



HOMEOWNER'S WELCOME PACKET

08/28/07



Dear

The Imperial Golf Estates Homeowners Association, Inc. would like to take this opportunity to welcome you and your family to Imperial Golf Estates.

In an effort to assist you in acclimating yourselves more quickly to your new community, we have developed a packet of information on Imperial highlighting the many amenities offered to its residents.

In addition, a wealth of information exists in your packet which will answer most questions faced by owners new to a community or area.

Imperial Golf Estates Homeowners Association, Inc. takes great pride in its high standards of appearance, which sets it apart from other homeowner's association. It is committed to maintaining these high standards utilizing active committees such as Beautification, Maintenance, and Stormwater Management. Other committees, such as the Architectural Review Board and Violations/Fining continually monitor each residence to maintain the overall conformity and compliance with accepted guidelines, rules and governing documents.

We encourage you to review the information we have provided at your earliest opportunity to become thoroughly familiar with Imperial. We are honored to have you join our community.

Sincerely, your Board of Directors:

Harlan J. Dam, President
Michelle Korri, Vice President
Robert Neff, Treasurer
Edward Lindsay, Secretary
Will Grubb, Director
Debora Frost, Director
James McCauley, Director

GIB Gatehouse at US Rt. 41: Voice Mail: 597-2005 -- See instructions in this packet for using Voice Mail to authorize visitors.

Fax: 597-1069

IGEHOA Property Manager: Marc Berman
Platinum Property Management
1016 Collier Center Way, Suite 102
Naples, Florida 34110
Ph: 239-596-1031
Fax: 239-596-1082
jallen@platinumpm.net

Platinum Property Management, Property Manager Marc Berman and staff are responsible for:

- Management of the common grounds throughout the Estates, including protect, maintain & repair.
- For assisting in compliance of the provisions of our documents and rules.
- Assisting the Board with meetings, minutes, elections, and all the various duties that management of the neighborhood involves.
- Keeping accurate records of current ownership of each property, including contact information.
(*See below)
- Maintaining a record of all leases of Member property.
- Keeping accurate financial records of homeowner's association funds and collection of assessments.
- Assisting in the preparation of the annual budget.
- Answer all questions/complaints/requests from Association Members.
- Assisting Members with issues related to their property.
- Maintaining the official books and records of the Association.

- **Please fill out and return the online Owner Data Base Format and return to Platinum Property Management so that we can get you registered in the Data Base, assure that all Association communications are received at your designated primary address, and that the Property Manager's office has your correct telephone and other contact information. If you are a seasonal resident, always notify Platinum of when you leave for your alternate address, as well as when you return to Imperial. This makes sure that all correspondence is forwarded correctly.**

HOMEOWNER'S INFORMATION PACKET

Imperial Golf Estates Homeowner's Association also referred to as: IGE/HOA

Homeowner's Board of Directors: (year 20010/2011)

Harlan J. Dam	President
Michelle Korri	Vice-President
Robert Neff	Treasurer
Edward Lindsay	Secretary
William Grubb	Director
Debbie Frost	Director
James McCauley	Director

Homeowner's Web Site: www.igenaples.info

Note: To sign in as a resident, your sign in and password are the first four numbers of your address and your last name, with no space between them. If there is a problem, contact our web site Administrator at: mshields@platinumpm.net

This site provides the following links:

- View the current Directory of homeowners
- A listing of recommended good contractors (from our homeowners)
- View the Covenants & By-Laws
- View the Architectural Planning Criteria for IGE/HOA
- Print a copy of the Architectural Review Board change form / activity report
- Copies of Wingwalls current and previous newsletters
- Mailboxes presently approved by the HOA
- On line forms
- Information about Imperial Golf Estates
- Listing of Current Officers & Directors of the Association
- Listing of Committees supporting the Board of Directors
- Important Notices
- Contact information for IGEHOA Property management Contractor
- Sales & Rental Information
- Welcome to Imperial Package
- Photos of Imperial

Entrada Avenue Back Gate Bar Codes and Key FOB's

Each residence in The Estates are eligible for one free bar code attached to a single vehicle, as well as either one free key FOB for the pedestrian gate at no charge. The key FOB's are to open the pedestrian gate at the Entrada Gate entrance / exit sidewalk. **The key FOB's do not open the vehicle gates.** Any additional bar codes or key FOB's are available at a cost of \$10.00 each for IGEHOA residents only. They may be obtained at Platinum Property Management during the normal working hours of 8:30 AM to 4:30 PM Monday thru Friday. The rules governing the use of the Entrada (Marquis) Gate are included in the documents section of the IGEHOA web site.

Imperial Golf Estates / Front Gate

4-05-11

The Gate House off of US Rt. 41 (Tamiami Trail) is owned and operated by the master association—The Greater Imperial Board Association, Inc.

GIB Gatehouse: Voice Mail: 597-2005

Fax: 597-1069

For any/all questions or problems **related to the front gatehouse area or operation**, or to register or purchase Smart Passes for entry through the Residents Lane, contact the Greater Imperial Board's Property Manager for this area:

Gulf Breeze Management Services of SW FL, LLC

**Michelle Pacitto, Property Manager
8910 Terrene Court, Suite 200
Bonita Springs, FL 34135**

Phone: 239-498-3311

Fax: 239-498-4974

Michelle.Pacitto@gulfbreezemanagement.com

The Gulf Breeze office is located just east of U.S. Rt. 41, north of West Terry Street. Look for the large yellow sign for Bonita Springs Self Storage on the corner of Rt. 41 & Terrene Court. They

are the last building on the right before the self-storage and are located on the second floor.

Hours of operation for sale of front gate only entry passes:

Monday through Friday 9:00 AM to 4:00 PM and they do not close for lunch.

Proof of ownership or residency (warranty deed, closing papers, etc. or copy of lease) plus photo I.D. are required to purchase entry passes.

Imperial Golf Estates

04-04-11

TALKING TRASH:

Rubbish Pickup: (cost for this service is included in your real estate tax bill)

Basic Service: Tuesday & Friday pick-up of garbage - green lid large containers on wheels / garbage.

Friday yard waste pick-up - separate container(s), bundled yard waste no longer than four feet long, or heavy duty paper bags (no plastic bags of yard waste)

Friday pick-up recycling bin – yellow lid container on wheels / recycling

Friday bulky item pick-up including empty cardboard boxes (see below)

Please place wheeled containers at least four feet apart for ease of mechanical pick up.

Bulky Item Pick up: Any items that will not fit in the garbage cart or heavy-duty trash bags require a special bulky item pick-up. Bulky item pick-up is the same day as the recycling and yard waste pick-up. Bulky item pick-ups need to be scheduled 48-hours ahead. Please call 403-2380 to arrange collection.

Pick-up is between 6:00 A.M. and 6:00 P.M. and can be picked up anytime between these hours.

Rubbish/containers may be set at curbside the evening before scheduled pick-up after 6:00 P.M. and empty containers must be removed from curbside the same day as pick-up.

Recyclables:

DO'S	DON'TS
Newspapers	Foam Peanuts

Naples Recycling Center

2640 W. Enterprise Ave.

(off Airport Road at the north end of Naples Airport)

(239) 643-3099

Hours: 8am to 5pm Tuesday through Saturday

Hazardous Waste

How household hazardous waste is handled can affect everyone. Improper storage of chemicals in the home can prove harmful to children or pets and be a fire hazard. Chemicals poured down the drain pollute the drinking water and can contaminate septic tanks or waste water treatment facilities. When thrown in the trash, some household hazardous waste could harm sanitation workers.

Collier County residents can dispose of hazardous waste free of charge by bringing it to Collier County's Household Hazardous Waste Center, at the Naples Landfill. Items are accepted Tuesday - Friday, 12 p.m. - 1 p.m., and on Saturdays, 8 a.m. - 12 p.m.

Items not accepted:

- Bio-Hazardous Waste
- Flares & Ammunition
- Pressurized Gas Cylinders

Limited household hazardous waste items are also accepted at the Naples and Marco Island Recycling Centers.

Imperial Golf Estates

04-04-11

Master Board - Greater Imperial Board (GIB)

There currently are 12 separate neighborhoods along Imperial Golf Course Blvd before reaching the Estates. There is also a private golf club and a tennis club that can be joined (see separate brochures on each).

Each of these neighborhoods is managed by their own property managers and is a completely separate entity. Each neighborhood, along with ours and the Golf Club, sends a representative to sit on the master board or the GIB. The Greater Imperial Board owns the front entrance from US 41, the Gate House, and the main entrance road, Imperial Golf Course Boulevard until it reaches the Estates. The GIB has responsibility for the main road (IGCB) from Rte. 41 to just inside of the wing walls (maintenance, speed limit, and landscaping where appropriate). They are responsible for the gatehouse area and the 24/7 operation of the gatehouse (which includes the security officer contract, computer

equipment and software for both resident and guest lanes). Allegiance Security supplies our gatehouse guards, and services the equipment for the database which operates the gatehouse computers.

Each resident in Imperial has the right to enter through the gate upon showing proper I.D. indicating an address in Imperial. However, to use the resident lane requires a Smart Pass Card which is unique to each car and identifies the resident and will automatically lift the gate in the resident lane. The cost of this card is \$40 and must be purchased at the GIB's Property Manager's office, Gulf Breeze Property Management. To purchase a card a resident must present proper I.D. indicating an address in Imperial and a filled out registration form for our resident database. The card may be transferred to an owner's or renters different car without further notification to anyone.

Voice Mail:

All residents must be registered in our neighborhood database which is usually done when purchasing entry passes at Gulf Breeze Management Services. Each resident is assigned a PIN code (by the computer) for use with our Voice Mail system in contacting the gatehouse. When expecting guests or vendors, the resident phones the gatehouse 597-2005 and is instructed by the system in how to leave a message for the arrival of the expected guests. The individual PIN code (only required if the phone you are calling from is not registered with Gulf Breeze Management Services) which is entered by pressing the correct numbers on the phone key pad which identifies the resident and address. The only information required is the name of the expected guest or vendor. This message is played for the guard upon arrival of the guest at the gatehouse.

For parties/celebrations when many guests **are** expected, **a list of all expected** guests can be faxed or dropped off at the gatehouse.

Remember - you cannot reach the guard directly by phone as they are directing traffic at our very busy gate. Should you have a problem or question regarding this area, please phone Gulf Breeze Property Management Services at 239-498-3311 and ask for Michelle Pacitto.

Imperial Golf Estates HOA Property Use:

- Property to be used for single-family residential living and for no other purpose. Any trade, business, profession or other type of commercial activity that creates traffic or other community disruption is strictly forbidden. Advertising a home business is forbidden.
- Any changes, upgrades, or alterations to exterior of building or grounds (additions, paint color, roofing materials, landscaping, fencing, etc.) must first be approved by the Architectural Review Board (ARB).
- All utility lines and lead-in wires shall be located underground. No septic tanks shall be installed.

All gas tanks for swimming pool heaters must be stored below ground.

- No area of the Property shall be used for drying or hanging for laundry of any kind.

- No window air conditioning units, no aluminum foil or similar material may be placed in any window or glass door. No unsightly materials (as determined by the Board of Directors) may be visible through a window or door.

Lawns/Outdoors:

- Areas not covered by structures, walkways or paved parking facilities shall be maintained as lawn or landscape areas with underground sprinkler systems to the pavement edge of any abutting streets and to waterline of any abutting lakes or water management areas. No stones, gravel or paving or any types shall be used as a lawn.
- No weed underbrush or unsightly growth shall be permitted to remain on any Lot and no refuse or unsightly objects shall be allowed to remain on any Lot. Any property, structures and appurtenances shall be kept in a safe clean, orderly and attractive and finished condition.
- All lawns and landscaping shall be installed and maintained in a neat, orderly, live condition with sprinkler systems.
- Owners may not fill in any water retention or drainage areas abutting property lines. Owners shall not fill, dike, rip rap, block, divert or change the established water retention and drainage areas created by easement. Dock or piers are forbidden in easement areas surrounding water retention lakes. Existing docks or piers are exempt and may be repaired but not replaced.

Rubbish Pickup:

- All rubbish, trash, garbage or waste materials shall only be kept in sanitary containers in the garage or in an ARB approved enclosure constructed with the dwelling screened from view of neighboring lots and the street.
- Sanitary containers may be placed in the appropriate pickup area at the curb after 6 P.M. on the evening proceeding the day of pick-up and should be expeditiously removed after pick-up.

Pets:

- Animals: no animals, livestock, poultry, reptiles, or amphibians of any kind shall be raised, bred or kept on any lot or common area. Pets of a normal domesticated household type such as a cat or dog may be kept by owner of each lot. No pets are permitted in any recreational area. Each pet owner shall be responsible for removal and disposal of their pet's body waste throughout the neighborhood. Dogs must be leashed while outside. The Board of Directors is empowered to order and enforce the removal of any pet which becomes a reasonable source of annoyance to other residents.

Signs:

- Signage: See Documents, Article 7, Use Restrictions for full explanation.

Garage/Parking/Vehicles:

- No garage shall be permanently enclosed or converted to another use without prior written permission of the Board of Directors.
- No boats, vehicles with a commercial registration, vehicles with visible signs, ladder racks or lettering, any other commercial vehicle, trailers, recreational vehicles, motorcycles, or mopeds may be parked or stored upon any lot or common area (except in a garage) overnight. This parking restriction also applies to any un-drivable, unregistered, or not regularly driven vehicle.
- Tents, trailers, recreational vehicles, tanks, or temporary structures **are not permitted** to remain **on** any lot or common area without written consent of the Board.
- All repairs or maintenance to any vehicle or boat is prohibited except in a garage isolated from public view.
- No portion of private lawns or common areas may be used for parking purposes, except for a vehicle controlled by the association.

Mailboxes:

- Mailboxes and posts are the responsibility of the homeowner and must be maintained in a clean and attractive manner. All mailboxes must be selected from the approved list available from the Property Manager or on the Association Web Site. Three metal types are approved currently. The vendor of choice is:

ASAP Mailbox Company, Inc.
239-262-1165 Office
239-262-1308 Fax

They remove the old mailbox and dispose of it at the time of installation.

Miscellaneous:

- No garage, yard, tag or estate sales, or any other similar sale of merchandise are permitted on any lot.
- Personal property of Lot owners and occupants must be stored out of sight of other Lot owners when not in use.
- All Lot owners or occupants will use maximum consideration in not making or permitting disturbing noises or conduct by himself or his family, visitors, agents or pets that interfere with the rights or comforts of any other Lot owner or occupant.
- Children are the direct responsibility of their parents or legal guardians including full supervision of them while on common property and including full compliance by them of our covenants, conditions and restrictions and all regulations of the Association.
- Commercial vendors and service people are restricted access to the property to 7:00 A.M. to 6:30 P.M. Monday through Friday, 8:30 a.m. to 4:00 p.m. on Saturday and never

on Sunday except in an emergency (such as loss of utilities) and then only when authorized by the GIB Property Manager or the Association President.

- Everyone must obey the speed limits and stop signs as posted within the community which are enforced by the Collier County Sheriff's office.

THE ABOVE GUIDELINES ARE MEANT TO BE USED AS A QUICK REFERRAL AND ARE NOT MEANT TO REPLACE THE MORE COMPLETE EXPLANATION OF THE RULES AND REGULATIONS IN THE ASSOCIATION DOCUMENTS.

If you do not have a set of Association Documents, you may obtain a set for a nominal fee from our Property Manager.

For all questions pertaining to rules, regulations, and Covenants please contact our Property Manager at 239-596-1031.

Imperial Golf Estates

04-05-11

Significant Phone Numbers:

Commissioner's Office:

Imperial Golf Estates is located in Collier County District #2 and is represented by the Commissioner for District #2. The Commissioner's office can be reached at the following:

Phone: 239-774-8097

Fax: 239-774-3602

Email: commissioner's name@collierGov.net (Currently Georgia Hiller)

Address: 3301 East Tamiami Trail
Naples, Florida 34112-4977

Licensing/Tax Collection Offices:

Florida Driver's Licenses: (you may also register to vote when getting your license)

Main Office -- 434-4600 or at: (Property tax matters may also be handled)

Greentree Shopping Center – 2348 Immokalee Rd. Hours: Mon. – Fri. 8 to 6. (Next to CVS Pharmacy)

Pelican Bay, First Nat'l Bank – 2nd Floor – 8771 Tamiami Trail N. Hours: Mon. – Thurs. 9 to 4 and Friday 9 to 5:30 (no driver's licenses renewed at Pelican Bay office).

At Courthouse:

Motor Vehicles – Tags & Titles 774-8177

Boats/Vessels – Decals & Titles 774-8176

Property Tax 774-8172

Handicapped Stickers	774-8177
Hunting & Fishing Licenses	774-8176
Voter Registration	774-8450

Recreation:

Veteran’s Community Park – 1900 Immokalee Rd. – 566-2367 -- Beach passes may be acquired 9:00 a.m. to 4:00 p.m. Monday through Saturday – phone to see what documentation is required.

Beach Parking Permit Info: – 239-353-0404
For listing of County Beaches – (see Parks & Recreation under County Government listing in the yellow pages)

Public Schools for Imperial Children:

Elementary. Veterans Memorial Elementary—15960 Veterans Memorial Blvd.
377-8800
Middle School. North Naples Middle School -- 16165 Livingston Rd – 377-4600–
High School. Gulf Coast—7878 Immokalee Rd.—593-2600

Collier County Board of Education – 377-0001

Bus service is provided to all of the current schools which are all located more than 2 miles from us.