

Date Stamp



3940 Radio Road, Suite 112, Naples, FL 34104
(239) 649-6357 phone · (239) 649 7495 fax
www.anchorassociationmanagement.com

Agreement for Pre-Authorized Payments

Association Name: _____

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my quarterly Association assessment from my account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution Name: _____

City: _____ **State:** _____ **Zip:** _____

Transit/ABA No: _____ **Account No:** _____

This authority is to remain in full force and effect until the Association and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Association and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first (1st) and tenth (10th) of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program and I will be charged a \$25.00 administrative fee.

A VOIDED CHECK (NOT DEPOSIT SLIP) MUST BE ATTACHED.

Important Note: Automatic debit payments will begin on the next quarter after receipt of this form as long as they are received by the first day of the quarter for which payment is due.

Name(s): _____ **Home Phone:** _____

Unit Address: _____ **Alt Phone:** _____

Mailing Address (if different): _____
Street Address City State Zip

Signature

Date

Signature

Date

Amherst Cove Condominium Association, Inc.

c/o Anchor Associates, Inc.

3940 Radio Road, Suite 112

Naples, Florida 34104

(239) 649-6357, phone (239) 649-7495, fax

Date Stamp

GUEST DISCLOSURE & REGISTRATION FORM

DATE: _____

The following individuals will be guests in Unit # _____ during our/my **ABSENCE**:

1. Approximate Dates of: ARRIVAL ____/____/____ DEPARTURE ____/____/____

2. Name _____ Spouse _____

3. Address _____

4. City _____ State _____ Zip _____

5. Relationship to Owner _____

6. Names of Occupants and age: _____

7. Vehicle Make _____ Model _____ Year _____

State & Plate # _____ → See By-Law and Rules on Limitations and Restrictions

8. In case of emergency, notify: _____ Phone #: _____

9. I HERE BY CERTIFY THAT THIS OCCUPANCY IS NOT IN VIOLATION OF ANY ASSOCIATION RULES, NOR AM I/WE COLLECTIONG ANY FORM OF RENT OR COMPENSATION IN FORM OF MONIES OR BARTER.

VIOLATION OR NON-COMPLIANCE MAY RESULT IN A FINE TO THE UNIT OWNER.

I, the owner of the above unit hereby affirm that no fee or other consideration is connected with this occupancy.

Owner Signature

Date Stamp

Amherst Cove Condominium Association, Inc.

c/o Anchor Associates, Inc.

3940 Radio Road, Suite 112

Naples, Florida 34104

(239) 649-6357, phone (239) 649-7495, fax

Home Watch and Emergency Contact

Owner Name: _____

Unit Address: _____

HOME WATCH

Name of Home Watch : _____

Address: _____

Phone: _____

Email: _____

EMERGENCY CONTACT

Please provide the association with a contact person in case of an emergency.

Emergency Contact: _____

Address: _____

Phone: _____

Email: _____

Signature

Signature

Printed Name

Printed Name

Date

Date

Please return to Anchor Associates, Inc. at
3940 Radio Road, Suite 112, Naples, FL 34104 –or-
Fax(239)649-7495 –or- Email admin@anchormanagers.com

Date Stamp

Amherst Cove Condominium Association, Inc.

c/o Anchor Associates, Inc.
3940 Radio Road, Suite 112
Naples, Florida 34104
(239) 649-6357, phone (239) 649-7495, fax

Directory and E-mail Consent

In an effort to easily communicate with all residents of the Association, the Board of Directors would like to create and maintain a community directory. The community directory will be distributed to all the residents enabling residents to maintain contact with your fellow neighbors. Please complete the below consent form with the following information:

Property Address: _____

Contact Numbers:	_____	_____
	<i>Phone Number</i>	<i>Phone Type</i>
	_____	_____
	<i>Phone Number</i>	<i>Phone Type</i>
	_____	_____
	<i>Phone Number</i>	<i>Phone Type</i>
	_____	_____
	<i>Phone Number</i>	<i>Phone Type</i>

Email Addresses: _____

By signing this consent, I/we authorized the Association to print the completed information in the Community Directory and send correspondence and/or official notices via e-mail:

- All
 Invoices Only
 Directory
 None

Signature

Signature

Printed Name

Printed Name

Date

Date

Please return to Anchor Associates, Inc. at
3940 Radio Road, Suite 112, Naples, FL 34104 –or-
Fax(239)649-7495 –or- Email admin@anchormanagers.com

Amherst Cove of Naples Condominium Association, Inc. 2014 Frequently Asked Questions

Q: What are my voting rights in the condominium Association?

A: Each unit is entitled to one vote.

Q: What restrictions exist in the Condominium Documents on my right to use my unit?

A: Several use Restrictions apply; refer to Amherst Cove Rules & Regulations, Paragraph 7.

Q: What restrictions exist in the Condominium Documents on the leasing of my unit?

A: All leases must be in writing and approved by the Board of Directors prior to tenant occupancy. See Amherst Cove Rules & Regulations, Paragraph 8.

Q: How much are my assessments to the Condominium Association for my unit and when are they due?

A: The Association assessments are \$1,146.00 and are due the first day of each Quarter (January, April, July and October) regardless if notice is received or not.

Q: Do I have to be a member in any other Association? If so, what is the name of the Association and is there a separate assessment?

A: Yes. Royal Wood Master Association.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: If golf Privileges are desired, a Royal Wood Owner Application for Golf Privileges must be completed and approved by the Amherst Association President and the Royal Wood Master Board, There is a separate fee for golfing payable to the Royal Wood Golf and Country Club

Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No

NOTE: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the Condominium Documents.

Amherst Cove Condominium Association, Inc.
INCOME/EXPENSE STATEMENT
 Period: 12/01/13 to 12/31/13

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
Pool Maintenance								
08210	Pool Contract	250.00	250.00	.00	3,000.00	3,000.00	.00	3,000.00
08220	Pool Repairs	120.00	166.74	46.74	1,920.94	2,000.00	79.06	2,000.00
08270	Pool Furniture	.00	166.74	166.74	628.17	2,000.00	1,371.83	2,000.00
	SubTotal Pool	370.00	583.48	213.48	5,549.11	7,000.00	1,450.89	7,000.00
UTILITIES:								
08905	Cable TV	1,909.67	2,726.00	816.33	32,711.69	32,712.00	.31	32,712.00
08910	Electricity	775.06	916.74	141.68	9,878.88	11,000.00	1,121.12	11,000.00
08930	Water & Sewer	2,145.13	2,500.00	354.87	23,480.56	30,000.00	6,519.44	30,000.00
08980	Trash Removal	729.52	550.00	(179.52)	6,640.41	6,600.00	(40.41)	6,600.00
	Subtotal Utilities	5,559.38	6,692.74	1,133.36	72,711.54	80,312.00	7,600.46	80,312.00
MAINTENANCE:								
09010	Building Maintenance	91.11	712.50	621.39	6,206.89	8,550.00	2,343.11	8,550.00
09020	Site Labor/Janitorial	758.00	758.00	.00	9,096.00	9,096.00	.00	9,096.00
09025	Building Supplies	278.70	83.37	(195.33)	298.82	1,000.00	701.18	1,000.00
09030	Elevator Maintenance Contract	.00	712.50	712.50	8,438.25	8,550.00	111.75	8,550.00
09040	Elevator Phone	126.62	175.00	48.38	1,987.10	2,100.00	112.90	2,100.00
09050	Elevator Repair	.00	250.00	250.00	1,856.44	3,000.00	1,143.56	3,000.00
09060	Exterminating	240.00	240.00	.00	2,520.00	2,880.00	360.00	2,880.00
09070	Fire Alarm Maint. & Repairs	.00	83.37	83.37	3,292.72	1,000.00	(2,292.72)	1,000.00
09071	Power Washing Services	.00	125.00	125.00	.00	1,500.00	1,500.00	1,500.00
	Subtotal Maintenance	1,494.43	3,139.74	1,645.31	33,696.22	37,676.00	3,979.78	37,676.00
RESERVE CONTRIBUTION:								
09999	Reserves-Pooled	.00	.00	.00	69,929.00	69,929.00	.00	69,929.00
	Subtotal Reserve Contrib	.00	.00	.00	69,929.00	69,929.00	.00	69,929.00
TOTAL EXPENSES		5,828.94	23,138.87	17,309.93	320,677.73	347,584.00	26,906.27	347,584.00
Current Year Net Income/(loss)		17,777.46	(.88)	17,778.34	30,963.72	.00	30,963.72	.00

Amherst Cove Condominium Association, Inc.
INCOME/EXPENSE STATEMENT
 Period: 12/01/13 to 12/31/13

Account	Description	Current Period			Year-To-Date			Yearly
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
INCOME:								
06310	Maintenance Assessments	21,148.59	21,148.62	(.03)	253,783.00	253,783.00	.00	253,783.00
06311	Reserve Assessments	.00	.00	.00	69,929.00	69,929.00	.00	69,929.00
06340	Late Fee Income	.00	.00	.00	200.00	.00	200.00	.00
06350	Legal Fees Reimbursement	.00	.00	.00	998.12	.00	998.12	.00
06390	Owner Interest Income	.00	.00	.00	72.81	.00	72.81	.00
06410	Royal Wood Electric-Fountain	372.64	145.87	226.77	2,497.72	1,750.00	747.72	1,750.00
06510	Transfer Fees	400.00	125.00	275.00	2,000.00	1,500.00	500.00	1,500.00
06910	Interest Income	.00	.00	.00	43.76	.00	43.76	.00
06911	Misc Income	.00	33.37	(33.37)	1,895.00	400.00	1,495.00	400.00
06930	Prior Year Funds	1,685.17	1,685.13	.04	20,222.04	20,222.00	.04	20,222.00
	Subtotal Income	23,606.40	23,137.99	468.41	351,641.45	347,584.00	4,057.45	347,584.00
EXPENSES								
GENERAL & ADMINISTRATIVE:								
07020	Application Processing	250.00	104.24	(145.76)	1,150.00	1,250.00	100.00	1,250.00
07050	Bad Debt Expense	.00	666.74	666.74	.00	8,000.00	8,000.00	8,000.00
07070	Fees to Division	.00	24.00	24.00	61.25	288.00	226.75	288.00
07080	Legal/Accounting	.00	166.74	166.74	1,299.90	2,000.00	700.10	2,000.00
07090	Insurance	(5,638.18)	6,918.62	12,556.80	78,954.44	83,023.00	4,068.56	83,023.00
07093	Flood Insurance	.00	708.37	708.37	8,621.00	8,500.00	(121.00)	8,500.00
07120	Management Fees	936.00	936.00	.00	11,232.00	11,232.00	.00	11,232.00
07140	Office Expense	346.31	166.74	(179.57)	1,944.86	2,000.00	55.14	2,000.00
07420	Federal Income Tax	.00	25.00	25.00	300.00	300.00	.00	300.00
07450	Taxes/Licenses/Dues	.00	104.24	104.24	1,463.00	1,250.00	(213.00)	1,250.00
	Subtotal Gen. & Admin.	(4,105.87)	9,820.69	13,926.56	105,026.45	117,843.00	12,816.55	117,843.00
GROUNDS MAINTENANCE								
08010	Landscape Contract	1,466.00	1,442.00	(24.00)	17,592.00	17,304.00	(288.00)	17,304.00
08020	Sprinkler System Checks	160.00	160.00	.00	1,920.00	1,920.00	.00	1,920.00
08030	Sprinkler Repairs	.00	125.00	125.00	950.00	1,500.00	550.00	1,500.00
08040	Fertilization	315.00	316.74	1.74	3,900.00	3,800.00	(100.00)	3,800.00
08045	Mulch/Sod Repair	.00	166.74	166.74	935.00	2,000.00	1,065.00	2,000.00
08050	Plantings	.00	150.00	150.00	1,716.91	1,800.00	83.09	1,800.00
08060	Tree Trimming	245.00	125.00	(120.00)	2,851.50	1,500.00	(1,351.50)	1,500.00
08070	Grounds - Pest Control	325.00	416.74	91.74	3,900.00	5,000.00	1,100.00	5,000.00
	Subtotal Grounds	2,511.00	2,902.22	391.22	33,765.41	34,824.00	1,058.59	34,824.00

Amherst Cove Condominium Association, Inc.
 Balance Sheet
 As of 12/31/13

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
CASH:					
1010	Cash Checking - Operating	122,320.62			122,320.62
1070	Cash Savings - Reserves		210,457.33		210,457.33
	Subtotal Cash	<u>122,320.62</u>	<u>210,457.33</u>	<u>.00</u>	<u>332,777.95</u>
CURRENT ASSETS:					
1310	Assessments Receivable	14.00			14.00
	Subtotal Current Assets	<u>14.00</u>	<u>.00</u>	<u>.00</u>	<u>14.00</u>
	TOTAL ASSETS	<u>122,334.62</u>	<u>210,457.33</u>	<u>.00</u>	<u>332,791.95</u>
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
3310	Prepaid Owner Assessments	37,828.00			37,828.00
	Subtotal Current Liab.	<u>37,828.00</u>	<u>.00</u>	<u>.00</u>	<u>37,828.00</u>
RESERVES:					
5010	Reserves - Pooled		203,703.59		203,703.59
5255	Unallocated Interest		6,753.74		6,753.74
	Subtotal Reserves	<u>.00</u>	<u>210,457.33</u>	<u>.00</u>	<u>210,457.33</u>
EQUITY:					
5510	Prior Year Net Inc./Loss	53,542.90			53,542.90
	Current Year Net Income/(Loss)	30,963.72	.00	.00	30,963.72
	Subtotal Equity	<u>84,506.62</u>	<u>.00</u>	<u>.00</u>	<u>84,506.62</u>
	TOTAL LIABILITIES & EQUITY	<u>122,334.62</u>	<u>210,457.33</u>	<u>.00</u>	<u>332,791.95</u>

Amherst Cove Condominium Association, Inc.
2014 Approved Budget
January 1, 2014 thru December 31, 2014

Acct. CODE	DESCRIPTION	2013 Budget	2013 Projected/Forecast	2014 Budget	2014 Monthly	2014 Quarterly
REVENUE:						
6310	Maintenance Assessments	\$ 253,783.00	\$ 253,783.00	\$ 259,181.00	\$ 21,598.42	\$ 64,795.25
6311	Reserve Assessments	\$ 69,929.00	\$ 69,929.00	\$ 70,867.00	\$ 5,905.58	\$ 17,716.75
6340	Late Fee Income		\$ 175.00		\$ -	\$ -
6350	Legal Fees Reimbursement		\$ 1,000.00		\$ -	\$ -
6410	Royal Wood Elec for fountain	\$ 1,750.00	\$ 2,300.00	\$ 1,800.00	\$ 150.00	\$ 450.00
6510	Transfer fees	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 125.00	\$ 375.00
6911	Miscellaneous Income	\$ 400.00	\$ 2,000.00	\$ -	\$ -	\$ -
6930	Prior Year Income	\$ 20,222.00	\$ 20,222.00	\$ 14,000.00	\$ 1,166.67	\$ 3,500.00
TOTAL REVENUE		\$ 347,684.00	\$ 350,909.00	\$ 347,348.00	\$ 28,945.57	\$ 86,457.00
EXPENSES:						
7020	Application Processing	\$ 1,250.00	\$ 1,000.00	\$ 1,000.00	\$ 83.33	\$ 250.00
7050	Bad Debt	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -
7070	Fees to Division	\$ 288.00	\$ 349.25	\$ 350.00	\$ 29.17	\$ 87.50
7080	Legal/Accounting	\$ 2,000.00	\$ 400.00	\$ 1,000.00	\$ 83.33	\$ 250.00
7090	Insurance	\$ 83,023.00	\$ 82,499.80	\$ 93,000.00	\$ 7,750.00	\$ 23,250.00
7093	Flood Insurance	\$ 8,500.00	\$ 8,615.00	\$ 10,000.00	\$ 833.33	\$ 2,500.00
7120	Management Fees	\$ 11,232.00	\$ 11,232.00	\$ 11,232.00	\$ 936.00	\$ 2,808.00
7140	Office Expense	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 166.67	\$ 500.00
7420	Tax Filing	\$ 300.00	\$ 300.00	\$ 300.00	\$ 25.00	\$ 75.00
7450	Taxes/Licenses/Dues	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 104.17	\$ 312.50
8010	Landscape Contract	\$ 17,304.00	\$ 17,304.00	\$ 17,304.00	\$ 1,442.00	\$ 4,326.00
8020	Sprinkler System checks	\$ 1,920.00	\$ 1,920.00	\$ 1,980.00	\$ 165.00	\$ 495.00
8030	Sprinkler Repairs/Upgrades	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 125.00	\$ 375.00
8040	Fertilization	\$ 3,800.00	\$ 3,800.00	\$ 3,880.00	\$ 323.33	\$ 970.00
8045	Mulch/Sod Repair	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 166.67	\$ 500.00
8050	Plantings	\$ 1,800.00	\$ 1,415.00	\$ 1,000.00	\$ 83.33	\$ 250.00
8060	Tree Trimming	\$ 1,500.00	\$ 2,600.00	\$ 2,000.00	\$ 166.67	\$ 500.00
8070	Grounds Pest Control	\$ 5,000.00	\$ 3,900.00	\$ 4,800.00	\$ 400.00	\$ 1,200.00
8210	Pool Contract	\$ 3,000.00	\$ 3,000.00	\$ 3,300.00	\$ 275.00	\$ 825.00
8220	Pool Repairs	\$ 2,000.00	\$ 1,600.00	\$ 2,000.00	\$ 166.67	\$ 500.00
8270	Pool Furniture	\$ 2,000.00	\$ 630.00	\$ 1,000.00	\$ 83.33	\$ 250.00
8905	Cable TV	\$ 32,712.00	\$ 32,712.00	\$ 33,696.00	\$ 2,808.00	\$ 8,424.00
8910	Electricity	\$ 11,000.00	\$ 10,000.00	\$ 11,000.00	\$ 916.67	\$ 2,750.00
8930	Water & Sewer	\$ 30,000.00	\$ 22,000.00	\$ 25,000.00	\$ 2,083.33	\$ 6,250.00
8980	Trash Removal	\$ 6,600.00	\$ 6,064.00	\$ 6,600.00	\$ 550.00	\$ 1,650.00
9010	Building Maintenance	\$ 8,550.00	\$ 6,000.00	\$ 7,993.00	\$ 666.08	\$ 1,998.25
9020	Site Labor/Janitorial	\$ 9,096.00	\$ 9,096.00	\$ 9,096.00	\$ 758.00	\$ 2,274.00
9025	Building Supplies	\$ 1,000.00	\$ 25.00	\$ 1,000.00	\$ 83.33	\$ 250.00
9040	Elevator Phone	\$ 2,100.00	\$ 2,025.00	\$ 2,100.00	\$ 175.00	\$ 525.00
9030	Elevators Maintenance Contract	\$ 8,550.00	\$ 8,440.00	\$ 8,500.00	\$ 708.33	\$ 2,125.00
9050	Elevator Repairs	\$ 3,000.00	\$ 2,500.00	\$ 3,000.00	\$ 250.00	\$ 750.00
9060	Exterminating	\$ 2,880.00	\$ 2,592.00	\$ 2,600.00	\$ 216.67	\$ 650.00
9070	Fire Alarm Maint. & Repair	\$ 1,000.00	\$ 1,820.00	\$ 2,000.00	\$ 166.67	\$ 500.00
9071	Power Washing	\$ 1,500.00	\$ -	\$ 3,000.00	\$ 250.00	\$ 750.00
9999	Reserves - Pooled	\$ 69,929.00	\$ 69,929.00	\$ 70,867.00	\$ 5,905.58	\$ 17,716.75
Minus Carry Over		\$ (20,222.00)		\$ (14,000.00)		
Minus Other Income		\$ (3,650.00)		\$ (3,300.00)		
Amount to Budget		\$ 323,712.00		\$ 330,048.00		

Annual Maintenance Per Unit	\$ 4,496.00	\$ 4,584.00
Monthly Maintenance Per Unit	\$ 374.67	\$ 382.00
Quarterly Maintenance Per Unit	\$ 1,124.00	\$ 1,146.00

APPROVED
12/05/2013

CLUBHOUSE RULES AND REGULATIONS

THE CLUBHOUSE WAS CONSTRUCTED FOR THE USE AND ENJOYMENT OF ALL RESIDENTS OF AMHERST COVE. WE RESPECTFULLY REQUEST THAT YOU ASSIST US BY ABIDING BY THE CLUBHOUSE RULES AND REGULATIONS.

1. ONLY AN OWNER AT AMHERST COVE MAY RESERVE THE CLUBHOUSE AND MUST BE IN ATTENDANCE AT THE EVENT. CLEAN UP MUST BE COMPLETED BY 10:00 A.M. FOLLOWING THE DATE OF THE EVENT.
2. THE UNIT OWNER IS RESPONSIBLE FOR THE CONDUCT OF ALL GUESTS. IN ADDITION, UNIT OWNER HAS SOLE RESPONSIBILITY FOR ANY AND ALL DAMAGE TO THE COMMON AREAS OR CLUBHOUSE SHOULD THERE BE AN OCCURRENCE TO CAUSE SUCH DAMAGE.
3. GUESTS MUST PARK IN THE *GUEST* PARKING SPACES ONLY. PLEASE MAKE SURE YOUR GUESTS ARE AWARE OF THIS.
4. ALL LIGHTS MUST BE TURNED OFF AND DOORS MUST BE SECURED UPON VACATING THE CLUBHOUSE AFTER YOUR EVENT.
5. ALL TRASH MUST BE BAGGED AND PLACED IN THE DUMPSTER.
6. MAXIMUM OCCUPANCY IS 75 PERSONS.
7. NO SMOKING IS PERMITTED IN THE CLUBHOUSE.
8. THE CLUBHOUSE MUST BE CLOSED BY 11:00 P.M. AND GUESTS VACATED UNLESS A BOARD MEMBER GIVES APPROVAL TO EXTEND THE TIME PAST 11:00 P.M.
9. ANYTHING BORROWED FROM THE CLUBHOUSE MUST BE SIGNED OUT ON THE SIGN OUT BOARD AND RETURNED PROMPTLY.
10. A LIST OF COMMUNITY PROPERTY STORED IN ATTIC (SUCH AS CHILDRENS EQUIPMENT) IS POSTED IN THE CLUBHOUSE AND CAN BE USED BY AMHERST COVE OWNERS. ANYTHING USED MUST BE SIGNED OUT AND RETURNED IN THE SAME CONDITION.

16. ACTION FOR VIOLATORS

A. If any owner, guest or lessee violates any of the Rules and Regulations and after notification from the Board of Directors, the violator fails to cure such violation within a time frame established by the Directors, the Board may impose a fine up to twenty-five (\$25.00) dollars a day for each violations and/or suspend recreational privileges to the unit involved. If legal action is necessary to resolve the violations, all legal expenses will be paid by the unit owner.

12. FUNCTIONS

- A. Amherst Cove functions are open to all owners, lessees and their guests.
- B. All prospective attendees must be signed up and paid for by the date and time specified in the flier for the individual function. If people request to attend after this time, they will be added to the list, if space is available, on a first come-first serve basis.
- C. The reserving of a table or tables is not permitted. All tables will be available on a first come-first serve basis. Moving tables and chairs is not permitted except for Amherst social functions.

13. GRILL FACILITIES

- A. Open flame cooking or barbecuing is permitted only on the grill located beside our clubhouse.
- B. The grill is for the exclusive use of the owners, guests and lessees.
- C. A person eighteen (18) years of age or older, is to be present at all times while the grill is being used. Children should not be allowed to use the grill.
- D. Grill is to be wire brushed after each use and the external face of the grill should be wiped after each use. Turn off gas valve that goes to the grill when finished with grill.
- E. Utensils used in the process of grilling are to be cleaned after each use and returned to the correct storage area.
- F. Trash must be placed in the waste barrels. If the waste barrel is more than half full, the trash should be disposed of in one of the trash dumpsters.

14. CELL PHONE USE

As a courtesy to others, please take any extended cell phone calls outside of clubhouse, pool and tennis areas.

15. SMOKING

Smoking is not allowed on lanais, building walkways, in the clubhouse, pool areas and tennis courts in consideration for the health of others.

10. TENNIS FACILITIES

- A. Tennis shoes must be worn at all times on the tennis court surface.
- B. No roller skating, rollerblading, bicycle riding or non-net game playing of any kind is permitted on the tennis court.
- C. Use of tennis court is limited to owners, guests and lessees.
- D. All tennis players must return broom and squeegee to hanger when not in use.
- E. All tennis players must observe a one (1) hour playing limit if others are waiting to play.
- F. No loud or abusive language will be tolerated.
- G. Liquids are allowed in the enclosure in unbreakable containers only.
- H. Children less than twelve (12) years of age must be supervised by a responsible adult.

11. BOCCE FACILITIES

- A. Only residents and their guests may use the court.
- B. Proper attire is required at all times. Shirts must be worn at all times.
- C. The court should be swept after each use.
- D. Children less than twelve (12) years of age must be supervised by a responsible adult.
- E. No loud, profane or abusive language is permitted.
- F. No glass is allowed on or around the court.
- G. Rules for the game of bocce may be obtained from the Bocce Committee.
- H. Smokers must be considerate of other players and spectators.

K. Radios, tape players, etc. are limited to ear phone type reception. The only exceptions are for special functions and the stereo in the clubhouse. No extended cell phone use in the pool area.

L. Chairs and lounges are not to be removed from the pool area.

M. Before using chairs and lounges, they must be covered with a beach towel.

N. Pool furniture may not be reserved by placing personal items on tables, chairs and lounges while users are absent from the pool and spa area.

O. No diving, running, jumping, horseplay, ball playing, or other unsafe activity is permitted in the pool and spa area. This is a safety precaution.

P. No rocks, money, toys, or hard objects are to be thrown into the pool or spa.

Q. No loud, abusive or profane language is permitted.

R. The pool and spa hours are posted.

S. Persons with open cuts, sores or contagious illnesses, etc. are not permitted in the pool or spa.

T. Some owners and residents use the pool to swim laps. They will appreciate the consideration of others in permitting them to use a lane.

U. Maximum number of people in POOL – twenty (20); in SPA – four (4). For safety reasons, the resident pool supervisor may limit the number of occupants in the pool or spa.

V. Heated temperature in POOL – approximately 86 degrees; in SPA – 104 degrees.

W. The resident pool supervisor has complete control over the use of the pool and spa and may order anyone from the pool who, in his/her sole opinion, is a danger or nuisance to others.

X. In the absence of the resident pool supervisor, any member of the Board of Directors may act in the same capacity.

Y. Please:

1. No extended cell phone calls
2. No smoking
3. Replace all pool furniture where you found it
4. Clean cook out grill and utensils after using

8. LEASING OF UNITS

A. All leases of units must be in writing. A unit owner may only lease his entire unit and only in accordance with the Royal Wood and Amherst Cove Declarations. Our Property Manager will assist owners in the processing of necessary paperwork. Please allow a minimum of thirty (30) days for handling paperwork.

B. A Unit Owner whose unit is leased may not use the recreation or parking facilities located on the common ground without Board of Director approval.

9. SWIMMING AND SPA FACILITIES

A. Swim at your own risk: no lifeguard is provided.

B. The pool and spa are for the exclusive use of Amherst owners, guests and lessees.

C. The spa is a therapeutic bath, “**not a kiddy pool**”. Swimming, jumping, and toys are not permitted in the spa.

D. All users must shower before entering the pool or spa. Please do not use soap before entering pool as it tends to create suds in the spa and pool.

E. Appropriate dress must be worn in the pool and spa. Shorts, cut-offs and similar non-bathing attire are prohibited.

F. Suntan lotion and sunblock are permitted; oils are prohibited in the pool area.

G. No food or beverages are allowed within one (1) foot of the pool and spa. No glass drinking vessels or glass bottles are allowed in the pool area at any time. Glass cookware used for food containers may be used for special social functions authorized by the Amherst Cove Board of Directors. These glass food containers must be located at least five (5) feet from the edge of the pool and spa.

H. No eating, drinking or smoking is permitted in the pool or spa.

I. Children under the age of twelve (12) are not allowed in the spa and must be accompanied by a responsible adult in the pool area.

J. Children who are not toilet trained or of diaper age are permitted in the pool provided that they wear a swim diaper.

1. By removing all furniture, plants and other objects from the lanai and from outside of the unit; and

2. By designating a responsible caretaker to care for his unit should his unit suffer any damage caused by storms, hurricanes, winds or other violent acts of nature. The Amherst Cove Property Manager and the Association shall be provided with the name of each unit owner's aforesaid designated caretaker.

7. OTHER USE RESTRICTIONS

A. Each unit shall at all times be occupied only by a single family, its employees and guests, as a residence and for no other purpose.

B. If the owner and members of his family who permanently reside with him are not in residence, and the unit has not been leased, the owner may permit his unit to be occupied by his guests only in accordance with the following:

1. Any one person related to a unit owner within the first degree by blood, adoption or marriage, and that person's spouse and members of that person's family within the first degree of blood or adoption, are permitted to occupy the unit owner's apartment in the absence of the owner for a period not to exceed thirty (30) days. The number of occasions for this type of guest occupancy in any unit shall be limited to four (4) times in any twelve (12) month period.

2. House guests not included within Article 12.2A of the Declaration of Condominium of Amherst Cove are permitted for only one (1) family occupancy in the owner's absence and, only with the proviso, that the family consists of no more than four (4) persons. Such guests may stay only two (2) weeks and the number of occasions for this type of guest occupancy in any unit shall be limited to three(3) times in any calendar year.

3. The Board of Directors requires all guests that fall into B-1 or B-2 paragraphs above be registered in advance with the Property Manager.

C. There are no restrictions on the number of guests, whether related or unrelated to the owner, who may be present in the unit in the presence of the unit owner.

D. There is no age restriction for owner/occupants for units or family members permanently residing with owner/occupants or lessees; however, all occupants under eighteen (18) years of age, whether owner or lessees, shall be closely supervised at all times by an adult to ensure that they do not become a source of annoyance to other residents.

4. PETS AND ANIMALS

No pets, dogs, cats, birds, animals, reptiles, or amphibians may be kept at Amherst Cove.

5. NEGLIGENCE: DAMAGE CAUSED BY CONDITION IN UNITS

A. Each unit owner shall be liable to the Amherst Cove Association for the expenses of any maintenance, repair or replacement made necessary by his family or his guests, employees, agents, or lessees. If any condition, defect or malfunction existing within a unit, whether caused by the owner's negligence or otherwise, shall cause damage to the common elements or to other units, the owner of the offending unit shall be liable to the person or entity responsible for repairing the damaged areas for all cost or repair or replacement not paid by insurance. If one or more of the units involved is not occupied at the time the damage is discovered, the Amherst Cove Association may enter the unit without prior notice to the owner and take reasonable actions to mitigate damage or prevent its spread. The Amherst Cove Association may, but is not obligated to, repair the damage without the prior consent of the owner.

6. AMHERST COVE ASSOCIATION ACCESS TO UNITS

A. The Association has an irrevocable right of access to the units for the purposes of protecting, maintaining, repairing and replacing the common elements and any other permitted by law. The Association's right of access includes, without limitation, entry for pest control and preventative maintenance of safety equipment such as smoke alarms as well as the right, but not the duty, to enter under circumstances where the health and safety of others may be endangered. The exercise of the Association's access rights shall be accomplished with due respect for the occupant's rights to privacy and freedom from unreasonable annoyance, as well as with appropriate precautions to protect the occupant's property.

B. The Association will retain a key to all units. Any person who alters any lock, or installs a new lock shall give notification to a board member of the lock change. The unit owner shall provide the Association with a new key.

C. Any unit owner who plans to be absent from his unit for an extended period of time must prepare his unit for his departure in the following manner:

3. VEHICLES and BICYCLE RESTRICTIONS

A. No commercial vehicle of any kind shall be parked in Amherst Cove for a period of more than four (4) hours per day, unless such vehicle is necessary in the actual maintenance or maintenance of public utilities. The parking of trucks no larger than pick-up trucks and vans will be permitted only as follows:

1. To perform repair, commercial services on units, buildings and landscape.
2. All vans must have windows on both side panels and must be equipped with seating capacity throughout.
3. No tools, equipment, merchandise, materials or supplies may be kept or stored in the van.

B. No boat trailers of any kind, camper, mobile home, motor home or disabled vehicle shall be permitted to be parked or stored at Amherst Cove. Also, golf carts, motorcycles, motor scooters, mopeds or similar vehicles are not allowed.

C. All bicycles kept at Amherst Cove must be parked in the bike racks and registered. Contact the board member responsible for registration form and tag. Unregistered bicycles that are in poor condition are subject to disposal at the discretion of the Board of Directors. Each unit including renters, are allowed to store no more than two bicycles in the racks.

D. Parking spaces have been provided for the parking of private passenger automobiles of owners, lessees, and their guests.

E. No repairs or maintenance of vehicles may be performed on Amherst property, except for emergency repairs.

F. Vehicles may not be washed in the parking areas, except in an area which may be specifically designated by the Board of Directors.

G. Because there are limited parking spaces available, each owner is permitted to keep only two (2) motor vehicles on the Amherst complex. However, owners who have or want a third vehicle at their Amherst Cove address must show good cause and obtain written approval from the Board of Directors.

H. No vehicles shall be parked anywhere but on paved areas intended for that purpose. Parking in roadways, on lawns or landscape areas is prohibited.

T. Use of any significant electric power use off common electric elements (i.e. charging electric cars off common electric outlets) may only be done after owner gets Board approval and installs and pays expenses for installation of an electric meter and all electricity use is to be charged back to owners unit.

U. The Board of Directors may, from time to time, adopt and amend administrative rules and regulations governing the operation, use, maintenance, management and control of the common elements and the operation of the Association. Copies of such rules and regulations shall be furnished to each unit owner. Any rule or regulation created and imposed by the Board must be reasonably related to the promotion of health, happiness and peace of mind of the unit owners and uniformly applied and enforced.

2. COLORS

All exterior colors are proposed by the Board of Directors and must be approved by the unit owners. The present exterior building colors are as follows:

- A. Roofs
- B. Buildings
- C. Railings
- D. Trim
- E. Walkways
- F. Sidewalks
- G. Lanais Sherwin Williams # 6385 A-100 Flat Exterior Acrylic Latex (#2049-0116880)

H. No exterior colors on any structure shall be permitted that, in the judgment of the Board of Directors and the ARC, would be inharmonious or discordant or incongruous with Royal Wood or the other properties of Amherst Cove. The initial exterior colors are the only approved colors allowed.

I. The wall colors of the lanais shall be determined by the Board of Directors and ARC and are currently the color listed above. Since lanais are considered to be a limited common element, the unit owners are responsible for the day to day cleaning, care, painting and maintenance.

J. All decorative colors for approved hurricane shutters, exterior doors and window dressing visible from the outside must be **white or off-white only**.

lanais, foyers and laundry rooms. Substitute floor coverings with substantially equivalent sound deadening qualities may be used, but only with prior written approval of the Board of Directors.

M. The flagpole already installed in the central area near the clubhouse to display the flag of the United States of America has been approved.

N. No notices are to be put on the mail box bulletin boards without prior approval of the Board of Directors or person appointed by the Board and must be removed by the responsible party upon expiration of same or as directed by the Board.

O. Unit owners are specifically cautioned that their right to make any addition, change, alteration, or decoration to the exterior appearance of any portion of the condominium is subject to the provisions of the Declaration of Condominium Document and prior written approval must be obtained from the Board of Directors and the ARC. No exterior radio or television antenna installation, or other wiring, shall be made without the written consent of the Board of Directors.

P. Any alteration to the Limited Common Element must have the prior written approval of the Board of Directors. This includes any change in the lanai floor coverings.

Q. Unit owners are responsible for the repair and replacement of windows, screens and doors including hardware and framing. Any changes to the above items must be approved by the ARC. Screen door replacements must meet certain specifications and must be approved by the Amherst Cove Board of Directors. The only approved screen doors are Emco 300 or 400 series. The door handles may be nickel, brass, or white.

R. Prior written approval from the Architectural Review Committee (ARC) must be obtained for:

1. The plans for construction of any building, structure, grading, excavation, landscaping, or other change to any building or lot.

2. Any change to the limited common elements, including lanais, carports and garages.

3. The installation of any hurricane shutters or window dressing.

4. Any change to the common area, including plantings.

5. The installation of any wall, fence, hedge, landscaping or solar heating unit.

S. Smoking is not allowed in common areas. I.e. lanais, walkways, pool area, club house.

D. Unit owners, residents, their families, guests, employees, agents or visitors shall not at any time or for any reason whatsoever enter upon the roofs of the buildings.

E. No garbage cans, supplies, containers or other articles shall be placed in or on the walkways, hallways, entry ways or balconies, nor shall any linens, cloths, rugs, clothing, curtains, mops or laundry of any kind or other articles be shaken or hung from any of the windows, doors, walkways, balconies, or entry ways or exposed on any part of the limited common elements or the common elements; and the limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.

F. Refuse and garbage shall be deposited only in the areas provided for that purpose. All garbage must be bagged in plastic refuse bags and cardboard boxes must be broken down to conserve space.

G. No unit owner shall allow anything to fall from the windows, walkways, balconies, entry ways or doors of the premises, nor shall he/she sweep or throw from his unit any dirt or other substance outside of his unit or common elements of the condominium.

H. No unit shall make or permit any disturbing noises by himself, his family, employees, agents, visitors or lessees, nor do or permit anything by any such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owners shall play or permit to be operated a television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the condominium. Please be considerate of your neighbors and keep the volume on TV's and radios at a minimum especially after 10:00 P.M. Smoking is not allowed on walkways or lanais for the health and comfort of other residents.

I. Open flame cooking or barbecuing is only permitted on the grill located beside the Amherst clubhouse. No barbecuing or outdoor cooking is permitted on lanais, walkways, patios or any portion of the building.

J. All exterior lighting shall be accomplished in accordance with the lighting plan approved by the Amherst Board of Directors and the Architectural Review Committee (ARC).

K. Wall or window air conditioning and heating units shall not be permitted in any owner's unit.

L. Unit owners are responsible for all decorating within their own units, including painting, wallpapering, paneling, floor covering, draperies, window shades, curtains, lamps and other light fixtures, and other furnishings and interior decorating. All units above the ground floor shall always have the floors covered with wall to wall carpeting, except in kitchens, bathrooms,

AMHERST COVE
CONDOMINIUM ASSOCIATION, INC.

Rules and Regulations

The Rules and Regulations for Amherst Cove, presently shown as Exhibit B in the Condominium Documents, hereafter enumerated as to the Association's properties, condominium property, the limited common elements and the units shall be binding upon all unit owners. The unit owners shall at all times obey all said Rules and Regulations and shall use their best efforts to see that these Rules and Regulations are observed by family, guests, invitees, and employees, lessees and persons over whom they exercise control and supervision.

Please be advised that the following Rules and Regulations are not all inclusive, and all persons must comply with the Condominium Documents as registered with Collier County, Florida and the State of Florida.

RULES AND REGULATIONS:

1. BUILDING APPEARANCE AND MAINTENANCE

A. The streets, sidewalks, walkways, stairs and under stairways must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units, nor shall carriages, toys, bicycles, wagons, shopping carts, benches or any other object of a similar type be left therein or thereon; *personal property of unit owners shall not be stored outside of their units nor in the electrical rooms.*

B. No sign, advertisement, notice or similar material shall be exhibited, displayed, inscribed, painted or affixed in or upon any part of the units, limited common elements or common elements by any unit owner, occupant or other persons without prior written approval from the Board of Directors or designated party approved by the Board.

1. "Open House" signs are permitted on Saturdays, Sundays and Holidays during periods when the condo has someone in attendance. Realtors may show a unit by appointment during other days of the week also.

C. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit or common elements, except those necessary or suited for normal household use.

**Amherst Cove Condominium Association, Inc.
C/O Anchor Associates, Inc.
3940 Radio Road, Suite 112
Naples, FL 34104**

Date Stamp

To Whom It May Concern:

The applicant(s) named below are applying for membership or rental in Amherst Cove. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the applicant. This completed Character Reference Form **MUST** be sent with the application in order for the Board to approve their purchase or lease. Thank You for your assistance in this matter!

Applicant
Names _____
Street
Address _____
City _____ State _____ Zip _____

How do you know the applicant(s)? _____

How long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your _____ Yes _____ No
opinion?

Reference Signature

PETS	
NO PETS ARE PERMITTED	<i>Please Initial</i>

VEHICLES				
No trucks or motorcycles are permitted.				<i>Please Initial</i>
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

Residency		
I am purchasing this unit with the intention to :		
Reside on Full-Time Basis	Reside on Part Time Basis	Lease the unit

DISCLAIMER AND SIGNATURE	
In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.	
I/we have received, read and understand the Rules and Regulations of Amherst Cove and will comply.	
Signature	Date
Signature	Date

Return this request to:
 Amherst Cove Association
 c/o Anchor Associates, Inc.
 3940 Radio Road, Suite 112
 Naples, Florida 34104
 (239) 649-6357 phone
 (239) 649-7495 fax
 Admin@AnchorManagers.com



APPLICATION APPROVAL

 Approved

 Disapproved

 Date
 By: _____

Board Officer or Director

Amherst Cove Condominium Association, Inc. Application for Approval to Purchase

Date Stamp

Street Address _____ Unit # _____ Sale Closing ___/___/___

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

OCCUPANTS		
<i>Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.</i>		
Full Name	Relationship	Date of Birth

REFERENCES (Attach TWO (2) letters of reference)	
<i>Please list two personal references.</i>	
Full Name	
Relationship	Phone ()
Full Name	
Relationship	Phone ()



Date Stamp

Amherst Cove Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to Purchase in Amherst Cove:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$100 Application Fee – Payable to Amherst Cove
- _____ Two (2) Letters of Reference
- _____ Sales Contract with fully executed Condo/HOA Rider
- _____ Completed Directory and Email Consent
- _____ Completed Home Watch and Emergency Contact
- _____ Royal Wood Golf Privileges Form

Unit Address _____

Title Company _____ Phone # _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 30 days prior to closing.

Applicant Signature

Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or admin@anchormanagers.com.

Thank You,

Anchor Managers

3940 Radio Road, Suite 112 • Naples, Florida 34104
(239) 649-6357 office • (239) 649-7495 fax