

COVE TOWERS PRESERVE
A CONDOMINIUM ASSOCIATION, INC.
c/o Sandcastle Community Management



Welcome to Montego-Nevis at Cove Towers Preserve!

This booklet contains information regarding the Cove Towers Preserve community. It also contains a summary of Rules and Regulations that have been implemented by your association to make life more enjoyable for all residents. The information contained herein will answer many of your specific questions, including those concerning your role as an Association member. Please keep in mind that this booklet does not replace the information included in your documents, which should be carefully reviewed.

Please be conscious at all times that this is a residential community, not a resort and always respect the rights of the other residents.

Any concerns you may have regarding the maintenance of common areas should be reported to the Property Manager's office on Monday through Friday from 8:30 A.M. to 5:00 P.M. at 239-593-3977. If you have an emergency during after hours, please call Sandcastle Community Management at 877-626-8585.



IMPORTANT TELEPHONE NUMBERS

EMERGENCY

Fire.....	911
Police.....	911
Rescue Squad.....	911
Florida Poison Information Center.....	800-222-1222
Wiggins Bay Gatehouse (24 hours).....	239-598-1040
Florida Power & Light.....	239-262-1322

NON-EMERGENCY

Sheriff (Collier County).....	239-252-9300
Sheriff (Vanderbilt Beach Road Substation).....	239-252-9100
Fire Department (North Naples).....	239-597-3222

PROPERTY MANAGEMENT

Property Manager @ Calypso Club.....	239-593-3977
Fax.....	239-593-3492
Sandcastle Community Management	239-596-7200



MOVING IN.....

Hours for moving-ins are from 8:00 A.M. to 5:00 P.M., Monday through Saturday. Please inform your movers that move-in activities will not be allowed to continue after the hours stated above. All move-ins AND move outs must be set up through Property Management in advance. All move-ins AND move outs must occur through the lower level garage service entrance.

Please arrange to be in your unit or have someone available to admit your authorized movers and/or workers. The building staff is not responsible or permitted to provide entry to your unit and is prohibited from accepting personal deliveries.

When your movers unpack, please advise them to be as tidy as possible. Arrange to have your movers remove all unpacked cartons and take it with them. Boxes unpacked by you should be flattened and can be disposed of in the recycle bins or in the trash room.

DO NOT USE THE TRASH CHUTE FOR DISPOSAL OF BOXES!

Please remind your movers and workers of your concerns for common areas, and alert them to use extra care when using the elevators and when moving large items through the buildings. You will be responsible for any damage to the common areas that the workers might have caused. We appreciate your cooperation in strictly complying with the working hours stated above and as set forth in your association documents.

The following information and checklist will be helpful in making your move as smooth and efficient as possible:

- Telephone the Property Management office at 239-593-3977 to schedule a moving date
- Update your personal data; telephone numbers, email addresses, etc., and submit to Property Management office
- **Call FPL (239-262-1322) and your cable provider (Summit 239-444-0400) to set up service.**



TRASH COLLECTION AND GARBAGE

A trash chute is located on each floor of your building. **PLACE ALL HOUSEHOLD TRASH INSIDE A SECURED AND TIED PLASTIC BAG** prior to placing in the trash chute. Food should not be tossed down the chutes without being in a securely tied bag.

Never throw empty bags into the chute, as they can be sucked upward and damage the garbage chute exhaust fan.

DO NOT USE THE TRASH CHUTE FOR DISPOSAL OF CARDBOARD BOXES AND OTHER OVERSIZE CONTAINERS!!!

There are containers on the lower garage floor level available for your recycling needs.



Boxes and oversize refuse may block the trash chute. All cardboard boxes and other oversize containers must be flattened and placed in the recycling bins or taken to the trash room for disposal. **Please break down the boxes prior to throwing into the dumpster.**

Waste Management is scheduled to pick-up garbage on Mondays and Thursdays. Recycle pick-up is scheduled on Fridays. Please have your contractors and movers take all debris, boxes and trash they've created with them.

Do not dispose them in our dumpsters.



REMODELING YOUR UNIT

Should you desire to make specific improvements (modifications, alterations and additions) to any Limited Common Element or Common Element; please remember that your Condominium documents **require that you submit written specifications for approval to the Board of Directors well in advance.**

All modifications, alterations or additions must be considered and approved prior to commencement of any work, by the Board.

Decorators, contractors & sub-contractors must register with the Property Manager upon arrival. All work is limited to the hours of 8:00 A.M. – 5:00 P.M., Monday through Friday exception to major Federal holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas) when no construction is allowed).

Contractors & sub-contractors are required to use the loading entrances at the rear of the buildings. Contractors and sub-contractors can park in the rear of the buildings and are not permitted to use the guest parking. Contractors and sub-contractors **must** use the service elevators and not the private elevators at any time unless authorized by the manager.



WATER SHUT-OFF

When the unit will be empty for more than a day or two, the water should be shut off and the hot water heater should be turned off at the electrical box. The water shut-off valve for each unit can be found in the utility closet. Turning off the water is critical as even a small leak in the ice maker line or in a toilet can release large amounts of water which can flood your unit and those under you in a short amount of time. If you have any questions about how to shut off your water or hot water heater, please call the Property Manager's office at 239-593-3977.

GENERAL INFORMATION & SUMMARY OF USE RESTRICTION



CONTRACTOR REGISTRATION

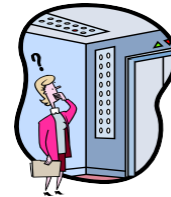
All contractors, decorators, and other vendors must register with the property manager's office prior to commencement of work, and provide authorization, telephone number, and vehicle identification and receive a CTP parking pass.

DELIVERIES



Receipt of deliveries will be the responsibility of each residence owner and **not** the Association, Property Manager or staff.

ELEVATORS



Swimmers, beach walkers, use of carts, and pets should use the service elevators. No bare feet and no open food or drink are permitted in private elevators.

GRILLS



Two outdoor grills are located at the Calypso Club and are available for your enjoyment. Please be sure to shut off the gas and help maintain the grills by proper cleaning access food off the grills. Grill utensils are available at the grill area for your use. Please place any used utensils in the bin labeled for cleaning



Registering overnight guests (including family members)

Owners/Guests shall register with the property manager's office. Guests vehicles must also be registered with the manager's office. A parking pass must be obtained from the Cove Towers Preserve Association, as well as the Wiggins Bay Foundation.

Any persons occupying the residences when the owner is not present must register with the property manager before the beginning of their occupancy. Upon verification, a parking pass will be provided.



GUEST SUITES – Antigua & Caracas

The unit owner must always be present during the reservation period. Inventory of the room will be taken upon check-out, and any missing items will be the responsibility of the unit owner. The host owner will be responsible for any damage to the guest suite or to other Association Property caused by the guest, as well as for the guest's compliance with all applicable Rules and Regulations, which will be available in the guest suites. Also, please have your guest read the guest suite rules posted on the guest suite door. Do not hang laundry, bathing apparel or towels on the guest suite terraces.



KEYS

Every unit must be keyed so that it can be accessed by the Property Manager's master key in an emergency. The Fire Department also has a copy of the master key to access all units in case of emergencies. Please refer to the Cove Towers Preserve Condominium Documents for more detail, found on the Cove Towers Preserve website.

MAIL SERVICE



Your mail is delivered to your mailbox located at the lobby level. Please note that building staff is not permitted to accept registered mail and packages on your behalf.

NOISE



In order to ensure that the rights of all residents are respected, the Association requests that you comply with the noise regulations. Between 10:00 P.M. and 9:00A.M., PLEASE lower the volume of your radios, television and stereos. Other high-level noise including excessive noise on the lanais should also be avoided during these hours. All hammering such as picture hanging or carpentry must be done during the hours of 8:00 A.M. and 5:00 P.M. on weekdays only.

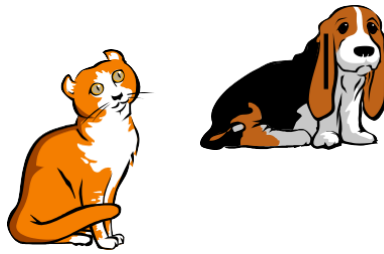
PARKING



Residence owners are limited in the garage to parking in the parking spaces assigned to their residence at closing. Vehicles parked in the garage must have a Cove Towers Preserve parking sticker. Guest parking or rental car parking inside the garage must obtain a temporary parking pass from the Property Manager. Parking inside the garage without parking stickers may be subject to a fine and towing at the owner's expense. The outside upper lobby parking is reserved for visitors only. **NO OVERNIGHT PARKING** is allowed in the outside upper lobby parking. Guest overnight parking is allowed in the outside lower parking areas.

Contractors or vendors must park in outside lower areas. Areas just outside the service entrances are for short-term loading and unloading only. Commercial vehicles, trucks, campers, motor homes, trailers, boats and boat trailers overnight parking are prohibited.

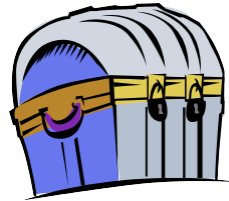
Residence owners are responsible for compliance with the rules by their employees, guests, visitors and tenants. Violation of the parking rules is subject to fines and towing at owner's expense. To obtain a permanent pass for the front gate, you must present your owner information to the guard at the guard house. All other passes are provided by the management office.



PETS

- If you own a dog, you must pick up all solid waste from your pet.
- Dogs are limited to **one and up to 30 pounds** in size.
- Pets must be leashed at all times while on Common Elements.
- Pets must be registered with the Property Manager.
- Pets are NOT permitted in the pool area, leashed or unleashed.
- Guest and tenants are **not permitted** to bring pets onto the premises
- Use of the *service elevator* with pets is requested

Please refer to the pet use restrictions located in the Declaration of Condominium.



STORAGE LOCKERS

Storage lockers are located on the garage level. Lockers are numbered, assigned and lockable. All residents are instructed to store items inside the storage locker. Any loose items found outside individual unit lockers are subject to disposal.



SWIMMING POOL AND SPA

Pool and spa hours are from dawn to dusk. Excessive noise (use of radios) is prohibited in the pool area at all times. Residence owners are responsible for the actions of their children and guests. **Incontinent persons (including infants in diapers) are not allowed in the pool.** No smoking and no glass allowed in or around the pool and spa area, grill or cabana area. Persons using the pool and/or spa must comply with all the rules and regulations posted in the area.



UNOCCUPIED UNITS

All residents are asked to remove furniture from open lanais and balconies when leaving for an extended period of time. Units without hurricane shutters should remove all furniture from their rear lanai when absent for more than 10 days. All items should be removed from front balconies as well. Electric roll-down shutters do protect furniture on rear lanais. Accordion shutters do not protect furniture on front balconies.

OBTAINING THE PROPER ENTRY TO THE COMMUNITY

If you need a pass through the front gate you will need to go up to the guard house and present proper documentation (approved sales application). The guard will take the information needed to issue you a transponder. Wiggins Bay Foundation is the Master Association and mands the front gate, **the front guard house # 239-598-1040.**

All other keys, fobs and entry codes will be available at the manager's office associated for a fee.

OTHER IMPORTANT NUMBERS

Plumber – Moen Brothers 239-249-8402

HVAC Contractor - Alex Munoz of Dan Air – 239-225-3347

Exterminator– under contract for the community and by appointment for owners interior needs – Arrow Environmental Services – 239-288-2222

Locksmith – Key Security – 239-687-6494

Summit Broadband – Basic cable and internet – 1443 Rail Head Blvd. Naples, FL (239) 444-0400

Wi-Fi – Network at pool area -Calypso Club – password 1234567890.

Cove Towers Preserve web-site: <http://www.covetowerspreserve.com> please note that the password to the web-site can be provided by the manager's office.

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