



Welcome Home

Dear Homeowner,

We wish to extend a warm welcome to you as a new resident of Talis Park. Our Community Association is very active, and we work hard to maintain an exceptional ambience and quality of life within the community. In addition to contributing to a great lifestyle we also hope to protect the value of your home. It is my sincere wish that your association will bring you immense enjoyment through great experiences.

KW Property Management & Consulting has the experience, knowledge, and training necessary to operate and maintain your community to the highest standards. Our personnel are people-oriented and as such, work with you, your Board, and subcontractors to help make your experience in your new community as enjoyable as possible.

The information in this packet is provided to make you feel at home and informed from day one. Enclosed you will find information that we hope will make the adjustment to your new home a seamless transition. You can also find all our community documents, forms, and other helpful information online at TalisParkPOA.com.

Again, welcome to Talis Park Community Association. We are delighted you have chosen us and hope you and your family enjoy yourselves for many years to come. If there is anything we can do to help make that happen, please let us know.

If you have any questions or comments, please feel free to contact me at 239-940-7904 or via Cchilton@KWPMC.com.

Kindest Regards,

Christopher B. Chilton

General Manager for Talis Park Community Association LLC



Quick Reference Phone Numbers

Emergency	911
Collier County Sherriff (NON-EMERGENCY)	239-252-9300
North Collier Fire Rescue District - Station #48,	239-597-3222
Collier County Utilities	239-252-2380
Florida Power & Light	239-262-1322
Comcast	800-266-2278
Direct TV	877-707-9769
Waste Management	239-325-3208
Gatehouse Voicemail	239-594-2942
KW Property Management After-Hours Emergency	(800)514-5770
TECO Gas	239-690-5508



Property Management Contact List

Talis Park Community Association Inc.

KW Property Management & Consulting	Christopher Chilton, General Manager	Cell:239-940-7904 Office:239-259-7705	Cchilton@kwpmc.com
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Talis Park Golf Club

Kitson and Partners	Meaghan Baker, Director of Club Membership	239-449-5912	mbaker@kitsonpartners.com
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Carrara

PMI Gulf Coast	Nina Hart, LCAM	239-215-3474	nina@pmigulfcoast.com
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Corsica Coach Home

Resort Group Inc.	Jennifer Shaffery, LCAM	239-649-5526	jshaffery@resortgroupinc.com
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Toscana

Kova Partners	Cindy Gray, LCAM	239-315-7011	cgray@kovapartners.com
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Viansa

Advanced Property Management Services	Christian Nacif, LCAM	239-264-1122	cnacif@apmsfl.com
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TALIS PARK
NAPLES FLORIDA

Vehicle Registration Form

Member Name: _____

Address: _____

Please Note: It could take up to 24 hours for transponders to be activated.

Vehicle 1: Transponder Number _____

Driver: _____ Make/Model: _____

Tag: _____ Year: _____ Color: _____

Vehicle 2: Transponder Number _____

Driver: _____ Make/Model: _____

Tag: _____ Year: _____ Color: _____

Vehicle 3: Transponder Number _____

Driver: _____ Make/Model: _____

Tag: _____ Year: _____ Color: _____



Pet Registration Form

Member Name: _____

Address: _____

Pet Information (Please complete 1 form per pet):

Pet Name: _____ Species: _____

Age: _____ Weight: _____ Breed: _____

Gender: M F (please circle one)

Description:

Acknowledgment & Agreement

I/We am/are aware of the Association rules, regulations, and restrictions regarding pets on the property and agree to abide by them. I/We also agree to abide by the rules when using the dog park and I/We agree to use the park at my/our own risk.

Signed: _____ Date: _____



Talis Park Community Association Owner Information Form

Owner Name:	
Co-Owner Name:	
Mailing Address: *Where you would like all bills to be sent*	
Talis Park Address:	
Owner Home Phone:	
Owner Work Phone:	
Co- Owner Work Phone:	
Owner Cell Phone:	
Co- Owner Cell Phone:	
Owner Email Address:	
Co- Owner Email Address:	

Emergency Contact Information

Name:		Relationship:		Phone Number:	
Name:		Relationship:		Phone Number:	

Signature of Owner: _____ Date: _____



Gate Guest List

Resident Information

Owner Name: _____

Talis Park Street Address: _____

Primary Phone Number: _____ Alternative Number: _____

Email: _____

Permanent Guest(s)

*(*Permanent Guests are people whom you would like to always have access to the gate such as Immediate Family or Close Friends*)*

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Vendor List:

*(*Vendors are who will be servicing your home on a regular basis & need access through the gate such as cleaners and/or home watch*)*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Resident Signature: _____

Date: _____



HOW TO AUTHORIZE YOUR GUESTS FOR GATE ACCESS



1. INTERNET (the easiest and preferred method)

- a. Use your computer ... or your Apple or Android device
 - Download GateAccess.net from your device's app store (it's free!) ... and it will remember your login information so you don't have to enter it each time
- b. Go to www.GateAccess.net
- c. Select Community Code: **TP** from the drop-down list
- d. Enter your User Name and Password
 - User Name = your 10 digit primary phone number no spaces (unless you change it)
 - Password = your Security Code (PIN) (same as when using the Voice Message option ... unless you change it)
- e. Click Login
- f. Click on the Guest List tab
 - Please 'scrub' your list by deleting old entries that no longer apply
 - Add your visitor's name ... along with the beginning and end date of their visit; leave the end date blank for 'permanent guests'
 - **Be sure to click 'Update'** on the right at the bottom of the list



2. VOICE MESSAGE (Dial 239.594.2942)

- a. Enter your Security Code (PIN) if asked
 - b. Follow the prompts. **DO NOT** hang up until told to do so or your authorization will not be recorded. You can authorize a guest for:
 - Today (press 1)
 - Tomorrow (press 2)
 - Today **and** tomorrow (press 3)
- **Any** beginning and ending date you want (press 4)



GateAccess.Net APP for your Smart Device

Guest Access

Website View



Phone View



- ❖ Download the **Gate Access.net** app on your phones.
- ❖ Enter Username and Password
- ❖ Add Guests to your list
- ❖ Guest can be made **Permanent, Daily, or Weekly** access.
- ❖ Website Access: www.GateAccess.Net



❖ Works on Live Time

❖ Information uploaded directly into the gatehouse computer system.

❖ Owners can personalize notifications...



Members must always accompany guests while accessing the amenities



Authorize Guests

My GateAccess.net Community Code: **TP**

My GateAccess.net User Name = Primary Phone # _____ Pin # _____

Talis Park Voice Authorization (239.594.2942) Security Code (PIN): _____

Forgot your User Name, Password or Security Code ?

Send an email to Management Office: s.badali@ramcoprotective.com



Talis Park Exterior Resident Maintenance

<u>Owner</u>	<u>HOA</u>
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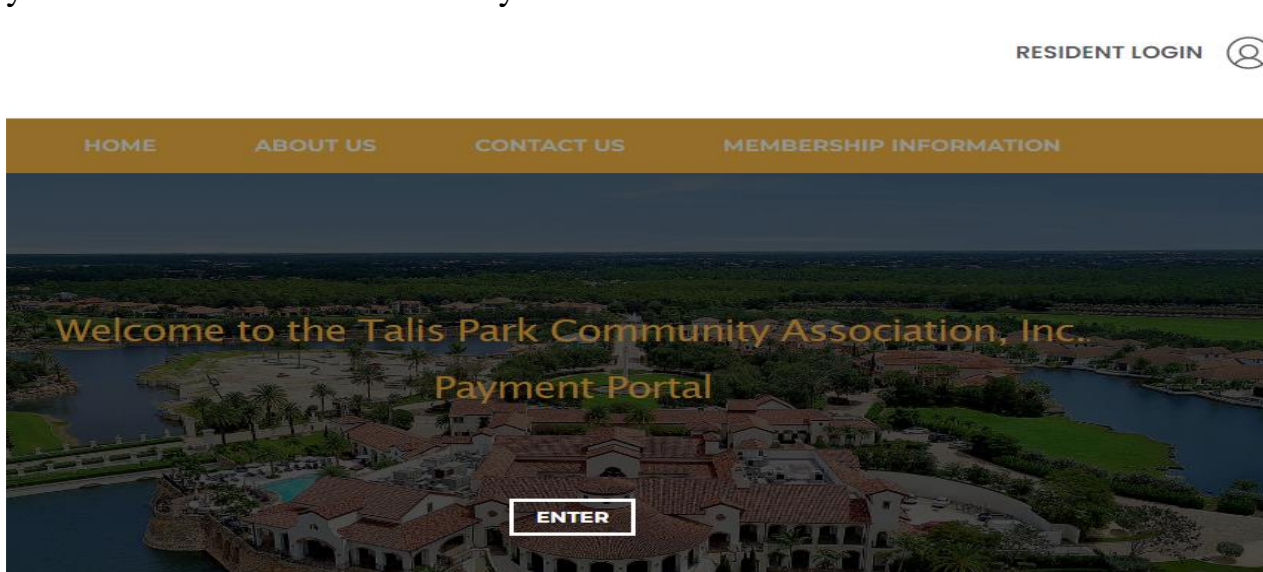
Lawn and Landscaping Maintenance		
Tree Trimming		
Irrigation System Maintenance		
Irrigation Filter Cleaning		
Irrigation Pipe, Valves, Heads, Flow meters master valves		
Irrigation controller – Toro Sentinel Controller		
Irrigation controller scheduling – Submit schedule changes to Landscaping		
Mulching Landscaping beds		
Fertilizing turf and shrubs		
Exterior lawn and ornamental pest control monthly		
Sod Replacement		
Plant/tree replacement		
Mailbox replacement		
Driveway pressure wash/sealing – Owner		
Roof pressure washing		
Painting of homes		
Pool maintenance		
Pool equipment maintenance		
Potable water lines - from water meter to residents		
Flower/annuals replacement		
Drainage lines and basins		
➤ Watercourse refer to the Governing documents on painting and pressure washing.		
➤ Any exterior changes to the property including but not limited to landscaping upgrades, hardscape upgrades, Painting, reroofing, exterior additions ect. Must be reviewed and approved by Talis Park Community Association Inc. prior to commencement of work.		
• This list is subject to change and may not be all inclusive.		



Online Payment Instructions

Your Account Page

Utilizing your username and password received in the Payment Portal email, login and you will be redirected to ClickPay.



The ClickPay Online Payment Portal allows you to pay your dues. You may make online payments one of two ways, either as a one-time payment or as a recurring payment, via E-check, Visa, Master Card, American Express, or Discover Card. Please note that all credit card payments are subject to a convenience fee charged by the merchant; you will see this fee before submitting your payment. No convenience fees will be charged for payment made via E-check (electronic check). If you already have an existing ClickPay account, the system will automatically recognize your email on file and all that will be required is for you to verify your account by

entering your existing ClickPay password. If you haven't used ClickPay to make online payments before, setting up your account is easy and should only take a few minutes. To get started, simply click on "Register Here," to create your profile.



Adding Payment Options

Once you've registered, the next step is to add your preferred payment option before you start making payments. To add a payment method, visit the **Payment Options** tab.

This screenshot shows the top portion of the Talis Park payment interface. At the top, there are tabs for "Pay Now" and "Auto Pay". Below them is a message: "Payments initiated after 9:00 PM will be credited to your account two business days from initiation." On the right side, there is a dropdown menu labeled "Account" with a user icon. Below this menu are two tabs: "Payment History" and "Payment Options". A red box highlights the "Payment Options" tab, and a red arrow points from it to another red box on the left. This second box contains two blue buttons: "Add Credit/Debit Card" and "Add New Bank Account". Below these buttons is a "Please Note:" section with the text: "Payment will show up as charges from ClickPay and/or your building entity."

To connect a checking or savings account to your ClickPay account, simply click **Add New Bank Account**. To connect a debit or credit card to your account, select the **Add Credit Card/Debit Card** option.

This screenshot shows the "Add New Bank Account" form and a "Check example" on the Talis Park payment interface. The form is titled "Please enter the Bank Routing Number and Bank Account Number exactly as it appears on your check. If you have any questions regarding the routing number, please contact your bank to verify the Routing Number for ACH payments." It contains several input fields: "Bank Routing Number", "Bank name", "Bank Account Number", "Re-enter Bank Account Nu...", "First Name" (with "TEST" entered), "Last Name" (with "USER" entered), "Account Type" (a dropdown menu with "Checking" selected), and "Account Nickname". There are "Cancel" and "Continue" buttons at the bottom of the form. To the right of the form is a "Check example" section. It shows a sample check from "YourBank" for \$2160.00, payable to "Pay to the Order of". The check number is 123456789. Below the check image, there are labels for "Bank Routing Number", "Bank Account Number", and "Your check number may be here (not required for payment)". A note below the check example states: "Do not use a deposit slip to gather this information. It will not be correct."

To add a bank account, you will need to refer to the routing and account numbers listed on the check for the checking or savings account you wish to use. An example of how to locate these numbers on a check is shown on the payment options page.



Making One-Time Payments

One-time payments can be made at any time by visiting the Pay Now tab. Each unit or property in your account will be listed.

[Pay Now](#) [Auto Pay](#)

Payments initiated after 9:00 PM will be credited to your account two business days from initiation.

TEST UNIT , #ZZZZ
Naples, FL 34112
(259740)

[Setup Auto Pay](#) [Fee Chart](#)

Edit Charge

Enter Payment Amount [Apply](#)

Last Payment
No payments made previously

You are currently receiving Paper Bill [Edit](#)

TEST UNIT , #ZZZZ
Miami Beach, FL 33141
(263083)

[Setup Auto Pay](#) [Fee Chart](#)

Edit Charge

Enter Payment Amount [Apply](#)

Last Payment
No payments made previously

You are currently receiving Paper Bill [Edit](#)

If a balance is not presented, enter your payment amount and select **Continue**. You will have the opportunity to review and confirm the property information and payment amount listed. You can edit this information by clicking **Revise**. Once confirmed, select the payment option you wish to use and click **Authorize Payment**. You will have the chance to confirm this payment before submitting. When ready, click **Yes**. A payment confirmation email will be sent to the email address on file.



Recurring Payments

If you wish to set up automatic recurring payments from your account, first select the **Auto Pay** tab. Your property or unit will be listed. Click the **Setup Auto Pay** link for the property or unit for which you'd like to make automatic payments.

Pay Now **Auto Pay** ? Account

Payments initiated after 9:00 PM will be credited to your account two business days from initiation.

TEST UNIT , #ZZZZ Miami Beach, FL 33139 (259757)	Frequency Starts On Next Payment Bill To	Not Active Not Active Not Active Not Active	Setup AutoPay
TEST UNIT , #ZZZZ Naples, FL 34119	Frequency Starts On Next Payment Bill To	Not Active Not Active Not Active Not Active	Setup AutoPay
TEST UNIT , #ZZZZ Bonita Springs, FL 34134 (263098)	Frequency Starts On Next Payment Bill To	Not Active Not Active Not Active Not Active	Setup AutoPay

Residents can authorize their payment to be withdrawn from their account on the designated date. Select the bank account you wish to withdraw from, the month and date of the first payment to be made, and the length you wish to keep automatic payments going. You can choose to have a reminder sent to you any number of days prior to withdrawal.



Recurring Payments

Pay Now Auto Pay ? Account

Payments initiated after 9:00 PM will be credited to your account two business days from initiation.

TEST UNIT , #ZZZZ
Miami Beach, FL 33139
(259757) Fee Chart

Send Payments From 1

Frequency
Monthly 2

First Payment Date 3

☒ Until I change or cancel 4

☐ Until following number of payments have been processed 1

☐ Until a selected date

Amount

☒ Pay the full amount 5

☐ Pay the full amount up to a maximum amount of \$ 0.00

☐ Pay a fixed amount \$ 0.00

Notifications

☒ Notify me before payment is processed 6

☒ You are currently receiving Paper Bill. [Edit](#)

2

[Return to Previous Page](#) [Apply to Property](#) 7

When ready, click **Apply to This Property**. You will be given the opportunity to confirm these details. Once reviewed and confirmed, select **Apply**. Your account is now set up to make automatic recurring payments!



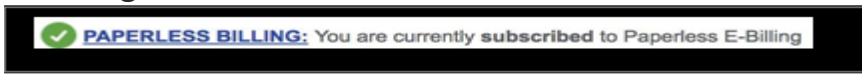
Managing Paperless Billing

If you would like to sign up to receive your statements electronically, you can opt-in to paperless statements through your ClickPay account.

To opt-in to paperless statements, simply log in to the payment portal. On the **Pay Now** page, under each unit/property you manage, your e-billing status will be presented. To subscribe to paperless billing for a unit/property, simply select the Subscribe button as shown in the image below.



If you are already subscribed to paperless billing and wish to opt-out, log in to the payment portal, and on the **Pay Now** page, click the Paperless Billing link as shown in the image below to unsubscribe.





Talis Park Community Association Fees

INITIAL CAPITAL CONTRIBUTION: \$5,000 CAPITAL CONTRIBUTION RESALE: \$5,000 RESALE APPLICATION FEES: \$350.00 RENTAL APPLICATION FEES: \$150.00 VEHICLE TRANSPONDERS FEES: \$25.	INITIAL LANDSCAPE CONTRIBUTION: \$5,000 LANDSCAPING CONTRIBUTION RESALE FEES: \$5,000 ESTOPPEL FEES: \$299 Rush \$418 (KW Management) QUESTIONNAIRE: \$150 Rush \$269 (KW Management) PORTABLE TRANSPONDERS FEES: \$35.
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Neighborhood (Common Areas)	Annual Common Ground Fee	Annual Neighborhood Fee	Annual Reserves Fee	Quarterly Total
Brightling - 33	\$6,268.90	\$1,804.68	\$400	\$2,118.40
Carrara - 90	\$6,268.90	\$249.20	\$400	\$1,729.53
Corisca – MF 64	\$6,268.90	\$299.83	\$400	\$1,742.19
Corisca – SFH 24	\$6,268.90	\$299.83	\$400	\$1,742.19
Fairgrove -SFH 24	\$6,268.90	\$2,331.20	\$400	\$2,250.03
Fairgrove II -MF 28	\$6,268.90	\$2,331.20	\$400	\$2,250.03
Firenze - 13	\$6,268.90	\$2,459.04	\$400	\$2,281.99
Seneca - 43	\$6,268.90	\$664.31	\$400	\$1,833.31
Prato - 23	\$6,268.90	\$954.97	\$400	\$1,905.97
Pistoia - 18	\$6,268.90	\$2,587.54	\$400	\$2,314.12
Viansa - 114	\$6,268.90	\$187.43	\$400	\$1,714.09
Isola Bella - 17	\$6,268.90	\$588.74	\$400	\$1,814.42
Watercourse - 29	\$6,268.90	\$3,540.00 \$393.75(Quarterly)	\$400	\$2,945.89
Toscana – 10	\$6,268.90	\$0	\$400	\$1,667.23
Developer – 18 Toscana – 2	\$6,268.90	\$0	\$400	\$1,667.23

Please remember that payments are due on the 1st day of each quarter and are to include both the Common Ground Fee and Neighborhood Fee. The following methods of payment are available to you: USPS, Online Payments, ACH, and Digital Check. By Check: Please make your check payable to **Talis Park Community Association, Inc.** and mail it to the address below, along with your new payment statement soon to be received:

Talis Park Community Association, Inc.
c/o KWPMC
P.O. Box 628207
Orlando, FL 32862-8207



COMMUNITY RULES & REGULATIONS

Based on, "Talis Park Community Association, Inc. "

Master Declaration of Covenants, Conditions, Easements and Restrictions.

Quick Reference Guide

<i>Parking and Vehicular Restrictions</i>	<i>Article:6</i>	<i>Section:6</i>
<i>Fences</i>	<i>Article:6</i>	<i>Section:27</i>
<i>Landscaping</i>	<i>Article:6</i>	<i>Section:37</i>
<i>Golf Carts</i>	<i>Article:6</i>	<i>Section:38</i>
<i>Mailboxes</i>	<i>Article:6</i>	<i>Section:43</i>
<i>Storm Shutters</i>	<i>Article:6</i>	<i>Section:45</i>
<i>Animals and Pets</i>	<i>Article:6</i>	<i>Section:9</i>
<i>Trash; Garbage Containers</i>	<i>Article:6</i>	<i>Section:11</i>
<i>Satellite Dishes</i>	<i>Article:6</i>	<i>Section:12</i>
<i>Solar</i>	<i>Article:6</i>	<i>Section:13</i>
<i>Temporary Structures</i>	<i>Article:6</i>	<i>Section:19</i>
<i>Easement for Golf Balls</i>	<i>Article:6</i>	<i>Section:35</i>

Signage:



- Signs, posters, display, billboard, decoration, logos, or other advertising devices of any kind are not permitted on the lot or where it will be visible to the public.
- Only the Association approved "For Sale" and "For Rent" Signage is permitted.
- Homeowners are permitted to place one (1) Security System sign in the front yard.

Landscape:

- Residents are responsible for all landscaping and irrigation within their lot.
- Outside of normal landscape maintenance, no landscaping shall be installed, cut down, destroyed, or removed without the prior written approval of the ARC.
- Vendor working hours are from 8:00 AM to 5:00 PM, Monday through Friday

Trash Cans:

- Pick up Days: **Tuesday: Trash** **Friday: Trash and Recycling**
- Trash Cans should be bear-proof.
- All Trash cans must be suitably screened from view from the street and adjacent homes.
- Trash receptacles for lots must have a tight-fitting lid.
- Trash cans must be kept in a clean and sanitary condition
- Incinerators are not permitted.

Outside Lighting:

- Spotlights, floodlights, or other outdoor, high-intensity lighting (such as Landscape lighting) is not permitted without prior written approval of the ARC.
- Garage Lights (Outdoor Wall Lanterns) may not be changed without prior written approval of the ARC.
- Solar Lights are permitted as long as they do not reflect light onto any other Unit or the Conservation Easements.

Commercial Usage:



The Owner (or family members or lessees) residing within The Place may conduct business activities within the Residence so long as:

- The business activities are not apparent or detectable by sight, sound or smell from outside the home.
- The business activities are permitted under applicable zoning regulations, ordinances, and laws
- The business activity involves only telephone calls and correspondence to and from the Unit and does not require persons, suppliers, or tradesman coming into the Community.
- The business activity is consistent with the residential character of the community and does not create a nuisance to other members.

Satellites:

- Satellite locations must be approved by the ARC prior to installation.

Exterior Improvements:

- All exterior improvements must have prior written authorization of the ARC. This will include, but not limited to, Awnings, Hurricane Shutters, Solar Film, Window Shading or Decoration, Fences, Walls, and Hedges.

Flags:

- Homeowners are permitted to display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4 h feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA Flag.

Parking:

- Vehicles must be parked in either the driveway, garage or designated parking spaces. Parking on any unpaved or grassed area is not permitted.
- Vehicles parked in permitted spaces must be in operating condition, except in the enclosed garage space.



- Boats, trailers of any kind, semitrailer, house trailer, camper, mobile home, motor home, bus, commercial vehicle, truck camper, vehicles with commercial markings, racks or tools in the bed, must be parked in the enclosed garage at all times.
- Law Enforcement vehicles are permitted to be parked in the driveway or designated parking spaces.
- Overnight parking in the roadway is strictly prohibited and can result in the towing of the vehicle.

Lakes:

The lakes are designed for storm water management, retention, and a source of irrigation.

- Fishing is only permitted from the shoreline of the amenity tract or directly behind your personal residence.
- No swimming is permitted in any of the lakes.
- No boats are permitted in any lakes other than contracted lake maintenance by a licensed vendor.
- Feeding of alligators is prohibited and is a violation of state law.
- No refuse is to be deposited into the lakes.
- Members and their guests are responsible for any damage to the lakes caused by their actions.
- Plants surrounding the lakes must not be cut or removed for any reason. These littorals are important to the health of the lakes and are required by the Southwest Florida Water Management District. Anyone removing them for any reason will be financially responsible for their replacement by the Talis Park CDD..

Architectural Review Process

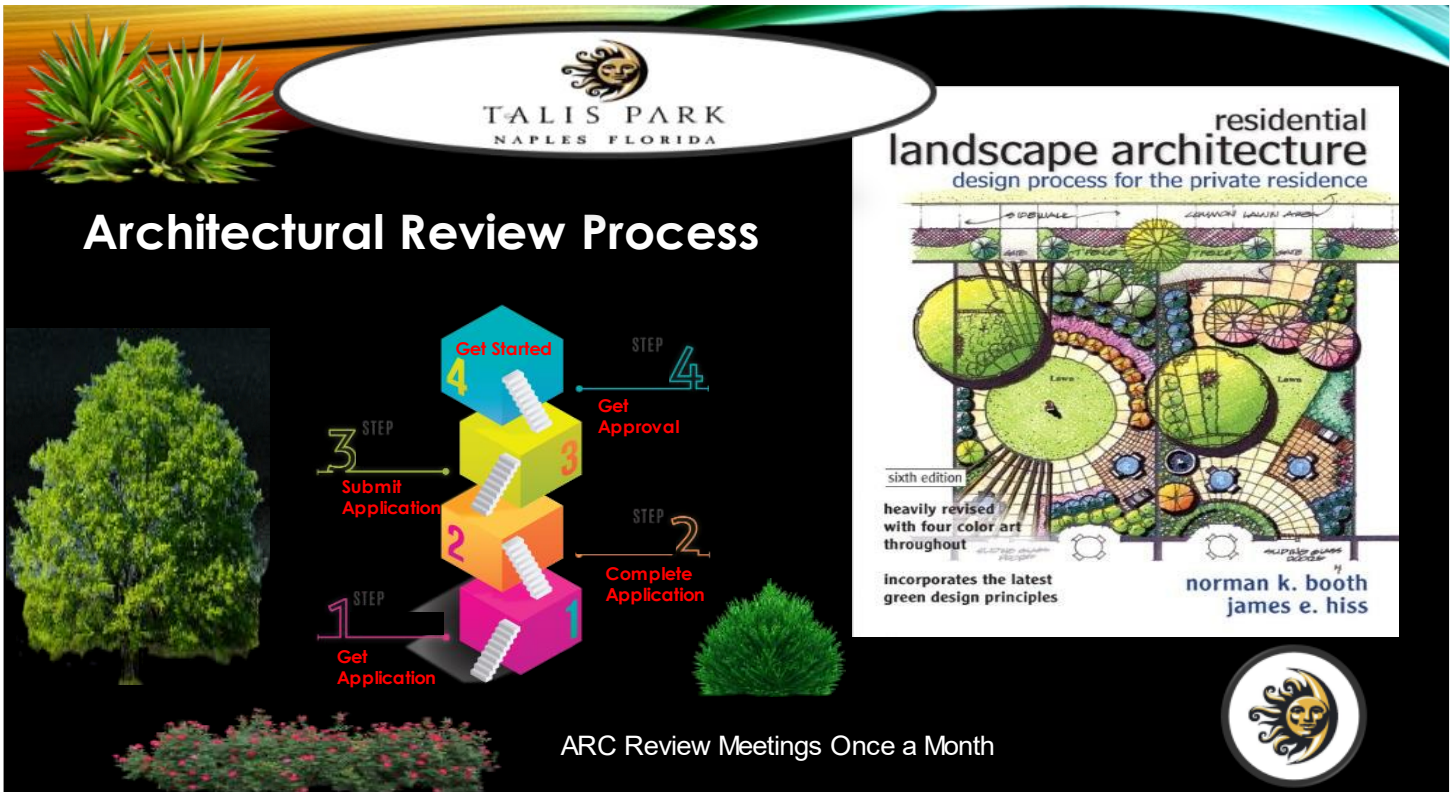
ARC Request Forms

1. Generator
2. Satellite Dish
3. Gutter
4. Pool and Lanai
5. Other
6. Painting and Stonework
7. Entry Screen
8. Landscaping
9. Storm Shutter

Need an ARC application?

Contact: Christopher Chilton

Email: TalisPark@KWPMC.com



The diagram illustrates the four-step ARC Review Process using a stack of four colored blocks (blue, yellow, orange, pink) numbered 1 to 4. The steps are: 1. Get Application, 2. Complete Application, 3. Submit Application, and 4. Get Approval. The diagram is set against a background of a large green tree on the left and a small green bush on the right. The Talis Park logo is at the top center. To the right of the diagram is the cover of the book 'residential landscape architecture design process for the private residence' by Norman K. Booth and James E. Hiss, sixth edition. The book cover features a colorful landscape design and text indicating it is heavily revised with four color art throughout and incorporates the latest green design principles. The ARC Review Meetings Once a Month logo is at the bottom right.

Architectural Review Process

STEP 1: Get Application

STEP 2: Complete Application

STEP 3: Submit Application

STEP 4: Get Approval

residential landscape architecture
design process for the private residence

sixth edition
heavily revised with four color art throughout
incorporates the latest green design principles

norman k. booth
james e. hiss

ARC Review Meetings Once a Month



CHECKLIST – OTHER REQUESTS

ALL items below must be included in this request packet in order for the request to be reviewed. Failure to provide the required information will result in a delay in the review of your request and/or your request being denied due to lack of information. The approval/denial process can take up to 45 days to complete.

	<u>Owner Initials</u>	<u>Manager's Initials</u>
ARC Request Form	_____	_____
Signed Affidavit	_____	_____
Legal Lot Survey with Locations Indicated	_____	_____
Photo Sample of Style and Color	_____	_____
Vendor License and Insurance	_____	_____
Photo(s) of Area to be Affected	_____	_____

I, the undersigned, do hereby state that I have read, understand, and agree to abide by the Association's Design Standards as outlined in the Design Standards Manual. I further understand that failure to comply with these standards will result in the denial and/or revocation of approval of my Architectural Review Request.

Dated this _____ day of _____, 20____

Signature of Owner: _____

OFFICE USE ONLY

Manager has received the ARC Request and confirmed that it is in the proper form, all base required information is included, and it is ready to be reviewed by the ARC.

Dated this _____ day of _____, 20____

Signature of Manager: _____



ARCHITECTURAL REVIEW REQUEST

This request form is to be completed by the homeowner and submitted to the ARC for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for information on the ARC.

OWNER INFORMATION

Name: _____ Date of Request: ____ / ____ / ____

Property Address: _____ Lot #: _____

Phone: (____) _____ - _____ Email Address: _____

Print legibly in blue or black ink.

CONTRACTOR INFORMATION

Company: _____ Contact Person: _____

Phone: (____) _____ - _____ Email Address: _____

Contractor's license and insurance required to be submitted with this request.

SUMMARY OF REQUEST

Type *(circle applicable)*: Pool/Lanai, Landscaping, Entry Screen, Gutters, Storm Shutters, Paint, Satellite Dish, Other *(specify below)*

Description: _____

All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc. All requests must conform to all local zoning and building regulations and include all necessary permits.

Applications submitted without detailed specifications, as outlined in the checklist section of this request packet, will not be reviewed.

OFFICE USE ONLY

Date Reviewed: _____ ☐ Approved ☐ Denied Signature of Reviewer: _____

Comments: _____



DISCLAIMER AND RELEASE AFFIDAVIT

I, the undersigned, have read, understand, and agree to abide by the Covenants and Restrictions of the Association. I agree to be responsible for the following:

- Construction must be complete within sixty (60) days from the start of construction;
- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense;
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation or construction may have on drainage. The applicant shall be responsible for all associated costs to restore drainage per original site survey;
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration;
- Any soil disturbance with the potential to impact ponds, preserves, wetlands, conservation areas, street inlets, storm water conveyances, and/or area drains are to be protected by proper sediment and erosion controls.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.**

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition, or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Dated this _____ day of _____, 20_____

Signature of Owner: _____



Irrigation Adjustment Request Form

Homeowner Information

Name: _____	Email: _____
Address: _____	

Irrigation Vendor Contact Information

Name: _____	Email: _____
Address: _____	

Irrigation Run Days

Monday: _____	Tuesday: _____	Wednesday: _____	Thursday: _____
Friday: _____	Saturday: _____	Sunday: _____	

Zone Run Times (ENTER TIME NEXT TO THE ZONE NUMBER)

1: _____	2: _____	3: _____	4: _____	5: _____	6: _____	7: _____	8: _____	9: _____	10: _____
11: _____	12: _____	13: _____	14: _____	15: _____	16: _____	17: _____	18: _____	19: _____	
	20: _____	21: _____	22: _____	23: _____	24: _____				

Official Use Only

Date Entered: _____	Entered By: _____
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Please scan the completed form to: – TalisPark@KWPMC.com



LANDSCAPING & IRRIGATION VENDOR CONTACTS

Landscaping Vendor Contact Information

Name: _____	Email: _____
Address: _____	

Irrigation Vendor Contact Information

Name: _____	Email: _____
Address: _____	

Service Days

Monday: _____	Tuesday: _____	Wednesday: _____	Thursday: _____
Friday: _____	Saturday: _____	Sunday: _____	

Home Watch Company Overseeing Landscaping Vendors

Name: _____	Email: _____
Address: _____	

Please send this information to - TalisPark@KWPMC.com



Key Facts about Hurricane Readiness

If you are under a hurricane watch or warning, here are some basic steps to take to prepare for the storm:

- Learn about Lee County Emergency Plans*, warning signals, evacuation routes, and locations of emergency shelters.
- Identify potential home hazards and know how to secure or protect them before the hurricane strikes. Be prepared to turn off electrical power when there is standing water, fallen power lines, or before you evacuated. Turn off gas and water supply before you evacuate. Secure structurally unstable building materials.
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it
- Locate and secure your important papers, such as insurance policies, wills, licenses, stocks, etc.
- Post emergency phone numbers at every phone.
- Inform local authorities about any special needs, i.e., elderly, or bedridden people, or anyone with a disability.
- Make plans to ensure your pets' safety.

Emergency Supplies you will need:

You should stock your home with supplies that may be needed during the emergency period. At a minimum, these supplies should include:

- Several clean containers for water, large enough for a 3–5-day supply of water (about five gallons for each person).
- A 3–5-day supply of non-perishable food.
- A first aid kit and manual
- A battery-powered radio, flashlights, and extra batteries
- Sleeping bags or extra blanket
- Water-purifying supplies, such as chlorine or iodine tablets or unscented, ordinary household chlorine bleach
- Prescription medicines and special medical needs
- Baby food and/or prepared formula, diapers, and other baby supplies
- Disposable cleaning cloths, such as "baby wipes" for the whole family to use in case bathing facilities are not available.
- Personal hygiene supplies, such as soap, toothpaste, sanitary napkins, etc.
- An emergency kit for your car with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.

You can find more information on emergency plans and supply kits at www.ready.gov



Preparing to Evacuate

Expect the need to evacuate and prepare for it. The National Weather Service will issue a hurricane watch when there is a threat to coastal areas of hurricane conditions within 24-36 hours.

When a hurricane watch is issued, you should.

- Fill your automobile's gas tank.
- If no vehicle is available, make arrangements with friends or family for transportation.
- Fill your clean water containers.
- Review your emergency plans and supplies, checking to see if any items are missing.
- Tune in the radio or television for weather updates.
- Listen for disaster sirens and warning signals.
- Prepare an emergency kit for your car with food, flares, booster cables, maps tools, a first aid kit, fire extinguisher, sleeping bags, etc.
- Secure any items outside which may damage property in a storm, such as bicycles, grills, propane tanks, etc.
- Put livestock and family pets in a safe area. Due to food and sanitation requirements, emergency shelters cannot accept animals.
- Place vehicles under cover, if possible.
- Fill sinks and bathtubs with water as an extra supply for washing.
- Adjust the thermostat on refrigerators and freezers to the coolest possible temperature.

If you are ordered to Evacuate

Because of the destructive power of a hurricane, you should never ignore an evacuation order. Authorities will most likely direct you to leave if you are in a low-lying area, or within the greatest potential path of the storm. Be aware that most shelters and some hotels do not accept pets. IF a hurricane warning is issued for your area or you are directed by authorities to evacuate the area:

- Take only essential items with you.
- If you have time, turn off the gas, electricity, and water.
- Disconnect appliances to reduce the likelihood of electrical shock when power is restored.
- Make sure your automobile's emergency kit is ready.
- Follow the designated evacuation routes-others may be blocked-and expect heavy traffic.

Logo's may be used but must be in B&W (no color).



INSTRUCTIONS FOR SUBMITTING ESTOPPEL & QUESTIONNAIRE REQUESTS

Formal written request should include Association Name, Property Address, Owner Name(s) & the E-mail Address you would like your request returned once it is complete.

Please visit [www.kwpmc.com/ Resident Center/Estoppel & Questionnaire Request](http://www.kwpmc.com/ResidentCenter/Estoppel%20&%20QuestionnaireRequest).

Processing Fees & Estimated Turnaround Times

Estoppel Certificate Requests

- Regular Service\$299.00* up to 7 Business Days Turnaround
- Rush Estoppel\$418.00 * up to 3 Business Days Turnaround

**If a delinquent amount is owed to the association for the applicable unit, an additional fee of \$160.00 will be charged.*

Questionnaire Requests

- Regular Service\$150.00 up to 7 Business Days Turnaround
- Rush Questionnaire\$269.00 up to 3 Business Days Turnaround

***Written requests must be submitted along with payment. The process will not begin until fee is received. Fees must be paid up front. Estoppel Certificates hand delivered or emailed are valid for 30 days from the date of the certificate. Estoppel Certificates provided via regular mail will be valid for 35 days. If requesting an update after the Estoppel Certificate expires, the applicable fees above will apply. Turnaround times are an estimate not a guarantee.**

An Estoppel Certificate and/or Questionnaire requests are only valid if processed and signed by authorized personnel at KWPM's Corporate Office.

Forms of Payment

- Money Order or Company Check Only (No Personal Checks) Payable to: KW Property Management & Consulting
- Credit Card. We accept Visa, MasterCard, American Express or Discover. Applicable processing fees will apply.

Submitting Your Request

To place a request for an Estoppel or Questionnaire, go to www.HomeWiseDocs.com . Once on the HomeWise Docs site, you can easily pay and place a request for an estoppel or questionnaire for a condominium unit or home managed by KWPMC.

