

**Grande Reserve at Pelican Strand  
Condominium Association, Inc.**

**Owners Handbook**

**Approved & Issued  
February 12, 2025**

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**This Owners Handbook (“Handbook”) will provide all owners and residents with important information about their Condominium Unit (“Unit”), the Grande Reserve at Pelican Strand Condominium Association, Inc. (“Association”), our “Grande Reserve Governing Documents” (Grande Reserve’s Article of Incorporation “AI”, Bylaws “BL” and Declaration of Condominium “DOC”), and our Property Management Company (“PM”). Much of the information in this Handbook comes from the DOC and adopted Board Rules (“BR”). Under both the BL and DOC, the Board of Directors has the power to adopt Board Rules that apply to all Unit Owners, Residents and their Units. Many of the BRs that are contained in this Handbook have been in place for many years and are not new – some have not changed at all and some have been changed. Some BRs are new with the issuance of this Handbook. This Handbook also includes Forms and Procedures. If there is a conflict between this Handbook and the Grande Reserve Governing Documents, the Grande Reserve Governing Documents will take precedence.**

**For each item listed in this Handbook, at the end of each item there is a reference to indicate what governing document contains the basis for the item or when the Board adopted the Board Rule. These reference indicators are:**

**AI Section X.XX – indicates what section of the Articles of Incorporation support this item**

**BL Section X.XX – indicates what section of the Bylaws support this item**

**DOC Section X.XX – indicates what section of the Declaration of Condominium support this item**

**BR2019 – indicates that’s this is a Board Rule reflected in the 2019 Board Rules and is unchanged**

**BR20192025 – indicates this is a Board Rule reflected in the 2019 Board Rules that has been modified by the Board in 2025**

**BR2025 – indicates this is a new Board Rule adopted in 2025**

## **Important Information**

### **Board of Directors As of the issuance of this Handbook**

Dave Hartman, President  
[dhartmanhic@yahoo.com](mailto:dhartmanhic@yahoo.com)  
330-289-0421  
5755 Grande Reserve Way Unit 602

Chip Piekenbrock, Vice President  
[pieky@aol.com](mailto:pieky@aol.com)  
563-663-2314  
5740 Grande Reserve Way Unit 1801

Ray Brusca, Treasurer  
[raymond.brusca@comcast.net](mailto:raymond.brusca@comcast.net)  
443-604-3445  
5795 Grande Reserve Wau Init 1003

Elizabeth "Liz" Ellis, Secretary  
[Lize6086@gmail.com](mailto:Lize6086@gmail.com)  
239-776-6086  
5745 Grande Reserve Way Unit 504

### **Property Manager**

Virginia Packman  
Advanced Property Management  
1035 Collier Center Way #7  
Naples FL 34110  
Website <https://www.apmsfl.com/>  
239-513-9433 Main Number  
239-313-8103 Emergency After Hours  
General Email Contact [info@apmsfl.com](mailto:info@apmsfl.com)

### **Pest Control**

Home Team Pest  
239-444-1938  
[bonitasprings@pestdefense.com](mailto:bonitasprings@pestdefense.com)

## Trash Collection

**DO NOT PLACE TRASH RECEPTACLES, LOOSE TRASH BAGS AND BOXES AND BULK ITEMS OUTSIDE OF YOUR GARAGE UNTIL 6PM THE EVENING PRIOR TO COLLECTION DAYS. THERE ARE SOME UNITS THAT ARE PLACING THEIR RECEPTACLES OUTSIDE, EITHER CURB SIDE OR JUST OUTSIDE THEIR GARAGE, MANY HOURS IN ADVANCE OF THE 6:00PM ALLOWED TIME. ALL THESE ITEMS, INCLUDING RECEPTACLES, MUST STAY INSIDE YOUR GARAGE UNTIL 6:00PM THE EVENING PRIOR TO COLLECTION. ABSOLUTELY NO EARLY PLACEMENT OF TRASH RECEPTACLES, LOOSE TRASH, OR BULK ITEMS OUTSIDE YOUR GARAGE – EVERYTHING MUST STAY IN THE UNIT GARAGE UNTIL 6:00PM THE EVENING PRIOR TO COLLECTION. ON TRASH COLLECTION DAYS ALL RECEPTACLES, UNCOLLECTED TRASH AND UNCOLLECTED BULK ITEMS MUST BE RETURNED TO THE UNITS GARAGE BY 5:00PM. COLLIER COUNTY REQUIRES THAT YOU HAVE AT LEAST 3 FEET DISTANCE BETWEEN YOUR TRASH RECEPTACLES TO FACILITATE PICK UP BY THE TRASH TRUCKS.**

Tuesday – Garbage, Recycling and Bulk Pick Up

Friday – Garbage Only

Collier County Refuse Customer Service 239-252-2380 – Bulk Pick Up, New Receptacles

<https://www.colliercountyfl.gov/government/public-utilities/solid-hazardous-waste/collection-services>

Nearest Waste/Recycling Drop Off Location - 9950 Goodlette-Frank Rd Naples, FL 34109

## Strand Master Association

[www.thestrandmaster.com](http://www.thestrandmaster.com)

ID & PW to sign in are: Username: strandowner Password: tsm#2023

Dorrill Management Group 5672 Strand Court, Suite 1, Naples, FL 34110 239-592-9115

Neil Dorrill, CAM - 239-592-9115 ext. 203, [neil@dmgfl.com](mailto:neil@dmgfl.com)

Christopher Dorrill, CAM - 239-592-9115 ext. 206, [chris@dmgfl.com](mailto:chris@dmgfl.com)

## Strand Guard House

Main Number 239-592-7743

Number To Authorize Visitors 239-592-7745

## **CheckPoint System To Authorize Visitors**

In early 2025, the Strand Master Association, together with the security service they hire to man the guard house, implemented a new system, called CheckPoint, to authorize visitors via a smartphone app or on a PC browser. To obtain your User ID and Password, stop by the guard house or send an email to [gilyardprotectionservice@yahoo.com](mailto:gilyardprotectionservice@yahoo.com)

URL: <https://thestrand.checkpointportal.com>

CheckPoint Resident Mobile App Activation Code: 284937KL

## **The Club At The Strand**

5840 Strand Boulevard Naples, FL 34110

239-592-7710

[www.thestrandclub.com/](http://www.thestrandclub.com/)

## **North Entrance Pedestrian Gate**

Code is 8855

## **Grande Reserve Clubhouse Wi-Fi**

Network Name GRANDE RESERVE CLUBHOUSE

Passcode 5714GRW1 note this Passcode is Case Sensitive

## **Utilities**

Electric – Florida Power & Light/FPL [www.fpl.com](http://www.fpl.com) 888-988-8249

Water & Sewer – Collier County 239-252-2380

## **Cable TV & Internet**

Xfinity via Strand Master Association

<https://www.xfinity.com/support/>

800-934-6489

When you call Xfinity to set up service, provide your exact address on Grande Reserve Way and they will be able to identify that your home is part of the Strand Master Association group account.



## **US Postal Service**

All mail is delivered to your unit mailbox in the mail area on the north side of the Grande Reserve Clubhouse. The prior owner should leave you a key to your mailbox. Neither the Grande Reserve at Pelican Strand Condominium Association, Inc. nor the Property Manager have any involvement with the lock and key to your mailbox. You will need to go to the post office that handles the mail at Grande Reserve for any issues with your mailbox. Our post office is located at 1130 Creekside Parkway, Naples FL 34108.

## **Elevator Service**

It is suggested that Units with an internal elevator, originally installed at time of construction by Taylor Elevator, call Gulfside Elevator (they purchased Taylor) for periodic service and maintenance. 239-643-0490. <https://www.gulfsideelevator.com/>  
The Association has no responsibility for or involvement in unit elevators. This information is being provided for unit owners' reference only. It is suggested that you have your elevator serviced annually.

## **Public Safety Information**

North Collier Fire Rescue District Station #48 – Closest station to Grande Reserve  
1628 Livingston Road  
Naples FL 34110 239-597-3222  
Collier County Sheriff's Office – Closest station to Grande Reserve  
776 Vanderbilt Beach Road  
Naples FL 34108 239-252-9100

## **GOVERNANCE**

### **Authority**

All Unit owners, in addition to any other obligation, duty, right and limitation imposed upon them by the Association's three Grande Reserve Governing Documents, specifically the Declaration of Condominium, the Articles of Incorporation and the Bylaws, as well as the State of Florida Condominium Act (Chapter 718, Florida Statutes), shall be subject to and agree to abide by the following Rules and Regulations which shall be applicable to all Unit Owners, their families, guests, tenants, vendors, invitees, and lessees.

These Rules and Regulations will be reviewed periodically by the Board of Directors and updated or amended from time to time. The Board of Directors has the power to adopt and change rules and regulations that govern all Unit owners, residents, vendors, and guests. This power is bestowed on the Board of Directors in the Declaration of Condominium Section 12.19, the Articles of Incorporation Article II (E), and the Bylaws Section 7.

### **Enforcement**

Any violation of the Association's Grande Reserve Governing Documents or the Rules and Regulations shall be reported, in writing, to the Management Company. Individual unit owners are not authorized to enforce these rules independently.

The Association shall notify, in writing, any person(s) violating the Grande Reserve Governing Documents or Rules and Regulations. Infractions may be brought to the attention of the person(s) involved by an officer of the Association or the Management Company.

Repeated and ongoing violations will be referred to and considered by the Board of Directors for resolution and appropriate action, including but not limited to fines, imposition of costs and attorneys' fees incurred by the Association to compel the owner's compliance, or actions for injunction and/or damages in a court of competent jurisdiction.

These Rules and Regulations shall apply equally to Unit Owners, their families, guests, vendors, invitees, and lessees. Unit Owners are responsible to ensure their families, guests and lessees comply with these Rules and Regulations. Failure to follow any of these Rules may result in suspensions, imposition of costs and attorneys' fees, and fines assessed by the Board of Directors.

Unit Owners, their families, guests, vendors, invitees, and lessees may not direct, supervise or attempt to assert control over the Property Management Company, their employees or contractors.

## **Types of Assessments**

The DOC outlines three types of Assessments that Unit Owners must pay.

**General Assessments** – This is the quarterly Assessment each Unit Owner pays to fund the regular operating budget and expenses of the Association.

**Special Assessments** – The Board of Directors has the authority to declare a Special Assessment to fund unforeseen or unbudgeted items.

**Specific Assessment** – The Association has the authority to impose a Specific Assessment on a Unit Owner for a violation of the DOC and other Grande Reserve Governing Documents by the Unit Owner, their guests and lessees or for a specific charge against an individual Unit for any amount other than for common expenses as permitted by the DOC.

Authority: DOC Sections 4.25, 7.2, 9.13, 11.6, 12.5, 12.18 and 13.2

## **Fines**

The Board of Directors has the power to levy fines on Unit Owners for violations of the DOC, BL and Rules and Regulations. Fines are limited by Florida law to a maximum of \$100 per day, \$1,000 per incident.

Authority: DOC Section 13.3, BL Section 8.1

## **To Report A Problem, Issue or File A Complaint**

To report a problem or issue or to file a complaint with the Board of Directors or the Property Manager, all Owners and Residents should contact the Property Manager. Do not call or email a member of the Board of Directors. The Property Manager will inform the Board of Directors if it is a matter that they should be involved with resolving. Examples include: burned out outside light; damaged property; issue with vehicle parking of vehicles or noise; any grounds or landscaping matter; any issue with the pool, clubhouse or mail area. Owners should not confront another Owner or any external contractor working for the Association with a problem, issue or complaint. Association contractors and vendors have been advised that they can only take direction from the Board of Directors or the Property Manager.

## **Records Requests & Inquiries**

Owners are allowed to make a request to inspect the Associations official records and to submit inquiries. The following rules and procedures, as allowed under sections 718.112(2)(a)2., F.S. and s. 718.111(12)(c)1.a., F.S. allow the association to adopt

rules regarding the frequency, time, location, and manner of record inspections and the frequency and manner of responding to owner inquiries.

1. Requests and Inquiries must be in writing and submitted to the Property Manager via certified mail, return receipt requested, not email. Communications sent by email or U.S. Mail to the individual homes of directors or officers are not deemed received by the Association.
2. The written request for records must specify the particular records requested for the inspection, including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association to retrieve the records requested. Inspection or copying of records shall be limited to those records specifically requested in advance, in writing
3. Record inspections will take place at an agreed upon date, within 10 business days of the date the request was received by the Property Manager, and time at the Property Manager's business office. The days and times will be limited to Monday thru Friday, excluding any bank holidays, between the hours of 9:00am and 5:00pm Eastern Time.
4. In response to a request to inspect Official Records, the Association will also simultaneously provide the owner with a checklist of all records made available for inspection and copying. The checklist will also identify any of the official records that were not made available.
5. Record Inspections and Inquiries, including each owner's spouse or occupant(s) of the same unit, are limited to one inspection and one inquiry within a thirty (30) day period, for a maximum of eight (8) hours of inspection time within a thirty (30) day period.
6. Official records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.
7. Neither the Association, or its agent will be required to interpret any document found within the official records and need not answer questions for an owner during the course of the inspection of the official records.
8. No document or report will be created in a format other than that document or report as kept in the ordinary course of business. To accommodate a request for inspection of the official records, records which may have been kept in an electronic format may be presented in electronic format on a computer screen and/or printed for the owner upon request.
9. No Member may mark, write upon, alter or remove any portion of the Official Records.
10. The cost for copies will be \$.25 cents per page, or such other amount as may be determined from time to time, to the maximum extent permitted by law. All copying will be done by the personnel at the office where the records are inspected, unless the Association chooses to have the copies made by an outside vendor, in which case the actual cost of copying will be charged to the owner requesting the records, payable in advance of copying.

11. The Association may charge its actual costs for preparing and furnishing the Official Records to those requesting same. Personnel costs may not be charged for records requests that result in the copying of 25 or fewer pages. The Association may impose fees to cover the costs of providing copies of the official records, including the costs of copying and the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Reasonable costs of personnel and other administrative costs required to respond to and comply with any request, may also be charged to the requesting Member to the maximum extent permitted by law.

### **Owner Meeting Participation Rules**

The following rules will apply to all meetings of the Association: Board of Directors, Membership Meetings, and Committee Meetings.

1. All meetings will follow Roberts Rules of Order. The President shall be the Chairperson of all Board Meetings. In the President's absence, the Board shall designate an alternative Chairperson at the beginning of the meeting. Any Board-appointed committee shall also designate a Chairperson at the beginning of each Committee Meeting.
2. Owners have the right to attend Board and Committee meetings, except as may be provided by law. No other person shall be permitted to attend Board or Committee Meetings without advance written permission from the Board.
3. Owners have the right to attend Membership Meetings in person or by proxy. No other person may attend Membership Meetings without advance written permission from the Board.
4. During Board of Directors and Committee meetings, at the discretion of the President or other presiding Board or Committee member in the absence of the President, time may be set aside time at the beginning or at the conclusion of the Meeting for Member statements. Additionally, the Chairperson may allow Owners to provide statements at the conclusion of the Board's discussion on a given agenda item before the Board votes.
5. At the conclusion of the published agenda for all meetings, there will be an opportunity for owners to ask questions and/or make statements. The Board of Directors is not obligated to provide an answer to any questions.
6. For all Board, Committee, and Membership Meetings, each Owner is limited to 3 minutes to make his/her statement, during the meeting on a specific agenda item or at the end of the meeting open question period. Once an Owner has been advised their 3 minutes is up, the Owner must cease speaking. Other Owners cannot "yield" their time for the purpose of extending a Owner's time limit.

7. All Owners who exercise their right to speak at meetings shall do so in a courteous and respectful manner and shall refrain from personal insults, slanderous remarks or other remarks that serve no proper purpose.
8. An Owner who fails to follow these rules may be asked to leave the meeting or be subject to a fine for repeated violations.
9. Recording of Meetings. Owners may make audio or visual recordings of Meetings. Owners may not make audio or visual recordings of other meetings or proceedings unless specifically permitted by these rules and regulations.
  - a. An Owner desiring to record a Meeting shall submit a written request via email, hand delivery, or mail to the Property Manager at least twenty-four (24) hours before the start of the Meeting. A separate written request must be made for each meeting the Member desires to record.
  - b. No recording of any Meeting shall interfere with or obstruct the Meeting, and none of the equipment used for recording shall interfere with or obstruct any person's view of the Meeting or ability to hear the Meeting, or block access to or from the Meeting or to or from the seating in the Meeting, or constitute a tripping hazard. Extra lighting for recording shall not be permitted. Persons using recording equipment must do so from their seats. All recording equipment used shall conform to applicable electrical codes. No accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet.

Authority: BR2025

## **USE & OCCUPANCY**

### **Use**

No commercial activity or professional business shall be permitted in any unit. Remote work from home is permissible as long as it does not impact the Community, i.e., no customers, visitors or any other activity the evidences a business operation. Section 12.1(A) of the DOC states: No business or commercial activity shall be conducted in or from any Unit. The use of a Unit as a public lodging establishment or as part of a fractional ownership or vacation club program shall be deemed a business or commercial use and is prohibited. This restriction shall not be construed to prohibit any Owner from maintaining a personal or professional library, from keeping his personal, business or professional records in his Unit, or from handling his personal, business or professional telephone calls, email or written correspondence in and from his Unit. Such uses are expressly declared customarily incidental to residential use. However, commercial activity that involves employee or customer traffic or any kind of nuisance within the Condominium Property is prohibited. In determining if a home based business is in violation of Section 12.1(A) and BR20192025, the Board historically has looked at impact: does it bring customers or other activity into Grande Reserve. If the answer is no, then

the Board will deem the business as acceptable. This approach will remain in place.

Authority: DOC Section 12.1(A), BR20192025

### **Occupancy**

Each Unit shall be used only for the purpose of a residence. Occupancy is limited to one Family. If the Owner is absent from the Unit, an information sheet must be provided to the Property Manager for all guests staying less than thirty (30) days. Any guests staying longer than thirty (30) days must obtain approval as if they were leasing the Unit.

Authority: DOC Sections 4.17, 12.1(A), and 12.2

### **Emergency Access & Unit Key**

Each unit owner shall provide the Management Company with a key to their unit, pursuant to the Association's right of emergency access. If any lock is changed, or a new lock installed on any door, the unit owner shall provide a new key to the Management Company. In the event that the Association, the Property Manager or emergency services personnel cannot gain access to the Unit due to the Property Manager not having a current Unit key, the Association will hire a lock smith to gain access and assess the Unit owner the cost of doing so plus an additional fine.

Authority: State of Florida Condominium Act, DOC Section 11.8

## **UNITS**

### **Definition Of Unit Boundaries & Items Of Owner Responsibility**

Each Condominium Unit has specific boundaries that define what "space" makes up an Owners real property interest. These boundaries are defined in the DOC.

The Upper Boundary is defined as the "unfinished lower surface of the ceiling."

The Lower Boundary is defined as the "horizontal plane of the unfinished upper surface of the concrete floor of the Unit."

The Perimetrical Boundaries, i.e. the most outer walls of the Unit, is defined as "the vertical planes of the unfinished interior surfaces of the concrete walls bounding the Unit, extended to their planar intersections with each other and with the upper and lower boundaries."

Apertures (opening, hole, gap) to any boundary are defined as “where there are apertures in any boundary, including but not limited to, windows and doors, the Unit boundaries shall extend to the interior unfinished surfaces of such apertures, including all frameworks thereof.”

Additional items included in the boundary of a Unit include: all non-load bearing walls and partitions, doors, door frames, door hardware, and window panes; all kitchen equipment and fixtures, including without limitation, ovens, refrigerators, freezers, sinks, ranges, microwaves, cabinets, dishwashers, exhaust fans and waste disposal units; all bathroom, lavatory and plumbing fixtures and equipment, including, without limitation, sinks, cabinets, and exhaust fans; all electrical and lighting fixtures, including, without limitation, outlets, switches, lamps, bulbs, ceiling fans, outlet boxes, switch boxes, telephone outlets, cable outlets, network outlets, security systems, smart home systems, smoke detectors, circuit breakers and circuit breaker panels; all clothes washers and dryers, water heaters, heating equipment and air conditioning, and humidity control equipment which serve a Unit; all floor and wall covering, including, without limitation, carpeting, tiling, wood, vinyl, laminate, porcelain, wallpaper and paint; plumbing, electrical heating, air conditioning, and all other piping, ducts, wiring, cables and conduits of any kind or type serving only the particular Unit.

All equipment, fixtures and installations located outside of a Unit, which furnish air conditioning or heating exclusively to that Unit, shall be Limited Common Elements, and shall be maintained, repaired and replaced solely at the expense of the Owner of the Unit. The following are the responsibility for maintenance, repair and replacement by the Unit Owner: window panes and hardware; exterior doors, castings and hardware thereof; all other doors within or affording access to the Unit; electrical, mechanical and plumbing fixtures, switches, valves, drains and outlets (including connections) located partially or entirely within the Unit or serving only the Unit, including lightbulbs; circuit breaker panel and all electrical wiring going into the Unit from the panel; appliances, water heaters, smoke alarms and vent fans; air conditioning, and heating equipment, thermostats, ducts and installations serving the Unit exclusively, including any portions thereof which may be located outside of the boundaries of the Unit; carpeting and other floor coverings; garage interior, garage doors (excluding periodic exterior garage door re-painting) and appurtenant equipment; shower pans; the main interior water supply shut-off valve for the Unit; Other facilities or fixtures which are located or contained entirely within the Unit and serve only the Unit; screen and screen enclosure and doors on the lanai or balcony attached to the Unit.

In the event that the entire building was destroyed or damaged by general hazard event such as a fire, or other general casualty event, the Association and its insurer would only rebuild and replace the building to the defined unit boundaries. This means a Unit owner would, for all practical purposes, receive a hollow shell of their Unit – bare concrete floors, unfinished drywall ceilings, bare unstudded concrete outer walls. There would be no interior walls, fixtures, etc.. It would be the Unit Owner’s responsibility to complete the



construction of the interior of their Unit, as well as to replace all the items beyond the boundaries of their unit that service just their Unit.

The following, whether inside or outside the boundaries of a Unit are the responsibility of the Unit Owner to maintain, repair or replace: windows including the window frame structure, glass, and screens; lanai cage frame and screen; garage door and opener; front door, lanai door, door from unit into the garage; garage closet door; Unit elevator, elevator access doors, elevator mechanical equipment; painting of lanai walls and ceiling (must remain the original off white color); painting of garage walls and ceilings; repair of minor cracks in lanai and garage walls, floor and ceiling (report major crack to the Property Manager for investigation).

This section is meant to be informational. Owners should refer to Section 15 of the DOC and all governing insurance policies.

Authority: BR2025, DOC Sections 5.3, 5.4, 7, 8, 11.2, and 11.3

## **Exteriors**

No Owner, tenant, or other occupant of a Unit shall paint or otherwise alter, modify or change the appearance of any exterior wall, door, window, lanai, garage door, front porch area or balcony. No occupant may place any sunscreen, glass window, blind, or awning on any lanai, balcony or exterior opening. No occupant may erect any exterior lights or signs, place any signs or symbols in windows, erect or attach any structures or fixtures within the Common Elements. Occupants are not to erect, construct or maintain any wire devices, antennas, satellite dishes, or other equipment or structures on the exterior of the buildings or on or in any of the common elements. No clothing, bedding or other similar items shall be dried or aired in any outdoor area of any limited common area if same can be seen from the common elements. All window coverings shall be lined with white or off-white lining on the side exposed to the public. No occupant shall tamper with the light bulbs or fixtures affixed to the exterior of the buildings or garages. The care and maintenance of these fixtures is the responsibility of the Association. No permanent fixtures, including wall hangings, fountains, etc., shall be mounted to the exterior walls or entrance porches. Exterior holiday lighting is permitted on bushes and shrubbery located against a Unit's entry wall and garage wall starting the weekend of Thanksgiving and must be removed by January 15.

Authority: BR20192025, DOC Sections 11.3(A)-(D), 11.4, and 12.12

## **Interiors**

Hard Surface Flooring is allowed in all rooms within a Unit for both the first and second floor Units. All hard surface flooring, for both first and second floor Units, must be installed with approved underlayment that meets the sound absorption requirement

contained in the DOC. For second floor Units that install hard surface flooring in the rear master bedroom and the middle bedroom, area rugs must cover all areas of the flooring that typically get walked on including both sides of the bed, the foot of the bed, pathway from the bedroom to the master bathroom. All hard surface flooring installations must be approved in writing by the Association prior to its installation. The Association may require any unapproved hard surface flooring to be removed at the Owners expense.

Authority: BR2025, DOC Section 12.5

All Unit Owners and Lessees shall keep and maintain the interior of their respective units in a clean and sanitary manner. The unit must be kept in good condition and repair, including the entire air conditioning system (compressor, ducts, vents, etc.) servicing the respective owner's unit, whether inside or outside the owner's unit. Owners shall promptly pay for all utilities that are separately metered to the unit. Unit owners shall keep driveways, patios, rear balconies, and screened lanais clean and attractive.

No occupant may make any structural additions or alteration to any unit or to the common elements, or any of the foregoing without the prior written consent of the Board. Licensed professionals shall do all repairs to plumbing and electrical wiring within the unit.

Authority: BR20192025, DOC Section 11.4

### **Limited Common Elements**

Limited Common Elements are property owned by the Association, not by the Unit Owner, that are reserved for use by a designated Unit Owner. Some of these are the responsibility of the Unit Owner to maintain, repair or replace. Some are the responsibility of the Association to maintain, repair or replace.

#### **Unit Owner Responsibility**

1. Lanai, including the finished floor, cleaning and painting of walls, ceiling, screen cage/enclosure, screen, light, fan
2. Garage interior and garage doors (including appurtenant equipment)
3. Air Conditioning equipment, including wiring, coolant lines and any other item that is part of the air conditioning system, that is located outside of the Unit boundaries (even if located outside the unit).
4. All ducts of any type that service exclusively the Unit, including but not limited to dryer vent duct, bathroom fan ducts.
5. All exterior windows and exterior doors, including lanai slider door and garage door.

### Association Responsibility

1. Maintenance and repair (structural) of exterior walls and concrete slabs in the lanais and balconies
2. Brick Paver Parking Pad in front of the Unit garage door
3. Entry Porch Area – Association is responsible for repairs; Unit Owner is responsible for day to day cleaning.
4. Garage painting (exterior)

Authority: DOC Sections 4.24, 5.4, 7.2, 8, 11 and 12.19

### Garages

Garages are owned by the Association and are designated as a Limited Common Element for use by the Unit Owner that the garage services. The structure of the garage cannot be modified in any manor, including subdividing, erecting walls, installing any plumbing water lines, drains or sinks, adding or removing windows or doors, changing the garage door style, color or appearance. The Board may demand removal of any unapproved alterations to the garage, at the Owner's expense. It is permissible to install shelves, storage cabinets, added lighting, applying paint or epoxy finishes to the garage floor. The addition of new electrical circuits or lines, for items such as an electric vehicle charger, need advance approval from the Associations Architectural Review Board. Unit Owners are responsible for the maintenance and repair of the interior of the garage serving their Unit. This includes the garage door, the rubber stripping along the bottom of the door and the garage door opener and appurtenant equipment. While garages may be used for incidental storage, the primary purpose is for the parking of vehicles. Furniture may not be stored in the garage. Sufficient space to park at least one vehicle (automobile, truck or golf cart) must be kept clear and empty and not converted to storage. "Garage Sales" are not permitted.

Authority: DOC Sections 8.1(A), 11,2(I), 12.14, BR2025

### Garage Door

Garage doors shall remain closed at all times, unless vehicles or people are entering or exiting the garage.

Authority: BR2019, DOC Section 12.14

### Lanai

Lanias are owned by the Association and are designated as a Limited Common Element for use by the Unit Owner that the lanai services. Unit Owners may not enclose

their lanai area. Unit owners may install hurricane protection devices, only in accordance with the specifications adopted by the Board of Directors. Such specifications shall comply with applicable building codes in effect at the time. To install, modify or remove hurricane protection, a Unit Owner must submit a Request For Modification to the Architectural Review Board. Unit owners are responsible for periodic repainting of the lanai walls and ceiling. The color must remain the original builder applied color, SW2046 as shown on Appendix 12. Nothing can be attached or hung from the lanai ceiling. Items may be hung from the concrete lanai walls.

Authority: BR20192025, DOC Section 11.10

### **Windows Coverings**

All window coverings (drapes, shades, shutters, blinds, etc...) shall be lined with white or nearly white neutral color lining on the side exposed to the public.

Authority: DOC Section 11.3(c)

### **Front Entry Doors & Glass Side Panels**

All front entry doors and glass side panels must remain as originally installed by the developer of Grande Reserve, including the original color, the type of door and the size of the door. The front entry door is a metal 6 panel door with no glass. **The side glass panels must have frosted glass.**

Authority: BR2019

### **Screen and Storm Doors**

Installation of screen or storm doors requires prior written approval of the Board. Screen or storm doors colors are limited to white or dark bronze (same dark bronze color as Grande Reserve uses for lanai frames, window frames, gutters, down spouts, soffit and fascia).

Authority: BR20192025

### **Temporary Structures**

No tents, trailers, storage sheds, shacks, tanks or temporary or accessory buildings or structures shall be erected or permitted to remain on the Common Areas or Limited Common Areas.

Authority: DOC Section 12.20

## **Colors For Front Door and Lanai Walls/Ceiling**

Unit front door exteriors and lanai walls and ceilings must remain the original painted colors. Paint must be purchased from a Sherwin-Williams store. Refer to the Appendix 12 for information on exact colors. While the Association will repaint the exterior of the unit front doors during the repainting of the full exterior of the buildings (typically every 5 years), owners can touch up and repaint the exterior of their front door between Association paintings. Owners are responsible for periodic repainting of the lanai walls and ceiling. Show the Sherwin-Williams store Appendix 12 which has the technical specifications on the type of paint and precise color. The color for the exterior of the front door and the lanai walls and ceiling is SW2046.

Authority: BR20192025

## **Outside Furniture, Patio Items, Pools**

Owners and Lessees may not set up furniture, chairs, tables, pools, umbrellas and any other items on any Common Element areas (i.e., all grass, mulch, stone, garden areas). It is permissible to have a small single or double seat bench plus a small table on the paver area immediately in front of the Units main entrance, as long as these items do not extend beyond the covered front entrance area and do not block ingress or egress to the unit. It is also permissible to set up folding beach type chairs on the Units parking pad area while the Unit residents are having a social gathering as long as these items are brought back into the Unit or garage at night.

Authority: BR2025

## **External Satellite Dishes**

Except as permitted by federal law, and subject to the Association's right to approve location, satellite dishes and antennas are prohibited on any portion of the Common Elements. No aerial, antenna poles, antenna masts, citizen band or amateur band antennas, or satellite dish or any wiring for any purpose may be installed on the exterior of the building in which the Unit is located.

Authority: DOC Section 12.12

## **MODIFICATIONS, RENOVATIONS & REPAIRS**

### **Modifications, Renovations and Changes To Unit Interiors, Limited Common Elements and Common Elements**

Architectural Review Board (ARB): Comprised of the Board of Directors, the ARB is solely responsible for review and granting approvals and denials to Unit Owners who

wish to make any changes to the interiors of their Units, to their Limited Common Unit areas such as the garage or lanai, as well as any other changes or modifications the Unit Owner proposes to make. Approval must be obtained in advance regardless of who is performing the work. This includes work performed by Unit owners, friends or outside contractors. Once you receive a written approval for the submitted modification, you cannot alter or supplement the scope of the approved modification without an updated written approval from the ARB. Failure to obtain written approval from the Association in advance of any work commencing on a modification could result in some or all of the following: issuance of a cease and desist letter by the Association's legal counsel; an order to reverse all unapproved work and to return the unit to the original pre-modification condition; assessment of fines; a specific assessment against the unit for all legal costs incurred by the association. If your unit has unapproved work that was done by the prior owner and the Association finds out about the unapproved work after you purchase your unit, as the current owner you are still subject to any enforcement action by the Association, including fines and removal of all unapproved modifications. There is no grandfathering of pre-existing work. Examples where some owners have run afoul of the approval process, apart from outright ignoring the approval requirement and commencing work with no approval, include:

1. You have received approval to install new hard flooring in the living room. During the installation you decide to also have the same flooring installed in another room or area. You need to submit a new Modification Form for review by the ARB.
2. You received approval to install new hard flooring in the living room. A year later you decide to have hard flooring installed in other rooms or areas of your Unit. The approval a year earlier for the living room does not constitute approval to do other areas in the future. You need to submit a new Modification form for review by the ARB.
3. You have received approval for new counters and cabinets to be installed in the kitchen. During that project, or at any time in the future, you decide to have new cabinets and counters installed in the bathrooms. You need to submit a new Modification Form for review by the ARB.

Authority: DOC Section 11.3(D)

## **Collier County Building Permits**

Permits and inspections must be obtained for all work where Collier County requires a permit. Collier County technically requires permits any time the aggregate value of all work is \$5,000 or more. We have been advised that certain stand-alone projects that likely exceed this \$5,000 threshold can be done with no permit, since there is nothing for Collier County to inspect. These include: new flooring; new countertops; new cabinets. If any of these three items are part of a larger renovation, they count in determining if the \$5,000 threshold is exceeded. Any time electrical or plumbing is

involved, and any time walls/ceilings are torn down, replaced, moved, etc... then a building permit is required. Also remember that a permit, regardless of the value, is required when you install a new HVAC system or Hot Water Heater; as well as when you are doing plumbing or electrical work.

What happens if you have work that requires a permit and fail to get one? During the review of your Request For Modification, the Association will include a stipulation that you must have the required permits and inspections. If you proceed without these, and Collier County Code Enforcement becomes aware of the lack of permits and inspections, they will place a lien on the entire 4 unit building. This lien will have many ramifications for you as the party that failed to obtain the required permit and inspection. These include none of these 4 units will be able to be sold since they have a lien on them. This in turn could result in the other three unit owners in your building bringing legal action against you for their inability to sell their unit

Do the right thing and always use licensed contractors that will secure permits and inspections.

#### **Items Requiring Advance ARB Approval:**

1. Installing or replacing any type of flooring inside your unit, except replacing existing installed wall to wall carpet with new installed wall to wall carpet.
2. Installing new cabinets in any location, whether they are replacing existing cabinets or are new cabinets in a new location.
3. Adding a new interior door where one did not previously exist or changing the size of an existing door.
4. Capping off an existing water line or drain.
5. Adding or moving any water line or drain.
6. Adding a new electrical line to your circuit breaker panel.
7. Installing an electrical vehicle charger in the garage (plug, pedestal, or any similar charging station or equipment). The only permissible location for a charger is inside the Unit's assigned garage.
8. Installing a tankless hot water heater.
9. Modifying or replacing existing air conditioning electrical lines and coolant lines.
10. Adding new ceiling recessed lighting or new ceiling mounted fans.
11. Adding tile to the floor surface of the lanai.
12. Replacing any windows or the lanai slider.
13. Replacing the front door or garage door.
14. Installation of any hurricane protection devices on the lanai or windows.
15. Replacing the lanai cage.
16. Installing or replacing a screen/storm door at the main entrance to the Unit.
17. Replacing the screen door (not rescreening) on first floor Unit lanai cages.

18. Any alterations, modifications, or installations affecting or impacting the structure of the unit or building.
19. All other modifications, renovations or repairs not listed under "Items Not Requiring Advance ARB Approval."

**Items Not Requiring Advance ARB Approval:**

1. Painting or wall papering of the Unit interior walls and ceilings.
2. Paint or Epoxy garage floor.
3. Replacing existing installed wall to wall carpet on floor areas that presently have installed wall to wall carpet.
4. Installing crown molding.
5. Replacing existing interior doors with the same size door, same location.
6. Replacing existing toilets and sinks with new toilets and sinks in the same location that do not require new plumbing lines or drains.
7. Replacing a kitchen or bathroom faucet or fixture using existing water lines and drain pipes.
8. Installing or replacing a shower door on an existing shower basin or bathtub using the same drain in the same location.
9. Installing or replacing light fixtures and ceiling fans in the same location using the same electrical line and junction box.
10. Replacing existing appliances with new appliances in the same location.
11. Replacing a hot water heater. County permit and inspection required.
12. Replacing the air conditioning and heating system, as long as existing electrical lines and coolant lines are utilized. County permit and inspection required.
13. Extending a cable TV line to the lanai from the adjacent master bedroom cable TV outlet.
14. Mounting a TV on a wall inside the Unit as well as on the lanai wall adjacent to the master bedroom.
15. Replacing broken glass and damaged screens on Unit windows (with the same glass or screening).
16. Replacing existing screening on the lanai cage, and for first floor units the lanai screen door, with new screening of the same color.
17. Refurbishing the lanai cage. Must stay the same dark bronze color.

**Items Prohibited:**

1. Any plumbing water supply lines, drains or sinks installed in the garage.
2. Painting the Limited Common Element lanai walls or ceilings to any color other than the original builder developer color. The color is SW2046. Refer to Appendix 12.
3. Painting the exterior of the Unit main entry door to any color other than the original builder developer color. The color is SW2046. Refer to Appendix 12.



4. Painting the garage door any color other than the original builder developer color. The color is SW2046. Refer to Appendix 12.
5. Modifying the walls or ceiling of the Limited Common Element lanai, including changing the surface texture of the lanai walls or ceiling.
6. Installing any item that requires a vent that will run thru the walls, ceilings, or attics.
7. Adding new air conditioning and heating venting.
8. Modifying any load bearing wall.
9. For second floor Units, raising the original ceilings to extend into the attic space.
10. For second floor Units, utilizing the attic space for storage or any other purpose.
11. Modifying the layout of the garage in any manner.

### **ARB Submission Process**

For items that require advance ARB approval, you cannot commence any work until your submission to the ARB is approved in writing. The submission of the ARB Modification Form and required supporting documents to the Property Manager or the Board of Directors does not constitute a “deemed” approval. Your submission is not approved until you receive a written approval, via USPS or email, from the Property Manager or Board of Directors. Do not commence any work of any kind until you have written ARB approval, which will also contain various stipulations on items such as work hours, work days, dumpsters, storage of materials and equipment, etc....The following should be submitted to the Property Manager who in turn will present your submission to the ARB for review. Do not submit items one at a time. Your single Modification Request package should have the Modification Form and all required supporting documents.

Architectural Review Board Modification Form – Appendix A8 – The Unit Owner must fill out this form in its entirety. The first section is for all of your contact information. Do not leave any item in this section blank. The next section titled “Subject Being Requested” is for the Unit Owner to provide a few sentences describing all of the modifications being made. Do not leave anything out of your description as the ARB will only issue an approval for items described and documented. An example would be “Renovate the kitchen with new cabinets in the same layout, new counter tops, new appliances with the existing range being replaced with a cooktop and separate wall oven, install added ceiling recessed lights, replace existing ceramic tile floor with vinyl plank flooring.”

Diagram – Include a diagram that shows, room by room, what renovations will take place. In the next section list the names of all the contractors that will work on the renovations.

Business License – Every business in Collier County is required to have a County issued tax license to operate a business. This should not be confused with a Trades License (electrician, plumber, HVAC, general contractor, etc.). Attach the Business License for all contractors working on the renovations.

Occupational Trade License – Certain trades must have a trade license issued by the State of Florida. Attach the license for any contractor where a trade license is required. These include electricians, plumbers, carpenters, general contractors, HVAC. For these trades, you will thus attach both a business license and a trade license. For certain trades, such as painters and flooring installers, all you will attach is a business license since they are not licensed trades. Note that in the State of Florida there is no licensed trade known as a “handyman”. If a contractor has a business name that includes the term “handyman” then they need to be a licensed General Contractor otherwise the ARB submission will be denied.

Certificates Of Insurance (COIs) - Appendix A9 is a blank COI and A10 is a partially completed COI. For each contractor, you must submit COIs documenting their General Liability Insurance, Vehicle Insurance and Workers Compensation Insurance. Note that if a contractor is exempt from carrying Workers Compensation Insurance, they will have an exemption certificate issued by the State of Florida that you can submit in lieu of a COI. Their level of insurance for each of the required COIs must be sufficient in the opinion of the ARB. Sufficient levels of insurance, as determined by the Board of Directors from time to time, must be carried by all contractors and subcontractors. If their level of insurance is not satisfactory, your request may be denied.

Hard Floor Underlayment Specifications Sheet - If the renovations involve the installation of any type of hard surface flooring (everything except wall-to-wall carpet), for both first floor and second floor units you must also submit a Specifications Sheet for the proposed underlayment. The underlayment must meet the following sound absorption requirements: the underlayment must meet minimum IIC rating of 70 according to the ASTM standards E989-89 and E492-90. This requirement is contained in DOC Section 12.5.

Signature & Date - Sign and date the ARB form.

Submission - Send the ARB Form and all supporting documents in one complete submission (do not submit one item at a time) to the Property Manager listed on the ARB form by e-mail (attach PDF files) or US mail. Once received, the Property Manager will review, advise if anything is missing or incomplete, and once the submission is complete, it will be forwarded to the ARB for review.

Authority: DOC Sections 11.3, 11.4, 12.5

## **Contractor Work Hours & Rules**

All contractors, for any type of work, are limited to Monday thru Friday, from 8:00am to 6:00pm. This means your contractors should not arrive until 8:00am and must depart Grande Reserve by 6:00pm. Except in cases of emergencies (as may be determined by the Board from time to time), work cannot be done on weekends and on any major holiday (New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day). No major renovations or modifications whether it is one requiring ARB approval or one not requiring ARB approval, except emergency work such as HVAC, hot water and plumbing repairs, can take place between November 1 and March 31. These limitations do not apply to emergency work such as plumbing leaks, hot water tank repair or replacement, HVAC repair or replacement, electrical failure. Contractors will not leave any equipment, trash or any other items anywhere on the exterior of the Unit when they cease work at the end of the day and must not leave any vehicles or trailers parked overnight. As the Owner, you are responsible for ensuring your contractor is aware of and abides by these rules.

Contractors that cause damage to Association property or to the real or personal property of the Association or other residents may be prohibited from performing future work in Grande Reserve.

Authority: BR2025

## **REQUIRED UNIT MAINTENANCE**

There are several periodic maintenance items that must be performed by each Unit Owner on their Unit. For each item listed below, there is a mandatory frequency and a requirement that the Unit owner submit proof of maintenance to the Association's Property Management firm. Failure to have these required maintenance items completed may result in the Association hiring a firm to enter the Unit to perform the work, with the cost of service billed to the Unit owner. Damage to your unit and any adjacent units resulting from leaks from your HVAC condensation line, toilets, and hot water tank, as well as from fires from clogged dryer vents will result in you being financially liable for all damage to your unit and other units affected in your building. **We are allowing a full year to come into compliance by December 31, 2025.**

### **HVAC Condensation Drain Line Flush**

Every Unit owner is required to have the Condensation Drain Line on their HVAC system flushed twice per calendar year, spaced six months apart. This can be done by a licensed HVAC firm during their check of your system. We will also accept Unit Owner certification that they performed the flush on their own. Good practice is to have it done twice a year. Proof must be submitted to the Association's Property Manager.

With the adoption of this new Board Rule in 2024, **all Unit owners must submit proof of compliance no later than December 31, 2025.**

Authority: DOC Section 11.6. BR2025

### **Dryer Vent Duct Cleaning**

Every Unit owner is required to have their dryer vent duct cleaned, from the dryer connection point inside the Unit laundry room all the way to the outside duct cover. This service must be performed once every calendar year by a professional dryer vent cleaning firm. Proof must be submitted to the Association's Property Manager.

As part of the implementation of this requirement, we will consider having these performed by a contractor hired and paid for by the Association, with the cost built into the annual assessment. Coordination to enter every unit will be challenging since we are uncertain whether every owner has a current front door key on file with the Property Manager. The first step will be an audit of front door keys, where with advanced notice, our Property Manager will bring all keys on file and go around and test everyone's front door. Any unit where the key is missing or not current after we perform this audit, will be required to immediately provide a key. Failure to do so may result in fine to the unit owner. Once we are satisfied that we have all unit keys, work will commence on lining up a contractor to perform the dryer vet cleaning. Note that the dryer vent cleaning performed by the Association will not involve cleaning out accumulated lint and debris from the dryer unit.

With the adoption of this new Board Rule in 2024, **all Unit owners must submit proof of compliance no later than December 31, 2025.**

Authority: DOC Section 11.6, BR2025

### **Toilet Wax Seal Ring and Flange**

Toilet wax seal rings and flanges wear out over time. Several leaks have recently occurred attributable to the toilets still having the original wax seal rings and flanges from when the units were built in the late 1990s to early 2000s. Many units still have 20+ year old wax rings and flanges. This new Board Rule will require every Unit owner to replace the wax seal rings and flanges on all their toilets every 20 years. By December 31, 2025, each Unit owner must submit proof showing the date the last time these were replaced on each toilet if replaced in the last 20 years. **If they have never been replaced or you have no proof of when they were last , they must be replaced by December 31, 2025.** Once replaced, they must be replaced on the 10 year anniversary of their last replacement.

Authority:, DOC Section 11.6BR2025

## **Hot Water Tank**

To avoid damage from old water heaters, this new Board Rule requires every Unit owner to replace their hot water heater every 15 years. By December 31, 2025, each Unit owner must submit proof showing the date the last time was replaced, if within the last 15 years. **If it has never been replaced, it must be replaced by December 31, 2025.** Once replaced, it must be replaced on the 15 year anniversary of the last replacement.

Authority: DOC Section 11.6, BR2025

## **SALE, LEASING AND OTHER TITLE TRANSFERS**

### **Sale of Unit**

Unit Owners may list their Unit for sale without prior notice to or approval of the Association. Once a Unit Owner has a contract for sale of their Unit, they must notify the Association and obtain approval of the Association. The Sales Application Form can be found in Appendix A4. Approval shall not be unreasonably withheld. The form should be mailed or emailed to the Property Manager.

Authority: DOC 14.1(A), BR20192025

### **Non-Sale Title Transfer**

If a Unit Owner changes the titled ownership via a quit claim deed due to a divorce (transferring ownership from a husband and wife to just the husband or just the wife) or for tax or estate planning purposes (transferring title from the current owner(s) to the owner(s) trust), the Unit Owner(s) must provide written notice of such transfer, once completed, to the Property Manager. Advance approval of the Association is not required. The Property Manager will update the Associations records to reflect the new Unit Owners name(s).

Authority: BR2025

### **Certificates of Approval**

The Association, once they have approved a Sale or any other Title Transfer, will issue a Certificate of Approval for the Owner as long as there are no outstanding violations, fines or other issues, such as unapproved unit modifications.

Authority: DOC Section 14.2(B)

## **Leasing and Renting**

All leases and prospective lessees must obtain advance written approval. A lease that is submitted for approval after the lease start date may result in the lease being denied or the assessment of a fine. A Unit Owner who wishes to lease their Unit must submit a completed Lease Application Form together with the proposed written signed lease and a \$50.00 check payable to Grande Reserve at Pelican Strand Condominium Association, Inc. for the non-refundable fee to the Property Manager at least 30 days prior to the starting date of the proposed lease. Unit Owners may not rent or lease their unit for less than one month or for more than twelve months to any one tenant. No Unit may be leased more than three (3) times per year. Subleasing is not permitted. All leases must be in written form and approval may not be unreasonably withheld by the Association. No unit may be used or sold on a "time share basis" or "interval ownership basis." Short term renting, such as Airbnb, is prohibited. No more than 25% of the units in Grande Reserve may be leased at any given time.

Authority: DOC Section 12.4

## **VEHICLES AND PARKING**

### **Vehicles and Parking Authorization**

All Owner, Lessee or resident vehicles are required to display a Strand access permit at all times. Owners, Lessees or residents with two car garages will park at least one of their vehicles in the garage overnight.

Authority: BR20192025

### **Guest Parking**

Guests are only allowed to park in visitor spaces or on the Unit's parking pad.

Authority: BR20192025

Guests of Owners and Lessees (visiting for more than two (2) days) are required to obtain and display a temporary access permit from The Strand Main Entrance Gatehouse for the duration of their visit.

Authority: BR20192025

## **Number of Vehicles Allowed**

Each Unit Resident Owner or Resident Lessee is limited to the following: two (2) year-round allowed vehicles, one (1) additional “seasonal” allowed vehicle (“seasonal” defined as October 1 thru the following April 1), and one (1) golf cart.

Authority: DOC Section 12.8, DOC Section 12.14

## **Types of Vehicles Allowed**

The following types of vehicles are prohibited at all times for Owners, Lessees, Guests, and Visitors: motor homes, campers, boats, trailers of any type, disabled/inoperable vehicles, unregistered vehicles, vehicles with missing body parts or missing mechanical parts, all commercial vehicles of any type (any type of vehicle that has company names/products/logos displayed), motorcycles, e-bikes, full sized vans, pickup trucks that are larger than Class 1 (0 to 6,000 GVWR) or Class 2 (6,001 to 10,000 GCWR), no crew cab trucks, no dual rear wheel trucks, no box trucks, minivans and SUVs that seat more than seven passengers. Note that a prohibited vehicle is allowed if it is kept parked inside the Unit’s assigned garage at all times with the garage door kept closed at all times; prohibited vehicles cannot be parked on the Unit’s parking pad or in the street parking spaces at any time. Vehicles, that are otherwise prohibited, for contractors working on a Unit are allowed during the daytime when the contractor is at the Unit performing work; they cannot be left overnight.

Authority: DOC Section 12.8

## **Golf Carts**

Owners and Residents are permitted to own, store in their garage and operate one (1) electric golf cart. The limit of one (1) golf cart is from Section 12.8 of the DOC. Gas golf carts are not allowed. Golf carts must obey the 15mph speed limit.

Authority: DOC 12.8, BR2025

## **Garage Door Closure**

Garage doors should remain closed at all times, except for when a vehicle is entering or leaving the garage and when work activity is taking place inside the garage. A garage door cannot be left open unattended.

Authority: BR2025

## **Outside Parking of Allowed Vehicles**

Resident Owners or Resident Lessees are required to park at least one non-golf cart vehicle overnight inside their Unit's assigned garage (except Units with a single car garage; these single care garage units have no overnight vehicle garage parking requirement). Resident Owners or Resident Lessees and their guests can park allowed vehicles in excess of their one vehicle parked inside the Unit garage overnight on the Unit's parking pad or on common parking spaces. Parking of vehicles in the street along the curbs is not allowed at any time. Parking on any grass or landscaped area is prohibited at all times. The only allowed outside parking locations are on the Unit's assigned parking pad in front of their garage door and in the marked common parking spaces. Parking in the street will result in the vehicle being towed.

Authority: BR2025, DOC Sections 12.8 and 12.14

## **Vehicle Maintenance, Repair & Washing**

Minor maintenance or repair of vehicles may not be performed on any vehicle except within the Unit's garage with the garage door closed at all times. Major maintenance or repair of a vehicle is prohibited, including within the Units garage. Washing of allowed vehicles is permissible between the hours of 8:00am and 5:00pm on the Unit's parking pad but not on the street or common street parking spaces.

Authority: DOC Section 12.8 and BR20192025

## **Speed Limit**

The 15 MPH speed limit within Grande Reserve is posted and must be obeyed at all times. This speed limit applies to every type of vehicle or device. Owners, their guests, tenants, licensee, vendors, or invitees that violate the posted speed limits may be subject to fines and further enforcement actions.

Authority: BR20192025

## **Towing**

Unauthorized vehicles and vehicles in violation of any Rules & Regulations or DOC provisions may be issued a warning and may be towed away, at the owner's expense, without limiting other remedies of the Association for the enforcement of this provision.

Authority: DOC Sections 7.2 and 12.8



## **Bicycles, E-Bikes, E-Scooters, Scooters, Motorcycles**

Bicycles, E-Bikes, Scooters, Motorcycles and other similar e-device or e-vehicle may be operated within Grande Reserve but must be kept inside garages with the garage door closed when not in use. The Grande Reserve speed limit of 15MPH applies to these vehicles and devices.

While motorcycles and motorbikes are not prohibited, the same shall be driven and ridden upon the roads in such a manner as not to annoy other Owners and Lessees or damage or destroy the Common Elements.

Revvng and gunning of motorcycle engines is prohibited. Motorcycles shall not be permitted to become an unreasonable nuisance to other residents.

Authority: BR20192025, DOC Sections 12.8 and 12.9

## **GRILLS, OUTSIDE COOKING, LANAI COOKING, STORAGE OF FUELS, HEATERS, GENERATORS AND GAS POWERED TOOLS AND EQUIPMENT**

### **Grills & Outdoor Cooking**

The State of Florida Fire Prevention Code restricts the use of grills, whether gas, charcoal, electric or any other combustible fuel, for any multi-residence building (greater than two residences). Our Grande Reserve coach home buildings each have 4 residences and are subject to these restrictions.

The North Collier Fire Control and Rescue District enforces the State Fire Prevention Code. The 2020 updated Grande Reserve DOC incorporates these same restrictions into our own Grande Reserve Governing Documents. A copy of the North Collier Fire Control and Rescue Districts communication about these restrictions is included in Appendix A2 of this Handbook. Our Grande Reserve Grill Flyer is also included in Appendix A1.

Under the State of Florida Fire Prevention Code and our DOC, the following restrictions and limitations apply.

### **Gas Propane Tanks Maximum Size and Quantity**

Typical gas propane tanks are 20lbs. The maximum size permitted to be stored inside the Unit, including the garage, is 2.7lbs. Since a 2.7lb tank is not readily available or sold, the common allowed size tank is a 1lb bottle, which are the small green propane bottles commonly sold at retail stores. Note that if you have a gas grill that takes a 20lb tank, you can purchase an adaptor that allows you to connect a 1lb bottle to your full sized grill. However, experience from Grande Reserve owners has shown that the grill

performance of a full sized grill engineered to run off a 20lb tank will be very poor with a 1lb bottle. Better grill performance will come from a grill that is designed to run off a 1lb bottle. The Fire Prevention Code limits the storage of gas to an aggregate of 5.4lbs. For 2.7lb tanks this would mean two tanks, including any tank that is connected to a grill. Thus two (2) bottles of 2.7lbs each. For 1lb bottles, storage is limited to five (5) bottles, including the bottle that is attached to the grill.

### **Storage of Grill**

The Grande Reserve Updated 2020 DOC requires that all grills, whether gas, charcoal, wood burning, electric or any other type of grill, be stored inside the Unit's garage when not in use. No grill can be stored on the Unit's lanai, front porch or any other location. Prior to storage after cooking, all grills must be cooled down to room temperature. For charcoal, wood burning or any other grill that burns combustible material, all ashes and remnants of combustible material must be cooled down, removed from the grill, and disposed of in a fireproof container for disposal.

### **Location Of Grill While Operating**

When any type of grill is lighted, turned on, or producing heat, it must be outside of the Unit's garage and be at least 10 feet away from the Unit's building and located on the parking pad in front of the Unit's garage. Operation of any type of grill is not allowed in any other location, including but not limited to Common Areas, front porch area, the unit lanai, sidewalks, grass areas, landscaped areas.

### **Violation of State Fire Prevention Code**

Please note that the State has severe penalties for fire and grilling violations. These are listed in the Fire Prevention Code in the Appendix. The Board may also assess fines for violations of the DOC provisions and this Board Rule.

The Board may allow, for approved Association social functions, the operation of grills in the outside area of the Pool and Clubhouse.

### **Lanai Cooking Facilities**

There are a few Units that have an original developer built installed electric cooking grill, with ventilation, on their lanai. If a unit has this original developer built electric cooking grills and ventilation system, this original equipment is allowed. No other Unit may cook on their lanai nor install any electric cooking grills or similar equipment on their lanai or balcony. Any similar equipment installed by the Unit owner is in violation of these Rules

& Regulations and must be removed. No free-standing device, whether electric or combustion, can be used on the lanai or balcony for cooking or warming food.

Authority For All Grill Provisions: State of Florida Fire Prevention Code, DOC Section 12.17, BR20192025

### **Heaters**

The use of electric, propane, gas or any other type heater is prohibited on a Unit lanai, inside the garage or anywhere outside the Unit on Common Element or Limited Common Element areas.

Authority: BR2025

### **Fire Pits**

Fire pits, solo-type stoves and all similar items are prohibited everywhere, including in Common Areas, Limited Common Areas and in Units.

Authority: BR2025

### **Storage of Gasoline, Kerosene, Other Flammable Liquids**

The storage of gasoline, kerosene and any other type of flammable or hazardous liquid inside the Unit, on the lanai, in the garage, or anywhere externally is prohibited at all times, with the exception of short-term storage of gasoline to operate a portable power generator as noted in DOC Section 12.24

Authority: BR2025, DOC Section 12.24

### **Generators**

Owners may own and store a gas-powered electrical generator for use during prolonged power outages as defined in the Association's Rules & Regulations and temporarily store no more than 5 gallons of gasoline to operate a generator in the period from when the time power ceases until 12 hours after power is restored. Owners using a generator shall abide by proper safety protocols and shall indemnify and hold the Association harmless from any and all damages or liability related to such generator use. While in use, the generator must be at least 10 feet away from the unit building and on the parking pad in front of the units garage.

Authority: DOC Section 12.24, BR2025

## **Use of Gasoline Powered Tools**

The use of any type of gasoline powered tool is prohibited. These include, but are not limited to: chain saws, blowers, lawn mowers, compressors, string trimmers, hedge trimmers. Only electric, corded or cordless, versions of these tools are allowed. Operation of any of these tools is limited to Monday thru Saturday, from 9:00am to 5:00pm. Operation is prohibited at all other times and on major holidays (New Years Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day). The Associations contractors are permitted to use gas powered tools and equipment.

Authority: BR2025, DOC Section 12.24

## **RECREATIONS FACILITIES**

### **Recreational Facilities**

The use of recreational facilities, including the pool area and the Grande Reserve clubhouse, is limited solely to the members of the Association, their lessees, and their invited guests. Swimming and other use of the recreational facilities shall at all times be solely at the risk of the individuals using these facilities. Owners, their invited guests, and tenants shall abide by all posted rules regarding the recreational facilities, and in no event shall the Condominium association or its officers, directors, or agents be liable for injury due to anyone's failure to abide by such rules. The pool clubhouse is kept locked at all times. Each owner is provided with a key for personal use.

Authority: BR20192025

### **Swimming Pool And Hot Tub**

Owners, their families, lessees, and guests using the swimming pool and hot tub do so at their own risk. The swimming pool is for the occasional use of guests; abuses subject to action by the Board. Regular use by individuals residing outside of Grande Reserve is prohibited. The fence gates to the pool area are locked at all times. Each Owner and Lessee is provided a key that unlocks the gates and the clubhouse. Always lock the gate after entering or exiting. No lifeguard is on duty. Pool hours are 7:00 am to 11:00 pm. Use of the pool, hot tub, pool deck and clubhouse outside of these hours is prohibited. Persons using the swimming pool must read and obey the posted rules for the use of the swimming pool and deck area. Smoking of any substance whether legal or illegal, e-smoking devices, and vaping is not allowed anywhere in the pool, pool deck or clubhouse, nor within 50 feet of these areas. All glass including but not limited to glass containers, glass drink ware and glass pitchers are prohibited in the swimming pool area. Running or obnoxious behavior is not permitted. No pets of any kind are

permitted in the swimming pool area. Owners and Lessees will be held responsible for any damages, pool contamination, or repairs made necessary as a result of their actions. A responsible party must accompany any child under the age of thirteen (13) years while at the pool. Any child or adult that wears a diaper is not allowed into the pool or hot tub. The playing of radios, smart phones, etc...must be with the use of individual headphones. No device that emits audio is allowed. This includes the use of mobile phone speaker phones. When leaving the pool area, all pool users are responsible for replacing lounge chairs and tables to their original location, lowering and securing all umbrellas, and disposing of trash in the Associations trash and recycling receptacles.

Authority: BR20192025, DOC Section 12.16

### **Reservation of Recreational Facilities for Private Functions**

Owners and Lessees only may reserve the clubhouse and pool deck area for private social functions of more than eight (8) persons, by contacting the Management Company at least seven (7) days prior to the event. The Clubhouse Reservation Form is in Appendix A6. Each reservation requires a \$150.00 security deposit made payable to Grande Reserve At Pelican Strand Condominium Association, Inc. and delivered to the Management Company along with the Clubhouse Reservation Form. The deposit may be refunded following a satisfactory joint walk-through of the facility to ensure cleanliness and restoration to prior condition. Groups may not exceed 60 persons. The Association will arrange for an owner/lessee walk-through of the facility, prior to and after the function, using a Clubhouse Reservation Form checklist. Grande Reserve Board functions and Grande Reserve sponsored social functions have reservation priority, and all other requests shall be handled on a first-come, first-served basis. Submission of the Clubhouse Reservation Form and security deposit do not automatically guarantee the reservation.

The Association and Property Manager will review the reservation request and advise if the reservation has been approved. Reservations are not available for holiday weekends and other peak periods, as determined by the Board of Directors. Owners/Lessees are reminded that the pool, showers, and bathrooms will remain open to all residents during functions. The user of the facilities shall be responsible for leaving them in clean and orderly condition and shall be responsible for any breakage and damage caused to the facility. The facility must be cleaned including removal of all trash back to your Units trash receptacles, rearranged and cleared of any party items prior to 9:00 am the day following the function.

Authority: BR20192025

## **GARBAGE, RECYCLING AND BULK PICK UP**

Bagged garbage and any recyclable items shall be deposited in the containers provided by Collier County to each owner for such purposes. Garbage and recyclable containers are to be placed outside of the Unit's garage no sooner than 6:00pm the evening prior to scheduled collection day (currently every Tuesday and Friday morning for garbage and Tuesday for recycling and bulk pick up) and returned to the garage no later than 5:00pm the day of collection. Per Collier County, receptacles must be spaced at least 3 feet apart to facilitate pick up by the trash trucks. Owners and Lessees must make arrangements for the placement and removal of trash containers while they are absent from the premises – garbage and recycling from a Unit may not be placed in the Associations containers located at the pool and clubhouse. Bulk pick up items, such as old furniture, TVs, etc.. is only allowed and picked up by Collier County on the Tuesday garbage pickup; items should not be put at curb side until after 6pm the night prior to scheduled Tuesday pick up. Do not place bulk items outside at curb side at any other time.

Authority: BR20192025, DOC Section 12.23

## **PETS**

Unit Owners or Lessees shall be permitted to keep no more than two (2) dogs or cats, in the aggregate, in a Unit only if such animal does not disturb or annoy other unit owners. All cats and dogs age 4 months and older must have a current County pet license and a current rabies vaccination. If the pet will be in Grande Reserve for 120 or less calendar days, in the aggregate, during a calendar year, then Grande Reserve will accept a current out of state pet license for registering the pet with Grande Reserve. If the pet will be in Grande Reserve for more than 120 calendar days, in the aggregate, during a calendar year, then Grande Reserve requires a current Collier County pet license certificate. When outside of the Unit, all pets, including cats, must be on a leash or in a carrier, and under control at all times. Pets may never be off leash outside of the Unit interior. Any pet that is off lease outside the Unit interior will result in a fine of \$100 per incident. Owners and Lessees must always clean up after their pet has defecated by picking up the feces with a pet waste bag and bringing the bag back to their Unit for disposal in their Unit's trash receptacles. Bagged feces cannot be collected in a pile or container outside of the Unit. Owners or Lessees may not leave pets unattended, leashed or unleashed, outside their units in screened lanais, porches, front entry area or on balconies. Pets are not allowed in the Pool or Clubhouse areas.

The following dog breeds are not allowed under the Declaration of Condominium: Pit Bulls, Rottweilers, German Shepherds, wolf hybrids, Doberman Pinschers and Chow Chows. Any dog that is deemed "dangerous" in accordance with Collier County Ordinance 2008-51 (as amended) will not be allowed.

All pets must be registered at all times with the Property Manager using the Pet Registration Form in Appendix A5.

If, in the sole judgment of the Board, it is determined that a pet is a danger to persons or property or is causing excessive disturbance and annoyance to other residents or guests, the Board of Directors is empowered to order and enforce the removal of any pet that becomes a reasonable source of annoyance to the resident of the condominium. No reptiles, amphibians or livestock may be kept in the unit. Pets are not permitted in the swimming pool area. The owner of said pet shall be responsible for court costs and attorney's fees and such other expenses as may be incurred by the Association in order to enforce these provisions concerning pets, if the Association prevails in such action.

Authority: DOC Section 12.7, BR2025, Collier County Pet Regulations and Ordinances

## **ALL OTHER**

### **Children**

Children must be supervised by a responsible party at all times. A responsible party must accompany any child under the age of thirteen (13) while at the pool at all times. Toys, bicycles, or other children's articles shall not be left outside after dark.

Authority: BR20192025, DOC Section 12.6

### **Deliveries**

Unit Owners and Lessees who are having deliveries of furniture, appliances and other large items will only do so Monday thru Saturday between 8:00am and 5:00pm. Deliveries must be phoned into the Strand Guard House at least 24 hours in advance.

Authority: BR2025

### **Destruction of Property**

Unit Owners and Lessees will be responsible for any destruction, damage, or defacement of buildings, common elements, including but not limited to landscape plantings, facilities, and equipment caused through their own act(s) and/or acts of their lessees, vendors, or guests.

Unit Owners and Lessees, their families, guests, and invitees shall be liable to the Association for defacing, marring, or otherwise causing damage to the Common

Elements or Limited Common Elements where the repair of said damage is the obligation of the Association.

Authority: BR2019

### **Estate Sales**

An estate sale may only be held by a professional company regularly engaged in the business of conducting estate sales. Owners must receive advance written permission from the Board of Directors before conducting such sales.

Authority: DOC Section 12.15

### **Lakes**

Swimming and boating is not allowed in The Strand lakes and ponds. Fishing is not allowed on the side of any lake or pond that is on the golf course. The land along the lakes that are not on the golf course is owned by the Strand Master Association, not by Grande Reserve. The Strand Master Association does allow fishing from the shore sides that are not on the golf course. However, the Strand Master Association has stated that anyone fishing from the shore sides that are not on the golf course does so at their own risk and is responsible for any damage they do to the lake, equipment, land and landscaping and the Strand Master Association is not liable for any injuries or damage,

Authority: BR20192025

### **Mail Area**

There are two bulletin boards where both the Association and Owners may post notices and other information. The Association will monitor Owner and Resident postings and remove items that are deemed inappropriate, obscene, stale dated or unnecessary.

Authority: BR2025

### **Noise & Nuisances**

No Owner or Lessee shall use a Unit, or permit it to be used, in any manner which constitutes or causes an unreasonable amount of annoyance or nuisance to the occupant of another Unit. Examples of activity that would constitute a "nuisance" include (but is not limited to) the following: a) loud, consistent noises; b) obnoxious odors; c) conditions creating or attracting an infestation of pests or rodents; and d) frequent domestic disturbances causing the arrival of emergency or police vehicles. All occupants of Units shall exercise extreme care about making noises or using musical instruments, radios,



television, or amplifiers that may tend to disturb other neighbors. Designated normal “quiet hours” are between 10:00 pm to 8:00 am.

Authority: BR20192025, DOC Section 12.9

### **Pest Control**

The Association maintains a contract with an external pest control firm. Pest control applications are administered to outside areas several times a year. If a Unit has any pest infestation, the Owner or Lessee should call the contracted pest control firm listed in the Contacts section of this handbook, and they will come out to treat the interior of the Unit.

Authority: BR2025, DOC Section 11.9

### **Plants and Plantings**

No Unit Owner may plant any flowers, shrubbery or trees, or any other type of planting in the ground anywhere near their unit or anywhere in Grande Reserve as these are prohibited by DOC Section 12.13, except in flower pots placed in limited areas noted in this Board Rule. Small plants in flower pots (not planted in the ground) are permitted within ten (10) feet from the Unit entrance and the area extending no further than ten (10) feet from the garage door. Pots must be placed on the brick pavers, not on the grass or landscaped, mulched or rock areas. Flowerpots are not restricted in terms of color; however, the Board reserves the right to ask for the removal of a flower pot if the Board, in its own discretion, deems a flower pots design to not be in keeping with the beautification of Grande Reserve. Flower pot size is limited to no more than 5 gallon in size. The maximum number of flower pots is 5 per Unit. Vine trellises and poles are not allowed. Potted plants must be removed during the hurricane season.

Authority: BR20192025, DOC Section 12.13

### **Safety**

No one shall permit any activity or keep anything in a condominium unit, storage area, or the common elements that would be a fire, safety, or health hazard or in any way tend to increase insurance rates.

Authority: BR2019

## **Solicitation & Sales**

There shall be no solicitation of any type for any purpose or cause, or door to door sales allowed anywhere within Grande Reserve including in the Unit buildings, Clubhouse, Pool or the Common Elements for any cause whatsoever. The Board of Directors is allowed to engage in door to door solicitation for purposes of gathering member meeting proxies and other Association required documents and information.

Authority: BR20192025

## **Signs**

No sign or advertisement of any nature shall be posted or affixed to any of the common elements, limited common elements, or in any Unit including the windows and doors of a Unit, if such sign may be seen from any portion of the Common Elements, except for the Unit number, which shall be uniform in size and design and approved by the Board. "Open House" signs must comply with strict standards and guidelines established by The Strand Master Association. Security Signs placed close to the building are permitted. All Open House signs shall be removed by 5:00 pm.

Authority: BR20192025, DOC Section 12.10

## **Yard Items & Flags**

The display and placement of decorative yard items such as birdbaths, statues, sculptures, trellises, etc., is prohibited. Owners may display a removable United States flag (maximum size 3' x 5'), and on Armed Forces Day, Memorial Day, Flag Day, Independence Day, Patriot Day, and Veterans Day, may display a removable official flag, not larger than 3' x 5 feet, that represent the United States Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard or armed service flag in a respectful manner. Sport flags for college and professional teams, maximum size 3' x 5', may be displayed on the day of the game only. Unit owners may install a flag pole bracket on the front of the unit building adjacent (within 18") to their garage door. This is the only location for allowed flags to be displayed. Free standing flag poles and free standing banner holders are not allowed. Nothing can be affixed or attached to the brick pavers.

Authority: BR20192025

## APPENDIX

A1	Propane Tank Flyer
A2	North Collier Fire Control and Rescue District Notice
A3	Owner Contact Information Form
A4	Sales Application Form
A5	Pet Registration Form
A6	Clubhouse Reservation Form
A7	Lease Application Form
A8	Architectural Review Board Modification Form
A9	Certificate of Insurance – Blank
A10	Certificate of Insurance – Sample
A11	Collier County Waste Collection Flyer
A12	External Paint Colors

## Appendix A1

### PROPANE GAS TANKS ALLOWED VS. NOT ALLOWED

State of Florida and the North Collier Fire district prohibit the storage of any propane tank greater than 2.7lbs inside a multi-family dwelling, including inside a garage. Your coach home buildings are considered multi-family dwellings since each building has 4 residential units. Attached you will find the North Collier County Grill regulations and Deceleration Section 12.17 below for Outdoor Cooking.

**12.17 Outdoor Cooking.** Built-in electric grills may be used on balconies and lanais provided they comply with the local county and fire codes and the Association's Rules and Regulations. Gas and charcoal grills when in use must be on brick paver parking pad at least ten (10) feet from the building. Gas grills cannot have a propane gas tank larger than a two point seven (2.7) pound canister and the maximum number of 2.7 pound canisters that can be stored inside the garage is two (2). Grills must be completely cooled off prior to storage, and can only be stored in the garage. Charcoal grills must be cooled off and emptied of all embers and residue prior to storage in garage.

**NOT ALLOWED**

**TYPICAL GAS TANK  
FOR LARGE GRILLS**



**ALLOWED**

**SMALL TANK FOR  
SMALLER/CAMP GRILLS**



## Appendix A2

### North Collier Fire Control and Rescue District Notice



#### NORTH COLLIER FIRE CONTROL AND RESCUE DISTRICT Fire Prevention

##### BOARD OF FIRE COMMISSION

J. Christopher Lombardo, Chairman ■ Norman E. Feder, Vice Chairman ■ Richard Hoffman, Secretary-Treasurer  
James Burke, Commissioner ■ Ramon E. Chao, Commissioner ■ Christopher L. Crossan, Commissioner  
Margaret Hanson, Commissioner ■ John O. McGowan, Commissioner

January 2015

Subject: Storage and Use of Gas Fired, Electric or Charcoal Fired Cooking Grills and LP Heaters

To Whom It May Concern:

The North Collier Fire Control and Rescue District enforces the Florida Fire Prevention Code N.F.P.A. 1, Uniform Fire Code 2012 edition- Chapter 10 General Fire Safety, Section 10.11.6 reads as follows:

- 10.11.6.1 For other than one- and two-family dwellings, **No hibachi, grill, or other similar devices** used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within **10 feet (3 m) of any structure.**
- 10.11.6.2 For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

Storage of cylinders must meet the requirements of NFPA 58 Liquefied Petroleum Gas Code, 2011 edition. Chapter 3- Storage *Within Residential Buildings:*

Storage of cylinders within a residential building, including the basement or any storage area in a common basement of a multiple-family building and attached or detached garages, shall be limited to cylinders each with a maximum water capacity of **2.7 lb (1.2 kg)** and shall not **exceed 5.4 lb (2.4 kg)** aggregate water capacity per each living space unit.

Section 8.4 Storage *Outside of Buildings.*

8.4.1\* Location of Storage Outside of Buildings.

8.4.1.1 Storage outside of buildings for cylinders awaiting use, resale, or part of a cylinder exchange point shall be located as follows:

- (1) **At least 5 ft. (1.5m)** from any doorway or opening in a building frequent by the public where occupants have at least two means of egress as defined by NFPA 101, Life Safety Code.
- (2) **At least 10 ft. (3 m)** from any doorway or opening in a building or sections of a building that has only one means of egress.

If you are in violation of this code, you may be cited and can be fined a maximum of \$250.00 per day until the barbeque grill is removed. Or, we can take you to the State Attorney's Office and you may be fined up to \$500.00 and/or sixty (60) days in jail.

Should you have any questions, please do not hesitate to contact me at (239) 597-9227.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eloy Ricardo", is written over a horizontal line.

Eloy Ricardo  
Deputy Chief Life Safety & Fire Prevention  
North Collier Fire Control and Rescue District

## Appendix A3

### Owner Contact Information Form



In order to keep our records up to date, Advanced Property Management Services is requesting that you supply or update your contact information. If you wish your information to be kept confidential, you need to indicate this below. Information that is public may be published on our website and/or the Associations Directory.

Please note this information is strictly for the use of compiling up to date records for Advanced Property Management Services.

OWNER CONTACT INFORMATION FORM	
<i>Association</i>	
<i>Association Owner</i>	
<i>Association Co-owner</i>	
<i>Unit Number/Address If primary Mailing/Billing Address Please Circle</i>	
<b>Do you agree to have your contact information we have on file published in your community website or directory (if applicable)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>I want my invoices by e-mail</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Are you interested in receiving Homewatch information from APMS</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Alternate Address If primary Mailing/Billing Address Please Circle</i>	
<i>Alternate Home Phone #</i>	
<i>Unit/Lot Phone #</i>	
<i>Association Owner Cell Phone #</i>	
<i>Association Co-owner Cell Phone #</i>	
<i>Association Owner E-mail</i>	
<i>Association Co-owner E-mail</i>	
<i>Vehicle Information:</i>	Make _____ Model _____ Year _____ License# _____ State _____ Make _____ Model _____ Year _____ License# _____ State _____
<i>Association Owner Signature and Date</i>	
<i>Association Co-owner Signature and Date</i>	

**The Emergency/Homewatch contact information will be for file purposes and will NOT be published:**

<i>Homewatch Contact (Names, address and phone numbers)/Emergency Contact (Names, address and phone numbers)</i>	
--	--

Please return to Advanced Property Management Services office or:  
 E-mail: [info@apmsfl.com](mailto:info@apmsfl.com) or Mail: 1035 Collier Center Way #7, Naples, FL 34110  
 Phone: 239-513-9433 Website: [www.apmsfl.com](http://www.apmsfl.com)

Appendix A4

Sales Application Form  
Page 1

1

**GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM  
ASSOCIATION, INC.**

*Advanced Property Management*

1035 Collier Center Way Suite 7, Naples, FL 34110

(239) 513-9433 • FAX (239) 513-9561

SALES APPLICATION FORM

Please submit application at least 20 days prior to occupancy

I/WE HEREBY APPLY FOR APPROVAL TO PURCHASE

Today's date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Title agent/Attorney: \_\_\_\_\_ Ph#: and Email: \_\_\_\_\_

Unit Owner Address: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Co- Applicant: \_\_\_\_\_

Home address: \_\_\_\_\_ City/ State: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Co- Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Employer: \_\_\_\_\_ Position held: \_\_\_\_\_ PH#: \_\_\_\_\_

Co Applicant Employer: \_\_\_\_\_ Position held: \_\_\_\_\_ PH#: \_\_\_\_\_

Alternate address (if applicable) for Billing:

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

THE CONDO DOCUMENTS OF GRANDE RESERVE at PELICAN STRAND CONDOMINIUM ASSOCIATION PROVIDE AN OBLIGATION OF UNIT OWNERS THAT ALL UNITS ARE FOR SINGLE FAMILY RESIDENCE ONLY. PLEASE STATE THE NAME, RELATIONSHIP, AND AGE OF ALL OTHER PERSONS WHO WILL BE OCCUPYING THE UNIT REGULARLY.

**Name** **Relationship** **Age (DOB)**

\_\_\_\_\_

\_\_\_\_\_

**Three letters of Personal Reference must be attached.** List the names and addresses below. References should not be family or have any financial gain in the sale (LOCAL IF POSSIBLE):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Appendix A4

Sales Application Form  
Page 2

Emergency Contact Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Homewatch Contact Information: \_\_\_\_\_

Vehicle Information:

Vehicle Make/Model: \_\_\_\_\_ Color/State/Plate: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Color/State/Plate: \_\_\_\_\_

Pet? Yes \_\_\_\_\_ (If yes, please complete pet application) How many: \_\_\_\_\_ No: \_\_\_\_\_

Unit owners shall be permitted to keep no more than two (2) dogs or cats. Please refer to documents regarding pet restrictions.

Type of pet: \_\_\_\_\_ Weight of pet: \_\_\_\_\_

Type of pet: \_\_\_\_\_ Weight of pet: \_\_\_\_\_

**INTENTION TO: (PLEASE CHECK ONE)**

RESIDE HERE ON A FULL-TIME BASIS  RESIDE HERE PART-TIME  LEASE UNIT

Unit owners may not rent or lease their unit for less than a month to any one tenant. No unit may be leased more than three (3) times per year. Please refer to the documents for more information on rentals.

APPLICATION TO INCLUDE FOR APPROVAL:

- \_\_\_ A copy of the signed purchase contract or lease agreement.
- \_\_\_ 3 personal reference letters with current phone numbers attached
- \_\_\_ Rules and Regulation signature sheet.
- \_\_\_ Pet Application with photo of pet and vet records

The above MUST all be attached to this application and sent to the ASSOCIATION c/o Advanced Property Management Services 1035 COLLIER CENTER WAY UNIT #7 NAPLES, FL. 34110. Approval will not be granted if incomplete. The information as described above must be submitted at least twenty (20) days prior to the intended closing date.

I AM AWARE OF AND AGREE TO ABIDE BY THE CONDOMINIUM ASSOCIATION DOCUMENTS AND RULES & REGULATIONS. I ACKNOWLEDGE RECEIPT OF A COPY OF THE ASSOCIATION RULES. SELLER IS TO PROVIDE THE ASSOCIATION DOCUMENTS OR THEY CAN BE PURCHASED AT HOMEWISEDOCS.COM. PLEASE INITIAL:

I UNDERSTAND AND AGREE THAT THE ASSOCIATION, IN THE EVENT IS APPROVES A LEASE, 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 DOCUMENTS AND THE RULES & REGULATIONS OF THE ASSOCIATION: PLEASE INITIAL:

I AGREE TO PAY ANON-REFUNDABLE \$100.00 FEE CONNECTION WITH THE TRANSFER, SALE OR LEASE TO COVER ADMINISTRATIVE EXPENSES RELATING TO THE APPROVAL PROCESS. I AGREE TO SUBMIT THE FEE PAYABLE TO GRANDE RESERVE at PELICAN STRAND CONDOMINIUM.

I/WE DECLARE THE FOREGOING INFORMATION TO BE TRUE AND CORRECT. I/WE UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE. I/WE AM/AWARE OF AND AGREE TO ABIDE BY THE DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION, BYLAWS AND ALL



Appendix A4

Sales Application Form  
Page 3

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PROPERLY PROMULGATED RULES AND REGULATIONS OF THE ASSOCIATION AND ACKNOWLEDGE THAT THE ASSOCIATION MAY TERMINATE A LEASE UPON DEFAULT BY THE TENENT IN OBSERVING ANY OF THE PROVISIONS IN THE DOCUMENTS. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THE RULES AND REGULATIONS. I/WE UNDERSTAND THE NECESSARY CONFIDENTIAL INFORMATION WILL REMAIN CONFIDENTIAL BY THE ASSOCIATION'S OFFICERS AND/OR THE ASSOCIATION'S DESIGNEE

FL Statute 718.116(11) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make a written demand that the tenant pay the future monetary obligations related to the condominium unit to the association, and the tenant must make such payment.

Applicant Print Name: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Print Name: \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Send a copy of the approval to (Email): \_\_\_\_\_

**APPLICANT DO NOT WRITE BELOW THIS LINE**

Application Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Name and Title Association Dues Current: Yes ( ) No ( ) Application Fees Submitted: Yes ( ) No ( )

Check/ money order # \_\_\_\_\_ Copy of sales contract or lease attached: Yes ( ) No ( )

Information verification completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix A4

Sales Application Form  
Page 4

4

GRANDE RESERVE AT PELICAN STRAND  
CONDOMINIUM ASSOCIATION, INC.

C/O Advanced Property Management Services  
1035 Collier Center Way, Unit #7, Naples, FL 34110  
Phone 239-513-9433 [Info@apmsfl.com](mailto:info@apmsfl.com)

*I/We am/are aware of and agree to abide by the Declaration of Condominium, Articles of Incorporation, Bylaws and all properly promulgated rules and regulations of the association and acknowledge that the association may terminate a lease upon default by the tenant in observing any of the provisions in the documents. I/We acknowledge receipt of a copy of the rules and regulations. I/We understand the necessary confidential information will remain confidential by the association's officers and/or the association's designee. Please sign and date below stating that you agree to follow all the rules and regulations GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM ASSOCIATION, INC.*

*Return with the two application, a signed copy of the lease/sales contract and the application fee.*

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Appendix A5

Pet Registration Form

**PET REGISTRATION FORM**

RESIDENT'S NAME (applicant): \_\_\_\_\_

ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK # \_\_\_\_\_

TYPE OF PET \_\_\_\_\_ EXACT PRESENT WEIGHT \_\_\_\_\_

AGE OF PET \_\_\_\_\_ FULL GROWN WEIGHT \_\_\_\_\_

PET NAME \_\_\_\_\_ BREED-COLOR \_\_\_\_\_

VET'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

TYPE OF PET \_\_\_\_\_ EXACT PRESENT WEIGHT \_\_\_\_\_

AGE OF PET \_\_\_\_\_ FULL GROWN WEIGHT \_\_\_\_\_

PET NAME \_\_\_\_\_ BREED-COLOR \_\_\_\_\_

VET'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

I understand that any falsification of information or failure to register my pet may result in the denial of approval by the Board of Directors. I further understand that I am fully responsible for the actions of my pet and have read the Rules and Regulations regarding the control of my pet.

- Vet Records Attached: \_\_\_\_\_
- Photo of pet included (check one): \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, I understand that a photo of my pet needs to be registered with the association.

Signature of owner(s) \_\_\_\_\_

Print Name: \_\_\_\_\_

Appendix A6

Clubhouse Reservation Form

**GRANDE RESERVE  
CLUBHOUSE RESERVATION REQUEST**

DATE REQUESTED: \_\_\_\_\_

TIME RESERVED: \_\_\_\_\_

OCCASION: \_\_\_\_\_

The undersigned will be responsible for all cleanup of the Clubhouse, Amenity Area and any damage to the Clubhouse and/or Amenity area.

- ❖ CLEANUP MUST BE DONE IMMEDIATELY FOLLOWING THE EVENT
- ❖ THE CLUBHOUSE MUST BE LEFT IN THE SAME CONDITION AS IT WAS FOUND
- ❖ USER MUST PROVIDE ALL CLEANING SUPPLIES
- ❖ SECURITY DEPOSIT WILL BE KEPT IF RULES HAVE NOT BEEN FOLLOWED AND/OR ANY DAMAGE IS DONE TO THE PROPERTY

***THE BOARD OF DIRECTORS HAS THE RIGHT TO RESTRICT OR SUSPEND RESERVATION PRIVILEGES TO UNIT OWNER AND OR TENANT WHO HAVE NOT COMPLIED WITH RULES OF CLUBHOUSE***

DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Reservation is required at least one week in advance  
Security Deposits are required, at least 48 hours before event

**Security Deposit for Owners: \$150.00**

**Security Deposit for Renters: \$150.00**

Please return this completed form, along with your check (Payable to Grande Reserve) to:

Advanced Property Management Services - Grande Reserve  
1035 Collier Center Way #7  
Naples, FL 34110

Appendix A7

Lease Application Form  
Page 1

1

**GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM ASSOCIATION, INC.**

***Advanced Property Management***

1035 Collier Center Way Suite 7, Naples, FL 34110

(239) 513-9433 □ FAX (239) 513-9561

**LEASE APPLICATION FORM**

**Please submit application at least 20 days prior to occupancy**

I/WE HEREBY APPLY FOR APPROVAL TO LEASE

Today's date: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Title agent/Attorney: \_\_\_\_\_ Ph# and Email: \_\_\_\_\_

Unit Owner Address: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

Home address: \_\_\_\_\_ City/ State: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Co- Applicant Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Employer: \_\_\_\_\_ Position held: \_\_\_\_\_ PH#: \_\_\_\_\_

Co Applicant Employer: \_\_\_\_\_ Position held: \_\_\_\_\_ PH#: \_\_\_\_\_

THE CONDO DOCUMENTS OF GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM ASSOCIATION PROVIDE AN OBLIGATION OF UNIT OWNERS THAT ALL UNITS ARE FOR SINGLE FAMILY RESIDENCE ONLY. PLEASE STATE THE NAME, RELATIONSHIP, AND AGE OF ALL OTHER PERSONS WHO WILL BE OCCUPYING THE UNIT REGULARLY.

<u>Name</u>	<u>Relationship</u>	<u>Age (DOB)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Three letters of Personal Reference must be attached.** List the names and addresses below. References should not be family or have any financial gain in the rental (LOCAL IF POSSIBLE):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Appendix A7

Lease Application Form  
Page 2

2

**Emergency Contact Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Vehicle Information:**

Vehicle Make/Model: \_\_\_\_\_ Color/State/Plate: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Color/State/Plate: \_\_\_\_\_

Service/emotional support animal in unit? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please contact office for more information on what needs to be submitted along with application.**

**APPLICATION TO INCLUDE FOR APPROVAL:**

- \_\_\_\_\_ A copy of the signed purchase contract or lease agreement.
- \_\_\_\_\_ 3 personal reference letters with current phone numbers attached
- \_\_\_\_\_ Complete application
- \_\_\_\_\_ Check or money order in the amount of \$100.00 payable to *GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM* for application processing fee.

**The above MUST all be attached to this application and sent to the ASSOCIATION c/o Advanced Property Management Services 1035 COLLIER CENTER WAY UNIT #7 NAPLES, FL. 34110. Approval will not be granted if incomplete. The information as described above must be submitted at least twenty (20) days prior to the intended closing date.**

I AM AWARE OF AND AGREE TO ABIDE BY THE CONDOMINIUM ASSOCIATION DOCUMENTS AND RULES & REGULATIONS. I ACKNOWLEDGE RECEIPT OF A COPY OF THE ASSOCIATION RULES. SELLER IS TO PROVIDE THE ASSOCIATION DOCUMENTS OR THEY CAN BE PURCHASED AT HOMEWISEDOCS.COM. **PLEASE INITIAL:** \_\_\_\_\_

I UNDERSTAND AND AGREE THAT THE ASSOCIATION, IN THE EVENT IS APPROVES A LEASE, 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 DOCUMENTS AND THE RULES & REGULATIONS OF THE ASSOCIATION: **PLEASE INITIAL:** \_\_\_\_\_

I AGREE TO PAY A *NON-REFUNDABLE \$100.00* FEE CONNECTION WITH THE TRANSFER, SALE OR LEASE TO COVER ADMINISTRATIVE EXPENSES RELATING TO THE APPROVAL PROCESS. I AGREE TO SUBMIT THE FEE PAYABLE TO *GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM*

I/WE DECLARE THE FOREGOING INFORMATION TO BE TRUE AND CORRECT. I/WE UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE. I/WE AM/ARE AWARE OF AND AGREE TO ABIDE BY THE DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION, BYLAWS AND ALL PROPERLY PROMULGATED RULES AND REGULATIONS OF THE ASSOCIATION AND ACKNOWLEDGE THAT THE ASSOCIATION MAY TERMINATE A LEASE UPON DEFAULT BY THE TENENT IN OBSERVING ANY OF THE PROVISIONS IN THE DOCUMENTS. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THE RULES AND REGULATIONS. I/WE UNDERSTAND THE NECESSARY CONFIDENTIAL INFORMATION WILL REMAIN CONFIDENTIAL BY THE ASSOCIATION'S OFFICERS AND/OR THE ASSOCIATION'S DESIGNEE

Appendix A7

Lease Application Form  
Page 3

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***FL Statute 718.116(11) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make a written demand that the tenant pay the future monetary obligations related to the condominium unit to the association, and the tenant must make such payment.***

***I/We am/are aware of and agree to abide by the Declaration of Condominium, Articles of Incorporation, Bylaws and all properly promulgated rules and regulations of the association and acknowledge that the association may terminate a lease upon default by the tenant in observing any of the provisions in the documents. I/We acknowledge receipt of a copy of the rules and regulations. I/We understand the necessary confidential information will remain confidential by the association's officers and/or the association's designee. Please sign and date below stating that you agree to follow all the rules and regulations GRANDE RESERVE AT PELICAN STRAND CONDOMINIUM ASSOCIATION, INC. Return with the application, a signed copy of the lease/sales contract and the application fee.***

Applicant Print Name: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Send a copy of the approval to (Email): \_\_\_\_\_

APPLICANT DO NOT WRITE BELOW THIS LINE

Application Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Name and Title Association Dues Current: Yes ( ) No ( ) Application Fees Submitted: Yes ( ) No ( )

Check/ money order # \_\_\_\_\_ Copy of lease attached: Yes ( ) No ( )

Information verification completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix A8  
Architectural Review Board Modification Form

Grande Reserve at the Strand Condominium Association Inc.  
Architectural Modification Form

Date: \_\_\_\_\_  
 Unit Owner (applicant): \_\_\_\_\_  
 Address: \_\_\_\_\_ Grande Reserve Way Unit # \_\_\_\_\_ Email: \_\_\_\_\_  
 Out of Town Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SUBJECT BEING REQUESTED (Please describe in detail, include materials and colors used as well as size):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Please include the following:

- Name of Company Performing Work \_\_\_\_\_
- Certificate of Insurance for Vendor/Contractor Above
- Copy of the Occupational License for Vendor/Contractor
- Permits – Where Applicable

**\*\* Any expense incurred due to City/County code will be the responsibility of applicant.**  
**PLEASE ATTACH DRAWING/SPECIFICATIONS AND /OR PLANS.**  
 I/We hereby make application to the Board of Directors for the above-described item to be approved in writing by the Board of Directors. I/We understand that all requests must be in conformity with the Declaration of Condominium Documents, By-Laws, Incorporation, Rules & Regulations, and Florida Statute, and conform to Collier County Codes. I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We also acknowledge that this request is granted AS PRESENTED to the Board of Directors and must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Board.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Signature of Applicant

Date: \_\_\_\_\_

ALL CURRENT AND FUTURE OWNERS ARE RESPONSIBLE FOR MAINTENANCE OF AND/OR ALL DAMAGE CAUSED BY, OR AS A RESULT OF THIS MODIFICATION:

BOARD OF DIRECTORS: APPROVAL: \_\_\_\_\_ DISAPPROVAL: \_\_\_\_\_

Please return to and if questions, Please contact:  
 Grande Reserve Condominium Association, Inc.  
 C/O APMS, 1035 Collier Center Way Suite 7  
 Naples, FL 34110  
 Telephone: (239) 264-1444  
 Fax: (239) 513-9561  
 Email: vpackman@apmsfl.com



Appendix A9  
Certificate of Insurance – Blank



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A :	NAC #
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occ/retenc) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> INC SECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>

# Appendix A10 Certificate of Insurance – Sample



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Name of insurance company Address	<b>CONTACT NAME:</b> PHONE (AC, No, Ext) _____ FAX (AC, No) _____ E-MAIL ADDRESS: _____ INSURER(S) AFFORDING COVERAGE _____ NAIC# _____ INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b> Name of vendor providing service Address	

COVERAGES \_\_\_\_\_ CERTIFICATE NUMBER: \_\_\_\_\_ REVISION NUMBER: \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADOL	INSRD	RUSR	WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> ULLIUM GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					*****	##/##/##	##/##/##	EACH OCCURRENCE \$ CLAIMS TO SETTLE \$ PROMISES (In occurrence) \$ MED EXP (Per person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMMOD AGG \$ OTHER \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					*****	##/##/##	##/##/##	COMBINED SINGLE LIMIT (Uninsured) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> CGL <input type="checkbox"/> RETENTIONS					*****	##/##/##	##/##/##	EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					*****	##/##/##	##/##/##	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE-BA EMPLOYEES E.L. DISEASE-POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACCORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Additional Insured: Homeowner's Name  
 Homeowner's address

<b>CERTIFICATE HOLDER</b> Association Name c/o Advanced Property Management Services 1035 Collier Center Way, #7 Naples, FL 34110	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <div style="text-align: center; font-size: 2em; color: red;">X</div>
---	---

# Residential Curbside Collection

## Services include:

- Twice-a-week Household Waste curbside collection.
- Once-a-week Recycling, Yard Waste, and Bulky Items collection.

Call (239) 252-2380 to schedule collection of appliances, electronics, standard vehicle tires, or vehicle batteries.



 **Cart Out By 6 a.m.**  
on collection day & removed by 6 a.m.  
the following day. Pick-up can occur  
any time from 6 a.m. to 6 p.m.

 **Space Carts & Materials**  
3ft apart from each other,  
mailboxes, and other obstacles.

 **Cart Repairs/Replacement**  
call (239) 252-2380 and follow  
prompts.

There will be **no curbside services** on Fourth of July, Thanksgiving Day, or Christmas Day.

There are **no make-up days**. If your collection falls on one of these holidays, your trash, recycling, bulky items and yard waste will be collected on your next scheduled day.

Visit [colliercountyfl.gov/collection](http://colliercountyfl.gov/collection) for more information

## Appendix A12 External Paint Colors

**WILLIAMS BROTHERS GROUP™**      **PAINTING & CONTRACTING DIVISION**

10000 W. US Highway 1, Suite 800, Naples, FL 34109  
Tel: 239-444-4400 • Fax: 239-444-4400







**CUSTOMER/JOB NAME:** Grand Reserve II The Strand      **SALESMAN:** Frank Casale

**ADDRESS:** 5705, 5710, 5715, 5720, 5725, 5730, 5735, 5740, 5745, 5750, 5755, 5760, 5765, 5770, 5775, 5780, 5785, 5790, 5795, 5800, 5805 Grande Reserve Way, Naples FL 34108      **foreman:** \_\_\_\_\_

**PAINT COMPANY:** SW      **DATE:** 11/15/2008

**ADDRESS:** Exchange Ave

**PHONE:** 843-6586

BUILDING PART	MATERIAL	COLOR	SAMPLE	CUSTOMER SIGNATURE
Body	SP	Custom		
Trim	SP	SW2046		
COFFICE	SP	SW2315		
DOORS	Inds Enamel/Gloss	SW2046		
FLOORS	TT 289	Custom		
COACH LIGHTS	SP	Custom		



Made by Leneta Company

Form WB-209

### COLOR SUBMITTAL

ARCHITECT: **ELIAS** DATE: \_\_\_\_\_  
JOB: **Grand Reserve** PRINTING CONTR: \_\_\_\_\_  
GENERAL CONTR: **the strand** FINISH: \_\_\_\_\_  
COLOR APPROVED BY: \_\_\_\_\_

**800-514-1122**

See Sherwin-Williams Technical Manual for information on color matching and application.

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

800-514-1122

800-514-1122

800-514-1122

800-514-1122



SHERWIN-WILLIAMS 2426 11/18/18  
228-843-8888 Order# 8213415

100-001 INDUSTRIAL ENAMEL 2ND MIXED  
GLOS 4LETS PR 880000

DOORS  
CUSTOM MANUAL MATCH

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

800-514-1122

800-514-1122

800-514-1122

800-514-1122

**8213415-003**

See Sherwin-Williams Technical Manual for information on color matching and application.

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

8213415-003

8213415-003

8213415-003

8213415-003



SHERWIN-WILLIAMS 2426 11/18/18  
228-843-8888 Order# 8213415

100-001 INDUSTRIAL ENAMEL 2ND MIXED  
GLOS 4LETS PR 880000

DOORS  
CUSTOM MANUAL MATCH

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

8213415-004

8213415-004

8213415-004

8213415-004

**8213415-005**

See Sherwin-Williams Technical Manual for information on color matching and application.

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

8213415-005

8213415-005

8213415-005

8213415-005



SHERWIN-WILLIAMS 2426 11/18/18  
228-843-8888 Order# 8213415

100-001 INDUSTRIAL ENAMEL 2ND MIXED  
GLOS 4LETS PR 880000

DOORS  
CUSTOM MANUAL MATCH

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

8213415-005

8213415-005

8213415-005

8213415-005

**8213415-006**

See Sherwin-Williams Technical Manual for information on color matching and application.

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

8213415-006

8213415-006

8213415-006

8213415-006



SHERWIN-WILLIAMS 2426 11/18/18  
228-843-8888 Order# 8213415

100-001 INDUSTRIAL ENAMEL 2ND MIXED  
GLOS 4LETS PR 880000

DOORS  
CUSTOM MANUAL MATCH

ONE GALLON PERMANENTLY DISPENSED IN A 1/2" GALLON CAN

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