

Owner, Renter and Guest Quick Reference WIGGINS LAKES AND PRESERVE

Wiggins Lakes and Preserve is a 34-acre community of 212 homes situated within a natural preserve for endangered species, in North Collier County Florida. The community prides itself on our stewardship of these beautiful surroundings and wonderful sense of camaraderie amongst our residents. This document is a supplemental guide to residents, tenants and guests. Our owners are proud stewards of this beautiful community. We're happy to share, but counting on your full cooperation and respect. For owners who *do* rent or lease your units, please remind tenants that this is not a resort. Wiggins Lakes and Preserve is a community of residents; many of whom live here full-time.

Within the Wiggins Lakes and Preserve Community there are two distinctive building structures.

Lakes Condo Buildings – The Lakes Condo Buildings are 12-plex, with 6 units on ground level and 6 on the second floor, having covered carports. Some 'LAKES' buildings back onto the preserve, while some back onto lakes. In this document, units in these buildings will be referred to as LAKES CONDOS.

Preserve Condo Buildings – The Preserve Condo Buildings are 4-plex, with 2 units on the ground level, and 2 units on the second floor, having attached garages. For clarity throughout this document, units in these buildings will be referred to as COACH HOMES.

Useful Contacts

- **EMERGENCY -** **911**
- **American Property Management Services** **(239)774-0105**
- **Accountant – Kevin Gaffney email: kgaffnev@pgaccounting.net** **(239)343-8866**
- **Collier County Sheriff Non-Emergency #** **(239)252-9100**
- **Collier County Post Office**
1130 Creekside Way, Naples 34108
Mon – Fri 8:30 – 5:00, Sat 10:00 – 2:00, Sun Close **(239)513-9161**
- **Waste Management Collier County** **(239)252-2380**
- **Florida Power and Light – Outages** **1-800-468-8243**
- **Collier County Water Department** **(239)252-6245**
- **Pest Control (Arrow Environmental Services)** **(239)481-2119**
- **Fish and Wildlife** **1-866-392-4286**

- **Collier County – visit www.colliercountyflo.gov for information on:**
- Parks and Beaches Free Parking Sticker
- Property Taxes
- Vehicle Registration and Licenses
- Pet Licenses

BBQ's/Propane Tanks

- Gas fired grills, charcoal grills, hibachis and all similar cooking devices are prohibited by Collier County fire regulations for use on lanais, balconies, under carports, on building stairs and sidewalks.
- Propane tanks cannot be more than 1 pound in size and you may only have 2 of them in your garage or carport storage units.
- Grills used in driveways must be 10 feet away from all overhangs.
- Grills and propane tanks **MUST** be stored in a garage or carport storage units. You **CANNOT** store them on the lanai or outdoor areas.

Bicycles: Bicycles left in public space must be parked in one of the two bicycle racks provided by the Association. The racks are located at the clubhouse and at the east pool. Bicycles are to be stored in storage sheds, garages or within the unit if the unit is unoccupied for more than 3 days. Bicycles are not to be chained to carports or covered in any way during any period in which the unit is unoccupied.

Clubhouse: The Clubhouse is used for meetings, community sponsored activities and private events. This is a non-smoking facility. No swimsuits or wet feet are allowed in the clubhouse. A responsible adult must be present when those under 18 are involved. When each activity is finished, the responsible person should ensure cleanup, re-arrange the furniture as found, reset the air conditioner to 78 degrees, turn off the lights and fans, and remove all garbage and recyclables. Lock the doors and return the keys. If you would like to book an event at the Clubhouse for a request, agreement form and keys from Jeff Bregar at (847) 909-0017 or email: jbregar71@prodigy.net.

Documents: As an owner you should have in your possession at all times the documents listed below. They are all accessible at wlpnaples.com.

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

Fines: Fines may be levied against owners that violate any provision of the Declarations, Bylaws or Rules and Regulations.

- The Property Management Company shall invoice The Member and be responsible for the collection of fines in accordance with the Condominium Documents.
- Owners are responsible for any violations of family members, guests or tenants that occupy the unit they own.
- An initial warning will include a statement of the provisions of the Declaration, Bylaws or Rules and Regulations which have been allegedly violated and a time period sufficient to remedy the violation.
- The second notice will initiate a \$50.00 fine for each day that passes after the initial warning period has expired. and will include:
- The party against whom the fine is levied shall have a reasonable opportunity to respond, present evidence and to provide written and oral argument on all issues involved and shall have the opportunity at the hearing to review, challenge and respond to any material considered by the Association.

Housekeeping

- No rubbish shall be allowed to accumulate or any fire hazard allowed to exist.
- If you sit outside your condo on the landing or the walkway enjoying our gorgeous weather, bring your chair in when you go inside; do not leave it out when you are not using it.
- No objects such as towels, bathing suits or rugs are permitted to be hung over outdoor railings.
- Rugs may not be shaken outside.
- Shoes and clothing may not be left outdoors.
- No outdoor clothes drying area may be set up.
- Outdoor garden hoses must be coiled beside the faucet after each use.

Library: A library is located inside the clubhouse near the restrooms. Access is on the poolside of the building. The library is managed by a volunteer, and relies on used book contributions.

Mail

- Delivery – Each unit has an assigned, locked mailbox in a freestanding cluster near your unit. The mail is generally delivered between noon and 3:00 pm.
- Outgoing Mail – There are three outgoing mailboxes in the community. The carrier picks up outgoing mail after completing deliveries. Do not put outgoing mail in the box where you pick up your mail.
- Lost Mail Box Keys – If you lose your mail box key, you will need to replace the lock cylinder. You can pick up a new cylinder and key at Ace Hardware.

Noise/Nuisances: Noise from audio equipment, televisions or group activity must be kept to low volume between the hours of 10:00 PM and 8:00 AM. All unnecessary noise between these hours should be avoided. No nuisances shall be allowed on the Condominium Property nor any use or practice which is the source of annoyance to residents or which interferes with the peaceful possession and proper residential use of the Condominium by its residents.

Occupancy: each unit shall be occupied as a residence only, and for no other purpose. Only 2 persons per bedroom are permitted. The number of overnight guests cannot exceed 1 ½ times the maximum number of permanent occupants.

Ongoing Events: Multiple organized events are scheduled within the community typically on Monday to Friday. Please refer to the website www.wlpnnaples.com under *Events* for specific details. There are four main ways to stay in touch with upcoming activities. The Annual Membership Meeting, community website, bulletin boards, and the ‘sandwich board’ sign at the complex entrance.

Parking:

- On-street parking is not permitted.
- Motor homes, trailers, watercraft and commercial vehicles are not permitted to park overnight anywhere in the community, unless inside a private garage.
- Parking on the grass is prohibited at all times.
- Parking at the clubhouse overnight is prohibited except in an emergency, and then not to exceed two nights. Notify the Property Management Company of the emergency and dates involved as soon as possible.

Pets:

- *No renter, tenant or guest may bring or lodge a pet or animal of any kind in a unit.* Also see Declaration of Condominium 8.11.
- **Registration** - All pets must be registered with the Property Management Company, along with an accompanying picture.

Pools: There are two pools in the community, one located behind the clubhouse (West pool) and a second behind the tennis court (East pool). Each pool is accessed through a locked gate. The pools are reserved for the exclusive, non-private use of the owners, renters and their guests. The Members are provided two non-copy able keys. The Members are responsible for their keys, whether in their own possession or in the hands of a renter or guest. If a key is lost, contact the Property Management Company for a replacement key, which will cost \$25.00.

A. Pool Rules:

- **NO JUMPING OR DIVING**
- Place towels on pool furniture before using
- Umbrellas must be lowered after use, and furniture returned where found.
- Shower before entering pool; do not use soap or shampoo
- Children not toilet trained must wear protection designed for infant swimming
- Children 12 and under must be accompanied by an adult while in the pool
- **No food or drinks permitted in pool or on pool deck**
- No glass permitted in pool or on pool deck
- No smoking inside fenced area
- No pets inside fenced area
- Pool hours dawn to dusk
- Pool capacity 20 persons
- The pool will close during any severe or dangerous weather conditions
- Headphones or ear buds must be used when listening to music.
- Games involving running, jumping, shouting, ball throwing and other raucous behavior are prohibited in the pool enclosure.
- Rubber floats, rafts, aquatic toys and other such objects are not permitted. Small personal floatation devices such as a noodle are permitted.

Social Committee – The social committee is a volunteer group that provides support for the many community events held throughout the year. They are self-funded with income generated through sales of event tickets and the regular 50/50 draws. All owners are encouraged to participate.

Speed Limits: The development speed limit is 15 miles per hour. There are several stop signs that **MUST** be obeyed

Tennis/Pickleball Courts:

Pickleball - Among the fastest growing sports in the country, Pickleball has become very popular in our community. Every day between 9:00-10:30 am, Wiggins residents can be found enjoying doubles pickleball, with up to 20 players alternately play on 2 courts. All are welcome. If you have questions about participating, or would like to see how the game is played, wander over to the courts any day. The nets are locked up after use. Enquire about the combination and setup rules.

Tennis - is available on a “first come, first served” basis. The net is permanently set up. When using the court and others show up, let them know when you will be finished. Common tennis courtesy is to relinquish a court after no more than one hour of play.

Other Court Uses - including skateboarding, bicycle riding, soccer and pet exercising are prohibited.

Waste Management

- A. **COACH HOMES** – have curb side pickup. Do not use the dumpsters in the two garbage compounds. They are exclusively for the use by The Members of the LAKES CONDOS.
- Household garbage is collected on Tuesday & Friday mornings. Recyclables are collected on Friday mornings. Place bins at the curb prior to 7:00 am, but not before 6:00 pm the prior day.
 - Bulky items (furniture, appliances, etc.) can be left at the curb. A separate truck will pick them up. COACH HOMES do not need to call for this service. It is provided every Friday. LAKES CONDOS must call Waste Management to receive this service. Return emptied containers to your garage, on the same day they are emptied. Make arrangements with your ‘house sitter’ or neighbor to do so, if you will be away.
 - Containers are supplied to each owner by Waste Management. They should be found in your garage. For repair and/or replacement of green garbage or recycle bins, call 239-252-2380.
- B. **LAKES CONDOS** – do not have curb side pickup.
- Household garbage should be bagged and dropped into the large dumpsters in one of the two designated garbage compounds.
 - For large item pickup, call Waste Management at 239-252-2380. Do not put large items in the dumpsters, nor in the garbage compounds.
 - Recyclable materials should be put in the designated yellow/green recyclables bins. All recyclables must be dropped into bins *loosely*, not tied or in plastic bags. All cardboard and boxes **MUST** be broken down in the recycle bins. Plastic bags are not recyclable.
 - There are two garage compounds. If recycle bins or the dumpster is full in one compound, you may access to the other compound for disposal.

Hazardous Waste Disposal

We all have a responsibility to care for our health and our environment. Ensure that you dispose of toxic or hazardous waste properly. It's FREE.

- Residents may drop off hazardous household waste at the designated county center, at no cost. Accepted items include fluorescent lamps, HID lamps, ballasts, mercury-containing devices, antifreeze, used oil, used oil filters, cooking oil, ammunition, flares, small propane tanks, latex and oil-based paint, all battery types including alkaline, lead-acid, lithium, rechargeable and button cells; cell phones, fire extinguishers, paint, other assorted solvents, pesticides, etc. For more information, 239-252-2508.
- **North Collier Drop Off Centre** – 9950 Goodlette Frank Road, 239-252-8617. Monday – Saturday 8:30 am to 4:30 pm

Courtesy: As a safe but ‘non-gated’ community, it is incumbent on every resident to show courtesy, but remain alert to observed safety issues, uninvited persons, or problem behavior. The Property Management Company is the appropriate recipient for non-emergency problem calls.

- **Children** -We love children, however reasonable supervision must be exercised when children are playing on the grounds. There are no restrictions as to the minimum age of children who may live in or visit the community. *Note Pool Rules.*
- **Visitors** – Invited visitors are welcome at Wiggins. Please keep in mind however, that guests in our community must adhere to the same rules as owners. As owners, you are responsible to ensure this document is made available to resident guests and renters, and that they are made aware of our rules and regulations. Legally, owners are jointly and severally responsible for the actions of their visitors, and for violations of the Condominium Association Rules and Regulations.

THIS GUIDE IS NOT A REPLACEMENT OR SUBSTITUTE FOR WIGGINS LAKES AND PRESERVE RULES AND REGULATIONS, BYLAWS, GOVERNING FLORIDA STATUTES, THE ARTICLES OF INCORPORATION, THE DECLARATION OF CONDOMINIUM OR THE DECLARATION OF PROTECTIVE COVENANTS