

Naples Reserve Homeowners Association, Inc
Open House Policy

Revised March 20, 2024

1. Open Houses may be held on **Saturdays and Sundays** only, between the hours of 1-4 p.m.
2. If an owner is selling through a realtor, the owner is responsible for completing the Realtor Authorization Form and submitting the form to the HOA office. Realtor information will be provided to the Gate House for access to the property.
3. A realtor representative or homeowner must be present at the home throughout the duration of the Open House
4. The real estate company or homeowner is responsible for notifying the HOA Office of all open house events scheduled by providing the following written information (preprinted). Notice must be given to the Office no later than 9 am the Friday before and Open House. The Office will provide the gate with the list of Open Houses.
 - a. Homeowner/real estate company name
 - b. Contact name and number of listing agent/homeowner
 - c. Address of Open House
 - d. Directions to the home
 - e. Date of the Open House
5. All Open House visitors must register with the Guard House via the guest lane before being allowed entry into Naples Reserve.
6. Please note: Visitors will not be permitted to enter Naples Reserve prior to 12:50 pm.
7. Access to the community will be granted **ONLY** if the visitor mentions a property that is on the Open House list provided by the owner or agent.
8. Signage:
 - a. Only Open House signs are permitted.
 - b. **Sign Dimensions: no bigger than 20" x 24"**
 - c. No balloons or other embellishments are allowed on the signs.
 - d. No "Home for Sale", "For Sale by Owner" etc. signs are permitted anywhere on the property, no exceptions.
 - e. Signs are permitted only in the front of the home, entrance into each neighborhood, the beginning of the respective street only.
 - f. No signs are to be placed at the intersection of Naples Reserve Circle and Blvd.
 - g. Signs are allowed for one hour before the open house and must be removed by no later than one hour after the open house ends (Signs may be up from 12 pm to 5 pm.)
 - h. The Association **reserves the right to remove any improper signs or those that are improperly placed**. These signs will be held at the Management office and available to pick up during normal business hours.
 - i. **Residents should not take it upon themselves to remove other people's signs. Please report any issues to the Compliance Committee or to Property Management.**
 - j. All signs must comply with Collier County regulations.