

Date Stamp



---

## Lely Civic Sales Checklist

Dear Prospective Owner:

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

- Signed Application checklist
- Completed Application
- \$100 Non-refundable Application Fee-Payable to Lely Civic Association
- Copy of State or Government Issued Photo ID
- Executed Contract

**A PERSONAL INTERVIEW WITH THE BOARD OF DIRECTORS IS REQUIRED PRIOR TO APPROVAL**

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 lease start date.

Applicant's Signature: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

If you have any questions please contact Anchor Associates at 239-649-6357 or [applications@anchormanagers.com](mailto:applications@anchormanagers.com).

Thank You,  
Anchor Managers

2340 Stanford Ct • Naples, Florida 34112  
(239) 649-6357 office» (239) 649-7495 *fax*

Date Stamp

## Lely Civic Association, Inc. Application for Approval to Purchase

Street Address: \_\_\_\_\_ Closing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

APPLICANT INFORMATION		
Last Name	First	Middle
Home Address		
City	State	ZIP
Phone#	Cell#	Other Phone#
Email Address		
Employer		Employer #

APPLICANT INFORMATION		
Last Name	First	Middle
Home Address		
City	State	Zip
Phone#	Cell#	Other Phone#
Email Address		
Employer		Employer's Phone#

**Occupants: Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.**

Full Name	Relationship	Date of Birth

### REFERENCES

**Please list two personal references.**

Full Name	
Relationship	Phone (                    )
Full Name	
Relationship	Phone (                    )

VEHICLES				
<b>Commercial Vehicles must be kept in the garage</b>				Please Initial:
Year	Make	Model	License Plate #	State
Year	Make	Model	License Plate #	State

RESIDENCY		
I am Purchasing this unit with the intention to:		
<input type="checkbox"/> Reside on a Full-Time Basis	<input type="checkbox"/> Reside on a Part-Time Basis	<input type="checkbox"/> Lease the Home

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

Return this request to:  
 Lely Civic Association, Inc  
 C/o Anchor Associates, Inc.  
 2340 Stanford Ct.  
 Naples, Florida 34112  
 (239)649-6357phone (239)649-7495/fax  
[applications@anchormanagers.com](mailto:applications@anchormanagers.com)



APPLICATION ACKNOWLEDGE:
--------------------------

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
*Board Office or Director*

Date Stamp

**Lely Civic Association, Inc.**

c/o Anchor Associates, Inc.  
2340 Stanford Ct  
Naples, Florida 34112  
(239) 649-6357, phone [239) 649-7495, fax

**Directory and E-mail Consent**

In an effort to easily communicate with all residents of The Association, the Board of Directors would like to create and maintain a community directory. The community directory may be distributed to all the residents enabling residents to maintain contact with your fellow neighbors.

Please complete the below consent form with the following information:

**Property Address:** \_\_\_\_\_

**Contact Numbers:**

**Phone Number:** \_\_\_\_\_ **Phone Type:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Type:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Type:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Type:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

I/We occupy this residence:

- Full-time**    **Part-time/2<sup>nd</sup> Home**    **Investment/Rent it out**

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

- All**    **Invoice Only**    **Directory**    **None**

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return to Anchor Associates, Inc. at  
2340 Stanford Ct.  
Naples, FL 34112-or Fax {239)649-7495 or  
Email [admin@anchormanagers.com](mailto:admin@anchormanagers.com)

Date Stamp



**Lely Civic Association, Inc.**

c/o Anchor Associates, Inc.  
2340 Stanford Ct.  
Naples, FL 34112  
(239) 649-6357, fax (239) 649-7495

**Home Watch and Emergency Contact**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

**HOME WATCH**

Name of Home Watch Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **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 which determines and supports the Rules & Regulations 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 Rules & Regulations are based on Collier County Ordinances (CCO) and not our Covenants. Those will be enforced by Collier County Code Enforcement in accordance with their policies and procedures.

#### **The following are the most common issues/ violations:**

- 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 and the Rules & Regulations 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 Modern” is the ARC guideline palette.

- With the exception of Unit 1, all homes must have a HOA approved single post lamp & mailbox combination both black in color. The lamp should have a white or clear bulb of no less than 800 lumens (60 watts) which is 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, boats or trailers of any type are permitted to be parked in your driveway. They must be garaged or within a screened area so it is not visible from the street or an adjoining lot. There is no parking permitted by any type of vehicle on any lawn. Any vehicle parked in the driveway must be registered, displaying valid registration plate assigned to that vehicle and be operational (CCO). There is no parking permitted on any right of way (street) or on the grass (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](http://www.OurLely.com)

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