

Property Management Professionals

VILLA FLORENZA HOA

PURCHASE APPLICATION

Mail: _____ **or** _____ **Drop Off:**

Villa Florenza HOA
c/o PMP
75 Vineyards Blvd., Third Floor
Naples, FL 34119
Ph# 239-353-1992

Please submit application at least 20 days prior to settlement date

APPLICATIONS ARE NOT COMPLETE WITHOUT THE FOLLOWING

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- _____ COPY OF THE SIGNED SALES CONTRACT
- _____ COMPLETED AND SIGNED APPLICATION w/ Signed Rules & Regs
- _____ \$150 PROCESSING FEE, MADE PAYABLE TO Villa Florenza

Villa Florenza Homeowners' Association, Inc.

Application for Approval to Purchase

Please read and complete the information below. Please be sure to include all requested information and copies.

This application must be submitted for approval at least 30 days prior to the transaction.

A copy of the signed sales agreement must be included with this application.

To: The Board of Directors of Villa Florenza Homeowners' Association

I hereby apply for the approval to Purchase the following residence in Villa Florenza HOA:

Address: _____

NOTE: A non-refundable \$150.00 transfer fee must be included with the completed form. Make checks payable to Villa Florenza HOA; (\$75.00) and Property Management Professionals (\$75.00).

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given.

Current Owner's Name: _____

PLEASE TYPE OR LEGIBLY PRINT THE FOLLOWING INFORMATION:

Full Name of Applicant: _____

Full Name of Spouse: _____

Address: _____

Phone Number: _____ Email Address: _____

Firm or Company Name: _____

Business Address: _____

Type of Business: _____

The documents of Villa Florenza HOA provide for the obligation of owners that all units are used **as single family residences only**. Please state the names and relationships of all other persons who will be occupying the residence on a regular basis:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Please provide two personal references (local if possible):

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Please provide two credit references:

Name/Organization: _____

Address: _____

Phone Number: _____

Name/Organization: _____

Address: _____

Phone Number: _____

Applicant Signature:

Applicant Signature:

Board Approval

Date

AMENDMENT TO THE
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
FOR
VILLA FLORENZA AT THE VINEYARDS

The Declaration of Covenants, Conditions and Restrictions for Villa Florenza at the Vineyards shall be amended as shown below:

Note: New language is underlined.

Section 10.15 of the Declaration shall be amended to read as follows:

10.15 Leasing. The Owner of a Unit shall have the right to lease such Unit subject to the following conditions and the terms of the Villa Florenza at the Vineyards rules and regulations.

(a) All leases shall be in writing and no more than one (1) lease shall be permitted in a fiscal year;

(b) The lease shall be specifically subject to the Villa Florenza Documents and any failure of the tenant to comply with the Villa Florenza Documents shall be a default under the lease; and,

(c) The Owner shall be liable for any violation of the Villa Florenza Documents committed by such Owner's tenant, without prejudice to such Owner's right to collect any sums paid from the tenant.

(d) Unit Owners are permitted to lease their Unit to immediate family members only. Immediate family members are defined as a parent, grandparent, child, grandchild or sibling of a Unit Owner. However, the Board must be provided with a written lease or statement of terms with regard to the occupancy of the Unit by an immediate family member, and the Board shall have the right to approve said arrangement to make sure that it complies with the obligations contained herein. The Board shall also have the authority to require proof of familial relationship from the Unit Owner, to include a birth certificate or such other documentation approved by the Board.

(e) To meet special situations and to avoid undue hardship or practical difficulties, the Board may, but is not required to, grant permission to a Unit Owner to lease his Unit to a specified lessee who is someone other than an immediate family member, for a period not to exceed twelve (12) months, unless the Board consents in writing to the contrary, on such reasonable terms as the Board may establish. Hardships may include, but are not limited to, health related matters, employment transfers and family obligations.

(f) Such permission may be granted by the Board only to those owners who have owned their Unit for a minimum period of two (2) years, and only upon written application by the Unit Owner to the Board.

(g) The Board shall respond to each application in writing within thirty (30) days of the submission thereof.

(h) All requests for extension of the original lease must also be submitted to the Board in the same manner as set forth for the original application.

(i) The Board has sole and complete discretion to approve or disapprove any Unit Owner's application for a lease or extension of a lease. The Board's decision shall be final and binding. All of the provisions of the Governing Documents and the rules and regulations of the Association shall be applicable and enforceable against any person occupying a Unit as a lessee or guest to the same extent as against the owner. A covenant on the part of each occupant to abide by the Governing Documents of the Association, designating the Association as the owner's agent with the authority to terminate any lease agreement and evict the tenants in the event of breach of such covenant, shall be deemed to be included in every lease agreement, whether oral or written, and whether specifically expressed in such agreement or not.

(j) If an Owner leases his Unit, it shall be leased for twelve (12) months. No Unit Owner shall have the right to lease less than the entire given Unit. Subleasing is not permitted.

(k) The Board of the Association shall have the right to lease any Association owned Units or any Unit of which the Association has possession, pursuant to any court order, and said Units shall not be subject to Section 10.15.

(l) If proper notice is not given, the Board at its election may approve or disapprove the lease. Any lease entered into without approval may, at the option of the Board, be treated as a nullity, and the Board shall have the power to evict the lessee with five (5) days notice, without securing consent to such eviction from the Unit Owner.

(m) No one but the lessee, his family members within the first degree of relationship by blood, adoption or marriage, and their spouse or non-spouse companions and guests may occupy the Unit. The total number of occupants of a Unit is limited to two (2) persons per bedroom. A guest, whether related or unrelated to the lessee, may occupy a Unit together with the lessee for a period of not more than fifteen (15) days.

(n) If a lessee absents himself from the Unit for any period of time during the lease term, his family within the first degree of relationship already in residence may continue to occupy the Unit.

(o) To prevent overtaxing the facilities, a Unit Owner whose Unit is leased may not use the recreation or parking facilities during the lease term, except as the guest of another Unit Owner.

VF Homeowner's Association

The appearance of our Community is important to everyone. Tasteful and practical landscaping is an essential ingredient in that equation. It makes us proud to live here, enhances the value of the Community and homeowner's individual property. As such, a landscape policy that effectively addresses the ongoing maintenance and replacement of all landscaping in the Community is essential.

Landscape Policy

Updated February 22, 2013

1. The Association is responsible for the maintenance of common areas and individual lawns. This includes mowing, fertilizing, trimming, and garden pest control (plant pest which affect the grass, plants, and trees-not household pests, such as ants, rodents, birds, spiders, bees or flying insects etc). The Association is responsible for the replacement of dead/diseased plantings ***in the common areas only***. The Property Manager and Landscape contractor conducts neighborhood site inspections in order to ensure the Villa Florenza standards are maintained and to identify any deficiencies in the landscaping which are then reported to the Landscape Company or Board and or individual home owner as appropriate.
2. As noted in the Villa Florenza "Declaration of covenants". (Section 6.04) you, as a homeowner, are responsible for the exterior maintenance of your home which ***includes the replacement of dead/diseased trees and shrubbery***. As further detailed in this section, if the homeowner, upon notification by the Association does not replace dead/diseased plants within a reasonable time period, the Homeowner's Association will remove and replace them with appropriate plant material and assess the homeowner for the cost of such plantings.

In the event of a natural disaster (e.g. a hurricane) that causes significant damage to the Community, the Board of Directors may elect to replace plants and trees on individual homeowner's property. In such a case a uniform assessment to all homeowners may be required.

3. If you wish to make landscape changes to your property, other than replacement in kind, or planting of annuals, contact the Management Company for the application request form. This includes tree removal and the painting of the exterior. Any change that requires the application form must be submitted for approval prior to the any work commencing. It is the responsibility of the Board to review any request for landscape or architectural changes to the exterior appearance submitted by homeowners. This will ensure that VF standards are met and aggressive plantings that might attract rodents are not installed. Plants that cannot be cared for under the current contract with the landscaper (e.g.) roses, will necessitate that you do your own pruning and feeding or hire a qualified landscape company to perform these tasks at your expense..

4. **Tree Trimming**, the Association will have palm trees trimmed on a yearly basis from a contractor other than our landscaper. Tree trimming and maintenance above 12 feet is not part of the landscaper's contract. Seed pods will be removed on most palm trees when pruning is performed. If your trees need additional pruning you will need to have this work completed by a qualified tree trimming company at your expense. Ornamental trees such as Hong Kong orchids, Cassia etc. will be trimmed by the trimming service contractor once each year. Some ornamental trees require trimming more often and , if needed, the individual homeowner will be responsible to have this work completed by a qualified service. For the trees health benefit hardwood trees (Oaks) will be trimmed every two years or more depending on growth.

5. ***The schedule of landscape services is attached. Items not list are not part of the service. Additional service for trimming of bushes/shrubs or trees can be completed at the individual owners expense. The owner needs to make those arrangements with Juarez landscaping directly or any qualified landscape service company they choose.***

Villa Florenza Homeowner's Assoc., Inc.
Board of Director's 2024 Approved Budget
For the Period of January 1, 2024 through December 31, 2024

38 Units

GL Code	Income	2023 Budget	Actual 9/30/2023	Estimated 12/31/2023	2024 Approved Budget
4145	Operating Assessments	172,594	129,276	172,594	177,606
4150	Reserve Assessments	22,883	17,214	22,883	25,157
4151	Master Association (VCA)	25,017	18,810	25,017	26,213
4152	Access Control Gate	18,165	13,680	18,165	19,363
4153	Vintage Colony Blvd Fee	5,579	4,218	5,579	5,798
4155	Bulk Rate Communication Fees	44,538	33,402	44,538	46,029
4200	Late Charge Fees / Interest		-	-	
4240	Interest Income - Operating		-	-	
4250	Interest Income - Reserves		464	650	
4295	Miscellaneous Income		300	375	
4499	Prior Year Surplus (Deficit)	15,000	-	15,000	15,000
	Total Income	303,776	217,364	304,801	315,167
	Administrative Expenses				
6010	Uncollectible/Bad Debt/Bad debt	4,500	-	-	4,500
6020	Contingency	13,000	497	497	13,000
6021	Holiday Decorations/Social Activities	5,000	2,721	3,500	5,000
6025	Corporate Filing Fee	61	61	61	61
6040	Management Services	12,360	9,270	12,360	12,731
6045	Tax Prep & Legal	1,000	250	250	1,000
6050	Office Supplies/Postage	2,200	1,878	2,300	2,300
	Sub-Total Administrative	38,121	14,677	18,968	38,592
	Utilities				
6100	Electricity	1,300	-	-	1,300
6105	Irrigation Water	11,000	8,881	12,000	12,500
	Sub-Total Utilities	12,300	8,881	12,000	13,800
	Grounds				
6139	Lake Plant Maintenance	1,185	916	1,221	1,258
6140	Lake Maintenance	993	745	993	993
6141	Irrigation Repairs	8,500	5,995	8,500	8,500
6142	Lake Fountain Maintenance & Electric	1,550	1,054	1,400	1,550
6145	Grounds - Maint & Replacement	8,000	7,263	10,000	8,000
6160	Landscape Maintenance Contract	78,945	59,209	78,945	81,313
6161	Landscape Capital Improvement	7,000	-	6,000	7,100
6163	Mulch	12,500	-	12,230	13,000
6165	Tree Trimming	8,000	-	-	8,000
	Sub-Total Grounds	126,673	75,180	118,068	129,714
	Master Association				
6300	Vineyards Comm Association (VCA)	25,017	18,763	25,017	26,213
6302	Access Control Fee	18,165	13,624	18,165	19,363
6303	Bulk Rate Communication Fees	44,538	33,403	44,538	46,029
6305	Vintage Colony Blvd Fee	5,579	4,184	5,579	5,798
	Sub-Total Master Association	93,299	69,974	93,299	97,404
	Other				
6310	Insurance	10,500	5,909	7,434	10,500
	Sub-Total Other	10,500	5,909	7,434	10,500
	Total Operating Expenses	280,893	174,622	249,769	290,010
	Reserve Fund	22,883	17,627	22,883	25,157
	Total Expenses	303,776	192,249	272,652	315,167

Villa Florenza Homeowner's Association

38 Units

2024 Approved Budget

Reserve for Capital Expenditures and Deferred Maintenance. For the Period of January 1, 2024 through December 31, 2024

Item	Estimated Life When New (Years)	Estimated Replacement Cost	Estimated Remaining Life (Years)	Current Reserv 9/30/2023	Additional		Estimated Balance 12/31/2023	Additional funding needed	Annual Funding Required In 2024
					2023 Reserve Contribution	2024			
Street Paving (adjusted replcmnt)	25	65,000	11	18,358	1,037	19,395	45,605	4,146	
Pavement Seal Coating	6	6,700	4	2,960	220	3,180	3,520	880	
Irrigation System	10	29,000	1	23,375	1,125	24,500	4,500	4,500	
Lights	15	15,000	2	4,653	427	5,080	9,920	4,960	
Entrance Monument	15	15,000	13	1,222	260	1,482	13,518	1,040	
Lake Fountain 1/3rd	10	4,000	3	2,936	82	3,018	982	327	
Roof Algacide Application	2	15,000	0	6,603	1,875	8,478	15,000	6,522	
Oak & Hardwood tree trimming	3	8,000	1	7,334	667	8,001	8,000	2,667	
Uninsured Loss	10	10,000	1	10,000		10,000	0	0	
Deferred Maint & Cap Exp.	15	9,000	1	8,856	29	8,885	115	115	
Unallocated Interest	0	0	0	5,010	375	5,385	-	-	
Totals	0	0		91,308	6,096	97,404	101,160	25,157	

Villa Florenza Homeowner's Association, Inc.

Board of Director's 2024 Approved Budget

Reserve & Assessment Schedule

For the Period of January 1, 2024 through December 31, 2024

	<u>Annually</u>	<u>Quarterly</u>
Operating Assessment	4,674	1,168
Reserve Assessment	662	166
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<i>Villa Florenza Assessment</i>	5,336	1,334
Access Control Gate	510	127
Vintage Colony Blvd Fee	153	38
V.C.A. Fee	690	172
Bulk Rate Communication Fees	1,211	303
<i>Total Assessment Due</i>	7,899	1,975

Maintenance fees for 2024:

Summit-Broad-Band Monthly Communication Cost

Basis Cable TV and digital Plus	33.90
Internet	28.79
Phone Lines	7.40
Internet Network Surcharge	21.56
Taxes, FCC fees, 911 fees	9.29
	<hr/>
	100.94

Yearly Summit Cost is \$ 1211.28

**VILLA FLORENZA HOMEOWNERS ASSOCIATION,
INC.**

Balance Sheet
As of 12/31/23

ASSETS

CURRENT ASSETS

Cash

1010	First Horizon Bank Oper #9684	\$	87,910.58	
	Sub-Total Cash			\$ 87,910.58

Reserves

1020	First Horizon Bank Res #9692	\$	88,044.61	
	Sub-Total Reserves			\$ 88,044.61

Accounts Receivable

1450	Owners Receivable	\$	1,928.12	
	Sub-Total Accounts Receivable			\$ 1,928.12

				\$ 177,883.31
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Other Assets

1690	Prepaid Insurance	\$	6,842.94	
	Total Other Assets			\$ 6,842.94

				\$ 184,726.25
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LIABILITIES & EQUITY

CURRENT LIABILITIES:

2110	Accounts Payable	\$	25,084.54	
2250	Owners Prepaid		36,676.00	
	Subtotal Current Liab.			\$ 61,760.54

VILLA FLORENZA HOMEOWNERS ASSOCIATION,
INC.

Balance Sheet
As of 12/31/23

EQUITY & RESERVES

RESERVES:

3000	Reserves -Unallocated Interest	\$	5,150.58	
3010	Reserves - Lights		5,079.84	
3011	Reserves - Lake Fountain 1/3rd		3,018.00	
3012	Reserves - Street Paving		19,394.98	
3013	Reserves - Roof Algaecide Appl		8,478.00	
3014	Reserves - Street Sealing		3,180.00	
3015	Reserves - Oak & Hardwood Trim		(1,124.00)	
3016	Reserves - Irrigation System		24,500.22	
3018	Reserves - Entrance Monument		1,482.14	
3020	Reserves - Uninsured Loss		9,999.96	
3022	Reserves-Deferred Maint & Cap		8,884.89	
	Subtotal Reserves			\$ 88,044.61

EQUITY:

3300	Retained Earnings	\$	25,711.91	
	Current Year Net Income/(Loss)		9,209.19	
	Subtotal Equity			\$ 34,921.10
	TOTAL LIABILITIES & EQUITY			\$ 184,726.25

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These financial statements are for management-
use-only and not intended for third-party use.

**VILLA FLORENZA HOMEOWNERS ASSOCIATION,
INC.**

Income/Expense Statement
Period: 12/01/23 to 12/31/23

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
04145	Maintenance Fees	14,364.00	14,382.87	(18.87)	172,368.00	172,594.00	(226.00)	172,594.00
04150	Reserve Fees	.00	1,906.88	(1,906.88)	22,952.00	22,883.00	69.00	22,883.00
04151	V.C.A. Fees	2,090.00	2,084.75	5.25	25,080.00	25,017.00	63.00	25,017.00
04152	Access Control Fees	1,520.00	1,513.75	6.25	18,240.00	18,165.00	75.00	18,165.00
04153	Vintage Colony Blvd. Fee	468.66	464.88	3.78	5,624.00	5,579.00	45.00	5,579.00
04155	Bulk Communications Fees	3,711.34	3,711.50	(.16)	44,536.00	44,538.00	(2.00)	44,538.00
04200	Late Charge Fees / Interest	.00	.00	.00	28.12	.00	28.12	.00
04250	Interest Income - Reserves	38.13	.00	38.13	605.19	.00	605.19	.00
04295	Miscellaneous Income	.00	.00	.00	300.00	.00	300.00	.00
04499	Prior Year Surplus / (Deficit)	.00	1,250.00	(1,250.00)	.00	15,000.00	(15,000.00)	15,000.00
	TOTAL INCOME	22,192.13	25,314.63	(3,122.50)	289,733.31	303,776.00	(14,042.69)	303,776.00
EXPENSES								
ADMINISTRATIVE								
06010	Bad Debt/Uncollectible Fees	.00	375.00	375.00	.00	4,500.00	4,500.00	4,500.00
06020	Contingency	.00	1,083.37	1,083.37	497.48	13,000.00	12,502.52	13,000.00
06021	Holiday Decor/Social Activity	43.17	416.63	373.46	4,063.69	5,000.00	936.31	5,000.00
06025	Corporate Filing Fee	.00	5.12	5.12	61.25	61.00	(.25)	61.00
06040	Management Services	1,030.00	1,030.00	.00	12,360.00	12,360.00	.00	12,360.00
06045	Tax Prep & Legal	.00	83.37	83.37	250.00	1,000.00	750.00	1,000.00
06050	Office Supplies/Postage	141.31	183.37	42.06	2,514.82	2,200.00	(314.82)	2,200.00
	SUB-TOTAL ADMINISTRATIVE	1,214.48	3,176.86	1,962.38	19,747.24	38,121.00	18,373.76	38,121.00
UTILITIES								
06100	Electricity	.00	108.37	108.37	.00	1,300.00	1,300.00	1,300.00
06105	Irrigation Water	855.23	916.63	61.40	11,578.79	11,000.00	(578.79)	11,000.00
	SUB-TOTAL UTILITIES	855.23	1,025.00	169.77	11,578.79	12,300.00	721.21	12,300.00
GROUNDS								
06139	Lake Plant Maintenance	101.76	98.75	(3.01)	1,221.12	1,185.00	(36.12)	1,185.00
06140	Lake Maintenance	.00	82.63	82.63	992.80	992.00	(.80)	992.00
06141	Irrigation Repairs	264.90	708.37	443.47	9,964.20	8,500.00	(1,464.20)	8,500.00
06142	Lake Fountain Maint & Electri	157.86	129.13	(28.73)	1,534.67	1,550.00	15.33	1,550.00
06145	Grounds Maint & Replacement	1,086.90	666.63	(420.27)	8,547.40	8,000.00	(547.40)	8,000.00
06160	Landscape Maintenance Contrac	6,326.26	6,578.75	252.49	78,692.62	78,945.00	252.38	78,945.00
06161	Landscape-Capital Improvement	4,575.00	583.37	(3,991.63)	7,106.20	7,000.00	(106.20)	7,000.00
06163	Mulch	12,229.50	1,041.63	(11,187.87)	12,229.50	12,500.00	270.50	12,500.00
06165	Tree Trimming	.00	666.63	666.63	4,277.00	8,000.00	3,723.00	8,000.00
	SUB-TOTAL GROUNDS	24,742.18	10,555.89	(14,186.29)	124,565.51	126,672.00	2,106.49	126,672.00
MASTER ASSOCIATION								
06300	Master Association Fees	2,084.80	2,084.75	(.05)	25,017.68	25,017.00	(.68)	25,017.00
06302	Access Control Fee	1,513.80	1,513.75	(.05)	18,165.52	18,165.00	(.52)	18,165.00

**VILLA FLORENZA HOMEOWNERS ASSOCIATION,
INC.**

Income/Expense Statement
Period: 12/01/23 to 12/31/23

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
06303	Bulk Communications Fees	3,711.46	3,711.50	.04	44,537.52	44,538.00	.48	44,538.00
06305	Vintage Colony Blvd. Fee	464.86	464.88	.02	5,578.40	5,579.00	.60	5,579.00
	SUB-TOTAL MASTER ASSOCIATIO	7,774.92	7,774.88	(.04)	93,299.12	93,299.00	(.12)	93,299.00
INSURANCE								
06310	Insurance	622.09	875.00	252.91	7,844.27	10,500.00	2,655.73	10,500.00
	SUB-TOTAL INSURANCE	622.09	875.00	252.91	7,844.27	10,500.00	2,655.73	10,500.00
RESERVES								
06430	Reserves -Unallocated Interes	38.13	.00	(38.13)	605.19	.00	(605.19)	.00
06440	Reserves - Lights	.00	142.37	142.37	1,708.00	1,708.00	.00	1,708.00
06441	Reserves - Lake Fountain 1/3r	.00	27.37	27.37	328.00	328.00	.00	328.00
06443	Reserves - Roof Algaecide App	.00	625.00	625.00	7,500.00	7,500.00	.00	7,500.00
06444	Reserves - Street Paving	.00	345.50	345.50	4,146.00	4,146.00	.00	4,146.00
06445	Reseves - Oak & Hardwood Trim	.00	222.25	222.25	2,667.00	2,667.00	.00	2,667.00
06446	Reserves - Def. Maint& Cap Ex	.00	9.62	9.62	115.00	115.00	.00	115.00
06448	Reserves - Entrance Monument	.00	86.63	86.63	1,040.00	1,040.00	.00	1,040.00
06464	Reserves - Street Sealing	.00	73.37	73.37	880.00	880.00	.00	880.00
06466	Reserves - Irrigation System	.00	375.00	375.00	4,500.00	4,500.00	.00	4,500.00
	SUB-TOTAL RESERVES	38.13	1,907.11	1,868.98	23,489.19	22,884.00	(605.19)	22,884.00
	TOTAL EXPENSES	35,247.03	25,314.74	(9,932.29)	280,524.12	303,776.00	23,251.88	303,776.00
	Current Year Net Income/(loss)	(13,054.90)	(.11)	(13,054.79)	9,209.19	.00	9,209.19	.00
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These financial statements are for management-
use-only and not intended for third-party use.