

MILANO I HOMEOWNERS ASSOCIATION

Application for Approval

Application Check List

Check the box that pertains to your Application

☐ Application to Purchase ☐ Application to Lease

Applicant has been provided the following Documents by Homeowner:

- ☐ Approval Application
- ☐ Copy of **Milano I** Rules & Regulations
- ☐ Executed Lease Agreement / Executed Sales Contract

Applicant has submitted the following Documents to KPG Property Management & Consulting:

- ☐ Completed Approval Application
- ☐ Executed Lease Agreement / Executed Sales Contract
- ☐ \$100.00 Application Fee - Non refundable
- ☐ \$50.00 background check fee per occupant over the age of 18 years – Non refundable
- ☐ Copy of License for each person over 18
- ☐ 2 Letters of reference for each person over 18
- ☐ 2 guest passes from previous owner or \$10.00 each.
- ☐ Amenities key transferred from previous owner or \$25.00 for each.

Applicant has received a copy of rules and regulations regarding their Purchase/Lease at Milano I Initial of Purchaser/Lessee_____

Application / Background Check Fees

\$100.00 Application Fee – This non refundable fee should be made payable to **Milano I Homeowner's Association** for the processing of the rental application.

\$50.00 Background Check Fee (per Applicant over the age of 18) – This non-refundable fee should be made payable to KPG Property Management & Consulting for the required background check that is conducted on all occupants over the age of eighteen (18) years.

Application Submission

The application is not processed until all required documents and fees are submitted. The approval process requires twenty (20) days for completion from the date of complete submission of the application.

Mail Completed Application to: KPG Property Management & Consulting
3400 Tamiami Trail N #302, Naples, FL 34103

MILANO I HOMEOWNERS ASSOCIATION

Phone 239-434-8866 Fax 239-791-1187

KPG Property Management & Consulting
3400 Tamiami Trail N #302
Naples, FL 34103

APPLICATION FOR APPROVAL

As of 1/27/15

In accordance with Section 12 of the governing documents of the Association this application must be submitted along with the required enclosures and Total of \$100.00 application fee and \$50.00 background check fee for every occupant over the age of 18, twenty (20) days prior to occupancy to allow for processing time.

APPROVAL MUST BE RECEIVED PRIOR TO OCCUPANCY

Current Owner of Record _____ Unit # _____

Proposed Closing Date: _____

Lease terms (if applicable) From _____ To _____

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR APPROVAL TO Purchase IN MILANO I HOMEOWNERS ASSOCIATION, INC., IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. THE APPLICANT(S) represent that the following information is true and correct and consent to further investigation concerning this information or any information which comes from that inquiry which is necessary for approval of this request.

Persons who will occupy the above Residence (living unit) are as follows:

1. Name _____ Relationship _____ Age _____

SS# _____ - _____ - _____ DOB: _____

2. Name _____ Relationship _____ Age _____

SS# _____ - _____ - _____ DOB: _____

3. Name _____ Relationship _____ Age _____

SS# _____ - _____ - _____ DOB: _____

Applicants

Present Address _____

City _____ STATE _____ ZIP CODE _____ Phone _____

Alt Phone # _____

LIVING UNITS MAY NOT PARK MORE THAN 2 VEHICLES ON A PERMANENT BASIS

Auto #1: Make_____ Color_____ Yr._____ Lic#_____ St_____

Auto #2: Make_____ Color_____ Yr_____ Lic#_____ St_____

Your signature will acknowledge your agreement to comply with the Rules and Regulations as stated in the Declaration of Covenants, Conditions and Restrictions under "Use Restrictions".

➔ SIGNATURE OF APPLICANT(S) _____
DATE_____

➔ SIGNATURE OF OWNER OR AGENT _____

Name of Real estate Company (If Applicable) _____

Address of Owner or Agent _____

City _____ State _____ Zip _____ Phone _____

Email: _____ Fax _____

Please fill out the above completely, so we can update our records if need be.

Items to be left for the new tenant or owner:

The association asks that all green and white guests' parking passes and the amenities key are passed onto the new buyer/tenant or that these items are left in the unit.

If these items are not passed on, either the tenant or owner would be responsible for purchasing these items:

Guest hang tags- (only two per unit) \$10.00 each a guest vehicle parked in guest parking without a valid Milano green & white guest tag is subject to towing.

Amenity key- \$25.00

You may obtain these items from the Master Association at 239-593-6246.

This application has been designed for the purpose of protecting you and the current property owners. It is the desire of the present owners of the Association to welcome you to an environment in which pride in ownership and adherence to all Rules and Regulations will ensure a private and ideal community life.

Milano Recreation Association Rules & Regulations

General

- Please observe speed limit of 10 miles per hour within Milano (9.3)
- Garage doors must be kept **CLOSED** except when a vehicle must enter or exit the garage- **No** exceptions (ND 9.7A)
- Garages and Lanais are to be used as intended and not as a room to reside or “live” in (5.5) (ND 5.5)
- All garbage and trash containers must be placed within the garage. (9.11) Trash bins can be set out at the curb **AFTER** 6PM the night before trash is collected (which is Tuesday and Friday) and then returned to garages before 11PM on Tuesday and Friday.
- No fishing or playing is allowed in or around the lakes. (7.3) (SWFWM Permit)
- Residents are not allowed to conduct business activities within Milano that are apparent or detectable by sight, sound or smell from outside the unit; constitute a nuisance; are hazardous or offensive; threaten the safety and security of other residents and that do not conform to zoning requirements (9.1)(ND9.1)
- Must be on a leash at all times and all animal waste needs to be picked up and disposed of by resident animal owners, or their guests, who bring animals into Milano (9.6)
- No littering of any kind (i.e. cigarette butts, cans, papers, trash etc.) is allowed within Milano.
- Please refer to the Property Manager of the particular section you reside in regarding the Parking policy within Milano further outlined in this document.
- Please direct all landscaping issues to the Milano Recreation Association Property Manager.
- Owners- please notify the Property Manager of your section of any change of address.
- Skateboards, skateboard ramps or motorized Gopeds are **not allowed** to be used or ridden on Milano streets, common areas or at recreational facilities (pool, basketball courts, and tennis courts).

VEHICLES AND PARKING

Please contact the Milano Recreation Association Property Manager for a complete copy of the Vehicle and Parking policies. Certain requirements are as follows::

- **Owner** (red) or **Tenant** (green) parking stickers must be displayed on all vehicles on rear left bumper or rear left window (not if tinted glass) or you could be fined (policy)
- No parking on the street (County Code)
- No partial or full blocking of any sidewalks (policy)
- No parking on the grass (policy)
- No more than 2 vehicles per unit (see list of included vehicles) (9.7E)
- Owners and Tenants are not allowed to park their resident vehicles in Guest parking unless they are using the pool, tennis courts or basketball courts and are parked there just for that period of time (policy). No use of facilities from dusk to dawn.
- Guests of Residents must **CLEARLY** display a **green & white** guest tag, with their unit number showing, when parked in any guest parking area valid only for up to three (3) nights. *If the number cannot be seen or read clearly by the towing truck you will be subject to towing* (policy)
- Motorcycles must be parked in a garage when not in use and never on a driveway and will be considered one of the 2 vehicles allowed per unit (9.7A)
- Bicycles must be kept in a garage when not in use and not left out (9.7A)
- Only operable and currently licensed and registered vehicles may be parked in Milano (9.7A)
- Vehicles cannot be kept in a state of disrepair (9.7A)
- No parking is permitted on another Owner's driveway without written permission on file with the Property Manager of your section, Board President and the Towing Company (9.3)
- Please notify the Milano Recreation Association Property Manager if more guest parking is needed for a particular event in order to be given **orange** extended parking passes
- **No overnight tandem parking between the hours of 11pm and 7am.** No vehicle is allowed to park sideways at the end of a driveway making it parallel to the road.
- The Board is permitted to order the towing of any vehicle that is in violation of these rules or the Governing Documents.(9.3) (9.7D)
- Any vehicles parked in violation will be subject to towing

RECREATIONAL FACILITIES

- Residents must observe the Pool rules that are posted (i.e., no alcohol, no unruly behavior, no use of bad language, no unmonitored screaming children, no loud music, no animals, no swimming or using the spa at night, etc)
- Pool & Spa hours are approximately 7A-8P (Dawn to Dusk) as per our permit. Use of the pool and spa after the hours posted constitutes trespassing by other than residents and violators will be prosecuted. Residents will be fined. No exceptions.

There is 24 hour monitored surveillance at the pool.

- Tennis courts are for playing tennis ONLY. No other activities are allowed and that includes bicycles, animals or skateboards.
- Basketball Courts are for playing basketball ONLY. No other activities are allowed and that includes bicycles, animals or skateboards.
- When using any of the recreational facilities please clean up after yourself. Please be considerate and leave them in the condition you found them in.

CHILDREN

- No recreational activities are allowed in the Preserves or around the lakes. Those areas are all private property and the Preserves can be considered dangerous. (7.3)
- Personal recreational items such as, but not limited to, bicycles, helmets, mopeds, gopeds, skateboards, toys etc left lying in the grass or on a driveway, sidewalk or street should be put away when not in use. If the above items are left lying around on an overnight basis they will be confiscated by property management. A fine will be applied to retrieve them.
- Chalk drawing on the driveway pavers, streets, sidewalks, tennis courts, basketball courts or parking lots is NOT PERMITTED.
- Permanently affixed basketball hoops, toys and swing sets are not permitted on an Owner's property nor shall they be stored on any lanai. Portable toys and play equipment may be used during daylight hours and must be stored in the garage or inside the Living Unit or otherwise stored where they are not visible from the outside when not in use. (9.11)
- Skateboard ramps and motorized Gopeds are not allowed. (policy and Florida law)

PETS

Animals must be on a leash at all times and all animal waste needs to be picked up and disposed of by the owner of the animal – residents AND their guests. (9.6)

Aggressive dog breeds (i.e., pit bulls, Rottweilers, Dobermans, wolf breeds etc) are not permitted in Milano.(9.6)

Pets are not to be kept on lanais or in garages and *will be reported to the County if they annoy other residents with excessive barking, etc.* (9.3) (9.6)

Sections II, III and IV do not allow tenants to have dogs. (policy)

TRASH

Waste Management schedule:

Tuesdays – Trash AND Recycling (*set out Mon night/return by Tues night*)

Fridays – Trash ONLY (*set out Thurs night/return by Fri night*)

ote: *If you have larger items for trash pickup (i.e., furniture, TV's etc) Waste Management MUST be called (649-2212) ahead of time so that items do not stay on the street. If they are not picked up they must be returned to the unit until the next trash pick-up.*

Please pick up litter when noticed i.e. cigarette butts, papers, trash etc

ARCHITECTURAL REVIEW

ANY changes or additions being made to the outside of a unit (front or back) must first be submitted by application to the Architectural Review Committee and approved by the Milano Recreation Board. Some examples are:

- Screen doors – there are 2 approved door types – specific colors
 - Installation and display of flags
 - Satellite dishes – there are specific details on installing a satellite dish
 - All signs – there is a specific sign type approved for use within Milano
 - Hurricane Shutters (other than those provided by Builder)
 - Awnings
 - Hi-Impact Glass or Film
 - Florida screens
 - Lanai Tiling or Paving
 - Certain decorations
 - No sign shall be nailed to a tree or displayed in the window of a unit. (9.2)
- Please notify the Milano Recreation Association Property Manager for an ARC application.

PLEASE REFER TO ARCHITECTURAL PLANNING CRITERIA

GROUPS MAINTENANCE & LANDSCAPING

Please notify the Milano Recreation Association Property Manager for information only on replacement or repair of:

- outside entryway light fixtures
- outside address numbers
- street lamps that burn out

Comments and requests with regard to landscaping maintenance should be directed to the Milano Recreation Association Property Manager or the Milano Recreation Association Board member in charge of the Landscape Committee. All decisions will be made by the Board after reviewing the budget.

A Milano resident is not allowed to remove any plantings or trees from the area around their home *unless they are prepared to immediately replace the same item at their own expense. In addition, you must notify the Milano Recreation Association Property Manager or the Milano Recreation Association Board of your intention to do so in order to receive approval.*

HOLIDAY DECORATIONS/FLAGS

- Flags must be approved by the Architectural Planning Committee. If approved a flag must be representative of the holiday at hand and be put out no more than a week prior to the holiday and stay out no more than 3 days after the holiday has passed.
- Holiday Decorations cannot be put out more than 2 weeks prior to the holiday and can stay out no more than 2 days after the holiday. Please keep decorations primarily restricted to your front entrance. Please do not disrupt the landscape plantings or the earth surrounding them. Please no signs or decorating on the garage door or in the windows.
- In the case of Christmas or Hanukah or Kwanza - holiday decorations will be allowed to be put out right after Thanksgiving and then put away by Jan 7th.
- If you have questions about decorations you might want to use - please call 593-6246 to discuss it.

a/o 4/1/11

Milano Vehicle Registration – Complete and submit to Leo Williams

Williams Service Group, Inc
PO Box 770327
Naples, FL 34107-0327
239-593-6246 239-596-0448 (fax)

Name: _____ Owner _____ Tenant _____

Address: _____

Phone: _____

E-mail: _____

******VEHICLE INFORMATION******

#1 Vehicle: Make: _____ Year: _____ Model: _____ Color: _____

License Plate #: _____ State: _____

#2 Vehicle: Make: _____ Year: _____ Model: _____ Color: _____

License Plate #: _____ State: _____

PLEASE NOTE:

- YOU MAY ONLY PARK 2 VEHICLES AT YOUR UNIT ON A PERMANENT BASIS
- A MOTORCYCLE IS CONSIDERED A VEHICLE
- ALL WATERCRAFT IS CONSIDERED A VEHICLE
- STICKERS MUST BE PLACED ON LEFT SIDE OF VEHICLE ON REAR BUMPER OR ON REAR GLASS (if not tinted glass)
- GUEST PARKING PERMITS VALID ONLY FOR UP TO THREE (3) NIGHTS

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For Property Management Use Only

#1 Sticker Number: _____ Date Issued: _____ Lic. Plate#: _____ State: _____

#2 Sticker Number: _____ Date Issued: _____ Lic. Plate#: _____ State: _____

Replacement Stickers – NO CHARGE as of 8/27/11

Guest Hang Tags:

Valid only for up to three (3) nights

(2) Guest Tags: _____ Date Issued: _____

Replacement Tag – \$10.00 Per Tag as of 8/27/11

#3 Guest Tag: _____ Date Issued: _____ #4 Guest Tag: _____ Date Issued: _____

Amenities Key:

Date Issued: _____ #2 Key Date Issued: _____ #3 Key Date Issued: _____

Replacement Pool Key – \$25.00 as of 8/27/11

Extended Guest Parking Pass:

Date Issued: _____ Valid only: _____ through _____ Pass must be returned to our office no later than _____
\$25.00 fee per pass that is lost/stolen or not returned.

Contact Information

For Milano Recreation Association:

Williams Service Group, Inc.
PO Box 770327
Naples, FL 34107
239-593-6246
239-596-0448 (fax)
Lwill56132@aol.com
Contact: Leo Williams

Towing Company:

West Coast Towing
5411 Taylor Rd
Naples, FL 34109
239-354-0303

- **For Milano Section I Only:**

Small Condo Management LLC
1014 Jardin Dr.
Naples, FL 34104
239 289 9283 fax 239 330 2609
lariatmike@aol.com
Contact: Mike Wooldridge
Accounting and Sales & Lease info:
KPG Accounting Services, Inc.
3400 Tamiami Trail N #302
Naples, FL 34103 239-434-8866
AR-Manager@kpgaccounting.net

Sheriff (Collier County):

Emergency: 911

(911 includes fire & medical emergencies)

Non-Emergency: 239-252-9300

Office: 239-774-4434

- **For Milano Section II & IV:**

Williams Service Group, Inc.
PO Box 770327
Naples, FL 34107
239-593-6246
239-596-0448 (fax)
Lwill56132@aol.com
Contact: Leo Williams

North Naples Fire Control & Rescue:

Administration: 239-597-3222

Prevention & Support: 239-597-9227

- **For Milano Section III Only:**

Self Managed
Contact President, Judie Brown
judiebrown30@gmail.com

For sales and lease applications please contact:

Collier Financial, Inc
4985 Tamiami Trail East
Naples, FL 34113
239-774-7088
239-774-1512 (fax)
collierfinancial@hotmail.com
Contact: Administrative Dept.