



WELCOME PACKET - VALENCIA GOLF & COUNTRY CLUB

Welcome to Valencia Golf & Country Club! In order for new owners to have the information they need and questions answered we have put together this Welcome Packet for all new owners.

Enclosed please find:

- Frequently Asked Questions: Please review as this should answer many questions.
- Sales/Lease Application Information
- Architectural Review Committee Guidelines: **Please review this as this is the Community Rules and Restrictions. * Please review, sign the Rules and Regulations Acknowledgment Form (last page) and return to the VGCC office.**
- Architectural Review Committee Form- This form must be used when requesting a change to the exterior of your unit.
- Clubhouse Regulations Waiver-*** Please review, sign the Clubhouse Regulations Waiver and return to the VGCC office.**
- Clubhouse Rental Agreement- For use to Rent the Clubhouse. ***Please review, sign the Alcoholic Beverage Waiver and return to the VGCC office.**
- Fitness Center Waiver Form: *** Please review, sign the Fitness Center Waiver Form and return to the VGCC office.**
- List of Recyclables.



Frequently Asked Questions

1. What is the monthly assessment fee?

- a. The 2019 monthly assessment fee is \$316.00

2. What are the VGCC Office hours?

- a. The VGCC office hours are 9am- 4 pm Tuesday-Thursday. The office is open by appointments only on Monday and Friday.

3. What does my monthly maintenance fee include?

- a. Irrigation
- b. Landscaping
- c. Clubhouse, Fitness Center, Pool maintenance
- d. Pest control in the landscaping (only turf destroying pests)
- e. Home alarm Monitoring- ADT (land line monitoring is included, if a cellular line is used instead , there is an additional \$10 fee paid to ADT.
- f. Access Control at Guardhouse
- g. Clubhouse amenities -Fitness Center, Billiard Room ,Theater Room, Social Room, Cafe , Kitchen, Pool

4. What is covered in landscaping?

- a. Mowing, weeding,shrub trimming (every 6 weeks) and trimming of trees **12ft. and under**. Homeowners are responsible to remove any dead trees and plants as well as replace them. The HOA will hire an arborist to trim trees on a trim schedule which is determined by the BOD.

5. Who do I contact for irrigation/landscaping issues?

- a. You may enter the service request yourself along with any photos, directly to your CONNECT Resident Portal.
- b. You may call the 24/7 FirstService Residential Customer Care Center (1-855-333-5149)and they will submit the service request for you.
- c. You may email the Property Manager.
- d. All after hours EMERGENCY (water line break, flooding, etc.) MUST be called in to the Customer Care Center. **Please Do NOT stop the landscaping crew while they are working.**

6. Who is responsible for plant replacements at the homes?

- a. The resident is responsible to maintan their property and if a plant dies , it is the homeowner's expense to remove and replace.

7. Do the HOA residents get special pricing at the Golf Pro Shop?

- a. No, they are separate businesses.
- b. For pricing or tee times, contact the Golf Pro Shop at: (239) 352-0777

8. Who do we call to initiate water services?

- a. Collier County Utilities at 239-252 -2380.
- b. Who would I contact to initiate cable TV?
- c. Comcast at 800-266-2278.

9. Who do I need to contact for the home alarm system?

- a. ADT at 800-878-7806.



10. What is the phone number and hours of the guard house?

- a. The phone number is 239-348-7842
- b. Hours are Sunday-Saturday 6am-10pm

11. What is the Valencia Golf and Country Club HOA website?

- a. WWW.VGCCHomeowners.org

12. Where can I find the Lease/Sales application, Rental Application, Clubhouse Rental Form, ARC Form and Covenants?

- a. WWW.VGCCHomeowners.org
- b. In the VGCC Clubhouse

13. Who provides a copy of an Estoppel?

- a. Your Realtor will visit WWW.FSResidential.com, select "Order Documents and Certificates" located at the top of the page, and follow the directions on the screen. They can use the log in **User Name :Realtor** and **Password :Realtor**.

14. Who do I contact to get a proxy card for the clubhouse or a barcode for gate entry?

- a. The property manager can provide that to you in the clubhouse.
- b. Proxy Cards are \$35, Barcodes are \$5.
- c. Provide a check made payable to Valencia Golf and Country Club HOA. Cash is not accepted in the office.

15. How do I add guests/vendors to allow them access through the gate?

- a. Each homeowner is provided a username and password to GateKey where you are able to add/remove guests and vendors. You must contact the property manager in order to obtain that.

16. Under what conditions do I need an ARC (Architectural Review Committee) approval?

- a. Any exterior alterations or items that affix to the actual unit, landscaping alterations as stipulated in the Rules and Restrictions, Roofs, Painting, ect. REQUIRE and ARC approval. If you don't know contact the Property Manager prior to doing the work to find out.

17. What days are trash and recycling pick up?

- a. Trash pick up is done on Tuesdays and Fridays.
- b. Recycling pick up is done on Tuesday.
- c. Bulk pick up is done on Tuesday.
- d. Please do not put trash cans out until after 6pm the night before pick up.
- e. Please bring in trash cans ASAP.
- f. They may NOT be left outside your garage door. They must be stored inside the garage or may be put on the side of the home ONLY if they are hidden by hedges and are completely out of site.

18. Is there WiFi at the clubhouse?

- a. No, the Wifi is for office use only.

19. Is there street parking available?

- a. No. Parking in the street is prohibited. You may be granted 4 hour parking passes for visitors or vendors. You must request those from the Property Manager.

20. Who is responsible for cleaning and repairing the roofs?

- a. Each homeowner is responsible for the cleaning and repair of their own roof.

21. Who is responsible for mailbox repairs and maintenance?

- a. The unit owner is responsible for their mailbox. For replacements or repairs, contact Beautiful Mailboxes at 305-403-4820. The style is Sevilla, Satin black SE100.



VALENCIA GOLF & COUNTRY CLUB

Homeowners Association

1711 Double Eagle Trail - Naples, FL 34120

RULES & RESTRICTIONS and ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES

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ALL PERSONS USING THIS MANUAL ARE ADVISED

1. This manual has been adopted for the purpose of establishing general guidelines for architectural approvals and every day rules for the community and does not supersede or replace the Association's governing documents or local, state or federal laws, codes, ordinances, rules or regulations.
2. This manual is subject to amendment from time to time. Also, because of changing circumstances and technologies, matters prohibited or approved in the past may not necessarily be prohibited or approved in the future.
3. While this manual is intended to establish consistency of appearance within the community, it should be remembered that (because of factors such as location, neighborhood characteristics and proximity to common areas, water bodies, roads and the like) various properties may be treated differently in order to reflect such factors.
4. As stated in the Association's governing documents, no approval hereunder shall constitute a warranty or approval as to (and neither the Association nor any member or representative, thereof, shall be liable for) the safety, soundness, workmanship, materials, usefulness neither for any purpose, improvement or alteration nor as to its compliance with governmental or industry codes or standards.

SECTION 10 – AIR CONDITIONERS

- A. Window air conditioning units are not permitted.

SECTION 20 – ANTENNAS AND SATELLITE DISHES

- A. Exterior antennas used for AM/FM radio, amateur ("Ham") radio, CB radio, Digital Audio Radio Services ("DARS") or antennas used as part of a hub to relay signals among multiple locations are not permitted.
- B. Satellite dishes with a diameter of 40 inches or less may be installed subject to the following:
 - 1. The dish must be installed at least 8 feet above the ground.
 - 2. The dish is to be installed on the rear wall of the house, or on a sidewall within 6 feet from the rear of the home if a clear signal cannot be received from that rear location.
 - 3. All required installation cables that are exposed on outside walls must be painted to match the existing house body color.
 - 4. Dishes may not be installed in Common areas.
- C. Installation of more than one dish will be considered if it is determined that a single dish is insufficient to provide an adequate signal. In such situations, a letter from the satellite service provider must be attached to the homeowner's ARC Modification Request.

SECTION 30 – AWNINGS

- A. Only retractable roll-out awnings installed on rear of home are permitted.
- B. You must attach a Lot Survey drawing marked to show the proposed location of the awning, and a sample of fabric, to the homeowner's ARC Request for approval prior to installation. Colors must be consistent with the color scheme of the house.
- C. Periodic cleaning and the replacement of any badly worn or damaged awning is required.

SECTION 40 – BASKETBALL HOOPS

- A. Only white or clear professionally manufactured basketball backboards installed on black poles are permitted. Roof or wall mounted backboards are prohibited.
- B. Portable basketball hoops must be stored inside the homeowner's garage or house when not in use. Storage on lanais or anywhere outside of the garage or home is prohibited.
- C. Basketball games played on a homeowner's driveway shall not cause a nuisance.

SECTION 50 – WATERCRAFT

- A. The only place a boat, canoe, kayak or any other type of watercraft may be kept is in the homeowner's garage, and the garage door must be able to close completely so that the watercraft is not visible from the street. Any trailered watercraft parked in the street, clubhouse parking lots, or any other unauthorized area will be towed at the owner's expense.
- B. Boats, canoes, kayaks and other watercraft are not permitted on the lakes.
- C. Boat houses or docks are not permitted.

SECTION 60 – CLOTHES DRYING

- A. No garments, rugs, or any other materials may be hung, exposed, or dusted from the windows or from the front facade of any home. Further, no outside clothesline or other facilities for drying or airing clothes shall be erected in the front yard or back yard of any home.

SECTION 70 – DRIVEWAYS AND WALKWAYS

- A. Surfaces must be pavers or concrete or another hard surface approved by the Association. Grass or artificial turf cannot be installed on any driveway or walkway surface.
- B. Driveways may not be widened without ARC approval, and generally only a confirmed handicap access need will be considered a valid reason for a driveway expansion.
- C. Walkways from the driveway to the front door, front and/or rear porches and patios may be permitted. They must be at least be 5-ft. from the property line and no more than 3-ft. wide.
- D. Driveways are to be kept free of oil, gas and other stains. Periodic cleaning may be required at the discretion of the Board of Directors.

SECTION 80 - EXTERIOR HOUSE LIGHTS

- A. All additional light fixtures require ARC approval. Submit a picture of the fixture and a copy of your Lot Survey drawing marked to show the proposed location of the new light fixture(s) with your ARC Request for Modification Form. Replacement or additional light fixtures should be substantially similar to existing fixtures in terms of size, color and design.

SECTION 90 – FENCES

- A. Cordoning off a yard with fencing or walls is prohibited.
- B. 5 ft. high white or bronze aluminum Swimming Pool security fences may be installed at the perimeter of the pool deck (which cannot extend beyond the side plains of the house).

SECTION 100 – FLAGS AND FLAG POLES

- A. In accordance with Chapter 720 Section 720.304(2) of the Florida Homeowners' Association Act, a homeowner may respectfully display one United States flag, or official flag of Florida, that is not larger than 52-inches x 72-inches.
- B. In-ground, permanent flag poles are prohibited, and flags are not permitted to be affixed to trees or other landscaping. Flags may only be displayed using wall-mounted flag-pole brackets.

SECTION 110 – GARAGE DOORS AND GARAGE CONVERSIONS

- A. Garage doors should be kept closed when garage is not in use.
- B. Garage doors should be periodically cleaned, painted and maintained. The Board of Directors may require that damaged or unsightly doors be cleaned, repaired, or replaced.
- C. Replacement garage doors must comply with the current ARC approved colors, finishes and styles (see attached Exhibit E). An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee.
- D. Garages with front facing windows are to be fitted with appropriate window treatments (see Section 320).
- E. Garages shall not be converted into living space or any other use that is inconsistent with storage of vehicles, equipment and other personal belongings.

SECTION 120 – GUTTERS AND DOWNSPOUTS

- A. Gutters must be white or painted to match the house's Body or Trim Color. Gutters may not be painted to match the Front or Garage Door color.
- B. Downspouts must be white or painted to match the house's Body Color. Downspouts may not be painted to match the house's Trim, Front Door or Garage Door color.

SECTION 130 – HOUSE EXTERIOR COLORS

- A. Houses are to remain the original colors selected by the developer for the community, unless repainted in compliance with a current ARC approved color scheme detailing a specific set of Body, Trim, Garage Door and Front Door Colors (see attached Exhibit A).
- B. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee prior to any exterior painting.

SECTION 140 – HOUSE EXTERIOR PAINT MAINTENANCE

- A. Exterior painted surfaces are to be free of mildew and/or irrigation water staining.
- B. Chipped or peeling paint must be scrapped, primed, and repainted.

SECTION 150 – LAKES

- A. All lakes in the community are privately owned and are permitted through South Florida Water Management District for water management purposes only. They may not be used for recreational purposes; no swimming, fishing, boating or use for the operation of remote-control boats or other toys, is allowed.
- B. Homeowners are prohibited from taking water from a lake for irrigation.

- C. No personal property may be kept in the lakes or on the lake banks. Any property being kept on the lakes or lake banks is subject to removal without notice at the expense of the property owner.
- D. Any signs located on the lake banks relating to the lake may not be removed, damaged or altered in any way. Persons removing, damaging or otherwise altering a sign will be liable for the expense of replacing it.
- E. No construction debris, lawn clippings, vegetation, trash, or other items may be dumped in a lake.

SECTION 160 – LANDSCAPING AND LANDSCAPE PLANT MATERIALS

- A. No plants in established plant beds or trees are to be removed, nor new plants or trees planted without a completed ARC Request for Modification Form submitted to the Property Manager and approved by the ARC Committee.
- B. All landscaping is to be in plant beds.
- C. Added landscape plants and trees will only be maintained by the Association if they were approved prior to placement by the ARC Committee.
- D. Landscaping should not be planted in the right of way, drainage easements, or public utility easements. If utilities need to be installed or repaired, the installing entity has no obligation to replace or compensate the owner for landscaping plants that need to be removed.
- E. When installing new landscaping in an area other than an existing planter bed, the homeowner is advised to locate all public and private utilities prior to digging. The homeowner will be liable for any damage to a utility line during the improvements.
- F. Landscape lighting and decorative structures:
 - 1. Must not be a nuisance to neighbors.
 - 2. All wiring is to be buried and out of sight.
 - 3. Transformers will be obscured from view.
 - 4. The lawn maintenance company will not be liable for damage to landscape lighting or decorative structures if their placement makes mowing or other lawn maintenance procedures excessively difficult.
 - 5. Trellises are not permitted.
- G. Acceptable Landscape Plants and Trees (see attached Exhibit B – any species of types not listed are prohibited).
 - 1. Trees:
 - a. Most, particularly native species, are permitted. However, all invasive plants are prohibited.
 - b. Shall not be a nuisance due to their attraction to insects or rodents.
 - c. Shall be regularly trimmed so that branches do not become a nuisance to neighboring properties.
 - d. Fruit trees must be planted a minimum of 10-ft. from property lines. The required setback for all other trees is a minimum of 5-ft. from property lines. Large or fast-growing trees may require a greater setback.
 - e. Fruit trees may only be planted in the back yard.
 - f. No trees may be planted in the 20-ft. lake maintenance easement.
 - g. Fallen fruit, branches, and fronds must be picked up.
 - 2. Hedging:
 - a. Most, particularly native species, are permitted. However, all invasive plants are prohibited.
 - b. Shall not be a nuisance due to their attraction to insects or rodents.
 - c. Shall be regularly trimmed so that branches do not become a nuisance to neighboring properties.
 - d. Spacing of hedging shall be continuous (i.e. planted on 18-inch centers).
 - e. Hedging shall be planted at least 18-inches inside the property line. On corner lots, hedging must be set-back at least 5-ft from sidewalks and/or roadways.
 - f. Hedging must be maintained at between 4-ft. and 5-ft. in height.
 - g. The homeowner is responsible for maintaining all hedging not contained in plant beds.

3. Plants and Flowers:
 - a. Most varieties of plants are permitted. However, no artificial vegetation is allowed (includes plants, flowers, grass, etc.)
 - b. Shall not encroach of the 20-ft lake maintenance easement.

SECTION 170 – MAILBOXES

- A. All mailboxes shall be uniform in type, color and design. All homeowners must install the standard approved mailbox and keep it in excellent condition.
- B. The mailbox supplier is: Beautiful Mailboxes, 305-403-4820, Model: Sevilla, Satin Black SEVIOO

SECTION 180 – NUISANCES

- A. Music may not be played at a level that can be heard outside of your home.
- B. No homeowner shall create an annoyance to the neighborhood. Loud, disturbing and unnecessary noises will not be tolerated and may be reported to the Collier County Sheriff's Office. Activities that may constitute a noise disturbance include, but are not limited to, the following:
 1. Loud music, television, or parties.
 2. The sounding of horns and whistles for a lengthy period of time other than as a danger warning.
 3. Yelling, shouting, talking or singing louder than a normal conversational level after 11:00 PM.
 4. Barking, howling, whining and/or screeching animals.
- C. Rodents and insects are to be controlled
- D. Firearms and BB/pellet guns are not to be discharged or fired within the community.
- E. Fireworks are not permitted within the community.

SECTION 190 - PARKING OF VEHICLES IN THE COMMUNITY

- A. Parking on streets, parking on or across sidewalks, parking on lawns, and parking on common areas is not permitted.
- B. The Board of Directors discourages parking a vehicle parallel to the street in a driveway or driveway apron because doing so risks driving over irrigation sprinkler heads.
- C. The homeowner is liable for the expense of repairs to sprinkler heads, irrigation pipes, and/or common area (tree lawn) grass as a result of illegal or careless parking.
- D. The Board of Directors or its agent has the authority to tow vehicles at the vehicle owner's expense that are in violation of the community's rules.

SECTION 200 – PATIOS AND LANAI DECKS

- A. Patio and lanai decks are to be constructed of paver bricks or concrete.
- B. Wood decks are prohibited.
- C. Deck materials must be compatible in color and type with the house.
- D. Patio and lanai decks cannot extend beyond the side plains of the house.
- E. Patio and lanai decks cannot encroach on any easement (i.e. the 20-ft lake maintenance easement, drainage easements, utility easements, etc.)
- F. The homeowner is responsible for having all public and private utilities located prior to starting construction.
- G. Irrigation lines that run through the improvement area should be capped and/or re-routed so that no water is flowing under the patio or deck.
- H. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any patio or lanai deck installation.

SECTION 210 – PETS

- A. A maximum of 2 pets per household is permitted.
- B. Pets must be leashed and held by a person when they are outdoors (unless they are inside a screened lanai or fenced swimming pool enclosure).
- C. Pet owners must pick up after their animals.
- D. Pets are not to be left outside in a screened lanai or fenced swimming pool enclosure if their barking, howling, whining and/or screeching disturbs neighbors.

SECTION 220 - SWING SETS AND OUTDOOR PLAY EQUIPMENT

- A. Tree houses and trampolines are not permitted.
- B. No swing set or equipment with a height taller than 15-ft. is permitted.
- C. Swing sets and outdoor play equipment is not to be visible from the street and should be obscured from view by neighbors so as to not become a nuisance.
- D. Swing sets and outdoor play equipment is to be kept in good repair. The Board of Directors may require that any outdoor play equipment that is in disrepair, unclean, or has become a nuisance be removed from the property.
- E. It is recommended that swing sets and non-portable outdoor play equipment be installed in a mulch bed to simplify lawn maintenance. Neither the Association nor its landscaping contractor will be responsible for damaged incurred in the course of routine lawn maintenance.
- F. No swing sets of outdoor play equipment is to be placed closer than 10-ft. from a property line.
- G. Swings on common area (tree lawn) trees are prohibited.

SECTION 230 – SWIMMING POOLS AND POOL EQUIPMENT

- A. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any Swimming Pools or Spas installation:
 - 1. No portion of pool, pool deck or enclosure may extend beyond the side plains of the house. The pool and decking must be at least 5-ft inside the rear property line.
 - 2. No portion of a swimming pool, pool deck or enclosure can encroach on the 20-ft. lake maintenance easement.
 - 3. The homeowner is responsible for having all public and private utilities located prior to starting construction. Homeowners that start construction without having utilities located will be liable for any damage to a utility line.
 - 4. Irrigation lines that run through the pool and deck area should be capped and/or re-routed so that no water is flowing under the pool or deck. Homeowners who build over existing lines do so at their own risk. If an irrigation pipe breaks beneath the improvement, the Association's irrigation contractor will be permitted to remove any portion of the improvement necessary to repair the pipe, and the homeowner will be liable for the expense.
 - 5. A scaled "Lot Survey" drawing marked to show the proposed location of the swimming pool or spa and pool equipment must be attached to the ARC Request for Modification Form.
 - 6. It is recommended that homeowners not apply for any permits or sign any contracts before their ARC Request has been formally approved.
- B. Pool Equipment
 - 1. Pool equipment is to be screened from view by landscaping.
 - 2. The type of landscaping that will be used to screen pool equipment is to be identified in the swimming pool installation's ARC Request for Modification Form.

SECTION 240 - SCREEN ENCLOSURES AND SCREEN DOORS

- A. Screened enclosures are not to extend beyond the side plains of the house or encroach on any easement (i.e. the 20-ft lake maintenance easement, drainage easements, utility easements, etc.).
- B. Screened enclosures are to have white or bronze aluminum framing and silver or charcoal screening.
- C. Screened enclosures cannot have flat aluminum covered roofs.
- D. Landscaping may be required around screened enclosures, particularly on corner lots.
- E. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any screened enclosure installation. It is recommended that homeowners not apply for any permits or sign any contracts before their ARC Request has been formally approved.

SECTION 250 - SEASONAL LIGHTS AND HOLIDAY DECORATIONS

- A. Seasonal lights and holiday decorations may only be displayed for a total of 40 days per year.
- B. No hooks, nails or other fastener devices are to be placed on or on a tree or other landscaping for the purpose of hanging lights or other decorations.

SECTION 260 – SIDEWALKS

- A. Sidewalks are not to be painted or stained.
- B. Sidewalks are not to be blocked by vehicles, toys, or other items. Pedestrians are to have an unobstructed path.
- C. Sidewalks are not to be altered.

SECTION 270 – SIGNS, SALES, AND SOLICITORS

- A. No signs other than security alarm company signs are permitted.
- B. No garage, community, yard or public estate sales are permitted.
- C. No door-to-door solicitation is permitted. Report violations to the Collier County Sheriff's Department.

SECTION 280 – STORAGE SHEDS AND TENTS

- A. Storage sheds and tents are not permitted.

SECTION 290 – STORM AND HURRICANE SHUTTERS

- A. Removable panel hurricane shutter fasteners should be checked for damage after each use.
- B. Roll-down and sliding hurricane shutter colors are to match the house Body Color.
- C. Accordion panel hurricane shutters colors must match the adjoining window or door frame color.
- D. Bahama style hurricane shutters are not permitted.
- E. Hurricane shutters cannot be installed more than 7-days prior to the forecasted arrival of a Tropical Storm or Hurricane and must be removed within 14-days after a storm. However, the Board of Directors has the authority to extend this 14-day deadline if needed.
- F. Hurricane shutters are not to be used for security purposes. However, clear shutter panels may be installed on the rear of a house abutting the golf course.
- G. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any roll-down, sliding or accordion hurricane shutter installations.

SECTION 300 – TRASH CONTAINERS

- A. All trash must be placed in containers. Bags and loose trash are not permitted. Containers should be made of rigid plastic with 20 to 32-gallon capacity and have lids that close securely.
- B. Trash containers cannot be put out more than 12 hours before the scheduled pick-up, and must be brought in no more than 12 hours after the trash collection.
- C. Trash containers must be stored out of view. Trash containers may be stored at the side or rear of a house only if they are screened from view by landscaping.

SECTION 310 – VEHICLES

- A. No recreational vehicles, travel trailers, utility trailers, or motor homes may be stored within the community unless they can be stored in the garage with the kept closed at all times.
- B. Commercial vehicles must always be parked in the garage.
- C. Covered and/or unlicensed cars cannot be parked in a driveway, they can only be kept in a garage.
- D. ATV's, 4-wheelers and similar vehicles may not be driven within the community.
- E. The speed limit throughout the community is 20 mph.
- F. All Golf Carts operated within the community are to be registered with the Association. (See attached Exhibit C – Golf Cart Rules.)

SECTION 320 – WINDOWS AND WINDOW COVERINGS

- A. Window coverings shall consist of curtains, drapes, blinds or other traditional window covering. Sheets, newspaper, aluminum foil, bags and similar items are not permitted.
- B. The Association has the right to demand that broken or damaged blinds or window coverings be repaired or replaced.
- C. Broken windows are to be promptly repaired or replaced.
- D. Mirror- finish window tinting is prohibited.

SECTION 330 – WETLANDS AND NATURE PRESERVES

- A. All preserves in the community are protected under conservation easements. People, pets and vehicles are not permitted in these areas at any time.
- B. No homeowner, tenant or any other person may remove a tree, plant, animal or any other item from a preserve, nor should landscape debris, trash, or any other item be discarded in any preserve.

SECTION 340 – ROOFS AND ROOF TILES

- A. Materials Approved
 - 1. Clay Barrel Tiles
- B. Materials NOT Approved:
 - 1. Asphalt Shingles
 - 2. Rolled Roofing
 - 3. Aluminum shingles
 - 4. Tin Roofing
 - 5. Wood Shingles or Shakes
 - 6. Metal Barrel Tiles
- C. Refer to the attached Exhibit D – Approved Roofing Styles and Colors for information on the currently approved tiles.
- D. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any complete roof tile replacement project.

COMPLIANCE WITH THESE GUIDELINES DOES NOT AUTOMATICALLY GRANT ARCHITECTURAL APPROVAL. ARCHITECTURAL APPROVAL MUST BE REQUESTED IN WRITING FOR ANY CHANGES TO THE EXTERIOR OF YOUR HOME.

VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

Exhibit A – Approved Exterior Paint Color Schemes

- NOTE:**
1. The Body and Trim Colors in each individual color scheme can be reversed.
 2. Garage Doors may be painted the Body, Trim, or Optional Garage Door Color, or remain the original factory White color.
 3. Gutters may be painted the Body or Trim Color, or remain the original factory White color.
 4. Downspouts may be painted the Body Color, or remain the original factory White color.
 5. Front, rear and side pedestrian entrance doors may be painted the Body, Trim, or Optional Front Door Accent Color.
 6. The dark contrast Front Door Accent Color cannot be used on garage doors, trim, gutters or downspouts.

SCHEME 1

Body Color: **Navajo White** (SW Color # 6126 – Page # 264-C5)
Trim Color: **Familiar Beige** (SW Color # 5093 – Page # 200-C2)
Garage Door Color: **Toasty** (SW Color # 6095 – Page # 200-C5)
Front Door Color: **Aurora Brown** (SW Color # 2837 – Page 313)

SCHEME 3

Body Color: **Alabaster** (SW Color # 7008 – Page # 255-C2)
Trim Color: **Macadamia** (SW Color # 6142 – Page # 206-C2)
Garage Door Color: **Serengeti Grass** (SW Color # 9116 – Page # 206-C4)
Front Door Color: **Bitter Chocolate** (SW Color # 6013 – Page 231-C7)

SCHEME 5

Body Color: **Alabaster** (SW Color # 7008 – Page # 255-C2)
Trim Color: **Sand Dune** (SW Color # 6086 – Page # 197-C2)
Garage Door Color: **Dusted Truffle** (SW Color # 9083 – Page # 197-C4)
Front Door Color: **Cyberspace** (SW Color # 7076 – Page 235-C7)

SCHEME 7

Body Color: **Biscuit** (SW Color # 6112 – Page # 265-C3)
Trim Color: **Wickerwork** (SW Color # 0010 – Page # 300)
Garage Door Color: **Dusted Truffle** (SW Color # 9083 – Page # 197-C4)
Front Door Color: **Urbane Bronze** (SW Color # 7048 – Page # 245-C4)

SCHEME 9

Body Color: **Creamy** (SW Color # 7012 – Page # 261-C3)
Trim Color: **Sand Dune** (SW Color # 6086 – Page # 197-C2)
Garage Door Color: **Dusted Truffle** (SW Color # 9083 – Page # 197-C4)
Front Door Color: **Night Owl** (SW Color # 7061 – Page 237-C6)

SCHEME 11

Body Color: **Divine White** (SW Color # 6105 – Page # 266-C4)
Trim Color: **Practical Beige** (SW Color # 6100 – Page # 201-C2)
Garage Door Color: **Nearly Brown** (SW Color # 9093 – Page # 201-C4)
Front Door Color: **Greenblack** (SW Color # 6994 – Page 251-C6)

SCHEME 13

Body Color: **Divine White** (SW Color # 6105 – Page # 266-C4)
Trim Color: **Latte** (SW Color # 6108 – Page # 204-C3)
Garage Door Color: **Double Latte** (SW Color # 9108 – Page # 204-C4)
Front Door Color: **Rockwood Red** (SW Color # 2802 – Page 309)

SCHEME 15

Body Color: **Moderate White** (SW Color # 6140 – Page # 266-C3)
Trim Color: **Softer Tan** (SW Color # 6141 – Page # 206-C1)
Garage Door Color: **Serengeti Grass** (SW Color # 9116 – Page # 206-C4)
Front Door Color: **Van Dyke Brown** (SW Color # 7041 – Page # 249-C7)

SCHEME 17

Body Color: **Beige** (SW Color # 2859 – Page # 315)
Trim Color: **Mexican Sand** (SW Color # 7519 – Page # 288-C4)
Garage Door Color: **Beach House** (SW Color # 7518 – Page # 288-C3)
Front Door Color: **Van Dyke Brown** (SW Color # 7041 – Page 249-C7)

SCHEME 19

Body Color: **Latte** (SW Color # 6108 – Page # 204-C3)
Trim Color: **Dormer Brown** (SW Color # 7521 – Page # 288-C5)
Garage Door Color: **Fresco Cream** (SW Color # 7719 – Page # 288-C2)
Front Door Color: **Van Dyke Brown** (SW Color # 7041 – Page 249-C7)

SCHEME 2

Body Color: **Universal Khaki** (SW Color # 6150 – Page # 207-C3)
Trim Color: **Warm Stone** (SW Color # 7032 – Page # 243-C5)
Garage Door Color: **Urban Jungle** (SW Color # 9117 – Page # 207-C4)
Front Door Color: **Dark Night** (SW Color # 6237 – Page 222-C7)

SCHEME 4

Body Color: **Interactive Cream** (SW Color # 6113 – Page # 291-C1)
Trim Color: **Creamy** (SW Color # 7012 – Page # 261-C3)
Garage Door Color: **Caramelized** (SW Color # 9186 – Page # 291-C4)
Front Door Color: **Best Bronze** (SW Color # 5160 – Page # 210-C7)

SCHEME 6

Body Color: **Alabaster** (SW Color # 7008 – Page # 255-C2)
Trim Color: **Believable Buff** (SW Color # 6120 – Page # 141-C1)
Garage Door Color: **Corolando Powder** (SW Color # 9186 – Page # 291-C4)
Front Door Color: **Rock Bottom** (SW Color # 7062 – Page 278-C2)

SCHEME 8

Body Color: **Kilim Beige** (SW Color # 6106 – Page # 204-C1)
Trim Color: **Latte** (SW Color # 6108 – Page # 204-C3)
Garage Door Color: **Double Latte** (SW Color # 9108 – Page # 204-C4)
Front Door Color: **Toile Red** (SW Color # 0006 – Page 299)

SCHEME 10

Body Color: **Softer Tan** (SW Color # 6150 – Page # 207-C3)
Trim Color: **Creamy** (SW Color # 7012 – Page # 261-C3)
Garage Door Color: **Serengeti Grass** (SW Color # 9116 – Page # 206-C4)
Front Door Color: **Rookwood Dark Red** (SW Color # 2801 – Page 309)

SCHEME 12

Body Color: **Creamy** (SW Color # 7012 – Page # 261-C3)
Trim Color: **Universal Khaki** (SW Color # 6150 – Page # 207-C3)
Garage Door Color: **Urban Jungle** (SW Color # 9117 – Page # 207-C4)
Front Door Color: **Dark Night** (SW Color # 6237 – Page 222-C7)

SCHEME 14

Body Color: **Ivoire** (SW Color # 6127 – Page # 140-C1)
Trim Color: **Divine White** (SW Color # 6105 – Page # 266-C4)
Garage Door Color: **Vintage Gold** (SW Color # 9024 – Page # 140-C4)
Front Door Color: **Rockwood Shutter Green** (SW Color # 2809 – Page 310)

SCHEME 16

Body Color: **Interactive Cream** (SW Color # 6113 – Page # 291-C1)
Trim Color: **Tatami Tan** (SW Color # 6116 – Page # 291-C5)
Garage Door Color: **Serengeti Grass** (SW Color # 9116 – Page # 206-C4)
Front Door Color: **Leather Bound** (SW Color # 6118 – Page 291-C7)

SCHEME 18

Body Color: **Napery** (SW Color # 6386 – Page # 139-C1)
Trim Color: **Alabaster** (SW Color # 7008 – Page # 255-C2)
Garage Door Color: **Golden Fleece** (SW Color # 6388 – Page # 139-C4)
Front Door Color: **Van Dyke Brown** (SW Color # 7041 – Page 249-C7)

SCHEME 20

Body Color: **Kilim Beige** (SW Color # 6106 – Page # 204-C1)
Trim Color: **Sands of Time** (SW Color # 6106 – Page # 201-C3)
Garage Door Color: **Double Latte** (SW Color # 9108 – Page # 204-C4)
Front Door Color: **Toile Red** (SW Color # 0006 – Page 299)

VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

Exhibit B – Acceptable Landscaping Trees and Plants

LEAF TREES

Black Olive/ Shady Lady
Bottlebrush
Buttonwood
Clusia
Cypress
Geiger
Golden Rain
Guava
Hibiscus
Holly
Hong Kong Orchid
Jatropha
Ligustrum
Live Oak
Magnolia
Mahogany
Pink Tabebuia

PALM TREES

Bismarck
Canary Island
Chinese Fan
Christmas
European Fan
Foxtail
Lady
Medjool
Ponytail
Pygmy Date
Royal
Sylvester
Thatch

ANNUALS

Begonia
Bush Daisy
Caladium
Dusty Miller
Geranium
Lantana
Mexican Heather
Pentas
Salvia
Sun Patient
Vinca
Periwinkle

GROUND COVER

Agave
Anthurium
Bird of Paradise
Bromeliad
Carissa
Crown of Thorns
Dracaenas
Ferns
Gardenia
Ginger
Iris
Juniper
Liriope
Mondo Gras
Purple Queen
Society Garlic
Zamia

SHRUBS AND BUSHES

Allamanda
Arbicola
Blue Plumbago
Bougainvillea
Buttonwood
Coco Plum
Crotons
Fakahatchee Grass
False Aralia

Firecracker
Firebush
Flax Lily
Fountain Grass
Golden Dew Drop
Heliconia
Hibiscus
India Hawthorn
Jasmine

Podocarpus
Porter Weed
Simpson Stoppers
Saw Palmettos
Sea Grape
Thryallis
Wax Myrtle
Xanadu Philodendron

INVASIVE EXOTIC PLANTS AND SPECIES NOT PERMITTED BY COLLIER COUNTY OR THE STATE OF FLORIDA

Earleaf Acacia
Australian Pine
Punk Tree

Cajeput Tree
Paperbark Tree
Downy Rose Myrtle

Brazilian Pepper
Florida Holly
Carrotwood

VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

Exhibit C – VGCC Golf Cart Rules

1. A "golf cart" is defined in Florida Statute 320.02 (22) as a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes, and that is not capable of exceeding speeds of twenty (20) MPH. Golf carts capable of exceeding 20 MPH may be defined as, low speed vehicles and as such must be registered, insured and equipped with seat belts, brake lights, headlights, taillights, turn signals, emergency blinker lights, parking brakes, a windshield and reflectorized warning devices.
2. Before golf carts may be operated under this rule, the owners thereof must purchase and maintain liability insurance against personal injury and damages to property of any nature relative to the operation of golf carts on Valencia Golf & Country Club roadways.
3. All persons operating golf carts subject to these rules must be a minimum of fifteen (15) years of age, hold a valid driver's license or restricted license issued within the United States, and must be in possession of a valid identification card showing proof of age at all times while operating a golf cart on Valencia Golf & Country Club roadways. All persons operating golf carts pursuant to a restricted license must be accompanied by a licensed driver at all times while operating a golf cart on Valencia Golf & Country Club roadways.
4. All golf carts operating subject to these rules must be equipped with efficient brakes, reliable steering apparatus, safe tires and a rearview mirror while operated on the designated roadways in Valencia Golf and Country Club.
5. A golf cart may be operated only during the hours between sunrise and sunset unless the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.
6. Golf carts may only be parked on an individual driveway, within a garage or at the Clubhouse parking lot. Parking in a homeowner's yard or the common area tree lawn in front of the yard is prohibited.
7. Golf carts operating subject to these rules may only be operated on the designated roadways in Valencia Golf & Country Club. Golf carts are not permitted to be operated on any sidewalks in Valencia Golf & Country Club. The property manager may operate a golf cart on sidewalks in Valencia Golf & Country Club for the purposes of inspecting Association property.
8. The number of occupants in any golf cart operated by a driver on the Valencia Golf & Country Club roadways shall be restricted to the number of seats on the golf cart. No occupants of the golf cart shall stand at any time while the golf cart is in motion on Valencia Golf & Country Club roadways.

VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

Exhibit D – Approved Roofing Tile Styles and Colors

EAGLE TILES STYLE

Capistrano
Malibu

EAGLE TILE COLORS

Terracambra Range
Terra Cotta Gold
Sevilla Range
Kona Red Range
Maple Forge
Alhambra

CROWN TILE STYLES

Sanibel Mission
Tuscany

CROWN TILE COLORS

Mission Terra Cotta
Sand Dune Blend
Nueva España Blend
Sand Dollar
Smoked Fire Clay

BORAL TILE STYLES

Estate
Villa 900
Barcelona 900

BORAL TILE COLORS

Arizona Clay
Canyon Clay
Carmel
Casa Grande Blend
Champagne Cream
Citrus Clay
Desert Spice Blend
Frontier Blend
Gold Dust
Marmalade
Mandarin Sun
Monterey Blend
Spanish Red
Terra Cotta

VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

Exhibit E – Approved New/Replacement Garage Doors

NOTES:

1. C.H.I. OVERHEAD DOOR COMPANY STYLES, FACTORY STANDARD COLORS, AND WOODGRAIN FINISHES ARE REFERENCED BELOW, BUT HOMEOWNERS MAY USE ANY DOOR MANUFACTURER'S EQUIVALENT PRODUCTS.
2. SAMPLES OF THE C.H.I. PANEL STYLES AND COLORS CAN BE VIEWED AT THE CLUBHOUSE.
3. HOMEOWNERS ARE ADVISED TO CONSIDER HURRICANCE WIND RATINGS WHEN CHOSING A NEW GARAGE DOOR.
4. A BROCHURE WITH THE PROPOSED DOOR STYLE AND COLOR MARKED, OR A COLOR COPY OF THE BROCHURE PAGE(S) THAT PROVIDES THIS INFORMATION, MUST BE ATTACHED TO THE ARC REQUEST FOR MODIFICATION FORM WHEN IT IS SUBMITTED. THIS IS REQUIRED REGARDLESS OF WHETHER IT IS A C.H.I. DOOR OR ANOTHER MANUFACTURER'S PRODUCT.
5. GARAGE DOORS WITH WINDOWS ARE NOT PERMITTED.
6. AN ARC REQUEST FOR MODIFICATION FORM MUST BE COMPLETED, SUBMITTED TO THE PROPERTY MANAGER AND APPROVED BY THE ARC COMMITTEE PRIOR TO REPLACING A GARAGE DOOR.
7. A COLLIER COUNTY PERMIT IS REQUIRED.

APPROVED PANEL STYLES:

1. RAISED PANEL - SHORT (STANDARD PANEL)
2. STAMPED CARRIAGE HOUSE PANEL- SHORT (HORIZONTAL ORIENTATION)

APPROVED FACTORY PAINT COLORS:

1. WHITE
2. ALMOND
3. DESERT TAN
4. SANDSTORM
5. BRONZE

APPROVED WOODTONE FINISHES

1. LIGHT OAK
2. DARK OAK
3. CEDAR



VALENCIA GOLF & COUNTRY CLUB

Homeowners Association

1711 Double Eagle Trail - Naples, FL 34120

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR MODIFICATION FORM

Review the VGCC Rules & Regulations before completing this form. Consult the Property Manager if you have a question.

- **This form must be fully completed and have all the requisite additional documents attached when it is submitted to the Property Manager or it will not be accepted for processing.**
- HOA dues and/or fines must be current and paid.
- The ARC will try to provide a response within 3 business days of acceptance by the Property Manager. (Reference: Article VIII, Section 1, Paragraph G of the VGCC Covenants)
- **A security deposit of \$2,000.00** is required for installation projects that require the movement of a significant amount of construction materials between the requestor/homeowner's house and a neighboring house (i.e. pool, patio, paver brick walkways, and screened lanai installations, and tile roof replacements). **These projects also require the written acknowledgement of the neighboring homeowner(s).**

Security deposit checks are to be **made payable to the Valencia Golf & Country Club Homeowners Association** and delivered to the Property Manager with the completed ARC Request for Modification Form and additional requisite documents.

- The ARC may also require a security deposit for a landscaping project that involves the movement of heavy plants or supplies by wheeled or tracked carriers that could damage the grass and/or plants between the houses. **Projects of this nature also require the written acknowledgement of the neighboring homeowner(s).**

If there is damage to a neighbor's property or the HOA's common property, or if someone is injured as a result of the work being done, the homeowner is responsible for negotiating restitution with the vendor. If the issue is not resolved within 2 weeks of the completion of the project, the HOA has the right to apply the deposit to that end, and then return any remaining balance.

- **Prior to any work being done, all utilities must be located including irrigation, electrical and cable, as applicable.** All excavated material is to be removed from the community - no stockpiling. Irrigation must be relocated and/or capped as necessary to maintain 100% effectiveness. Grading is to be restored and sod must be replaced if needed.
- **Homeowners are advised to consult with the Property Manager before soliciting bids for the work related to this modification request, applying for requisite permits or submitting a completed ARC Request for Modification Form if there is any doubt that the modification(s) they are considering may not conform to VGCC Rules & Regulations. Also, Homeowners are advised to obtain ARC Request approval before signing any contracts with vendors or contractors related to this modification request; compliance with the Rules & Regulations does not automatically confer ARC approval.**
- **Homeowners are legally responsible for obtaining or ensuring that their contractor has obtained all applicable County Permits, and that the work is done in compliance with all applicable county ordinances/building codes as well as all VGCC Rules & Regulations.**
- **The homeowner is required to notify the Property Manager within 7 days once the work has been completed. Approvals expire after 180 days. If the approved requested modification is not completed, or actively being worked on and near completion, within that timeframe, a new ARC Request for the modification must be submitted for approval.**

Article VIII, Section 1, of the VGCC Covenants established the Architectural Review Committee (ARC), and Paragraph E assigns it the responsibility of maintaining the aesthetics and the right to refuse to accept any plans and specification which are not suitable or desirable.

FOR PROPERTY MANAGER'S USE		ARC REQUEST SUBJECT REFERENCE	
WORKSITE STREET ADDRESS	HOMEOWNERS LAST NAME	TYPE OF MODIFICATION	DATE FORWARDED TO THE ARC

COMMENTS:

For ARC Use Only

VOTE RECORD

ARC Member 1: APPROVED NOT APPROVED – Reason: _____

ARC Member 2: APPROVED NOT APPROVED – Reason: _____

ARC Member 3: APPROVED NOT APPROVED – Reason: _____

ARC Member 4: APPROVED NOT APPROVED – Reason: _____

ARC Committee's Decision: APPROVED NOT APPROVED

_____ ARC COMMITTEE CHAIRMAN'S SIGNATURE _____ DATE

FOR PROPERTY MANAGER'S USE

NOTICE OF ARC APPROVAL SENT TO THE REQUESTOR ON: _____ VIA: E-MAIL LETTER

PROPERTY MANAGER NOTIFIED THAT WORK IS COMPLETED : _____ WORK INSPECTED BY PM OR DESIGNATED ARC MEMBER : _____ SECURITY DEPOSIT RETURNED : _____

COMMENTS:



Purchase/Lease Application

Please submit application at least 20 days prior to closing date or lease starting date.

ATTACH THE FOLLOWING:

Purchase:

- Copy of Sales Contract
 - Completed Application on Tenant Evaluation (Please see attached for instructions)
 - Convenience fee of \$50 if complete application not received 20 days prior to closing.
 - Processing Fee \$100 (Paid online through Tenant Evaluation)
- (Married couples are considered **one applicant**. All occupants 18 years of age and older and required to apply.)*

Lease:

- Copy of Lease (***Sub-leasing and room rentals are PROHIBITED***)
 - Completed Application on Tenant Evaluation (Please see attached for instructions)
 - Convenience fee of \$50 if complete application not received 20 days prior to closing.
 - Processing fee of \$100 (Paid online through Tenant Evaluation)
- (Married couples are considered **one applicant**; however, a background check will be done on each applicant. All occupants 18 years of age and older and required to apply.)*
- Security Deposit of \$1000 (***Paid by the current homeowner via check to Valencia Golf and Country Club HOA. (Deposit shall be held by the association to pay for any damaged caused to the Common Area Property or other portions of property resulting from acts or omissions of tenants. Deposit, without interest, will be refunded within 30 day at the end of the lease term if no damage has been caused by tenant or their guests during the lease period (Homeowner must notify HOA that the home will no longer be leased). Prior to leasing the home, the outside must be compliant with community standards, i.e. roof and gutters cleaned, driveway cleaned, face of house cleaned and home painted, if necessary. Unpaid fines assessed by Valencia Golf and Country Club HOA, will be retained from the damage deposit.)***)
 - Any guest (s) occupying a home for 30 days or more **MUST** complete and submit an occupancy application to be approved by the Board of Directors. Once the lease period expires, lease extensions must be at least 6 months. No month-to-month leases permitted. Lease extension copies must be provided to Property Manager 10 days in advance to lease expiration.

The Association shall reserve the right to terminate the lease upon default by tenant in observing any of the provisions of the Declaration or Master Covenants, and any applicable rules duly adopted by the Board of Directors of Valencia Golf and Country Club HOA.

Please Initial: _____

Valencia Golf and Country Club

Step ①

Please make sure to select the correct application type and code before proceeding with the application process.
(Before you begin, please note that a valid major credit card is required)



Go to: [Tenantev.com](https://tenantev.com)



Ready: Create your User Account!



Enter Code to begin!

8482

Step ②



Sign: Once payment has been processed, you will be requested to sign a Receipt and provide your Authorization for Application processing. You will also be requested to Electronically sign the Community's Application. If applicable, once you have completed and signed all the forms, your co-applicant will need to also Electronically sign the Application through their own user account.



Upload: Through your account, you will be requested to upload the documentation required by the community in order to complete your application.

Customer Support: 1-305-692-7900

Identity Theft:

You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.



Valencia Golf and Country Club Homeowner's Association

1711 Double Eagle Trail
Naples, FL 34120

CLUBHOUSE RENTAL CHECKLIST

Please make sure the following items have been completed before leaving the Clubhouse:

- _____ Empty refrigerator of all contents belonging to your event
- _____ Wipe down all tables, serving areas and kitchen counters
- _____ Floor must be mopped **using only clean water. (no chemicals)**
- _____ Remove all trash from Clubhouse
- _____ Remove all decorations, including balloons
- _____ Furniture should be placed in its original location if moved during party
- _____ Turn off all lights including restroom lights
- _____ Lock all doors
- _____ Check thermostat to make sure it is set at 74 degrees
- _____ No excess garbage is placed outside of garbage containers

REMINDER: Keep back doors and fronts closed during party.

Date of Inspection: _____ Pre-Inspection Time: _____
 Reservation Made By: _____ Post-Inspection Time: _____
 Inspector's Signature: _____

Deposit to be fully refunded: _____ Yes _____ No

Problem with Clubhouse Facility:



NOTICE: FITNESS CENTER IS UNDER CAMERA

FITNESS CENTER WAIVER FORM

Hours: 5:00 a.m. to 10:00 p.m.

1. Exercise at your own risk. **The Association shall not be responsible for any accidents or personal injury.**
2. **NO ONE** under 15 years of age is allowed in the Fitness Center. Children **15 to 17** years of age must be supervised by a **resident** adult over 18 and must provide a waiver that is signed/approved and authorized by the parent/owner. A copy must be provided to the HOA office prior to using the facilities.
3. Shirt and shoes are required at all times - **NO bare feet.**
4. Equipment must be wiped down with towel after each use.
5. Each piece of equipment may be used for a maximum of 30 minutes per person, if someone is waiting on that machine.
6. No food or drinks in fitness center. Only plastic water bottles are permitted - not glass.
7. No professional (paid) training or fitness classes are permitted in the fitness center unless by prior written approval of the BOD.
8. No smoking.
9. No music or similar media playing devices are to be used in the fitness center, unless earphones are used.
10. All fans and televisions should be turned off upon departure, if no one is in attendance.
11. Report any damaged or non-working equipment to Property Manager.

Repeated violations of these rules are subject to denial of access to the Fitness Center.

**The Association is not responsible for loss, damage, or theft of personal items brought into the building.
Any activities not covered in the above should be cleared with the Board of Directors.**

WAIVER

The undersigned acknowledges and understands his/her responsibility, as noted above, in using the Fitness Center.

Resident Name: _____ Address: _____

Tenant Name: _____ From: _____ To: _____



LIST OF RECYCLABLES

Aerosol Cans containing no propellant or material Aluminum:

Cans and clean foil

Beverage & Food containers:

Clean glass, steel, and tin

Mixed Paper:

White writing paper and stationery

Tablet paper and tablet cardboard

White and colored copy paper

Computer paper (green & blue bar)

Sticky notes Paper

Wrappers

Magazines

Newspaper

Blueprint paper All

Envelopes Junk

Mail Telephone

Books Paperback

Books Manila

Folders

Boxboard (e.g. cracker or cereal boxes)

Corrugated Cardboard

Plastic Bottles or containers w/a #1-7 recycling symbol on the bottom (rigid plastic only, not plastic film)

OTHER RECYCLABLES

Batteries: See Battery Disposal at UCSD

Building materials: Call (858) 534-2930 from 7 a.m. to 9:30 p.m. weekdays

Computers and electronic devices: See Computer Monitor & Consumer Electronic Devices Disposal

Empty Toner Cartridges: See Imprints' sustainability page
Miscellaneous office equipment and furniture: Send it to Surplus Sales

WHAT IS NOT RECYCLABLE

Carbon Paper

Wax-coated papers

Plastic-coated papers

Paper or containers contaminated by food or other organic waste
Plastic film Styrofoam

Trash