



Date Stamp

Lely Civic Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to Purchase in Lely Civic:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$150 Non-refundable Application Fee – Made Payable to **Anchor Associates**
- _____ Completed Directory and Email Consent
- _____ Completed Home Watch and Emergency Contact
- _____ Copy of state/gov't photo id for each adult over the age of 18
- _____ Sales Contract with applicable condo/HOA disclosure(s)

Unit Address _____

Title Company _____ Phone # _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 20 days prior to closing. Telephone interview with Board and buyer required prior to closing.

Applicant Signature

Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,

Anchor Managers

Lely Civic Association, Inc.

Application for Approval to Purchase

Date Stamp

Street Address _____ Unit # _____ Sale Closing ___/___/___

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

OCCUPANTS		
<i>Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.</i>		
Full Name	Relationship	Date of Birth

REFERENCES	
<i>Please list two personal references.</i>	
Full Name	
Relationship	Phone ()
Full Name	
Relationship	Phone ()

VEHICLES					
Commercial Vehicles must be kept in the garage				Please Initial	
Year	Make	Model	License plate #	State	
Year	Make	Model	License plate #	State	

RESIDENCY		
I am purchasing this unit with the intention to :		
Reside on Full-Time Basis	Reside on Part Time Basis	Lease the unit

DISCLAIMER AND SIGNATURE	
In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.	
I/we have received, read and understand the Rules and Regulations of Lely Civic and will comply.	
Signature	Date
Signature	Date

Return this request to:
 Lely Civic Association, Inc
 c/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239) 649-6357 phone
 (239) 649-7495 fax
 Applications@AnchorManagers.com



APPLICATION ACKNOWLEDGE

Date _____
 By: _____
Board Officer or Director



Date Stamp

Main Office:
2340 Stanford Court, Naples, FL 34112
(855) 649-6357 phone • (888) 210-6001 fax
www.anchormanagers.com

Agreement for Pre-Authorized or ACH Payments

Association Name: _____

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my Association assessment from my account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution Name: _____

City: _____ **State:** _____ **Zip:** _____

Transit/ABA No: _____ **Account No:** _____

This authority is to remain in full force and effect until the Association and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Association and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first (1st) and tenth (10th) of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program and I will be charged a \$25.00 administrative fee.

A VOIDED CHECK (NOT DEPOSIT SLIP) MUST BE ATTACHED.

Important Note: Automatic debit payments will begin on the next period after receipt of this form.

Name(s): _____ **Home Phone:** _____

Unit Address: _____ **Alt Phone:** _____

Mailing Address (if different): _____
Street Address City State Zip

Signature

Date

Anchor Associates, Inc.

2340 Stanford Court
Naples, Florida 34112
(239) 649-6357, phone (239) 649-7495, fax
admin@anchormanagers.com

Date Stamp

Owner Information Update

Owner Name: _____

Community Name: _____

Property Address: _____

Alternate Address (if applicable): _____

Contact Numbers: _____

Phone Number

Phone Type

Phone Number

Phone Type

Phone Number

Phone Type

Email Address(es): _____

By signing this consent, I/we authorized the Association to print the completed information any applicable Community Directory and send correspondence and/or official notices via e-mail:

- All Invoices Only Directory None

HOME WATCH

Name of Home Watch: _____

Phone: _____

Email: _____

EMERGENCY CONTACT - Please provide the Association with a contact person in case of an emergency.

Emergency Contact: _____

Phone: _____

Email: _____

I/We occupy this residence: Full-time Part-time/2nd Home Investment/Rent it out

Signature

Date

Please return to Anchor Associates, Inc. at
2340 Stanford Court, Naples, FL 34112
Fax(239)649-7495 -or- Email admin@anchormanagers.com

LELY CIVIC ASSOCIATION, INC. D/B/A LELY GOLF ESTATES

APPROVED BUDGET

March 1, 2022 thru February 28, 2023

Acct. Code	DESCRIPTION	2021-2022 Budget	2021-2022 Projected	2022-2023 Proposed
REVENUE:				
6110	Maintenance Fee Income	\$ 46,600	\$ 46,600	\$ 46,600
6115	Late Fees & Interrest	\$ -	\$ 62	\$ -
6360	Owner Fine Income	\$ -	\$ 2,000	\$ -
6450	Prior Year Surplus/Retained Earnings	\$ 9,000	\$ 9,000	\$ 9,000
TOTAL REVENUE		\$ 55,600	\$ 57,662	\$ 55,600
EXPENSES:				
7110	Fictitious Name Filing - 2019 (every 5 years)	\$ -	\$ -	\$ -
7120	Corporate Filing Fee	\$ 62	\$ 62	\$ 62
7130	Insurance	\$ 4,000	\$ 4,208	\$ 4,000
7145	Office Supplies	\$ 2,500	\$ 2,500	\$ 2,500
7147	Postage	\$ 1,688	\$ 1,750	\$ 1,688
7160	Accountant	\$ 280	\$ 280	\$ 280
7165	Legal	\$ 3,500	\$ 2,685	\$ 3,500
7166	Legal- Doc Revisions	\$ 12,000	\$ 375	\$ 12,000
7175	Newsletter	\$ 500	\$ 60	\$ 500
7180	Website	\$ 300	\$ 70	\$ 300
7195	Bad Debt	\$ 300	\$ -	\$ 300
7210	Management Services	\$ 21,600	\$ 21,600	\$ 21,600
7230	Meeting Space Rental	\$ 500	\$ 500	\$ 500
8010	Electricity	\$ 230	\$ 250	\$ 250
8410	Flood Pump	\$ 3,000	\$ 1,321	\$ 3,000
8415	Flood Pump Lawn	\$ 1,000	\$ -	\$ 1,000
8435	Signage	\$ 300	\$ -	\$ 300
8437	Contingency	\$ 3,840	\$ 307	\$ 3,840
TOTAL EXPENSES		\$ 55,600	\$ 35,968	\$ 55,620
MINUS OTHER INCOME		\$ 9,000		\$ 9,000
ADJUSTED EXPENSE BALANCE		\$ 46,600		\$ 46,620
Annual Maintenance Per Unit		\$ 100		\$ 100

Approved

Lely Civic Association, Inc. d/b/a Lely Golf Estates

Run Date: 01/14/2022
Run Time: 11:18 AM

FUND BALANCE SHEET

As of: 12/31/2021

Assets

Account	Operating	Other	Total
Assets			
01110 Iberia Bank - Operating	\$53,837.16	\$0.00	\$53,837.16
01200 Iberia Bank - Capital Fund	\$0.00	\$10,604.62	\$10,604.62
01310 Assessment Receivable	\$4,721.00	\$0.00	\$4,721.00
01340 Owner Interest Receivable	\$8.98	\$0.00	\$8.98
01350 Legal Fees Receivable	\$308.25	\$0.00	\$308.25
01360 Owner Fines Receivable	\$2,150.00	\$0.00	\$2,150.00
Assets Total	\$61,025.39	\$10,604.62	\$71,630.01
Total Assets:	\$61,025.39	\$10,604.62	\$71,630.01

Liabilities

Account	Operating	Other	Total
Liabilities			
03052 Deferred Prior Year Income	\$1,500.00	\$0.00	\$1,500.00
03250 Prepaid Owner Assessments	\$851.31	\$0.00	\$851.31
03300 Deferred Assessments	\$7,766.70	\$0.00	\$7,766.70
Liabilities Total	\$10,118.01	\$0.00	\$10,118.01
Total Liabilities:	\$10,118.01	\$0.00	\$10,118.01

Equity

Account	Operating	Other	Total
Reserves			
03350 Capital Fund	\$0.00	\$10,604.62	\$10,604.62
Reserves Total	\$0.00	\$10,604.62	\$10,604.62
Equity			
05500 Retained Earnings	\$32,905.63	\$0.00	\$32,905.63
Equity Total	\$32,905.63	\$0.00	\$32,905.63
Current Year Net Income/(Loss)	\$18,001.75	\$0.00	\$18,001.75
Total Equity:	\$50,907.38	\$10,604.62	\$61,512.00
Total Liabilities & Equity	\$61,025.39	\$10,604.62	\$71,630.01

Lely Civic Association, Inc. d/b/a Lely Golf Estates

Run Date: 01/14/2022
Run Time: 11:18 AM

INCOME STATEMENT

Start: 12/01/2021 | End: 12/31/2021

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
06110 Operating Assessment	3,883.33	3,883.33	0.00	38,633.30	38,833.30	(200.00)	46,600.00
06115 Owner Interest Income	0.00	0.00	0.00	62.78	0.00	62.78	0.00
06360 Owner Fine Income	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00
06450 Prior Years Surplus	750.00	750.00	0.00	7,500.00	7,500.00	0.00	9,000.00
Income Total	4,633.33	4,633.33	0.00	48,196.08	46,333.30	1,862.78	55,600.00
Total Income	4,633.33	4,633.33	0.00	48,196.08	46,333.30	1,862.78	55,600.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Administration							
07120 Corporate Filing Fee	0.00	0.00	0.00	61.25	62.00	0.75	62.00
07130 Insurance	0.00	333.33	333.33	3,123.00	3,333.30	210.30	4,000.00
07145 Office Expense	62.48	208.33	145.85	2,146.55	2,083.30	(63.25)	2,500.00
07147 Postage	1.06	140.67	139.61	1,558.48	1,406.70	(151.78)	1,688.00
07160 Tax Return Filing	0.00	23.33	23.33	280.00	233.30	(46.70)	280.00
07165 Legal	0.00	291.67	291.67	2,685.00	2,916.70	231.70	3,500.00
07166 Legal - Doc Revisions	375.00	1,000.00	625.00	375.00	10,000.00	9,625.00	12,000.00
07175 Newsletter	0.00	41.67	41.67	59.96	416.70	356.74	500.00
07180 Website	0.00	25.00	25.00	68.55	250.00	181.45	300.00
07195 Bad Debt	0.00	25.00	25.00	0.00	250.00	250.00	300.00
07210 Management Services	1,800.00	1,800.00	0.00	18,000.00	18,000.00	0.00	21,600.00
07230 Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00	500.00
General Administration Total	2,238.54	3,889.00	1,650.46	28,357.79	38,952.00	10,594.21	47,230.00
Utilities							
08010 Electricity	16.33	19.17	2.84	208.50	191.70	(16.80)	230.00
Utilities Total	16.33	19.17	2.84	208.50	191.70	(16.80)	230.00
Maintenance & Repairs							
08410 Pumps	0.00	250.00	250.00	1,321.54	2,500.00	1,178.46	3,000.00
08415 Flood Pump Lawn	0.00	83.33	83.33	0.00	833.30	833.30	1,000.00
08435 Signage	0.00	25.00	25.00	0.00	250.00	250.00	300.00
08437 Contingency Expense	0.00	320.00	320.00	306.50	3,200.00	2,893.50	3,840.00
Maintenance & Repairs Total	0.00	678.33	678.33	1,628.04	6,783.30	5,155.26	8,140.00
Total Expense	2,254.87	4,586.50	2,331.63	30,194.33	45,927.00	15,732.67	55,600.00
Net Income	2,378.46	46.83	2,331.63	18,001.75	406.30	17,595.45	0.00

Lely Golf Estates Homeowners Assn. Rules Reference Guide

As a homeowner & member of the Lely Golf Estates Homeowners Association (HOA), you, your tenants and guests are bound to abide by the Covenants, Bylaws and Article of Incorporation of our community. Remember that the Covenants vary from section to section and are subject to change.

Violators will be notified by the Property Manager. If the violation is not corrected promptly or is repeated, you will be fined by the HOA. Some common violations are enforced by Collier County Code Enforcement in accordance with their policies and procedures

The following are the most common violations resulting in fines:

- Homeowners must notify the HOA when planning to sell or rent their property. New owners & renters must acknowledge that they are aware of and that they will abide by the Covenants, Bylaws and Article of Incorporation of the HOA prior to the Transfer/ Rental Agreement being approved. "For Sale" signs and "Take One" receptacle are allowed. Check your Covenants for restrictions.
- Prior to any changes to the exterior of your home (ie: exterior painting, replacing the roof, structural changes including additions & driveway replacement) you must have approval from the HOA through its Architectural Review Committee. You must submit a request via our Property Manager no later than 14 business days prior to planned commencement date. The *Alteration & Modification Request form* can be found on our website. Once approved there can be no changes in regards to materials being used, color(s)** or the scope of the work. If work commences prior to or without approval, or the homeowner makes changes which violates the approved request, fines will be imposed by the HOA. The Collier County Code Enforcement and/or Building Department will be notified of any work performed without County required permits.
** The Sherwin-Williams "Suburban Traditional and Southern Shores & Beaches" are the ARC guideline palettes.
- With the exception of Unit 1, all homes must have a HOA approved single post lamp & mailbox combination both black in color. The lamp shall have a white or clear bulb of no less than 800 lumens (60 watts) which is required to be illuminated nightly from dusk to dawn. Unit 1 allows a mailbox only on a post at the street. All posts, lamps & mailboxes must be kept clean/painted and in working order. House numbers should be displayed on both sides of the mailbox.

- **Parking:** No commercial vehicles, or vehicles with exterior advertisement, boats or trailers of any type are permitted to be parked on your LOT. They must be garaged or within an approved screened area so it is not visible from the street or an adjoining lot. There is no parking permitted by any type of vehicle, trailer or boat on any lawn. There is no overnight parking permitted on any right of way (street). Any vehicle parked in the driveway must be registered, displaying valid registration plate assigned to that vehicle and be operational (CCO).
- Lawns, shrubbery and other landscaping must be kept neat and well maintained. (CCO). Homes must have a working irrigation system, regularly used to maintain the landscape.
- Exterior surfaces & paint must be good condition and free from well water irrigation stains. Tile roofs must be kept clean by pressure washing as needed. Garage doors must be closed when not in use.
- Fences are allowed in Unit 1 with the proper permits from the County and ARC approval. There are only 3 types of fences that can be installed. Existing fences must be maintained in good condition.
- **Garbage & Recycling:** Containers are to be placed at the curb the night before or on scheduled pick-up days only. On all other days, the containers are to be stored in a place not visible from the street- ie: inside the garage or alongside the home behind shrubs or screening.
- **Yard Waste & Bulk Items:** Are to be placed at the curb no earlier than the night before scheduled pick up days. If the county refuses an item, the homeowner must remove it from the curb area and dispose of it within 24 hours.
- **Dumpsters, "Bagsters" & Portable Storage units (Pods):** These 3 items require approval from the HOA to be on your property. Dumpsters are allowed for 3 weeks. "Bagsters" & Pods for 1 week. Contact our Property Manager for approval and further information.

Please refer to the Lely Golf Estates Covenants & By-Laws applicable to your section for additional restrictions & administrative information. They are posted on our website:
www.OurLely.com

Questions? Contact our Property Manager or your unit/neighborhood HOA Board member

Lely Civic Association, Inc. 2022 Frequently Asked Questions

- Q: What are my voting rights in the Homeowners Association?**
A: Each unit is entitled to one vote.
- Q: What restrictions exist in the Homeowners Documents on my right to use my unit?**
A: Each unit is limited to residential use by one family.
- Q: What restrictions exist in the Homeowners Documents on the leasing of my unit?**
A: Units may not be rented for less than Six Months. All prospective tenants must submit to the Association a lease application (20) days prior to the start date of the lease. All tenants must be approved by the Association. A non-refundable \$100.00 application fee is required.
- Q: How much are my assessments to the Homeowners Association for my unit and when are they due?**
A: The Association assessments are \$100.00 and are due annually in March regardless if notice is received or not.
- Q: Do I have to be a member in any other Association? If so, what is the name of the Association and is there a separate assessment?**
A: No.
- Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**
A: No
- Q: Is the Homeowners Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.**
A: No
- Q: Who Holds the master insurance policy for liability and hazard?**
A: RTI - 239-314-1304

NOTE: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the Condominium Documents.