

Wiggins Lakes & Preserve Association Inc.

Quick Reference Guide

This Document Applies to owners, Renters, Guest and Visitors. It should not be considered as an exhaustive document. For details and interpretation, the reader should refer to the basic documents. Please keep a copy of this guide in your condo readily available for anyone using or in your unit.

Revised, October 14, 2014 Ver. 7.00

Phone Numbers The following are a few numbers that may be needed.

EMERGENCIES	911
Naples Post Office	800-275-877
Waste Management Co.	649-2212
Collier County Sheriff	774-4434
Century Link(Telephone)	800-339-1811
Florida Power & Light	262-1322
Pest Control (Arrow Environmental services)	481-2119
American Property Management services	774-0105

Wiggins Lakes and Preserve community

Within the Wiggins Lake and Preserve community there are two distinctive building structures that have separate regulations. i.e. garbage, parking etc.

The two building structures are identified as

- *Lakes Condo Buildings* The Lakes units are 12 plex (6 units on ground floor and 6 on second floor with covered carports)
- *Preserve Condo Buildings* The Preserve units are 4 plex (2 units on ground floor and 2 units on second floor with attached garages)

Announcements Announcements of Board of Director's Meetings, social and other events on the bulletin boards, are located at the clubhouse and throughout the property.

Annual Meeting The annual meeting of owners is usually in the first three months of the year. Owners will receive a notice of the meeting in the mail.

Association Wiggins Lakes and Preserve is a multi-condominium development composed of the Lakes and Preserve condominiums and is operated by the Wiggins Lakes and Preserve Association Inc. The Association is governed by "The Condominium Act" of the Florida Statutes and Association "documents". Each unit owner is a member of the Association, with one vote per unit, and has a fee simple interest in their unit.

Association Management The association management company .American Property Management Services 8825 Tamiami Trail East Naples FL 34113 Telephone (239) 774-0105 Fax (239) 774-0112

Barbecues If you plan to use your own grill, it must be used outside at least 10 ft. from the building, and cannot be used on lanais, balconies or sidewalks. Refer to the notice from the fire department on bulletin boards regarding gas grills, etc.

Board of Directors of Wiggins Lakes & Preserve Association Inc This association has six board members, three elected from the Lakes and three elected from the Preserves who establish the budget, monthly assessments, control expenditures and give instructions to the management company.

Bylaws and Rules and Regulations The Bylaws and the Rules and Regulations are two of the documents that explain what can and cannot be done in the community. (Refer to the itemized list of **Documents** below).

Children There are no restrictions as to the minimum age of children who may live in or visit the community. Reasonable supervision must be exercised when children are playing on the grounds.

Clubhouse The clubhouse is used for meetings and for community sponsored and private events. If you are considering sponsoring a “private event”, contact Carol Reed (239) 514-4011 or (239) 273-8653 or our Management Company for a request, agreement form and keys. When an activity is finished, the responsible person should assure the following: clean up, arrange the furniture as found, reset the air-conditioning to the arrows on the controls, turn off the lights and fans and lock the doors and return the key. A security deposit of \$50 is required.

Wear ordinary clothing in the clubhouse, no swimsuits and no wet feet are allowed. A responsible adult must be present when those under 18 are involved

The Clubhouse is a non-smoking facility.

Committees The Wiggins community operates with volunteer committees and projects. They include the Social, Grounds and Road Cleanup Committees. All owners are encouraged to participate.

- ❑ **Social:** The Social Committee schedules and organizes various events including parties at the clubhouse, classes and travel groups.
- ❑ **Beautification:** The Beautification Committee reviews the grounds and works closely with the Board, Management Company and the landscape contractor **Complaints or suggestions should be made to the Management Co.**
- ❑ **Road Cleanup:** This committee periodically cleans up the berms on Wiggins Pass Road and Gulf Harbor Drive.
- ❑ **Working Committees:** The board of director’s sets up, from time to time working committees to evaluate particular situations or work on special issues.

Directory A directory, of the owners of the units, building number and phone number (unlisted if wanted), is provided by the Management Company.

Documents As an owner, you should have in your possession the following specific official documents:

- ❑ The Declaration of Condominium
- ❑ Declaration of Protective Covenant
- ❑ Articles of Incorporation
- ❑ Bylaws
- ❑ Rules & Regulations

These documents cover the legal basis of what can and cannot be done in the community. They provide the framework that allows us to live in a friendly manner in harmony with one another.

Wildlife (Birds, Ducks, Turtles, Alligators etc.) Admire them from a distance, but please don't feed them..

Fishing Our lakes are attractive but you cannot fish in them. The lakes are stocked with carp to keep them clear and free from weeds.

Garbage

Preserve Condo Buildings HAVE CURB SIDE PICK UP. Do not use the dumpsters as they are for the exclusive use of the Lakes condominium Units.

Garbage and recyclable containers are supplied to each owner by Waste Management and should be found in your garage. Call 649-2212 to receive the correct size garbage container (96, 64 or 36 gallons). Call Waste Management 649-2212 on problems or with questions.

Garbage should be placed in plastic bags inside your closed trash container. Exposed plastic bags are not permitted as the garbage can be scattered by **rogue** or wild animals. Pickup, at the end of the driveway by Waste Management, is at about 6:00 a.m. on Tuesday and Fridays. Set out your cart after 6:00 p.m. the evening before your scheduled pick up.

Recyclable materials On Fridays use your Waste Management supplied "curbside bin" for recycling the following: phone books, newspapers, magazines, junk mail, food cans, green/brown/clear glass, plastics (#1-7), and cardboard (flattened to 3 ft. X 3 ft. max).

Bulky Items (furniture, appliances etc.) A work order must be placed with Waste Management 48 hours ahead of the recycling day and the items deposited at the curb.

Please return "emptied" containers to your garage on the day they are emptied. Make arrangements with your "house sitter" or neighbor if you will be away.

Lakes Condo Buildings. DO NOT HAVE CURB SIDE PICK UP.

Garbage and recyclable containers are supplied INSIDE two dumpster buildings by Waste Management. **Use the dumpster closest to your building.**

Garbage should be in plastic bags. Place your **bagged** garbage into the nearest trash bin within the dumpster building.

Recyclable materials should be deposited in the designated Waste Management recycle containers housed in the dumpster buildings. In the “newspapers only” bin, place newspapers, flattened cardboard (3 ft. x 3 ft. max.), junk mail, magazines, and catalogs. In the “commingled” bin, place plastics (#1-7), glass, aluminum/steel/tin cans, and phone books. Trash pickup is once or twice a week depending on the season. **Please recycle!** And please close doors to dumpster buildings.

Bulky Items (furniture, appliances etc.) Call the Waste Management Company 649-2212 for bulky item pickup arrangements and get instructions. There is a fee for this service. **Help keep our dumpster areas clean by picking up dropped garbage and other rubbish.**

Contactors and vendors are **not** allowed to use dump materials in the dumpsters.

Guests See “Visitors” section.

Hurricane Season The hurricane season runs from June through November. Watch the local newspapers for preparedness hints, evacuation routes, shelters, etc.

Before having hurricane shutters installed, contact the Management Company for approved specifications. Prior approval from the Board must be received before any installation can begin. Owners of Units with hurricane shutters are responsible for the maintenance and repair of the shutters.

Insurance The Association carries casualty insurance on the buildings and common elements, but the coverage does not include interior items. Please refer to the “documents” for more information, or call the Management Company or your own casualty insurance representative.

Leasing According to the DECLARATION of CONDOMINIUM, a unit cannot be rented or leased for less than 30 consecutive days or one calendar month whichever is shorter. A maximum of three (3) rental/lease arrangements is allowed in any calendar year. No subleases are allowed. The unit owner or leasing agent is required to give notice of intent to lease to the Management Company at least 30 days prior to the date of the proposed lease. The Board of Directors must approve all rental/lease arrangements. **A \$100.00 application fee is charged for each lease.**

The rental /lease application form is available on Wiggins Lakes and Preserve website; wlpnaples.com in the Documents & Forms section

The Management Company has the paperwork that must be filled out and approved. The Board of Directors has the authority to evict any tenant occupying a unit without the Association's approval. Any lease not approved by the board is void until approved by the board.

Library A Library is located at the clubhouse near the rest rooms. Access is on the poolside of the building. The library would welcome book contributions.

Mail Delivery Each unit has a locked mailbox in a freestanding cluster near your unit. The mail is delivered generally between noon and 3:00 p.m.

Mail – Outgoing There is an outgoing mailbox near the clubhouse. The carrier picks up after completing deliveries. Do not put outgoing mail in the box where you pick up your mail.

Noise Any nuisance generated by radio, television, audio and other sound equipment, vehicles and parties should be kept to a reasonable level at all times.

Parking **There is no on-street parking.** It is not permitted to park a motor home, trailers, boats or commercial vehicles overnight in the community unless kept in a garage. **Parking on the grass is prohibited at all times.**

Club House Parking at the Clubhouse **overnight** is prohibited except in an emergency and then not to exceed two nights. Notify Management Co. of your emergency and dates involved.

Lakes Condo Buildings

Each unit of the “Lakes” has an assigned carport and an uncovered parking space. The uncovered spaces in the Lakes parking lots are to be used for second cars or guests of Lakes owners.

Preserve Condo Buildings

Each "Preserve" unit has an individual garage and driveway. Adjacent parking areas, close to Preserve Condo buildings, can be used for second cars or guests of Preserve owners.

Please advise your guest, visitors and service/repair persons where they should park.

Pets A unit owner, with prior approval of the Board of Directors, may have one pet, a dog or cat weighing not more than 25 pounds. Owners must register their pet with the Management Company. Contact the Management Company for the necessary paperwork. No renter, tenant or guest may have or lodge a pet or animal of any kind in a unit. For the safety and health of all, everyone is required to keep their pet on a leash at all times and clean up after them. Walk your pet on the street, not behind your neighbor's lanai. Read your "documents" if there are any questions on what is appropriate concerning pets.

Sidewalk & ramp entrance to condo homes The sidewalk and ramp entrances to condo homes are to be used for private entrance and exit only. Bicycling, skate boarding, scooters, games, etc are not permitted.

Pools There are two pools with locked gates. Each owner is provided with and is responsible for; two non-copyable keys (whether in the owners possession or with a renter or guest), and the actions of those who have the owners keys. If a key is lost, contact the management company for a replacement key that will cost \$25.00.

POOL RULES

- **NO ANIMALS IN POOL OR ON POOL DECK**
- **NO FOOD, DRINK OR GLASS IN POOL**
- **BATING LOAD: 20 PERSONS**
- **NO SMOKING**
- **POOL HOURS: 8:00 AM TO DUSK**
- **CHILDREN NOT TOILET TRAINED MUST WEAR PROTECTION DESIGNED FOR INFANT SWIMMING**

NO DIVING

The Pools are reserved for the exclusive, non-private, use of the owners, renters and their guests. Shower before entering the pool. It washes the beach sand from the feet and removes the oily tanning lotion from the body, which tends to clog the filter system. Limit refreshments to water in plastic bottles.

Place a towel on pool furniture before using. It is not appropriate to reserve pool chairs/lounges.

Children under 12 require an adult to be with them. Children not toilet trained must wear protection designed for infant swimming.

No jumping, diving or splashing in the pool. When listening to a radio or tape player, use headphones in consideration of others.

Real Estate Sales According to the DECLARATION of CONDOMINIUM, notice of intent to sell shall be given to the Board of Directors at least 30 days prior to the sale. No sale of a unit shall be valid without the signed, prior approval of the Board of Directors.

The sales application form is available on Wiggins lakes and Preserve website; **wlpnacles.com** in the Documents & Forms section or call the Management Co. for the appropriate forms.

Responsibilities Wiggins is a condominium development. As such, the Association and the Unit owner have divided responsibilities for maintenance and repair of the buildings. (See the Condominium Documents for specific wording).

Association. The Association is responsible for the outside walls, fixtures and all structure and supports up to the interior surfaces of the unit. It is also responsible for all equipment for the furnishing of utility services to the Unit shutoff or disconnect and any common elements. The Association has the irrevocable right of access to the Unit during reasonable hours when necessary for prevention of damage, repair maintenance, or replacement of any Common Element or portion of any Unit maintained by the Association.

Unit Owner. The unit owner is responsible for the interior surfaces of all walls, ceilings and floors, screening and railings of their lanai and maintenance and repair and replacement of all windows and exterior doors including sliding glass doors of their unit. The unit owner is also responsible for all equipment, pipes, wiring, ducts fixtures and their connections required to provide utilities to and within the Unit for the exclusive use of that unit. All unit owners must deposit a key to their unit with the Condominium Association.

Lanais. Lanais are limited Common Elements for the exclusive use of the Unit Owner. The Unit Owner is responsible for the finished interior surfaces of the floor, ceiling, walls and screen enclosure. However, the Unit Owner cannot change the appearance of these surfaces without the prior written consent of the Condominium Association.

Preserves 1 and 2 Garages. The Preserves 1 and 2 garage parking spaces are limited Common Elements for the exclusive use of that Unit Owner. The Unit Owner is responsible for the finished interior surfaces and the repair and maintenance of the overhead and side doors.

Exterior Appearance. The Unit owner cannot change the exterior appearance of, or around, the unit without prior approval of the Board. There is continuity to the look of the community, the color of the buildings, landscaping etc. In order to maintain this continuity, there are specific rules about changes. Read your “documents”.

Physical Installation Changes to the buildings such as adding shutters, awnings, antennas or changing the exterior appearance of the of the buildings in any way must receive approval from the Board prior to any installation or modification. Contact the Management Company for details. The Owner of a Unit is responsible for the maintenance and repair of any physical installation changes made by that Owner.

Restrictions. Nothing shall be hung (including a clothes line), displayed or placed on the Condominium Property, building exterior walls, railings, windows or lanai of the Unit or the Building without the prior written consent of the Board of Directors. It is not appropriate to shake rugs outside. There are also restrictions on plants, window ledges or blocking walkway entrances.

Landscaping by an owner, renter or leasee includes trimming, removing or planting trees, shrubs or flowers around a unit, requires Association approval. Request for changes or additions shall be made in writing to the Board. The request may be referred to the Beautification Committee for review and approval.

Complaints about landscaping shall be made to the Management Company. Any changes shall be handled only through Association contracts.

Speed Limit The development speed limit is 15 miles per hour. There are several stop signs that also must be obeyed.

The streets are shared by walkers, runners, strollers and bicyclists as well as by cars, delivery trucks and maintenance vehicles. Everyone should be alert and considerate.

Tennis The tennis court is available on a “first come, first served” basis. When using the court and others show up, let them know when you will be finished using the court. Common tennis courtesy is to relinquish a court after no more than one hour of play. Skateboarding, bicycle riding, pet exercising and all non-tennis activities are prohibited

Visitors Visitors are welcome at Wiggins. Keep in mind, however, that they are guests in our community and they need to follow the same rules as the rest of us. As an owner, it is your responsibility to make sure that this guide is made available to your renters and that your visitors and guests are made aware of these **Rules and Regulations**. Owners are jointly and severally responsible for the actions of their visitors and those whom they allow to share any Unit or facilities of the Association and for any violations of any regulations or restrictions of the Condominium Association **Documents and Rules and Regulations**.

Assessments. Assessments are required to be collected and are payable when due. (See Article XIV, 14.1(C) amended 4/1994, of the Declaration of Condominium in your documents for details). A 1st notice of overdue assessment is sent out for assessments not paid within 10 days. 10 days after the date when due, interest on the overdue assessment accrues from the date due at the rate of 18% per year. A 2nd notice is sent out after 20 days. After 30 days, the overdue assessment is turned over to an attorney for collection.

There will be a late payment fee on the interest assessed on late payments.

All costs of collection are added to the overdue assessment and interest charges. Please pay the assessment when due to avoid these charges. This makes additional paperwork and deprives the Association of funds to maintain the community.

Severability and Conflict. Should any portion hereof be void or become unenforceable, the remaining provisions of the Quick reference Guide shall remain in full force and effect. If any irreconcilable conflict should exist, or hereafter arise, between the provisions of the Quick Reference Guide and any of the other governing documents, the other governing documents shall prevail over the provisions of the Quick Reference Guide.