

WINDING STREAM RECREATION ASSOCIATION
2019-2020 APPLICATION FOR APPROVAL TO PURCHASE OR LEASE A UNIT
C/O Advanced Property Management Service, Inc.
1035 Collier Center Way, Unit #7 Naples, FL 34110
Phone 239-513-9433 Fax 239-513-9561
advancedapproval@aol.com

Application for Purchase _____ or Lease _____ Today's Date _____

Closing date _____ Term of Lease _____ to _____
Term of Lease: Minimum of one month, Maximum of one year, per Winding Stream Documents

Current Owner Name _____ Phone# _____

Current Owner Email Address _____

Unit Address _____

Name of Buyer(s) or Lessee(s) _____

Buyer(s) or Lessee(s) Email Address _____

Current Address _____

City _____ State _____ Zip _____ Own () or Rent () How long? _____

Home Phone _____ Cell Phone _____

Number of persons to be in residence _____

Names of persons to be in residence _____

Note: Occupancy restricted to no more than two (2) persons per bedroom, including children.

Note: NO PETS ARE ALLOWED IN LEASED UNITS _____ (Must Initial)

Will a Service Animal be residing in the unit? _____ Yes _____ No

If this is a lease, have you rented this same unit last year? _____ Yes _____ No

If Yes, please supply last years lease dates _____ Unit # leased last year _____

Amount paid for lease **last year** _____ Amount paid for lease **this year** _____

**Winding Stream transfer fee will be waived if all information is submitted and all conditions are the same last year and this year.*

Current Landlord or Mortgage Holder Name and Phone Number _____

Applicant Current Occupation _____ Work Phone _____

Co-Applicant Current Occup. _____ Work Phone _____

Are you a service member? _____ Yes _____ No

The term "service member" is defined to include any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces.

Have you ever filed bankruptcy? _____ What year? _____

WINDING STREAM RECREATION ASSOCIATION
Application for Approval for Sale or Lease

A. Been convicted of a felony? _____ What year? _____ What for? _____
B. Been convicted for being under the influence or dealing in drugs, including alcohol? _____ Year _____

Vehicle Make/Model _____ Yr _____ Color _____ Lic Number _____
Vehicle Make/Model _____ Yr _____ Color _____ Lic Number _____

APPLICATION TO INCLUDE FOR APPROVAL:

- A copy of the purchase contract or lease agreement.
 - Signed rules and regulations sheet.
 - Check or money order in the amount of \$100.00 payable to WINDING STREAM REC for transfer fee*.
- The above **MUST** all be attached to this application and sent to the ASSOCIATION c/o Advanced Property Management Service Inc., 1035 COLLIER CENTER WAY UNIT #7 NAPLES, FL. 34110. Approval will not be granted if incomplete.

The information as described above must be submitted at least twenty (20) days prior to the intended closing date or starting lease date. *Approval must be received prior to occupancy.*

I/WE DECLARE THE FOREGOING INFORMATION TO BE TRUE AND CORRECT. I/WE UNDERSTAND THE APPLICATION FEE IS NON-REFUNDABLE. I/WE AM/ARE AWARE OF AND AGREE TO ABIDE BY THE DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION, BYLAWS AND ALL PROPERLY PROMULGATED RULES AND REGULATIONS OF THE ASSOCIATION AND ACKNOWLEDGE THAT THE ASSOCIATION MAY TERMINATE A LEASE UPON DEFAULT BY THE TENENT IN OBSERVING ANY OF THE PROVISIONS IN THE DOCUMENTS. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THE RULES AND REGULATIONS. I/WE UNDERSTAND THE NECESSARY CONFIDENTIAL INFORMATION WILL REMAIN CONFIDENTIAL BY THE ASSOCIATION'S OFFICERS AND/OR THE ASSOCIATION'S DESIGNEE.
A condensed version of the Winding Stream rules and regulations are included with this application.

FL Statute 718.116(11) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make a written demand that the tenant pay the future monetary obligations related to the condominium unit to the association, and the tenant must make such payment.

Date _____ Applicant Signature _____
Co-Applicant Signature _____

A copy of the approval is to be sent to: _____
(fax, email or mailing address)

APPLICANT DO NOT WRITE BELOW THIS LINE

Application Approved _____ Disapproved _____
By _____ Date _____

Name and Title _____
Application completed: Yes () No ()
Application Fees Submitted: Yes () No () Check or money order # _____
Copy of sales contract or lease attached: Yes () No () Fees Current: Yes () No ()
Signed rules and regulations: Yes () No ()

Reasons for action taken:

*No transfer fee is due if the lease is a renewal of the lease from the immediate prior year and the lessee establishes to the association's satisfaction that **all** terms of the lease **are identical in every way**, including both parties, the period of time, the unit number, and the rental payment. If any of this information is **not** submitted to the management company, then the \$100 transfer fee must be paid, no exceptions.*

Winding Stream Recreation Association

Rules and Regulations:

C/O Advanced Property Management Services, Inc.
1035 Collier Center Way, Unit #7 Naples, FL. 34110
Phone 239-513-9433 Fax 239-513-9561

I/we am/are aware of and agree to abide by the Declaration of Condominium, Articles of Incorporation, Bylaws and all properly promulgated rules and regulations of the association and acknowledge that the association may terminate a lease upon default by the tenant in observing any of the provisions in the documents. I/We acknowledge receipt of a copy of the rules and regulations. I/We understand the necessary confidential information will remain confidential by the association's officers and/or the association's designee.

Please sign and date below stating that you agree to follow all the rules and regulations of Winding Stream Recreation Association. Return with the two (2) page application, a copy of the lease/sales contract, a copy of two personal reference letters with telephone numbers, and a check or money order in the amount of \$100 for the transfer fee made payable to Winding Stream Recreation Association.

Date: _____

Applicant Name: _____

Applicant Signature: _____

Date: _____

Co-Applicant Name: _____

Co-Applicant Signature: _____

**WINDING STREAM
RECREATION ASSOCIATION, INC.**

**RULES AND
REGULATIONS**

Approved by Winding Stream Board of Directors
April 15, 2011

INDEX

Introduction	3
Leasing of Condominium	4
Sales of Condominium	4
Pets and Animals	5
Vehicles, Parking, and Carports	5
Nuisances	6
Unit Exterior and Common Areas	6
Exterior Decorations	7
Swimming Pool Area	7
Safety	8
WSRA Unit Access	8
Violations and Complaints	8
Changes to WSRA Rules and Regulations	9
Complaint Process	9
Roles and Responsibilities	10
Planning to Make a Renovation (Appendix I)	11
Spring Run/Winding Stream Form Information (Appendix II)	13

INTRODUCTION

Purpose:

This publication is intended to provide all Unit Owners of the Winding Stream Recreation Association a quick reference for the rules and regulations governing activities within the WSRA and the Spring Run Golf Club Community Association at The Brooks, Bonita Springs, Florida.

This publication does not represent all the bylaws, covenants, rules and regulations, or other governing documents of the WSRA or the SRGC. This publication is not a verbatim description of wordage in the governing documents. In some cases, a condensed or simplified version of the governing requirements is presented. All unit owners are expected to be familiar with and refer to their copy of the Declaration of Condominium for Winding Stream, the Declaration of Covenants, Conditions and Restrictions for Spring Run Golf Club, the Rules and Regulations for Spring Run Golf Club, and other pertinent documents for a complete description of all bylaws, declarations, rules, regulations, covenants, and other governing requirements.

Application:

This publication applies to all Winding Stream Recreation Association unit owners. WSRA unit owners are identified as any person or persons, entity or entities, who are the record owner of the fee simple title to any parcel in Winding Stream. Winding Stream is composed of a total of one hundred and twenty (120) units and refers to the following identified properties:

Winding Stream Section I

- 9231 Spring Run Blvd. (Units 2101-2110)
- 9241 Spring Run Blvd. (Units 2201-2210)
- 9251 Spring Run Blvd. (Units 2301-2310)
- 9261 Spring Run Blvd. (Units 2401-2410)

Winding Stream Section II

- 9271 Spring Run Blvd. (Units 2501-2510)
- 9281 Spring Run Blvd. (Units 2601-2610)
- 9291 Spring Run Blvd. (Units 2701-2710)
- 9301 Spring Run Blvd. (Units 2801-2810)

Winding Stream Section III

- 9321 Spring Run Blvd. (Units 2901-2910)
- 9331 Spring Run Blvd. (Units 3001-3010)
- 9341 Spring Run Blvd. (Units 3101-3110)
- 9351 Spring Run Blvd. (Units 3201-3210)

Responsibility:

All unit owners identified above are responsible for proper compliance with all rules and regulations of both WSRA and SRGC. Additionally, unit owners are responsible for ensuring that family members, guests, invitees or lessees of unit owners adhere to these rules and regulations.

Codes: (The following references (codes) are used to save space in this document)

- WSRA Winding Stream Recreation Association
- APMS Advanced Property Management Service
- SRGC Spring Run Golf Course

LEASING OF RESIDENCES

Leasing of residences is permitted when done in accordance with Section 13 Declaration of Condominium for Winding Stream I, II, or III. This document summarizing the rules and regulations will become part of the lease. Minimum rental is 30 days. All leases must be registered with both WSRA and the SRGC prior to the arrival of tenants or guests. SRGC will not process lease agreements without prior approval from WSRA/APMS. Twenty (20) day notice required. The current leasing fee, payable to the Winding Stream Residents' Association is \$100 per lease. No transfer fee is due if the lease is a renewal of the lease from the immediate prior year and the lessee establishes to the association's satisfaction that all terms of the lease are identical, including the parties, the period of time, the unit and the rental payment. The current SRGC Member Transfer Fee is \$238.50. The \$100 Winding Stream fee is required of all renters regardless of the status of the SRGC Member Transfer Fee.

Penalty for Failure to Comply:

Any lease of property not approved by the WSRA shall be voided unless subsequently approved in writing by the WSRA.

Any lease entered into without approval of the WSRA and the SRGC may be treated as a nullity and the WSRA shall have the power to evict the lessee without securing consent to such eviction from the unit owner.

WSRA shall have the power to evict the lessee without securing consent to such eviction from the unit owner in the event the lessee commits a breach of any rule, regulation, covenant or other governing requirement.

No pets are permitted in leased units.

SALES OF CONDOMINIUM

Sales of a unit owner's residence must be reported to both SRGC and WSRA. This document summarizing the rules and regulations will become part of the sale documents. All sales must be registered with both WSRA and the SRGC prior to closing date of the sale. Owner's intent to sell a unit shall be given to the WSRA at least thirty (30) days prior to the intended closing date.. SRGC will not process sales agreements without prior approval from WSRA/APMS. The current SRGC Transfer fee is \$2,500 and the WSRA Application Fee is \$100.

NOTE: This regulation applies to all unit sales whether direct sale by unit owner or sale through a real estate agency.

Penalty for Failure to Comply:

Any sale or transfer of property not approved by the WSRA shall be voided unless subsequently approved in writing by the WSRA.

Signs such as "For Sale" and "For Rent" are prohibited in Spring Run. This restriction applies to windows, private property, common areas, and areas viewed from the golf course. Realtors and/or owners may provide their own Open House signs. The only wording that is permitted is "Open House". Signs made of cardboard with wire legs are not permitted. Open houses may be scheduled only on Saturdays and Sundays from 1:00 p.m. to 5:00 p.m.

NOTE: SRGC permits information sheet listings of property for sale and/or open house announcements to be distributed through the Spring Run Gatehouse.

Penalty for Failure to Comply:

1st Violation: Written Warning, 2nd Violation: \$100.00 fine to WSRA, 3rd Violation: \$100.00 fine to WSRA and loss of Spring Run Golf Club privileges.

PETS AND ANIMALS

No Unit Owner is permitted to keep a domestic pet (dogs, cats and other usual and non-exotic household pets), whether permanent or temporary, in his home without the prior written permission of the Association. Pets may be kept in a Unit in reasonable numbers. A pet approval form is required for each pet. Such approval for a pet in one instance shall not be deemed to institute blanket permission in any other instance. Each pet needs permission. (See Pet Approval Form attached.) Such permission in one instance shall not be deemed to institute blanket permission in any other instance and any such permission may be revoked at any time in the sole discretion of the Board. However, under no circumstance will a pit bull or any other breed that is determined to be dangerous be permitted on any portion of the Condominium. No pets are permitted in leased Units and guests are not permitted to keep pets in Units. Any pet must be carried or kept on a leash when outside of a Unit. A Unit Owner shall immediately pick up and remove any solid animal waste deposited by his pet. The Unit Owner shall indemnify the Association and hold it harmless against any loss or liability of any kind or character whatsoever arising from having any animal in the Condominium. If a dog or any other animal becomes a source of unreasonable annoyance to other Unit Owners by barking or otherwise, the Unit Owner therefore must cause the problem to be corrected; or if it is not corrected, the Unit Owner, upon written notice of the Association, will be required to remove the animal from the Condominium. Owners may not leave pets unattended in porches, lanais or balconies. The common elements and Association property shall not be used to accommodate pets.

Penalty for Failure to Comply:

Any such pet permission may be revoked at any time at the sole discretion of WSRA.

VEHICLES, PARKING, CARPORTS AND BICYCLES

Carports are for approved motorized vehicles only. A vehicle, or other possession, belonging to a unit owner, family member, lessee, invitee, or guest shall not be positioned in such a manner as to impede or prevent access to another unit owner's parking space. Carports cannot be enclosed or converted into a living or storage space.

Vehicles with protective covers must be parked in unit owner's carport parking space. Guest parking spaces cannot be used for long-term owner vehicle parking.

Vans, sport utility vehicles, motorcycles, scooters, and pick-up trucks are considered to be motorized vehicles. Inoperable vehicles, commercial vehicles, golf carts, recreational vehicles, all-terrain vehicles, motorbikes,

bicycles, watercraft, house trailers, camping trailers and other similar type vehicles are not permitted to be parked in carport areas or in parking areas. Bicycles should be parked in the racks provided by the Association. Repairing of automobiles is not permitted in carports or parking areas.

Penalty for Failure to Comply:

Prohibited vehicles may be towed.

All bicycles must be in the Unit or stored in the bicycle racks that have been provided by the Association. Bicycles may not be stored on any common or limited common areas (such as lanai, entryway, sidewalks, grass areas, parking spaces, or carports). Bicycles are to be placed inside unit when owner or renter is not occupying the unit. The owner is responsible for appropriate inside storage before a hurricane. Grey, silver, or black bicycle covers in good condition are permitted. Blue tarps on bicycles are not permitted.

NUISANCES

Any unit owner, family member, guest invitee, or lessee shall not make or permit any noises that will disturb or annoy the occupants of any homes or do anything or permit anything to be done which will interfere with the rights, comfort, enjoyment, or convenience of any other unit owners. Each unit owner shall be held responsible for the actions of their family members, guests, and lessees. Any damage to the WSRA property or equipment caused by a unit owner, family member, guest, invitee, or lessee shall be repaired or replaced at the expense of the unit owner. All guests in residence when an Owner or Tenant is not in residence must be registered with the Association

UNIT EXTERIOR AND COMMON AREAS

All refuse should be placed in plastic bags and deposited in the dumpster. Bags left outside the dumpster will not be collected. Cardboard boxes must be broken down before being placed in the dumpster. Recycling materials should be placed in the bins located in the dumpster area. Trash cans or containers must not be left on porches outside of residences, i.e. garbage bags and cans, animal refuse containers, "Butt" containers, etc.

All driveways and walkways shall be left open and used for ingress and egress to and from the condominium.

Articles shall not be allowed to stand on any portion of the common areas without prior approval from WSRA (i.e., articles such as beach chairs, pool paraphernalia, bicycles, exercise equipment, trash/trash containers, etc., are not to be stored on lanais or in entryways).

The exterior of a unit, and all other areas appurtenant to the unit, may not be painted, decorated, or modified by a unit owner in any manner without prior written approval by the WSRA. ***Architectural Review required.***

Roll-down hurricane shutters may be installed on the windows and the lanai after the WSRA has approved the plans, color, and specifications in writing. The color of the shutters must be white, off white, or clear. ***Architectural Review required.***

All window treatments visible to the outside must be white or have a white backing to present a uniform look. Nothing shall be hung or attached to outside windowsills and/or windows (e.g. pennants, banners, flags, pictures, etc., are not to be visible in windows). Articles are not to be hung or shaken from the doors, windows, or screened porches. No clothesline shall be allowed to be displayed outside the buildings.

Additions, modifications, or changes to the structure of the unit and/or limited common elements (front porch,

lanai) as well as landscaping, requires approval from the WSRA and may require approval from the Spring Run Architectural Review Committee. The following are examples, but not a complete list, of items requiring approval: Please refer to the document entitled "Planning to Make a Renovation" (last page of Rules and Regulations) and the Spring Run Design Guidelines for details regarding the following:

- exterior windows and hurricane shutters
- glass and acrylic enclosure of lanai
- tile on lanai floor
- exterior lighting
- screened doors (Where doors open out, an interior screen is permitted.)
- air conditioners
-

Balconies, terraces, porches, walkways and stairways shall be used only for the purposes intended. They shall not be used for hanging or drying clothes, for outdoor cooking, for cleaning of rugs or other household items, or for storage of bicycles or other personal property. The Association has furnished gas grills near the pool area and in selected areas throughout Winding Stream for outside cooking.

EXTERIOR DECORATIONS

Unit owners shall not be allowed to put their mail receptacle, name, or street address, on any portion of the condominium unit except in the manner approved by the WSRA. **Architectural Review required.**

Tasteful seasonal decorations are permitted. Decorations are limited to door wreathes, bows or plaques that can be hung on the doors. Holes are not permitted in the exterior door or walls. Decorations may be displayed 14 days prior and 7 days after a holiday.

No Unit Owner or renter can place any articles on the common area with the exception of the placement of one live flowering plant near the first floor entryway or the entryway of a second floor front landing. The pot is to be neutral in color (tan, beige or cream) not to exceed 16 inches in diameter. Plant and pot are to be maintained. No pot will be permitted on steps. Pot to be removed when owner/renter is not in residence.

Plants, lanai/patio furniture and accessories are permitted on the lanai. Beds are not permitted on the lanai.

Lawn ornaments of any kind are not permitted

No signs (including "For Sale", "For Rent", and "Open House") shall be posted or displayed except one "Security Protection" sign per residence. One security sign may be installed in a window or in a landscaped area adjacent to the front entranceway provided the sign is no larger than 12" by 12".

A flag holder for display of the American flag shall be permitted with prior approval of the Architectural Committee of the Association.

Owners will be notified in writing of any violation of the above rules. Immediate corrective action is required. The Property Manager has been instructed by the Association to remove any item in violation of the rules if owners do not take corrective action.

SWIMMING POOL

The community swimming pool is for the use of Unit Owners, lessees and guests. Food and beverages are permitted in unbreakable (no glass) containers to be consumed in the covered area of the pool only.

Proper attire is required when coming to-from the pool and in the pool area (e.g., sandals and cover-ups to and from, no thong swimming suits). Children in diapers must wear diapers specifically designed for pool use.

SAFETY

Food and beverage may not be prepared or consumed except in the home or in such other areas (see Pool section for requirements in this area) as may from time to time be designated by the WSRA.

No flammable oils, fluids, or portable propane tanks are permitted in the Unit or on the lanai. Estero's Fire Department rules apply. Electric grills may be used on a lanai.

Grills are available for all unit owners and renters/lessees in the common area outside the swimming pool and selected areas throughout Winding Stream parking areas.

All Unit Owners who plan to be absent during the hurricane season must prepare the Unit prior to leaving by removing all furniture, potted plants and other moveable objects from the lanai and entryway. Unit Owners must designate a responsible individual to the Association to care for the Unit should the Unit suffer hurricane damage. Names and phone numbers of the designated individual (Home Watch) should be on file with the management company (APMS).

WSRA ASSOCIATION UNIT ACCESS

The Association has a right of access to the Unit for the purpose of protection, maintaining, repairing, and replacing the common elements to prevent damage to one or more Units. Unit Owners should provide a key to the Association for emergency access. If a key is not provided Unit Owners must provide the Association the name and phone number of a person or company that has been contracted to regularly check the Unit and who has a key to the Unit. If a key or the name of a person with a key is not provided, the Unit Owner is responsible for all damage to the Unit in the event of forced entry in an emergency situation by the Association. Keys and/or the name and phone number of the responsible person should be provided to APMS.

Agents and employees of WSRA and any contractor or workman authorized by WSRA may enter any home at any reasonable hour of the day for the purpose permitted under the Declaration. Entry must be prearranged with the unit owner, except under circumstances deemed an emergency by WSRA or APMS. In emergency cases, access is deemed permitted regardless of the hour.

VIOLATIONS AND COMPLAINTS

Any violations of the Rules and Regulations, Covenants, or other Regulating Documents relating to the Winding Stream Condominium Association shall be submitted through the appropriate Winding Stream Neighborhood Representative to the WSRA.

Complaints regarding the management of the condominium or the actions of other unit owners shall be made through the appropriate Winding Stream Neighborhood Representative to the WSRA.

Contact:

- (1) Appropriate Winding Stream Section Neighborhood Representative
- (2) Board of Directors, WSRA
- (3) APMS, 1035 Collier Center Way #7, Suite #201, Naples, FL 34110, Phone: 239-513-9433

Penalty for Failure to Comply with Rules and Regulations

Consistent with Florida condominium law, property owners can be fined \$100 per day up to a maximum of \$1000 for violations of the rules and regulations of the Winding Stream Recreation Association.

CHANGES TO WSRA RULES AND REGULATIONS

These rules and regulations may be amended at any time by a majority vote of the WSRA Board of Directors.

WINDING STREAM COMPLAINT PROCESS

Step 1

Complainant contacts appropriate Winding Stream Section Neighborhood Representative and provides information concerning the abuse of specific rule/regulation or the problem situation. (NOTE: Neighborhood Representative may request that complaint be presented in written format identifying the specific date, time, and description of offense or problem, and unit address of the offending party or identification of the offending party.)

Step 2

Appropriate Winding Stream Section Neighborhood Representative contacts offending unit owner or offending party and discusses the complaint.
If complaint is corrected, no further action is required.
If complaint is not corrected, Neighborhood Representative submits complaint to the President of Winding Stream Recreation Association.

Step 3

President of Winding Stream Recreation Association (WSRA) contacts offending unit owner or offending party and discusses the complaint.
If complaint is corrected, no further action is required.
If complaint is not corrected, President of WSRA submits complaint to APMS for disposition.

Step 4

APMS contacts offending unit owner or offending party and discusses the complaint.
If complaint is corrected, no further action is required.
If complaint is not corrected, APMS submits complaint to WSRA attorney for processing through appropriate legal civil action.

WINDING STREAM

ROLES AND RESPONSIBILITIES

Winding Stream Recreation Association (and Board of Directors)

1. Make and collect assessments against members of the Association to defray the costs, expenses and losses of the Recreation Association and to use the funds in the exercise of its powers and duties.
2. Protect, maintain, repair, replace, and operate the Recreation Association property.
3. Purchase insurance for the protection of the Recreation Association and its members
4. Repair and reconstruct improvements after casualty and make further improvements of the Recreation Association property.
5. Make, amend and enforce reasonable rules and regulations as set forth in the Declaration of Condominium.
6. Approve or disapprove the transfer, leasing and occupancy of units, as provided in the Declaration of Condominium.
7. Enforce the provisions of the laws of the State of Florida applicable to the Community and the Governing Documents.
8. Contract for the management and maintenance of the Community and the Recreation Association property and delegate any powers and duties of the Association in connection therewith, except such as are specifically required by law or by the Declaration of Condominium to be exercised by the Board of Directors or the membership of the Recreation Association.
9. Employ accountants, attorneys, architects, and other professional personnel to perform the services required for proper operation of the Recreation Association.
10. Borrow money as necessary to perform its other functions hereunder.
11. Grant, modify or move any easement in the manner provided in the Declaration of Condominium.

Advanced Property Management (APMS)

1. Arrange for collection of quarterly maintenance assessments for weekly deposit with an approved bank.
2. Credit collected funds to proper accounts weekly.
3. Pay all bills on behalf of the Association from the Association checking account twice per month.
4. Prepare monthly financial reports for distribution to the Board of Directors.
5. Compile a proposed annual budget for review by the Board of Directors.
6. Conduct inspections of the property consistent with terms of Management Agreement.
7. Obtain competitive bids for major replacement and repair projects.
8. Secure technicians for repairs and service.
9. Administer the enforcement of Association rules and regulations by giving notification to violators of the infractions being made, as directed in writing by Board of Directors.
10. Prepare and file the corporate annual report to the Secretary of State.
11. Prepare and mail correspondence to the owners at large.
12. Make available all necessary accounting records and pertinent information to Association's Accountant for the preparation of corporate tax returns and annual financial statements.
13. Process all sales and rentals of units in accordance with the Association documents.

APPENDIX I

PLANNING TO MAKE A RENOVATION

Most additions, modifications, or changes to the structure of the unit and/or limited common elements require Winding Stream and Spring Run Architectural Review Committee approval. Projects may not be started until written approval is secured. (See Winding Stream Rules and Regulations, Section: Unit Exterior and Common Areas for details)

Steps you should take:

- Prior to starting your project, pickup an Application for Architectural Review from the Club's Administrative Office or download from the website: www.springrun.com (go to Club Information and open Forms). A Spring Run ARC form may also be obtained by contacting our management company, Advanced Property Management Services, Inc., 1035 Collier Center Way, Suite 7, Naples, FL 34110. Phone—239-513-9433.
- Fill out the form and submit with detailed plans of your project to your Neighborhood ARC officer (Dick Dussault) or alternate ARC officer (Jim Rock). If one of the ARC officers is not available, send application to Advanced Management Services, Inc., 1035 Collier Center Way, Suite 7, Naples, FL 34110. APMS will forward the application to the Winding Stream Architectural Review Committee for approval.
- Once approved by the Neighborhood ARC, the application will be sent to the Spring Run Administration Office for processing by the Spring Run Architectural Review Committee.
- You will be notified in writing (approved, modified, or disapproved) within 15 days of submission to the Spring Run ARC.
- If the Winding Stream ARC has questions about your project, you will be contacted before the application is forwarded to the Spring Run ARC. If the Spring Run ARC requires a modification of your plan or disapproves your plan, you may appeal the decision within 30 days of the date of the notification from the Spring Run ARC. The appeals process can be found in the Spring Run Design Guidelines.
- You are required to maintain all documents concerning ARC applications and approvals. When your home is sold all ARC applications and approvals must be transferred to the new owner. See Section II of the Design Guidelines...Paragraph "N".."Records Retention" for details.

THINGS YOU SHOULD KNOW

- In garden condominiums, your inside four walls are your private property, but all outside walls are considered "common property". No alterations may be made to any outside walls.
- Satellite dishes may not be attached to the outside wall of a garden condominium.

- Exterior painting is required at least every seven (7) years. (Association expense)
- Roof cleaning is required at least every three (3) years if power washed. (Association expense)
- New Florida law states that any windows (not broken glass) to be replaced must be replaced with high impact hurricane resistant windows or with regular windows as long as hurricane shutters are installed at the same time that the new windows are installed. (ARC approval is required) Lee County permits are required for window and shutter installation.
- Hurricane shutters: only roller style, accordion, clear polycarbonate, and specially treated fabric panels are permitted as permanent shutters. (ARC approval required)
- New Florida law requires compliance with Florida Hurricane Impact Standards if you are replacing a Front Entry Door in a multiplex unit (more than 3 connected residences). Winding Stream meets the conditions of this law. Lee County permits are required for Front Entry Door replacement.
- Air Conditioner replacement requires Winding Stream ARC and Spring Run ARC approval before installation. A permit from Lee County is also required. Before replacing the exterior air conditioner condenser, details for the placement of the equipment in the designated area of the concrete pad must be worked out with other owners in the building whose equipment is on the same concrete pad. All costs related to the relocation of equipment should be agreed upon before final contracts are signed.

APPENDIX II

IMPORTANT FORMS and APPLICATIONS

- A. Pet Registration Form—All owners' dogs must be registered with the Winding Stream Recreation Association. Forms may be obtained from Advanced Property Maintenance Services.
- B. Application for Approval to Purchase or Lease a unit in Winding Stream. Form may be obtained from Advanced Property Maintenance Services.
- C. Application for Assignment of Resident Use Privileges to Tenant. Form may be obtained from Spring Run Golf Club.
- D. Application for Approval of Sale or Transfer of unit in Winding Stream. Form may be obtained from Advanced Property Maintenance Services.
- E. Application for Architectural Review of a proposed installation of modification to the unit. Form may be obtained from Advanced Property Management Services, Spring Run Website or the Spring Run Administrative Office.

All questions regarding your responsibilities in reference to the above forms should be directed to a member of the Board of Directors of Winding Stream or to our property manager, Advanced Property Management Services (239-513-9433).