

Sapphire Lakes Unit Owner Info Packet

ASSOCIATION: **OPAL** UNIT ADDRESS: 515 GABRIEL CIRCLE UNIT # 11

PRESIDENT: LINDA RAFTERY PHONE: 774-270-5400

PRESIDENT'S E-MAIL: LINDA11RAFTERY@HOTMAIL.COM

MANAGEMENT COMPANY: RESORT MANAGEMENT PHONE: 239-649-5526

EMERGENCY IN UNIT AFTER HOURS PHONE: 239-649-5526

ASSOCIATION PROPERTY MANAGER: Jennifer Shaffery

PROPERTY MANAGER E-MAIL: JShaffery@resortgroupinc.com

MASTER ASSOCIATION MANAGEMENT

PRESIDENT: BOB FOSTER Phone: 508-965-1399

PRESIDENT'S E-MAIL: rwfooster22@gmail.com

PROPERTY MANAGER: SUZANNE FOSTER OFFICE IS LOCATED IN THE GATEHOUSE AT THE ENTRANCE

MASTER ASSN PROPERTY MANAGER: SUZANNE FOSTER - OFFICE IN THE GATEHOUSE: 239-353-2465

COMMON AREAS AFTER HOUR EMERGENCY: 239-649-5526

MASTER ASSOCIATION E-MAIL: sfooster@resortgroupinc.com

ENTRANCE GATE KEYPAD - PHONE OPERATION

HAVE YOUR VISITORS / VENDORS AT KEYPAD PUNCH IN ONLY:

Your 3 digit account # - NO SYMBOLS, JUST 3 NUMBERS.

WHEN YOU ANSWER THE CALL FROM THE KEYPAD, JUST PRESS

AND HOLD **9** ON YOUR PHONE TO OPEN THE VISITOR GATE.

GIVE YOUR 3 DIGIT ACCOUNT NUMBER TO RELATIVES, FRIENDS, TRADESMEN, & EVEN FOR PIZZA DELIVERY.

F.Y.I. THE KEYPAD PHONE NUMBER IS: 239-304-1893

Exhibit "C" to Amended and Restated
Master Declaration of Covenants and Restrictions
(Rules and Regulations)

CODE for WALK-IN GATE 8 6 4 2 PUSH GATE TO OPEN

**COLLIER COUNTY SHERIFF - NON-EMERGENCY TELEPHONE #
TO REPORT ANY SUSPICIOUS ACTIVITY IS: 239-252-9300**

GARBAGE & RECYCLING PICKUP SCHEDULE

GARBAGE DUMPSTERS: THURSDAY RECYCLING BINS: FRIDAYS

PLEASE CALL THE GATEHOUSE IF YOU HAVE LARGE ITEMS. 239-353-2465

Landscaping and Irrigation

If you have any questions, concerns, or comments regarding the irrigation or the landscaping, please call the property manager's office / gatehouse. 239-353-2465

Please do not try to give instructions directly to the irrigation or landscape crew unless arrangements have been made with the property manager. Thank you.

Property Management Jurisdiction

Sapphire Lakes enjoys a unique property management collaboration. Each individual association employs its own separate property management company as does the Master Association. Jurisdiction of management is most easily defined thusly:

The individual association board and property management company are responsible for all of buildings in that individual association that contains sleeping quarters. Everything inside or attached to those buildings is not in the Master Association's jurisdiction.

The Master Association board and their property management company are responsible for everything that is not in or on a building that contains sleeping quarters. I.E. Pool cabanas, carports, detached garages. The landscaping, irrigation, pools, streets, etc. all belong to the Master Association.

So if you live in a condo with a detached garage or carport, the condo is managed by the individual association's board and management company while the carports or detached garages are the Master Association's responsibility. If you reside in a villa (duplex) or a coach home (fourplex) all of your buildings are managed by your individual board and property manager. If you would like further clarification on property management jurisdiction please feel free to call the Master Association's on-site office. (Gatehouse) **239-353-2465**

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GATE ACCESS POLICY

1. Residents may purchase bar codes and swipe cards, by appointment preferably, at the Gate House Office for \$25.00 by check or \$26.06 (3.5%+\$0.15) by credit card made payable to Sapphire Lakes Master Association. No cash accepted.
2. Residents may be asked to show a valid driver's license or Florida ID, and/or vehicle registration to obtain entry access items.
3. Yearly and seasonal renters will be required to have a current and signed dated lease that has been **approved** by the Association and **processed** by their Property Management Company.
4. The owner's name will be placed on the gate display. Only one phone number can be permitted in the gate system whether it be the owner or tenant. Phone number can be changed by management as directed by the owner at any time.
5. Owners or their agent are required to advise management when leases have expired so all tenant bar codes, or necessary swipe cards can be deactivated.
6. The phone entry system works with local and long-distance numbers including Canadian numbers whether the phone number is a cell phone or land line. Unit owners are responsible to get individuals and their vendors into the property with the phone entry system.
7. NO 4-digit vendor codes are to be provided to any resident.
8. When there is a sale, all swipe cards should be left in the unit so the cards could be assigned to the new owner(s). Owners are required to advise the Master Association management on which card numbers are being left and need to be reassigned prior to transfer.
9. The pedestrian walk gate utilizes a 4-digit code (8-6-4-2) for access which may be changed from time to time whenever considered necessary by the Board.
10. All bar codes will be applied to the vehicle at the time of registration in addition to a Sapphire Lakes parking sticker.
11. Bar codes or swipe cards cannot be sent or mailed to anyone.
12. Unit owners can purchase additional swipe cards for **\$25.00** each for the following: Condo watchers, pet sitter/walkers or individual condo cleaner etc.
13. If a swipe card is lost, or if anyone that has been given a swipe card from an owner that is no longer welcomed, please notify the Property Manager so that the card can be de-activated.
14. Licensed Realtors who provide a signed listing agreement in Sapphire Lakes may get an 8 AM – 8 PM, 7 day a week code. Open houses are only permitted on Sundays between the hours of 1PM to 4PM *To hold a Sunday Open House, with the entrance gate open, the Sapphire Lakes Property Manager must be notified before 4:00 pm on THURSDAY of that week*

CHECKS SHOULD BE MADE OUT TO:

SAPPHIRE LAKES MASTER ASSOCIATION

**A PROCESSING FEE OF 3.5%+.15 WILL BE APPLIED FOR ALL CREDIT CARD TRANSACTIONS
NO CASH ACCEPTED**

WHEN YOU RECEIVE A CALL FROM THE GATE **KEYPAD, PRESS
AND HOLD 9 ON *YOUR* PHONE TO OPEN THE VISITOR GATE.**

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