

Date Stamp



BRIARWOOD

Briarwood Property Owners' Association, Inc. Lease Application Checklist

Dear Prospective Tenant,

Please submit the following for approval to lease in Briarwood POA, Inc.:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$100.00 Non-Refundable Application Fee – Payable to **BPOA**
Annual Renewals Included

LONG TERM RENTALS (One month or More)

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$100.00 Non-Refundable Application Fee – Payable to **BPOA**
Renewals Included
- _____ Background Fee of \$50 per adult U.S. Citizen/ \$75 per adult Foreign National
Non-Refundable – Payable to **Anchor Associates** for tenants renting for six (6) months or more
- _____ Background Check Release Form & Copy of a State Issued ID – If Applicable
- _____ Executed Lease or Agreement if renting thirty (30) days or more

Home Address _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 20 days prior to occupancy.

ADDITIONAL FEES:

- _____ Received less than twenty (20) days prior to occupancy please include a non-refundable **\$100.00** fee made payable to **BPOA**.
- _____ Received less than seven (7) days prior to occupancy please include a non-refundable **\$200.00** fee made payable to **BPOA**.
- _____ Same Day Service please include **\$300.00** fee made payable to **BPOA**.

Signature

If you have any questions, please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,
Anchor Managers



Briarwood POA, Inc.

Application for Approval to Lease

Date Stamp

Empty box for Date Stamp

Street Address _____ Unit # _____ Lease ___/___/___ to ___/___/___

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION table with fields: Last Name, First, Middle, Home Address, Apartment/Unit #, City, State, ZIP, Phone #, Cell #, Other Phone #, Email Address, Emergency Contact, Emergency Contact Phone #

OCCUPANTS- Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.

Table with 3 columns: Full Name, Relationship, Date of Birth. Multiple empty rows for entry.

Note: There is a minimum 7 days on all leases and a maximum of 12 months. All renewals need to be submitted and approved 20 days prior to the expiration of the current lease.

DISCLAIMER AND SIGNATURE

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read and understand the Rules and Regulations of Briarwood POA and will comply.

Signature and Date fields for two parties.

Return this request to:

Briarwood POA, Inc.
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
(239) 649-6357 phone
(239) 649-7495 fax
applications@anchormanagers.com



APPLICATION APPROVAL

Approval fields: Approved, Disapproved, Date, By: Board Officer or Director



Date Stamp

BACKGROUND & CREDIT CHECK AUTHORIZATION

The Association has the right to perform background and credit checks on all applicants. By completing this authorization form, I give Anchor Associates, Inc. the right to administer a background and credit check as a part of the application approval process. Include with this form a non-refundable check made out to Anchor Associates. Each background and credit check is a non-refundable \$50 per adult for US Citizens and \$75 per person for Foreign National. Include a state or government issued photo ID.

Print all information neatly and legibly.

Applicant Name _____

DOB _____ Social Security # _____

NIN # _____ Passport # _____

Current Address _____

Previous Address _____

Applicant Name _____

DOB _____ Social Security # _____

NIN # _____ Passport # _____

Current Address _____

Previous Address _____

By signing this form I agree that the information provided is correct and to administer a background and credit check.

Signature _____

Date _____

Signature _____

Date _____

***FAX OR E-MAIL COMPLETED FORM**

BPOA's Association Management Company



2340 Stanford Court
Naples, FL 34112
(239) 649-6357, office
(855) 649-6357, toll free
(239) 649-7495, fax
www.anchorassociationmanagement.com

Your contacts:

Michelle Zambelli, CAM
michelle@anchormanagers.com

Voice Automated Access for Entry
239-659-3400
pin # will be required and can be
obtained from your agent.

ATTENTION BRIARWOOD RESIDENTS PARKING STICKERS & BARCODES

STICKERS (decals)

For approved and registered short-term tenants (less than 1 month) only. Can only be obtained from the guard house. Must be affixed on window of driver side. Only valid thru lease expiration date.



****No commercial vehicles are permitted. Pool and Lawn Vendors may receive a bar code by paying the \$100 application fee along with filling out the application.***

BARCODES (decals)

For approved and registered long-term tenants (1 month or more) and owners only. Can only be purchased from Management Office Monday – Friday, 9am – 4pm. Must be affixed on window of driver side. A fee of \$10.00 per vehicle will apply.



For a Rental Vehicle

1. Photo ID
2. Vehicle Rental Agreement

For Personal Vehicle

1. Photo ID
2. Vehicle registration
3. Proof of Vehicle Insurance

Briarwood Property Owners Association, Inc.

Rules and Regulations

Rules and Regulations (Effective November 1, 2016)

The Board of Directors has the power and obligation to create and enforce reasonable rules and regulations consistent with the Articles of Incorporation or Amendment, Bylaws and Declaration of Covenants of the Briarwood Property Owners Association. The following is a partial list of these Rules and Regulations and use restrictions which the Board feels most members would be interested in as they affect our daily activities, lives and investment.

❖ Parking

- No boat, trailer of any kind, semitrailer, house trailer, motorcycle, camper, mobile home, motor home, bus, truck, or covered, disabled, inoperative or unlicensed, unregistered or unsightly vehicle shall be permitted to be parked, kept or stored on any portion of the exterior of the Properties unless kept fully enclosed inside a structure, except same may be temporarily parked on private driveway for short periods, but in no event overnight.
- No motor vehicle shall be used as a domicile or residence, either permanent or temporary while in the neighborhood.
- The prohibition on parking for all vehicles shall not apply to temporary parking of vehicles temporarily present to provide services to the Units, Lots or Common areas, or commercial vehicles used for construction or the temporary parking of other vehicles for the loading or unloading of materials or personnel.
- Overnight parking on the street is not permitted.
- Overnight parking in the Clubhouse parking lot is prohibited, with the exception of law enforcement vehicles upon Board approval.
- No unregistered motorized or electric vehicles may be operated within the Properties, except that golf cart type vehicles. This includes all terrain vehicles, scooters and mini-cycles. It does not include wheelchairs or such other vehicles intended to provide mobility for disabled persons.
- Any vehicle parked in violation of these or other restrictions may be towed by the Association at the sole expense of the owner of such vehicle if violation is not corrected within a period of twenty-four {24} hours from the time of notice of violation.

❖ Golf Carts

- Golf cart use requires a valid driver's license
- Golf carts may only be operated on Briarwood roads between dawn and dusk, except on Halloween.

❖ Access Control and Guard Gate

- All guests or vendors must show proper identification.
- No parking or standing in or around the guard gate is permitted.

- Only authorized personnel are allowed inside the guardhouse.
- Guards are not allowed to take direction from residents.
- The following Access Control protocol will be followed at all times. Briarwood is a limited ACCESS CONTROL COMMUNITY. All Guest/Vendors are required to be pre-called or listed on the Residents permanent list and/or approved short term rental list. Denial of access will be recorded by officer on duty with the date/time, individual's name, and vehicle tag number on the community Incident Report and deliver the report to the Management Company.
- All communication must be directed to the Association's Management.

❖ **Trash**

- Garbage collection is Monday and Thursday. Recycling collection is Monday.
- Trash, garbage and other waste shall be kept in clean receptacles.
- Garbage cans must be stored in a location that is screened from the public view and protected from storms, animals and other disturbances.
- Replacement receptacles may be obtained from Waste Management at (239) 252-2380.

❖ **Nuisance**

- No light, sound or odor shall be emitted from any Lot which is obnoxious or unreasonably offensive to others.
- No obnoxious or offensive activity or nuisance shall be carried on or be permitted to exist within the Property nor shall anything be done or permitted which is or may become offensive or detrimental or cause a disturbance or annoyance to Lot or its occupants.
- Please be considerate after 10:00 PM.
- No fireworks may be set off at or near the clubhouse and the adjacent common areas.

❖ **Fences & Walls**

- No fences may be erected on any Lot. No walls may be erected that are not attached to and approved as a part of the main structure on the Lot.

❖ **Playground Equipment**

- Jungle gyms, wing sets, or other playground equipment including, but not limited to, basketball hoops and backboards are not permitted on any Lot, without the written consent of the Board of Directors.

❖ **Community Amenities**

- The Pools, playground and tennis/basketball/volleyball courts are open dawn to dusk.
- Children under the age of 12 must be accompanied when utilizing the pool.
- The tennis courts are first come, first serve, except for the allotted time given for instructional tennis programs. Preference is given to those who sign up in advance for court time.
- Unleashing dogs in the playground/pool area or in the tennis courts is strictly prohibited.

❖ **Hurricane Shutters**

- Hurricane protection may be utilized on a continual basis on unoccupied units during hurricane season (June 1 through November 30). All other times of the year, the hurricane shutters must be removed or left open unless Properties are subject to a storm warning as determined by the National Oceanic and Atmospheric Administration.

❖ **Signs**

- No signs, advertisements, notices or other lettering, to include, but not limited to, signs of

Realtors, politicians, contractors or subcontractors, shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Properties, by an Owner or occupant other than the Declarant, its contractors and subcontractors, and builders.

- No "For Sale" signs or "Take One" receptacles are allowed in Briarwood.
- Signs may not be placed in or on windows of the home, on vehicles parked on the unit or its driveway.
- Owners may display a sign provided by a contractor for security services within ten feet (10') of any entrance to the home, which security sign shall not exceed one square foot in size.
- Open house signs may be placed on the lot or unit with a sign at the Livingston Gate and a reasonable number of directional open house signs may be placed in the community while the house is open and attended to by the owner or an agent of the owner. The owner or their agent must notify the guard on duty when the house is opened for inspection and when the house is closed for inspection. When at agent leaves the house or it is otherwise not attended to, all signs shall be removed from the Property.

❖ **Authorized Agent**

- An owner may choose to have an agent to manage his/her unit, including without limitation maintenance and leasing of the unit.
- Any such agent must first be approved by the Master Association and reapproved not less than annually.
- The Master Association may charge the owner a preset fee (currently \$100) for processing the agent's application plus background check.
- Grounds for disapproval of a company/agent may include, but are not limited to the following: screening lessee applicants inadequately; recommending undesirable lessees; entering into leases without prior Master Association approval; failing to keep properties represented adequately maintained; conducting himself in a manner inconsistent with the governing documents applicable to the Properties.

❖ **Owner Agent / Pool and Landscaping Service Providers**

- An owner may choose to have a licensed and insured agent to manage his/her unit, including without limitation maintenance and leasing of the unit.
- An owner may choose to have any licensed and insured landscaping company to maintain the landscaping on their lot.
- An owner may choose to have any licensed and insured pool company to maintain the pool on their lot.
- Any such service provider must first be approved by the Master Association and reapproved not less than annually.
- The Master Association may charge the owner a preset fee (currently \$125) for processing the service provider's application plus background check.
- Grounds for disapproval of a company/agent may include, but are not limited to the following: failure to be licensed and insured; failing to keep properties serviced adequately maintained; conducting services in a manner inconsistent with the governing documents applicable to the Properties.
- Approved providers will be authorized to use the Radio Road gate for entry to the

community.

❖ **Leasing**

- All leases must be in writing, for a term no less than seven (7) days, with the exception of Bella Lago with leases no less than thirty (30) days.
- The maximum occupancy of a leased unit is two (2) persons per bedroom.
- Leases and fees must be submitted to the Briarwood POA at least 20 days before the tenants(s) commence occupancy.
- Tenants shall comply with the HOA documents. Failure of tenant to comply shall be a default under the lease.
- Owner shall be liable for any violation of the HOA documents committed by such Owner's tenant.
- No Lot shall be leased, used or sold on a "timeshare basis".
- No Lot shall be leased without the prior written approval of the BPOA.
- The Association may charge a fee for the review and approval or disapproval of each proposed lease at the discretion of the Board of Directors. The amount of the fee shall be up to the maximum amount by law, currently \$100.
- Subleasing is not permitted.

❖ **Hazardous Materials**

- No Owner or his tenants, guest, or invitees, shall knowingly use, generate, manufacture, store, release, dispose of or knowingly permit to exist in, on, under or about his or her Lot any hazardous material except in compliance with the Environmental Laws.

❖ **Flags & Flagpoles**

- Flagpoles are not permitted without the prior consent of the BPOA.
- No more than two flags shall be flown at any one home.
- Flags flown must contain no offensive material.

❖ **Firearms**

- The discharge of firearms is strictly prohibited.

❖ **Antennas & Electronic Devices**

- No outside antennas, antenna mats, electronic devices or antenna towers shall be permitted excepted as may be specifically permitted by federal law.
- If such device is permitted by such law(s), adequate screening of same from offsite view shall be required, and the plans, location, and method of screening shall be submitted for approval by the Board of Directors, prior to installation.
- The Board of Directors currently allows satellite TV dishes (less than 24" in diameter as long as the dish is mounted to the Owner's house and has the appropriate screening.

❖ **Pets**

- Household pets such as dogs, cats, tropical fish and caged birds may be kept on any Parcel.
- The following breeds are not permitted: Akita, Doberman, German Sheppard, Pit Bull, Rottweiler, Pit Bull Mix or Rottweiler mix breed of dog.
- All animals shall be leashed while outdoors, and contained within the Owner's residence and shall not be permitted to roam freely.
- Pets may not be left unattended on porches, lanais, patios, on common Areas, outside or in garages.

- Owners are responsible for the conduct of and the clean-up after their pet(s).
- No reptiles, amphibians, poultry or livestock may be kept on the Residence.

❖ **Landscaping & Tree Trimming**

- All landscape changes must be approved by the Briarwood POA. No Owner shall make changes to the landscaping on his unit prior to approval.
- Trees on each property are not to be removed without prior approval of the Association. All lots shall have at least 2 hardwood trees thereon. Maintenance of the trees includes trimming of branches, canopy maintenance, root pruning, fertilization, and pest control in a fashion to promote a healthy tree and minimize any damage to structures, and surrounding landscaping.
- Irrigation systems shall be maintained in such a manner so as to cause no stains on homes, structures, or paved areas. BPOA may require owners to adopt systems to prevent staining.
- No weeds, underbrush, or other unsightly growth shall be permitted to grow or remain on any home. Weeds growing in curbs, driveway or expansion joints shall be removed as needed.
- Owners may not irrigate any portion of their property using water from the common area lakes.

❖ **Hedges**

- Hedges may not be used as an alternative to a fence or wall.
- No hedges may exceed eighteen (18) feet in height in a rear yard that abuts another home.
- No hedge may exceed ten (10) feet in height in side yard and must be maintained or trimmed to no more than three (3) feet from the primary or accessory structure.
- No hedge shall exceed six (6) feet in height in the front yard.
- Any hedge that abuts a roadway or other residence in the Property which exceeds four (4) feet in height shall be required to have a second row of plantings facing the roadway or other residence with a height that shall not exceed 50% or be less than 20% of the taller planting.
- No hedge may encroach upon the Common Areas or another unit in the property.

❖ **Outdoor Equipment**

- All air conditioning and heating units, garbage and trash containers, oil tanks, bottle gas tanks swimming pool equipment, housing and sprinkler pumps and other such outdoor equipment must be placed underground or shielded and hidden from view by adequate landscaping as not to be readily visible from any adjacent streets or properties.

❖ **Air Conditioners**

- Wall air conditioning unit may be permitted only if not visible from the street or other residences.
- Window air conditioning units are not permitted.

❖ **Mailboxes & Address Markers**

- Maintenance, repair and/or replacement of mailboxes are the responsibility of the homeowner.
- All mailboxes are to remain consistent throughout Briarwood. No one homeowner may

alter the appearance of switch to another mailbox style. For repair and/or replacement of mailboxes, please contact Management at (239) 649-6347.

❖ **Maintenance & Alterations**

- The individual Lot owners shall have the maintenance, repair and replacement responsibility for the following: The home, structure and all structural components, including courtyard walks, entry doors, garage doors, roof components, windows, sliding glass doors, screens, screen doors, driveways and frameworks serving their home.
- Homeowners are required to have their roof, home, mailbox, driveway, eaves, sidewalks, curbs and street gutters cleaned on a regular basis as not to accumulate mold, dirt, mildew and staining. Homeowners are required to have their roof pressure washed as needed as determined by the Association.
- All driveways must be kept in a clean, well kept condition at all times. No weeds or growth are permitted inside of driveway pavers or cracks. Any replacements must be approved by the association.
- Irrigation systems shall be maintained in such a manner so as to cause no stains on homes, structures or paved areas. BPOA may require owners to adopt systems to prevent staining.
- Any change to the exterior color of a home must be selected from the Association's list of approved paint colors and be approved by the Association.
- No building structure, enclosure or other improvement shall be erected or existing exteriors of buildings, structures or enclosures be altered, nor shall any grading, excavation, or other site work, or major landscaping, exterior painting of homes or other structures, or any other exterior work on any structure or lot shall occur unless and until the plans, specifications and location of same have been submitted to and approved by the Board of Directors.
- The Board of Directors shall have thirty (30) days after delivery of all required information, plans and materials to approve or deny any such plan.

❖ **Factory-Built Structures**

- No structure of any kind that is commonly known as "factory-built", "modular", or "mobile home" type of construction shall be erected without the prior written permission of the Master Association.
- This includes sheds or other storage cabinets that exist outside the interior walls of the home.

❖ **Service Vehicles and Deliveries**

- Construction contractors, grounds maintenance personnel or other hired workers or construction material deliveries shall be allowed entry/exit only between the hours of 7 AM to 7:30 PM Monday through Saturday; except for emergencies.
- All contractors, grounds maintenance personnel or other hired workers must exit Briarwood by 8 PM.
- Deliveries from food establishments, UPS and FedEx to residential units are permitted any day of the week and at any time.

❖ **Garage Sales**

- No garage or yard sales shall be allowed in Briarwood, except for an annual community wide garage sale organized and permitted by the Association.

- Any resident choosing to participate as a seller in the community garage sale shall notify the Association of their intent to do so prior to the day of the event.

❖ **Community Pool Rules**

- No glass or animals in the fences pool area.
- No food or beverages in pool or on wet deck.
- Shower before entering pool.
- Bathing load is 30 persons.
- Do not swallow the pool water.
- For emergency call 911.
- Warning. No lifeguard on duty.
- Children under 12 must be accompanied by an adult.
- Pool depths measured in feet.
- Pool Hours: Dawn to Dusk.
- No night swimming.
- No smoking.
- Do not touch the pool heater.

These Rules & Regulations are for the benefit of all owners.

The Board of Directors would like to thank all residents for their cooperation.

Date: ____/____/____

Check One:

____ Remove

____ Add

____ Update

BRIARWOOD PROPERTY OWNERS ASSOCIATION, INC.
 c/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239) 649-6357, phone (239) 649-7495, fax

ACCESS CONTROL FORM

Homeowner Name: _____

Briarwood Address: _____

Registered Phone Number(s) – MAXIMUM OF 2 and PIN (to be registered with automated gate system):

(____) _____ - _____ home/cell (circle one)

SELECT A UNIQUE 4-DIGIT PIN (CANNOT BE ALL ZEROS and CANNOT BE 1234):

(____) _____ - _____ home/cell (circle one)

____ _
 PIN must be entered when calling from one of the registered numbers.

Email Address: _____

Please indicate the names of family, guests and vendors that are allowed ROUTINE access to your residence. One-time guests are to be called in via the voice automated system. Access hours for family and guests may reflect anytime. Access hours for vendors must reflect a specific schedule within the hours of 7am – 7:30pm, Monday thru Saturday. All family, guests and vendor personnel must present a valid photo I.D. to the gate attendant before entering the Briarwood community.

FAMILY/OCCUPANTS (NOT TENANTS):

Last	First	Middle	Access Hours

PERMANENT GUESTS (NOT TENANTS):

Last	First	Relationship	Access Hours

VENDORS – Requires Annual Service Vendor Application and Fee

Company	Vendor Type	Name	Access Hours
	LAWN CARE		
	POOL SERVICE		
	HOME WATCH		
	PEST CONTROL		
	OTHER: _____		

 Homeowner Signature

Return completed form to admin@anchormanagers.com