

The Manors At Fountain Lakes

Sale Packet 2022



**8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
(239) 454-8568
Fax: (239) 454-5191**



**8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
Phone # 239-454-8568
Fax # 239-454-5191**

Dear New Homeowner:

Welcome to The Manors at Fountain Lakes Condominium Association, Inc. We would like to take this opportunity to introduce Pegasus Property Management as the managing agent for your association and acquaint you with certain aspects of community living. Your Board of Directors has retained our company to manage the association's administrative needs and oversee the maintenance of the areas in which the association is in control of. We help to facilitate the day-to-day affairs of the association by working at the direction of the Board and by communicating directly with the residents and vendors. We handle all the correspondence such as notices of the meetings and elections, recording the minutes of the meetings, etc. We also oversee the maintenance of the grounds and help the Board enforce the governing documents.

We hope you will find the following information helpful.

Maintenance Fees – Your current maintenance fee was calculated according to an estimated budget that was prepared for this year. Each year a new budget is prepared and the amount of the maintenance fee is recalculated based on estimating the expenses for the new year. The association's expenses are prorated *quarterly* and shared by each unit owner. The Board of Directors approves the association's annual budget each year at a properly called "budget meeting", of which you will be notified well in advance. It is important that your fees are paid on time in order to ensure the smooth operation of the association. *Quarterly reminders are mailed to the residents and to the new owner in the event of a resale.* It is your responsibility to note upcoming due dates for maintenance fees and to ensure sufficient time in which to mail the payment to the address listed on the invoice.

Owner Information – We ask that you complete the enclosed unit owner questionnaire form and return it to our office so that we will have all of the necessary information for billing purposes and in case of an emergency involving your home. Please notify us immediately if there are any changes to your local and/or alternate mailing address,

including the dates that you reside in either location, so that you will continue to receive your association mail promptly.

Documents – Your seller should have provided you with a current and complete set of the association’s documents. Please be sure to read your documents so that you become familiar with your rights and responsibilities as a homeowner. If you have any questions about your rights or the association’s responsibilities please call our office.

Rules and Regulations – All owners are supposed to read and agree to comply with the governing documents before purchasing their units. The rules and regulations are meant to protect all members of the association. Rules will be enforced by the Board of Directors for the betterment of the whole community and in order to maintain a pleasant place for everyone in the association to live.

Architectural and Landscaping Alterations – Prior to making any changes to the exterior of your home including the landscaping, you must receive the approval of the Architectural Review Board (ARB). You will need to forward your request in writing to our office and we in turn will forward it to the committee for the approval process and notify you of the outcome as soon as possible.

Meetings of the Association - One Annual Members Meeting is held for the purpose of electing the Board of Directors; one annual Budget Meeting is held by the Board of Directors for the purpose of approving the budget for the new year; Board of Directors Meetings will be held either as the documents require and/or as the Board deems necessary. All of the association’s meetings are properly noticed according to your documents.

Pegasus Property Management is located at:

8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
Phone # 239-454-8568
Fax # 239-454-5191

Our office is opened Monday through Friday. Office hours are 9:00 a.m. to 5:00 p.m. Our Answering Service will take your calls after hours.

In the event of a property-threatening emergency, a manager will be contacted and will respond to you personally as soon as possible. If you have a concern which is not a property damaging emergency, please leave your name, phone number, association name and address, and a brief description with the answering service and your call will be responded to the next business day.

Welcome to your new home!

The Manor at Fountain Lakes Condominium Association Inc

c/o Pegasus Property Management
8840 Terrene Ct #102
Bonita Springs, FL 34135
Office: 239-454-8568
Fax: 239-454-5191

PURCHASE APPLICATION

Please submit application at least 20 days prior to sale date.

ATTACH THE FOLLOWING:

- Complete copy of Sales Contract
- \$100 non-refundable Application Fee made payable to Pegasus Property Management
- \$50 non-refundable Background Check Fee made payable to Pegasus Property Management for each applicant and all residents over 18 years of age (additional fees apply to non-US citizens)

I (We) hereby apply for approval to purchase:

Complete Address: _____

Closing Date: _____

Realtor: _____ Realtor Phone: _____

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

1. Full name of Applicant: _____ D.O.B.: _____

Social Security#: _____ Driver License #: _____

Email Address: _____ Phone 1: _____ Phone 2: _____

Employer: _____ Position Occupied: _____

2. Full name of Co-Applicant: _____ D.O.B.: _____

Social Security#: _____ Driver License #: _____

Email Address: _____ Phone 1: _____ Phone 2: _____

Employer: _____ Position Occupied: _____

3. Home Address: _____

4. The unit owner's documents of The Manors COA provide an obligation of unit owners that all units are for single family residence only. Please state the name, relationship and age of all **other persons** who will be occupying the unit regularly.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Person to be notified in case of emergency: _____

Address: _____ Phone: _____

6. Reference 1: _____

Reference 2: _____

7. Make of automobile(s) / year / license number: _____

Make of automobile(s) / year / license number: _____

8. Name of Current Unit Owner: _____

9. I/We are aware of and agree to abide by the Community Association Documents and Rules & Regulations. I/We acknowledge receipt of a copy of the Association rules. (Property owner should provide tenant with the Community Association Documents).

AUTHORIZATION: I/We hereby authorize Pegasus Property Management and/or The Manors COA to verify all information contained in the application and to conduct a full background, including but not limited to employment, income, eviction and criminal and to authorize that they may contact any persons or companies listed in the application.

Applicant Date

Co-Applicant Date

Applicant Approved Applicant Disapproved

Board Member / Property Manager Date

The Manors at Fountain Lakes Condominium Association, Inc.

C/O Pegasus Property Management
8840 Terrene Court, Suite #102
Bonita Springs, FL 34135
Office: 239-454-8568
Fax: 239-454-5191
email: info@pegasuscam.com

PET REQUEST FOR APPROVAL AT THE MANORS

(Photo of your pet(s) must be attached)

Pet's Owner: _____

Address: _____ Telephone number: _____

Type of Pet: _____

Age of Pet _____ Approx. weight (lbs.) when full grown: _____

Breed: _____

Color: _____ Pet's Name: _____

Local Veterinarian Name: _____

Veterinarian Address and Phone Number: _____

Date of Last Rabies Vaccination: _____ Expiration Date: _____

Attach Copy of Rabies Certificate: _____

I understand that any falsification of information or failure to register my pet may result in the denial of approval of the Board of Directors to allow me to keep my pet on Preserve Condominium I property.

I further understand and agree to be responsible for the actions of my pet and have read the Rules and Regulations regarding control of my pet.

I understand that if there are complaints regarding the behavior of my pet, the privilege of keeping a pet in my unit could be revoked and this approval could be revoked.

Name; (please print): _____

Signature: _____

.....

Approval Granted: YES NO DATE: _____

Signature of Authorized Board Member: _____

The Manors at Fountain Lakes Condominium Association, Inc.

C/o Pegasus Property Management
8840 Terrene Ct, Suite 102
Bonita Springs, FL 34135
Office: 239-454-8568

OWNER INFORMATION CONSENT FORM

Name: _____ Date: _____

Address: _____

Local Phone #: _____ Cell Phone #: _____ Northern Phone # _____

Email Address(s): _____

Northern Address: _____

City: _____ State: _____ Zip Code: _____

Pursuant to Section 718.111(12), Florida Statutes, only your name, parcel designation, telephone numbers, mailing address and property address are official records of the Association and the Association is prohibited from disclosing any other information provided. That notwithstanding, you may consent for the information provided, such as email address, to be included in the Association's directory and/or web site, which will be published and provided only to members and residents of the community. By doing so, you further agree to release and hold the Association harmless for any use or misuse of this information.

YES / NO (Circle One) I hereby agree and consent to be duly notified for **The Manors at Fountain Lakes Condominium Association** via e-mail of association meetings and other notices as permitted by law and I consent to an online voting system, if/when applicable in accordance with Florida Statutes.

Please return to reception@Pegasuscam.com or mail to
Pegasus Property Management 8840 Terrene Ct, Suite 102
Bonita Springs, FL 34135

Owner Signature

Owner Signature

Printed Name

Printed Name

ELECTRONIC PAYMENT AUTHORIZATION FORM

AUTHORIZATION AGREEMENT

I hereby authorize Pegasus Property Management Inc. to initiate electronic debits to my account at the financial Institution named below. I also authorize Pegasus Property Management Inc. to credit my account in the event that a debit entry is made in error.

Further, I agree not to hold Pegasus Property Management Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution.

This agreement will remain in effect until Pegasus Property Management Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new Electronic Payment Authorization form to Pegasus Property Management Inc.

Day of the month your account will be charged: **5TH** _____

ACCOUNT INFORMATION

Name of Financial Institution _____

Routing Number _____

Account Number _____

COMMUNITY INFORMATION

Association Name: _____

Address: _____

OWNER INFORMATION

Customer Name: _____

Customer Signature: _____ Date: _____

PLEASE CONFIRM THE INFORMATION FROM A CHECK. Pegasus will not be responsible for incorrect information provided. If you would like to send a voided check along with this application please send it to accounts@pegasusc.com or mail to:

Address: **Pegasus Property Management**
8840 Terrene Ct #102
Bonita Springs, FL 34135

The image shows a sample check with the following details:

- Payee: Paul Maple, Olivia Maple, 1234 Windy Oaks Drive, Anytown OR 00000
- Pay to the order of: _____
- Amount: \$ 1234 (written as 1234 and 15-0000/0000)
- Bank: ANYTOWN BANK, Anytown OR 90000
- Routing number: 250250025
- Account number: 2020201186
- Check number: 1234
- Annotations: "Routing number" and "Account number" are circled with arrows pointing to their respective fields. A box labeled "Do not include the check number" points to the check number field.
- A large "SAMPLE" watermark is overlaid on the check.

The Manors at Fountain Lakes Condominium ASSOCIATION, INC.

Frequently Asked Questions and Answers

As of July 15, 2022

Q: What are my voting rights in the association?

A: There are 32 units in the Association, and each unit has one vote. The total number of votes is the total number of units.

Q: What restrictions on my right to use my unit exist in the documents?

A: Each unit shall be used as a residence, and for no other purpose. No nuisances are permitted. Household pets may be kept in a unit so long as they are not kept, bred or maintained for commercial purposes.

Q: What restrictions on the leasing of my unit exist in the documents?

A: All leases of units must be in writing. No unit may be leased for a term of less than (30) consecutive days and no more than (5) times per year. No subleasing or assignment of lease rights by the lessee is permitted.

Q: How much are my assessments to the association for my unit type and when are they due?

A: Regular assessments based on the Association's annual budget are payable quarterly, in advance, due on the first day of January, April, July, and October. The 2022 assessment is \$1225.00 per unit per quarter. Each unit pays the same amount.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: The Condominium Association is a member of Fountain Lakes Community Association, Inc. the "Master Association". Each owner has one vote for the Master Association. The Master Association assessments are included in the budget for the Condominium Association. There is a \$2,000 capital contribution fee paid to the master association at closing.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE PURCHASE AND SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

The Manors at Fountain Lakes CONDO ASSOCIATION, INC.

32 UNITS-QUARTERLY 2022 PROPOSED BUDGET

FOR THE PERIOD: JANUARY 1, 2022- DECEMBER 31, 2022

2021 BUDGET	9/30/21 ACTUAL	ACCOUNT NO.	DESCRIPTION	2022 BUDGET	PER QUARTER	PER UNIT
REVENUE						
147,200.00	110400.00	4010	MAINTENANCE ASSESSMENTS	156,800.00	39200.00	1225.00
0.00	75.00	4050	LATE FEE INTEREST	0.00	0.00	0.00
0.00	70.59	4055	LATE FEE	0.00	0.00	0.00
0.00	108.32	4040	OPERATING INTEREST	0.00	0.00	0.00
11,809.00	0.00	4018	PREVIOUS YEAR'S SURPLUS	8,000.00	2000.00	62.50
158,509.00	110653.91		TOTAL REVENUE	164,800.00	41200.00	1287.50
62.00	61.25	5250	CORP FILING FEES	61.00	15.25	0.48
30,000.00	28200.00	5300	PROPERTY INSURANCE	45,000.00	11250.00	351.56
270.00	270.00	5301	INSURANCE APPRAISAL	270.00	67.50	2.11
128.00	268.80	5302	ANNUAL DPBR/DIVISION FEE	128.00	32.00	1.00
500.00	0.00	5305	LEGAL FEES	500.00	125.00	3.91
225.00	225.00	5310	ACCOUNTING FEES	225.00	56.25	1.76
7,200.00	5400.00	5350	MANAGEMENT CONTRACT	7,416.00	1854.00	57.94
28,160.00	21120.00	5400	MASTER ASSOCIATION	30,720.00	7680.00	240.00
900.00	392.17	5450	OFFICE EXPENSE	600.00	150.00	4.69
500.00	0.00	5650	CONTINGENCY	405.00	101.25	3.16
67,945.00	55937.22		TOTAL ADMINISTRATIVE EXPENS	85,325.00	21331.25	666.60
5,000.00	9904.18	6010	BUILDING MAINTENANCE	7,000.00	1750.00	54.69
2,000.00	1900.00	6017	PEST CONTROL	2,600.00	650.00	20.31
0.00	225.00	6050	BUILDING JANITORIAL	1,350.00	337.50	10.55
13,200.00	9000.00	6320	LANDSCAPING CONTRACT	12,000.00	3000.00	93.75
1,000.00	1420.00	6325	GROUNDS IMPROVEMENTS	1,000.00	250.00	7.81
3,000.00	1850.00	6330	TREE TRIMMING	2,000.00	500.00	15.63
2,900.00	774.80	6810	ELECTRIC	1,200.00	300.00	9.38
20,000.00	13646.41	6830	DOMESTIC WATER/SEWER	18,000.00	4500.00	140.63
6,000.00	3724.46	6845	IRRIGATION WATER	5,000.00	1250.00	39.06
3,410.00	2555.10	6848	WATER ASSESSMENT	3,527.00	881.75	27.55
4,500.00	3404.16	6850	TRASH REMOVAL	4,600.00	1150.00	35.94
61,010.00	48,404.11		TOTAL OPERATING EXPENSES	58,277.00	14569.25	455.29
128,955.00	104,341.33		TOTAL ADMIN/OPERATING EXPEI	143,602.00	35900.50	1121.89
29,554.00	22165.50	9000	RESERVES PER SCHEDULE	21,198.00	5299.50	165.61
158,509.00	126,506.83		TOTAL EXPENSES	164,800.00	41200.00	1287.50
1,150.00			PER UNIT PER QUARTER	1,225.00		
4,600.00			PER UNIT PER YEAR	4,900.00		

THE MANORS AT FOUNTAIN LAKES CONDOMINIUM ASSOCIATION, Inc.					
SCHEDULE OF RESERVES FOR CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE					
FOR THE PERIOD: JANUARY 1, 2022 - DECEMBER 31, 2022					
					Page 2 of 2
**POOLED RESERVES INCLUDE, BUT ARE NOT LIMITED TO, FUNDING FOR CAPITAL EXPENDITURES OF THE FOLLOWING WITH ESTIMATED ANNUAL CONTRIBUTIONS SHOWN BELOW:					
<i>POOLED RESERVES-FULL FUNDING:</i>					
	TOTAL EST.	EST. REMAINING	EST. REPLACE	EST. FUND	FULL FUNDING
DESCRIPTION	USEFUL LIFE	USEFUL LIFE	COST	BALANCE 1/1/22	REQUIRED 2022
ROOFS	20	20	350,000	105,673	12,216
PAINTING	7	1	36,150	29,802	6,348
PAVING	25	5	32,000	18,833	2,633
SEAL COATING	5	0	3,305	3,305	0
UNALLOCATED INTEREST				7,262	
TOTALS			421,455	164,875	21,198

THE MANORS AT FOUNTAIN LAKES, A CONDOMINIUM INITIAL RULES AND REGULATIONS

The Rules and Regulations hereinafter enumerated as to the Association Property, Condominium Property, the Common Elements, the Limited Common Elements, and the Units, shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all Unit Owners. The Unit Owners shall always obey said Rules and Regulations and shall use their best efforts to see that these Rules are faithfully observed by their families, guests, and invitees, servants, lessees, and persons over whom they exercise control and supervision.

Definitions:

Common Elements: Everything except the interiors of the individually owned condominium units plus windows, doors, and screens. Common areas include all the land and the building structures. Common elements are owned by all the unit owners together and are for the use and enjoyment of all. Everyone must be considerate in their use of common areas.

Limited Common Elements: Areas reserved for the exclusive use of a specified unit. Examples are the garages, the private patios on end units, the lanais and the air conditioning equipment located outside the unit building (maintained by the unit owners)

Units: The individually owned area inside of the shell structure, to include drywall, tile, carpeting, appliances, cabinetry and all personal property. It is recommended that each unit owner carry personal insurance to cover their individual unit as defined above.

The Rules and Regulations are as follows:

Building Appearance and Maintenance

- a. The streets, sidewalks, driveways, walkways, and entrances must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the Units, nor shall any carriages, toys, bicycles, wagons, shopping carts, chairs, rafts or other flotation devices, skateboards, roller blades, benches, tables, or any other object of a similar type and nature be left therein or thereon. No benches, tables, chairs, bird feeders, wind chimes, flags or windsocks are permitted on stairways, balconies, or railings. No flag poles or support brackets may be affixed to the buildings. Satellite dishes (or any other antenna-like device) may not be affixed to the building at any location other than inside the individual unit lanai. Any damage to the common areas caused by a unit owner or their guest, tenant, employee, contractor, or pet shall be repaired at the expense of the unit owner.
- b. Personal property of Unit Owners shall NOT be stored outside their Units. Unit Owners may keep normal outdoor furniture on their lanais.
- c. No garbage cans, supplies, containers, or other articles shall be placed in or on the walkways, hallways, balconies and entryways, nor shall any linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind or other articles be shaken or hung from any of the windows, doors, walkways, balconies or entryways, or exposed on any part of the Limited Common Elements or Common Elements; and the Limited Common Elements and the Common Elements shall be kept free and clear of refuse, debris and other unsightly material.
- d. No Unit Owner shall allow anything whatsoever to fall from the windows, walkways, balconies, entryways, or doors of the Unit, nor shall an Owner sweep or throw from the Unit any dirt or other substances outside of the Unit or on the Limited Common Elements or Common Elements of the Condominium.
- e. Refuse and garbage shall be properly stored and deposited only in the area provided therefore immediately prior to scheduled pickup. All garbage must be bagged.
- f. No Unit Owner shall make or permit any disturbing noises by the Unit Owner, their family, servants, employees, agents, visitors, or licensees, nor do or permit anything by such persons that will interfere with the rights, comforts, or convenience of other Unit Owners. No Unit Owner shall play or permit to be operated a stereo, television, radio, or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium.
- g. No barbecuing or outdoor cooking is permitted on walkways, balconies, courtyards or lanais or any portion of the buildings to include the garages. It is intended that outdoor cooking be done at the facilities provided at the Fountain Lakes club house area.

- h. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted, or affixed, in or upon any part of the Units, Limited Common Elements or Common Elements by any Unit Owner or occupant without written permission of the Association.
- i. No inflammable, combustible, or explosive fluid, chemical or substance, shall be kept in any Unit or Limited Common Element, except those necessary and suited for normal household use.
- j. Unit Owners, residents, their families, guests, servants, employees, agents, or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roofs of the buildings.

Alteration of Condominium. Unit Owners are specifically cautioned that their right to make any addition, change, alteration, or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium. For example, no Unit Owner may apply any type of film or covering to the inside or outside of window or door glass without the prior approval of the Association. All such additions, changes or alterations must be presented in writing to the Board of Directors for approval, accompanied by written plans or drawings and specifications. The Board of Directors shall approve such requests only if the Association is protected against or indemnified as to mechanic's liens and/or claims arising from such work.

Emergencies in Owner's Absence. In order that proper steps and procedures may be taken in a minimum amount of time during an emergency, the Association may retain passkeys to all Units. If a Unit Owner changes a lock, the Owner shall provide the Association with a duplicate key.

Any Unit Owner who plans to be absent from their Unit for an extended period must prepare the Unit prior to their departure in the following manner:

- a. By removing all furniture, plants, and other objects from the lanai
- b. By designating a responsible caretaker to care for the Owner's Unit should their Unit suffer any damage caused by storms, hurricanes, winds, or other violent acts of nature. The management company (if applicable) and the Association shall be provided with the name of each Unit Owner's aforesaid designated caretaker. Such caretakers will notify the Association prior to making any entry to the Unit during the Owner's absence.

Pets: The Owner of each Unit may keep not more than two (2) small breed (under 20 pounds) pets of a normal domesticated household type (such as cat or dog) in the Unit. The pet must be always leashed or carried under the Owner's arm while on the Condominium Property outside of the Unit. No reptiles, amphibians, poultry, or livestock may be kept in the Condominium, but tropical fish or caged birds are permitted in the Unit (but not on lanais as to caged birds). The ability to keep such a pet or animal is a privilege, not a right, and the Board of Directors is empowered to restrict the keeping of such pets) and may order and enforce the removal of any such pets which become a source of annoyance to other residents of the Condominium. All pet excrement is to be picked up immediately and disposed of every time the animal is walked. **NOTE:** Tenants are NOT allowed to have pets in their units whether the owner approves.

Parking. Each unit is provided with a garage for the purpose of parking one vehicle. In addition, there are outside spaces at each building for guests or an additional vehicle. Any vehicle parked outdoors must display a mirror tag identifying the vehicle as owned by a particular unit. Only one mirror tag is provided for each unit. Cars parked outside without mirror tags are subject to being towed/booted at the owner's expense. Since there are insufficient outdoor spaces to accommodate a second car for every unit, consideration for one's neighbors is paramount. Using the garage for storage of personal belongings is not an acceptable reason to park more than one vehicle outside.

No commercial vehicle, work vehicle, or any vehicle with more than two axles or disabled vehicle shall be permitted to be parked or stored on the Condominium Property unless kept fully always enclosed within a garage. No vehicle shall be parked anywhere but on paved areas intended for that purpose or in garages. Parking on lawns or landscaped areas is prohibited. No vehicle shall be used as a domicile or residence, either permanently or temporarily. Work vehicles are generally described as vehicles used in the operation of a business or service, usually windowless and without rear seating capability and/or having ladder racks, etc. Mini vans are permitted if they are not used in the operation of a business or service.

Use of Fountain Lakes Facilities. Owners and tenants of The Manors are entitled to use the recreational facilities at Fountain Lakes. Yellow participation tags are provided for each unit to be worn when these facilities are used. All rules and regulations as posted at the Fountain Lakes facility are to be followed by all Manors owners and tenants.