



Application for Board Approval to Purchase or Lease

**To: The Board of Directors of the Wilshire Lakes Master Association, Inc.
C/o Integrated Property Management
5020 Tamiami Trail N., Suite 206, Naples, FL 34103
Ph (239) 434-7447 / Fax: (239) 434-0379**

Please check appropriate box:

() I hereby apply for approval to purchase lot /unit # _____ in Wilshire Lakes and for membership in the Association. Closing date will be _____.
A complete copy of the signed Sales Contract is enclosed.

() I hereby apply for approval to lease lot /unit # _____ in Wilshire Lakes for the period beginning _____, 20____, and ending _____, 20____.

Please include: A copy of the executed Lease Agreement and the approval from the sub-association.

The owner is also providing proof of Rental Registration with Collier County.

A check or money order for \$100.00, made PAYABLE to the Wilshire Lakes Master Association, Inc., must accompany this application, for the purpose of defraying administrative costs.

CURRENT OWNER NAME(S):
PROPERTY ADDRESS:
OWNER'S PHONE NUMBER & EMAIL ADDRESS:

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION.

Full Name of Applicant: _____

Name of Spouse or domestic partner (if any): _____

Home Address: _____

Phone: Home: _____ Bus or Cell: _____

Email: _____

Nature of Business or Profession: _____

(If retired, former business or profession) _____

Company or Firm Name: _____



Business address: _____

Personal references (local if Possible)

Name: _____
Address: _____
City/State: _____ Zip _____ Phone: _____

Person to be notified in case of emergency:

Name: _____
Address: _____
City/State: _____ Zip _____ Phone: _____

Motor vehicle(s) to be kept on property:

Make/Model _____ Color _____ Yr _____ Lic# _____ St _____
Make/Model _____ Color _____ Yr _____ Lic# _____ St _____

Mailing address for Notices and Association correspondence (for buyers only):

Name: _____
Address: _____
City/State: _____ Zip _____
Phone: _____

If this is a transfer of real estate to a new owner, in accordance with section 10.01 of the Declaration:

- a) The Association (i.e., the Board of Directors) approves all transfers of real estate.
- b) The seller provides the Board written notice 20 days before closing date and a copy of the sales contract must be provided.
- c) The new owner must provide certified copy of warranty or other deed upon closing.
- d) 20-60 days after receipt of application, the Board must provide approval or disapproval.
- e) If approved, the Board will provide a Certificate of Approval in recordable form to be recorded with the County simultaneously with the Deed.
- f) If disapproval is considered, the Board will acquire written notice from legal council showing good cause for disapproval.

In accordance with the By-Laws, section 12, each owner shall be responsible to pay an "initial capital assessment" beginning January 1, 2008 (as approved by the Board of Directors on July 24, 2007). For single-family (Estate) homes, the amount is \$1,000.00; for all other homes, e.g., the multi-family homes and the Villas, the amount is \$500.00. This amount should be included in the closing of any property as a cost to the buyer.

If this transaction is a sale, please circle the number that applies:

I am purchasing this unit with the intention:

- (1) reside here on a full-time basis; (2) reside here part-time; (3) lease the unit

Selling Realty Company & Agent:	Agent Phone No:
Closing Attorney/Title Co:	Closer Phone & Fax No's:



If this transaction is a lease, in accordance with section 7.39 of the Declaration:

- a) All leases must be in writing.
- b) This application must be submitted to the Board 15 business days prior to the beginning of the lease.
- c) The Board will provide approval or disapproval within 15 business days after receipt of the application, application fee, copy of the lease and proof of rental registration with Collier County. Failure to provide written approval or disapproval shall be deemed equivalent of approval. A written letter of said approval will be provided upon demand.
- d) Grounds for disapproval shall include (but not be limited to) the following: all requirements in c) above were not provided; an owner is delinquent in the payment of maintenance fees or assessments; prospective lessee has been convicted of a felony involving violence to persons or property or a felony demonstrating dishonesty or moral turpitude.
- e) The terms of the lease are a minimum of thirty (30) days. Single family homes may only be leased two times in a twelve-month period. Multi-family units may only be leased three times in a twelve-month period. The maximum term is one year. Renewals require board approval.
- f) The owner must decide if the lessee or the owner retains the right to use the amenities. It can be either the owner or the tenant; but not both (per Collier County Code). The legal responsibility for payment of maintenance fees and other assessments may not be delegated to the lessee nor a rental agent.

If this transaction is a lease, I understand and agree that the Association, if it approves a lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Declaration, the Association's Bylaws, and the rules and regulations of the Association.

I am aware of, and agree to abide by the Declaration, the Bylaws of the Association, and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

The prospective purchaser or lessee will be advised by the Association office whether this application has been approved. If this transaction is a lease, this application must be signed by the applicant and by the Realtor or other person who acted as rental agent for the unit owner.

All Tenants over the age of 21 and/or Purchasers must sign:

APPLICANT	APPLICANT
APPLICANT	APPLICANT

DATED _____

As the **rental agent** for the unit owner, the undersigned agrees to be responsible for immediate correction or prevention of any violations by the tenants of the restrictive covenants or rules applicable to the Association, including termination of the lease and removal of the tenant.

RENTAL REALTY COMPANY (IF APPLICABLE):	SIGNATURE OF RENTAL AGENT:
PHONE NUMBER OF RENTAL AGENT:	PRINTED NAME OF RENTAL AGENT:

NOTE: We encourage you to visit and use our website www.wilshirelakes.org for current community information, forms and documents.



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REVIEW BY THE RELATIVE BOARD OF DIRECTORS

APPLICATION RECEIVED ON _____ BY _____

By the Board for one of the following: Wilshire Pines I, Wilshire Pines II, the Villas, Fieldstone Village I, or Fieldstone Village II

APPLICATION APPROVED _____ **DISAPPROVED** _____

By: _____
Signature

Printed Name

Title

Date

By the Board for the Wilshire Lakes Master Association:

APPLICATION APPROVED _____ **DISAPPROVED** _____

By: _____
Signature

Printed Name

Title

Date



Wilshire Lakes Master Association, Inc.

Integrated Property Management

5020 Tamiami Trail N., Suite 206

Naples, FL 34103

Phone: 239-434-7447 Fax: 239-434-0379

NEW OWNER INFORMATION AND OWNER UPDATE

Dear Owners:

Please complete the following information and return with your purchase application. The information on this completed form will be used by your Board so that they can provide you with the best service possible. Thank you!

OWNER(S) NAME:	
LOCAL STREET/UNIT ADDRESS:	
LOCAL TELEPHONE:	FAX:
CELL PHONE:	EMAIL:
ALTERNATE ADDRESS:	
ALTERNATE TELEPHONE:	FAX:
CELL PHONE:	EMAIL:

I would like my current mail sent to the following address: ☐ Naples ☐ Alternate

You may change your mailing address as you travel back and forth, if you wish. A note or phone call to our office (239/434-7447) will be necessary.

Are you a Part-Time Resident? ☐ No ☐ Yes

If yes, indicate months of local residence: From: _____ / _____ to _____ / _____

Do you want to be listed or unlisted in the Community Directory? ☐ Listed ☐ Unlisted

Moving forward, do you want to receive communications (notices, correspondence, etc.) in paper form or electronic format (e.g., mail through the post office or email notices)? ☐ paper mail ☐ electronic mail

Email address(es) for this purpose: _____

[Note: email can save the association the costs for copying and postage.]

Person(s) to be notified in case of an emergency (*relative, friend or neighbor*):

NAME:	PHONE NUMBER:
ADDRESS:	
NAME:	PHONE NUMBER:
ADDRESS:	

Thank you for your help in updating our records.



COMMUNITY ACCESS **AUTHORIZATION**

Sale Closing Date:

NAME:

PHONE:

WILSHIRE LAKES ADDRESS (INCLUDE UNIT IF APPLICABLE):

Completing this form will provide information to the gate house staff enabling them to know whom to allow access to our community. All family, friends and vendors will be granted automatic access to the community. This form can be updated at any time for additions or deletions.

Note: This and other needed forms and community information can be found on our website wilshirelakes.org.

PERMANENT FAMILY/PERSONAL FRIENDS

RELATIONSHIP

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PERMANENT VENDORS -- those providing services to your home (e.g., home watch, pool maintenance, lawn care). The Gate House staff will have an alphabetic listing of all vendors to automatically allow passage.

Company Name, Contact Person

Phone Numbers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please remember to call the gatehouse (239) 513-9377 and advise the guard anytime you would like someone to be allowed on the property that is not on this list. Otherwise the guard will call the home owner prior to access being granted. Access will be denied without verbal approval.

Signature

Date

Please drop off your completed form at the Gatehouse or fax it to: (239) 513-9377.

Wilshire Lakes Master

APPROVED BUDGET

FOR THE PERIOD OF JANUARY 1, 2010 THROUGH DECEMBER 31, 2010

551

UNITS

1/7/2010

	2009 APPROVED BUDGET	YTD ACTUAL THRU 7/31/2009	2009 ESTIM. YR. END	2010 APPROVED ANNUAL BUDGET	NOTES
INCOME					
410 Operating Income	912,525.00	622,271.90	912,525	916,317	
411 Reserve Assessment	28,575.00	21,431.25	28,575	28,575	
413 Clubhouse Cleaning Fee	0.00	200.00	200	0	
422 Capital Contributions	0.00	15,996.14	22,000	0	
430 ARB Application Fees	0.00	650.00	800	0	
431 Bar Code Income	0.00	400.00	450	0	
440 Misc. Fee	0.00	6,216.20	8,016	0	
441 Late Fees	0.00	4,193.14	4,200	0	
460 Application Fees	0.00	4,300.00	4,500	0	
471 Other Income	0.00	389.65	400	0	
475 Loan Repayment	154,280.00	77,320.00	154,280	150,600	
492 Operating Interest	0.00	1,013.67	1,200	0	
TOTAL	1,095,380.00	754,381.95	1,137,146	1,095,492	
EXPENSES					
510 Social Activities	2,000.00	605.33	1,038	2,000	
520 Management Fee	53,000.00	27,963.25	47,937	47,937	
521 Communication Expense	5,000.00	1,840.27	3,155	4,000	
522 Office Expense	10,500.00	5,031.02	8,625	9,000	
524 Admin Exp. - Applications	0.00	2,300.00	3,943	0	
525 Admin Exp - Delinquencies	0.00	3,863.20	6,623	0	
531 Annual Corp. Report	100.00	61.25	105	100	
535 Taxes	2,100.00	971.00	1,665	1,000	
536 ARB Expense	200.00	350.00	600	200	
540 Legal Fees	15,000.00	2,428.10	4,162	10,000	
541 Accounting Fees	8,000.00	250.00	429	8,000	
560 Insurance	17,000.00	8,403.59	19,000	20,900	
561 Insurance Appraisal	225.00	475.00	475	0	
600 Electricity	73,000.00	41,844.08	71,733	76,000	
601 Pool Heat	6,000.00	4,375.27	7,500	8,000	
604 Water/Sewer	12,000.00	9,184.18	15,744	15,000	
605 Cable TV	217,000.00	132,878.38	227,792	239,100	
606 Telephone	3,700.00	2,275.20	3,900	4,100	
608 Refuse/Recycling	1,500.00	908.91	1,558	1,650	
610 General Maint./Misc.	45,000.00	27,103.72	46,464	45,000	
611 Clubhouse Janitorial	13,000.00	4,489.63	10,000	11,000	
627 Pest Control Club/Guard	2,000.00	486.00	833	2,000	
630 Fire Safety	500.00	68.90	118	500	
711 Landscape Contract	87,000.00	46,030.84	87,000	89,000	
712 Preserve Maintenance	9,000.00	4,590.00	7,869	4,000	
713 Irrigation Pump Maint.	4,500.00	2,800.00	4,800	3,200	
715 Irrigation System Maintenance/Repairs	12,000.00	2,747.05	4,709	12,000	
716 Irrigation - Back Pool Area	480.00	198.50	340	480	
723 Pine Straw	22,400.00	2,746.00	18,707	21,000	
724 Annuals	10,000.00	4,115.48	7,055	10,000	
728 Tree Trimming	15,000.00	500.00	13,000	13,000	
760 Pool Service/Repairs	13,340.00	13,284.41	18,300	16,000	
761 Pool/Spa Permit	1,250.00	1,450.00	1,450	1,450	
762 Exercise Equip.	2,300.00	450.00	771	1,500	
764 Tennis Courts Maint.	14,400.00	8,400.00	14,400	14,400	
765 Tennis Court-Mat & Repairs	4,000.00	1,772.17	3,038	3,500	
766 Gatehouse - Oper. & Maint.	2,500.00	2,266.70	3,886	3,000	
767 Gatehouse Staff	173,500.00	102,376.50	175,503	169,000	
770 Lake Maintenance	9,000.00	5,055.00	8,666	9,000	
771 Lake Fountain Maint.	2,500.00	1,710.00	2,000	3,000	
772 Preserve Monitoring	2,700.00	0.00	2,700	2,700	
800 Lake Fountain Repairs	4,500.00	0.00	3,895	4,500	
801 Holiday Decorations	3,600.00	0.00	3,600	3,600	
820 Gate Maintenance	2,500.00	1,109.29	1,902	2,500	
845 Contingency	29,230.00	2,539.82	4,354	24,000	
846 Capital Expense	0.00	10,800.00	10,800	0	
850 Bank Loan Repayment	154,280.00	77,320.00	154,280	150,600	
TOTAL OPERATING EXPENSES	1,066,805	570,418	1,036,422	1,066,917	
RESERVES	28,575	21,431	28,575	28,575	
RESERVE INTEREST	225	475	475	0	
TOTAL EXPENSES	1,095,605	592,324	1,065,472	1,095,492	

Wishire Lakes Master
 APPROVED BUDGET
 2010 ASSESSMENT-PER PROPOSED BUDGET

AMOUNTS SHOWN ARE PER ASSOCIATION	ANNUALLY	QUARTERLY
OPERATING ASSESSMENT:	1,936.32	484.08
RESERVE ASSESSMENT:	51.86	12.97
TOTAL ASSESSMENT:	1,988.18	497.05
		497

ASSESSMENTS ARE DUE AS FOLLOWS:

\$497.00 January 1, 2010
 \$497.00 April 1, 2010
 \$497.00 July 1, 2010
 \$497.00 October 1, 2010

*Please Note: Re Sale Capital Assessments.
 — Single Family Homes (Estates) @ \$1,000.00
 — Condos & Villas @ \$500.00

Wishire Lakes Master
APPROVED BUDGET FOR RESERVES FOR CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE
FOR THE PERIOD OF JANUARY 1, 2010 THROUGH DECEMBER 31, 2010

ITEM	ESTIMATED LIFE WHEN NEW (YEARS)	ESTIMATED REPLACEMENT COST	ESTIMATED REMAINING LIFE (YEARS)	2009 ANNUAL FUNDING	CURRENT RESERVE BALANCE 7/31/2009	ESTIM. RESERVE BALANCE 12/31/2009	ADDITIONAL RESERVES REQUIRED	ANNUAL FUNDING REQUIRED IN 2010
915 Reserve - Painting	10	14,000	9	1,475.00	8,816.26	9,185	4,815	535
920 Resv-Paving	30	120,000	6	6,600.00	53,164.87	54,815	65,185	10,864
925 Reserve - Irrigation	10	50,000	10	2,700.00	15,268.23	15,943	34,057	2,672
935 Reserve - Fountains	8	80,000	7	12,000.00	3,840.00	6,840	73,160	10,451
940 Reserves - Pool	10	35,000	10	3,400.00	14,306.58	15,157	19,843	1,984
945 Reserve - Plantings	0	20,000	2	1,400.00	16,874.18	17,224	2,776	1,388
950 Reserve - Tennis Courts	10	12,000	8	1,000.00	6,303.70	6,554	5,446	681
389 Unallocated Interest					15,541.52	17,166		
Totals		331,000		28,575.00	134,115.34	142,884	205,282	28,575

WILSHIRE LAKES CLUB FACILITIES HOUSE AND GROUND RULES

March 1992

FORWARD

The following House and Ground Rules have been adopted, and will be administered by the Wilshire Lakes Master Association Inc., (hereinafter referred to as "the Association") and its Board of Directors. It is the intent of the Officers and Directors to limit these House and Ground Rules so that everyone will obtain maximum use and enjoyment of the facilities. Enforcement of these Rules will primarily be placed in the hands of a carefully selected staff whose principle responsibility is to assure you of all the courtesies, comforts and services to which you are entitled. It is the duty of those using the facilities to know the Rules and to cooperate with the Officers, Directors, and staff in the enforcement thereof.

HOUSE RULES

GENERAL INFORMATION

The House and Ground Rules of the Wilshire Lakes Clubhouse (hereafter called "the Club") are designed to protect the rights and privileges of members of the Club, their families and guests, and to protect Club property. The Rules have been formulated to acquaint the members of the Club with the services available to them and the proper utilization of the facilities.

MEMBER PRIVILEGES

All Owners of a dwelling unit within Wilshire Lakes shall be entitled to use the Clubhouse and its facilities. In addition, family members residing with said Owners shall have an equal right to use the facilities.

DELEGATION OF PRIVILEGES

1. Any Owner may delegate his right of enjoyment to the Club and its facilities to tenants residing in his residential unit, providing a completed Delegation Form signed by the Owner is submitted to the Board of Directors, a \$30.00 processing fee is paid, and the transfer is in accordance with the policies set by the Board of Directors.

2. During the period specified on the Delegation Form, the Owners' privileges are rescinded.

3. The transferee must be renting and residing in the unit for which the privileges are delegated.

GUEST PRIVILEGES

1. An individual who is the guest of a member or transferee is entitled to the use of the Clubhouse and facilities subject to Rules established by the Board of Directors.

2. Management personnel employed by the Club may deny guest privileges to any individual when, in their opinion, it is in the best interest of the Club to do so.

SERVICE

1. Slow, unsatisfactory, improper service or any inattention to duty should be reported immediately to the Board of Directors. Complaints of all deficiencies in service will receive their immediate attention of the manager.

2. All comments are welcome. Suggestions or concerns relating to the Club's facilities or service should be brought to the attention of the Board of Directors.

EMPLOYEES OF THE CLUB

1. Members, transferees and guests are to be respectful of Club employees and are not permitted to reprimand Club employees or in any way interfere with the management of the Club.

2. Serious complaints regarding specific employees should be made in writing addressed to the Board of Directors and the complaining member of the corrective action, if any, that was taken.

USE OF THE CLUB

1. Members, transferees and guests shall at all times conduct themselves in an orderly fashion as ladies and gentlemen.

2. The hours of operation of the various Club facilities shall be determined by the Board of Directors and may be adjusted seasonally as member usage dictates.

3. Gambling is not permitted in the Clubhouse in accordance with state liquor regulations.

4. Subscriptions, petitions, or notices not concerning club affairs shall not be distributed or posted on any Club property without prior approval of the Board of Directors.

5. Parents are responsible for the conduct of their children at all times.

6. The cost of replacing any property of the Club, broken, damaged or removed by a member transferee, guest or any member of their families shall be charged to the member or transferee concerned.

7. All decorations for private parties other than table centerpieces must have the approval of the Board of Directors.

8. Animals are not permitted in the Clubhouse and pool area or on the tennis courts, or any common property of the Association unless leashed.

9. The parking areas are marked in a manner which permits maximum use with a minimum of inconvenience. Anyone found parking improperly will be warned, but repeated infractions will result in the removal of the offending vehicle at the owners expense.

10. Personal property should not be left unattended on club property. The Club is not responsible for lost or stolen property.

TENNIS RULES

Members, transferees and their guests shall have right to use Club courts at any time the tennis courts are open. The operating hours are daily from 8:00 am to 10:00 pm or as determined by the Board of Directors. Variations of time will depend on the season, weather, and utilization of the facility. Courts are not to be used when nets are lowered.

1. The code (revised 1985) as published by the United States Tennis Association, shall govern play.

2. Playing guests must be accompanied by a member, or transferee.

3. Courts are not to be used for any purpose other than tennis.

TENNIS DRESS CODE

Tennis shoes must be worn at all times. (black soled shoes or jogging shoes are not allowed)

1. Men - tennis shorts, shirts and/or appropriate warm up suits. Under no circumstances will male players be allowed to play bare chested.

2. Women - tennis shorts, skirts, dresses and/or appropriate warm up suits.

3. Tank tops, tee shirts, running shorts and bathing suits are not permitted.

COURT RESERVATIONS

All members, transferees, and guests are encouraged to use the reservations sign-up sheets posted on the tennis bulletin board. Players without a reserved court time are always welcome, but are asked to check the reservation sign-up sheet for prior reservations.

1. Reservations can be made up to three (3) days in advance. Players are requested to limit play to one (1) hour for singles and one and one half (1 1/2) hours for doubles if other Players are waiting to use the court.

2. Players without a reserved court time will be asked to relinquish a court which has previously been reserved.

3. The Board of Directors may block off times during which the courts will be reserved for men's and women's leagues or special functions.

ETIQUETTE

All players are expected to observe tennis etiquette on and off the Club courts.

1. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.

2. No person shall distract or interfere with players while a match is in progress.

SWIMMING POOL

Members, transferees and guests are entitled to the use of the pool during the hours of 8:00 am until 10:00 pm unless otherwise posted. There is not a lifeguard on duty so swim at your own risk.

1. Bathing suits or proper bathing attire only. No cut-offs are allowed.
2. Children under 12 must be accompanied by an adult.
3. Persons with open sores, cuts or communicable disease may not enter pool.
4. Animals are not allowed in pool area.
5. No running or loud noises allowed in pool area.
6. No glassware permitted in pool area.
7. Swimmers must shower to remove suntan lotions and oil before entering the pool.

DISCIPLINARY ACTIONS

Because there are always a few individuals who will not always observe these Rules, the following infractions will be brought to the attentions of the Board of Directors for disciplinary actions.

1. Repeated violation of the Club Rules or knowingly violating a Club Rule.
2. Display of temper or other discourteous conduct resulting in damage to Club property or physical damage.
3. Disrespect shown to Club employees or fellow members, transferees, or guests.

HOURS OF OPERATION

The Club facilities will be open seven days a week between the hours of 8:00 am and 10:00 pm or as determined by the Board of Directors. Variations of time will depend on the season, weather and utilization of the facility.