



KW PROPERTY MANAGEMENT & CONSULTING

## New Resident Information Naples Reserve Homeowners Association

Please print clearly

Closing Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Property Owner (1): \_\_\_\_\_  
Email Address\*: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Property Owner (2): \_\_\_\_\_  
Email Address\*: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
Preferred Mailing Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_

*\*Emails provided will be added to our email distribution for weekly HOA community, Sports & Fitness, and event updates.*

**Select One: Seasonal      Full-time Resident**

If seasonal, what months are you typically in residence? \_\_\_\_\_

### Occupant Information (in addition to property owner(s):

Name: \_\_\_\_\_ Relationship to owner: \_\_\_\_\_

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

Email Address (if you would like them to receive HOA emails): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to owner: \_\_\_\_\_

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

Email Address (if you would like them to receive HOA emails): \_\_\_\_\_

### Emergency Contact Information:

Name: \_\_\_\_\_ Relationship to owner(s): \_\_\_\_\_

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

Vehicle Information:

Check this box if you only have rental vehicles

New residents are eligible to receive two RFID car stickers during orientation. If you would like to purchase additional stickers (\$25 each), please check the box, and fill out the appropriate information. Please bring a check or credit card (2.9% fee) to pay for the sticker/s when picking up your new resident packet. Resident must present vehicle and registration. Staff MUST affix RFID sticker to vehicle.

Free Sticker: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Free Sticker: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Purchase?: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

Purchase?: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ Tag# \_\_\_\_\_ State: \_\_\_\_\_

**Return this completed form after closing.**

Email to: [naplesreserveadmin@kwpmc.com](mailto:naplesreserveadmin@kwpmc.com)

**Important Information for New Homeowners**

After your closing, you should come to the HOA office with all the new homeowner information you'll need to get settled as well as receive amenity and access credentials.

To expedite your HOA account creation, the HOA office requests a copy of your HUD (Closing Disclosure) and Warranty Deed after closing. Your title company will send the requested documents to our corporate office (and they should), but that will delay the account creation anywhere from 2-8 weeks. Documents provided to the HOA office will expedite the HOA account creation to 10 business days or less.

Please contact our office, (239) 231-4188, prior to your arrival at Naples Reserve to gain initial access to the community.



## Maintenance Fees & Payment Options

Effective October 1, 2023

### Maintenance Fees:

As noted in the Naples Reserve Homeowners Association documents, assessments for your property should be remitted on /or before the 1st day of each quarter. (**Jan, Apr, Jul & Oct**). Late fees and interest charges are assessed on the 15<sup>th</sup> of the month to allow for mailing and processing times. Payments are due on the 1<sup>st</sup> and there is no grace period. Payments can be made online via the [NaplesReserveHOA.com](http://NaplesReserveHOA.com) website or mailed to the following address:

**Naples Reserve HOA**

**P.O. Box 628207**

**Orlando, FL 32862-8207**

### Late Fees and Interest:

The late fee is 5% of the assessment amount, and the maximum amount of interest as allowed by the Declaration will be computed from the first day of the missed assessment payment. The late fee and interest will be assessed on the 15th of the month and interest will accrue until payment is made.

### Online Payments:

Payments can be made online via the [NaplesReserveHOA.com](http://NaplesReserveHOA.com) website using the following payment options: E-Check, Visa, Mastercard, American Express or Discover Card. Please note that all credit card payments are subject to a convenience fee charged by the merchant of up to 3%; you will see this fee before submitting your payment. There will be no convenience fee charged for E-check (electronic check) or ACH (automatic withdrawal).

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

Printed Name: \_\_\_\_\_

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

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



### DESIGN REVIEW COMMITTEE ACKNOWLEDGEMENT

I the undersigned owners or tenants of Address \_\_\_\_\_ in Naples Reserve

Understand and Acknowledge that ANY Exterior Modifications to the home require a DRC Application and Approval.

Project Information including but not limited to:

- Project Overview and Scope
- Design Guidelines and Standards
- Architectural Plans and Drawings
- Exterior Materials and Finishes
- Landscaping and Site Plan
- Lighting and Signage
- Color Palette and Aesthetics
- Construction Schedule and Phases
- Change Orders and Modifications
- Committee Decision Process
- Project Maintenance and Inspections
- Committee Contact Information

I, the undersigned, acknowledge that I have received and reviewed the above information regarding the Design Review Committee's requirements and guidelines for the project mentioned above. I understand that compliance with these guidelines is necessary for project approval.

I hereby agree to adhere to the Design Review Committee's guidelines and standards throughout the planning, construction, and completion phases of the project. I understand that any changes or modifications to the approved plans require prior review and approval from the Committee.

By signing below, I confirm that I have read, understood, and agreed to the terms and conditions outlined in this Design Review Committee Acknowledgement.

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

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

# NAPLES RESERVE HOMEOWNER'S ASSOCIATION

14885 Naples Reserve Circle, Naples, FL 34114

## Electronic Voting & Notice Consent Form

### CONSENT TO PARTICIPATE IN ELECTRONIC VOTING AND/OR RECEIVE ELECTRONIC NOTICE

I hereby acknowledge pursuant to Chapter 720, Florida Statutes, that I received the Owners notice of the opportunity to vote through an online voting system and receive notices electronically, and as the Owner in Naples Reserve, with an address of, \_\_\_\_\_

I hereby consent as follows:

**\*\*INITIAL NEXT TO EACH VOTING AND NOTICE TO CONSENT\*\***

\_\_\_\_\_ (initial) **ELECTRONIC VOTING:** By signing this Consent, I/we consent to voting electronically at meetings and elections for the Association to the fullest permitted by Florida Law. I designate the following email address for electronic voting purposes (one email only):

\_\_\_\_\_  
Clearly print email address

\_\_\_\_\_ (initial) **ELECTRONIC NOTICE:** I/we consent to receiving notices by electronic transmission for meetings of the Board of Directors, Committees, Annual, and Special Meetings of the Members of Naples Reserve HOA and general notifications about pertinent community information. I designate the following email addresses for electronic notice purposes:

\_\_\_\_\_  
Clearly print email address

\_\_\_\_\_  
Clearly print email address

I/we acknowledge that mailed/paper notices may not be provided to me unless I rescind this consent in writing within the time period in the Board resolution establishing electronic voting and that any email address provided to the Association for purposed of electronic notice is an Official Record accessible by the Association.

All Owners or Authorized Voter must print, sign and date below:

Signature 1: \_\_\_\_\_

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

Signature 2: \_\_\_\_\_

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



**VOTING CERTIFICATE**

Pursuant to Article 3 of the Amended and Restated Bylaws of the Association, we, the undersigned, being all of the owners of the property located at \_\_\_\_\_ a Jes FL 34114 do hereby certify that the following person among us is the authorized voter for the foregoing parcel, and shall remain such designated voter until this certificate is revoked by subsequent certificate or the transfer of title to the property:

**NAME OF AUTHORIZED VOTER:** \_\_\_\_\_  
(Please PRINT name)

**SIGNATURE OF AUTHORIZED VOTER:** \_\_\_\_\_  
(Please SIGN name)

**DATE THIS FORM COMPLETED:** \_\_\_\_\_

Select the category below, which describes your form of ownership, and **sign** in the appropriate places:

**(a)** We are all **natural persons** who are owners of the above-described unit:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

**(b)** We are the President or Vice-President, and Secretary or Assistant Secretary (or equivalent) of the **Corporation or Limited Liability Company** named \_\_\_\_\_, which owns the above-described parcel.

\_\_\_\_\_  
President/Vice President Signature

\_\_\_\_\_  
Secretary/Assistant Secretary Signature

**(c)** I am a General Partner of the general or limited **Partnership** named \_\_\_\_\_ which owns the above-described parcel.

\_\_\_\_\_  
General Partner Signature

**(d)** I am the trustee of the **Trust** named \_\_\_\_\_ which owns the above-described parcel.

\_\_\_\_\_  
Trustee  
Signature



Board Approved: August 9, 2023

## **Amenity Access Smart Phone Credentials and RFID Eligibility and Process**

**Homeowners:** Homeowners must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. If you already have an RFID sticker, it will still work, and you do not need to replace it. New homeowners will receive up to two (2) RFID stickers free of charge. Homeowners may also obtain amenity access smartphone credentials. Only one set of amenity credentials per homeowner will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone.

**Tenants:** Approved tenants must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. Tenants may also obtain amenity access smartphone credentials. Only one set of amenity credentials per approved tenant occupant listed on the lease and application will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone. Bluetooth credentials and RFID stickers will be disabled at midnight (12:00 A.M.) on the last day of the approved application/lease. **\*\*Homeowners, please note that during the lease period, all amenity access will be transferred to your tenant(s), and your access, along with the access of other residents in your home, will be disabled for the duration of the approved lease.**

### **Guests:**

1. **Long-Term Resident Guests (defined as: a person who has primary residence with a homeowner within Naples Reserve. Examples: Significant other, spouse not on the deed, adult child, or caretaker):** The requirements to obtain these credentials are:
  - a. A copy of a government issued photo ID (driver's license, State issued ID, Passport) of the guest submitted by the homeowner to establish identity.
  - b. Completion of registration form signed and submitted by the homeowner
  - c. Proof of residency:
    - i. Government issued photo ID displaying Naples Reserve address, or
    - ii. Utility bill or bank statement reflecting Naples Reserve address

2. Short Term Guests (defined as: friend, family member, colleague, etc. that does have primary residence within Naples Reserve with a homeowner): These guests are not eligible for Bluetooth smartphone credentials or RFID stickers.

**Vendors:** Vendors are not eligible for RFIDs or Bluetooth cell phone credentials. This includes but is not limited to contractors, home watch, dog groomers, realtors, etc.

**\*Please note that all RFID stickers will be affixed to the vehicle by a member of the HOA Management Team upon purchase. This is to ensure that RFIDs are only used by individuals and vehicles authorized to be within Naples Reserve HOA. NO EXCEPTIONS.**

Violations of this process are subject to fines and suspensions per the Naples Reserve HOA Fining and Suspension Policy.



Date received: \_\_\_\_\_

Date executed: \_\_\_\_\_



**Naples Reserve HOA Long-Term Resident Guest**

**Resident Guest Information:**

Guest Full Name: \_\_\_\_\_  
Homeowner's Name: \_\_\_\_\_  
Naples Reserve Property Address: \_\_\_\_\_  
Guest Contact Information: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Homeowner: \_\_\_\_\_

**Criteria:** Please provide the following information and documentation:

**Proof of Residency:** (Please attach a copy of one of the following documents- ID's should include both the deeded homeowner and the guest)

Utility Bill, Bank Statement, Voter Registration, or ID reflecting common address

**Proof of Identity:** (Please attach a copy of one of the following documents)

Copy of Driver's License/State Issued ID/Passport

Relationship to Homeowner: \_\_\_\_\_

Age (must be 18 or over): \_\_\_\_\_

**Note:** The information provided in this form is for verification purposes and will be kept confidential.

I hereby declare that the information provided above is accurate and true to the best of my knowledge. I have provided the rules and regulations to my immediate family member and/or resident-guest and understand that I, the homeowner, am responsible for any violations incurred by my family member and may be subject to fines and/or suspensions for misrepresentations on this form. I also confirm that there has been and will be no exchange of money between the homeowners and guests who are provided amenity access for the term of their stay, nor is there a private lease agreement between the homeowner and guest.

**Homeowner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Immediate Family Member Information:**

**Homeowner Name:** \_\_\_\_\_

**Naples Reserve Property Address:** \_\_\_\_\_

**Guest Full Name (1):** \_\_\_\_\_

**Relationship to Homeowner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Age (must be 18 or over):** \_\_\_\_\_

**Photo ID: [ ]**

**Guest Full Name (2):** \_\_\_\_\_

**Relationship to Homeowner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Age (must be 18 or over):** \_\_\_\_\_

**Photo ID: [ ]**

**Guest Full Name (3):** \_\_\_\_\_

**Relationship to Homeowner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Age (must be 18 or over):** \_\_\_\_\_

**Photo ID: [ ]**

Guest Full Name (4): \_\_\_\_\_

Relationship to Homeowner: \_\_\_\_\_

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

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

Age (must be 18 or over): \_\_\_\_\_

Photo ID: [ ] \_\_\_\_\_

Note: The information provided in this form is for verification purposes and will be kept confidential.

I hereby declare that the information provided above is accurate and true to the best of my knowledge. I have provided the rules and regulations to my immediate family member and/or resident-guest and understand that I, the homeowner, am responsible for any violations incurred by my family member and may be subject to fines and/or suspensions for misrepresentations on this form. I also confirm that there has been and will be no exchange of money between the homeowners and guests who are provided amenity access for the term of their stay, nor is there a private lease agreement between the homeowner and guest.

Homeowner's Signature: \_\_\_\_\_

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

*Effective November 1, 2023: Credentials will be issued 30 days after receipt of complete registration form and supporting documentation.*

- **Non-Resident** Immediate Family is defined as: Parent, Grandparent, Child, Grandchild.
- Each residence is limited to four immediate family members for unaccompanied access to the pool, café, tiki bar, and Outrigger only.
- Credentials will be issued 30 days after receipt of a complete registration form with required supporting documents from the homeowner.



## Golf Cart Registration Form

**Unit Owner Name**

**Address**

**Phone**

**Email**

**Number of Golf Carts**

**Golf Cart 1**

**Make / Model**

**Color**

**Year**

**Insured**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Horn**

**Headlights**

**Tail lights**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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I, \_\_\_\_\_, hereby submit a golf cart registration application for the approval of the golf cart(s) described above. I agree to abide by the general rules and guidelines which may pertain to golf carts.

**Signature:**

**Date:**     /     /



## Pet Registration Form

**Unit Owner Name**

**Address**

**Phone**

**Email**

**Number of Pets**

**Pet 1**

Type of Pet	Name	Breed	Vaccinated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Weight	Age / Birthday	Microchipped
<input type="text"/>	<input type="text"/>	<input type="text"/>

I, \_\_\_\_\_, hereby submit a pet registration application for the approval of the pet(s) described above. I agree to abide by the general rules and guidelines which may pertain to pets.

**Signature:**

**Date:**     /     /

**Pet 2**

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped

**Pet 3**

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped

**Pet 4**

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped

