

## New Owner Documents Checklist

- ☐ Owner Information Sheet (Return to HLV – Danielle)
- ☐ Email Agreement for Quarterly Dues (Return to HLV – Danielle)
- ☐ Maintenance Fee Auto Debit Form (Attach a blank voided check) (Return to HLV – Danielle)
- ☐ Consent to Electronic Voting (Requires all signatures of deed owners, and only one email address per unit for voting purposes) (Return to HLV – Danielle)
- ☐ Guest Registration Form (Front and back)
- ☐ Application for Alteration & Improvements (Please submit Business License, Liability, and Worker's Comp with Application)
- ☐ STC Floor Rating (To be signed by Owner & Vendor)
- ☐ Vendor List
- ☐ Work Order (For Tyler & Jay – Maintenance Staff)
- ☐ Checklist when leaving condo
- ☐ Summit Broadband Channel Guide
- ☐ Red Parking Sticker (2 stickers per unit owner) if they have a permanent vehicle, with car registration sheet filled out
- ☐ Owner Handbook (Provided by HLV)
- ☐ Owner Directory (First one provided by HLV)

HIDDEN LAKE VILLAS

OWNER INFORMATION UPDATE SHEET

NAME: \_\_\_\_\_ UNIT # \_\_\_\_\_

UNIT PHONE # \_\_\_\_\_ WORK # \_\_\_\_\_

VEHICLE LEFT ON PREMISES:

YES \_\_\_\_\_ NO \_\_\_\_\_ YEAR/MAKE/MODEL: \_\_\_\_\_

LICENSE # ON VEHICLE: \_\_\_\_\_

STATE OF VEHICLE REGISTRATION: \_\_\_\_\_

NORTHERN ADDRESS: \_\_\_\_\_

NORTHERN HOME PH# \_\_\_\_\_

NORTHERN WORK PH# \_\_\_\_\_

CELL # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONDO WATCHER: \_\_\_\_\_ PHONE# \_\_\_\_\_

EMERGENCY CONTACTS: NAME AND PHONE#:

1) \_\_\_\_\_

2) \_\_\_\_\_

May we include the following information in our HLV Owner Directory?

1) Your unit phone? YES \_\_\_\_\_ NO \_\_\_\_\_

2) Your cell phone? YES \_\_\_\_\_ NO \_\_\_\_\_

3) Your email address? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you consent to receive electronic notifications of member meetings in lieu of regular US mail? YES \_\_\_\_\_ NO \_\_\_\_\_

Use Northern mailing address between the following dates: \_\_\_\_\_

Use HLV mailing address between following dates: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Homeowners of Hidden Lake Villas Condominium Association, Inc.  
788 Park Shore Drive  
Naples, FL 34103

Dear Homeowner,

Hidden Lake Villas Condominium Association, Inc. is excited to offer a new service to all owners. We can email your quarterly assessment invoice to you! This will replace the mailing of invoices through the USPS, saving paper and postage. Also, your invoice will reach you no matter where you are.

If you would like to change your delivery system for your quarterly assessments please complete the section below and return it in the enclosed envelope with your quarterly assessment payment. (If you pay by ACH or by automatic bank payments, then just detach and send the email agreement.) The next quarterly assessment invoice, which will be due on October 1, 2014, will then be sent to you via email.

If you have any questions, please contact the office at HLV at 239-261-1300 or S&J Professional Services, Inc. at 239-776-7258.

Mike Campbell, Property Manager

**788 Park Shore Drive, Naples, Florida 34103**  
**Phone: (239) 261-1300 | Fax: (239) 261-5561**  
**Email: Office@HLVcondo.com | Website: www.HLVcondo.com**

#### Hidden Lake Villas Condominium Association, Inc. EMAIL AGREEMENT

We request to have our quarterly assessment invoices sent to us via email. We understand that it is our responsibility to keep S & J Professional Services, Inc. updated with our current email address.

Unit # \_\_\_\_\_

Name \_\_\_\_\_

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

HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC.

*Maintenance Fee Auto Debit Authorization*

Name on Deed: \_\_\_\_\_

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

Owner Last Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Name on Bank Account: \_\_\_\_\_

Bank Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Checking or Savings: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

I HAVE ATTACHED A BLANK VOIDED CHECK AND HEREBY AUTHORIZE MY FINANCIAL INSTITUTION TO DEBIT MY ACCOUNT IN THE NAME OF MY HOMEOWNERS ASSOCIATION. I ALSO REALIZE THE AUTO DEBIT WILL APPEAR ON MY BANK STATEMENT BETWEEN THE 3rd AND 10<sup>TH</sup> WORKING DAY OF THE FIRST MONTH OF THE QUARTER FOR EACH QUARTERLY ASSESSMENT. IN ADDITION, I UNDERSTAND THIS AUTO DEBIT WILL REMAIN IN EFFECT UNTIL I NOTIFY MY ASSOCIATION IN WRITING, 30 DAYS PRIOR TO CANCELING THE AUTO DEBIT. I ALSO GIVE THE ASSOCIATION AUTHORITY TO INCREASE THE AUTO DEBIT AS MAINTENANCE FEES ARE INCREASED BY THE BOARD OF DIRECTORS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please attach voided check or savings deposit ticket here.*

**CONSENT TO ELECTRONIC VOTING AND/OR  
CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being all the Owners, or an eligible voter, for Unit No./Address \_\_\_\_\_, at **Hidden Lake Villas Condominium**, pursuant to Florida Statutes, hereby consent(s) in writing to:

*(Please place a check mark or x in the box or boxes below for which you are giving consent.  
You may consent to electronic voting, receiving electronic notice or both).*

1. ☐ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by e-mail sent to the Association), I/we consent to voting electronically at meetings and elections for **Hidden Lake Villas Condominium Association, Inc.** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"), and release and waive any claim against the Association pertaining to such voting, including but not limited to the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like and any claim or challenge to such voting, including but not limited to situations where a Unit Owner vote was not received or counted by the Association due to no fault of the Board of Directors or management.

I/We designate the following email address for electronic voting purposes, which e-mail address and other information (including personal identifying information) may be released to a third party that provides electronic voting services or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes:

(PRINT NEATLY) \_\_\_\_\_.

The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association, and that the undersigned acknowledges that registration must be complete no later than **seventy-two (72)** hours prior to the meeting or election in which the Unit Owner wishes to vote by electronic means and that online voting access may be cutoff at a time prior to the time the question is called at the meeting. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advance of the first meeting where you will be using electronic voting.

I/We further understand and agree that, in order to use a different e-mail address for casting votes electronically, I/we must notify the Association in writing of the change of e-mail address no later than 72 hours prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2. ☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of **Hidden Lake Villas Condominium Association, Inc.** I/We designate the following email address for electronic notice purposes:

(You may write "same as above" or provide a different email address for electronic notice purposes) \_\_\_\_\_.

The undersigned understands that mailed/paper notice may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. **Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.**

All Owners of the Unit or Eligible Voter Please Print Name, Affix Date and Sign Below:

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

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

Please make sure to sign the back. This is a two-sided form.

## Hidden Lake Villas Condominium Guest Registration Form

### Guest occupancy governed by Section 15 of the Declaration of Condominium

1. **Date Received by Association:** \_\_\_\_\_ 2. **Date of Guest's Arrival:** \_\_\_\_\_

Registration Form must be received by Association Ten (10) days in advance of Guest(s)'s arrival, if the guest(s) will be occupying in the owner's absence.

3. **Name of Registrant (Person filling out this Form):** \_\_\_\_\_
4. **Circle One:** Registrant is a Unit Owner, Primary Occupant, or Tenant 5. **Unit Number:** \_\_\_\_\_

6. **Applies to Unit Owners Only:** Is guest related? **YES NO.**  
If YES, circle one: Parent, Grandparent, Child, Grandchild, or Sibling  
If NO, will owner be in residence? YES, NO

7. **Agreement to Abide with Guest Occupancy Requirements and to be responsible for guest(s)' conducts:** Registrant hereby agrees to abide by all the requirements of the Association in regard to guest occupancy, and to be responsible for the conduct of Registrant's guests.

8. **Name of Guest(s):** \_\_\_\_\_

9. **Names and Ages of Children, if any:** \_\_\_\_\_

10. **Duration of Occupancy:** FROM (date): \_\_\_\_\_ TO (date): \_\_\_\_\_

11. **Name and Phone Number in Case of Emergency:** \_\_\_\_\_

12. **Vehicle Parking:** No more than two vehicles per unit are permitted on Condominium Property. Pursuant to Section 14.3 of the Declaration of Condominium regarding Vehicle and Parking restrictions. No Trucks or Commercial Vehicles are permitted overnight. Guest(s) staying overnight must display the Association's Guest Parking Pass in the proper place in or on the guest(s) vehicle, per the Association's procedures. Please do not back your vehicle into assigned parking space.

If Registrant knows the vehicle(s) that will be parked on the property for the guest(s), fill in below. If the Registrant does not know the vehicle(s), please explain:

\_\_\_\_\_

13. **Make, Model, and Year of Guest(s)' Vehicle (Vehicle 1):**

\_\_\_\_\_

Plate Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_ Color: \_\_\_\_\_

14. **Make, Model, and Year of Guest(s)' Vehicle (Vehicle 2, if Any):**

\_\_\_\_\_

Plate Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_ Color: \_\_\_\_\_

Please make sure to sign the back. This is a two-sided form.

**Guest Occupancy governed by Sect 15 of the Declaration of Condominium:**

15. **GUEST OCCUPANCY** A guest is defined as a person who enters upon the condominium property at the invitation of a unit owner or tenant (or their respective families) for the purpose of visiting the unit owner or tenant (or their respective families), occupying the Condominium unit for less than thirty days during any calendar year, or utilizing the Condominium property. Use or visitation without consideration (payment) distinguishes a guest usage from a tenancy. There are various types of guest uses, which are regulated as follows:

**15.1 Non-Overnight Visitation by Guests When Unit Owner or Tenant is in Residence** There is no restriction against this type of guest usage, provided that same does not create a nuisance or annoyances to other condominium residents, nor prevent their peaceful enjoyment of the premises. The Association may restrict or prohibit guest visitation by convicted felons, including, but not limited to, registered sex offenders and person who have been convicted or narcotic offenses. Non-overnight guests shall be entitled to use the Condominium facilities only when accompanied by the unit owner or tenant (or an adult resident member of the unit owner's or tenant's family). The Board may establish additional restrictions on non-overnight guest usage of Condominium facilities, such as maximum number of guests who may use common facilities, maximum number of common facility usages per guest, and the like.

**15.2 Overnight Guests When Unit Owner or Tenant is in Residence** Unit owners and tenants (and their respective families) may have related or unrelated overnight guests, so long as the unit owner or tenant is in simultaneous residence. All overnight guests must register with the Board. The Association may restrict or prohibit guest visitation by convicted felons, including, but not limited to, registered sex offenders and person who have been convicted of narcotic offenses. Under no circumstances may more than six (6) persons (including the unit owner or tenant) sleep overnight in a two (2) bedroom unit, or more than four (4) persons sleep overnight in a one (1) bedroom unit (except there is no restriction on related family members, as defined in Article 15.4.2 of this Declaration). Overnight guests' use of Condominium facilities is subject to the same provisions as use of Condominium facilities by Non-Overnight Guests.

**15.3 Non-Overnight Guests in the Absence of the Unit Owner or Tenant** Unit owners and tenants are not permitted to have non-overnight guests when the unit owner or tenant is absent from the condominium. Unit owners and tenants may have their units inspected by caretakers, family members, etc. However, such individuals shall not be permitted to use Condominium facilities, such as recreational facilities (pool, parking areas, etc).

**15.4 Overnight Guests in the Absence of the Unit Owner or Tenant** Tenants are not permitted to have overnight guests (related or non-related) in the absence of the tenant's simultaneous residence. Unit owners are permitted to have overnight guests in the absence of the unit owner subject to the following conditions, and such other rules and regulations as may be deemed necessary by the Board to effectuate the residential, non-transient nature of this Condominium.

**15.4.1 Non-Related Overnight Guests** in the absence of the owner will be limited to a maximum of two (2) weeks and to three (3) occupancies per calendar year. The limitation on unit density in Article 15.2 applies. Ten (10) days prior notice to the Association is required. There shall be a minimum of thirty (30) days between such guest occupancies.

**15.4.2 Related Overnight Guests** may occupy a unit in the absence of the owner. For the purpose of this clause related means all persons staying in the unit on an overnight basis, in the absence of the owner, who are related to the unit owner or primary occupant, by blood, marriage, or adoption, to the following degree: parent, grandparent, child, grandchild, or sibling. Ten (10) days prior notice to the Association is required.

**Signature:** I attest that the foregoing guest(s) have never been convicted of a felony. I further attest that the information provided herein is complete and factual to the best of my knowledge. I agree to abide by all the requirements of the Declaration of Condominium and Rules & Regulations related to guest occupancy. I shall advise my guests of the conduct required of them while staying on condominium property and shall be responsible if they fail to comply with the requirements set forth in the condominium's governing documents, including the rules and regulations.

Signature of Registrant (Person filling out this form): \_\_\_\_\_

Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION FOR ALTERATION AND IMPROVEMENTS  
HIDDEN LAKE VILLS CONDOMINIUM ASSOCIATION, INC.  
788 PARK SHORE DRIVE, NAPLES FL 34103  
OFFICE: (239) 261-1300 FAX: (239) 261-5561**

\_\_\_\_\_  
Name of Application (Print)      Unit Number      Telephone Number      Date

\_\_\_\_\_  
Contact Person      Telephone Number

\_\_\_\_\_  
Contractor      Telephone Number

**DESCRIPTION OF ALTERATION AND IMPROVEMENTS  
(Attach plans, specifications, and description of scope of work)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned acknowledges that:

- 1.) All Alterations and/or improvements must comply with Section 9 (Pages 11-16) of the Declaration of Condominium AND Exhibit J (Pages 1-) from the Rules and Regulations for Unit Owners, Contractors, and Decorators for Maintenance, Alterations, and Improvements.
- 2.) No work is to commence on the above project until this application is approved, regardless of the contractual obligations of the Unit Owner.
- 3.) Owner is responsible to assure that contractors/subcontractors comply with the rules.
- 4.) Owner is responsible to assure that contractors/subcontractors are licensed, bonded, and properly insured and the HLV Office has all information on file.

Unit owner does hereby indemnify, hold harmless, and agree to defend Hidden Lake Villas Condo Association, Inc. against all claims, costs, damages, and expenses occurred by the Association, its officers, and directors, including reasonable Attorney's Fees through trial and appeal, arising out of any contract or construction relating to the application.

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

\_\_\_\_\_  
Date

**\*\*\*\*NOTE\*\*\*\* Your contractor should advise you if a city building permit is required**

By \_\_\_\_\_ and \_\_\_\_\_  
Manager      Board Member

\_\_\_\_ Approved \_\_\_\_ Rejected      \_\_\_\_ Approved with Conditions: \_\_\_\_\_

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

Unit/Owner:\_\_\_\_\_

STC Rating Documentation attached:\_\_\_\_\_

Vendor:\_\_\_\_\_

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

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**9.5 Unit Floor Coverings.** All units above the ground floor shall always have the floors covered with wall-to-wall carpeting, except in kitchens, bathrooms, balconies, foyers, and utility or laundry rooms, except as provided below. Hard floor surfaces (tile, marble, wood, etc) may only be installed upon prior written approval of the Board of Directors, which shall condition its approval on the unit owners proof of the installation of appropriate sound-deadening material. Specifications for sound proofing of hard flooring must be approved in writing by the Board or its representative prior to installation, and then the installed sound proofing must be inspected and approved prior to installation of the hard flooring. The minimum sound proofing material that will be approved shall be of such kind and quality to achieve STC and IIC ratings of at least 47 in bathrooms and 52 in all other areas; and as the Board may further specify. (For example, independent laboratory tests have indicated that Laticrete 18 has STC and IIC ratings of 47 and Laticrete 18 Plus has STC and IIC ratings of 52.) Installation procedures shall meet or exceed the following:

At the perimeter of the entire floor, and the periphery of all protrusions to that floor, fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within 1/4 (6.35 millimeters) of finished surface. Closed cell polyethylene foam (2.7 - 9 pcf) not less than 1/4 of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers. The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within the 1/4 of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of mortar, bond coat, or grout, touching the wall or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor. This joint shall be 1/4 wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field. Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.

**\*\*\*\*\*VENDOR LIST IS TWO-SIDED\*\*\*\*\***

## **Vendor List for HLV – Updated September 2021**

Hidden Lake Villas Condominium Association, Inc. does not endorse or recommend vendors. However, the following have been utilized with satisfaction by the Association or some unit owners. The list is not comprehensive of all vendors used by the Association or the members, and is only provided to address commonly asked questions by new residents. Numbers are current as of May 2019.

### **Police and Fire:**

911: Emergency (Police or Fire)  
239-213-4844 Non-Emergency (Naples Police or Fire)

### **Air Conditioning Services**

239-384-1640 L&M HVAC  
239-594-9871 Florida Cool  
239-337-1300 Crowther Electric

### **Appliance Repair**

239-774-2115 Collier County Appliance Services, Inc.  
239-992-7300 Union Complete Services

### **Cable & Internet Services:**

239-444-0400 Summit Broadband

### **Carpet, Tile, Grout, & Upholstery Cleaning**

317-255-9266 Floor Medic (Mark Stern)  
1-800-STEEMER Stanley Steemers

### **Cleaning**

239-253-8890 Pam Cooper  
239-878-3357 Queen of Clean Naples (Rebecca Shear)  
239-298-1028 Patricia Gutierrez

### **Condo Watchers (When owners are not in residence)**

239-269-4474 Tyler Danzey  
239-333-6909 Jay Goodman  
609-410-7485 Frank Falcone  
239-878-3357 Rebecca Shear  
239-707-9555 Danny Paz  
239-298-1028 Patricia Gutierrez

### **Electrical**

239-438-5606 Haven Electric  
239-595-9938 Mark Till Electric  
239-300-5475 N/C Electric

## Vendor List for HLV – Updated September 2021

### Fire & Water Damage Restoration/Mold Remediation

239-261-1422 Fireservice Disaster Klean-up

### Flooring

239-566-7100 Hadinger Flooring (Randy Yelvington)

### General Contractor

239-537-4069 Erik Patterson

239-707-9555 Danny Paz

### Handyman Services:

239-961-5831 1 Mister Handy (Denny)

### Junk Removal Service

1-800-GOT-JUNK

### Lanai Cleaning (Waterless)

239-776-0843 Water-LESS Lanai Cleaning LLC

### Locksmith

239-262-2000 B&B Locksmith

239-597-8855 "A" Locksmith

239-687-8494 Key Locksmith Services

### Plumbing

239-919-8147 Russell Plumbing of SWFL

239-430-9566 Hoosier Plumbing (Derek McCord)

### Shutter Repair:

239-597-9575 All Weather Hurricane Shutters

### Slider Door Repair

866-594-1969 Slider Man

### Large Item Garbage Disposal

239-213-4700 Solid Waste

These items will need to be placed in the Large Item Disposal Area, located near the Maintenance Shop, the day of the pick-up by 6:30 A.M. The association is not responsible for ANY fees incurred for special pickups. Please notify the HLV Office at 239-261-1300 of your arrangement in advance.

**\*\*Please note that all vendors must be licensed and insured. This includes anyone that is operating a business or providing any services on the HLV Premises. It is the owner's responsibility to check with all service providers contracted with to be sure this information has been secured by the vendor and a copy of the documents provided to the Hidden Lake Villas Business Office. Note the vendor list provided is for informational purposes only and not a recommendation by the Association. The Association cannot guarantee that all providers on the list are currently licensed and insured. However, again, that is a requirement of the Association.**

HIDDEN LAKE VILLAS  
788 PARK SHORE DRIVE  
NAPLES, FL 34103

W.O. # \_\_\_\_\_  
Assigned To: \_\_\_\_\_  
Name: \_\_\_\_\_

# WORK ORDER

**\*\*\*\*ALL WORK ORDER REQUESTS HAVE A 7 DAY TURN AROUND\*\*\*\***  
**(Scheduled based upon the Maintenance Staff Workload)**

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

UNIT # OR BUILDING: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Light Out  | <input type="checkbox"/> Cobwebs          |
| <input type="checkbox"/> Broken Sprinkler Head  | <input type="checkbox"/> Clean stairs     |
| <input type="checkbox"/> Dripping Sounds  | <input type="checkbox"/> Water Leak       |
| <input type="checkbox"/> Humming Sounds   | <input type="checkbox"/> Clean Pavers     |
| <input type="checkbox"/> Hose Walkway   | <input type="checkbox"/> A/C Drain Pan    |
| <input type="checkbox"/> Touch-up paint   | <input type="checkbox"/> Clean Dryer Vent |
| <input type="checkbox"/> Grill <input type="checkbox"/> New Tank <input type="checkbox"/> New Lighter Gun |   |
| <input type="checkbox"/> Paint Front Door   |   |

(Door Painting Occurs twice a year, January and June)

- ☐ Screens   ☐ Window   ☐ Lanai Screen

(Screen Repairs are done in groups & require additional time to measure and order screens)

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Special Requests/After Hours Requests:

**(Approval Required by Maintenance Supervisor/Property Manager; Request Subject To Fee)**

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Approved By: \_\_\_\_\_

Owner Notified On: \_\_\_\_\_

Approved On: \_\_\_\_\_

Maintenance Staff Comments/Notes ONLY:

Completed Date & Time: \_\_\_\_\_

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## **CHECKLIST WHEN LEAVING YOUR CONDOMINIUM**

**(Leaving for a couple days or months)**

**TURN OFF ALL WATER VALVES servicing your unit – including ice maker.**

**2 bedroom units – 3 cold water & 1 hot water**

**1 bedroom – 2 cold water & 1 hot water**

**Per section 9.10, Declarations, of the Governing Documents, Water must be turned off when absent from unit on overnight basis. If a water leak occurs in your absence and stems from not turning off your valves, the unit owner in violation WILL BE HELD LIABLE for damages caused due to non-compliance with the Documents. This covenant IS extremely important to follow!**

- **Leave toilet bowl filled with water after turning off water valves**
- **Place saran wrap over toilet and bowl to prevent water evaporation or critter intrusion**
- **Remove bicycles from all racks and them in your unit – No bicycles may be left in the racks if the occupant plans to be gone for more than 1 week.**
- **Set Air Conditioner and Humidistat according to instructions**
- **Empty refrigerator and freezer and leave door/drawer open**
- **Unplug or turn off breaker(s) to all major appliances**
- **Advise post office of forwarding address**
- **Cancel newspaper**
- **Advise HLV office AND your Condo Watcher you are leaving**
- **Supply an extra set of your car keys to your condo watcher or automobile watcher.**

**\*\*\*Have a licensed and insured condo watcher in place to check your unit frequently\*\*\***

**Thank you for your understanding and cooperation...**

**HLV Management**

**04/18/2022**



# summit

BROADBAND

Q3 2021

## Southwest Florida Channel Lineup

### HBO

600 HBO <sup>HD</sup>  
 510 HBO (West)  
 601 HBO 2 <sup>HD</sup>  
 511 HBO 2 (West)  
 504 HBO Comedy  
 603 HBO Family <sup>HD</sup>  
 513 HBO Family (West)  
 606 HBO Latino <sup>HD</sup>  
 516 HBO Latino (West)  
 599 HBO On Demand  
 602 HBO Signature <sup>HD</sup>  
 512 HBO Signature (West)  
 505 HBO Zone

### Cinemax

526 5 Star Max  
 622 Action Max <sup>HD</sup>  
 532 Action Max (West)  
 525 Cinemax  
 620 Cinemax <sup>HD</sup>  
 619 Cinemax On Demand  
 630 Cinemax West <sup>HD</sup>  
 621 More Max <sup>HD</sup>  
 531 More Max (West)  
 521 MovieMAX  
 527 Outer Max  
 523 Thriller Max

### Showtime

550 Flix  
 640 Showtime <sup>HD</sup>  
 643 Showtime x BET <sup>HD</sup>  
 644 Showtime Extreme <sup>HD</sup>  
 645 Showtime Next <sup>HD</sup>  
 639 Showtime On Demand  
 642 Showtime Showcase <sup>HD</sup>  
 641 Showtime Too <sup>HD</sup>  
 646 Showtime Women <sup>HD</sup>  
 648 The Movie Channel <sup>HD</sup>  
 649 The Movie Channel Xtra <sup>HD</sup>  
 647 The Movie Channel on Demand <sup>HD</sup>

### Starz & Encore

664 Starz <sup>HD</sup>  
 672 Starz (West) <sup>HD</sup>  
 668 Starz Cinema <sup>HD</sup>  
 669 Starz Comedy <sup>HD</sup>  
 665 Starz Edge <sup>HD</sup>  
 580 Starz Encore <sup>HD</sup>  
 581 Starz Encore Action  
 590 Starz Encore Action (West)  
 584 Starz Encore Black  
 593 Starz Encore Black (West)  
 583 Starz Encore Classic  
 592 Starz Encore Classic (West)  
 586 Starz Encore Family  
 579 Starz Encore On Demand  
 582 Starz Encore Suspense  
 591 Starz Encore Suspense (West)  
 689 Starz Encore West <sup>HD</sup>  
 585 Starz Encore Westerns <sup>HD</sup>  
 667 Starz In Black <sup>HD</sup>  
 663 Starz On Demand

### TV Latino

842 Cable Noticias  
 808 CineLatino  
 810 CineMexicano  
 802 CNN Español  
 801 Discovery en Español  
 804 ESPN Deportes  
 813 Galavisión  
 821 Gran Cine  
 806 History en Español  
 832 TeleN  
 858 LATV  
 834 Sorpresa  
 833 TBN Enlace  
 877 Telemundo (WDDT) <sup>HD</sup>  
 867 TV Chile  
 807 TV Dominicana  
 812 TV Pasiones  
 845 ULTRA Familia  
 868 UniMAS  
 878 Univision <sup>HD</sup>  
 809 Viendo Movies

### International

1220 CCTV 4 (Chinese)  
 1221 Channel One Russia (Russian)  
 1222 Deutsche Welle (German)  
 1223 Mediaset Italia (Italian)  
 1224 MYX (Asian-American)  
 1225 RTN (Russia)  
 1226 SBTN (Vietnamese)  
 1229 The Filipino Channel (Filipino) <sup>HD</sup>  
 1230 TV Asia (Asian)  
 1231 TV Globo Internacional (Brazilian)  
 1232 TV Japan (Japanese)  
 1233 TVK24 (Korean)

### Adult

799 Playboy TV/Directors Cut

### Pay-Per-View

790 Hot PPV  
 710 iN Demand PPV  
 711-713 iN Demand PPV Previews  
 717 iN Demand PPV en Español  
 718 iN Demand PPV <sup>HD</sup>  
 771-784 NHL/MLB Sports PPV  
 761-770 NBA/MLS Sports PPV

### DigiSports

1250 Fox College Sports (Atlantic)  
 1251 Fox College Sports (Central)  
 1252 Fox College Sports (Pacific)  
 1253 TVG2  
 1254 MLB Strike Zone  
 1255 NESN  
 1256 NFL Red Zone  
 1257 One World Sports  
 493 Tennis Channel <sup>HD</sup>  
 1259 TVG  
 1260 World Fishing  
 1261 YES Network

### DigiMusic

929 '70s  
 928 '80s  
 927 '90s  
 916 Adult Alternative  
 915 Alternative  
 946 Blues  
 934 Classic Country  
 918 Classic Rock  
 949 Classical Masterpieces  
 935 Contemporary Christian  
 953 Contemporary Instrumental  
 933 Country Hits  
 903 Dance/EDM  
 948 Easy Listening  
 911 Gospel  
 905 Hip-Hop and R&B  
 907 Hip-Hop Classics  
 901 Hit List  
 945 Jazz  
 924 Kidz Only!  
 950 Light Classical  
 920 Love Songs  
 904 MCU  
 914 Metal  
 938 Mexicana  
 937 Musica Urbana  
 922 Party Favorites  
 931 Music Choice Pop & Country  
 921 Pop Hits  
 936 Pop Latino  
 902 Music Choice Max  
 909 R&B Classics  
 910 R&B Soul  
 906 Rap  
 912 Reggae  
 913 Rock  
 917 Rock Hits  
 940 Romances  
 947 Singers & Swing  
 944 Smooth Jazz  
 919 Soft Rock  
 930 Solid Gold Oldies  
 941 Sounds of the Seasons  
 943 Soundscapes  
 942 Stage & Screen  
 951 Taste of Italy  
 923 Music Choice Teen Beats  
 952 Tejano  
 908 Throwback Jamz  
 932 Today's Country  
 925 Toddler Tunes  
 939 Topicales  
 926 Y2K

\* HD Gateway requires a HD set top box or DVR.

<sup>HD</sup> Indicates channels are broadcasted in High Definition.

• Underline indicates channel is only available on non-Synergy DVRs.

• For the latest version of the channel lineup, helpful tips, bill details and much more, please visit [summit-broadband.com](http://summit-broadband.com).

• Contact us 24 hours a day, 7 days a week at 407.996.8900.

#### RETAIL LOCATIONS

Bonita Springs 24017 Production Circle Suite #4, Bonita Springs, FL 34135

Naples 1443 Rail Head Blvd., Naples, FL 34110

East Naples 6060 Collier Blvd. Suite 62, Naples, FL 34114

Channels and channel lineups are subject to change



## Southwest Florida Channel Lineup

### DigiBasic

50 A&E	20 Estrella TV	72 National Geographic
91 ACC <sup>HD</sup>	27 EWTN Network	2 NBC (WBBH) <sup>HD</sup>
7 ABC (WZVN) <sup>HD</sup>	179 FL Channel / KnowledgeTV	83 NBC Universo
15 AMC	28 Food Network	110 Newsmax
61 Animal Planet	4 Fox (WFTX) <sup>HD</sup>	44 Nickelodeon
84 AWE <sup>HD</sup>	74 Fox Business News	19 NOAA Radar
56 Bally Sports Florida	35 Fox News Channel	21 OAN <sup>HD</sup>
57 Bally Sports Sun	39 Fox Sports 1	48 OWN
30 BTN	75 Fox Sports 2	59 Paramount Network
108 BTN Overflow	46 Freeform	3 PBS (WGCU) <sup>HD</sup>
73 Bloomberg Business	55 FX	178 PBS World
96 Bonita Springs City Channel	58 FXX	176 PBS Kids
51 Bravo	78 FYI	177 PBS Create
16 C-SPAN 1	119 Galavision	13 QVC <sup>HD</sup>
116 C-SPAN 2	63 Golf Channel	114 QVC2 <sup>HD</sup>
117 C-SPAN 3	41 Hallmark	128 Summit Broadband Info Channel
5 CBS (WINK) <sup>HD</sup>	23 Headline News	90 SEC Network
10 Christian TV (WRXY) <sup>HD</sup>	202 Heros & Icons (WBBHDT2)	64 Syfy
37 CNBC	42 HGTV	62 TBS
11 CNN	65 History Channel	15 Telemundo (WVDT) <sup>HD</sup>
98 Collier County Government	17 HSN <sup>HD</sup>	24 TLC
8 Comedy Central	80 Investigation Discovery	9 The Weather Channel
67 Country Music Television	47 ION	49 TNT
14 COZI TV	204 LATV	66 Travel Channel
6 CW (WCWV) <sup>HD</sup>	26 Lifetime	38 truTV
85 DABL	77 Lifetime Movies	71 Turner Classic Movies
43 Discovery Channel	97 Marco Island City Channel	12 TV Guide
45 Disney Channel	207 MeTV (WZVN)	54 TV Land
68 Disney XD	29 MLB Network	118 UniMAS
86 DIY Network	36 MSNBC	83 Universo
60 E! Entertainment	70 MTV	18 Univision
99 Education Access	95 Naples City Channel	52 USA Network
31 ESPN	82 NASA Channel	69 VH1
32 ESPN 2	76 NatGeo Wild	79 Viceland
33 ESPN News		40 WE TV
		25 WGN America
		205 WINK- DT2

### DigiMax

247 American Heroes Channel	230 Game Show Network
432 AXS TV <sup>HD</sup>	420 Hallmark Drama <sup>HD</sup>
236 BBC America <sup>HD</sup>	421 Hallmark Movies and Mysteries <sup>HD</sup>
1123 BET Her	433 HDNet Movies <sup>HD</sup>
223 BET Jams	1135 IFC <sup>HD</sup>
220 BET Soul	242 Lifetime Real Women
1126 C-SPAN 3 <sup>HD</sup>	221 MTV 2
1122 CBS Sports Network <sup>HD</sup>	218 MTV Classic
422 CBS Sports Network <sup>HD</sup>	224 MTV TR3s
241 Crime and Investigation <sup>HD</sup>	491 NBC Sports Network <sup>HD</sup>
219 CMT Music	492 NFL Network <sup>HD</sup>
1124 CNBC World	494 NHL Network <sup>HD</sup>
1125 CNN International	216 Nick Jr.
250 Cooking Channel <sup>HD</sup>	222 Nick Music
403 Destination America <sup>HD</sup>	213 Nick Too
229 Discovery Family <sup>HD</sup>	215 Nick Toons
1128 Discovery Life	430 Olympic Channel <sup>HD</sup>
212 Disney Junior	240 Oxygen
490 ESPNU <sup>HD</sup>	401 Science Channel <sup>HD</sup>
231 FidoTV	248 Smithsonian Channel <sup>HD</sup>
261 FOX College Sports Atlantic	214 Teen Nick
1129 FOX College Sports Atlantic <sup>HD</sup>	493 Tennis Channel <sup>HD</sup>
262 FOX College Sport Central	409 The Blaze
1130 FOX College Sports Central <sup>HD</sup>	217 Universal Kids
263 FOX College Sports Pacific	
210 Fusion	
424 FXM <sup>HD</sup>	

<sup>HD</sup> indicates channels are broadcasted in High Definition.

### \* HD Gateway

350 A&E <sup>HD</sup>	331 ESPN <sup>HD</sup>	342 HGTV <sup>HD</sup>	324 TLC <sup>HD</sup>
361 Animal Planet <sup>HD</sup>	332 ESPN2 <sup>HD</sup>	365 History Channel <sup>HD</sup>	309 The Weather Channel <sup>HD</sup>
356 Bally Sports Florida <sup>HD</sup>	333 ESPN News <sup>HD</sup>	326 Lifetime <sup>HD</sup>	349 TNT <sup>HD</sup>
357 Bally Sports Sun <sup>HD</sup>	328 Food Network <sup>HD</sup>	377 Lifetime Movies <sup>HD</sup>	366 Travel Channel <sup>HD</sup>
330 Big Ten Network <sup>HD</sup>	374 Fox Business News <sup>HD</sup>	329 MLB Network <sup>HD</sup>	338 truTV <sup>HD</sup>
473 Bloomberg Business <sup>HD</sup>	335 Fox News Channel <sup>HD</sup>	385 Motor Trend <sup>HD</sup>	371 TCM <sup>HD</sup>
351 Bravo <sup>HD</sup>	339 Fox Sports 1 <sup>HD</sup>	336 MSNBC <sup>HD</sup>	431 Univision <sup>HD</sup>
337 CNBC <sup>HD</sup>	375 Fox Sports 2 <sup>HD</sup>	370 MTV <sup>HD</sup>	352 USA Network <sup>HD</sup>
311 CNN <sup>HD</sup>	346 FreeForm <sup>HD</sup>	376 NatGeo Wild <sup>HD</sup>	369 VH1 <sup>HD</sup>
308 Comedy Central <sup>HD</sup>	355 FX <sup>HD</sup>	372 National Geographic <sup>HD</sup>	379 Viceland <sup>HD</sup>
367 Country Music TV <sup>HD</sup>	358 FXX <sup>HD</sup>	344 Nickelodeon <sup>HD</sup>	1 Video On Demand <sup>HD</sup>
314 COZI TV <sup>HD</sup>	378 FYI <sup>HD</sup>	359 Paramount Network <sup>HD</sup>	325 WGN America <sup>HD</sup>
343 Discovery Channel <sup>HD</sup>	363 Golf Channel <sup>HD</sup>	390 SEC Network <sup>HD</sup>	
345 Disney Channel <sup>HD</sup>	341 Hallmark <sup>HD</sup>	364 Syfy <sup>HD</sup>	
360 E! Entertainment <sup>HD</sup>	323 Headline News <sup>HD</sup>	362 TBS <sup>HD</sup>	

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