.
- Neighborhood associations and condominiums may be permitted to group mailboxes in structures approved by the US postal authorities and the ARB.
- Unit 1, also known as “Brentwood” is the only area that does not require a post light fixture.
- All mailbox and post shall be painted black.

Article 11 Leasing of Single Family Home

The Berkshire Lakes Master Association’s authority for lease approval is listed in its governing documents, Covenants, Article XI, section 11.

The lessee must be a natural person not an LLC or business.

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- The lease period is for one (1) month minimum, three (3) times a year or for twelve (12) months and must be renewed prior to the expiration of the current lease. Continuation of the current lease is dependent on the tenant's observance and adherence to the BLMA covenants. If approved the lease application fee is waived.
- The property owner / rental agent submits to the BLMA office the completed form, "Notice of Rental Occupancy" 20 days prior to commencement of the lease.
- There is a lease application fee and a background check fee per person. These fees are not refundable in the event the lease application is disapproved.
- Any infractions as listed in the BLMA covenants Article XI section 11.1 provides the appropriate rationale for immediate disapproval of the lease.
- The property owner is responsible to pay all fees associated with the background check in addition to the rental application fee.
- There is to be no subleasing of rooms.
- The annual assessment is to be paid by the property owner.
- Once the requested information has been provided the Board of Directors has Ten (10) days in which to approve or disapprove the proposed lease. If the Board fails to approve nor disapprove the proposed lease within the established time period it will be regarded as an approval and a letter of approval will be sent to the property owner.

Master Association Clubhouse:

The clubhouse is located at 495 Belville Boulevard and is open from 9:00 AM to 5:00 PM Monday through Friday.

- Houses the Master Association's office, which is open from 9:00 AM to 2:00 PM Monday through Friday. Telephone (239) 353-7633, Facsimile (239) 353-3770.
- Meeting place for the Master Association's monthly board meetings, the multi-family association's board meetings and town hall meetings.
- Used daily by the various clubs and organizations
 - All clubs must be registered with and approved by the Master Association Board. Contact the Master Association office for criteria and use policy details.
- Voting precinct (#431) for Berkshire Lakes residents.
- Available to residents for private parties, contact the Master Association office for rental details, available facilities and dates.

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RULES AND REGULATIONS

- Lending library facility for residents' use.

Swimming Pool:

The Berkshire Lakes Master Association Clubhouse facilities include a private swimming pool for the benefit and use by BLMA members. The use of this pool is governed by the following policies:

Use of the pool is restricted to members, their guests and renters who are registered at the Master Association office.

Members, guests and renters may use the pool subject to the following policy:

- Pool access requires a key which is available from the Master Association's office, for a refundable \$10 deposit.
- BLMA reserves the right to request identification of pool users at any time.
- BLMA reserves the right to restrict pool access.
- There is no Life Guard assigned to the pool; Individuals using the pool do so at their own risk.
- Please observe all posted pool rules.
- Pool hours are 8:00 AM to dusk as per Collier County ordinance.
- Night swimming is not permitted as per Collier County permit.
- All guests must be accompanied by a member.
- Infants and toddlers not potty-trained must wear clean swim diapers.