



3200 Village Walk Circle Ste. 100  
Naples, FL 34109

Phone: 239-594-8044 Fax: 239-594-7588  
e-mail: [villagewalkhoaofnaples@kwpmc.com](mailto:villagewalkhoaofnaples@kwpmc.com)

**NEW RESIDENT SALES APPLICATION CHECKLIST**

**For Office Use Only**

- \_\_\_ Completed New Resident Application Form
- \_\_\_ Copy of Executed Sales Contract
- \_\_\_ Signed Rules and Regulations Signed
- \_\_\_ Architectural Change Criteria
- \_\_\_ Signed Maintenance Fee Collection Policy Activity
- \_\_\_ Liability Waiver
- \_\_\_ Village Walk Annual Budget
- \_\_\_ \$125 Processing Fee
- \_\_\_ \$25 Fee Per Applicant for Background Check
- \_\_\_ \$15 Fee Per Vehicle for Gate Transponders
- \_\_\_ **Post Closing, a copy of the Recorded Deed and/or the HUD/Settlement Statement**
- \_\_\_ **Date Received** \_\_\_ / \_\_\_ / \_\_\_

**SALE:**

I hereby apply for approval to purchase the residence located at (property address) \_\_\_\_\_, Naples, FL and for membership in the Village Walk HOA of Naples. A complete copy of the signed purchase agreement is attached with a closing date on or before: \_\_\_ / \_\_\_ / \_\_\_.

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or **incomplete information** on this application will **justify its disapproval**. I consent to your further inquiry concerning this application, particularly a criminal and financial investigation into my background. I agree to pay Village Walk of Naples, Inc. a non-refundable application fee of **\$125.00** plus an additional **\$25.00** per applicant payable by check to Village Walk HOA of Naples.

**Initial:** \_\_\_ / \_\_\_

**\*All pages MUST be COMPLETE ENTIRELY and initialed at the bottom-right of each page.**

**Incomplete applications will be sent back for completion and/or not be processed\***

**PLEASE PRINT OR TYPE ONLY**

**NEW RESIDENT APPLICATION FORM**

1. *Full Name of Applicant:* \_\_\_\_\_ (including middle initial)  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# of Applicant: \_\_\_\_\_  
*(DOB and SS# is required, no exception)*
2. *Full Name of 2<sup>nd</sup> Applicant (if any):* \_\_\_\_\_ (including middle initial)  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# of Applicant: \_\_\_\_\_  
*(DOB and SS# is required, no exception)*
3. *Full Name of 3<sup>rd</sup> Applicant (if any):* \_\_\_\_\_ (including middle initial)  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# of Applicant: \_\_\_\_\_  
*(DOB and SS# is required, no exception)*
4. Home Address: \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone #'s: Home: (\_\_\_\_) \_\_\_\_\_  
Business: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_
5. **Mailing Address** for Notices and Quarterly Maintenance Fees Connected with this Application:  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_
6. Nature of Business or Profession: \_\_\_\_\_ If Retired, Former Business or Profession: \_\_\_\_\_  
Company or Firm Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_
7. The governing documents of Village Walk restrict units to use as single-family residences only. Please state the **name, age and relationship of all other persons** other than the applicant who will be occupying the unit on a regular basis. (Anyone over the age of 18 must complete a background check and is subject to a \$25.00 fee.)  
  
\_\_\_\_\_
8. Person to be notified in case of an Emergency:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship to resident: \_\_\_\_\_
9. Motor Vehicle to be kept at Village Walk: (Vehicle Registration and ID required.)  
License Plate #: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Color: \_\_\_\_\_ State: \_\_\_\_\_ (Car Pass to Enter Gate: \$15.00 each Vehicle.)  
  
License Plate #: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Color: \_\_\_\_\_ State: \_\_\_\_\_ (Car Pass to Enter Gate: \$15.00 each Vehicle.)

**Initial:** \_\_\_\_\_ / \_\_\_\_\_

10. Please circle the line/number below that applies:

I am purchasing this unit with the intention to:

- (1) reside here on a full-time basis
- (2) reside here part-time
- (3) lease the unit

11. I am aware of and agree to abide by the Declaration of Covenants and Restrictions for Village Walk, the Articles of Incorporation, and Bylaws of the association, and any and all properly promulgated Rules and Regulations. I acknowledge receipt of a copy of the Associations documents and rules. **Initial: \_\_\_\_\_ Initial: \_\_\_\_\_**

The prospective purchaser will be advised by the Association office within a 10-day period from the date of receipt of application and all information and appearances requested, of whether this application has been approved. The prospective purchaser(s) is responsible at closing for payment to the Association of a Resale Capital Contribution Assessment in the amount of the most recent quarterly assessment. The current amount of the *Resale Capital Contribution Assessment* is \$\_\_\_\_\_. **Initial: \_\_\_\_\_ Initial: \_\_\_\_\_**

Approval is given contingent on all past due maintenance fees and Capital Contribution paid on parcel (if any), in full (see estoppel).

**Note:** Ensure that Real Estate Agent, Attorney or Title Company is aware of this requirement and make sure payment is made to the Association at closing. (Added to VW Doc's July 1, 2009.)

By signing this application, I understand that the following terms apply when purchasing a home in Village Walk of Naples, Inc. (added 9/10/10, added 5/23/13)

- Any exterior changes to my lot and/or house to include but not limited to landscape and painting requires approval from the ACC (Architectural Control Committee).
- Original "Builder" plantings will be replaced at the Associations expense.
- Landscape installed by me and/or a previous owner when needed will be replaced at my expense.
- All Landscape removed and/or replaced by the homeowner and/or Association will be maintained by the Association appointed Landscape Company.
- At closing it is my responsibility when purchasing in insure the current account is in good standing and there are no past due fees.
- The Next Quarterly Maintenance Fees are due \_\_\_\_\_ in the amount of \$\_\_\_\_\_. Quarterly Maintenance Fees are due on July 1, October 1, January 1, April 1, regardless if I receive an invoice and/or statement. (if you are closing the month of July the maintenance fee may be different.)
- The Budget Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.
- Maintenance fees are subject to change with each new budget.

**Sales Applicant(s) MUST Sign and Date:**

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

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

\_\_\_\_\_

**Applicant(s) Signature**

\_\_\_\_\_

**Applicant(s) Signature**

**\*Realtor and/or Homeowner must complete the below!**

\*Phone # of Sales/Rental Agent \_\_\_\_\_ \*Print Name of Sales/Rental Agent \_\_\_\_\_  
\*Buyer Agent Email: \_\_\_\_\_  
\*Seller Agent Email: \_\_\_\_\_  
\*Closing ATTY/TITLE Co.: \_\_\_\_\_  
\*Attn: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
\*Address: \_\_\_\_\_  
\*City: \_\_\_\_\_, \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ \*Email: \_\_\_\_\_

Initial: \_\_\_\_ / \_\_\_\_

**Estoppels Department Contact Information:**

- Phone: [305.476.9188](tel:305.476.9188) Ext. 9346
- Toll Free: [877.833.0166](tel:877.833.0166)
- Fax: [786.363.1572](tel:786.363.1572)
- E-Mail: [estoppels@kwpropertymanagement.com](mailto:estoppels@kwpropertymanagement.com)

Application must be **complete** and returned to the following address below **at least 20 days prior to the closing of a SALE**. Please mail checks and all completed documents to:

**Village Walk of Naples HOA**  
**Attention: Sales**  
**3200 Village Walk Circle Ste. 100**  
**Naples, FL 34109**

If you have any questions, please contact sales at: [villagewalkhoaofnaples@kwpmc.com](mailto:villagewalkhoaofnaples@kwpmc.com)

I (we) will provide the Association with a copy of our Recorded Deed and HUD Statement and/or Settlement Statement within ten days after closing.

Initial: \_\_\_\_\_ Initial: \_\_\_\_\_

I (we) have read the Governing Documents of the Association found at and understand my responsibilities as a homeowner in Village Walk of Naples, HOA.

Initial: \_\_\_\_\_ Initial: \_\_\_\_\_

**After Closing:** Make an Appointment with the Village Walk Administrator by calling 239-594-8044 or by emailing Sales at: [villagewalkhoaofnaples@kwpmc.com](mailto:villagewalkhoaofnaples@kwpmc.com)  
Homeowner's Welcome Packet, Rules and Regulations, receive car passes and amenities cards.

*For Office Use Only*

Application Approved: \_\_\_\_\_ Application Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Officer/Director or Authorized Representative)

Village Walk Homeowners Association of Naples, Inc.

**RULES & REGULATIONS**

The definitions contained in the Declaration of Covenants and Restrictions for Village Walk are incorporated herein as part of these Rules and Regulations.

1. The owners and lessees of each lot shall abide by each and every term and provision of the Declaration of Covenants and Restrictions, and each and every term and provision of the Articles of Incorporation, and By-Laws of the Association.
2. No bicycles, tricycles, scooters, baby carriages or other similar vehicles or toys shall be allowed to remain in the Common Areas. The walkways, bridges, sidewalks and streets shall not be obstructed.
3. Any damage of the Common Areas, property, or equipment of the Association caused by any owner, his family member, guest, invitee or lessee shall be repaired or replaced at the expense of such owner.
4. An owner will not park or position his vehicle so as to prevent access to another lot.
5. The owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed for the safety and welfare of all owners.
6. No transmitting or receiving aerial or antenna shall be attached to or hung from any part of a lot or the common areas (excluding Satellite Dishes, see number 21).
7. No towels, garments, rugs, etc., may be hung from windows, railings or other parts of the Residential Units. No clotheslines or drying yards shall be located so as to be visible from neighboring Units or from the interior roadways within Village Walk.
8. All garbage and refuse from the lots shall be deposited with care in each owner's private garbage containers, which shall be placed so that they are not visible from the roads or from adjoining units. No garbage or refuse shall be deposited in any Common Area for any reason, except on the correct days of the week for pickup and removal. Trash cans should not be out earlier than 6 PM the night prior to pickup. No littering shall be done or permitted on the association property.
9. Motor Vehicles and Boats. No motorcycle, off-road sport vehicle (including trail-bikes, mini-bikes, three or four wheel all-terrain vehicles, and dune buggies), golf carts, trucks (including pick-up trucks), trailers, boats, vans or sport utility vehicles of excessive length or height (i.e. longer or higher than can be kept in the Unit's closed garage), campers, motor homes, buses, commercial vehicles of any type (i.e. any vehicle which has any exterior lettering or logo, or has visible tools or equipment), non-passenger vans (i.e. any van which does not have a rear seat and side windows), or similar vehicle shall be parked on any part of the Properties or driveway, or designated parking space within the Properties except; (1) within a garage; (2) commercial vehicles, vans or trucks delivering goods or furnishing services temporarily during daylight hours (except emergency service after daylight hours), and (3) upon such portion of the Properties as the Board may, in its discretion allow. No maintenance or repair shall be performed upon any motor vehicle, boat, trailer or camper except within an enclosed garage. The Association shall have the right to authorize the towing away of any vehicle in violation of this rule or to bring legal action to enforce this rule and in the case of either towing or legal action, the costs and fees (including attorney's fees, if any) are to be borne by the vehicle Owner or violator.
10. All contractors performing work at homes cannot start before 8 am and must end work by dusk. Addition to rules and Regulations.
11. No garage doors shall be permitted to remain open except for temporary purposes. The Board may adopt further rules for the regulation of the opening of garage doors.
12. All recreation devices including but not limited to portable basketball goals, canoes, and other boats must be keep in the garage when not in immediate use.
13. The Fitness Center is closed between the hours of 11:00 PM and 5:00 AM (See Village Gym Rules and Regulations for full list of rules).
14. The Swimming Center hours are 8:00 AM to Dusk (See Swimming Pool Rules and Regulations for entire listing of rules).
15. No Smoking is permitted within the gated community pool areas.

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16. Landscaping:
  - A. Homeowners may not elect to perform their own landscape maintenance as per Association Documents.
  - B. Homeowners may not make ANY changes to their landscaping with exception to annual flowers (i.e. plant anything, remove anything) without first obtaining written permission from the ACC.
  - C. No new fruit trees, bougainvillea or cactus are allowed.
17. Complaints regarding the management for the association property, or regarding the actions of other Owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.
18. "The feeding of wildlife at Village Walk, including but not limited to, Alligators and Muscovy Ducks is prohibited."
19. United States flag - *Criteria:* Any homeowner can display one portable, removable flag as prescribed by Federal and State Law. However, for safety reasons, the flag must be displayed using a wall mounted bracket attached to the house next to the garage door and the flagpole may not exceed 6' (6 feet) in length.
20. Policy for holding events in the pool area - Events may be held in the pool area with the approval of the Town Manager and clearance by the Activities Director. Restrictions do apply: Pool rules must be followed. The event must be open to the entire community. Participation is limited to Village Walk Homeowners and overnight house guests. Food is allowed but must be catered and/or potluck (if catered, Village Walk restaurant must have right of first refusal). Cooking at the pool or other common areas, including but not limited to barbecue grills, is not allowed.
21. Satellite Dishes – *Criteria:* Satellite dishes must be installed at preferred lot locations if a signal can be obtained. The preferred lot locations are either in the rear or side of a home at a location least visible from the street and surrounding homes. If a signal cannot be obtained from a preferred lot location, then an alternative location will be acceptable. Please contact the Association Manager for assistance if you plan to install a satellite dish.
22. Any consent or approval given under these Rules and regulations by the Association may be modified, added to or repealed in accordance with the Bylaws of the Association.
23. Pets. No animals shall be raised, bred, or kept in any Unit, except that dogs, cats, or other household pets may be kept in the Unit, provided they are not kept, bred or maintained for any commercial purpose, or in numbers deemed unreasonable by the Board. Notwithstanding the foregoing, no animal may be kept in the Unit, which, in the judgment of the Board, results in a nuisance or is obnoxious to the residents in the vicinity. No Owner shall be permitted to maintain in his or her Unit a bull terrier (pit bull), or any dog or dogs of mean or of violent temperament or otherwise evidencing such temperament. Pets shall not be permitted in any of the Common Areas unless under leash. Each pet Owner shall be required to clean up after his or her pet. Each Owner, by acquiring a Unit, agrees to indemnify the Association and hold it harmless against any loss or liability resulting from his or her, his or her family member's, or his or her lessee's ownership of a pet. If a dog or any other animal becomes obnoxious to other Unit Owners by barking or otherwise, the Owner shall remedy the problem, or upon written notice from the Association, he or she will be required to remove the pet from the Properties.

I/We have read the above Rules & Regulations and the Declaration of Covenants for Village Walk Homeowners Association of Naples, Inc.

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

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

**Initial:** \_\_\_\_\_ / \_\_\_\_\_

**Village Walk of Naples Homeowners Association, Inc.**  
**Architectural Planning Criteria**

**Instructions:** *Criteria must be followed, without exception, when making any exterior change to your property. All changes must have prior Architectural Control Committee [ACC] approval before work can begin. Homeowner shall be responsible for obtaining all necessary County permits.*

**Application Deadline:** Architectural Change Applications [**Form AC-1**] must be submitted to the office no later than 3:00 PM on Wednesday of the week prior to the monthly ACC meeting.

***All exceptions to this criteria list must first be approved by the Board of Directors.***

**Doors:**

**-Foyer screen doors - Criteria:** The door must be of a style consistent with current Village Walk front entry screen doors and be constructed with white aluminum and charcoal colored screen. Picture or drawing of the proposed door must be submitted with the application.

**-Front door replacement - Criteria:** The door must be the same design and color as the original.

**- Garage doors - Criteria:** The door must be the same design and color as the developer original, without exception.

**-Garage door screens - Criteria:** Screens must be white or charcoal in color with white side rails and sweep.

**Exterior:**

**-Statues, figurines and pots – Criteria:** Items must be placed in mulched planting beds or on walkway within the homes lot line and not on common property. Items cannot be larger than four (4) feet in height and two (2) feet in diameter, length or width. Color of decoration must be complementary to the color of home and must NOT interfere with landscape maintenance. Village Walk service providers shall not be responsible for damage to any statue, figurine, pot or incidental yard décor item.

**-Exterior wall decorations (excluding walls inside screened lanai or enclosure) Criteria:**

Decoration can be no more than four (4) inches in depth and three (3) feet in diameter, length or width. Color of decoration must be complementary to the color of home. No live plantings, such as vines, can be grown on any walls of the home or privacy wall dividing homes.

**House Numbers:**

**-House mounted numbers – Criteria:** Numbers must be “Block style”. Size must be between 4” - 6” inches in height, 3”- 4” inches in width and no more than 1” in depth. Color must be black. Numbers must be visible from the street per Collier County Code.

**-Lighted house number signs – Criteria:** The frame must be white with black numbers. The size of sign must be 5” to 7” in height,

10” to 13” in width and no more than 4” in depth. Signs must be installed at the center of the double garage doorframe; flush with the top of the opening. Original numbers must be visible from the street and remain per Collier County Code.

**-Free Standing House Number Signs: Criteria:** Unit must consist of a black or gun metal finish frame with white box display and black numbers or vice versa. Size cannot exceed 24”x 12”x 6”. The unit must be displayed so as not to interfere with landscape maintenance.

**Landscape: Use Landscape Change Application (LC-1) for all proposed landscape changes.**

**-Landscaping Renovation – Criteria:** \$500 security deposit may be required. Private landscape renovations, regardless of scope, require submission of a Landscape Change Application (LC-1) and prior written approval from the Landscape Committee before work may begin. A plot plan diagram to scale, indicating all proposed changes, must accompany the LC-1 form along with a detailed landscape contractor proposal. Landscape changes involving work in an easement or shared planting bed require prior written approval of the neighbor. Homeowner shall be responsible for cost of any related irrigation modifications.

**-Landscape plantings – Criteria:** Any planting bed that abuts to sod must have a landscape border installed between the bed and sod if the mulch is being replaced with rocks. Annual flowers may be planted by the homeowner in the existing planting beds without approval. However, the annual flowers must be

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**-Removal of trees - *Criteria:*** Homeowner must adhere to any prevailing Collier County Code requirement for canopy trees per residential lot. Homeowner must have prior written approval from the Landscape Committee prior to removal of any residential tree. It is required that the stump of the tree also be ground or removed unless prior written exception is granted by the Landscape Committee. Neighbor's prior written approval is required if the tree borders the property line or is in the easement. Applicant(s) shall be solely responsible for residential tree and stump removal and/or tree replacement costs.

**-Landscape lighting – *Criteria:*** All solar and/or electric lighting must be located in an existing planting bed and must not interfere with the landscape service access to trim surrounding bushes and/or plants. Color of light fixtures must be Black, Dark Brown or Dark Green. All 110V or greater exterior wiring **MUST** be UL listed and installed in compliance with all prevailing electrical code requirements. Landscape contractor shall not be responsible for damage to landscape lighting.

**-Prohibited plantings:** Planting of fruit trees, Elephant Ear, Ruellia, Sanseveria, Oyster Plant, Cactus, Norfolk Pine and vining type indoor house plants (i.e.: Philodendron, etc.) are not allowed anywhere in the landscape.

### **Roof Repair/Replacement:**

1. The repair of a roof must be done with tile that is the same size, color and material as the original. Roof replacement must be done using one of the following materials installed in a random (non-repeating) mix pattern:
  - i. SantaFe Spanish "S" Clay tile: 40% Red, 40% Peach, 20% Coffee
  - ii. Verea Spanish "S" tile: 40% Red, 40% Peach, 20% Graphite
  - iii. Boral Spanish "S" tile: 40% Red, 40% Mallorca, 20% Old World Blend #2
2. The first side of an attached villa unit to reroof, using a required separating ridge, may reroof with one of the tile schemes listed above. Tiles must be arranged in a random mix pattern and must be installed according to manufacturer specifications.
3. Thereafter, the remaining side, when reroofed, shall be required to use the same brand and style of tile as the first side, and in the same color scheme and random mix pattern. Installation shall be according to manufacturer specifications.
4. Roof Vent(s): All roof vents must be painted terracotta in color, unless the vent is solar powered.

**-Roof extensions –** No additions and/or extensions of roof are allowed to be constructed to the original roof line of the home as constructed by DiVosta.

### **Miscellaneous:**

**-Arbors – *Criteria:*** Must be placed in a planting bed within the homes lot line and not on common property. Arbor cannot be any larger than 45" in width, 20" in depth and 84" in height. Arbor must not interfere with landscape service access to trim surrounding bushes and/or plants. Color must be complementary to the color of the home.

**-Attached hose apparatus – *Criteria:*** Attached hose apparatus must not be visible from the street.

**-Coach lights – *Criteria:*** Size must be between 10" -15" in height and 6"-12" in width for body of light fixture. Total height of the light fixture, including stems, cannot exceed 24". Color of frame must be black, dark brown or dark green and glass panes cannot be colored. Bulbs must be clear or frosted, but not colored.

**-Driveways – *Criteria:*** \$500 refundable security deposit must accompany the application for any paver installation. Any change to the surface of the driveway, other than upkeep and maintenance, must be done with pavers. Paver driveway installations must match the footprint of the original driveway. Community sidewalks, street swales and/or landscaping must not be altered in any way as a result of installing pavers. Irrigation changes, if needed, will be billed separately.

*Exception to criteria:* Existing driveways that are stamped and/or painted can be refinished to match the existing color(s) scheme or re-painted with the color of Neutral Tan (Sherwin Williams #SW7567). All paver installations and/or hardscape refinishing or repainting must first be approved by the ACC before any work is done. The property owner shall be responsible for making slip resistant any portion of the driveway that crosses any common area (i.e.: common sidewalk).

**-Fences –** No fence of any height or style is permitted.

**-Holiday Decorations – *Criteria:*** Temporary decorations for a holiday may be put up no more than five (5) days prior to the day of holiday and must be taken down no later than five (5) days after day of holiday.

***Exception:*** Decorations for Christmas and Hanukkah may be put up during the week of Thanksgiving and

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must be taken down no later than January 10<sup>th</sup>.

**-Lanai Panorama Screens – Criteria:** Panoramic view screens installed on lanais must have a minimum of a 3ft. width bed installed along the screen to prevent cuts from the landscape service. If plants are to be installed in bed, then the bed must be at least 5ft. in width with the plants installed a minimum 3ft. away from screen. Landscaper shall not be responsible for screen damage if bed or plantings do not conform to these criteria.

**-Painting the house exterior, walkways, privacy wall, front door and garage doors - Criteria:**

- 1.) Exterior residential body, trim and accent paint colors must be the same as the original developer colors assigned to each home. *Exception to criteria:* Existing walkways that are stamped and/or painted can be repainted to match the existing color(s) scheme or re-painted with the color of Neutral Tan (Sherwin Williams #SW7567).
- 2.) The Town Manager is required to verify and approve the color selected prior to painting or repainting any residential structure. Failure to obtain such approval will result in rejection of any disapproved color(s) and the requirement to repaint with approved colors at the homeowner’s expense.
- 3.) No touch-up or partial painting is allowed unless paint matches existing surrounding painted area.

**-Patio extensions – Criteria:** \$500 security deposit required. All patio extensions (concrete or paver pads) at rear of home are required to have a screened enclosure inside the home’s real property line. All such screen enclosures (lanai cages) are to be constructed of white aluminum and screened with charcoal screen (see Lanai Screens).

**-Permanent LP Gas and/or Propane Tank – Criteria:** \$500 security deposit required. Tank must be no larger than 50water gallon equivalent in capacity. Tank must be installed in accordance will all required County and NFPA (National Fire Protection Association) Fire Codes and NPGA (National Propane Gas Association) regulations. Tank must be located within the real property line of the home and screened with approved Village Walk plantings, so tank is not visible from any roadway, common walkway or from any other home’s view. There is a limit of one (1) permanent LP tank per residential lot.

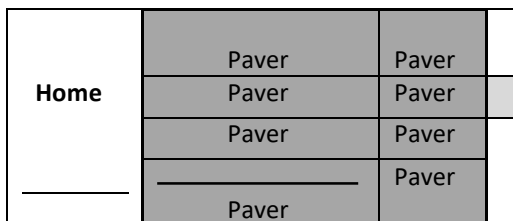
**-Permanent hurricane shutters and/or snap on fabric hurricane protection - Criteria:** Shutters must be white in color or transparent. Fabric must be white or neutral tan in color. Hurricane shutters and fabric must meet all Federal, State, and County/Local codes. Permanent hardware mounted on the house to secure the shutters must be white or match the color of the house.

**-Pool heaters and pumps located outside screened enclosed area - Criteria:** \$500 security deposit required. Must be located within home’s real property line and screened with Village Walk approved plants of appropriate size to block the visibility of the apparatus from neighbor’s view.

**-Solar panel piping - Criteria:** Solar panels and all related piping and fittings on the roof must be black. Piping located below the roofline must be white or match the body color of the house.

**-Window tinting and security film - Criteria:** Film must be charcoal in color. Windows must not have a mirrored look when viewed from the exterior of the home.

**-Walkways – Criteria:** \$500 security deposit required. Half pavers installed over existing concrete walkways must be installed with the edge of the half (cap) paver flush with the outside edge of the walkway and not with any portion of the paver extending past the outer edge of the walkway. *Dark shaded depict half pavers overlaying the original concrete walkway. Light shaded area indicates section of the half paver improperly extending out over the underlying original concrete walkway edge.*



Incorrect install of half paver hanging out over edge of concrete

Correct install of half paver ending flush with edge of concrete walkway

**-Ornamental / Fish ponds – Criteria:** \$500 security deposit required. Fishponds must be located within the homes lot line and not on any common area, County, or zero lot line easement. Pond cannot be visible from the street and must be maintained to meet county health codes.

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**Flags – Criteria:**

Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps or Coast Guard, or a POW-MIA flag.

Any homeowner may erect a freestanding flagpole no more than twenty (20) feet high on any portion of the homeowner’s real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may display in a respectful manner from that flagpole one official United States flag no larger than 4 ½ feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, Collier County noise and lighting ordinances and all setback and locational criteria contained in the governing documents.

**-Gutters – Criteria:** All residential gutters must be “K” style white aluminum with white downspouts; with the exception of any rear screen enclosure attachment gutter which must be white aluminum “super gutter”. Exposed ends of any “super gutter” must have white end caps in place at all times. All residential downspouts must discharge so as not to cause flooding, erosion or interfere with landscape maintenance. Discharge of residential stormwater beyond the home’s real property line and/or into the lake shall require prior written approval of the Landscape Committee.

**-Concrete, Construction and/or Excavation Work – Criteria:** A \$500 refundable security deposit, is required to accompany any application where the scope of work involves excavation of the ground and/or work on a pool, patio slab, lanai, wall, driveway or walkway. The deposit is refundable when the Town Manager has confirmed that the work was completed in accordance with all community requirements, and that no common area was damaged. Additionally, whenever the ground will be excavated, adequate erosion barriers must be placed around the work area to prevent washout into the street, lake or stormwater system. Irrigation changes, if needed, will be billed separately. Homeowner shall be responsible for costs associated with any necessary irrigation modifications.

**-Replacement Windows/Sliders – Criteria:** Replacement windows and/or sliders must match the original developer style and size, including transom sunbursts and grilles that match original developer styles. All replacement window and slider frames must be white in color. Impact resistant windows and sliders are allowed provided they conform to the aforementioned criteria, without exception.

**-Replacement Exterior Decorative Window Shutters:** *Criteria:* Replacement exterior decorative window shutters must be white in color and match the developer’s original size and style. Additional decorative shutters may not be added to any other window or opening.

**General Conditions:** Homeowner has six (6) months from date of approval to complete all approved changes. If work is not finished by that time, applicant must re-apply or notify the Town Manager of circumstances causing the delay. All required permits, if applicable, must be obtained and displayed by homeowner prior to the work being started. Contractor license and insurance certificates must be on file with Village Walk at time of application. Incomplete applications will be returned.

**Acknowledgement:** It is the duty of the Owner (Applicant), and the contractor employed by the Owner, to determine that the proposed improvement is structurally and mechanically sound and otherwise safe; and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and generally accepted industry practices. Village Walk of Naples Homeowners Association, Inc., the Architectural Control Committee, and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or disapproval of any improvement.

**I/We have reviewed the Architectural Planning Criteria and agree to comply with same:**

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date:

# Policy for Collection of Maintenance Fees

The association documents included a clear statement that all quarterly maintenance fees are due by the 1st day of each quarter, July, October, January, and April. It is the obligation of each homeowner to make sure this fee is paid on time, regardless of whether they receive a statement and/or invoice from the association.

It was also concluded that it is the responsibility of each homeowner to make sure their payment has been credited properly, whether paid by direct mail, paid by their bank, online service or other means of payment. The ten (10) day grace period is there for homeowners to use in case their payment did not get posted by the 1st and allows them time to make arrangements to ensure their account is paid. If payments are not received within this grace period, late notice is sent to the homeowner. The association incurs fees to process these late notices, and those fees are passed onto the homeowner.

For future security to ensure your payments are received on time you have three options:

You can remit your payment by check to:  
Mailing address: Village Walk HOA Naples  
C/O KWPMC  
P/O Box 31600  
Tampa FL, 33631-3600

You can sign up for Direct Debit (ACH), where the payment is withdrawn from your bank account each quarter. If you choose this service, you will still need to confirm with your bank that the payment was deducted and sent to our accounting.

You can also make an online payment through the KWPMC portal utilizing our partner service, ClickPay.

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

\_\_\_\_\_  
Purchaser

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

\_\_\_\_\_  
Purchaser

**Initial:** \_\_\_\_\_ / \_\_\_\_\_

**VILLAGE WALK HOMEOWNERS ASSOCIATION, INC. AGREEMENT AND RELEASE OF LIABILITY FOR ACTIVITIES PARTICIPATION ON VILLAGE WALK PREMISES**

In consideration of being allowed to utilize Association premises for the activity described as:

Tennis Courts, Village Gym, Pools, Fitness Classes, Activities, and Bocce

I, the undersigned do hereby waive, release and forever discharge Village Walk Homeowners Association, Inc. (Association) and its officers, members, agents, employees, representatives, executors, and all others from any and all responsibilities or liability for damages, injuries or fatalities resulting from my use of the premises for the above-described activity by the below listed minor(s) for whom I am responsible. I do also hereby release all of those mentioned or others acting upon their behalf from any responsibility or liability for any damage, injury or fatality to myself, including those caused by the negligent act or omission of any if those mentioned or others acting on their behalf or in any way arising out of or connected with my use of the premises or use of the premises for the above described activity by the below listed minor(s) for whom I am responsible. To the fullest extent permitted by Florida law, I shall indemnify and hold harmless all of those mentioned and others acting upon their behalf against all expenses and liabilities, including attorney’s fees, actually and reasonably incurred by or imposed on them in connection with any legal proceeding (or settlement or appeal of such proceeding) to which they may be a party because of my use of the premises for the above described activity or use of the premises for the above described activity by the below listed minor(s) for whom I am responsible. (Please initial \_\_\_\_\_ / \_\_\_\_\_)

I understand and am aware that the above-mentioned activity may be a potentially hazardous activity involving risk of injury and even death and that I am voluntarily participating in the activity and use of any related equipment or am allowing the below the listed minor(s) for whom I am responsible participate in the activity with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death to myself or to the below listed minor(s) for whom I am responsible resulting from participation in the activity. (Please initial \_\_\_\_\_ / \_\_\_\_\_)

I do hereby agree to assume full liability for the cost of any and all damages to the premises or any equipment use related to participation in the activity by myself or by the below listed minor(s) for whom I am responsible. (Please initial \_\_\_\_\_ / \_\_\_\_\_)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant’s Signature

\_\_\_\_\_  
Participant’s Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Participant’s Signature or Guardian  
(Must be signed for all minor participants)

**Initial:** \_\_\_\_\_ / \_\_\_\_\_



KW PROPERTY MANAGEMENT & CONSULTING

Association Name: Village Walk of Naples

Maintenance and Reserve Income Per Unit for period Beginning January 1, 2025 to December 31, 2025

Yearly Maintenance 4,436,906.00 Yearly Reserves: 1,302,926.00

Unit Type	Number of Units per type	2024 Quarterly Fees	2025 Quarterly Fees	\$ Change per Quarterly	% Change
Capri / Regent	390	1,628.53	1,661.00	32.47	1.99%
Glenwood / Oakmont	408	1,670.52	1,704.00	33.47	2.00%
Manor / Windsor	52	1,733.51	1,768.00	34.49	1.99%



Association Name: Village Walk of Naples

Maintenance and Reserve Income Per Unit for period Beginning January 1, 2025 to December 31, 2025

Yearly Maintenance 4,436,906 Yearly Reserves 1,302,926

Unit Type	Number of Units per type	Ownership % per Unit	Total ownership % per unit type	Quarterly Maintenance per unit	Quarterly Reserves per Unit	Quarterly Capital Improvement per Unit	Total Quarterly Maintenance with Reserves per Unit
Capri / Regent	390	0.11576%	45.14562%	1,284.02	376.98	-	1,661.00
Glenwood / Oakmont	408	0.11874%	48.44696%	1,317.12	386.87	-	1,704.00
Manor / Windsor	52	0.12322%	6.40742%	1,366.78	401.22	-	1,768.00
	3		100.0000%				

Unit Type	Number of Units per type	2024/2025 Quarterly Fees	2025/2026 Quarterly Fees	\$ Change per Quarter	% Change
Capri / Regent	390	1,628.53	1,661.00	32.47	1.99%
Glenwood / Oakmont	408	1,670.52	1,704.00	33.47	2.00%
Manor / Windsor	52	1,733.51	1,768.00	34.49	1.99%

Village Walk HOA of Naples, Inc – **Approved Budget** – July 1<sup>st</sup> 2025– June 30<sup>th</sup> 2026

	2024/2025 Approved Budget Quarterly	2024/2025 Approved Budget Annual	2025/2026 Approved Budget Quarterly	2025/2026 Approved Budget Annual	
<b>INCOME</b>					
41100	Assessment	1,145,588	4,582,352	1,109,227	4,436,906
41110	Reserves Assessment	261,257	1,045,026	325,732	1,302,926
	<b>TOTAL MAINTENANCE</b>	<b>1,406,845</b>	<b>5,627,378</b>	<b>1,434,958</b>	<b>5,739,832</b>
<b>OTHER INCOME</b>					
41115	Rental Income - Residential	22,969	91,875	22,968	91,872
42001	Application Income	1,250	5,000	2,690	10,760
42180	Event Income	3,750	15,000	1,875	7,500
42200	Finance Charges	3,750	15,000	2,811	11,244
42322	Interest Income	6,250	25,000	4,668	18,672
42440	Late Charges/Interest	1,250	5,000	1,251	5,004
42683	Rental Income - Commercial	12,924	51,695	13,293	53,172
	<b>TOTAL OTHER INCOME</b>	<b>52,143</b>	<b>208,570</b>	<b>49,556</b>	<b>198,224</b>
	<b>TOTAL REVENUES</b>	<b>1,458,987</b>	<b>5,835,948</b>	<b>1,484,514</b>	<b>5,938,056</b>
<b>ADMINISTRATIVE EXPENSES</b>					
51030	Audit/Tax Preparation	2,900	11,600	2,956	11,825
51042	Bad Debt	900	3,600	1,809	7,236
51050	Bank Charges	275	1,100	193	773
51090	Consulting Fees	1,683	6,733	433	1,730
51124	Holiday Decorations	1,462	5,846	1,500	6,000
51126	Gate Cards	750	3,000	825	3,300
51150	Legal Fees	5,500	22,000	3,300	13,200
51160	Licenses/Permits	875	3,500	794	3,174
51164	Member Services-Café	48,450	193,800	29,219	116,875
51170	Office Supplies	10,000	40,000	11,400	45,600
51209	Water Aerobics Instructor	2,340	9,360	1,935	7,740
51226	Social Funds	6,250	25,000	6,050	24,200
51230	Application Fees	450	1,800	450	1,800
	<b>TOTAL ADMINISTRATIVE</b>	<b>81,835</b>	<b>327,339</b>	<b>60,863</b>	<b>243,453</b>
<b>UTILITIES</b>					
60011	Electricity	47,500	190,000	38,128	152,510
60030	Telephone	1,677	6,706	1,677	6,706
60050	Water & Sewer	20,563	82,252	17,286	69,143
	<b>TOTAL UTILITIES</b>	<b>69,740</b>	<b>278,958</b>	<b>57,090</b>	<b>228,359</b>
<b>CONTRACTS</b>					
70005	Entry Gate Maintenance	1,500	6,001	2,565	10,260
70030	Bulk Communications Services	193,904	775,615	193,932	775,727
70175	Gym Maintenance	515	2,060	268	1,070
70185	Irr Pump Maintenance	6,150	24,600	4,700	18,800
70200	Lakes	16,249	64,996	16,736	66,945
70210	Landscape Contract	323,394	1,293,575	322,498	1,289,993
70239	Management Services	12,587	50,346	7,754	31,017
70239.1	Overhead Fee KWPM	2,415	9,660	2,550	10,200
70239.2	Web Hosting & Internet	329	1,316	700	2,800
70300	Pest Control	2,918	11,670	2,918	11,670
70330	Pool Maintenance	6,000	24,000	6,000	24,000

		2024/2025	2024/2025	2025/2026	2025/2026
		Approved Budget	Approved Budget	Approved Budget	Approved Budget
		Quarterly	Annual	Quarterly	Annual
70340	Pressure Cleaning	4,688	18,750	5,125	20,500
70370	Guard Services	55,373	221,490	67,683	270,732
70386.1	Cont-Smart Tech	-	-	698	2,790
70402	Trash/Recycling Collection	4,875	19,500	4,869	19,476
	<b>TOTAL CONTRACTS</b>	<b>630,895</b>	<b>2,523,579</b>	<b>638,995</b>	<b>2,555,980</b>
<b>INSURANCE</b>					
72000	Insurance	67,335	269,340	51,803	207,213
	<b>TOTAL INSURANCE</b>	<b>67,335</b>	<b>269,340</b>	<b>51,803</b>	<b>207,213</b>
<b>REPAIRS &amp; MAINTENANCE</b>					
80005	Access System Repairs	2,000	8,000	-	-
80025	Building Repairs	20,750	83,000	18,300	73,200
80111	Fire Safety	509	2,036	1,125	4,500
80151	Guardhouse R&M	900	3,600	-	-
80176	Gym Supplies	500	2,000	1,294	5,176
80191	Irrigation Repairs & Maintenance	3,500	14,000	5,175	20,700
80250	Mulching	37,500	150,000	41,250	165,000
80330	Pool Repairs/Supplies	2,250	9,000	2,355	9,420
80359	Restaurant Maintenance	2,125	8,500	3,300	13,200
80385	Maintenance Supplies	5,750	23,000	2,700	10,800
80387	Tennis Courts	9,435	37,738	2,433	9,730
80395	Tree Removal	2,500	10,000	4,500	18,000
80518	Plant Replacement	17,500	70,000	3,000	12,000
83250	Fertilizer - Lawns	13,750	55,000	14,258	57,032
83251	Fertilizer - Exotic	4,400	17,600	-	-
83261	Landscape Enhancement	1,250	5,000	10,000	40,000
83270	Lake Litterols & Fish Stock	3,000	12,000	3,000	12,000
83281	Planting Annuals	5,625	22,500	3,750	15,000
83350	Rental Units Expense	2,250	9,000	2,250	9,000
84105	Palm / Tree Trimmings	24,621	98,485	28,747	114,989
	<b>TOTAL REPAIRS &amp; MAINT</b>	<b>160,115</b>	<b>640,459</b>	<b>147,437</b>	<b>589,747</b>
<b>PAYROLL/RELATED EXPENSES</b>					
89000	Payroll & Benefits	187,812	751,247	202,595	810,378
	<b>TOTAL PAYROLL &amp; RELATED EXPENSES</b>	<b>187,812</b>	<b>751,247</b>	<b>202,595</b>	<b>810,378</b>
<b>RESERVES</b>					
94050	Reserve - Pooled	261,257	1,045,026	325,732	1,302,926
	<b>TOTAL RESERVES</b>	<b>261,257</b>	<b>1,045,026</b>	<b>325,732</b>	<b>1,302,926</b>
	<b>TOTAL EXPENSES</b>	<b>1,458,987</b>	<b>5,835,948</b>	<b>1,484,514</b>	<b>5,938,056</b>
	<b>NET OPERATING INCOME (LOSS)</b>	<b>-</b>	<b>-</b>		

Summary of Assessments

2024/2025

2025/2026

2024/2025	2024/2025
Approved Budget Quarterly	Approved Budget Annual
Assessment	4,582,352
Reserves Assessment	1,045,026
Total	<u>5,627,378</u>

2025/2026	2025/2026
Approved Budget Quarterly	Approved Budget Annual
	4,436,906
	1,302,926
	<u>5,739,832</u>

Disclaimer: The Budget and figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual costs of such items may exceed the estimated costs.

APPROVED BY:   
 APPROVED BY: 

DATE: 6/20/25  
 DATE: 05/27/2025

Initial: \_\_\_\_/\_\_\_\_