# Property Management Professionals

## VINTAGE RESERVE CONDO ASSOCIATION

### PURCHASE APPLICATION

**Mail: or Drop Off:**

**Vintage Reserve**
**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**

**APPLICATION ARE NOT COMPLETE WITHOUT THE FOLLOWING**

1. **COPY OF THE SIGNED SALES CONTRACT**
2. **COMPLETED AND SIGNED SALES APPLICATION**
3. **$150 PROCESSING FEE: Non-Refundable**
   **$75 payable to Vintage Reserve**
   **$75 payable to Property Management Professionals**

**VINTAGE CONDOMINIUM ASSOCIATION, INC.**
**APPLICATION FOR APPROVAL TO PURCHASE**
**OR LEASE A CONDOMINIUM UNIT**

TO: **The Board of Directors of Vintage Condominium Association, Inc.**, a Condominium.
(Please check appropriate box)

☐ I hereby apply for approval to **purchase** _____Unit# _____at Vintage Condominium Association, Inc., a Condominium, and for membership in the Condominium Association. **A complete copy of the signed purchase agreement is attached.**

☐ I hereby apply for approval to **lease** _____ Unit# _____at Vintage Condominium Association, Inc. for the period beginning ___/____20___, and ending ___/____20___.
**A complete copy of the signed lease is attached.**

Note: A non-refundable application fee of **$150.00 Payable in U.S. Funds** must be included with completed form, either sale or lease. **Make one (1) check $75 payable to: Vintage Condominium Association, Inc. & make one (1) check$75 payable to: PMP of SW FL, Inc.**

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 below.

**Current Owner's Name(s)** _____

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION**

1. Full name of Applicant _____ Soc. Sec. #_____
   Driver's License: _____ State:_____ DOB:_____
2. Full name of Spouse (if any) _____ Soc. Sec.# _____
   Driver's License: _____ State: _____ DOB: _____
3. Home Address _____
   City_____ State_____ Zip Code_____
   Telephone: Home ( ) _____Office ( ) _____E-mail_____
4. Nature of Business or Profession _____
   If retired former business or profession _____
5. Company or Firm Name: _____
6. Business Address: _____

7. The Documents of **Vintage Condominium Association, Inc.** provide for the obligation of unit owners that all units are to be used as single family residences only. **Please state the name and relationship of all persons who will be occupying the unit on a regular basis.**
   **PrimaryResident(s):** _____
   **Other Resident(s):** _____

8. Name of current or most recent landlord _____
   Address_____
   City/State/Zip Code _____ Phone ( ) _____

9. Two personal references **(local if possible)**
   Name _____
   Address_____
   City/State/Zip Code_____ Phone ( ) _____

   Name _____
   Address_____
   City/State/Zip Code _____ Phone ( ) _____

10. Two credit references **(local if possible)**
    Name _____
    Address _____
    City/State/Zip Code _____ Phone ( ) _____

Name _____
Address _____
City/State/Zip Code _____ Phone ( ) _____

11. Person to be notified in case of an emergency:
Name _____
Address _____
City/State/Zip Code _____ Phone ( ) _____

12. Make of car to be kept on the property during lease term:
Model/Make _____ Year _____
License Number _____ State _____

13. Mailing Address for notices connected with this application:
Name _____
Address _____
City/State/Zip Code _____ Phone ( ) _____

14. (If this transaction is a sale, please check the number that applies)
I am purchasing this unit with the intention to:
(1) _____ Reside here on a full-time basis
(2) _____ Reside here on a part-time basis
(3) _____ Lease the unit

I (we) will provide the Association with a **copy of our recorded deed within ten (10) days after closing.**

15. ***Please sign and return the attached Rules & Regulations with this application as acknowledgement*** that you are aware of, and agree to abide by the Declaration of Condominium of Vintage Condominium Association, Inc., the Articles of Incorporation, By-laws and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

16. I understand and agree that the Association, in the event it approves the lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessee's and their guests, of provisions of the Associations by-laws, and the rules and regulations of the Association.

17. Renter's are not permitted to have pets.

The prospective purchaser or lessee will be advised by the Association office within a 30 day period (15 days for leases) from the date of application, of whether this application has been approved. Lessee will not move in until application is approved.
**AUTHORIZATION: I/We hereby authorize Vintage Condominium Association, Inc. to verify all information contained on the application and conduct a full background check, including but not limited to credit, employment, income, eviction, and criminal and authorize that they contact any persons or companies listed on the application.**

**APPLICATION FEE IS NON-REFUNDABLE**

**PLEASE RETURN THE COMPLETED APPLICATION, ALONG WITH THE APPLICATION FEE TO:** PMP OF SW FLORIDA, INC., 75 VINEYARDS BOULEVARD, THIRD FLOOR, NAPLES, FL 34119

DATED: _____ _____
APPLICANT

_____
APPLICANT

☐ **APPLICATION APPROVED** ☐ **DISAPPROVED**

DATE: _____

BY: _____
Officer or Director

# Owners Pet Registration Form

Date: _____

Name of Unit Owner: _____

Unit Address: _____

Contact Information: Telephone: _____

Cell #: _____

**Pet Information**

Type: (dog, cat, bird) _____

For Dogs and Cats:

Breed: _____

Height: _____ Weight: _____

Expected Height and Weight of pet when fully mature (if not current):

_____

Please attach:

Dog's current vaccination record (available from Veterinarian)
Photo of your dog or cat

# FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

## Vintage Reserve Condominium Association, Inc. As of January 1, 2019

**Q: What are my voting rights in the condominium association?**

A: In any meeting of the members, each Unit shall be entitled to one vote to be cast by its Owner. For additional information see Sections 2 and 3 of the Bylaws.

**Q: What restrictions exist in the condominium documents on my right to use my unit?**

A: Each unit is restricted to residential single-family use. The Rules and Regulations unit restrictions are detailed in Section 13 of the Declaration of Condominium of the Association and the Rules and Regulations, together with the restriction as set forth in the Declaration of Master Covenants, Conditions and Restrictions for the Vineyards (the Master Declaration).

**Q: What restrictions exist in the condominium documents on the leasing of my unit?**

A: The leasing of Units is restricted or controlled according to Section 13 of the Declaration of Condominium. No unit may be leased more often then three (3) times per calendar year, with the minimum lease being thirty (30). No pets are permitted in leased units.

**Q: How much are my assessments to the condominium association for my unit type and when are they due?**

A: Regular assessments will be based on the Association's budget and are payable quarterly, in advance, due on January 1, April 1, July 1 and October 1 of each year. The Condominium Association quarterly assessment is $1,905.00, which includes $498.00 per Quarter per unit assessment to cover the Vineyards Community Association assessment.

**Q: Do I have to be a member of any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?**

A: The record owner of a Unit is also automatically a member of Vineyards Community Association, Inc. (the Master Association). The assessment payment is as indicated above and is collected by Vintage Condominium Association, Inc. Voting rights are detailed in the Master Declaration.

**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: No.

**Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of $100,000.00? If so, identify each such case.**

A: No, there are no such court cases.

**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.**

# VINTAGE RESERVE
# VINTAGE CONDOMINIUM ASSOCIATION, INC.
# NAPLES, FL
# RULES AND REGULATIONS
# MARCH 2009

**These Rules and Regulations apply to the Vintage Condominium Association, Inc. properties, common elements, limited common elements and units, and shall be in effect until amended by the Board of Directors of the Association. They shall apply to and be binding upon all Unit Owners, Tenants, Guests, Occupants and Invitees.**

**The following documents are hereby incorporated into the Rules and Regulations by reference:**

1. **AMENDED AND RESTATED DECLARATION OF MASTER COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE VINEYARDS OF NAPLES (Master Covenant))**
2. **DECLARATION OF CONDOMINIUM FOR VINTAGE RESERVE, A CONDOMINIUM ( Declaration and Amendments)**
3. **BYLAWS OF VINTAGE CONDOMINIUM ASSOCIATION, INC (Bylaws)**
4. **THE RULES AND REGULATIONS (Jan. 2009) AMEND AND SUPERSEDE EXHIBIT "E" VINTAGE CONDOMINIUM ASSOCIATION INTIAL RULES AND REGULATIONS DATED FEBRUARY 2000 AND AMENDED RULES AND REGULATIONS DATED FEBRUARY 2004.**

## A. CLUBHOUSE

1. **The clubhouse shall be used only for events/functions sponsored for all Vintage Reserve residents or private functions by Unit Owner/Tenant/Occupant for their friends, house guests, relatives and the like.**

2. **The clubhouse facility is a "smoke free facility".**

3. **No pets or animals are permitted in the clubhouse.**

4. **Events or functions sponsored for all Vintage Reserve residents are defined as**
   a. **A Vintage Reserve sponsored event/function is established through the Vintage Reserve Social Committee and Board of Directors and/or.**
   b. **A Vintage Reserve sponsored event/function is one in which at least 75% of the participants reside in Vintage Reserve or are family members of Vintage Reserve residents.**
   c. **All other groups/functions are non-Vintage Reserve and are subject to the deposit and rules set forth in these Rules and Regulations.**

5. **Non-sponsored Vintage Reserve events or functions (private functions)**
   a. **All non-Vintage Reserve events or functions are subject to the deposit, fees and rules set forth in these Rules and Regulations.**
   b. **Unless approved in advance by the Social Committee through the Board**

of Directors, any function no matter when it begins must be completed no later than 11:00 pm on the day it begins. A New Year's Eve party must disperse by 1:00 am.

c. The Vintage Reserve pool cannot be reserved for non-Vintage Reserve events.

d. The Vintage Reserve Hosting Party (Unit Owner /Tenant/ Occupant) must be present at the clubhouse facility during the function.

e. All Vintage Reserve supplies are the property of Vintage Reserve and are not to be used for private parties.

f. The clubhouse cannot be reserved further out than sixty (60) days for non-Vintage Reserve events in cases of multiple weekly/monthly scheduling.

g. Usage of the clubhouse is only permitted through reservation/sign-up.

5. Procedures for reserving clubhouse (not pool) for a non-sponsored Vintage reserve event (private function)

a. Hosting party for non-sponsored Vintage Reserve event (private function) shall register with the Vintage Reserve Clubhouse Chairperson for availability on clubhouse calendar. No profit making events are permitted.

b. Clubhouse Chairperson shall collect a refundable security deposit in the amount of $100. (subject to revision by the Board of Directors).

c. Clubhouse Chairperson shall collect a non-refundable fee of $25 for deferred maintenance from any resident having a private function. Any private function having 75%Vintage Reserve unit residents does not require a $25 non-refundable fee.

d. The Hosting Party is responsible for cleanup and for restoring the facilities to the condition found at the beginning of the function. Any non-routine cleanup or repairs will be deducted from the security deposit prior to refund to the Hosting Party.

e. Hosting Party will turn off all lights and fan, return A/C to 80 degrees, securely lock all doors (including deadbolts) and windows where applicable.

f. Remove any accumulated trash from the clubhouse in trash bags.

g. Vintage Reserve Clubhouse Chairperson or their designee will check clubhouse after a scheduled non-sponsored event as to its condition and then determine the amount of returned deposit. Cost of repair or replacement of damaged or broken clubhouse property exceeding the deposit amount will be the responsibility of the Hosting Party.

h. Maximum occupancy for Vintage Reserve Clubhouse is 85.

Nothing contained herein shall be deemed to unreasonably restrict any unit owner's right to peaceably assemble or right to invite public officers or candidates for public office to appear and speak in common elements, common areas and recreational facilities.

## B. SWIMMING POOL AND SPA

1. The pool and spa operate under permit from Collier County. All posted pool/spa rules must be followed.

2. Pool/spa hours are from dawn to dusk. No one is allowed in the pool/spa area after dusk.

3. **No lifeguard is on duty at the pool/spa area. All Unit Owners/Tenants/Occupants and their guests swim at their own risk.**

4. **No diving is permitted.**

5. **No animals are allowed in the pool/spa area.**

6. **Smoking of cigars and pipes is prohibited. Cigarette smoking shall be curtailed upon request of any occupant of the pool area. Cigarettes must be completely extinguished and disposed of in a proper receptacle.**

7. **Radios, stereos, CD players, etc. are permitted in the pool area only when used with a headset or earphones.**

8. **No drinking glasses, glass containers, glass bottles or any other breakable container of any sort are allowed in the pool area and deck.**

9. **Users must shower before entering pool or spa.**

10. **Any minor not able to swim must be accompanied by a responsible adult while in the pool/spa area. Children twelve (12) years of age and younger must be accompanied by a responsible adult.**

11. **Adults must control the behavior of all minors and guests so as to not disturb others at the pool.**

12. **Individuals not toilet trained and/or that wear diapers and incontinent individuals are not allowed in the pool without a waterproof covering specifically designed for swimming.**

13. **Balls, rafts, snorkels, pool floats and other play equipment are permitted in the pool provided they are not bothersome to others using the pool.**

14. **Bicycles, skateboards, roller skates or other wheeled devices (except wheelchairs) are prohibited in the pool area.**

15. **No one who has an open sore or skin disease may enter the pool or spa.**

16. **Persons with heart trouble, circulatory problems or other physiological conditions should consult their personal physician before using the spa.**

17. **Children twelve (12) years of age and younger are not permitted in the spa unless accompanied by a responsible adult.**

18. **All umbrellas must be closed and returned to the clubhouse before leaving pool/spa area.**

19. **Return all chairs, lounges and tables to general positioning as found upon arrival.**

20. No alcoholic beverages or food is allowed in the pool/spa area. All refuse should be placed in the provided garbage can.

21`. The pool/spa and surrounding areas shall be cleared of all persons during inclement weather such as lightning and thunderstorms.

22. The pool/spa can not be reserved by groups or individuals for private functions.

23. From time to time supplementary rules may be posted in the pool and spa areas.

## C. NOISE, DISTURBANCES AND USAGE

1. No nuisance shall be permitted nor shall conduct be permitted which is a source of annoyance to residents or which interferes with the quiet peaceful possession and proper use of condominium property by residents. This includes, but is not limited to, excessive noise due to radios, televisions, stereos, CD players, musical instruments and pets.

2. House party noise should be restricted/limited so as not to interfere with the quiet peaceful enjoyment of the surrounding condominium owners. This is the responsibility of the Owner/Tenant/Occupant having the party.

3. No offensive, improper, immoral or unlawful use shall be made of the Common Area, any Unit or any other part of the Condominium Property.

4. No speakers (stereo, radio, etc.) are permitted on the lanai.

## D. COMMON ELEMENTS, AREA SUPERVISION AND USAGE

1. Minors and/or visiting adults shall be the direct responsibility of the Unit Owner/ Tenant/ Occupant.

2. Unit Owner/Tenant/Occupant must supervise minors while they are within the Condominium Property. Full compliance with these Rules and regulations and all other rules and regulations of the Association shall be required of all residents and guests as well as unit owners. Loud noises and horseplay are prohibited on Condominium Property.

3. The gatehouse is off limits to all but the Board of Directors, their designees, the Property Management staff and authorized contractors.

4. No Unit Owner or family member can authorize the use of the Vintage Reserve common elements/areas to non-residents (except houseguests) without written Vintage Reserve Board of Directors approval. Common elements/areas include but are not limited to the lake, swimming pool and clubhouse. A non-resident (except houseguest) may use Vintage Reserve common areas only as an accompanied guest of a Vintage Reserve resident.

## E. EMERGENCY ACCESS TO UNITS

1. Florida Statutes give the Association the irrevocable right of access to each unit when it is deemed necessary to make emergency repairs in the unit or to prevent further damage to the Common Elements or to another unit.

2. The Unit Owner is required by the Association to provide the Association with an entry key, security code and emergency contact information, as applicable, to facilitate emergency entry. The key will be kept in an Association lockbox with the Association President or his designee.

3. If the Owner does not provide an emergency key, Florida Statutes make the Owner responsible for any damage incurred obtaining access during an emergency situation.

## F. PETS

1. The ability to keep a pet is a privilege, not a right. A pet may not become a nuisance or annoyance to neighbors whether inside or outside the pet owner's unit.

2. One pet not too exceed 65 pounds or two pets not to exceed 30 pounds each of a domesticated household type, i.e. cat or dog are permitted. No reptiles, rodents, amphibians, poultry or livestock may be kept in the condominium. Under no circumstances will a pet exhibiting aggressive behavior be permitted in the Condominium or on the Common Elements.

3. Pets must be carried or leashed at all times while on Condominium property outside the Unit. They are not permitted in the clubhouse or pool/spa area.

4. All pets must have proper medical immunizations and licensing per Florida Statutes.

5. Each Unit Owner is responsible for the immediate pickup and removal of pet waste from Condominium property and surrounding Vineyards/Collier County area per Collier County Ordinances and Florida Statutes.

6. No pets of any kind are permitted in leased/rental units.

7. Pets may not be left unattended, leashed or enclosed on lanais or garages.

8. The Board of Directors is empowered to order and enforce the removal of any pet which does not comply with these rules or which becomes a source of annoyance to other residents of the Condominium.

9. The Unit Owner shall indemnify the Association and hold it harmless against any loss or liability of any kind or character whatsoever arising from his pet in the Condominium.

10. Visitors with a pet must comply with all the rules of Section F. Unit Owners are responsible for the behavior and conduct of their guest's pet.

## G. HURRICANE SHUTTERS AND LANAI GLASS ENCLOSURES

1. Hurricane shutters, roll curtains, lanai glass enclosures, window replacements, window film and any other cover of exterior openings must be approved by the Board of Directors prior to the start of installation. Unit owner must submit detail specifications to the Board of Directors who will forward the information to the Building/Architectural Review Committee. A copy of the Architectural Review Committee Policy is attached as Appendix #2 to the Rules & Regulations. The Board of Directors will receive a project recommendation from the Committee and act on the recommendation.

2. Color for any weather protection covering (including lanai glass enclosure frames) must blend with the existing outer wall color as closely as possible and approved by the Architectural Review Committee.

## H. SATELLITE DISHES

1. A Satellite Dish not larger than eighteen (18) inches in diameter may be installed by the Unit Owner only with prior written approval of the Board of Directors. After approval, the Satellite Dish may only be installed on the Unit Owner's lanai and may not extend beyond the boundaries of the lanai. They may not be installed on/in any Common Area.

2. If and when a Satellite Dish is removed from the Limited Common Area (Lanai) of an Association structure, the Unit Owner shall be responsible for repairing the damage to the walls, floor or any other area incurred by the installation of the Satellite Dish.

## I. GARAGE DOOR, PERSONAL PROPERTY, STORAGE & ROOF

1. All garage doors are to be kept closed for a uniform appearance in our community, except for obvious in/out use.

2. Each Unit Owner/Tenant/Occupant's personal property, i.e., garbage cans, hoses, etc., must be stored within the unit or garage.

3. Unit owners, residents, their families, guests, servants, employees, agents, or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roofs of any Vintage Reserve building.

4. The paint specifications for Unit doors and garage doors is attached to this document as Appendix #1.

## J. INTERIOR WINDOWS AND GLASS DOOR COVERINGS

1. **Curtains, drapes and other window/glass door coverings (including their linings) that face exterior windows or glass doors of Units shall be white or neutral in color.**

2. **No aluminum foil may be placed in any window or glass door of a Unit: no reflective substance may be placed on any glass in a Unit except a substance previously approved by the Board of Directors for energy conservation purposes.**

## K. EXTERIOR LANAI, DOORS, WALLS, WINDOW COVERINGS, SIGNAGE

1. **No awning, canopy, shutter, roll curtain, air-conditioning unit or other protection shall be attached to, hung, displayed or placed upon the outside walls, doors, lanai, windows, roof or other portions of the building or on the Common Area without prior approval by the Board of Directors.**

2. **Rugs, laundry, or any other articles shall not be shaken or hung from windows, doors, lanais, or exterior walls.**

3. **No Unit Owner/Tenant/Occupant shall allow anything to fall from the windows or lanai of the premise, or to be swept or thrown from the Owner/Tenant/Occupant's unit onto the Limited Common Area or Common Area of the Condominium Property.**

4. **With the exception of signs used or approved by the Board of Directors, no signs, advertisements, notices or lettering may be exhibited, displayed, inscribed, painted or affixed in or upon any part of the Common Area or any part of a Unit so as to be visible outside the Unit. Small security company signs are permitted adjacent to the garage door.**

5. **No wiring, piping or other material can be attached to or used outside or through the outside walls of a unit.**

## L. RADIO, HAM, OR TELEVISION ANTENNAE INSTALLATION

1. **No radio, ham radio, television or other electronic equipment shall be permitted in any Unit if it interferes with the television or radio reception of another Unit.**

2. **No exterior antennae or other wiring shall be permitted on Condominium Property, except that which is approved by the Board of Directors.**

## M. BARBECUE GRILLS

1. With the exception of a maximum of a two and one-half (2 ½) pound propane tank, no flammable, combustible or explosive fluids, chemicals or other substances may be kept anywhere in any Unit or on/in the Common or Limited Common Area (Garage or Lanai) except such as are normally used for routine household purposes. Charcoal, propane and/or other compressed gas grills are prohibited for use and/or storage on any lanai, in any garage, Unit or upon any Common Area. Propane grills with a maximum two and one-half (2 ½) pound propane tank are permitted to be used at a distance at least ten (10) feet from any building or other structure. The Association has provided a larger propane grill at the clubhouse for use by the residents. North Naples Fire Control and Rescue is enforcing Collier County Ordinances in conjunction with the National Fire Protection Association and will levy authorized fines to violators.

2. The proper use of electric barbecue grills is permitted on lanais and may also be used on driveways. Electric grills may not be stored outside the Unit or on a Common Area.

3. The Vintage Condominium Association and Board of Directors are protected against and indemnified from responsibility for fines and/or legal fees resulting from Unit Owner violation of published codes, rules and statutes concerning use and storage of flammable, combustible or explosive substances.

## N. GARBAGE CANS, RECYCLING BINS AND REFUSE

1. All garbage cans, recycling bins or refuse are to be placed at the curb no earlier than 6:00 PM of the evening prior to garbage collection.

2. All garbage cans and recycling bins are to be returned to the garage interior for storage by the evening of the garbage collection.

3. Any loose packaging, boxes and refuse that will not fit in the garbage cans requires the resident to contact Waste Management for special pickup.

4. Any loose refuse not picked up by collectors or refuse blown from garbage can during the collection and is in your surrounding area should be placed in a garbage can for future pickup.

## O. ENTRYWAY, WALKWAY, COURTYARD, LANDSCAPE/STATUARY AND COMMON AREA USEAGE

1. For emergency access, no personal entryway (doorway or garage door) or walkway to the entryway can be blocked or obstructed in any manner. Some examples, but not limited to, are bicycles, carriages, toys, sports equipment, chairs, tables and any unobtrusive small planter and/or decorative article.

**2.Plants**

**a. No owner may alter or add plants shrubs or trees to existing landscaping without the approval of the Landscaping Committee and the Board of Directors. Any authorized plantings purchased by a unit owner must be installed by the Association's landscape maintenance company at the owner's expense.**

**b. A limited number of plants in pots is allowed and only at the front door or garage area of Units. These potted plants must be removed when the Owner is not in residence.**

**c. No personal potted plants may be placed on Common Areas.**

**3. Statuary**

**a. A limited number of statuary may be placed temporarily outside the front door on the walkway or by the garage of a Unit.**

**b. No statuary may be left outside when the owner is not in residence.**

**c. Total removal of statuary and plants is required during threat of hurricane.**

**4. No camping is permitted on any Common Elements.**

**5. No sunbathing is permitted on driveways, parking areas, or common areas other than the pool/spa area.**

**6. All bicyclers, rollerbladers, and the like must observe all traffic signals, give walkers the right of way, be aware of any vehicle exiting a driveway/parking area or entering Condominium Property. Any biker or rollerblader must display a light after dark. Skate boarding is not permitted on any Common Areas.**

**7. Driveway/Walkway Pavers**

**a. In accordance with Vintage Reserve Documents, Unit Owners have the responsibility for care, appearance and upkeep of the unit driveway/walkway (Limited Common Area)**

**b. Owners must keep their pavers clean and mold free..**

**8. Playground and basketball equipment**

**a. In accordance with Section 9.25 of the Master Covenants, no jungle gyms, swing sets or other playground equipment including but not limited to basketball hoops and backboards shall be permitted on any unit, roadway or right of way.**

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## P. DOORS, DECORATIONS, FLAG

**1. No decorative article may be permanently attached to the exterior of the Condominium Building.**

**2. Any door decoration/wreath is to be attached by a heavy duty magnet hanger and affixed so as not to cause noise disturbance or damage due to wind.**

**3. Any decoration (small sign or flag) for a one-time party may be placed for that one occasion only and then promptly removed.**

4. Small name plaques are permitted adjacent to the main entrance door only after approval in writing by the Board of Directors.

5. Any Unit Owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day may display in a respectful way portable, removable official flags, not larger than 4.5 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard, regardless of any declaration rules or requirements dealing with flags or decorations.

6. Any other provision contained herein notwithstanding, a request of a Unit Owner for a reasonable accommodation for the attachment on the mantel or frame of the door of the Unit Owner of a religious object not to exceed 3 inches wide by 6 inches high and 1.5 inches deep will not be refused.

## Q. HOLIDAY DECORATIONS (Christmas/New Year)

1. Small outside holiday decorations may be placed On the Owner's front door and carriage lights.

2. No holiday decorations may be attached to the exterior of the building (gutters, windows, etc.)

3. Holiday decorations in the Common Areas surrounding individual Owner's Unit are permitted but are to be noise free and inoffensive to people in the surrounding area.

4. Holiday decorations are permitted on the lanai but must be noise free and inoffensive to people in the surrounding area.

5. Decorating Common Areas (clubhouse and pool area) may be performed after Board approval.

6. The duration of holiday decorations is limited to Thanksgiving through January 6. Any other decorations at any other time of the year requires approval by the Board of Directors.

7. Any decorative lights on lanai or Common Areas are to be non-blinking.

## R. ALTERATION OF CONDOMINIUM

1. Unit owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of their unit is subject to the provisions of the Master Covenants and the Declaration of Condominium. For example, no unit owner may install screen doors. Weather protection shutters, glass enclosure or any type of film or covering to the inside or outside of windows or door glass require approval of the Board of Directors. All requests for such must be submitted in writing to the Architectural Review Committee in accordance with the committee policy. The Architectural Review Committee Policy is included with this Rules and Regulations document as Appendix #2. The committee will submit their recommendations for the requested work for action by the Board

of Directors.

## S. EXTENDED ABSENCE PREPARATION

Any Unit Owner/Tenant/Occupant who plan to be absent for any extended period must prepare the Unit prior to departure in the following ways:

1. The Association recommends that the Owner designate a responsible firm or individual to care for the Unit should the Unit suffer damage due to weather and/or unexpected interior problems. Prior to leaving, furnish the Association with the name and telephone number of the firm or individual.

2. Unless the lanai is protected against severe weather with shutters or glass enclosure, remove all personal property and store in a secure location.

3. Turn off the water supply and trip the hot water heater electrical breaker. Other precautions should be taken as recommended by the "house watcher" or other experts.

4. Remove all personal potted plants, statuary, etc. and secure inside Unit.

## T. PARKING

The basic rules and regulations concerning parking are in accordance with section 9.23 of the Master Covenant. These rules are listed below:

A. No commercial vehicle of any kind shall be permitted to be parked on a Unit for a period of more than four hours unless such vehicle is necessary in the actual construction or repair of a structure or for ground maintenance.

B. No truck, commercial vehicle nor recreation vehicle shall be permitted to be parked overnight unless kept fully enclosed inside a structure. Truck, as used herein, is defined as a commercial vehicle and does not include small pick-ups, customized vans and other such vehicles customarily used for personal transportation and not business use.

C. No boat, boat trailer or other trailer of any kind, camper, mobile home or disabled vehicle shall be permitted to be permanently parked or stored at a Unit unless kept fully enclosed inside a structure.

D. Paragraphs A through C shall not be deemed to prohibit service vehicles from temporarily servicing Units.

E. Abandoned or inoperable automobiles or over sized vehicles of any kind shall not be stored or parked on any portion of a Unit. "Abandoned or inoperable vehicles" shall be defined as any vehicle which has not been driven under its own propulsion for a period of three weeks or longer; provided, however, this shall not include vehicles in an enclosed garage or operable vehicles left in permitted parking areas by Owners while on vacation. A written notice describing the "abandoned or inoperable vehicle" and requesting removal thereof may be

**personally served upon the Owner or posted on the unused vehicle.**

**F. The Board of Governors (Directors) shall determine whether a vehicle violates the restrictions set forth in this Section and the Board's determination shall be dispositive.**

**G. Subject to applicable laws and ordinances, any vehicle parked in violation of these and other restrictions contained herein or in the Rules may be towed by the Association at the sole expense of the Owner of such vehicle if such vehicle remains in violation for a period of 24 hours from the time a notice of violation is placed on the vehicle. The Association shall not be liable to the Owner of such vehicle trespass, conversion or otherwise, nor guilty of any criminal act, by reason or such towing and once the notice is posted, neither its removal, nor failure of the Owner to receive it for any other reason , shall be grounds for relief of any kind.**

**In addition to the Master Covenant, the Board of Directors has established specific rules for vehicles parked in Vintage Reserve. These are listed below:**

1. **Automobiles, pick-up trucks, customized vans and other such vehicles used for personal transportation and not business may be parked in the Owner's driveway. Overnight parking in the visitor's area is not allowed unless approved by the Board of Directors. A security parking pass is required for a vehicle to be parked in the visitor's parking area and such vehicle may not extend into the street or landscaping.**

2. **Parking on the grass is never allowed.**

3. **Cost of repair or replacement of broken sprinkler heads will be assessed to the Unit Owner related to the identified violating vehicle.**

4. **A second or third car belonging to a resident is to be parked in the Unit driveway and/or garage, unless otherwise approved by the Board of Directors.**

5. **If a resident's guest with an automobile is visiting beyond two days, a security parking pass is required. It is to be placed on the dashboard on the driver's side. Security parking passes can be obtained from the Security Chairperson or their designee prior to the third visiting day.**

## U. MOTOR DRIVEN VEHICLES

1. **Motor driven vehicles of every description operated on any Vintage Reserve street or Common Area shall comply with all requirements of the Vehicle and traffic laws of the State of Florida including but not limited to protective apparel, equipment, registration, emission, and noise control devices. The speed of all vehicles shall not exceed limits as designated and posted. The speed limit on Vintage Reserve streets is 15 MPH.**

## V. ASSOCIATION EMPLOYEES

1. **Employees of the Association are not to be engaged by Owner/tenant/Occupant for personal purposes which are not within the scope of the applicable employee's duties. The Board of Directors through a Management Company engaged by the Association, if any, shall be solely responsible for directing and supervising Association's employees.**

## W. ENFORCEMENT OF RULES AND REGULATIONS

1. **Every Owner/Tenant/Occupant/Guest shall comply with the Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted and the provisions of the Declaration, Bylaws and Articles of Incorporation of the Association and the Master Covenant (all as Amended from time to time) to the extent applicable. Failure of a Unit Owner/Tenant/Occupant/Guest to comply shall be grounds for legal action which may include without limitation an action to recover sums due for damages, an injunctive relief and any combination of such actions.**

2. **In addition to all other remedies, The Board of Directors, in accordance with Florida Statute 718.303(3) and 8.1 of the Bylaws of Vintage Condominium Association, may initiate consideration of levying a fine upon an Owner for failure of an Owner, his family, guests, invitees or employees to comply with any Covenant, restriction or regulation herein or in the Declaration, Bylaws or Articles of Incorporation of the Association or the Master Covenants.**

3. **No fine can be levied except after giving reasonable notice of not less than 14 days and opportunity to the violating Unit Owner of a hearing. The hearing will be held before a committee of three (3) other Unit Owners who are neither Board Members nor persons residing in a Board member's household. The committee will recommend to the Board of Directors its decision to impose a fine or not. A majority of the Board members must vote to accept the recommendation to enact a fine.**

4. **Florida Statutes limit a fine to $100 per violation. If the fine is on a day by day basis of a continuing violation the fine shall not exceed $1000. Fines shall be paid not later than thirty (30) days after the notice of imposition thereof. All monies received from fines shall be allocated as directed by the Board of Directors.**

5. **Fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may otherwise be legally entitled; however, any fine paid by the violating party shall be deducted from or offset against any damages which the Association may otherwise be entitled by law from such party.**

## X. LEASING/RENTALS

1. **All leases of Units must be in writing and comply with paragraph 13 of the Declaration of Condominium. Owner may only lease the entire Unit, must receive approval by the Board of Directors and can only lease to a natural person.**

2. Any person intending to lease a Unit shall notify such intention 20 days prior to the first day of occupancy. Notification shall include a completed Association Application For Approval To Lease form, a copy of the proposed lease, payment of the non-refundable processing fees and payment of the refundable security deposit. The Board has 20 days to approve or disapprove the application.

3. Effective January 1, 2009 the processing fees are $75 payable to the Vintage Condominium Association and $75 payable to PMP Management. The security deposit is in the amount of one month's rent payable to the Vintage Condominium Association. The fees and security deposit are determined by the Board of Directors and may change from time to time.

4. The Owner must assure that a copy of the Rules and Regulations is given the Lessee. Each Occupant of a leased Unit must abide by the Rules and Regulations and acknowledge that the Association as the Owner's agent has the authority to terminate any lease and evict the Tenant for non-compliance.

5. Subleasing is not permitted.

6. No Unit may be leased more than three (3) times in any calendar year with the minimum lease term being 30 days and the maximum being one year. Casual or "friends of the Owner" rentals that circumvent the Association rules are not permitted.

7. The Board of Directors consider the charitable donation of the use of a Unit by an Owner to a third party to be a lease and such must comply with the leasing rules and regulations.

8. Pets are not allowed in leased Units.

## Y. TRANSFERS/SALES OF UNIT

1. The regulations regarding the transfer of ownership of a unit is fully described in Section 14 of the Declaration of Condominium.

2. An owner intending to transfer/sell a unit shall notify such intention 20 days prior to the intended closing date. Notification shall include a completed Application for Approval to Transfer/Sell form, a copy of the sales contract and payment of the non-refundable processing fees. The amount of the fees is determined by the Board of Directors and may change from time to time. The Board has 10 days to approve or disapprove the application. Disapproval by the Board must be for good cause as defined in Section 14.3.c. of the Declaration of Condominium.

3. Effective January 1, 2009 the processing fees are $75 payable to the Vintage Condominium Association and $75 payable to Resort Management. There is also a $50 estoppel fee for the title company which is payable to Resort Management.

## Z. INSPECTION OF RECORDS

1. State Statutes provide Unit Owners the right to request copies of Association records for inspection. Any Unit Owner desiring to inspect records may do so subject to the following:

   a. Unit Owner shall specify in a written document addressed to the Board the records being requested.
   b. The Board or its designee may direct the Unit Owner to a central repository of any recorded documents being requested.
   c. For records maintained locally, the Board or its designee will respond within five (5) working days advising the cost of reproducing the requested records (minimum of $ .20 per printed page plus actual mailing costs).
   d. Unit Owner shall pay in advance the quoted costs and the Board or its designee will mail records to the requesting Unit Owner within five (5) working days of receipt of payment.

2. The following records are defined as sensitive by the Condominium Act and will not be released:
   a. Correspondence, records or documents prepared by the Association's attorney or at the Attorney's express direction pertaining to any on-going or in anticipation of imminent litigation or legal proceeding. Such records will be available for inspection at the conclusion of the litigation or adversary proceeding.
   b. Information obtained by the Association in the connection with the approval of the lease, sale or transfer of a Unit.
   c. Unit Owner's medical records.
   d. Social Security numbers, driver's license numbers, credit card numbers and other personal identifying information of any person.

## AA. ASSESSMENT COLLECTION POLICY

1. Quarterly Association assessments are due on January 1, April 1, July 1 and October 1 of each year.

2. A 10 day grace period without penalty is allowed.

3. If payment is not received by the 10th day of the quarter, the account is deemed past due. A warning notice will be mailed by first class mail and the account will begin to be charged interest at 18% per annum with a $25 late fee.

4. If payment has not been received by the 30th day of the quarter, a second warning (collection letter) will be mailed by certified mail.

5. If payment has not been received by the 40th day of the quarter, the account will be turned over to the Association's attorney with instructions to institute all legal collection procedures including the filing of a lien against the Unit and foreclosure if the lien is not satisfied.

6. **Leasing of a Unit where the Owner is more than 30 days past due in payments will not be approved by the Board of Directors.**

**THESE RULES AND REGULATIONS HAVE BEEN ADOPTED BY RESOLUTION BY THE BOARD OF DIRECTORS ON MATCH 13, 2009.**

**FRED MINTER, PRESIDENT**
**ROBERT SCHMIDT, VICE PRESIDENT**
**MARSHA REED, SECRETARY**
**DAN REILLY, TREASURER**
**ROBERT GOODIN, DIRECTOR**

# RULES AND REGULATIONS

# AMENDMENT

# FEB. 24, 2012

## AB. WATER DAMAGE CAUSED BY OWNER NEGLIGENCE

In 2011 the Florida legislature made changes in the Condominium Association responsibilities for water damages. As a result the Association needs to clarify the responsibility of the Association and the Owner in this case. The following rules define Owner responsibility in accordance with the new Florida Statutes.

If a leak occurs as a result of any of the below items, the Owner will be held strictly liable for all damage caused to the Unit, common elements, Association property, other Units or other property damaged by such leak. Failure to do these items is prima facie evidence of negligence and makes the Unit Owner liable for all resulting damage.

When a Unit is unoccupied for more than 48 hours the Owner must shut off the water at the Unit's main valve (most valves are located near the water heater).

The drain line of the Owner's air conditioning unit is required to be vacuumed or blown out and cleaned at least once each year (your service company will know). The Owner must maintain the service documents that state the yearly cleanout service was provided.

Owners are required to have all water supply hoses made from metal piping or metal braided hoses. These include washing machines, refrigerators, dish washers, toilets, kitchen/bath room/utility room sinks and water filters.

Dishwashers are to be replaced after 14 years and refrigerators after 10 years.

**Vintage Condominium Assoc., Inc.** **112 Units**
**Board of Director's 2019 Approved Budget**
**For the Period of January 1, 2019 through December 31, 2019**

| GL Code | Income | 2018 Budget | Actual 9/30/2018 | Estimated 12/31/2018 | 2019 Budget |
|---|---|---|---|---|---|
| 4145 | Operating Assessments | 392,666 | 294,672 | 392,666 | 387,214 |
| 4150 | Reserve Assessments | 296,156 | 222,096 | 302,587 | $ 243,101 |
| 4151 | VCA Master | 74,928 | 56,112 | 75,264 | 101,920 |
| 4155 | Bulk Rate Communication Fees | 119,056 | 89,376 | 119,056 | 121,184 |
| | Special Assessment | | 252,000 | 252,000 | |
| 4157 | V.C.A. Fiber Cable Loan Fees | 6,720 | 5,040 | 6,720 | - |
| 4200 | Late Fees & Interest | | 686 | 686 | |
| 4240 | Interest Income - Operating | | 72 | 72 | |
| 4250 | Interest Income - Reserves | | 3,320 | 3,320 | |
| 4260 | CD Interest | | 6,150 | 6,150 | |
| 4295 | Miscellaneous Income | | 900 | 900 | |
| | Prior Year Special Assessment Rollover | | | | 36,549 |
| | Prior Year Surplus (Deficit) | - | - | - | 16,000 |
| | **Total Income** | **889,526** | **930,424** | **1,159,421** | **905,968** |
| | **Administrative Expenses** | | | | |
| 6024 | Miscellaneous | 300 | 506 | 756 | 700 |
| 6025 | Annual Fees & licenses | 750 | 1,730 | 1,730 | 1,730 |
| 6026 | Corporate Filing Fee | 62 | 61 | 62 | 62 |
| 6028 | Fees to Division | 448 | 448 | 448 | 448 |
| 6040 | Management/Accounting Services | 21,504 | 16,128 | 21,504 | 22,150 |
| 6050 | Office Expense/Postage | 3,500 | 3,476 | 4,376 | 4,500 |
| 6056 | Accounting (CPA)/audit & legal, tax return | 2,350 | 977 | 1,797 | 2,350 |
| 9999 | Bad Debt/Uncollectible Fees | - | - | 1,000 | 4,400 |
| | **Sub-Total Administrative** | **28,914** | **23,326** | **31,673** | **36,340** |
| | **Utilities** | | | | |
| 6100 | Electric | 12,000 | 8,580 | 11,880 | 12,400 |
| 6105 | Irrigation Water | 6,700 | 3,901 | 5,856 | 6,700 |
| 6303 | Bulk Rate Communication Fees | 119,056 | 89,376 | 119,056 | 121,184 |
| 6304 | V.C.A. Fiber Cable Loan Fees | 6,720 | 5,040 | 6,720 | - |
| 6120 | Water/Sewer | 48,000 | 36,372 | 47,672 | 52,000 |
| | **Sub-Total Utilities** | **192,476** | **143,269** | **191,184** | **192,284** |
| | **Grounds** | | | | |
| 6130 | Lake Fountain Maintenance | 600 | 300 | 600 | 600 |
| 6131 | Lake Fountain Repair & Equipment | 500 | - | 500 | 500 |
| 6132 | Aquatic Plant Maintenance | - | - | | 800 |
| 6140 | Lake Maintenance fees (VCA) | 1,275 | 956 | 1,275 | 1,275 |
| 6161 | Irrigation System contract | 12,481 | 7,870 | 12,481 | 12,731 |
| 6110 | Irrigation Repairs / Misc. Drainage | 2,800 | 4,715 | 5,500 | 3,000 |
| 6160 | Landscape Contract | 68,931 | 52,205 | 68,931 | 70,310 |
| 6192 | Sod/Plantings/Mulch/ flowers/ Other | 8,000 | 1,678 | 3,978 | 10,000 |
| 6165 | Tree Trimming | 12,000 | 9,612 | 12,000 | 12,000 |
| 6021 | Holiday Decoration | 1,800 | - | 1,800 | 1,800 |
| 6240 | Hurricane & Special Assessment Expenses | | 134,458 | 146,185 | 36,549 |
| 6020 | Contingency | 800 | 1,425 | 1,425 | 1,448 |
| | **Sub-Total Grounds** | **109,187** | **213,218** | **254,675** | **151,013** |
| | **Buildings** | | | | |
| 6169 | Pool/Spa Maintenance Contract | 6,600 | 4,950 | 6,600 | 6,600 |
| 6170 | Pool/Spa-Repair & Equipment | 2,500 | 2,125 | 2,625 | 2,500 |
| 6195 | Entrance Gate Maintenance | 2,000 | 1,489 | 2,000 | 2,000 |
| 6145 | Building maint/supplies/Lighting | 37,500 | 14,904 | 20,904 | 24,000 |
| 6150 | Pavers repair and maintenance. | 2,000 | 2,670 | 2,670 | 2,500 |
| 6194 | Janitorial Contract ( 10,740.00) | 12,000 | 8,000 | 12,000 | 12,360 |
| 6193 | Janitorial Supplies | 500 | 1,000 | 1,200 | 1,400 |
| 6196 | Update and Repairs clubhouse | 500 | - | - | 500 |
| 6230 | Pest Control (2,400.00) | 2,400 | 1,950 | 2,400 | 2,400 |
| 6232 | Pest control Outside of Contract | 1,600 | - | - | 1,600 |
| | Yearly Roof Cleaning Application | - | | | - |
| | Power Wash Bld Pavers, Soffits gutters & St. | 5,000 | 5,000 | 8,100 | 8,100 |
| 6210 | Fire Extinguishers Maint & Inspections | 1,000 | 562 | 562 | 1,000 |
| | **Sub-Total Building** | **73,600** | **42,650** | **59,061** | **64,960** |
| | **Master Association** | | | | |
| 6300 | Vineyards Community Association (VCA) | 74,928 | 56,448 | 74,928 | 101,920 |

| | | | | | |
|---|---|---|---|---|---|
| | **Sub-Total Master Association** | 74,928 | 56,448 | 74,928 | 101,920 |
| | **Insurance Policies** | | | | |
| 6310 | Commercial Insurance Package | 110,000 | 55,309 | 84,243 | 116,000 |
| 6052 | Appraisal-Insurance (885) then 260.) | 265 | 885 | 885 | 350 |
| | Wind Mitigation Insp Reports (2018) | 4,000 | 1,820 | 1,820 | - |
| | **Sub-Total Insurance** | 114,265 | 58,014 | 86,948 | 116,350 |
| | **Total Operating Expenses** | 593,370 | 536,926 | 698,469 | 662,867 |
| 4150 | **Total Reserves** | 296,156 | 231,587 | 296,156 | 243,101 |
| | **Total Expenses** | 889,526 | 768,513 | 994,625 | 905,968 |

**Note:** In 2018 a special assessment passed for $ 252,000 for Hurricane Irma cost. The following list gives detail of what the Special Assessment has been used for to date:

| | |
|---|---|
| 2017 Landscape Cleanup-debris removal | $ 65,550.00 |
| 2018 Landscape Replacement and repairs | $ 56,156.10 |
| 2017 Building Repairs/roof repairs. | $ 7,115.97 |
| 2018 Building Repairs/roof repairs | $ 86,628.72 |
| Total To-date from the Special Assessment | $ 215,450.79 |

The Balance $ 36,549.21 will be used to cover any new damages/leaks that occur between now and when the roofs are replaced.

# Vintage Reserve Condominium Association

## 2019 Approved Budget

## Reserve for Capital Expenditures and Deferred Maintenance.

## For the Period of January 1, 2019 through December 31, 2019

| GL Code | Item | Estimated Life When New (Years) | Estimated Replacement Cost | 2019 Estimated Remaining Life (Years) | Reserve Balance 9/30/2018 | Add'l Reserve Funding in 2018 | Planned Additional Spending in 2018 | *Estimated Reserve Balance 12/31/2018 | Additional Reserves Required | Annual Funding Required In 2019 |
|---|---|---|---|---|---|---|---|---|---|---|
| 3010 | Painting | 10 | $150,000 | 2 | $134,362 | $920 | $0 | $135,282 | $14,718 | $7,359 |
| 3009 | Driveway Pressure Clean | | | | $330 | $0 | $0 | $330 | $0 | 0 |
| 3008 | Roofs | 20 | $1,705,000 | 2 | $1,235,067 | $65,061 | $0 | $1,300,128 | $404,872 | $202,436 |
| 3012 | Paving + 3% in 2018 | 30 | $96,000 | 10 | $48,718 | $648 | $0 | $49,365 | $46,635 | $4,663 |
| 3007 | Seal Coating (completed in 2015) | 5 | $13,000 | 3 | $7,286 | $440 | $0 | $7,726 | $5,274 | $1,758 |
| 3016 | Pool & Spa | 10 | $20,000 | 3 | $19,008 | $76 | $0 | $19,084 | $916 | $305 |
| 3006 | Carriage Light Replace | 10 | $70,000 | 7 | $25,594 | $1,531 | $0 | $27,125 | $42,875 | $6,125 |
| 3013 | Clubhouse Furniture & Fix | 10 | $15,000 | 9 | $10,544 | $120 | $0 | $10,664 | $4,336 | $482 |
| 3020 | Pool Area Furniture | 7 | $15,000 | 6 | $4,286 | $429 | $0 | $4,714 | $10,286 | $1,714 |
| 3014 | Lake Fountain | 10 | $12,400 | 5 | $9,727 | $127 | $0 | $9,854 | $2,546 | $509 |
| 3011 | Gutters and Downspouts | 20 | $151,200 | 3 | $103,968 | $3,633 | $0 | $107,601 | $43,599 | $14,533 |
| 3018 | Entrance Gates and Equipment | 10 | $10,000 | 7 | $3,204 | $235 | $0 | $3,438 | $6,562 | $937 |
| 3017 | Def Maint & Capital Expenditures | 10 | $21,000 | 1 | $18,153 | $569 | $0 | $18,722 | $2,278 | $2,278 |
| 3000 | Unallocated Interest | N/A | N/A | N/A | $44,570 | $35 | $0 | $44,570 | $0 | 0 |
| | **Totals** | | **$2,278,600** | | **$1,664,814** | **$73,824** | **$0** | **$1,738,603** | **$584,897** | **$243,101** |

Changes made for the 2019 Budget

Decreased painting remaining life form 4 years to 2 years. Added 3% for the cost of paving roadways and reduced the remaining life by 3 years (30 year life is not likely) Roofs we kept the same as 2018, while prices have increased greatly due to the hurricane we may received a good portion of the funds form our insurance and need more time to obtain the information. 2020 budget should reflect a more accurate picture of cost and remaining life for the roofs.

**Reserve replacement cost and estimated remaining useful lives are projections based on estimates.**
**Even if the Association is currently fully funding the reserves, the accumulated amounts may not be adequate to meet all future repairs and replacements. If additional funds are needed the Association has the right to increase regular assessments, levy special assessments borrow or delay repairs and replacement until funds are available .**

# Vintage Reserve Condominium Association, Inc.

**2019 Approved Budget**

**Reserve & Assessment Schedule**

**For the Period of January 1, 2019 through December 31, 2019**

| | Annually | Quarterly | Monthly |
|---|---|---|---|
| Operating Assessment | 3,457 | 864 | 288 |
| Reserve Assessment | 2,171 | 543 | 181 |
| ***Vintage Reserve Assessment*** | 5,628 | 1,407 | 469 |
| V.C.A. Master Association Fee | 910 | 228 | 76 |
| Bulk Rate Comunication Fees | 1,082 | 271 | 90 |
| ***Total Assessment Due*** | 7,620 | 1,905 | 635 |

**2019 Fees are $1,905.00 per quarter**

**Summit-Broad-Band Monthly Communication Cost**

| | |
|---|---|
| Basis Cable TV and digital Plus | 37.77 |
| Internet | 26.58 |
| Phone Lines | 19.29 |
| NAC Fees | |
| Taxes, FCC fees, 911 fees | 6.51 |
| | 90.15 |

# VINTAGE CONDOMINIUM ASSOCIATION INC.

Balance Sheet
As of 12/31/18

## ASSETS

| | | | |
|---|---|---|---|
| **CURRENT ASSETS** | | | |
| **Cash** | | | |
| 1005 | Iberia Bank Operating #6596 | $ 158,479.88 | |
| 1006 | Iberia Operating ICS #596 | 50,123.42 | |
| 1009 | Wells Fargo Bank-Oper #0028 | 44,606.17 | |
| 1010 | Wells Fargo Savings #0951 | 90,298.28 | |
| 1013 | Iberia Bank Rentals #6364 | 7,717.19 | |
| | Sub-Total Cash | | $ 351,224.94 |
| **Reserves** | | | |
| 1015 | Iberia Bank Reserves #9012 | $ 174,902.97 | |
| 1016 | Iberia Reserve ICS # 012 | 645,426.94 | |
| 1020 | 1stFLIntegCD5010 11/16/19 2.45 | 181,795.69 | |
| 1021 | BankUnited CD3882 3/11/19 2% | 111,172.46 | |
| 1023 | BankUnited CD229 2/20/19 2.0% | 145,764.62 | |
| 1024 | FL COMM. CD #900 10/7/19 2.1% | 167,250.39 | |
| 1025 | Encore CD825 5/22/19 2.02% | 102,518.21 | |
| 1028 | TIAA CD0704 10/18/20 2.71% | 117,161.46 | |
| 1029 | TIAA CD2338 11/19/19 2.64% | 106,579.02 | |
| | Sub-Total Reserves | | $ 1,752,571.76 |
| **Accounts Receivable** | | | |
| 1450 | Owners Receivable | $ 4,841.03 | |
| | Sub-Total Accounts Receivable | | $ 4,841.03 |
| | Total Current Assets | | $ 2,108,637.73 |
| **Other Assets** | | | |
| | Total Other Assets | | $ .00 |
| | TOTAL ASSETS | | $ 2,108,637.73 |

## LIABILITIES & EQUITY

| | | | |
|---|---|---|---|
| **CURRENT LIABILITIES:** | | | |
| 2110 | Accounts Payable | $ 10,358.81 | |
| 2180 | Rental Deposits | 5,500.00 | |
| 2250 | Owners Prepaid | 68,935.00 | |

# VINTAGE CONDOMINIUM ASSOCIATION INC.

Balance Sheet
As of 12/31/18

| | | |
|---|---|---|
| Subtotal Current Liab. | $ | 84,793.81 |

# VINTAGE CONDOMINIUM ASSOCIATION INC.

Balance Sheet
As of 12/31/18

EQUITY & RESERVES

RESERVES:

| | | | |
|---|---|---|---|
| 3000 | Reserves - Unallocated | $ 58,289.15 | |
| 3006 | Reserves - Carriage Light Repl | 27,125.00 | |
| 3007 | Reserves - Sealcoating | 7,725.74 | |
| 3008 | Reserves - Roof | 1,300,127.79 | |
| 3009 | Reserves-Driveway Pres. Clean | 330.00 | |
| 3010 | Reserves - Painting | 135,281.52 | |
| 3011 | Reserves-Gutters & Downspouts | 107,601.22 | |
| 3012 | Reserves - Paving | 49,615.25 | |
| 3013 | Reserves-Pool & Clubhouse Fix | 10,663.82 | |
| 3014 | Reserves-Lake Fountain | 9,853.99 | |
| 3016 | Reserves-Pool & Spa | 19,084.01 | |
| 3017 | Reserves-Def Maint,Capital Exp | 18,722.27 | |
| 3018 | Reserves-Entry Gate&Equipment | 3,438.00 | |
| 3020 | Reserves - Pool Area Furniture | 4,714.00 | |
| | Subtotal Reserves | | $ 1,752,571.76 |

EQUITY:

| | | | |
|---|---|---|---|
| 3300 | Retained Earnings | $ 136,554.99 | |
| | Current Year Net Income/(Loss) | 134,717.17 | |
| | Subtotal Equity | | $ 271,272.16 |
| | TOTAL LIABILITIES & EQUITY | | $ 2,108,637.73 |

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

# VINTAGE CONDOMINIUM ASSOCIATION INC.



Income/Expense Statement

Period: 12/01/18 to 12/31/18

| Account | Description | Current Period Actual | Current Period Budget | Current Period Variance | Year-To-Date Actual | Year-To-Date Budget | Year-To-Date Variance | Yearly Budget |
|---|---|---|---|---|---|---|---|---|
| INCOME: | | | | | | | | |
| 04145 | Maintenance Fees | 32,741.34 | 32,722.13 | 19.21 | 392,896.00 | 392,666.00 | 230.00 | 392,666.00 |
| 04150 | Reserve Fees | .00 | 24,679.63 | (24,679.63) | 296,128.00 | 296,156.00 | (28.00) | 296,156.00 |
| 04151 | V.C.A. Fees | 6,234.66 | 6,244.00 | (9.34) | 74,816.00 | 74,928.00 | (112.00) | 74,928.00 |
| 04155 | Bulk Communications | 9,930.66 | 9,921.37 | 9.29 | 119,168.00 | 119,056.00 | 112.00 | 119,056.00 |
| 04157 | VCA Fiber Cable Loan Fee | 560.00 | 560.00 | .00 | 6,720.00 | 6,720.00 | .00 | 6,720.00 |
| 04190 | Special Assmt. | .00 | .00 | .00 | 252,000.00 | .00 | 252,000.00 | .00 |
| 04200 | Late Charge Fees / Interest | (54.40) | .00 | (54.40) | 844.49 | .00 | 844.49 | .00 |
| 04240 | Interest Income - Operating | 50.58 | .00 | 50.58 | 219.45 | .00 | 219.45 | .00 |
| 04250 | Interest Income - Reserves | 4,548.92 | .00 | 4,548.92 | 9,142.42 | .00 | 9,142.42 | .00 |
| 04260 | CD Interest | 4,532.53 | .00 | 4,532.53 | 14,046.49 | .00 | 14,046.49 | .00 |
| 04295 | Miscellaneous Income | (40.00) | .00 | (40.00) | 1,085.00 | .00 | 1,085.00 | .00 |
| | TOTAL INCOME | 58,504.29 | 74,127.13 | (15,622.84) | 1,167,065.85 | 889,526.00 | 277,539.85 | 889,526.00 |
| EXPENSES | | | | | | | | |
| ADMINISTRATIVE | | | | | | | | |
| 06024 | Miscellaneous | .00 | 25.00 | 25.00 | 550.50 | 300.00 | (250.50) | 300.00 |
| 06025 | Annual Fees & Licenses | .00 | 62.50 | 62.50 | 1,730.00 | 750.00 | (980.00) | 750.00 |
| 06026 | Corporate Filing Fee | .00 | 5.13 | 5.13 | 61.25 | 62.00 | .75 | 62.00 |
| 06028 | Fees to Division | .00 | 37.37 | 37.37 | 448.00 | 448.00 | .00 | 448.00 |
| 06040 | Management/Accounting Service | 1,792.00 | 1,792.00 | .00 | 21,504.00 | 21,504.00 | .00 | 21,504.00 |
| 06050 | Office Supplies/Postage | 869.78 | 291.63 | (578.15) | 4,727.15 | 3,500.00 | (1,227.15) | 3,500.00 |
| 06056 | Accounting (CPA)/Audit & Lega | .00 | 195.87 | 195.87 | 997.00 | 2,350.00 | 1,353.00 | 2,350.00 |
| | SUB-TOTAL ADMINISTRATIVE | 2,661.78 | 2,409.50 | (252.28) | 30,017.90 | 28,914.00 | (1,103.90) | 28,914.00 |
| UTILITIES | | | | | | | | |
| 06100 | Electric | 6,142.59 | 1,000.00 | (5,142.59) | 10,411.67 | 12,000.00 | 1,588.33 | 12,000.00 |
| 06101 | Electric Pool & Clubhouse | 631.68 | .00 | (631.68) | 6,602.82 | .00 | (6,602.82) | .00 |
| 06105 | Irrigation Water | 684.35 | 558.37 | (125.98) | 6,054.90 | 6,700.00 | 645.10 | 6,700.00 |
| 06120 | Water/Sewer | 4,466.85 | 4,000.00 | (466.85) | 48,677.36 | 48,000.00 | (677.36) | 48,000.00 |
| | SUB-TOTAL UTILITIES | 11,925.47 | 5,558.37 | (6,367.10) | 71,746.75 | 66,700.00 | (5,046.75) | 66,700.00 |
| GROUNDS/BLDG. MAINTENANCE | | | | | | | | |
| 06020 | Contingency | 316.00 | 66.63 | (249.37) | 1,741.48 | 800.00 | (941.48) | 800.00 |
| 06021 | Holiday Decoration | .00 | 150.00 | 150.00 | 1,800.00 | 1,800.00 | .00 | 1,800.00 |
| 06110 | Irrigation Repair/MiscDrainag | 976.60 | 233.37 | (743.23) | 7,441.03 | 2,800.00 | (4,641.03) | 2,800.00 |
| 06130 | Lake Fountain Maintenance | 100.00 | 50.00 | (50.00) | 400.00 | 600.00 | 200.00 | 600.00 |
| 06131 | Lake Fountain Repair & Equipt | .00 | 41.63 | 41.63 | .00 | 500.00 | 500.00 | 500.00 |
| 06140 | Lake Maintenance Fees (VCA) | .00 | 106.25 | 106.25 | 1,275.00 | 1,275.00 | .00 | 1,275.00 |
| 06145 | Bldg.Maint./Supplies/Lighting | 730.69 | 3,125.00 | 2,394.31 | 16,147.59 | 37,500.00 | 21,352.41 | 37,500.00 |
| 06150 | Pavers Repair and Maintenance | .00 | 166.63 | 166.63 | 2,670.00 | 2,000.00 | (670.00) | 2,000.00 |
| 06160 | Landscape Contract | 5,845.95 | 5,744.25 | (101.70) | 69,652.00 | 68,931.00 | (721.00) | 68,931.00 |
| 06161 | Irrigation System Contract | 983.74 | 1,040.12 | 56.38 | 10,821.15 | 12,481.00 | 1,659.85 | 12,481.00 |

# VINTAGE CONDOMINIUM ASSOCIATION INC.

Income/Expense Statement

Period: 12/01/18 to 12/31/18

| Account | Description | Current Period Actual | Current Period Budget | Current Period Variance | Year-To-Date Actual | Year-To-Date Budget | Year-To-Date Variance | Yearly Budget |
|---|---|---|---|---|---|---|---|---|
| 06165 | Tree Trimming | .00 | 1,000.00 | 1,000.00 | 9,612.00 | 12,000.00 | 2,388.00 | 12,000.00 |
| 06169 | Pool/Spa Maintenance Contract | 550.00 | 550.00 | .00 | 6,600.00 | 6,600.00 | .00 | 6,600.00 |
| 06170 | Pool/Spa-Repair & Equiptment | 2,050.00 | 208.37 | (1,841.63) | 4,315.59 | 2,500.00 | (1,815.59) | 2,500.00 |
| 06192 | Sod/Planting/Mulch/Flower/Mis | 10,993.58 | 666.63 | (10,326.95) | 12,671.08 | 8,000.00 | (4,671.08) | 8,000.00 |
| 06193 | Janitorial Supplies | .00 | 41.63 | 41.63 | 1,000.00 | 500.00 | (500.00) | 500.00 |
| 06194 | Janitorial Contract | 1,000.00 | 1,000.00 | .00 | 11,000.00 | 12,000.00 | 1,000.00 | 12,000.00 |
| 06195 | Entrance Gate Maintenance | .00 | 166.63 | 166.63 | 1,489.49 | 2,000.00 | 510.51 | 2,000.00 |
| 06196 | Update & Repairs Clubhouse | .00 | 41.63 | 41.63 | .00 | 500.00 | 500.00 | 500.00 |
| 06210 | FireExtinguisher Maint/Inspec | 558.09 | 83.37 | (474.72) | 1,119.89 | 1,000.00 | (119.89) | 1,000.00 |
| 06230 | Pest Control | 100.00 | 200.00 | 100.00 | 2,250.00 | 2,400.00 | 150.00 | 2,400.00 |
| 06232 | Pest Control - Not in Contrac | .00 | 133.37 | 133.37 | .00 | 1,600.00 | 1,600.00 | 1,600.00 |
| 06234 | Powerwash Paver,Soffit,Gutter | .00 | 416.63 | 416.63 | 5,000.00 | 5,000.00 | .00 | 5,000.00 |
| 06235 | Special Assessment | 4,653.15 | .00 | (4,653.15) | 70,120.18 | .00 | (70,120.18) | .00 |
| 06240 | Storm Clean Up | .00 | .00 | .00 | 76,516.85 | .00 | (76,516.85) | .00 |
| | SUB-TOTAL GROUNDS/BLDG.MAIN | 28,857.80 | 15,232.14 | (13,625.66) | 313,643.33 | 182,787.00 | (130,856.33) | 182,787.00 |
| MASTER ASSOCIATION | | | | | | | | |
| 06300 | Master Association Fees (VCA) | 6,272.00 | 6,244.00 | (28.00) | 75,264.00 | 74,928.00 | (336.00) | 74,928.00 |
| 06303 | Bulk Communications | 9,930.66 | 9,921.37 | (9.29) | 119,168.00 | 119,056.00 | (112.00) | 119,056.00 |
| 06304 | VCA Fiber Cable Loan | 560.00 | 560.00 | .00 | 6,720.00 | 6,720.00 | .00 | 6,720.00 |
| | SUB-TOTAL MASTER ASSOCIATIO | 16,762.66 | 16,725.37 | (37.29) | 201,152.00 | 200,704.00 | (448.00) | 200,704.00 |
| INSURANCE | | | | | | | | |
| 06052 | Appraisal-Insurance | .00 | 22.12 | 22.12 | 885.00 | 265.00 | (620.00) | 265.00 |
| 06310 | Property/Liability/Other Ins. | 26,297.24 | 9,166.63 | (17,130.61) | 93,738.79 | 110,000.00 | 16,261.21 | 110,000.00 |
| 06054 | Wind Mitigation Inspect Repor | .00 | 333.37 | 333.37 | 1,820.00 | 4,000.00 | 2,180.00 | 4,000.00 |
| | SUB-TOTAL INSURANCE | 26,297.24 | 9,522.12 | (16,775.12) | 96,443.79 | 114,265.00 | 17,821.21 | 114,265.00 |
| RESERVES | | | | | | | | |
| 06311 | Reserves-Gutters & Downspouts | .00 | 1,211.12 | 1,211.12 | 14,533.00 | 14,533.00 | .00 | 14,533.00 |
| 06314 | Reserves-Lake Fountain | .00 | 42.38 | 42.38 | 509.00 | 509.00 | .00 | 509.00 |
| 06318 | Reserves-Gate Equipment | .00 | 78.13 | 78.13 | 938.00 | 938.00 | .00 | 938.00 |
| 06420 | Reserves-Painting | .00 | 306.63 | 306.63 | 3,680.00 | 3,680.00 | .00 | 3,680.00 |
| 06423 | Reserves-Pool&Clubhouse Fix | .00 | 40.12 | 40.12 | 481.00 | 481.00 | .00 | 481.00 |
| 06424 | Reserves-Paving | .00 | 299.13 | 299.13 | 3,590.00 | 3,590.00 | .00 | 3,590.00 |
| 06426 | Reserves-CarriageLight Replac | .00 | 510.38 | 510.38 | 6,125.00 | 6,125.00 | .00 | 6,125.00 |
| 06427 | Reserves-Seal Coating | .00 | 146.63 | 146.63 | .00 | 1,760.00 | 1,760.00 | 1,760.00 |
| 06428 | Reserves-Roofs | .00 | 21,686.88 | 21,686.88 | 260,243.00 | 260,243.00 | .00 | 260,243.00 |
| 06430 | Reserves-Unallocated Interest | 9,081.45 | .00 | (9,081.45) | 23,188.91 | .00 | (23,188.91) | .00 |
| 06435 | Reserves-Pool area Furniture | .00 | 142.99 | 142.99 | 1,714.00 | 1,715.00 | 1.00 | 1,715.00 |

# VINTAGE CONDOMINIUM ASSOCIATION INC.

Income/Expense Statement

Period: 12/01/18 to 12/31/18

| Account | Description | Current Period Actual | Current Period Budget | Current Period Variance | Year-To-Date Actual | Year-To-Date Budget | Year-To-Date Variance | Yearly Budget |
|---|---|---|---|---|---|---|---|---|
| 06436 | Reserves-Pool & Spa | .00 | 25.38 | 25.38 | 306.00 | 305.00 | (1.00) | 305.00 |
| 06437 | Reserves-Def Maint&Capital Ex | .00 | 189.75 | 189.75 | 2,277.00 | 2,277.00 | .00 | 2,277.00 |
| 06464 | Reserves-Seal Coating | .00 | .00 | .00 | 1,760.00 | .00 | (1,760.00) | .00 |
| | SUB-TOTAL RESERVES | 9,081.45 | 24,679.52 | 15,598.07 | 319,344.91 | 296,156.00 | (23,188.91) | 296,156.00 |
| | TOTAL EXPENSES | 95,586.40 | 74,127.02 | (21,459.38) | 1,032,348.68 | 889,526.00 | (142,822.68) | 889,526.00 |
| | Current Year Net Income/(loss | (37,082.11) | .11 | (37,082.22) | 134,717.17 | .00 | 134,717.17 | .00 |

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