



12-2022

Condos at Barletta

Welcome Packet



Condo Communications Committee

TABLE OF CONTENTS

WELCOME TO THE NEIGHBORHOOD.....	2
COMMUNICATIONS DIRECTORY	3
KEY TOPICS	4
MAINTENANCE REQUEST – HOW TO SUBMIT.....	15
MANAGE YOUR QUARTERLY MAINTENANCE DUES	16
SEASONAL CLOSING OWNER’S CHECKLIST	17
WHAT TO AND NOT TO RE-CYCLE	18
FORMS	20
Barletta Contact Information form for Residents	21
Owner Contact and Opt-in Authorization form.....	22
Notification of Designated Caretaker.....	23

WELCOME TO THE NEIGHBORHOOD

Welcome to Bella Terra. We hope you will soon feel at home in your new surroundings and that you will find much to enjoy and appreciate here at the Condos at Barletta, a sub-association of Bella Terra. To help acquaint you with the community, we have put together a packet of information we hope you will find useful.

The 'Condos at Barletta' Owner's Association would like your experience here to be a positive and enjoyable one. With residents sharing common facilities and grounds, rules are necessary to ensure that everyone has an equal opportunity for the peaceful enjoyment of their home.

To help you, we have created this brief document to touch upon some key areas of interest for all new condo owners. This document is not designed to replace or substitute the Condos at Barletta governing documents, but rather provide a simple summary to help minimize conflicts and maximize enjoyment. All potential homeowners should be given the opportunity to read and understand the governing documents prior to moving into the Condos at Barletta, and each condo owner has the responsibility to honor the provisions of these documents.

The Condos at Barletta are managed by Castle Group and overseen by a Master Association managed by Alliant Property Management, LLC. To obtain information and stay connected, it is important you register with both management groups;

Condos at Barletta

- ☐ complete the 'Barletta Contact Information Form for Residents', and submit to Castle Group – the form is included at the back of this document and on the Condo website www.condosatbarletta.com

Bella Terra Master Community Association

- ☐ complete the 'Owner Contact and Opt-In Authorization Form', and submit per the contact information at the top right of the form – the form is included at the back of this document and on the Bella Terra community website www.bellaterraswfl.com

To have website access you need to create login access on both sites independently.

COMMUNICATIONS DIRECTORY

Condos - Community Association Management (CAM)

CAM Liz Christie
Office # 239-498-5455 x4113
Email [lchristie@castlegroup.com](mailto:christie@castlegroup.com)
Mailing Address;
Condominiums at Barletta Association, Inc.
c/o Castle Group
Attention: Liz Christie
21101 Design Parc Lane, Suite 102
Estero, Florida 33928

After Hours Emergencies 800-337-5850
Emergencies 9-1-1

Condo Website (managed by Castle Group) www.condosatbarletta.com

Master – Community Association Management (CAM)

CAM Priscilla Segarra
Office # 239-495-7172 x200
Mailing Address;
Bella Terra of Southwest Florida, Inc.
20070 Bella Terra Blvd
Estero, Florida 33928

Bella Terra Community Website (managed by Alliant) www.bellaterraswfl.com

Other Important Master Contact Info

Amenity Passes & Vehicle Transponders obtained at Bella Terra Clubhouse
Guest Gate Access Automated Line 888-994-4117
Online Guest Gate Access (Dwelling Live) www.community.dwellinglive.com
24/7 Roving Security Patrol 239-770-4600
Hotwire Communications www.gethotwired.com

Utilities

Electricity -- FPL 239-262-1322
Water Meter – THINK UTILITIES 888-696-3837


KEY TOPICS

To assist you in navigating through this section the headers, listed in the left column, are shown in alphabetic order.

Absence/Unoccupied Condo	<p>The Association shall retain keys to all units.</p> <p>Any unit owner who plans to be absent for an extended period of time (30 days or more) must prepare his/her unit prior to departure in the following manner:</p> <ul style="list-style-type: none"> • remove all furniture, plants and other objects from the lanai • complete and submit unit owner's the "Notification of Designated Caretaker" form, available in the Community Documents > Resident Documents, Forms folder on the website; www.condosatbarletta.com – a copy of the form is also in the Forms section at the end of this document.
Amenity Access	<p>For access to certain amenities (pools, game room, washrooms and the gym) a pass is required. Passes may be obtained from the Master Association, at the Clubhouse.</p>
Architectural Review Committee (ARC)	<p>All modifications to the <u>exterior</u> of your unit, must be submitted and approved by the Condo Board. Depending upon the scope of the modification it may also require ARC submission/approval prior to the beginning of the project.</p> <p>The only <u>interior</u> modification requiring an ARC submission is for a <u>change to 2nd floor unit flooring</u>. This modification requires Condo Board review and approval prior to the beginning of the project.</p>

	<p>The form for submitting requests, for approval, can be found in the Community Documents > Resident Documents, Forms folder on the website; www.condosatbarletta.com.</p> <p>Examples of items requiring ARC approval:</p> <ul style="list-style-type: none"> • hurricane screens/shutters ** • doorbells • peephole in the door • screen doors • painting or tiling the lanai • new flooring/sound barrier on 2nd floor units • anything puncturing the building envelope • roof replacement • exterior building paint color (includes lanai) • window film/glass covering ** <p>** For any window replacement refer to the 'Window & Shutters Guideline' available on the Condo website under the drop-down tab Community Documents & Forms > Resident Documents > ARC Request Form and Guidelines folder on the website www.condosatbarletta.com.</p>
Committees	<p>The Board and management strongly encourage and welcome residents to volunteer for one of the committees to enjoy connecting with the community and making it a better place. Make an impact! Committees that have Board approved charters posted on the website are;</p> <ul style="list-style-type: none"> • Building • Communications • Compliance • Finance • Grounds • Water <p>Committees are all chaired by a member of the Board and are re-set annually following the Annual General Meeting (AGM).</p>

<p>Communications</p>	<p>The Condos at Barletta produces a monthly newsletter called, Condo Corner. Newsletters include vital & current topics of interest, upcoming community events, community policing info and other relevant information. The Condo Board and Management use the newsletter, the website, and emails to communicate and educate homeowners.</p> <p>Condos at Barletta website: www.condosatbarletta.com Master Association website: www.bellaterraswfl.com</p> <p>We would appreciate your taking time to complete and submit the Owner Contact forms for both the Condo and Master Associations as identified on the welcome page and included at the end of this document in the Forms section. The forms are also available on both websites. This action will allow you to provide an email address to send you timely information about the community. Please know your email will not be shared with outside parties.</p> <p>If you are a seasonal resident, you will need to change your mailing address on file when departing to enable receipt of mailed notices to the correct address while you are away. You will need to update your mailing address on file back to your Florida address when returning. This action is required on both the Condo and Master websites.</p> <p>The Master Association also has a Face Book Group, which can be found at;</p> <p>www.facebook.com/groups/2278873008818251/</p> <p>Community updates may also be found on;</p> <ul style="list-style-type: none"> • Xfinity TV Channel 195 • Hotwire Fision Channel 99
<p>Dryer Vent Cleaning</p>	<p>In the March/April timeframe the Association contracts to have the building vents cleaned and at the same time there is an opportunity to have unit dryer vents cleaned at the same time at owner expense.</p>

<p>Fishing</p>	<p>The areas, marked in green on the map below, denote the only areas fishing is allowed unless you have permission from a homeowner to be on their property. All areas in the preserve are protected and fishing is not allowed.</p> 
<p>Gate Access</p>	<p>FOB purchase for gate access is handled by the Master Association.</p>
<p>Grills/Flammables</p>	<p>Propane and/or charcoal grills are absolutely prohibited and may not be used or stored anywhere on the condominium property. Placement of propane or charcoal grills on the property may result in a fine. The Association has the right and obligation to remove such items from the condominium property.</p> <p>No inflammable, combustible, or explosive fluid, chemical substance, shall be kept in any unit or limited common element, except those necessary and suited for normal household use.</p>

<p>Hurricane Preparedness of Exterior Building</p>	<p>Windows;</p> <p>The original windows installed in the condominium buildings are impact glass. On second floor units ending in 2 or 5, the original master bedroom windows installed are a 45-minute fire rated window assembly, therefore are outfitted with a roll down hurricane shutter. Each owner of these units should have a wand to operate the shutter and lower or raise (seven days following a hurricane or threat passing) when requested to do so.</p>
<p>Lanai Maintenance</p>	<p>At the bottom of your lanai screen frame, where it attaches to the floor, there are small drain holes that allow rain water to drain out of your lanai. These holes may need to be cleared out periodically as dirt/debris can clog them causing water to back up onto the lanai. A wire hanger, pipe cleaner or similar sized item is usually sufficient to clear the debris from the holes. It is the owner's responsibility to keep the drain holes clear.</p> <p>Lanai;</p> <ul style="list-style-type: none"> • screens are an owner's responsibility to maintain, repair or replace. • painting is part of the Building Painting Reserve – buildings were last painted in 2021.
<p>Leasing/Renting</p>	<p>Leasing of units must be in accordance with the required procedures as set forth in the governing documents.</p> <p>The minimum lease term is thirty (30) consecutive days and no lease may begin sooner than thirty (30) days after the beginning of the last lease. No individual rooms may be rented; and rent sharing and subleasing or assignment of lease rights by the lessee is prohibited.</p> <p>Lease applications are for a maximum of one (1) year and must be renewed/extended annually if the same tenant wishes to remain in the unit longer.</p> <p>The total number of occupants, including the Tenants, and Board approved Residents, of a lease unit is a maximum of 6.</p>

	<p>No pets are permitted.</p> <p>Maximum of two vehicles.</p>
Lockboxes	<p>All lockboxes must be placed on the handles of the unit or carport doors. Failure to do so may result in the removal of the lockbox. Lockboxes are not permitted to be attached to the railings.</p>
Maintenance Fees	<p>There are two quarterly maintenance fees, that are payable annually on the 1st of January, April, July and October;</p> <ol style="list-style-type: none"> 1. to the Master Association; and to 2. Condos at Barletta <p>These fees are set through the annual budget meetings held in the fall of each year.</p> <p>Reference the section entitled, 'Manage Your Quarterly Maintenance Dues' to assist you with your online experience.</p>
Maintenance Requests	<p>Condos at Barletta is your home and, as is the case with any property, the Owners and Residents will determine how it looks, how it is protected, how it is cared for and a multitude of other things that go into making a home. If you see something in need of maintenance or repair, please complete and submit an online Maintenance Request form. The drop down for this form is visible on the upper banner on the website www.condosatbarletta.com.</p> <p>A copy of the online form is included in the next section of this document; Maintenance Request – How to Submit.</p>
Meetings	<p>Unless otherwise scheduled, Board of Director Meetings are the 4th Thursday at 6PM, of each month.</p> <p>The Board of Directors welcomes residents who want to comment at a Board Meeting on an agenda item to do so. The purpose of this is for the Board to give consideration to the comments when the specific agenda item(s) are discussed.</p>

<p>Parking</p>	<p>Covered and uncovered parking spaces have been provided for the parking of private passenger automobiles of owners and the owners' family, tenants, and guests.</p> <p>All motor vehicles parked on the condominium property must prominently display a <u>valid form of approval to park</u> within the Bella Terra community. <u>Valid forms of approval include transponders/bar code stickers, resident passes (which are issued to unit owners when driving a motor vehicle other than their primary motor vehicle), and guest passes all of which are issued by the Master Association.</u> Resident passes and guest passes that have expired will not be considered a valid form of approval.</p> <p>As there are <u>limited parking spaces</u>, the Board of Directors limits each unit to two motor vehicles on the premises on a permanent basis. Any vehicle parked in violation of the parking restrictions are subject to towing, with the owner of the vehicle responsible for all costs of towing.</p> <p>Bicycles of the owner of a unit, or the owner's Family, Tenants, or Guests, stored in a parking space may only be stored in the covered parking space assigned to the owner's unit and must be attached to a bicycle rack located between the vehicle and the carport. No bicycles may be chained or otherwise attached to any carport post or kept in front of building unit. If you would like to purchase a bike rack, contact the Condos CAM identified in the Directory at the front of this document.</p> <p>No repairs or maintenance of vehicles may be performed except emergency repairs.</p> <p>Each unit owner shall keep the pavement surface of their covered parking space free of dirt, grime, grease and other debris.</p> <p>Overnight parking of commercial vehicles is not permitted.</p>
-----------------------	--

<p>Pets</p>	<p>No one other than the unit owner may keep (2) small pets and the unit owner must be in simultaneous residence with said pet. No pets of any kind are permitted in non-owner-occupied units, including but not limited to leased units. Tenants are not allowed to have any pets.</p> <p>Animals are not permitted in the Club House, fitness center, pool areas, tot lot, pickle ball courts, tennis courts or any recreational facility area.</p> <p>All animals shall be leashed when outdoors and shall not be permitted to roam free. The installation or use of electronic animal containment systems are not permitted in any sub association of the community's (ARC). Owners who walk their pets on common areas must clean up after them. Please be conscientious and try to avoid your pet using the restroom in any home owners' yard. You must always clean up after your pet and dispose of pet waste in the dumpster bins. Do not dispose of waste in the sewer system or lakes, on sidewalks or in the grass of adjacent areas.</p>
<p>Property Inspections</p>	<p>Management makes routine inspections of the community to ensure compliance with the rules. However, any resident may report a rules violation by submitting a written complaint to the Association Office, listing the date, time and place of the infraction along with a photo if possible. This may be done via email; barlettacondos@gmail.com.</p> <p>Should a violation of the Condo Rules & Regulations occur, the Condo owner will receive a written notice of the covenant violation with a timeframe to resolve the issue. Should a violation go unresolved a fine may be assessed.</p>
<p>Resident</p>	<p>A "Resident" is any person <u>authorized</u> to occupy a unit. This includes, as applicable, unit owners, tenants and members of their respective Families who reside in the unit.</p> <p>Residents must abide by all rules and regulations of the community.</p> <p>Owners are responsible for Resident behavior and actions.</p>

Rules & Regulations	All residents are required to read, understand and abide by all Rules and Regulations contained in this Guide, as well as those in the guide produced by the Master.
Speed Limit	The speed limit on Barletta Lane is 20 mph and directly in front of the condos it is 15 mph. Radar detection is in use.
Storage Unit	<p>A storage unit, located at the head of your allocated parking space, is included as part of your unit property.</p> <p>The unit is equipped with a single interior light. Plugs are <u>not</u> to be wired from this outlet.</p> <p>It is good practice to check the unit once a month to ensure it is free of issues and to include a periodic check in your 'Designated Care', when absent.</p> <p>For improved shed ventilation you may purchase an additional vent for the unit. Purchase and install are handled by contacting the Condo CAM identified in the Directory at the front of this document.</p>
Tenants	See Resident.
Trash, Recycling & Bulk Pickup	<p>Waste Pro is the company assigned by Lee County for waste disposal in all of Bella Terra.</p> <p>The garbage enclosures in front of the condos are for the exclusive use of the condos only.</p> <p>Refuse, garbage and recyclable materials shall be deposited in the appropriate dumpsters and recycle bins. All garbage must be bagged. Trash is not to be left in front of the unit or on the ground in the dumpster area.</p>

	<p>Recycling containers are located next to the dumpsters. Flatten all cardboard boxes before placing them in the recycling bins. Empty contents of plastic bags if you use to carry your recyclables to the bins and either dispose of the plastic bag in the trash or take it back to your unit.</p> <p>A 'Recycling Guide' is included in this packet.</p> <p>Bulk items placed on the dumpster pads are staged outside the dumpster pads on Mondays for a Tuesday pick-up. The staging and pick-ups are arranged by the janitorial crew, as needed.</p> <p><u>Pick Up Days</u></p> <table> <tr> <td>Monday</td><td>Recycling</td></tr> <tr> <td>Tuesday</td><td>Trash</td></tr> <tr> <td>Thursday</td><td>Bulk Pickup (large bulky items such as furniture & appliances)</td></tr> </table> <p>Dog waste is to be picked up by unit owner and disposed of promptly.</p>	Monday	Recycling	Tuesday	Trash	Thursday	Bulk Pickup (large bulky items such as furniture & appliances)
Monday	Recycling						
Tuesday	Trash						
Thursday	Bulk Pickup (large bulky items such as furniture & appliances)						
Websites (2)	<p>To stay connected you need to register and create login ids on both websites;</p> <p>Condos at Barletta www.condosatbarletta.com Master Association www.bellaterraswfl.com</p>						

MAINTENANCE REQUEST – HOW TO SUBMIT

When you wish to submit a maintenance request you need to consider which community your request should be directed to, Condo or Master? Generally, you will be submitting to the Condo sub-association vs the Master. Condo maintenance items tend to be unit, building, or storage shed related. Whereas Master, for instance, may be something relating to the satellite pool, its parking lot or associated building.

If CONDO login to the Condos at Barletta website www.condosatbarletta.com;

1. Click on “Maintenance Request” on the upper banner.
2. Enter the repair issue details, contact information and upload a photo if available.
3. Submit form.

If you open a Maintenance Request online you can view it by clicking on “My Account & Pay Online” and selecting the tab, “Work Orders”.

Transactions	Recurring Charges	Violations	Work Orders	Architectural Requests
--------------	-------------------	------------	-------------	------------------------

If MASTER login to the Bella Terra Master website www.bellaterraswfl.com;

1. Click on “Maintenance” on the left-hand side.
2. Click on “New Service Request”.
3. Enter your request or concern.
4. Hit the “Save” button. This will send your request to the office for review.

MANAGE YOUR QUARTERLY MAINTENANCE DUES

As with Maintenance Requests you need to consider which community fees you wish to check/manage, Condo or Master?

If CONDO login to the Condos at Barletta website www.condosatbarletta.com;

1. Click on My Account & Pay Online... you will be taken to My Account where your Resident coordinates will be displayed. Below this information you will see five tabs;

Transactions	Recurring Charges	Violations	Work Orders	Architectural Requests
--------------	-------------------	------------	-------------	------------------------

2. Click on Transactions to view your payment history.
3. Click on Recurring Charges to view your current quarterly maintenance fee payment.

If MASTER login to the Bella Terra Master website www.bellaterraswfl.com;

1. On Your Resident page a box will display on the right side that will show the current balance of your payments. For example;

Total Balance (\$0.02) Credit
Pay Now

2. In the left column, of same page, you can also click on;
 - a. "Payment Methods" to enable or disable Auto Pay or
 - b. "Accounting" to view account history of payments.

SEASONAL CLOSING OWNER'S CHECKLIST

1. Remove perishable items from the refrigerator. Turn ice maker off and empty the ice bin.
2. Run the garbage disposal and check to make sure it is clean.
3. Prop open the dishwasher door to prevent mold growth from residual moisture.
4. Turn off main water supply line to your condo unit to prevent damage to your unit and others in case of leakage. **IMPORTANT:** If you have any work done in your unit or your caretaker periodically checks your unit, be sure that person knows to turn off the main water supply line before exiting your unit.
5. Wrap a thick layer of plastic wrap across and around all of your toilets. Close the toilet seat and place a heavy object on top. This will help prevent the water in the bowl from evaporating.
6. Unplug TV and other non-essential electrical appliances that use electricity.
7. Turn down the volume on the phone.
8. Leave inside closet doors ajar. Leave doors to rooms open.
9. Close drapes and blinds.
10. Set your air conditioner at 78 degrees in the Summer and 76 in the Winter (ideal temperature varies by property, this is a general rule of thumb). Follow your air conditioning company or home watch company's recommendations. Do not turn the air conditioning system off.
11. Turn off inside and outside lights.
12. Remove all moveable objects from lanais and front door areas; keep in mind a hurricane could turn objects into flying missiles.
13. Check all doors and windows for locks and secure the unit.
14. Cancel newspapers and leave mail forwarding information at the Post Office.
15. Turn the hot water heater breaker to OFF as well as the breakers to the range, microwave, washer, dryer, dishwasher and disposal. Check that your refrigerator and air conditioner are still working (that your breakers weren't labeled incorrectly).
16. Change your mailing address on the Condo at Barletta and Bella Terra Master Association websites.
17. Complete and turn in your Notification of Designated Caretaker form to the office.
18. Be sure the management office has a key to your condo. This is a requirement and is necessary in order to gain access in your absence in case of an emergency.
19. Submit seasonal service request for TV, internet and phone.
20. Remove batteries from electronic devices.
21. Change batteries in smoke detectors and thermostat.
22. Change and stock furnace filters.

WHAT TO AND NOT TO RE-CYCLE

PLEASE **RECYCLE SMART** – IT'S ON THE LID – YOU MAY DEPOSIT THE FOLLOWING;

1. Aluminum – Empty cans and aluminum foil.
2. Corrugated cardboard boxes – Please flatten, and either cut down or fold to a size of no more than 4' X 4' flattened. Staples and tape do not have to be removed.
3. Glass – Clear & color food and beverage jars and bottles. Please rinse and remove food and other contents. Labels, rings and lids on glass containers are acceptable.
4. Juice cartons – All drink boxes and milk/juice cartons.
5. Magazines – Including catalogs and printed material with glossy pages.
6. Mixed paper – Brown paper bags, junk mail, envelopes, copier paper, shredded paper, pizza boxes, cardboard egg cartons, paper towel & toilet paper rolls, cereal/cracker boxes (remove plastic liners) and shoe boxes.
7. Newspapers – Includes all paper that is distributed with or as part of general circulation newspapers.
8. Plastics – With the recycling symbol Recycle #1-2 PET and HDPE containers such as beverage bottles, dishwashing soap bottles, shampoo bottles, plastic milk jugs, and detergent bottles. Please rinse and remove food and other contents. Labels, rings and lids on plastic containers are acceptable.
9. Steel and tin cans – Please rinse or remove contents (empty aerosol cans are OK too).



ITEMS THAT CANNOT BE RECYCLED

1. Ceramics
2. Christmas lights
3. Coat hangers
4. Computers, printers or other office equipment
5. Electric cords
6. Garden hoses
7. Glass cookware/bakeware
8. Household items – cooking pots & pans, toasters, etc.
9. Light bulbs (incandescent or fluorescent)
10. Mirrors
11. Plastic bags
12. Plastics – Unnumbered or without recycle symbol
13. Porcelain
14. Styrofoam – Egg cartons, food containers, or packing material
15. Window or auto glass

And remember...



HELPFUL RECYCLING TIPS

1. Please do NOT place any recyclables in plastic bags.
2. The condos have single stream recycling, which means all clean recyclables may be placed together loosely in the same bin.
3. Separating newspapers is not required, but newspapers can be placed in brown paper bags (no plastic bags please).
4. If the recycle bin is full, put excess recyclables into brown paper bags.
5. Plastic bags and Styrofoam containers can be recycled at local grocery stores in designated recycling bins.
6. Fluorescent light bulbs can be recycled at a major home improvement store.

Did You Know?

Plastic Bags are NOT recyclable in curbside pickup. They clog the separating system and are the leading contamination issue that cause loads to end up in the landfill. Please do not put recyclables into plastic bags.

Take reusable bags with you every time you go shopping.

FORMS

This document is limited to the list of forms shown below. All other Condo and Master forms are available on the Condos at Barletta www.condosatbarletta.com or Master Association www.bellaterraswfl.com websites.

Barletta Contact Information Form for Residents

Use this form to provide the Condos at Barletta management company, Castle Group, with your contact information.

Owner Contact and Opt-in Authorization Form

Use this form to provide the Master Association management company, Alliant, with your contact information and authorization to provide communication electronically.

Notification of Designated Caretaker Form

This form is to be completed and submitted to Castle Group for any unit that will be unoccupied for 30 days or longer.



Unparalleled Property Services

Barletta Contact Information form for Residents

Please complete the information below and return to Liz Christie, Property Manager, at christie@castlegroup.com. The information will be used to update your contact data to assure you receive Association communications and are informed of Association needs.

Property Owner's Name(s): _____

Barletta Address: _____ Unit # _____

Phone #(s): _____

Email(s): _____

Preferred Mailing Address:

Barletta Address _____

Other Address _____
Street City State Zip

If your unit is rented, please complete the following:

Name of Tenant(s): _____ Tenant Phone # _____

Dates of Lease: _____

Date _____ Owner Signature _____

In addition to providing the information above – check out the Community website!

www.condosatbarletta.com

If you have not created an account, select “new user” under the login button and sign up today! Once logged in you will find the Association documents budgets, meeting minutes, community calendar and so much more! Take a moment to login and explore your Community.



Alliant Association Management
13831 Vector Avenue
Fort Myers, FL 33907
E-mail: apmsupport@alliantproperty.com
Phone: 239-454-1101
Fax: 239-454-1147
www.alliantproperty.com

Owner Contact and Opt-in Authorization form

The information provided is for Association business only and will not be made public.

Date: _____ Community: _____

Name: _____

HOME ADDRESS – ON-SITE

Mail to (check box)

Street Address: _____

Unit Number: _____

City / Zip Code: _____

Primary E-mail: _____

Secondary E-mail: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

ADDRESS - ALTERNATE

Mail to (check box)

Street Address: _____

Unit Number: _____

City / Zip Code: _____

Primary E-mail: _____

Secondary E-mail: _____

Home Phone: _____

:

Do you want to **opt-out** of the neighborhood directory with your e-mail, telephone # and alternate address? ☐ YES

EMERGENCY CONTACT INFORMATION

Name: _____

Cell Phone: _____

Home Phone: _____

RENTER INFORMATION

Name: _____

Cell Phone: _____

Home Phone: _____

Do you want to **opt-in to receive electronic communications** from the Association and Alliant Property Management, LLC to include General Correspondence & Announcements, Invoices & Statements, and Official Letters & Notices (i.e.: delinquencies & covenant violation rules)? This will save the Association mailing costs. If opting-in, please check the box, sign and date.

☐ YES Signature: _____ Date: _____

Please e-mail, mail or fax the completed form using the contact information at the top right of this form. Thank you.

Condominiums at Barletta Association, Inc.

Notification of Designated Caretaker

Name	
Mailing Address	
Email	
Phone Number	
Condominium Address <i>(if different to above)</i>	

As per the Rules and Regulation of the Condominiums at Barletta Association, Inc. I hereby provide the following information for my designated caretaker. I understand this must be provided during my extended absence of 30 days or more.

Caretaker Name:

Phone #:

Owner's Signature: _____ Date:

Please return this form to the Castle Group.
