

**VALENCIA GOLF AND COUNTRY CLUB HOA**  
**Owner Questionnaire**  
**Capital Contribution of \$1,000.00 due at closing**

Name: \_\_\_\_\_ Date \_\_\_\_\_

VGCC Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Send mail to association address year-round: Yes / No**

Send to northern/alternate address from \_\_\_\_\_ to \_\_\_\_\_

Northern/alternate address: \_\_\_\_\_

City: \_\_\_\_\_ State / Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Do you rent your VGCC Home? Yes / No**      Annual or Seasonal? \_\_\_\_\_

Rental Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**DO YOU HAVE SOMEONE LOOK AFTER YOUR HOME IN YOUR ABSENCE? Yes / No**

**IF YES:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONS TO CONTACT IN THE EVENT OF AN EMERGENCY:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**VECHILE INFORMATION:** Please include your vehicle(s) registration(s)

Make and Model: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_

**All information is confidential and for association use only.**

**Please return this questionnaire to:**

**Valencia Golf & Country Club HOA  
C/O GUARDIAN PROPERTY MANAGEMENT  
6704 LONE OAK BLVD, NAPLES FL 34109  
PHONE: 239.514.7432 FAX: 239.514.7759**

**Valencia Golf & Country Club HOA  
EMAIL CONSENT FORM**

*(Please print in ink)*

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*If more than one number is listed, please write initial of first name after each cell phone number to indicate ownership*

Email Address #1: \_\_\_\_\_

Email Address #2: \_\_\_\_\_

To which email address(es) do you want emails sent? #1 \_\_\_\_\_ #2 \_\_\_\_\_ (Check one or both)

Northern/Alternate Address: \_\_\_\_\_

\_\_\_\_\_

Norther/Alternate Home Phone: \_\_\_\_\_

**YES / NO (Circle One)** I hereby agree and consent to have my LOCAL telephone number and/or email address or primary cell number in the Association's directory. (Primary cell number may be used if no local number is available.)

**YES / NO (Circle One)** I hereby agree and consent to be duly notified vial email of association meetings and other notices as permitted by law and I consent to an online voting system, if/when application in accordance with Florida Statutes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF YOU HAVE A TENANT OR FAMILY MEMBER RESIDING IN YOUR HOME, PLEASE COMPLETE THIS SECTION.

Name(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

**PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:**

**Valencia golf and Country Club HOA**  
C/O Guardian Property Management  
6704 Lone Oak Blvd., Naples, FL 34109  
Phone 239.514.7432 FAX 239.514.7759

**VALENCIA GOLF & COUNTRY CLUB HOA**

**PET FORM**

- I do not have a pet at this time.**
- I understand that falsification of information or failure to register my pet will result in revocation or the denial of approval by the Board.**
- I further understand that I am fully responsible for the action of my pet and have read the Rules and Regulations regarding the control of my pet.**
- I understand that this Pet Approval is only for this pet and expires when the pet is no longer on the property.**

**Maximin 2 pets**

**Please attach current veterinarian records.**

Owner: \_\_\_\_\_ Bldg./ Unit # \_\_\_\_\_

Address: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Present Weight: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight at Maturity: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Present Weight: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight at Maturity: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Buyer**

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Association Approval

\_\_\_\_\_  
Date

**Receipt of Governing Documents, Rules and Restrictions and  
Architectural Review Committee (ARC) Guidelines**

**Community Name: Valencia Golf and Country Club Homeowners Association, Inc.**

I, \_\_\_\_\_, Primary Applicant have received and understand the Governing Documents, Rules and Restrictions and Architectural Review Committee (ARC) Guidelines from Valencia Golf and Country Club Homeowners Association, Inc. I further agree to abide by all Governing Documents, Rules and Restrictions and ARC Guidelines.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Print Name

I, \_\_\_\_\_, Co-Applicant have received and understand the Governing Documents, Rules and Restrictions and Architectural Review Committee (ARC) Guidelines from Valencia Golf and Country Club Homeowners Association, Inc. I further agree to abide by all Governing Documents, Rules and Restrictions and ARC Guidelines.

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Print Name

## Voting Certificate

A Voting Certificate is for the purpose of establishing who is authorized to vote for a unit owner by a corporation, trust or other entity. If your unit is not owned by a corporation, trust or other entity, please disregard this certificate. A voting certificate is not needed if the unit is owned by one person.

To the Secretary of (name of association) \_\_\_\_\_

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of

Unit Address \_\_\_\_\_ Unit # \_\_\_\_\_

Association Name \_\_\_\_\_

Has designated:

\_\_\_\_\_

Name of Voting Representative: Signature and written name.

As their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the association and for all other purposes provided by the Declaration, the articles of Incorporation and the laws of the Association

The following examples illustrate the proper use of this certificate.

- i) Unit owned by John Doe and his brother, Jim Doe. No Voting Certificate Required.
- ii) Unit owned by Overseas Inc., a corporation. Voting Certificate must be filed designating an officer or employee entitled to vote, signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.
- iii) Unit owned by John Doe. No Voting Certificate Required.
- iv) Unit owned by Bill and Mary Rose, husband and wife. No Voting Certificate Required.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by subsequent Certificate.

Dated: \_\_\_\_\_

Owner \_\_\_\_\_

Owner \_\_\_\_\_

NOTE: This form is not a proxy and should not be used as such.


## INSTRUCTIONS ON HOW TO OBTAIN CONDO DOCUMENTS

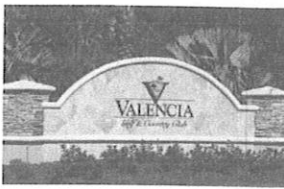
- If your Association has a Website, Current registered owners can access the website to see if there is a link to their association documents and print them from there.

OR

- To download and copy association documents from the Lee or Collier County Websites:

You can print a set off the clerk's website for free. You should verify with the clerk's office that the set you are downloading is current or you will have to search for any additional amendments. If there are additional items, the clerk's office should be able to direct you further.

LEE COUNTY Phone: 239-533-5000	COLLIER COUNTY Phone: 239-252-2745
<a href="http://www.leeclerk.org">www.leeclerk.org</a>	<a href="http://www.collierclerk.com/records-search/official-land-records-search">www.collierclerk.com/records-search/official-land-records-search</a>
▶ Click Official Records/Recording	▶ Click OR Document Search
▶ Click Official Record Search	▶ PARTY NAME: Business Name: <i>(Type Association Name)</i>
▶ Click Official Record Public Search	▶ DOCUMENT TYPE: <input type="checkbox"/> DECL : Declaration of Condo
▶ Accept Disclaimer	▶  Search
Party Type: Direct	
Name: <i>(Type Association Name)</i>	
Document Type: Select DOC	
▶ Click Search Records	



# VALENCIA GOLF & COUNTRY CLUB

Homeowners Association

1711 Double Eagle Trail - Naples, FL 34120

## RULES & RESTRICTIONS and ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES

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### ALL PERSONS USING THIS MANUAL ARE ADVISED

1. This manual has been adopted for the purpose of establishing general guidelines for architectural approvals and every day rules for the community and does not supersede or replace the Association's governing documents or local, state or federal laws, codes, ordinances, rules or regulations.
2. This manual is subject to amendment from time to time. Also, because of changing circumstances and technologies, matters prohibited or approved in the past may not necessarily be prohibited or approved in the future.
3. While this manual is intended to establish consistency of appearance within the community, it should be remembered that (because of factors such as location, neighborhood characteristics and proximity to common areas, water bodies, roads and the like) various properties may be treated differently in order to reflect such factors.
4. As stated in the Association's governing documents, no approval hereunder shall constitute a warranty or approval as to (and neither the Association nor any member or representative, thereof, shall be liable for) the safety, soundness, workmanship, materials, usefulness neither for any purpose, improvement or alteration nor as to its compliance with governmental or industry codes or standards.

## **SECTION 10 – AIR CONDITIONERS**

- A. Window air conditioning units are not permitted.
- B. No AC units will be permitted in the garage of a home.

## **SECTION 20 – ANTENNAS AND SATELLITE DISHES**

- A. Exterior antennas used for AM/FM radio, amateur ("Ham") radio, CB radio, Digital Audio Radio Services ("DARS") or antennas used as part of a hub to relay signals among multiple locations are not permitted.
- B. Satellite dishes with a diameter of 40 inches or less may be installed subject to the following:
  - 1. The dish must be installed at least 8 feet above the ground.
  - 2. The dish is to be installed on the rear wall of the house, or on a sidewall within 6 feet from the rear of the home if a clear signal cannot be received from that rear location.
  - 3. All required installation cables that are exposed on outside walls must be painted to match the existing house body color.
  - 4. Dishes may not be installed in Common areas.
- C. Installation of more than one dish will be considered if it is determined that a single dish is insufficient to provide an adequate signal. In such situations, a letter from the satellite service provider must be attached to the homeowner's ARC Modification Request.

## **SECTION 30 – AWNINGS**

- A. Only retractable roll-out awnings installed on rear of home are permitted.
- B. You must attach a Lot Survey drawing marked to show the proposed location of the awning, and a sample of fabric, to the homeowner's ARC Request for approval prior to installation. Colors must be consistent with the color scheme of the house.
- C. Periodic cleaning and the replacement of any badly worn or damaged awning is required.

## **SECTION 40 – BASKETBALL HOOPS**

- A. Only white or clear professionally manufactured basketball backboards installed on black poles are permitted. Roof or wall mounted backboards are prohibited.
- B. Portable basketball hoops must be stored inside the homeowner's garage or house when not in use. Storage on lanais or anywhere outside of the garage or home is prohibited.
- C. Basketball games played on a homeowner's driveway shall not cause a nuisance.

## **SECTION 50 – WATERCRAFT**

- A. The only place a boat, canoe, kayak or any other type of watercraft may be kept is in the homeowner's garage, and the garage door must be able to close completely so that the watercraft is not visible from the street. Any trailered watercraft parked in the street, clubhouse parking lots, or any other unauthorized area will be towed at the owner's expense.
- B. Boats, canoes, kayaks and other watercraft are not permitted on the lakes.
- C. Boat houses or docks are not permitted.

## **SECTION 60 – CLOTHES DRYING**

- A. No garments, rugs, or any other materials may be hung, exposed, or dusted from the windows or from the front facade of any home. Further, no outside clothesline or other facilities for drying or airing clothes shall be erected in the front yard or back yard of any home.

## **SECTION 70 – DRIVEWAYS AND WALKWAYS**

- A. Surfaces must be pavers or concrete or another hard surface approved by the Association. Grass or artificial turf cannot be installed on any driveway or walkway surface.
- B. Driveways may not be widened without ARC approval, and can only go to the width of the garage. The pavers must match in color and style to the existing pavers. The homeowner must also follow Collier County guidelines.
- C. Walkways from the driveway to the front door, front and/or rear porches and patios may be permitted. They must be at least be 5-ft. from the property line and no more than 3-ft. wide.

- D. Driveways are to be kept free of oil, gas and other stains. Periodic cleaning may be required at the discretion of the Board of Directors.

#### **SECTION 80 - EXTERIOR HOUSE LIGHTS**

- A. All additional light fixtures require ARC approval. Submit a picture of the fixture and a copy of your Lot Survey drawing marked to show the proposed location of the new light fixture(s) with your ARC Request for Modification Form. Replacement or additional light fixtures should be substantially similar to existing fixtures in terms of size, color and design.

#### **SECTION 90 – FENCES**

- A. Cordoning off a yard with fencing or walls is prohibited.
- B. 5 ft. high white or bronze aluminum Swimming Pool security fences may be installed at the perimeter of the pool deck (which cannot extend beyond the side plains of the house).

#### **SECTION 100 – FLAGS AND FLAG POLES**

- A. In accordance with Chapter 720 Section 720.304(2) of the Florida Homeowners' Association Act, a homeowner may respectfully display one United States flag, or official flag of Florida, that is not larger than 52-inches x 72-inches.
- B. In-ground, permanent flag poles are prohibited, and flags are not permitted to be affixed to trees or other landscaping. Flags may only be displayed using wall-mounted flag-pole brackets.

#### **SECTION 110 – GARAGE DOORS AND GARAGE CONVERSIONS**

- A. Garage doors should be kept closed when garage is not in use.
- B. Garage doors should be periodically cleaned, painted and maintained. The Board of Directors may require that damaged or unsightly doors be cleaned, repaired, or replaced.
- C. Replacement garage doors must comply with the current ARC approved colors, finishes and styles (see attached Exhibit E). An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee.
- D. Garages with front facing windows are to be fitted with appropriate window treatments (see Section 320).
- E. Garages shall not be converted into living space or any other use that is inconsistent with storage of vehicles, equipment and other personal belongings.

#### **SECTION 120 – GUTTERS AND DOWNSPOUTS**

Gutters and downspouts may be white or painted to match the house's Body or Trim Color.

#### **SECTION 130 – HOUSE EXTERIOR COLORS**

- A. Houses are to remain the original colors selected by the developer for the community, unless repainted in compliance with a current ARC approved color scheme detailing a specific set of Body, Trim, Garage Door and Front Door Colors (see attached Exhibit A).
- B. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee prior to any exterior painting.

#### **SECTION 140 – HOUSE EXTERIOR PAINT MAINTENANCE**

- A. Exterior painted surfaces are to be free of mildew and/or irrigation water staining.
- B. Chipped or peeling paint must be scrapped, primed, and repainted.

#### **SECTION 150 – LAKES**

- A. All lakes in the community are privately owned and are permitted through South Florida Water Management District for water management purposes only. They may not be used for recreational purposes; no swimming, fishing, boating or use for the operation of remote-control boats or other toys, is allowed.
- B. Homeowners are prohibited from taking water from a lake for irrigation.

- C. No personal property may be kept in the lakes or on the lake banks. Any property being kept on the lakes or lake banks is subject to removal without notice at the expense of the property owner.
- D. Any signs located on the lake banks relating to the lake may not be removed, damaged or altered in any way. Persons removing, damaging or otherwise altering a sign will be liable for the expense of replacing it.
- E. No construction debris, lawn clippings, vegetation, trash, or other items may be dumped in a lake.

**SECTION 160 – LANDSCAPING AND LANDSCAPE PLANT MATERIALS**

- A. No trees in established plant beds or yard are to be removed without a completed ARC Request for Modification Form submitted to the Property Manager and approved by the ARC Committee.
- B. If landscaping beds are to be expanded, a completed ARC Request for Modification Form submitted to the Property Manager and approved by the ARC Committee
- C. All landscaping is to be in plant beds.
- D. Added landscape plants and trees will only be maintained by the Association if they were approved prior to placement by the ARC Committee.
- E. Landscaping should not be planted in the right of way, drainage easements, or public utility easements. If utilities need to be installed or repaired, the installing entity has no obligation to replace or compensate the owner for landscaping plants that need to be removed.
- F. When installing new landscaping in an area other than an existing planter bed, the homeowner is advised to locate all public and private utilities prior to digging. The homeowner will be liable for any damage to a utility line during the improvements.
- G. Landscape lighting and decorative structures:
  - 1. Must not be a nuisance to neighbors.
  - 2. All wiring is to be buried and out of sight.
  - 3. Transformers will be obscured from view.
  - 4. The lawn maintenance company will not be liable for damage to landscape lighting or decorative structures if their placement makes mowing or other lawn maintenance procedures excessively difficult.
  - 5. Trellises are not permitted.
- H. Acceptable Landscape Plants and Trees (see attached Exhibit B – any species of types not listed are prohibited).
  - 1. Trees:
    - a. Most, particularly native species, are permitted. However, all invasive plants are prohibited.
    - b. Shall not be a nuisance due to their attraction to insects or rodents.
    - c. Shall be regularly trimmed so that branches do not become a nuisance to neighboring properties.
    - d. Fruit trees must be planted a minimum of 10-ft. from property lines. The required setback for all other trees is a minimum of 5-ft. from property lines. Large or fast-growing trees may require a greater setback.
    - e. Fruit trees may only be planted in the back yard.
    - f. No trees may be planted in the 20-ft. lake maintenance easement.
    - g. Fallen fruit, branches, and fronds must be picked up.
  - 2. Hedging:
    - a. Most, particularly native species, are permitted. However, all invasive plants are prohibited.
    - b. Shall not be a nuisance due to their attraction to insects or rodents.
    - c. Shall be regularly trimmed so that branches do not become a nuisance to neighboring properties.
    - d. Spacing of hedging shall be continuous (i.e. planted on 18-inch centers).
    - e. Hedging shall be planted at least 18-inches inside the property line. On corner lots, hedging must be set-back at least 5-ft from sidewalks and/or roadways.
    - f. Hedging must be maintained at between 4-ft. and 5-ft. in height.
    - g. The homeowner is responsible for maintaining all hedging not contained in plant beds.

3. Plants and Flowers:
  - a. Most varieties of plants are permitted. However, no artificial vegetation is allowed (includes plants, flowers, grass, etc.)
  - b. Shall not encroach of the 20-ft lake maintenance easement.

### **SECTION 170 – MAILBOXES**

- A. All mailboxes shall be uniform in type, color and design. All homeowners must install the standard approved mailbox and keep it in excellent condition.
- B. The mailbox supplier is: Beautiful Mailboxes, 305-403-4820, Model: Sevilla, Satin Black SEVIOO

### **SECTION 180 – NUISANCES**

- A. Music may not be played at a level that can be heard outside of your home.
- B. No homeowner shall create an annoyance to the neighborhood. Loud, disturbing and unnecessary noises will not be tolerated and may be reported to the Collier County Sheriff's Office. Activities that may constitute a noise disturbance include, but are not limited to, the following:
  1. Loud music, television, or parties.
  2. The sounding of horns and whistles for a lengthy period of time other than as a danger warning.
  3. Yelling, shouting, talking or singing louder than a normal conversational level after 11:00 PM.
  4. Barking, howling, whining and/or screeching animals.
- C. Rodents and insects are to be controlled
- D. Firearms and BB/pellet guns are not to be discharged or fired within the community.
- E. Fireworks are not permitted within the community.

### **SECTION 190 - PARKING OF VEHICLES IN THE COMMUNITY**

- A. Parking on streets, parking on or across sidewalks, parking on lawns, and parking on common areas is not permitted.
- B. The Board of Directors discourages parking a vehicle parallel to the street in a driveway or driveway apron because doing so risks driving over irrigation sprinkler heads.
- C. The homeowner is liable for the expense of repairs to sprinkler heads, irrigation pipes, and/or common area (tree lawn) grass as a result of illegal or careless parking.
- D. The Board of Directors or its agent has the authority to tow vehicles at the vehicle owner's expense that are in violation of the community's rules.

### **SECTION 200 – PATIOS AND LANAI DECKS**

- A. Patio and lanai decks are to be constructed of paver bricks or concrete.
- B. Wood decks are prohibited.
- C. Deck materials must be compatible in color and type with the house.
- D. Patio and lanai decks can extend beyond the side plains of the house as long as it is in accordance with Collier County guidelines.
- E. Patio and lanai decks cannot encroach on any easement (i.e. the 20-ft lake maintenance easement, drainage easements, utility easements, etc.)
- F. The homeowner is responsible for having all public and private utilities located prior to starting construction.
- G. Irrigation lines that run through the improvement area should be capped and/or re-routed so that no water is flowing under the patio or deck.
- H. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any patio or lanai deck installation.

## **SECTION 240 - SCREEN ENCLOSURES AND SCREEN DOORS**

- A. Screened enclosures may extend beyond the plain of the house as long as it is in accordance with Collier County guidelines and they do not encroach on any easement (i.e. the 20-ft lake maintenance easement, drainage easement, utility easement, etc.).
- B. Screened enclosures are to have white or bronze aluminum framing and silver or charcoal screening.
- C. Screened enclosures cannot have flat aluminum covered roofs.
- D. Landscaping may be required around screened enclosures, particularly on corner lots.
- E. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any screened enclosure installation. It is recommended that homeowners not apply for any permits or sign any contracts before their ARC Request has been formally approved.

## **SECTION 250 - SEASONAL LIGHTS AND HOLIDAY DECORATIONS**

- A. Seasonal lights and holiday decorations may only be displayed for a total of 40 days per year.
- B. No hooks, nails or other fastener devices are to be placed on or on a tree or other landscaping for the purpose of hanging lights or other decorations.

## **SECTION 260 – SIDEWALKS**

- A. Sidewalks are not to be painted or stained.
- B. Sidewalks are not to be blocked by vehicles, toys, or other items. Pedestrians are to have an unobstructed path.
- C. Sidewalks are not to be altered.

## **SECTION 270 – SIGNS, SALES, AND SOLICITORS**

- A. No signs other than security alarm company signs are permitted.
- B. No garage, community, yard or public estate sales are permitted.
- C. No door-to-door solicitation is permitted. Report violations to the Collier County Sheriff's Department.

## **SECTION 280 – STORAGE SHEDS AND TENTS**

- A. Storage sheds and tents are not permitted.

## **SECTION 290 – STORM AND HURRICANE SHUTTERS**

- A. Removable panel hurricane shutter fasteners should be checked for damage after each use.
- B. Roll-down and sliding hurricane shutter colors are to match the house Body Color.
- C. Accordion panel hurricane shutters colors must match the adjoining window or door frame color.
- D. Bahama style hurricane shutters are not permitted.
- E. Hurricane shutters cannot be installed more than 7-days prior to the forecasted arrival of a Tropical Storm or Hurricane and must be removed within 14-days after a storm. However, the Board of Directors has the authority to extend this 14-day deadline if needed.
- F. Hurricane shutters are not to be used for security purposes. However, clear shutter panels may be installed on the rear of a house abutting the golf course.
- G. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any roll-down, sliding or accordion hurricane shutter installations.

## **SECTION 300 – TRASH CONTAINERS**

- A. All trash must be placed in containers. Bags and loose trash are not permitted. Containers should be made of rigid plastic with 20 to 32-gallon capacity and have lids that close securely.
- B. Trash containers cannot be put out more than 12 hours before the scheduled pick-up, and must be brought in no more than 12 hours after the trash collection.

C. Trash containers must be stored out of view. Trash containers may be stored at the side or rear of a house only if they are screened from view by landscaping covering at least ¾ of the containers..

## **SECTION 210 – PETS**

- A. A maximum of 2 pets per household is permitted.
- B. Pets must be leashed and held by a person when they are outdoors (unless they are inside a screened lanai or fenced swimming pool enclosure).
- C. Pet owners must pick up after their animals.
- D. Pets are not to be left outside in a screened lanai or fenced swimming pool enclosure if their barking, howling, whining and/or screeching disturbs neighbors.

## **SECTION 220 - SWING SETS AND OUTDOOR PLAY EQUIPMENT**

- A. Tree houses and trampolines are not permitted.
- B. No swing set or equipment with a height taller than 15-ft. is permitted.
- C. Swing sets and outdoor play equipment is not to be visible from the street and should be obscured from view by neighbors so as to not become a nuisance.
- D. Swing sets and outdoor play equipment is to be kept in good repair. The Board of Directors may require that any outdoor play equipment that is in disrepair, unclean, or has become a nuisance be removed from the property.
- E. It is recommended that swing sets and non-portable outdoor play equipment be installed in a mulch bed to simplify lawn maintenance. Neither the Association nor its landscaping contractor will be responsible for damaged incurred in the course of routine lawn maintenance.
- F. No swing sets of outdoor play equipment is to be placed closer than 10-ft. from a property line.
- G. Swings on common area (tree lawn) trees are prohibited.

## **SECTION 230 – SWIMMING POOLS AND POOL EQUIPMENT**

- A. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any Swimming Pools or Spas installation:
  - 1. No portion of pool may extend beyond the side plains of the house. The pool deck or enclosure may extend beyond the side plains of the house as long as it is in accordance with Collier County guidelines. The pool and decking must be at least 5-ft inside the rear property line.
  - 2. No portion of a swimming pool, pool deck or enclosure can encroach on the 20-ft. lake maintenance easement.
  - 3. The homeowner is responsible for having all public and private utilities located prior to starting construction. Homeowners that start construction without having utilities located will be liable for any damage to a utility line.
  - 4. Irrigation lines that run through the pool and deck area should be capped and/or re-routed so that no water is flowing under the pool or deck. Homeowners who build over existing lines do so at their own risk. If an irrigation pipe breaks beneath the improvement, the Association's irrigation contractor will be permitted to remove any portion of the improvement necessary to repair the pipe, and the homeowner will be liable for the expense.
  - 5. A scaled "Lot Survey" drawing marked to show the proposed location of the swimming pool or spa and pool equipment must be attached to the ARC Request for Modification Form.
  - 6. It is recommended that homeowners not apply for any permits or sign any contracts before their ARC Request has been formally approved.
- B. Pool Equipment
  - 1. Pool equipment is to be screened from view by landscaping.
  - 2. The type of landscaping that will be used to screen pool equipment is to be identified in the swimming pool installation's ARC Request for Modification Form.

### **SECTION 310 – VEHICLES**

- A. No recreational vehicles, travel trailers, utility trailers, or motor homes may be stored within the community unless they can be stored in the garage with the kept closed at all times.
- B. Commercial vehicles must always be parked in the garage.
- C. Covered and/or unlicensed cars cannot be parked in a driveway, they can only be kept in a garage.
- D. ATV's, 4-wheelers and similar vehicles may not be driven within the community.
- E. The speed limit throughout the community is 20 mph.
- F. All Golf Carts operated within the community are to be registered with the Association. (See attached Exhibit C – Golf Cart Rules.)

### **SECTION 320 – WINDOWS AND WINDOW COVERINGS**

- A. Window coverings shall consist of curtains, drapes, blinds or other traditional window covering. Sheets, newspaper, aluminum foil, bags and similar items are not permitted.
- B. The Association has the right to demand that broken or damaged blinds or window coverings be repaired or replaced.
- C. Broken windows are to be promptly repaired or replaced.
- D. Mirror- finish window tinting is prohibited.

### **SECTION 330 – WETLANDS AND NATURE PRESERVES**

- A. All preserves in the community are protected under conservation easements. People, pets and vehicles are not permitted in these areas at any time.
- B. No homeowner, tenant or any other person may remove a tree, plant, animal or any other item from a preserve, nor should landscape debris, trash, or any other item be discarded in any preserve.

### **SECTION 340 – ROOFS AND ROOF TILES**

- A. Materials Approved
  - 1. Clay or Cement Barrel Tiles
  - 2. Clay or Cement Flat Tiles
- B. Materials NOT Approved:
  - 1. Asphalt Shingles
  - 2. Rolled Roofing
  - 3. Aluminum shingles
  - 4. Tin Roofing
  - 5. Wood Shingles or Shakes
  - 6. Metal Barrel Tiles
- C. Refer to the attached Exhibit D – Approved Roofing Styles and Colors for information on the currently approved tiles.
- D. An ARC Request for Modification Form must be completed, submitted to the Property Manager and approved by the ARC Committee for any complete roof tile replacement project.

**COMPLIANCE WITH THESE GUIDELINES DOES NOT AUTOMATICALLY GRANT ARCHITECTURAL APPROVAL. ARCHITECTURAL APPROVAL MUST BE REQUESTED IN WRITING FOR ANY CHANGES TO THE EXTERIOR OF YOUR HOME.**

**SCHEME 21**

Body/Trim: Requisite Gray SW #7023  
Pacer White SW #6098  
Doors: Raisin SW #7630  
Backdrop SW #7025

**SCHEME 22**

Body/Trim: Colonnade Gary SW #7641  
Alabaster SW #7008  
Doors: Outerspace SW #6251  
Pavestone SW #7642

**SCHEME 23**

Body/Trim: Wool Skein SW #6148  
Artesian Tan SW #7540  
Doors: Status Bronze SW #7034

**SCHEME 24**

Body/Trim: Uncertain Gray SW #6234  
Evening Shadow SW #7662  
Doors: Peppercorn SW #7674

**SCHEME 25**

Body/Trim: Jogging Path SW #7638  
Intellectual Gray SW #7045  
Doors: Thunder Gray SW #7645

# VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

## Exhibit B – Acceptable Landscaping Trees and Plants

### LEAF TREES

Black Olive/ Shady Lady  
Bottlebrush  
Buttonwood  
Clusia  
Cypress  
Geiger  
Golden Rain  
Guava  
Hibiscus  
Holly  
Hong Kong Orchid  
Jatropha  
Ligustrum  
Live Oak  
Magnolia  
Mahogany  
Pink Tabebuia

### PALM TREES

Bismarck  
Canary Island  
Chinese Fan  
Christmas  
European Fan  
Foxtail  
Lady  
Medjool  
Ponytail  
Pygmy Date  
Royal  
Sylvester  
Thatch

### ANNUALS

Begonia  
Bush Daisy  
Caladium  
Dusty Miller  
Geranium  
Lantana  
Mexican Heather  
Pentas  
Salvia  
Sun Patient  
Vinca  
Periwinkle

### GROUND COVER

Agave  
Anthurium  
Bird of Paradise  
Bromeliad  
Carissa  
Crown of Thorns  
Dracaenas  
Ferns  
Gardenia  
Ginger  
Iris  
Juniper  
Liriope  
Mondo Gras  
Purple Queen  
Society Garlic  
Zamia

### SHRUBS AND BUSHES

Allamanda	Firecracker	Podocarpus
Arbicola	Firebush	Porter Weed
Blue Plumbago	Flax Lily	Simpson Stoppers
Bougainvillea	Fountain Grass	Saw Palmettos
Buttonwood	Golden Dew Drop	Sea Grape
Coco Plum	Heliconia	Thryallis
Crotons	Hibiscus	Wax Myrtle
Fakahatchee Grass	India Hawthorn	Xanadu Philodendron
False Aralia	Jasmine	

### INVASIVE EXOTIC PLANTS AND SPECIES NOT PERMITTED BY COLLIER COUNTY OR THE STATE OF FLORIDA

Earleaf Acacia	Cajeput Tree	Brazilian Pepper
Australian Pine	Paperbark Tree	Florida Holly
Punk Tree	Downy Rose Myrtle	Carrotwood

# VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

## Exhibit A – Approved Exterior Paint Color Schemes

- NOTE:**
1. The Body and Trim Colors in each individual color scheme can be reversed.
  2. Garage Doors may be painted the Body, Trim, or Optional Garage Door Color, or remain the original factory White color. Options for woodgrain doors are in Exhibit E
  3. Gutters and downspouts may be painted the Body or Trim Color, or remain the original factory White color.
  4. Front, rear and side pedestrian entrance doors may be painted the Body, Trim, or Optional Front Door Accent Color in approved schemes.
  5. The dark contrast Front Door Accent Color in approved schemes can be used on garage doors, trim, gutters or downspouts.

### SCHEME 1

Body/Trim: Universal Khaki SW #6150  
Warm Stone SW #7032  
Doors: Urban Jungle SW #9117  
Dark Night SW #6237

### SCHEME 3

Body/Trim: Creamy SW #7012  
Universal Khaki SW #6150  
Doors: Urban Jungle SW #9117  
Dark Night SW #6237

### SCHEME 5

Body/Trim: Divine White SW #6105  
Latte SW #6108  
Doors: Double Latte SW #9108  
Rockwood Red SW #2802

### SCHEME 7

Body/ Trim: Dover White SW #6385  
Stamped Concrete SW #7655  
Doors: Slate Tile SW #7624

### SCHEME 9

Body/ Trim: Pewter Tankard SW #0023  
Balanced Beige SW #7037  
Doors: Smokey Blue SW #7604

### SCHEME 11

Body/Trim: Essential Gray SW #6002  
Windfresh White SW #7628  
Doors: Peppercorn SW #7674

### SCHEME 13

Body/Trim: Stamped Concrete SW #7655  
Elder White SW #7014  
Doors: Gossamer Veil SW #9165

### SCHEME 15

Body/Trim: Shoji White SW #7042  
Fawn Brindle SW #7640  
Doors: Urban Bronze SW #7048

### SCHEME 17

Body/Trim: Anew Gray SW #7030  
Aesthetic White SW #7035  
Doors: The Navy SW #9178  
Sticks and Stones SW #7503

### SCHEME 19

Body/Trim: Accessible Beige SW #7036  
Dover White SW #6385  
Doors: Mount Etna SW #7625  
Balanced Beige SW #7037

### SCHEME 2

Body/Trim: Softer Tan SW #6141  
Creamy SW #7012  
Doors: Serengeti Grass SW #9116  
Rockwood Dark Red SW #2801

### SCHEME 4

Body/Trim: Kilim Beige SW #6106  
Sands of Time SW #6101  
Doors: Double Latte SW #9108  
Toile Red SW #0006

### SCHEME 6

Body/Trim: Argos SW #7065  
Stamped Concrete SW #7655  
Doors: Smoky Blue SW #7604

### SCHEME 8

Body/Trim: Universal Khaki SW #6150  
Panda White SW #6147  
Doors: Mediterranean SW #7617

### SCHEME 10

Body/Trim: Gossamer Veil SW #9165  
Site White SW #7070  
Doors: Network Grey SW #7073

### SCHEME 12

Body/Trim: Panda White SW #6147  
Wool Skein SW #6148  
Doors: Homburg Gray SW #7622

### SCHEME 14

Body/Trim: Stamped Concrete SW #7655  
Pediment SW #7634  
Doors: Homburg Gray SW #7622

### SCHEME 16

Body/Trim: Loggia SW #7605  
Shoji White SW #7042  
Doors: Folkstone SW #6005

### SCHEME 18

Body/Trim: Mindful Gray SW #7016  
Oyster White SW #7637  
Doors: Grizzle Gray SW #7068

### SCHEME 20

Body/Trim: Amazing Gray SW #7044  
Pacer White SW #6098  
Doors: Peppercorn SW #7674

# VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

## Exhibit C – VGCC Golf Cart Rules

1. A "golf cart" is defined in Florida Statute 320.02 (22) as a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes, and that is not capable of exceeding speeds of twenty (20) MPH. Golf carts capable of exceeding 20 MPH may be defined as, low speed vehicles and as such must be registered, insured and equipped with seat belts, brake lights, headlights, taillights, turn signals, emergency blinker lights, parking brakes, a windshield and reflectorized warning devices.
2. Before golf carts may be operated under this rule, the owners thereof must purchase and maintain liability insurance against personal injury and damages to property of any nature relative to the operation of golf carts on Valencia Golf & Country Club roadways.
3. All persons operating golf carts subject to these rules must be a minimum of fifteen (15) years of age, hold a valid driver's license or restricted license issued within the United States, and must be in possession of a valid identification card showing proof of age at all times while operating a golf cart on Valencia Golf & Country Club roadways. All persons operating golf carts pursuant to a restricted license must be accompanied by a licensed driver at all times while operating a golf cart on Valencia Golf & Country Club roadways.
4. All golf carts operating subject to these rules must be equipped with efficient brakes, reliable steering apparatus, safe tires and a rearview mirror while operated on the designated roadways in Valencia Golf and Country Club.
5. A golf cart may be operated only during the hours between sunrise and sunset unless the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.
6. Golf carts may only be parked on an individual driveway, within a garage or at the Clubhouse parking lot. Parking in a homeowner's yard or the common area tree lawn in front of the yard is prohibited.
7. Golf carts operating subject to these rules may only be operated on the designated roadways in Valencia Golf & Country Club. Golf carts are not permitted to be operated on any sidewalks in Valencia Golf & Country Club. The property manager may operate a golf cart on sidewalks in Valencia Golf & Country Club for the purposes of inspecting Association property.
8. The number of occupants in any golf cart operated by a driver on the Valencia Golf & Country Club roadways shall be restricted to the number of seats on the golf cart. No occupants of the golf cart shall stand at any time while the golf cart is in motion on Valencia Golf & Country Club roadways.

**FLAT TILE**

Saxony 900 Slate  
Saxony 900

**FLAT TILE COLORS**

Weathered Ash  
Stone Mountain Blend

# VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

## Exhibit D – Approved Roofing Tile Styles and Colors

### EAGLE TILES STYLE

Capistrano  
Malibu

### EAGLE TILE COLORS

Terracambra Range  
Terra Cotta Gold  
Sevilla Range  
Kona Red Range  
Maple Forge  
Alhambra  
Cocoa Range

### CROWN TILE STYLES

Sanibel Mission  
Tuscany

### CROWN TILE COLORS

Mission Terra Cotta  
Sand Dune Blend  
Nueva España Blend  
Sand Dollar  
Smoked Fire Clay  
Tobacco Blend

### BORAL TILE STYLES

Estate  
Villa 900  
Barcelona 900

### BORAL TILE COLORS

Arizona Clay  
Canyon Clay  
Carmel  
Casa Grande Blend  
Champagne Cream  
Citrus Clay  
Desert Spice Blend  
Frontier Blend  
Gold Dust  
Marmalade  
Mandarin Sun  
Monterey Blend  
Spanish Red  
Terra Cotta  
Buckskin  
Espresso Blend

# VALENCIA GOLF & COUNTRY CLUB HOMEOWNERS ASSOCIATION

## Exhibit E – Approved New/Replacement Garage Doors

### NOTES:

1. C.H.I. OVERHEAD DOOR COMPANY STYLES, FACTORY STANDARD COLORS, AND WOODGRAIN FINISHES ARE REFERENCED BELOW, BUT HOMEOWNERS MAY USE ANY DOOR MANUFACTURER'S EQUIVALENT PRODUCTS.
2. SAMPLES OF THE C.H.I. PANEL STYLES AND COLORS CAN BE VIEWED AT THE CLUBHOUSE.
3. HOMEOWNERS ARE ADVISED TO CONSIDER HURRICANCE WIND RATINGS WHEN CHOSING A NEW GARAGE DOOR.
4. A BROCHURE WITH THE PROPOSED DOOR STYLE AND COLOR MARKED, OR A COLOR COPY OF THE BROCHURE PAGE(S) THAT PROVIDES THIS INFORMATION, MUST BE ATTACHED TO THE ARC REQUEST FOR MODIFICATION FORM WHEN IT IS SUBMITTED. THIS IS REQUIRED REGARDLESS OF WHETHER IT IS A C.H.I. DOOR OR ANOTHER MANUFACTURER'S PRODUCT.
5. GARAGE DOORS WITH WINDOWS ARE NOT PERMITTED.
6. AN ARC REQUEST FOR MODIFICATION FORM MUST BE COMPLETED, SUBMITTED TO THE PROPERTY MANAGER AND APPROVED BY THE ARC COMMITTEE PRIOR TO REPLACING A GARAGE DOOR.
7. A COLLIER COUNTY PERMIT IS REQUIRED.

### APPROVED PANEL STYLES:

1. RAISED PANEL - SHORT (STANDARD PANEL)
2. STAMPED CARRIAGE HOUSE PANEL- LONG AND SHORT (HORIZONTAL ORIENTATION)
3. WOODGRAIN

### APPROVED FACTORY PAINT COLORS:

1. WHITE
2. ALMOND
3. DESERT TAN
4. SANDSTORM
5. BRONZE
6. CLASSIC WOODGRAIN
7. MODERN WOODGRAIN
8. BROWN

### APPROVED WOODTONE FINISHES

1. LIGHT OAK
2. DARK OAK
3. CEDAR
4. WALNUT
5. DRIFTWOOD
6. MAHOGANY

<b>Valencia Golf and Country Club HOA</b>						
<b>Approved Budget</b>			Dues \$	344.00	# of Units:	456
For the Period of JANUARY 1, 2023 through DECEMBER 31, 2023						
					Date:	12/20/2022
	2022	YTD	2	2022	2023	Approved
	Approved	Actual	Months	Estimated	Approved	Quarterly
	Budget	10/31/2022	Projection	Year End	Budget	Budget
<b>INCOME</b>						
Operational Dues	1,589,952	1,376,370	275,274	1,651,644	1,689,660	422,415
Reserve Dues	188,160	88,449	17,690	106,139	155,556	38,889
Capital Contribution	26,000	39,250	7,850	47,100	50,000	12,500
Special Assessment	-	3,084	617	3,701	12,962	3,240
Owner Late Fees & Interest	25,000	7,612	1,522	9,134	7,500	1,875
Legal Fees Charged to Owners	-	18,213	3,643	21,856	15,000	3,750
Clubhouse Rentals	3,600	3,275	655	3,930	3,600	900
Clubhouse - Fobs	3,010	888	178	-	5,250	1,313
Barcode Stickers	400	6,871	1,374	8,245	1,800	450
Application Fees	3,900	14,800	2,960	17,760	3,900	975
Application Rental Fees	750	-	-	-	1,800	450
Violation Fees	-	6,100	1,220	7,320	4,000	1,000
Miscellaneous Income	10,000	1,525	305	1,830	500	125
Administrative Fee	5,000	-	-	-	-	-
Operating Interest	-	0	0	-	-	-
Reserve Interest	1,882	314	63	377	500	125
<b>TOTAL INCOME</b>	<b>1,857,654</b>	<b>1,566,752</b>	<b>313,350</b>	<b>1,879,037</b>	<b>1,952,028</b>	<b>488,007</b>
<b>UTILITY EXPENSES</b>						
Electricity - Street Lights	57,063	44,210	8,842	53,052	55,620	13,905
Electricity - Clubhouse	18,782	17,666	3,533	21,199	18,540	4,635
Electricity - Guardhouse	966	743	149	891	989	247
Gatehouse Utilities	1,200	801	160	961	1,200	300
Water / Sewer	8,281	4,618	924	5,542	6,000	1,500
Water - Irrigation	129,780	113,039	22,608	135,646	150,000	37,500
Refuse/Recycling - Waste Management	1,743	1,276	255	1,531	1,854	464
Telephone/Cable Clubhouse - Comcast	2,237	1,395	279	1,674	1,978	494
Telephone / Cable - Guardhouse	2,151	2,653	531	3,184	2,101	525
<b>TOTAL UTILITY EXPENSES</b>	<b>222,203</b>	<b>186,400</b>	<b>37,280</b>	<b>223,679</b>	<b>238,282</b>	<b>59,570</b>
<b>BUILDING EXPENSES</b>						
Building Maintenance	5,000	54,054	10,811	64,865	50,000	12,500
Maintenance Service	5,000	-	-	-	-	-
Guardhouse - Repairs & Maintenance	1,000	244	49	293	2,500	625
Guardhouse - Janitorial Supplies	300	-	-	-	-	-
Janitorial Supplies	1,500	424	85	509	1,800	450
Gate Scanner Contract	1,607	4,856	971	5,827	-	-
Clubhouse - Janitorial Contract	11,016	12,031	2,406	14,437	24,720	6,180
Guardhouse - Janitorial Contract	2,040	1,564	313	1,877	2,040	510
Pest Control - Interior	2,472	2,050	410	2,460	2,850	713
Alarm Service - Home - ADT	39,728	32,014	6,403	38,417	40,920	10,230
Alarm Service - Office - ADT	705	597	119	717	726	182
Security Gate Maintenance	-	2,249	450	2,699	4,537	1,134
Pressure Cleaning	2,060	-	-	-	2,500	625
Clubhouse HVAC Contract	2,000	-	-	-	2,060	515
Pressure Cleaning - Sidewalks	16,480	-	-	-	20,000	5,000
Fitness Equipment Repairs	2,000	6,960	1,392	8,352	2,000	500
Pool / Spa Contract	20,400	13,779	2,756	16,535	18,923	4,731
Pool / Spa Repairs & Maintenance	10,000	4,070	814	2,465	5,000	1,250
Pool Deck - Grading & Drainage	30,000	2,700	540	3,240	5,000	1,250
Clubhouse Activities	5,000	2,062	412	2,475	8,000	2,000
<b>TOTAL CLUBHOUSE OPERATIONS</b>	<b>158,308</b>	<b>139,656</b>	<b>27,931</b>	<b>165,168</b>	<b>193,576</b>	<b>48,394</b>

	2022	YTD	2	2022	2023	Approved
	Approved	Actual	Months	Estimated	Approved	Approved
	Budget	10/31/2022	Projection	Year End	Budget	Quarterly
						Budget
<b>GROUNDS MAINTENANCE</b>						
Landcape - Common	471,840	460,304	92,061	552,365	560,000	140,000
Irrigation Contract	100,000	18,112	3,622	21,735	30,000	7,500
General Repairs & Maintenance	13,000	-	-	10,000	10,000	2,500
Mulch / Rocks / Sod	15,450	-	-	-	30,000	7,500
Tree Trimming	53,905	45,898	9,180	55,077	60,000	20,000
Preserve Maintenance - Allstate Resource	4,104	2,728	546	3,274	4,104	1,026
Lake Maintenance - Cypress Assoc	5,400	5,161	1,032	6,194	8,900	2,225
Gate - Repairs & Maintenance	10,000	3,511	702	4,213	6,000	1,500
Gate- Maintenance Contract	1,582	3,254	651	3,904	3,200	800
Parking Lot - Share Fee	3,067	-	-	-	3,067	767
Holiday Decorations	8,500	442	88	531	8,500	2,125
Surveillance Cameras	1,500	-	-	-	1,500	375
Gate Openers	2,318	-	-	-	1,800	450
Maintenance Supplies	500	-	-	-	-	-
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>691,166</b>	<b>539,410</b>	<b>107,882</b>	<b>657,292</b>	<b>747,071</b>	<b>186,768</b>
<b>ADMINISTRATIVE EXPENSES</b>						
Management Fees	146,658	112,022	22,404	134,426	169,179	42,295
Office Expense	8,600	17,889	3,578	21,467	20,000	5,000
Administrative Expenses	8,100	-	-	-	-	-
Guardhouse - Office Expenses	500	-	-	-	-	-
Website Maintenance	1,090	91	18	109	1,200	300
Security Services - Access Control	162,000	109,236	21,847	131,083	162,000	40,500
Application Fees- SW Background Check	2,325	5,800	1,160	6,960	2,850	713
Legal Fees	150,000	119,933	23,987	143,920	150,000	37,500
Accounting / Tax Preparation	2,500	-	-	-	2,500	625
Reserve Study Professional Fees	45,000	-	-	45,000	25,000	6,250
Bank Fees	500	-	-	-	500	125
Income Tax Paid	400	-	-	-	400	100
Property Tax	15,285	-	-	-	15,285	3,821
Licenses / Taxes / Permits	800	500	100	600	600	150
Insurance - Clubhouse Property	8,280	9,426	-	9,426	10,840	2,710
Insurance - Guardhouse Property	600	548	-	548	630	158
Insurance - General Liability	19,092	17,294	-	17,294	19,888	4,972
Insurance - Clubhouse General Liability	2,568	2,397	-	2,397	2,756	689
Insurance - Roadways	768	614	-	614	706	177
Insurance - Worker's Comp	-	454	-	454	522	130
Gate Keys	2,781	-	-	-	-	-
Holiday Decorations	-	30	6	36	-	-
Bad Debt Write Off	15,000	-	-	-	15,000	3,750
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>592,847</b>	<b>396,233</b>	<b>73,100</b>	<b>514,334</b>	<b>599,856</b>	<b>149,964</b>
<b>RESERVE EXPENSES</b>						
Reserve Expenses	188,160	88,449	17,690	106,139	155,556	38,889
Special Assessment	-	3,084	617	3,701	12,962	3,240
Reserve Interest	1,882	314	63	377	1,882	471
Reserve - Deferred Maintenance	150	-	-	-	150	-
<b>TOTAL RESERVE EXPENSES</b>	<b>190,192</b>	<b>91,848</b>	<b>18,370</b>	<b>110,217</b>	<b>170,400</b>	<b>42,600</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,854,716</b>	<b>1,353,546</b>	<b>264,563</b>	<b>1,670,690</b>	<b>1,949,184</b>	<b>487,296</b>
<b>NET INCOME</b>	<b>2,938</b>	<b>213,206</b>	<b>48,788</b>	<b>208,347</b>	<b>2,844</b>	<b>711</b>

**Valencia Golf and Country Club HOA**

**Adopted Budget For Reserves For Capital Expenditures And Deferred Maintenance -  
For the Period of JANUARY 1, 2023 through DECEMBER 31, 2023**

Year				2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Balance		January 1		\$789,844	\$967,788	\$707,528	\$644,363	\$55,103	\$105,657	\$243,661	\$273,666	\$400,570	\$378,113
Contributions				\$188,160	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556
Special Assessment for Reserves				\$143,300									
<b>Subtotal</b>				<b>\$1,121,304</b>	<b>\$1,123,344</b>	<b>\$863,084</b>	<b>\$799,919</b>	<b>\$210,659</b>	<b>\$261,213</b>	<b>\$399,217</b>	<b>\$429,222</b>	<b>\$556,126</b>	<b>\$533,669</b>
	Useful Life	Current Estimated Replacement Cost	Est Remain Life, Jan 2023	0	1	2	3	4	5	6	7	8	9
<i>Site and Grounds:</i>													
Concrete Sidewalk- Repair	4	\$ 87,450	4	\$ 85,000.00	\$ 100,000.00			\$ 87,450.00				\$ 87,450.00	
Pavers (Roadways) - Replace	40	\$ 34,000	21										
Asphalt - Seal / Repair	4	\$ 74,000	1			\$ 74,000.00				\$ 74,000.00			
Asphalt - Resurface	20	\$ 720,000	0				\$720,000.00						
Entry/ Exit Gates - Replace	25	\$ 21,000	17										
Sign / Monument - Refurbish / Replace	20	\$ 33,000	1			\$ 33,000.00							
Hurricane Clean up		\$ 100,000		\$ 4,000.00	\$ 100,000.00								
<i>Building Exterior:</i>													
Clubhouse - Seal / Paint	7	\$ 9,500	0								\$ 9,500.00		
Guardhouse - Seal / Paint	7	\$ 1,600	0								\$ 1,600.00		
Windows & Doors (Common) - Replace	40	\$ 130,000	21										
Clubhouse Roof - Replace	25	\$ 260,000	21										
Guardhouse Roof - Replace	25	\$ 34,000	21										
Gutters / Downspouts - Replace	30	\$ 4,500	11										
Clubhouse - Light Poles	10	\$ 42,133	8									\$ 42,133.00	
Clubhouse - Parking Lot Asphlt Resurface	30	\$ 200,000	13										
<i>Mechanical / Electrical / Plumbing:</i>													
Intercom / Entry System - Replace	15	\$ 3,300	0	\$ 3,300.00									
Barcode Reader - Replace	15	\$ 11,000	0	\$ 11,000.00									
Gate Operators - Replace	15	\$ 20,843	15	\$ 16,000.00									
Barrier Arm Operators - Replace	15	\$ 10,000	7									\$ 10,000.00	
HVAC (Clubhouse) - Replace	15	\$ 50,000	0		\$ 50,000.00								
HVAC (Guardhouse) - Replace	15	\$ 5,300	0	\$ -	\$ 5,300.00								
Security Camera - Upgrade / Replace	10	\$ 17,000	1			\$ 17,000.00							
Golf Cart(s) - replace	10	\$ 8,100	0	\$ -			\$ 8,100.00						
<i>Common Interiors:</i>													
Guardhouse Interior Refurbish	10	\$ 13,000	0	\$ -		\$ 13,000.00							
Tile Flooring - Replace	20	\$ 28,000	1			\$ 28,000.00							
Fitness Room - Remodel	15	\$ 10,000	0	\$ -		\$ 10,000.00							
Fitness Equipment Lease	4	\$ 16,716	3	\$ 16,716.00	\$ 16,716.00	\$ 16,716.00	\$ 16,716.00	\$ 17,551.80	\$ 17,551.80	\$ 17,551.80	\$ 17,551.80	\$ 18,429.39	\$ 18,429.39
Clubhouse - Remodel Allowance	10	\$ 45,000	10	\$ -	\$ 45,000.00	\$ -							
Kitchen - Remodel	20	\$ 30,000	20	\$ -	\$ 30,000.00								
Bathrooms - Remodel	20	\$ 15,000	20	\$ -	\$ 15,000.00								
Manager's Office - Remodel	20	\$ 3,300	1			\$ 3,005.00							
Café Room - Remodel	20	\$ 11,000	20	\$ -	\$ 11,000.00								
Billiards / Game Room - Remodel	20	\$ 13,000	20	\$ 7,500.00									
Card Room - Remodel	20	\$ 13,000	20	\$ -	\$ 13,000.00								
Theater Room - Remodel	20	\$ 8,700	20	\$ -	\$ 15,000.00								
<i>Exterior Amenities:</i>													
Pool Deck Furniture - Replace	8	\$ 34,000	5					\$ -		\$ 34,000.00			
Pool Deck Pavers - Replace	40	\$ 87,000	21										
Pool Fence - Replace	20	\$ 24,000	1			\$ 24,000.00							
Swimming Pool - Resurface	12	\$ 45,300	8										\$ 45,300.00
Pool Heaters - Replace	8	\$ 20,000	8	\$ 10,000.00	\$ 10,000.00							\$ 20,000.00	
Pool Pumps - Repair Replace	10	\$ 4,800	1		\$ 4,800.00								
<b>Subtotal Expenditures</b>				<b>\$ 153,516.00</b>	<b>\$ 415,816.00</b>	<b>\$ 218,721.00</b>	<b>\$744,816.00</b>	<b>\$ 105,001.80</b>	<b>\$ 17,551.80</b>	<b>\$ 125,551.80</b>	<b>\$ 28,651.80</b>	<b>\$178,012.39</b>	<b>\$ 63,729.39</b>
Interest													
Ending Balance			December 31	\$ 967,788.00	\$ 707,528.00	\$ 644,363.00	\$ 55,103.00	\$ 105,657.20	\$ 243,661.40	\$ 273,665.60	\$400,569.80	\$378,113.41	\$469,940.02

2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
\$469,940	\$466,967	\$599,293	\$626,548	\$562,754	\$574,559	\$665,621	\$693,408	\$736,513	\$776,751	\$911,988	\$815,960
\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556	\$155,556
\$625,496	\$622,523	\$754,849	\$782,104	\$718,310	\$730,115	\$821,177	\$848,964	\$892,069	\$932,307	\$1,067,544	\$971,516
10	11	12	13	14	15	16	17	18	19	20	21
		\$ 87,450.00				\$ 87,450.00				\$ 87,450.00	
\$ 74,000.00				\$ 74,000.00				\$ 74,000.00			\$ 720,000.00
								\$ 21,000.00			
				\$ 9,500.00							\$ 9,500.00
				\$ 1,600.00							\$ 1,600.00
		\$ 4,500.00									
			\$ 200,000.00				\$ 42,133.00				
					\$ 3,300.00						
					\$ 11,000.00						
					\$ 20,843.00						
							\$ 50,000.00				
		\$ 17,000.00		\$ 5,300.00							
\$ 8,100.00										\$ 8,100.00	
\$ 13,000.00										\$ 13,000.00	
					\$ 10,000.00						
\$ 18,429.39	\$ 18,429.39	\$ 19,350.86	\$ 19,350.86	\$ 19,350.86	\$ 19,350.86	\$ 20,318.40	\$ 20,318.40	\$ 20,318.40	\$ 20,318.40	\$ 21,334.32	\$ 21,334.32
\$ 45,000.00										\$ 45,000.00	
										\$ 16,000.00	
										\$ 15,000.00	
										\$ 11,000.00	
										\$ 13,000.00	
										\$ 13,000.00	
										\$ 8,700.00	
					\$ -						
				\$ 34,000.00							
											\$ 45,300.00
	\$ 4,800.00						\$ 20,000.00				\$ 4,800.00
\$ 158,529.39	\$ 23,229.39	\$ 128,300.86	\$ 219,350.86	\$ 143,750.86	\$ 64,493.86	\$ 127,768.40	\$ 112,451.40	\$ 115,318.40	\$ 20,318.40	\$ 251,584.32	\$ 802,534.32
\$ 466,966.63	\$ 599,293.24	\$ 626,548.38	\$ 562,753.52	\$ 574,558.66	\$ 665,620.80	\$ 693,408.40	\$ 736,513.00	\$ 776,750.59	\$ 911,988.19	\$ 815,959.87	\$ 168,981.55



2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
\$776,216	\$900,647	\$930,278	\$1,095,208	\$1,205,517	\$1,174,327	\$1,218,736	\$1,347,245	\$1,458,086	\$1,533,795	\$1,606,637	\$1,774,478	\$1,761,504
\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160	\$188,160
\$964,376	\$1,088,807	\$1,118,438	\$1,283,368	\$1,393,677	\$1,362,487	\$1,406,896	\$1,535,405	\$1,646,246	\$1,721,955	\$1,794,797	\$1,962,638	\$1,949,664
10	11	12	13	14	15	16	17	18	19	20	21	22
			37,000					37,000			37,000	
	74,000				74,000				74,000			720,000
									21,000			
					9,500							9,500
					1,600							1,600
			4,500									
				200,000								
						3,300						
						11,000						
						16,000						
					5,300			50,000				
	8,100		17,000								8,100	
	13,000										13,000	
						10,000						
18,429	18,429	18,429	19,351	19,351	19,351	19,351	20,318	20,318	20,318	20,318	21,334	21,334
	45,000										45,000	
											16,000	
											15,000	
											11,000	
											13,000	
											13,000	
											8,700	
					34,000							
45,300												45,300
								20,000				
		4,800										4,800
\$ 63,729	\$ 158,529	\$ 23,229	\$ 77,851	\$ 219,351	\$ 143,751	\$ 59,651	\$ 77,318	\$ 112,451	\$ 115,318	\$ 20,318	\$ 201,134	\$ 802,534
\$ 900,647	\$ 930,278	\$ 1,095,208	\$ 1,205,517	\$ 1,174,327	\$ 1,218,736	\$ 1,347,245	\$ 1,458,086	\$ 1,533,795	\$ 1,606,637	\$ 1,774,478	\$ 1,761,504	\$ 1,147,130

**Valencia Golf and Country Club HOA**  
**Approved Reserve & Assessment Schedule**  
**For the Period of JANUARY 1, 2023 until the last home is built**

Reserve Shortfall \$ 177,145.00  
 Number of Units: 456

	<u><b>Annually</b></u>	<u><b>Quarterly</b></u>	<u><b>Monthly</b></u>
Operating Assessment	3,780.00	945.00	315.00
Reserve Assessment	348.00	87.00	29.00
<b>Total Assessment Due</b>	<b>\$ 4,128.00</b>	<b>\$ 1,032.00</b>	<b>\$ 344.00</b>

