Welcome to Cottesmore

Lely Resort, Naples, Florida

**Web Site**

The community web site is [www.CottesmoreHOA.com](http://www.CottesmoreHOA.com). You will find financial information, rules and regulations, notices, board meeting minutes, dates for HOA meetings, the social calendar, information, and schedules for landscaping and much more. In the protected tab a password is required. In that area of the web site is our community directory. We only list the contact information for owners that specifically opt in by sending their information to Susan Vicedomini ([SusanCV@aol.com](mailto:SusanCV@aol.com)). If you wish to access the protected files, please send a request to Susan Vicedomini. You will receive an email from Go Daddy to create your password.

**Homeowner’s Association**

In accordance with Florida law based on the size and budget of our community, our HOA is managed by a certified Florida property management company. Resort Management and a Board of Directors consisting of three elected volunteers from our neighborhood.

Board meetings are held every month at a location within Lely Resort. Resort notifies residents of the date, time and location. The Annual Meeting and election of Board members is held in January. The Budget Meeting is held at least 60 days before end of the calendar year and usually occurs in October or November. Resort also informs residents about the Board elections, nominations, positions, voting, etc. and distributes copies of the proposed budget in advance. Dates for all meetings can also be found on the web site.

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| **Resort Management Group**  2685 Horseshoe Drive, Suite 215  Naples, Florida 34104 | | 239-649-5526 ext 5526 |
| Philippe Gabart is our community manager | | pgabart@resortgroupinc.com |
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**Board of Directors** (as of January 2022)

Susan Vicedomini, Gene Sullivan, and Tom Justice

Under the direction of Resort Management and our Board of Directors, our Cottesmore neighborhood also has the following committees served by neighbor volunteers. Below is a brief description.

**Architectural Review Board (ARB):** Review all proposed changes to the exterior of our homes ranging from any exterior changes to our properties (doors, windows, paint color, roofs, etc) to landscaping (adding or removing trees, shrubbery, etc.).

A Request for Approval form needs to be completed and submitted to Resort Management. Forms can be obtained via the community web site under the ARB tab. Forms can be scanned and emailed to Philippe Gabart at Resort Management. He will present requests to the ARB Committee and a decision will be made within at least 30 days, however, decisions are often communicated sooner.

**Landscaping Committee:** Volunteers make recommendations to the Board regarding flowers, plants and trees at Cottesmore’s entrance and in common areas. Their goal is to maintain the integrity and beauty of our neighborhood’s landscaping.

**Fining Appeal Committee –** A committee of 3 owners is required by Florida law to hear appeals from owners who wish to contest a fine levied by the board of directors.

**Decorating Committee** – Volunteers that decorate the front entrance during the holidays in November through December.

**HOA Fees**

HOA fees are billed quarterly. Reminders will be sent out via email. Payments are due January 1, April 1, July 1 and October 1. Late fees and interest will be charged for all late payments. If you do not receive a bill, please contact Philippe Gabart. Automatic payments can be set up for your convenience.

**Parking**

Owners and renters must park their cars in the garage. This is a requirement in our HOA documents. Guests may park in the driveway or on the street. It is preferable that guests park in the driveway since the road is narrow and there are often large delivery trucks and garbage trucks on the road. If you will have guests, please contact Philippe Gabart with the dates. If there is a circumstance that requires you to park outside your garage (contracting work, driveway maintenance, etc.) please contact Philippe Gabart with the reason and dates. Fines can be imposed at $100 per violation. Please also keep your garage doors closed when not in use. This not only gives the community a better look it also prevents the unwanted wildlife from entering your garage.

**Cane Toads**

Naples is full of wildlife, unfortunately not all of it is good. The Cane Toad, or Bufo toad is an invasive species that has arrived in SW Florida. They are most prevalent during the summer in the evening when you will see them in the streets, sidewalks, and yards, especially under the lights. They are normally between 3 and 6 inches but can grow to 8 or 9 inches. They have poison sacks located on each of their sides. If your pet licks or tries to pick up the toad the poison is released. This poison can kill a pet. If you think your pet has been poisoned rinse their mouth out for 5-10 minutes using a hose or other running water. Be sure to point the hose nozzle from the back of the mouth so no water is ingested. Take your pet to the veterinarian immediately.

**Rentals**

If you wish to rent your home, you may do so if the rental is a minimum of 30 days and you may only have 4 rentals per calendar year. Leases must be submitted to the board via Philippe Gabart 30 days before the start date. There is a sample lease on the web site that has the HOA rules. Please note that any violations of HOA rules by the renters may result in the owners being fined.

**Landscaping**

Our landscaping services are contracted to Expert Lawn Care. Fertilization, pest management and maintenance of lawns and shrubs are managed by them and paid by the HOA.

Mulching and tree trimming are also provided by the HOA. Fruit trees, however, are not maintained by the HOA. If you have fruit trees, please contract with a landscaper to help maintain it. Any plantings and irrigation inside the home lanai or courtyard are the sole responsibility of the owner.

All irrigation timers have been programmed so that Expert Lawn Care will be in control and responsible for the accuracy of the timing when the system activates. All time clock boxes have been locked to ensure control. Collier County has strict irrigation frequency rules. Any broken sprinkler heads, water flow direction, and other issues are addressed when Expert Lawn Care performs its monthly irrigation wet check on all properties. The only part of the irrigation that an owner is financially responsible for is the irrigation clock. If your clock stops working, you will be contacted to replace it. If you have any questions or issues regarding irrigation, you can direct them to Philippe Gabart.

If shrubs, palms, or trees need to be removed, staked, or replaced it is the financial responsibility of the homeowner. Any removal or planting of a tree or palm must be approved by the ARB. There are more details about this under the rules and regulation on the web site.

Any requests or issues with landscaping that are part of the HOA’s responsibility should be directed to Philippe Gabart. DO NOT CALL EXPERT DIRECTLY IF YOU ARE NOT PAYING FOR THE SERVICE. If there is an issue or project that an owner wishes to pay for, you may contact Expert Lawn Care directly.

Expert Lawn Care [Office@expertlawncare.net](mailto:Office@expertlawncare.net) 239-390-9700

**Our Gate**

The gate code for vendors is #4235 and for guests is #1976. Transponders for automobiles can be obtained through Philippe Gabart. Each house is given 2 complimentary transponders. Occasionally the gate malfunctions. If this happens, contact Philippe Gabart. If it is off hours and you need to get out there are directions on the web site in the password required section on how to manually open the gate. The Transponders should normally be placed in the upper right corner of your car’s windshield. PLEASE NOTE: SOME CAR MANUFACTURERS HAVE CHIPS OR HEAVY TINTING THAT MAY INTERUPT THE TRANSPONDER, PLEASE TEST YOUR TRNSPONDER ON YOUR WINDSHIELD BEFORE PERMANTENTLY AFFIXIING IT.

To have your name entered in the Gate’s Call Box, email Susan Vicedomini as to how you want your name to appear (e.g., Jane & John Doe OR just John Doe, etc.) and which phone number you want listed. It can be a cell phone or a landline number. When guests or someone with a delivery calls for entry, you press 9 from your phone to open the gate.

**Mailboxes**

Maintenance and repair of mailboxes is the responsibility of the homeowner. All mailboxes were refurbished by the HOA in 2019. There are companies that can repair the mailbox and may also be able to provide a temporary mailbox if needed. **Tip:** Place trash cans out for pick-up at the curb away from your mailbox!

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| **Lykins Signtek**  5935 Taylor Road, Naples, FL 34109 | 239-777-6201 | [www.tony@lykins-signtek.com](http://www.tony@lykins-signtek.com) |

**Trash Pick Up**

As described in our covenants, trash receptacles are to be set out at the curb (away from your mailbox) after 6 PM on the day before pickup. Please do not put your cans out the day before. If you will not be in town on collection day, please arrange for a neighbor or your home watch company to put it out and return it to your garage the day of pickup. All trash and recycling cans must be stored in your garage. Trash fees are paid for in your property taxes. See the Collier County website for additional information or if you need trash cans. [www.colliergov.net](http://www.colliergov.net)

**Monday Pickup** – Regular Trash Only (green lid) Thursday **Pickup** – Trash & Recycling (yellow lid)

**Lely’s Bark Park**

Access to the Bark Park located on Ascot Drive just off of Wildflower Way can be obtained from The Player’s Club front desk. Certification of your dog’s rabies vaccination needs to be presented when completing their registration form. See their website for hours. [www.playerclubandspa.com](http://www.playerclubandspa.com)

**Beach Passes**

Collier County property owners can obtain auto stickers for free beach parking. A driver’s license and automobile registration card need to be presented at one of several locations available. Multiple automobiles can be registered. The closest location to Lely Resort is Eagles Lake Park on US 4. See [www.colliercountygov.net/beachesandboats](http://www.colliercountygov.net/beachesandboats) for additional information (guests, list of parks that accept pass, etc.) and hours of operation.

PHONE NUMBERS

*Lely Resort*

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| > The Player’s Club & Spa | 239-774-6354 |
| > Flamingo Golf Shop | 239-793-2600 |
| > Sam Snead’s Tavern @ Lely Resort  *Open 7 days A Week 11 am – 11 pm* | 239-793-6623 |
| > Lely Resort Community Patrol | 239-253-8972 |

**EMERGENCY - Dial 911**

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| Sheriff, Collier County | 239-252-9300 |

*****If you find injured or orphaned native wildlife, contact the von Arx Wildlife Hospital at Conservancy of Southwest Florida at 239-262-CARE (2273) 8 a.m. - 8 p.m. Eastern Time seven days a week.***