

Princeton Place Three Association

340 Horse Creek Drive

As we start a new season the following are reminders for our current owners and for new owners which are rules and regulations of the association and Collier county regulations for condo living which will help you and your neighbors enjoy your time spent here

Noise issues:

- Quiet hours are 10pm-8am. During these hours, please
 - keep music and TV down, and avoid talking loud on your lanai
 - talk quietly on walkways/stair wells if you come home during these hours.
 - Report noise issues to the problem unit owner, and/or SouthWest Property Manager
 - Floors are cement, and studs are metal, so sound travels easily through floors to unit below and to the side of you. Please:
 - keep felt/plastic sliders on chairs,
 - Avoid hard sole shoes walking around in your unit
 - Open/close lanai doors slowly during night hours

Sliders If you have not replaced the wheels on your slider please consider doing so. The noise from the old-style metal sliders travels through the building and this is a common complaint. Local service from SliderMan is available to service your sliders.

Smoking:

Smoking is not permitted on North Balcony or walkways.

Pets:

One small dog (<25lbs) or One Cat is allowed by owner, but not renters. Dogs are not allowed south of the buildings, or in pool area. You must pick up after your pet.

Trash:

- Only household garbage is allowed in the dumpster. No storing of items in trash rooms.
- All trash must be bagged and tied. This is to keep insects and rodents away from the building
- Avoid throwing trash down during quiet hours.
- Demolition & Construction materials, Furniture, Appliances, must be hauled away separately by owner and/or contractor.
- **Recycling** bins are available across the parking lot to the east of the fire pump house.

Storage:

Owners are not to hang or store any items outside their unit on North Balconies or in stairwells.

Remodeling/Repairs:

- All remodeling or repairs must be done by a licensed contractor, properly permitted with Collier County, and pre-approved by the Association Board via Architectural Review Form.
- Architectural Review form is available on the website or from South West Property Management.
- Failure to conduct improvements through appropriate process can lead to fines to the Owner & Contractor.
- All renovations must be completed by December 31 and there is a black out period from Dec 31 to April 30 for all but emergency repairs.
- Note: All flooring must have "Proflex" sound barrier installed under it to reduce noise in unit below. Also: See attached Collier County rules on what a "Handyman" can/can't do.

Rental/Leasing your Unit:

Leases are only allowed for **30-day periods or longer.**

- You are **required** to put in a Lease Application through Southwest Property Management and the Processing fee is \$50. Form available on our website or from SWPM.
- The Association Board reviews these lease applications and must approve or deny the lease.
- A lease may be terminated by the Association for legitimate cause per our By-Laws.
- Failure to follow these rules can lead to fines applied to the owner, and all leases are subject to Florida Rental Tax
- Be sure you arrange a permit/pass ahead of time at the front gate for any tenants/guests.
- **Guests must be registered,** and cell phone and email address need to be provided so we can contact in case of emergency or other issues that may arise

Helpful Condo Unit Advice:

Maintenance:

- Water Heater failure is a common cause of water damage. Replace it if older than 10 years.
- Use Metal mesh covered hoses on your washing machine.
- Get your AC unit serviced annually. Make sure they put algicide tablets in your condensate drain pan.
- It is recommended you consider putting a surge protector on your main Electrical line coming into your unit. You can contact an electrician or Florida Power & Light on the options for this.
- Unit owners are responsible to maintain their window screens in good order.

When you leave your unit for extended periods:

- Cleanout Fridge, and Run Garbage Disposal
- Leave dishwasher slightly open, and leave doors under sinks slightly open
- Leave Bedroom & bathroom doors open
- Thermostat to 76, and Humidistat to on
- Turn off water heater breaker
- Cover toilet bowls and tanks with saran wrap (keeps them from drying out)
- Cover sink, tub, & shower drains (to keep traps from drying out, and bugs from coming in from sewer)

- Turn off main line water valve coming into unit (in water heater closet)
- Close shades
- Be sure Property Management company has current key for your unit.

List of Associations within your Wiggins Bay Community:

There are a total of 5 Associations in Wiggins Bay Community. A good analogy is there are City, State, & Federal Organizations within our gates.

- You are automatically a member in 3 of these organizations, if you own in Princeton Place Three.
- Your dues are mandatory, and failure to keep current can result in fines and legal action, up to Liens on your unit.
- Please consider attending the meetings to participate in your community’s government affairs.

1) Princeton Place Three Association (PP3) This is our building 340 Horse Creek Drive.

This Association is responsible for maintenance of our building’s common elements (roof, elevator, water supply, exterior of building, etc....)

Website: princetonplace3.com

Owner’s Only tab: User: PP3 Login: Wiggins

- Our Bylaws, Financials, Meeting Minutes, etc... are kept on our website under the “owner’s only” tab. Please review our By-Laws so you can abide by them and reduce potential conflicts.
- HOA fees are currently \$450/month paid to Princeton Place Three and mailed to Southwest Property Management. (SWPM)
- Contact info is:

Southwest Property Management	Manager: Sandy Hagedorn
1044 Castello Dr #206	shagedorn@swpropmgt.com
Naples FL 34103-1900	phone: 239-261-3440 x 129
- Please make sure SWPM has a current email address for you, as we do send out email blasts to all owners.

Note: All owners must provide a key for their unit to SWPM to allow access to the unit in emergencies. Failure to do so can lead to costly repairs to your door, and additional damage to units due to emergency flooding situations etc...., which require quick access to your unit. This is agreed to in your By-laws.

2) Princeton Place Property Owners Association (PPOA), includes the 5 Princeton Place Buildings (300-380).

This Association is responsible for the maintaining our parking areas, carports, and landscaping around all 5 Princeton Place buildings, and the Princeton Place Pool. SWPM pays these dues from your PP3 HOA fee.

Home Maintenance/Repair work allowed by Handyman vs Licensed Contractor

<u>Handyman or Maintenance Man “Can Do” List</u>	<u>Licensed Contractor Required List</u>
<p>Air Filter Changes (no duct work) Assemble Prefabricated Items (shelves, bookcases...) Carpet Cleaning Carpet Installation (not ceramic tile) Ceiling Fan replacement of Blades (no wiring) Change Door Locks (not doors) Change Light Bulbs Clean Gutters House Cleaning Lawn Maintenance and Tree Service (not irrigation) Landscaping for Residential (not commercial) Linoleum or Vinyl Flooring (not ceramic tile) Trash Hauling (but not construction debris) Screen Replacement (but not aluminum, wood, or vinyl frames) Window Tinting Window Blinds or verticals</p>	<p>(Cannot be done by Handyman/Maintenance Man)</p> <p>Air Conditioning Alarm Systems Aluminum Fabrication/Installation Asphalt Paving or Coating Carpentry, including Trim Concrete or Masonry Ceramic Tile Installation Demolition Door, Windows, or Garage Doors Drywall Electrical Fences Fire System Repair or Maintenance Glass or Glazing Landfill or clearing Jobsite Clean up Irrigation Marine Construction Mechanical Work Painting Wall Coverings Plaster, Stucco, or Sheetrock Remodeling (general) Roofing Signs,</p>
<p>** An “Local Business Tax Receipt” is not a license to practice contracting. It is only a tax that is paid to conduct business within a county or municipality.</p>	<p>Swimming Pool install, treatment, or repair Water Conditioning Install or repair Well Drilling</p>
<p>In Florida, unlicensed contracting is generally charged as a first-degree misdemeanor, with penalties of up to 1 year in jail or 12 months of probation, and a \$1,000.00 fine.</p>	

Questions? Contact Collier’s Tax Collectors Office at 239-743-1350 Mon-Friday 8:30am-5:00pm