



BENT CREEK PRESERVE HOMEOWNER'S ASSOCIATION, INC.

c/o SOUTHWEST PROPERTY MANAGEMENT

1044 Castello Drive, Suite 206, Naples, FL 34103

Phone: (239) 261-3440 ♦ Fax: (239) 261-0562

RESALE APPLICATION CHECK OFF SHEET

- ☐ Completed application
*Please note we **cannot** accept partial applications.*
- ☐ \$150.00 Application Processing Fee; please make check or money order payable to: **Bent Creek Preserve**
Separate applications & fee must be completed for co-applicants (excludes married couples and dependent children).
- ☐ Signed Rules and Regulations and Clubhouse Rules page 11
- ☐ Signed Acknowledgment of the Bent Creek ACC Guidelines
- ☐ Copy of sales contract signed by both parties
- ☐ If you have pet(s), provide full description on the application:
 - Type, breed, age and weight.
 - A picture of each pet
 - A copy of the rabies shot record

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RESALE APPLICATION FORM

Date of Application: _____

Property Address: _____

What are your intentions with this residence? Check all that applies.

☐ Reside Full-Time; ☐ Part-Time or ☐ Lease the Unit (Tenants must be approved by the Association prior to occupancy.)

Applicant(s) Full Name: _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

List of Occupants

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Pets, How many? _____

Type _____ Breed _____ Age _____ Weight _____

Type _____ Breed _____ Age _____ Weight _____

Type _____ Breed _____ Age _____ Weight _____

MUST INCLUDE PICTURE OF EACH PET AND COPY OF RABIES SHOT RECORD

Attach a copy of the Sales Contract

In case of emergency, notify: _____

Phone Number: _____ Relationship: _____

Number of Vehicles: _____

1. Make/Model _____ Year _____ License PL # _____ St _____

2. Make/Model _____ Year _____ License PL # _____ St _____

3. Make/Model _____ Year _____ License PL # _____ St _____

Purchaser(s) agree to park their vehicle(s) only in the garage or driveway of their unit; and that they have received a copy of, and will abide by, Declarations, By-Laws and all HOA rules and regulations.

Purchaser Signature

Purchaser Signature

Date

Bent Creek Preserve Homeowners' Association, Inc.

c/o SOUTHWEST PROPERTY MANAGEMENT
1044 CASTELLO DRIVE, SUITE #206
NAPLES, FLORIDA 34103-1900
(239) 261-3440 FAX: (239) 659-0124
Email: csr@swpropmgt.com

OWNER INFORMATION UPDATE

Dear Owners:

Please complete the following information promptly and return by fax, e-mail or mail. This information is needed to update our records so we can provide you with the best service possible. Thank you.

Owner Name: _____ Phone Number: _____

***Note: please list the phone number that you want to be used for the gate tele-entry system.**

Email: _____

Owner Name: _____ Phone Number: _____

***Note: please list the phone number that you want to be used for the gate tele-entry system.**

Email: _____

Lot #: _____ Local Street/Unit Address: _____

Alternate Mailing Address: _____

Alternate Telephone: _____

Are you a Part-Time Resident? ☐ No ☐ Yes

If yes, indicate months of local residence: From: _____ To: _____

Which address should we use for mailing? <input type="checkbox"/> Naples <input type="checkbox"/> Alternate

Is your unit currently leased? ☐ No ☐ Yes If yes, is the lease annual or seasonal? _____

Term _____ / _____ to _____ / _____ **Rental Agent** _____ **Phone** _____
Month Year Month Year

Person(s) to be notified in case of an emergency (*relative, friend or neighbor*):

Name Phone Number(s)

VEHICLE INFORMATION:

Make: _____ Model: _____ Year: _____ License PL # _____

Gate Transponder #: _____

(For Management Use Only)

VEHICLE INFORMATION:

Make: _____ Model: _____ Year: _____ License PL # _____

Gate Transponder #: _____

(For Management Use Only)

VEHICLE INFORMATION:

Make: _____ Model: _____ Year: _____ License PL # _____

Gate Transponder #: _____

(For Management Use Only)**Electronic Consent:**

_____ **Yes**, I hereby agree and consent to receive electronic communications, including but not limited to, my account statements, notices, and other announcements as permitted by law. By checking "Yes" I consent to Southwest Property Management utilizing any or all the above information for communication purposes.

_____ **No**, I prefer statements and other notices via mail only. I acknowledge that it is my responsibility to update the mailing address at which I want to receive correspondence. I understand it is my responsibility to submit the update in writing via email, mail, or fax and confirm the receipt. I understand that my failure to do so may result in missed communications. I understand any email address I provided on this form, may still be used for general communication purposes including Appfolio portal invitation(s).

I, the undersigned, am the owner of the unit listed above. All information provided is accurate. I understand that it is my responsibility to provide Southwest Property Management, in writing (via mail, fax, or email) with any updates to the above information.

Signature: _____ Date: _____

Please complete & return to Southwest Property Management via fax, mail, or email: <u>csr@swpropmgt.com</u>

RULES AND REGULATIONS

The Rules and Regulations hereinafter enumerated as to the Association properties, the common elements, the limited common elements and the units, shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The owners shall, at all times, obey such **Rules and Regulations** and use their best efforts to see that they are faithfully observed by their families, guests, visitors, lessees and persons over whom they exercise control and supervision. Said **Rules and Regulations** are as follows:

USE, APPEARANCE AND MAINTENANCE

18.5 Commercial Activity – Homes are for residential purposes only. There shall be no retail sale of materials, goods, or products on the premise.

Open House style showings for resale are not allowed. Homes must be shown by appointment only.

Garage Sales are not allowed.

18.32 Parking - No maintenance or mechanical repairs of vehicles or boats is permitted on the properties outside of garages except in an emergency.

18.18 General Use Restrictions - The streets, sidewalks, walkways, must not be obstructed or encumbered or used for any purpose other than ingress or egress. Nor shall any carriages, bicycles, skateboards, scooters, wagons, shopping carts, chairs, benches, tables, or any other objects be left out on sidewalks, walkways, or common areas.

18.30 Nuisances - No immoral, improper, offensive, or unlawful use shall be made of Association property or any part thereof, and each Owner shall, at his own expense, comply with all city, state, and federal laws, statutes, ordinances, regulations, orders or requirements affecting his home. No unit owner, lessee, guest, or visitor shall operate in such a manner causing unreasonable annoyance, or disturbance to others.

18.33 Personal Property - Personal property of owners/lessees **shall not** be stored outside their units. Personal Property such as but not limited to Bicycles, Toys, Sports Equipment, Basketball Hoops etc shall be stored within the homes/garages when not in use. **Personal property must not be left out front at night.**

~~Car covers are prohibited.~~

18.42 Signs & Flags No political, campaign, commercial, or advertisement, signs shall be permitted. This includes but not limited to: **For Sale” and/or real estate signs.**

It's a Boy/Girl and Happy Birthday lawn signs are permitted for 48hrs only.
Graduation/Class of - signs can be displayed for 1 week only.

18.17 Garbage Cans - All homeowner's garbage cans must be stored **in the garage**.

Garbage cans are not to be out before 6pm the night before trash pick-up and **should be put away by 7pm** on the day of trash pick-up.

DO NOT OVER-FILL Trash Bins located in the mailbox or other common area.

~~**18.8 – Outdoor grilling** – Outdoor grilling is only permitted in the rear of the home. No grilling is allowed in front of home or on sidewalks and driveways.~~

18.27 LEASING OF UNITS

THE BOARD OF DIRECTORS or Manager MUST APPROVE ALL RENTALS. All rentals are required to fill out a rental application. This must be accompanied by a check for the processing fee and must be received at least twenty (20) days prior to the lease.

Any owner found leasing their home without HOA approval, will face fines of up to \$100 per day or up to \$1000.

No unit may be leased more often than **two (2) times** in any calendar year.

No subleasing or assignment of least rights by the lessee is allowed.

The Association will hold owners responsible for damage to Association's common elements by their tenants, visitors, or guests.

18.34 Pets

Pet owner's - pet must be attended and leashed at all times outside of the house.

Pets are to relieve themselves in the Pet walking areas within Bent Creek.

DO NOT ALLOW YOUR PET TO "USE" RESIDENT LAWNS.

ALWAYS PICK UP YOUR PET'S WASTE.

DO NOT leave your animals unattended on the lanais, they have a tendency to get very vocal and disturb the other residents.

All owners **MUST CLEAN UP** after their pets. This is Collier County Code and a Health Hazard and a violation of HOA.

18.20 Shutters

Storm/Hurricane shutters are not to be in place more than 72hrs prior to an impending storm and should be removed 72 hrs after the storm has passed.

Parking

Street parking is allowed but vehicle must be parked in the direction of the traffic flow for the particular side of the street. Persons shall strive to park all vehicles on the same side of the street when possible; specifically, if there are multiple parties on the same street all guests shall park on the same side of the street to allow for normal traffic flow. Vehicle shall not be parked closer than five feet (5') to a stop sign.

Vehicles shall not be parked to block a neighbor's driveway unless said neighbor as agreed to such.

Parking Violations - Parking is not permitted on the streets between the hours of 11pm-6am.

Vehicles parked on the street after 11pm will be towed at the owner's expense.
(per Florida towing laws)

I received a copy of the BCP Rules and Regulations

New owners/tenants:

Print

signature.

Print

signature.

Date: _____

BENT CREEK PRESERVE CLUBHOUSE

RULES AND REGULATIONS

All initially capitalized terms not otherwise defined herein shall have the meaning ascribed thereto in the Declaration of Covenants, Restrictions and Easements for Bent Creek Preserve recorded in Official Records Book 5038, Page 3810 of the Public Records of Collier County, Florida (the "Declaration").

I. OWNERS, LESSEES AND GUESTS

1. Every Owner and Lessee may use the clubhouse (the "Clubhouse") and related facilities, including but not limited to the pool, pool deck, fitness room, billiard room, tennis courts, fire pit, playground, bocce court, and steam room, subject to the rules and regulations set forth herein. A person shall continue to have a right to use the Clubhouse and related facilities until he ceases to be a tenant legally entitled to possession of a rental home (a "Lessee"), or as long as the Owner continues to own the home in Bent Creek Preserve.
2. A "Guest" is an individual who is invited by an Owner or Lessee to visit his/her home or to use any of the Bent Creek Preserve facilities.
3. An Owner must notify management upon Lessee's move out. Gate access cards will be deactivated upon move out and are not transferable.

II. GENERAL RULES

HOURS: The Clubhouse shall be open during the hours of 10:00 a.m. - 10:00 p.m., every day of the week. Please note hours are subject to change without notice.

- a. An Owner or Lessee must execute a General Release and Waiver of Liability prior to use of the Clubhouse or related facilities. Please return to the Clubhouse administrative office.
- b. Guests may use the Clubhouse or related facilities only as the Guest of an Owner/Lessee. **The Owner/Lessee inviting a Guest is responsible for informing the Guest of the rules and regulations and of any risks involved in the Guest's use of the facilities.** Residents may have up to four (4) guests per household in the Clubhouse at a time, unless a reservation is made for a party. Reservations for parties shall be made by submitting the Bent Creek Preserve Clubhouse Rental Agreement to the Association together with applicable deposits and fees. All parties shall indemnify and hold the Association harmless against any claims that the Guest may bring against the Association arising from use of the facilities.
- c. Guests may not have guests.
- d. No animals may be brought into the Clubhouse or related facilities.

- e. No immoral, offensive or unlawful use shall be made of the Clubhouse or related facilities. All governmental requirements shall also be strictly observed.
- f. Commercial advertisements may **not** be posted or circulated anywhere in the Clubhouse or related facilities, nor shall business of any kind be solicited or conducted therein or by use of the Clubhouse's stationery without the prior authorization of the Board of Directors. The Clubhouse may not be used without the prior written approval of the Association for any function or activity involving the attendance or participation of non- Owners/Lesseees where a fee is charged for attendance or participation.
- g. Swimwear is restricted to the pool area. Swimmers may **not** walk through the Clubhouse, and must use the pool restroom only.
- h. No smoking (including e-cigarettes or vaping) is permitted in the Clubhouse or outside by the pool.
- i. Proper attire (shirts and shoes) must be worn inside the Clubhouse.
- j. All belongings shall be removed from the Clubhouse when leaving. The Association and its Board shall not be responsible for belongings lost or stolen.
- k. A Rental Agreement for the use of any portion of the Clubhouse for private functions must be executed prior to use. When portions of the Clubhouse are in use by an Owner who has properly reserved the facility, no other Owner shall be permitted in those areas other than for ingress and egress.
- l. Access Fobs: (2 per household with proper registration)
 - **Access Fobs:** additional fobs with a registration (photo ID with Bent Creek Preserve address) and a charge of \$50.00, limited to the amount of people living in the home over the age of 18.
- m. The playground is limited to children under the age of twelve (12) and such children shall be supervised by an adult at all times.
- n. Rollerblades, skateboards, bicycles and scooters may not be brought into or used in any part of the Clubhouse, including but not limited to, the pool deck, fitness room or tennis courts.
- o. Complaints, criticism, or suggestions relating to the operation of the Clubhouse or conduct of the staff should be presented, preferably in writing, to the Clubhouse manager or the Association.
- p. Owners, Lesseees and Guests may not, verbally or otherwise, abuse or reprimand, or discipline any employee of the Clubhouse, or send any employee off the premises for any reason whatsoever.
- q. Children are permitted in the Clubhouse only if they are supervised at all times. Children under 16 must be accompanied by an adult who may not be engaged in aerobics, weight

lifting, cardiovascular exercise, or any other activity that may diminish his/her ability to control the behavior of the child.

- r. No parking is permitted in the Clubhouse parking lot during off-hours of operation.
- s. Children under the age of 16 or pets shall not be left unattended near the fire pit. No garbage, paper products, or other objects or substances of any kind shall be put into the fire pit. All persons using the fire pit should remain at least five (5) feet away from the fire pit to avoid sparks. User shall not wear flammable or loose-fit clothing while near the pit. The fire pit shall not be used under windy conditions.

III. CLUBHOUSE FACILITIES

BILLIARD ROOM

- a. No activity other than billiard playing is permitted in this room. Horseplay, profanity and disruptive behavior are prohibited.
- b. Children under 16 may not use the billiard room without supervision. Sitting or standing on the billiard table is prohibited.
- c. No liquid or food may be brought into the billiard room.
- d. Games shall be limited to two (2) as a courtesy when others are waiting for the use of the table.
- e. No items shall be placed upon the surface of the billiard table.
- f. Members shall be responsible for any damages to the billiard table or equipment.

FITNESS ROOM

- a. All persons using the fitness room should consult their physician prior to the use of any exercise equipment in the fitness room. ALL PERSONS USING THE FITNESS ROOM EQUIPMENT DO SO AT THEIR OWN RISK.
- b. Using the equipment in any other manner than it is intended for absolves the Association of liability for injuries should the equipment malfunction or break.
- c. Equipment in this room may be used only during hours of 5:00 a.m. - 10:00 p.m.
- d. All residents sixteen (16) years of age and older may utilize the fitness room independently but must have an access card and a signed waiver on file. Children under the age of sixteen (16) are prohibited in the fitness room.
- e. Suitable attire and footwear must be worn (NO SANDALS). Shirts and shorts must have hemmed edges. Jewelry that may interfere with exercising must be removed prior to exercising.
- f. Eating, drinking (except water from spill proof containers) and smoking (including e-cigarettes and vaping) are prohibited, as are horseplay, profanity and disruptive behavior.
- g. Equipment must be wiped down after every use.
- h. Cardiovascular equipment cannot be reserved. Maximum time limit will be 30 minutes when others are waiting.
- i. Do not move or rearrange the equipment and/or exercise machines, unless otherwise permitted by the Association. All equipment is to be returned to its proper location.
- j. Individuals shall be responsible for any damage to equipment.

SWIMMING POOL

- a. THERE IS NO LIFEGUARD ON DUTY. ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. The Association and its Board assumes no responsibility for any accident or personal injury or for any loss or damage to personal property arising out of or in connection with the use of the pool and/or pool deck. Persons using the pool or pool deck agree not to hold the Association or the Board liable for actions of any nature occurring within the pool area.
- b. Children under sixteen (16) shall be accompanied and closely supervised by a supervising adult over the age of twenty-one (21).
- c. No diving, jumping, dunking, rough play, running, horseplay, profane language, loud music, rafts, bicycles, rollerblades, skateboards and scooters are permitted in the pool area. No balls of any kind, scuba equipment, swimming fins and other play or exercise equipment shall be permitted in the pool or pool deck unless the equipment is used in conjunction with an event or activity scheduled by the Association.
- d. The pool will be open Dawn to Dusk and may not be used by any person when not open.
- e. The spa may reach temperatures in excess of one hundred degrees Fahrenheit (100°F). If a permitted user of the spa has a health risk, such user should first check with their physician before using the spa.
- f. All persons must shower before entering the pool. No soaps or shampoos shall be used at the pool side shower.
- g. **Minors who are not toilet trained must wear swimming attire designed to prevent pool contamination.** Any person causing contamination of the pool will be assessed for
- h. the cost of draining and re-treating the pool as may be necessary. They can swim with a water proof diaper on. Regular daily diapers are not permitted.
- i. Pool parties, except if organized by the Association, are prohibited in the pool area.
- j. No nude swimming shall be allowed at any age.
- k. Persons wearing bandages or having colds, coughs, inflamed eyes, infections or open sores shall not use the pool.
- l. Absolutely no alcoholic beverages of any kind may be brought into or used in the pool, or pool deck except during scheduled events. Glass and breakables are prohibited. **Residents are to clean the area and dispose of any trash before leaving.**

- m. Minors who are unable to swim may use water wings with adult supervision. "Noodles" may be used as well as other floatation devices designed to assist non-swimming minors under adult supervision. No large inflatables/floats are permitted in the pool.
- n. Wheelchairs and strollers shall be permitted in the pool area.
- o. No radios, tape or CD players or portable televisions shall be permitted in the pool area without the use of headphones.
- p. Residents and guests entering the Clubhouse from the pool area must be dry, wear shoes and be properly attired.
- q. This is a non-smoking facility. No smoking (including e-cigarettes or vaping) shall be permitted in the pool area.
- r. No animals are permitted in the pool or pool area.
- s. Towels are to be placed upon all chairs and lounges prior to use and are to be wiped clean of lotion, oil, etc. prior to leaving.
- t. Pool furniture shall not be reserved for anyone not in the pool area. Tables are to be wiped clean after use, debris removed, and umbrellas closed prior to leaving and **all pool furniture, if moved, must be returned to original location.**

TENNIS RULES AND REGULATIONS

HOURS: The tennis courts are open from dawn to 9:00 p.m.

- a. Proper tennis etiquette should be observed at all times. Excessive noise, racquet throwing, profanity or other unsportsmanlike conduct will not be permitted. Such conduct may result in a player being asked to vacate the court.
- b. During morning hours (8:00 a.m. to 12:00 noon), players shall maintain low noise levels.
- c. Use of courts is based on a first-come, first-serve basis. If other members are still playing when you arrive, please keep noise and movement to a minimum. Players should be allowed to finish a game in progress whenever possible.
- d. Tennis play shall be limited to one and a half (1½) hours for doubles play and one (1) hour for singles play.
- e. All belongings shall be removed from the courts when play is complete. The Association and its Board shall not be responsible for lost or stolen belongings.
- f. Use of the courts by an organized team (e.g. school teams, municipal recreation league teams, etc.) as a practice or scrimmage court, facilities, field or area is strictly prohibited.
- g. The courts may not be used as walkways or thoroughfares. Walking behind or through the courts during play shall be prohibited. Entering or leaving a court shall only occur when the play of other players is stopped. Owners/Lesseees should never enter courts through the service/maintenance gates.

TENNIS ATTIRE

- a. Shirts and shorts must be worn at all times.
- b. Cutoff jeans, tank tops, jogging clothes, swimsuits or bare chests are prohibited.
- c. No black soled sneakers or non-athletic shoes of any kind may be worn on the tennis courts.

CHILDREN

Children under 16 are not permitted in the tennis court area unless accompanied and supervised by an adult at all times. They may not use the courts for any purpose other than tennis.

GUESTS

Owners/Lesseees may invite guests to play on a court. **A guest may play tennis only with the Owner/Lessee, who must be on the court at all times.**

ABUSE OF COURTS

- a. Bicycles, carriages, skates, rollerblades, skateboards and other such extraneous items may not be brought onto the courts. No intoxicants, food or breakable containers shall be permitted on the courts.
- b. Owners/Lessees shall be responsible for the repair and/or replacement costs incurred as a result of deliberate or irresponsible behavior resulting in damage to the courts and/or related equipment caused by the Owner, his/her family members, tenants, guests, invitees and others for whom the Owner/Lessee is responsible.

RESERVATIONS

- a. Reservations for play shall not be made earlier than the day before the requested time.
- b. Names of all players shall be posted with the requested time.
- c. Players shall not reserve more than one time slot daily. Any duplicate reservations shall not be honored until all other players have played.
- d. Unassigned court time may be signed up for by the same players on the same day.
- e. Court time shall be forfeited if players do not show up within ten (10) minutes of the reserved time.
- f. If the court loses playability during a reserved time, playing time shall not be extended if other players are waiting or have reservations.

IV. INTERPRETATION OF RULES AND REGULATIONS

Questions concerning the interpretation or applicability of rules and regulations will be answered by the Association whose interpretation shall be final.

V. VIOLATIONS OF RULES AND REGULATIONS

The rights of any person (and the benefits for their Guests) to use the Clubhouse or any related facility may be suspended by the Association in accordance with the Declaration if, in the judgment of the Association, it is determined or found that:

- a. the person violates one or more of these rules and regulations; or
- b. the person has injured or harmed or threatened to injure or harm any other person within the Clubhouse or related facilities, or harmed, destroyed or stolen any personal property, whether belonging to a third party or the Association; or
- c. a person submits false information on a Rental Agreement.

THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANY TIME.

I AGREE/ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE COMPLETE SET OF THE CLUBHOUSE RULES AND REGULATIONS AND AGREE TO STRICTLY COMPLY WITH SUCH RULES AND REGULATIONS.

[ALL PERSONS RECEIVING A CARD MUST SIGN BELOW]

By: _____
Print Name: _____
Date: _____

By: _____
Print Name: _____
Date: _____

By: _____
Print Name: _____
Date: _____

By: _____
Print Name: _____
Date: _____

ADDRESS: _____

FOB INFORMATION – Replacement/Lost Access Fob- \$50.00

Clubhouse Card Number (Residents Only-No exceptions)

Name_____Card number _____

Name_____Card number _____

Name_____Card number_____(additional \$50.)

Name_____Card number_____(additional \$50.)

Must be over the age of 18 to have card access. Minors must be accompanied by an adult.

BENT CREEK PRESERVE HOA, INC.

c/o Southwest Property Management, 1044 Castello Drive, Suite 206, Naples, FL 34103

By signing this page, We/I acknowledge that I have read and received a copy of the Bent Creek ACC Guidelines and list of approved plants.

We/ I understand that modification without ACC approval is not allowed. _____
Initial here

We/ I understand that trash/recycle bins are to be stored INSIDE the garage. _____
Initial here

We/ I understand that trash/recycle bins are only allowed out 6pm the night before pick-up and must be returned to the garage by 6pm the day of pick-up. _____
Initial here

We/ I understand that use of the Bent Creek Community Pool/Spa after the sun goes down is not allowed. _____
Initial here

Date: _____

Signature: _____

Print name: _____

Signature: _____

Print name: _____

BENT CREEK PRESERVE ACC STANDARDS

The intent of the governing documents is to assure residents that the standards of design quality within the community will be maintained. This in turn, protects property values and enhances the community's overall environment.

These standards serve as a guide to aid members of the ACC and residents in maintaining and enhancing BCP designed environment in accordance with the governing documents. The guidelines address improvements for which homeowners must commonly submit applications to the ACC Committee. They are not intended to be all inclusive or exclusive, but rather serve as a guide to what may or may not be done.

SCOPE OF CONSTRUCTION ACTIVITIES GOVERNED BY THE ACC (Sec. 26)

No building, dwelling, accessory building, outdoor lighting, pool, roof, fence, deck, patio, porch, canopy, wall, walk, terrace, storage building, driveway, or other structure shall be erected, placed, remodeled, replaced, repainted, modified, or altered on any lot or parcel within the property until all plans and specifications are submitted to and approved in writing by the Bent Creek Preserve Architectural Control Committee.

Failure to follow these Standards and obtain ACC written approval or failure to follow the plans as approved by the ACC may result in the HOA imposing significant fines and a notice to stop construction and/or legal action by the HOA or other property owners to remove or alter the offending item, if the owner(s) fails to voluntarily do so.

Architectural standards means design and development guidelines and review procedures prepared and promulgated by the Architectural Control Committee ("ACC") on behalf of the Board of Directors.

ITEMS THAT DO NOT REQUIRE ACC APPROVAL

Decorative/Seasonal door wreaths

Front door Welcome Mats/Signs

Gutter installation on back of home (*must match existing gutter colors*)

Gutter screen guard (*must match existing gutter colors*)

2 ceramic pots (*restrictions set forth below*)

SCREENS

Screen doors are to be installed flush with the concrete entrance door frame of villa or home and must be 1 of the 2 approved screen door styles, in dark brown matching window frame.

POOLS (Sec. 18.35)

Construction of POOLS must be completed within four (4) months from the date construction commences unless otherwise extended, in writing, by the ACC. ~~Fee for extended POOL construction is an additional \$250.~~ All swimming pools and spas are required to be enclosed by a screen enclosure or fence.

You must submit an ACC request for POOLS and the following:

- Survey depicting locations of proposed pool/spa and ancillary equipment on lot.
- Architectural rendering of proposed pool/spa.
- Identify pool deck type, color, and pattern and elevated spa areas.
- Identify coping material and color.
- Provide color and pattern samples (for above items 3 and 4).
- Identify proposed rock formations and water features associated with pools and spas.
- Built-in-slides and grotto/cave structures are deemed to be obtrusive features and therefore are not permitted. No diving boards, slides or above ground pools permitted.

Owners are responsible to ensure all contractors perform their work in accordance with BCP ACC Standards.

Owners are responsible for obtaining all necessary permits and insurances All contractors must provide proof of license and insurance prior to starting the job and must name Bent Creek Preserve as an additional insured. All work . must comply with current local, county and state codes and regulations.

(Sec 18.23.2 & 18.36) While homeowners are not required to use our current contracted irrigation and landscaping vendors, final inspection of any relocation, removal or replacement of irrigation and landscaping will require an approval of same by our current vendors to ensure the work is done correctly and is compatible to BCP standards and irrigation systems. As always, all modifications of any kind require licensed and insured vendors with up to date documentation. The cost of any work done incorrectly by an unlicensed vendor or work done by an outside vendor that requires further repairs will be deducted from the homeowner deposit.

LANDSCAPING (Sec. 18.23.2 & 18.36)

The removal or extensive cutting/trimming of trees is also prohibited without the written approval of the ACC.

All plantings must be in compliance with the "Approved Plant List" and Florida statutes.

LANDSCAPE LIGHTING (Sec. 18.23.3 & 18.28)

- o Landscape lighting is permitted on the front and rear of the Lot and/or Home (*i.e.*, up-lights on trees and small walkway path lights) as long as there is no glare on adjacent properties.
- o Landscape lighting may not be surface mounted to the Home.
- o Lampposts are not permitted.
- o Lamps in landscaping lights are to be clear or white color. LED lighting will be permitted. Multi-colored lights are not permitted.
- o An ACC Request must be submitted and approved prior to any installation of landscaping lighting.

OUTSIDE LIGHTING (Sec. 18.28)

- No extension cords are allowed in the lighting of any permanent/non-holiday lighting.
- Three (3) solar powered landscaping lights around shrubs and trees is permitted. Three (3) solar path lights are permitted. Lighting may not impact other homes.
- ~~No lights are to be strung from the house or in a pool cage/fenced rear open lanai.~~
- Motion lights must be on a timer for no longer than 5 mins.

GARAGE SCONCES (Sec. 18.28)

Replacement of the garage sconces must have ACC approval. If the exact model is no longer available, the replacement must be black and similar in size and shape to the existing sconce.

BIRD HOUSES, BIRD FEEDERS, & OTHER HANGING OBJECTS (Sec. 18.9)

No hanging objects shall be permitted **due to potential danger caused by hurricane and high winds creating air born projectiles**. To prevent the attraction of rodents and other animals, no feeders of any kind shall be permitted.

LAWN DECORATIONS & ORNAMENTAL OBJECTS ON FRONT/ SIDE OF PROPERTY (Sec. 18.9)

- o Yard decorations including but not limited to statues, sculptures, figurines and bird baths must comply with ACC Standards. No more than three (3) decorative items are allowed. Items may not impede landscape maintenance.
- o Decorative features must not exceed 36 inches in height and 24 inches in width.
- o Plastic flamingos or other such plastic ornamental objects are not permitted. No artificial flowers and vegetation are permitted.
- o No more than two (2) flowerpots may be visible from the street and these must not impede with landscape maintenance.
- o Flowerpots must not exceed 36 inches in height, 24 inches in width and must match the color scheme of the house.
- o A combination of decorative features (3) and flowerpots (2) that are visible from the street cannot exceed a total number of five (5).
- o No more than one (1) bench can be visible from the street.

SIGNS (Sec. 18.42)

Political, campaign and commercial business signs are not permitted.

"For Sale" and/or real estate signs are NOT permitted.

The following signs are permitted for 48hr period only:

- It's a Boy/Girl
- Happy Birthday

Graduation signs can be displayed for only 1 week.

EXTERIOR WALL DECORATIONS AND PLAQUES (Sec. 18.42)

- Exterior wall decorations and plaques are only permitted in the covered lanai.
- Exterior wall decorations and plaques are not allowed at the main/front home entrance or the front of the garage area.
- Wall decorations and plaques in the covered lanai of the home must be properly secured to prevent wind damage.

FOUNTAINS (Sec. 18.23.1 & 18.42)

- No permanent water fountains/features are permitted in front/side/rear lawns or flower beds.
- Portable Water fountains are allowed in the entry vestibule if plugged into an existing outlet that does not require separate electrical wiring.
- ***Portable Fountain size is not to exceed 36 inches in height and 24 inches in width***

FLAGS (Sec. 18.42)

Only the flags listed below are permitted in BCP. Flags must be displayed from a flag-pole mounted on the house or freestanding pole no taller than 8ft.

- United State flag not larger than 4 ½ ft x 6 ft.
- State flag of Florida not larger than 4 ½ ft x 6 ft.
- Flags of the US Armed Forces including POW-MIA flag not larger than 4 ½ ft x 6 ft.

Seasonal flags, which can only be hung during the holiday month and must be removed within five (5) days of the end of the month of the holiday, are permitted.

- Political and commercial business flags are not allowed.

OUTSIDE STRUCTURES (Sec. 18.1 & 18.44)

Permanent structures are not permitted, including, but not limited to storage sheds, dollhouses, greenhouses, shacks, tiki bars, tiki torches, barns, carports, tents, canopies, awnings, swing sets, playhouses, playsets, sandboxes, gazebos, pergolas, faux wells, and doghouses. No structures other than pool cage or fence may be mounted to the home.

Nothing other than approved plants or shrubs are permitted outside the cage or fence area of the home.

FIRE PITS, BBQ's AND SMOKERS (Sec. 18.8)

- No wood burning firepits ~~or smokers~~ are permitted. Only propane firepits are allowed. The flame portion of the firepit is not to exceed 2ft x 4ft or 2 feet in diameter.
- Firepit flames cannot be on when unattended.
- Tiki torches, fire bowls, propane heaters, or any other source of flames are not permitted.

- Barbeques must remain inside lanai area and not outside of cage or fence when not in use. ~~Barbecues cannot be used in front of a dwelling.~~

EXTERIOR RECREATION (Sec.18.43)

Trampolines are not permitted.

- Inflatable children's bounce houses/water slides are allowed in back yard only for parties for a period of no-more than 12 hours.
- Permanent in ground or mounted basketball hoops are not permitted.
- Portable basketball hoops are permitted and must be placed inside the garage when not in use and **may not be left out** overnight.

HURRICANE SHUTTERS (Sec. 18.20)

- Galvanized shutters, clear shutters, accordion shutters and roll down shutters are approved.
- New roll down shutters and exposed housing parts must be white, beige, bronze or painted to match the home's exterior wall color.
- All new hurricane shutter or impact window installations must be installed per current Collier County applicable building codes.
- An ACC Request shall be submitted and approved prior to any installation, with drawings and color scheme.
- Removable shutter panels must be stored within the home when not in use per existing rule covenants.

FENCES, INVISIBLE FENCES and CLOTHES LINES (Sec. 18.14 & Amendment 3)

- Fences are only permitted straight back from the home. No fences are permitted on either side of the home. Walls, invisible dog fences, etc., are not permitted. No fences are allowed on drainage easements or land easements. Fences shall not exceed 48" in height and must be bronze in color with open picket design.
- For villas, fences and screen enclosures cannot be installed in the center point of the shared wall, but rather must be installed/mounted on the respective owner's portion of the shared wall and may not encroach on attached villa property. Fences are to be separate on each villa and may not share any portion thereof.

- Fences are required around a pool or spa if no screen enclosure is used and proper landscaping from our approved plant list shall be planted around the outside perimeter of the fence.
- Child safety fences at swimming pools are permitted per local, county, or state laws and local building codes providing that the pool area is enclosed within a screened cage.
- Clothes lines are not permitted.

FRONT ENTRY DOORS AND SIDELIGHTS/GARAGE DOORS (Sec. 18.1)

- Front entry door size shall not be modified without ACC approval.
- Any alteration, repair, or replacement of the front entry doors or sidelights requires an ACC request submission and approval prior to alteration, repair, or replacement.
- Front entry door shall be properly maintained and painted/stained as often as necessary in the same current paint scheme as the home.
- Replacement garage doors must be the same type and style as the original doors installed by the original builder and requires ACC approval. Screens are not permitted on garage entry.

PAINT (Sec. 18.31)

- All home repainting requires ACC approval. If a homeowners property requires repainting, the home must be painted using Sherwin Williams paint to closely match the original or current color(s) (house, trim, garage door, front door, gutters and downspouts), but no more than 2 shades darker or 2 shades lighter.
- Garage doors must match the house trim.
- No other colors are acceptable.

SOLAR PANELS

Solar panels are permitted per FL statute but still require proper documentation and ACC approval as to placement. Such panels are permitted only on the roof of the home. Solar panels must be compliant with Collier County standards.

GENERATORS (Sec. 18.19)

- Generators are permitted but still require proper documentation and ACC approval.

- All generator equipment must be installed on a concrete pad.
- Generator must meet Collier County Noise Control Ordinance.
- The owner is responsible to provide adequate landscaping screen to make equipment unobtrusive from the street.

APPEAL PROCEDURES

1. The initial appeal is required to be in writing with a full explanation including supporting drawings, plans, etc., and signed by the owner. If the appeal is prepared by the contractor or architect, it must be countersigned by the owner and shall be mailed or delivered to the Bent Creek Manager's office at 9350 Bronwood Place, Naples FL 34120
2. The initial appeal will be considered by the entire ACC at a rehearing. The results of the ACC's review will be forwarded in writing to the owner within 30 days from the date of the rehearing. (Sec. 26.8.5)

APPROVED PALM LIST

Bent Creek 2020

PALMS:					
Acoelorrhaphe wrighti	Paurotis Palm	Multi-Trunk/ Thrones	20 ft tall		Susceptible to Ganoderma
Bismarckia nobilis	Bismark Palm		20-50' tall 20' wide	Full Sun	
Butia capitata	Pindo Palm Jelly Palm		15-18' tall	Full Sun	Susceptible to Ganoderma/ bud rot
Carpentaria acuminata	Carpentaria Palm		30-40' tall	Specimen tree/Full Sun	
Caryota mistis	Fishtail Palm		10-30' tall	Specimen/Full Sun	
Chamaedorea catartarum	Cat Palm		5-8' tall 8-10' spread	Specimen for Shade/ Lowlight	
Chamaerops humilis	European Fan Palm		8-10' tall 6-8' spread	Full Sun	
Chrysalidocarpus lutescens	Areca Palm	Multi-trunk	15-20' tall 10-15' Spread	Full Sun to light Shade	Susceptible to Ganoderma/ bud rot/Smut
Coccothrinax argentata	Silver Thatch Palm			Specimen Palm/Full Sun Slow Grower	
Coccothrinax crinita	Old Man Palm		15' tall	Specimen/ Very Slow Grower	
Cocos nucifera	Coconut Palm		50-60' tall	Many Varieties/Fruiting/ Trimming 1x year	Susceptible to Lethal Yellow/ Ganoderma
Hyophorbe lagenicaulis	Bottle Palm	Bottle Shaped Trunk	10-15' tall	Specimen/ Slow Grower	
Livistona chinensis	Chinese Fan Palm		20-25' tall 15-20' spread	Full Sun	
Neodypsis decaryi	Triangle Palm	Fronds grow in Triangle Shape	15-20' tall 15' spread	Specimen/Full Sun	
Phoenix canariensis	Canary Island Date Palm		35' tall	Specimen/ Slow Grower Expensive	Susceptible to Lethal Yellow/ Ganoderma/ bud rot/Smut
Phoenix dactylifera	Medjool Date Palm		50'tall	Specimen/Full Sun/' Expensive	Susceptible to Lethal Yellow/Smut
Phoenix Reclinata	Senegal Date Palm	Clustering Palm	25' tall 20-30'	Full Sun	Susceptible to Ganoderma/Palm

			spread		Weevils
<i>Phoenix roebelenii</i>	Pygmy Date Palm		10-12' tall	Specimen/ Full Sun to Part Shade	
<i>Phoenix sylvestris</i>	Sylvester Palm	35' tall		Specimen/ Full Sun Expensive	
<i>Ptychosperma elegans</i>	Solitaire Alexander Palm		20' tall	Specimen/Full Sun	
<i>Rhapis excelsa</i>	Lady Palm	Clustering Palm	7-10' tall	Specimen/ Low light Palm/ Shade Only	
<i>Roystonea elata</i>	Florida Royal Palm		50-70' tall	Specimen/ Border/Full Sun	Susceptible to Ganoderma/Royal Palm Bug/ Bud Rot
<i>Roystonea regia</i>	Cuban Royal Palm		50-70' tall	Specimen/ Border/Full Sun	Susceptible to Ganoderma/Royal Palm Bug/ Bud Rot
<i>Sabal palmetto</i>	Cabbage Palm; Sabal Palm		30-40' tall	Border/Accent/ Screen/Full Sun	Susceptible to Ganoderma
<i>Serenoa repens</i>	Saw Palmetto	Silver or Green Color	3-6' tall	Accent/Durable/ Slow Growing	
<i>Thrinax radiata</i>	Florida Thatch Palm		20' tall	Slow growing specimen	
<i>Veitchia merrillii/ Adonidia</i>	Christmas Palm		15-20' tall	Specimen Palm/ Full Sun	Susceptible to Lethal Yellow/ Cold
<i>Wodyetia bifurcata</i>	Foxtail Palm		30' tall	Fast Growing	Nutritional Issues

APPROVED TREE LIST

Bent Creek 2020

TREES:			
Acer rubrum	Red Maple	30' tall	Specimen/ Defoliates in Winter
Bauhinia blakeana	Hong Kong Orchid	35 ft tall 20-85' spread	Specimen/ Color Messy/Drops ton of refuse/Weak/ Many Varieties
Bucida buceras	Black Olive	40' tall 20-25' spread	Shade Tree/Messy/ Will stain paved surfaces
Bucida buceras	Shady Lady Black Olive		Tighten Growth/ Smaller leaves/Will stain paved surfaces
Bursera simaruba	Gumbo Limbo	45' tall 20-25 ' spread	Specimen/Shade/ Attractive Bush/Weak
Calliandra haematocephala	Powder Puff Tree	15-18' tall 12-15' spread	Specimen/ Color/Flowering Tree/ Many Varieties
Callistemon rigidus	Bottlebush Tree	15-20'tall 12-15' spread	Specimen/Color/ Flowers in Spring
Callistemon viminalis	Weeping Bottlebush	15-20' tall 12-15' spread	Specimen/Color/ Flowers in Spring
Clusia rosea	Pitch Apple	25-30' tall 15' spread	Shade/Specimen
Coccoloba diversifolia	Pigeon Plum	35' tall 15' spread	Small Native Tree
Coccoloba uvifera	Sea Grape	20' tall 20' spread	Small Tree/Native
Conocarpus erectus	Buttonwood Tree/Silver Buttonwood	30-35' tall 15-20' spread	Shade/Native
Cordia sebestena	Geiger Tree	20' tall 15' spread	Flowering Tree/ White and Orange Color
Cupressus sempervirens	Italian Cypress Tree	50' tall Thin Spread 5'	Formal Tree
Delonix regia	Royal Poinciana/ Flame Tree	35' tall 30' spread	Flowering/Shade/Weak/ Messy/ Need lots of room
Duranta repens	Golden Dewdrop	15' tall 10' spread	Specimen/Small Flowering Tree/ Flowers most of year
Ilex cassine	Dahoon Holly	25' tall 15' spread	Small Shade Tree/ Native
Ilex vomitoria	Yaupon Holly	20' tall 10' spread	Small Accent Tree/Red Berries/ White Flowers in Spring & Summer/ Many Varieties
Jacaranda mimosifolia	Jacaranda	40' tall 30' spread	Flowering/Shade/ Need lots of Room/Flowers Spring &

			Summer
<i>Juniperus silicicola</i>	Southern Red Cedar	25' tall 15' spread	
<i>Lagerstroemia indica</i>	Crape Myrtle	20' tall 15' spread	Small Flowering Tree/Must Be Hand Trimmed in Spring/Flowers in Summer/ Many Varieties/ Colors
<i>Lagerstroemia speciosa</i>	Queen Crape Myrtle	30' tall	Grows Much Taller/ Flowers in Summer
<i>Ligustrum lucidum</i>	Glossy Privet	25' tall 15-20' spread	Small Tree
<i>Magnolia grandiflora</i>	Southern Magnolia	50' tall 25-30' spread	Specimen/ Flowering Tree/ Many Varieties
<i>Magnolia virginiana</i>	Sweet Bay Magnolia	40' tall 15' spread	Flowering Tree
<i>Myrica cerifera</i>	Wax Myrtle	20' tall 10' spread	Small Native Tree
<i>Pinus elliottii</i>	Slash Pine	65' tall 30' spread	Native Shade Tree/ Drops Needles
<i>Plumeria alba</i>	Frangipani	20' tall 15' spread	Small Flowering Tree/ Drops lots of Leaves/ Flowers in Summer
<i>Podocarpus gracilior</i>	Weeping Podocarpus	40' tall 30' spread	Shade Tree/ Very Underused Tree
<i>Psidium littorale</i>	Cattley Guava	20' tall 10' spread	Small Accent Tree/ Beautiful Bark
<i>Quercus laurifolia</i>	Laurel Oak	50' tall 30' spread	Shade Tree/ Drops Leaves in early Spring
<i>Quercus virginiana</i>	Live Oak	50' tall 30' spread	Shade Tree/Drops all Leaves in Early Spring
<i>Tabebuia caraiba</i>	Silver Trumpet Tree	25' tall 15' spread	Flowering Tree/Flowers in Spring/Weak Rooted/ Many Varieties/ Colors
<i>Taxodium ascendens</i>	Pond Cypress	60' tall 20' spread	Shade Tree/Drops Needles in Winter
<i>Taxodium distichum</i>	Bald Cypress	60' tall 20' spread	Shade Tree/Drops Needles in Winter

APPROVED GROUND COVER LIST

Bent Creek 2020

Ground Covers:			
<i>Cuphea hyssopifolia</i>	False Heather	2' tall 1' spread	Flowering Groundcover/Life span of 1.5 years
<i>Dianella tasmanica</i>	Flax Lily	2' tall 2' spread	Groundcover
<i>Dietes vegeta</i>	African Iris	2' tall 2' spread	Flowering Groundcover
<i>Euphorbia milii</i>	Crown of Thorns	2' tall 1.5' spread	Flowering Groundcover
<i>Evolvulus glomeratus</i>	Blue Daze	1' tall 1' spread	Flowering Groundcover/Life span of 1.5 years
<i>Hippeastrum hybridum</i>	Amaryllis	2' tall 1' spread	Flowering Groundcover/ Bulbs that flower in Spring
<i>Ilex vomitoria</i>	Dwarf Schillings	3.5' tall 3' spread	Groundcover/ Variety
<i>Juniperus chinensis</i>	Juniper	2' tall 3' spread	Spreading Groundcover
<i>Lantana camara</i>	Lantana	3' tall 3' spread	Flowering Groundcover/ Many varieties and colors to choose from/ Short lived
<i>Liriope muscari</i>	Liriope	2' tall 1' spread	Groundcover/ Many Varieties
<i>Muhlenbergia capillaris</i>	Muhly Grass	3' tall 2' spread	Flowering Groundcover/ Flowers in Spring
<i>Ophiopogon japonicus</i>	Mondo Grass	10" tall 6" spread	Groundcover/ Shade area only
<i>Pentas lanceolata</i>	Penta	3' tall 2' spread	Flowering Groundcover/Life span of 1-2 years
<i>Polypodium scolopendria</i>	Wart Fern	2' tall 1' spread	Spreading Groundcover
<i>Rhoeo spathacea</i>	Oyster Plant	1.5' tall 1' spread	Spreading Groundcover
<i>Ruellia brittoniana</i>	Mexican Petunia	4' tall 1' spread	Flowering Groundcover/ Sterile Varieties only
<i>Russelia equisetiformis</i>	Fire Cracker	4' tall 3' spread	Flowering Groundcover
<i>Setcreasea pallida</i>	Purple Queen	1' tall Wide Spread	Spreading Flowering Groundcover
<i>Trachelospermum asiaticum</i>	Asian Jasmine	10" tall Wide Spread	Spreading Groundcover
<i>Tulbaghia violacea</i>	Society Garlic	2' tall 1' spread	Flowering Groundcover/ Heavy Garlic Smell
<i>Zebrina pendula</i>	Wandering Jew	10" tall Wide Spread	Flowering Groundcover

Approved Medium and Tall Shrubs

Bent Creek2020

Latin Name:	Common Name:		
Agave Atrovirens	Agave	5' Tall 4' wide	Accent/Thorns at Tips/Many Varieties
Alocasia	Alocasia	5' tall 4' wide	Accent/Many Varieties
Aplisia Sanderae	Variegated Ginger	2'-3' tall 2' wide	Accent color/flowers most of year/Many varieties
Beaucarnea Gracilis	Ponytail	15' tall 8-10' wide	Specimen
Bougainvillea Spectabilis	Bougainvillea	15' tall 10' wide	Specimen/color blooms in winter only/tree /shade vine
Brunfelsia Australis	Yesterday, Today, & Tomorrow	10' tall 5' wide	Flowering specimen/flowers most of year
Calliandra Haematecephala	Powderpuff	15' tall 8-10' Wide	Flowering specimen/flowers heavily in winter/Many varieties
Capparas Cynophellophora	Jamaican Caper	9' tall 5' wide	Flowering accent/flowers in spring
Chrysobalanus icaco	Cocoplum	15' tall 6' wide	Hedge material/native shrub
Clerodendrum Minahassae	Clerodendrum	10' tall 6-8' wide	Flowering shrub/hedge/ flowers in summer/fall
Clusia Rosea	Pitch Apple	20' tall 10' wide	Hedge Material
Coccoloba Uvifera	Sea Grape	20' tall 10' wide	Hedge Material
Codiaeum Variegatum	Croton	6' tall 3' wide	Color plant/ accent/many varieties
Conocarpus Erectus	Buttonwood	15' tall 5' wide	Hedge material/native/ silver & green colors
Cordyline Terminalis	Ti Plant	6' tall 5' wide	Accent Color/many varieties
Crinum Asiaticum	Crinum Lilly	5' tall 5' wide	Flowering accent specimen/ many varieties
Dietes Vegeta	African iris	2'-3' tall 2' wide	Flowering accent / Many varieties
Dracaena Deremensis	Dracaena	8' tall 4' wide	Color Accent/ many varieties
Duranta Repers	Golden Dewdrop	12'-14' tall 5' wide	Hedge Material
Euphorbia Milii	Crown of Thorns	3' tall 2' wide	Flowering shrub/ many varieties
Ficus Green Island	Green Island Fig	4' tall 2' wide	Rabbits love to eat these
Galphrmia Gracilis	Thryallis	5' tall	Flowering Shrub

		3' wide	
Gardenia Jasmineoides	Gardenia	10' tall 6-8' wide	Flowering Specimen/Very fragrant
Hamelia Patens	Firebush	10' tall 5' wide	Flowering Hedge/ Specimen/Dwarf and Standard varieties
Hibiscus Rosa Sinensis	Hibiscus	10' tall 3-5' wide	Flowering hedge/Accent/ Many varieties
Ilex Vomitoria	Ilex Schilings	4' tall 3' wide	Shrub
Ixora Hybrids	Nora Grant/Maui/Superking Ixora	5' all 5' wide	Flowering Shrub
Jasminum Nitidum	Star Jasmine	5' tall 3' wide	Flowering shrub/Hedge
Jasminum Volubile	Wax Jasmine	3' tall 3 Wide	Shrub
Jatropha Multifida	Coral Plant	12' tall 6' wide	Flowering Shrub/Hedge
Leucophyllum Frutescens	Texas Sage	5' Tall 3' Wide	Flowering Shrub
Pennisetum Setaceum	Fountain Grass	3' Tall 3' Wide	Flowering Shrub/ Many Varieties
Philodendron Selloum	Philodendron	8' tall 6-8' wide	Hedge/Accent
Pittosporum Tobira	Pittosporum	6' Tall 5' Wide	Flowering Shrub/Many Varieties
Plumbago Auriculata	Plumbago	5' Tall 4' Wide	Flowering Shrub
Podocarpus Macrophyllies	Podocarpus	20' tall 3-5' Wide	Hedge/Shrub
Psychotria nervosa	Wild Coffee	5' Tall 3' Wide	Flowering Shrub
Schefflera Arboricola	Dwarf Schefflera	10' Tall 3-5' wide	Shrub/Hedge/ Foliage/ Many Varieties
Strelitzia reginae	Bird of Paradise	5' tall 5' spread	Flowering Accent/ White Varieties Also
Tripsacum Dactyloides	Fakahatchee Grass	2-3' Tall 3' Wide	Shrub/ Groundcover
Viburnum Odoratissum	Sweet Viburnum	8' Tall 4' Wide	Hedge Material
Viburnum Suspensum	Sandankwa Viburnum	8' Tall 4' Wide	Hedge Material
Zamia maritima	Cardboard Palm	5' tall 5' spread	Accent Plant

Fund Balance Sheet

Properties: Bent Creek Preserve Homeowners Association, Inc. - 9350 Bronwood PI Naples, FL 34120

As of: 12/31/2021

Accounting Basis: Accrual

GL Account Map: Bent Creek Preserve Homeowners Association, Inc.

Level of Detail: Detail View

Account Number	Account Name	Operating	Reserve	Total
ASSETS				
Cash				
101	Operating bank - Iberia	208,832.24		208,832.24
101-2	IberiaBk Enhancement Acc	22,502.56		22,502.56
106	Escrow Account	28,300.00		28,300.00
160	Reserve Account - IberiaBank M/M		99,413.13	99,413.13
	Total Cash	259,634.80	99,413.13	359,047.93
111	A/R Maintenance	7,939.74		7,939.74
130	Prepaid Insurance	6,611.14		6,611.14
140	Utility Deposit	9,460.43		9,460.43
	TOTAL ASSETS	283,646.11	99,413.13	383,059.24
LIABILITIES & CAPITAL				
Liabilities				
200	Accounts Payables	3,033.22		3,033.22
201	Accrued Expenses	23,390.50		23,390.50
215	Prepaid Member Fees	161,580.35		161,580.35
216	ARC - Renovation Deposits	28,300.00		28,300.00
300	Deferred Reserve Revenue		12,690.00	12,690.00
301	Reserves - Clubhouse Roof		24,149.56	24,149.56
302	Reserves - Clubhouse Exterior Paint		7,763.00	7,763.00
303	Reserves - Roads Paving		25,875.00	25,875.00
305	Reserves - Pool		20,700.00	20,700.00
306	Reserves - Gatehouse Roof		4,313.00	4,313.00
307	Reserves - Gatehouse Exterior Paint		3,450.00	3,450.00
	Total Liabilities	216,304.07	98,940.56	315,244.63
Capital				
CAPITAL / EQUITY				
391-1	Reserve Interest Equity		472.57	472.57
	Total CAPITAL / EQUITY	0.00	472.57	472.57
390	Fund Balance	41,838.24		41,838.24
	Calculated Retained Earnings	25,503.80	0.00	25,503.80
	Calculated Prior Years Retained Earnings	0.00	0.00	0.00
	Total Capital	67,342.04	472.57	67,814.61
	TOTAL LIABILITIES & CAPITAL	283,646.11	99,413.13	383,059.24

Annual Budget - Comparative (new)

Properties: Bent Creek Preserve Homeowners Association, Inc. - 9350 Bronwood PI Naples, FL 34120

As of: Dec 2021

Additional Account Types: None

Accounting Basis: Accrual

GL Account Map: Bent Creek Preserve Homeowners Association, Inc.

Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
Income								
411	Maintenance Assessment	106,560.34	106,825.33	-264.99	1,280,844.00	1,281,904.00	-1,060.00	1,281,904.00
412	Reserve Revenue	0.00	50,429.00	-50,429.00	0.00	50,429.00	-50,429.00	50,429.00
417	Owner Late Fees & Interest	36.81	0.00	36.81	4,048.97	0.00	4,048.97	0.00
420	Clubhouse Rental Income	60.00	0.00	60.00	16,307.60	0.00	16,307.60	0.00
422-1	Gate Transponders	175.00	0.00	175.00	3,225.00	0.00	3,225.00	0.00
424-1	Key Income	100.00	0.00	100.00	2,650.00	0.00	2,650.00	0.00
440-0	Community Enhancement Fee	1,000.00	0.00	1,000.00	20,750.00	0.00	20,750.00	0.00
471	Application Fees	300.00	0.00	300.00	6,000.00	0.00	6,000.00	0.00
491	Operating Interest	0.18	0.00	0.18	1.98	0.00	1.98	0.00
492	Reserve Interest	1.69	0.00	1.69	45.04	0.00	45.04	0.00
Total Operating Income		108,234.02	157,254.33	-49,020.31	1,333,872.59	1,332,333.00	1,539.59	1,332,333.00
Expense								
501 UTILITY EXPENSES								
500	Electricity	7,753.51	7,500.00	-253.51	87,666.50	90,000.00	2,333.50	90,000.00
504	Water / Sewer	1,413.31	1,375.00	-38.31	18,068.71	16,500.00	-1,568.71	16,500.00
508	Refuse/Recycling	882.86	254.91	-627.95	4,548.52	3,059.00	-1,489.52	3,059.00
510	Telephone	504.30	385.00	-119.30	3,722.58	4,620.00	897.42	4,620.00
510-0	Telephone and Internet	382.86	225.66	-157.20	4,419.07	2,708.00	-1,711.07	2,708.00
520	Cable	0.00	175.75	175.75	2,148.00	2,109.00	-39.00	2,109.00
530	Propane Gas	1,851.75	1,250.00	-601.75	14,340.52	15,000.00	659.48	15,000.00
Total UTILITY EXPENSES		12,788.59	11,166.32	-1,622.27	134,913.90	133,996.00	-917.90	133,996.00
601 BUILDING EXPENSES								
600	Building Maintenance	6,608.28	1,677.25	-4,931.03	38,238.45	20,127.00	-18,111.45	20,127.00
604-2	Fountain Maintenance Contract	0.00	525.00	525.00	2,625.00	6,300.00	3,675.00	6,300.00
605-5	Fountains Repairs	1,170.00	250.00	-920.00	4,644.98	3,000.00	-1,644.98	3,000.00
610	Janitorial Service / Supplies	1,347.66	1,916.66	569.00	19,426.69	23,000.00	3,573.31	23,000.00
612	Pest Control - Interior	294.25	625.00	330.75	7,786.00	7,500.00	-286.00	7,500.00
616-1	HVAC Repairs	0.00	1,250.00	1,250.00	190.00	15,000.00	14,810.00	15,000.00
622	HVAC Maintenance	0.00	500.00	500.00	5,861.00	6,000.00	139.00	6,000.00
660	Pool / Spa	765.00	1,125.00	360.00	11,295.00	13,500.00	2,205.00	13,500.00

Annual Budget - Comparative (new)

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
	Maintenance - Contract							
662	Pool / Spa Repairs	433.15	625.00	191.85	8,373.32	7,500.00	-873.32	7,500.00
690	Cibhse Activities	1,538.84	0.00	-1,538.84	8,214.29	0.00	-8,214.29	0.00
	Total BUILDING EXPENSES	12,157.18	8,493.91	-3,663.27	106,654.73	101,927.00	-4,727.73	101,927.00
701	GROUNDS EXPENSES							
700	Landscape - Contract	14,785.00	15,608.00	823.00	178,357.50	187,296.00	8,938.50	187,296.00
702-02	Landscape Contract - Homes	31,302.00	30,479.00	-823.00	373,626.00	365,748.00	-7,878.00	365,748.00
705-00	Landscape Extras - Common	290.00	2,058.33	1,768.33	29,703.58	24,700.00	-5,003.58	24,700.00
706-00	Landscape - Mulch Homes	0.00	2,980.33	2,980.33	24,532.00	35,764.00	11,232.00	35,764.00
706-4	Mulch Common Areas	0.00	0.00	0.00	26,428.00	21,008.00	-5,420.00	21,008.00
710	Tree Trimming	0.00	0.00	0.00	47,134.00	11,000.00	-36,134.00	11,000.00
716	Preserve Areas	0.00	0.00	0.00	13,800.00	14,200.00	400.00	14,200.00
720-3	Tennis Courts/ Maintenance	866.66	1,275.00	408.34	12,681.58	15,300.00	2,618.42	15,300.00
725-2	Gate Maintenance & Repairs	3,287.44	1,266.66	-2,020.78	24,988.99	15,200.00	-9,788.99	15,200.00
734	Holiday Decor	5,082.50	0.00	-5,082.50	10,165.00	10,050.00	-115.00	10,050.00
740	Sign Maintenance	0.00	166.66	166.66	1,170.00	2,000.00	830.00	2,000.00
740-0	Irrigation Maint - Common	10,274.00	875.00	-9,399.00	21,979.02	10,500.00	-11,479.02	10,500.00
740-1	Irrigation Maint - Homes	3,793.00	291.66	-3,501.34	3,793.00	3,500.00	-293.00	3,500.00
750	Lakes / Fountain Maintenance	600.00	1,316.66	716.66	11,655.00	15,800.00	4,145.00	15,800.00
	Total GROUNDS EXPENSES	70,280.60	56,317.30	-13,963.30	780,013.67	732,066.00	-47,947.67	732,066.00
801	ADMINISTRATIVE EXPENSES							
800	Management Fees	2,961.00	2,961.00	0.00	35,532.00	35,532.00	0.00	35,532.00
801-1	On-Site Personnel Payroll	10,064.00	10,205.83	141.83	92,918.00	122,470.00	29,552.00	122,470.00
805	Office Expense	1,359.54	833.33	-526.21	13,126.05	10,000.00	-3,126.05	10,000.00
806	Web Site	0.00	89.16	89.16	0.00	1,070.00	1,070.00	1,070.00
807	On-site Security	17,929.99	5,833.33	-12,096.66	59,659.81	70,000.00	10,340.19	70,000.00
810	Application Fees	225.00	0.00	-225.00	3,850.00	0.00	-3,850.00	0.00
812	Legal Expense	1,451.00	1,250.00	-201.00	17,198.00	15,000.00	-2,198.00	15,000.00
813	Audit / Tax Preparation	0.00	416.66	416.66	5,750.00	5,000.00	-750.00	5,000.00
814-2	Engineering Fees	0.00	916.66	916.66	18,862.50	11,000.00	-7,862.50	11,000.00
815	Corporate Annual Fees	0.00	0.00	0.00	61.25	61.00	-0.25	61.00
830	Licenses / Permits / Fees	0.00	72.91	72.91	875.00	875.00	0.00	875.00
835	Insurance - Property	3,153.03	2,908.91	-244.12	36,408.84	34,907.00	-1,501.84	34,907.00

Annual Budget - Comparative (new)

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	YTD Actual	YTD Budget	YTD \$ Var.	Annual Budget
855	Contingency	0.00	666.66	666.66	2,500.00	8,000.00	5,500.00	8,000.00
	Total ADMINISTRATIVE EXPENSES	37,143.56	26,154.45	-10,989.11	286,741.45	313,915.00	27,173.55	313,915.00
910	RESERVE EXPENSE							
900	Reserve Expense	0.00	50,429.00	50,429.00	0.00	50,429.00	50,429.00	50,429.00
901	Reserve Interest	1.69	0.00	-1.69	45.04	0.00	-45.04	0.00
	Total RESERVE EXPENSE	1.69	50,429.00	50,427.31	45.04	50,429.00	50,383.96	50,429.00
	Total Operating Expense	132,371.62	152,560.98	20,189.36	1,308,368.79	1,332,333.00	23,964.21	1,332,333.00
	Total Operating Income	108,234.02	157,254.33	-49,020.31	1,333,872.59	1,332,333.00	1,539.59	1,332,333.00
	Total Operating Expense	132,371.62	152,560.98	20,189.36	1,308,368.79	1,332,333.00	23,964.21	1,332,333.00
	NOI - Net Operating Income	-24,137.60	4,693.35	-28,830.95	25,503.80	0.00	25,503.80	0.00
	Total Income	108,234.02	157,254.33	-49,020.31	1,333,872.59	1,332,333.00	1,539.59	1,332,333.00
	Total Expense	132,371.62	152,560.98	20,189.36	1,308,368.79	1,332,333.00	23,964.21	1,332,333.00
	Net Income	-24,137.60	4,693.35	-28,830.95	25,503.80	0.00	25,503.80	0.00

Bent Creek Preserve Homeowners Association, Inc.

Approved Budget

For the Period of January 1, 2022 through December 31, 2022

of Units: 423

Date: 11/17/2021

Formulas

Manager

		2021 Adopted Budget	YTD Actual 7/31/2021	5 Months Projection	2021 Estimated Year End	2022 Approved Budget	Approved Quarterly Budget	NOTES
401 INCOME								
411	Maintenance Assessment	1,281,904	748,208	533,696	1,281,904	1,431,697	357,924	
412	Reserve Revenue	50,429	-	-	-	185,863	46,466	
417	Owner Late Fees & Interest	-	3,474	-	3,474	-	-	
420	Clubhouse Rental Income	-	9,448	-	9,448	-	-	
422-1	Gate / Key Fobs Transponders	-	2,200	-	2,200	-	-	
424-1	Key Income	-	2,125	-	2,125	-	-	
440-0	Community Enhancement Fee	-	8,750	-	8,750	-	-	
471	Application Fees	-	1,950	-	1,950	-	-	
491	Operating Interest	-	1	-	1	-	-	
492	Reserve Interest	-	30	-	30	-	-	
		0	0	-	-	-	-	
TOTAL INCOME		1,332,333	776,187	533,696	1,309,883	1,617,560	404,390	
501 UTILITY EXPENSES								
500	Electricity	90,000	50,688	39,312	90,000	94,000	23,500	
504	Water / Sewer	16,500	11,587	6,400	17,987	18,000	4,500	
508	Refuse/Recycling	3,059	2,355	1,500	3,855	4,000	1,000	
510	Telephone	4,620	2,150	1,285	3,435	3,500	875	
510-0	Telephone and Internet	2,708	2,540	1,500	4,040	4,000	1,000	
520	Cable	2,109	1,367	800	2,167	2,109	527	
530	Propane Gas	15,000	9,042	4,500	13,542	15,000	3,750	
TOTAL UTILITY EXPENSES		133,996	79,728	55,297	135,025	140,609	35,152	
601 BUILDING MAINTENANCE								
600	Building Maintenance	20,127	21,840	3,500	25,340	25,000	6,250	
610	Janitorial Contract	23,000	12,076	10,924	23,000	17,100	4,275	
604-2	Fountain Maintenance Contract	6,300						
605-5	Fountains Repairs	3,000						
605-6	Janitorial Supplies					2,000	500	
612	Pest Control - Interior	7,500	4,735	2,765	7,500	7,500	1,875	
616	Exercise Room					5,000	1,250	
616-1	HVAC Maint Units	15,000	-	8,000	8,000	10,000	2,500	
622	HVAC Maintenance	6,000	725	3,800	4,525	6,000	1,500	
660	Pool Maintenance Contract	13,500	7,470	6,030	13,500	9,180	2,295	
662	Pool & Spa Repairs	7,500	7,940	5,000	12,940	17,000	4,250	
690	Clubhouse Activities	-	1,011	1,000	2,011	2,000	500	
		0	0	-	-	-	-	
TOTAL BUILDING MAINTENANCE		101,927	55,797	41,019	96,816	100,780	25,195	

701	GROUNDS MAINTENANCE					
700	Landscape - Contract	187,296	103,298	83,998	187,296	46,014
702-02	Landscape Contract - Homes	365,748	217,560	148,188	365,748	97,713
705-00	Landscape Extras - Common	24,700	20,584	6,500	27,084	3,750
706-00	Landscape Extras - Homes	35,764	-	-	35,800	11,250
706-4	Mulch Common Areas	21,008	-	-	21,000	5,500
710	Tree Trimming	11,000	20,005	32,000	52,005	8,000
716	Preserve and Fence Maintenance	14,200	11,500	2,700	14,200	3,550
716-5	Entrance Waterfall Repairs	0	0	-	-	525
720-3	Tennis / Pickleball - Maintenance	15,300	10,250	5,050	15,300	5,000
721-1	Bocci Court	-	-	-	-	750
725-2	Gate Repairs & Maintenance	15,200	16,284	5,000	21,284	13,500
734	Seasonal Decorations	10,050	5,083	5,083	10,166	2,513
736	Key Fobs & Transponders	-	-	-	-	1,250
740	Sign Maintenance	2,000	1,170	830	2,000	1,500
740-0	Irrigation Maint - Common	10,500	4,310	6,190	10,500	2,625
740-1	Irrigation Maint - Homes	3,500	-	3,500	3,500	875
750	Lake Maintenance	15,800	8,455	7,345	15,800	5,000
610-0	Power Wash - Common	0	0	-	-	6,250
	TOTAL GROUNDS MAINTENANCE	732,066	418,497	306,384	781,681	215,565

801	ADMINISTRATIVE EXPENSES					
800	Management Fees	35,532	20,727	14,805	35,532	8,883
801-1	On-Site Personnel Payroll	122,470	52,958	36,570	89,528	23,785
805	Office Expense	10,000	8,848	4,000	12,848	3,518
806	Web Site	1,070	-	1,070	1,070	-
807	On-site Security	70,000	35,520	34,480	70,000	17,500
810	Application Fees	-	1,975	2,000	3,975	1,000
812	Legal Expense	15,000	12,323	12,323	24,646	11,250
813	Accounting /Tax Preparation	5,000	250	750	1,000	1,438
814-2	Engineering Fees	11,000	5,750	9,390	15,140	-
815	Corporate Annual Fees	61	61	-	61	15
830	Licenses / Permits / Fees	875	875	-	875	219
835	Insurance	34,907	21,403	13,504	34,907	10,036
855	Contingency	8,000	-	8,000	8,000	4,370
		0	0	-	-	-
		0	0	-	-	-
	TOTAL ADMINISTRATIVE EXPENSES	313,915	160,691	136,892	297,583	82,013

910	RESERVE EXPENSES					
900	Reserve Expense	50,429	-	-	-	46,466
901	Reserve Interest	-	30	-	30	-
		0	0	-	-	-
	TOTAL RESERVE EXPENSES	50,429	30	-	30	46,466

Total Operating Expenses	1,332,333	714,744	539,592	1,311,136	1,617,560	404,390
Net Income	-	61,443	(5,896)	(1,253)	-	-

Bent Creek Preserve Homeowners Association, Inc.

Approved Reserves For Capital Expenditures And Deferred Maintenance

For the Period of January 1, 2022 through December 31, 2022

	Estimated Life When New (Years)	Estimated Replacement Cost	2022 Estimated Remaining Life (Years)	Current Reserve Balance (as of 7-31-21)	Add'l Reserve Funding	Expenditures & Adjustments	Estimated Reserve Balance 12/31/2021	Additional Reserves Required	Annual Funding Required 2022	Quarterly Funding Required 2022
Roofs	25	142,500	17	28,463	4,188		32,651	109,849	6,462	1,616
Painting	7	77,500	2	11,213	1,650		12,863	64,637	32,319	8,080
Pavement	25	546,270	10	25,875	3,807		29,682	516,588	51,659	12,915
Pool & Spa	15	122,500	4	20,700	3,045		23,745	98,755	24,689	6,172
Exercise Equipment	20	89,500	12	-	-		-	89,500	7,458	1,865
Recreation Areas	25	175,500	7					175,500	25,071	6,268
Sitework	25	137,000	15					137,000	9,133	2,283
Security Gates	15	126,800	8					126,800	15,850	3,963
Fire Protection	15	20,000	9					20,000	2,222	556
A/C System	15	99,000	9					99,000	11,000	2,750
Reserve Interest				458			458	-	-	-
Total		1,536,570		86,709	12,690	-	99,399	1,437,629	185,863	46,466

Bent Creek Preserve Homeowners Association, Inc.

Approved Reserve & Assessment Schedule

For the Period of January 1, 2022 through December 31, 2022

Number of Units: 423

	<u>Annually</u>	<u>Quarterly</u>	<u>Monthly</u>
Operating Assessment	3,384.63	846.16	282.05
Reserve Assessment	439.39	109.85	36.62
	\$ 3,824.02	\$ 956.00	\$ 318.67

FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

Bent Creek Preserve Homeowner's Association, Inc.
Association Name

As of February 23, 2022

Q: What are my voting rights in the Homeowner's Association?

A: One voting interest per home.

Q: What restrictions exist on my right to use my unit?

A: Detailed in Section 18 of the Declaration of Covenant, Restrictions and Easements.

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

A: Detailed in Section 18:27 excerpt: Unit may be leased only in their entirety. No more than 2 leases in any 12-month period. All leases shall be in writing. A copy of all leases of homes shall be provided to and must be approved by the Association prior to commencement thereof. ***Application required***

Q: How much are my assessments to the Homeowner's Association for my unit type and when are they due?

A: \$956.00 due quarterly, January 1st, April 1st, July 1st. and October 1st.

\$1,500 community enhancement fee due from the buyer at closing.

Q: Do I have to be a member in 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: No.

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

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

Request for Estoppel Certificates, Lender Questionnaires, and Association Documents

Starting December 2017, Southwest Property Management Corp. is pleased to announce its transition to HomeWiseDocs.com, the next generation in document and data delivery for community associations. HomeWiseDocs.com provides reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate agents and homeowners from Southwest Property Management Corp.'s managed communities.

Log on to www.HomeWiseDocs.com and select the Sign-Up link to register. The many system enhancements geared toward an improved user experience include:

- ☐ **Order by address or association name searches**
- ☐ **Share your order with up to five email addresses**
- ☐ **Hard copy delivery options available**
- ☐ **Email and SMS text completion notices for users**
- ☐ **Rush order requests**
- ☐ **Track your orders online with order confirmation number**
- ☐ **Pay for your orders by credit card, check or e-check**

Southwest Property Management Corp. will continue to bring the latest tools and practices to the community association industry and affiliated professionals. HomeWiseDocs.com simplifies the process of obtaining the association information that you require. Please share this important notice with those parties that regularly request Closing Letters, Lender Questionnaires and other association documents from our company.

**Southwest Property
Management Corp.**

1044 Castello Drive, Suite 206
Naples, FL 34103
239-261-3440
www.swpropmgt.com

HomeWiseDocs.com

4773 Mangels Blvd.

Fairfield, CA 94534

Online Chat at www.HomeWiseDocs.com

Help Desk: 866.925.5004 x1

e-mail: info@HomeWiseDocs.com