

ESTERO POINTE

Welcome to Estero Pointe!

Below are the guidelines for a resale home in our community:

- The HOA is not required to approve a resale at this time.
- Per the Declarations, “The buyer must send the full contact information and related mortgage information, if applicable, 14 days prior to closing”.
- Please have your realtor or title company send pertinent information to:
Coastal Association Services, LLC. (Property Management)
1314 Cape Coral Pkwy East, #205 Cape Coral, FL 33904
Attn: Jen Hoagland (Jen@coastalassociation.biz). 239-689-3080
- Please have buyers complete the attached Owner Information Update form and Pet Registration; submit along with the executed sales contract, including HOA rider that notes current dues & capital contribution fee.
- Effective November 1, 2022, there is a \$5,000 Capital Contribution required of new homeowners purchasing a home in Estero Pointe. Further details will be provided by your Title company.
- New homeowners may contact John or Deb Mangini at (203) 241-5555, 48 hours in advance of closing, to obtain information on gate transponders (to receive white cards and vehicle RFID tags).
- Shortly after closing & when the Deed has been received by the management company, the new homeowners will receive an email from them (Coastal Association Services) and a separate link to activate their AppFolio Property Manager, the software used for HOA payments, community documents, events calendar, Architectural Review Committee (ARC) submissions and Maintenance Work Order requests.
- The Welcome Committee will contact the new homeowners once they have moved in and will provide a Community Guidelines package with all pertinent community information.

The Welcome Committee:
Maureen Humin, 239-272-9286
Vicki Stege, 917-751-1794

Coastal Association Services, LLC.
1314 Cape Coral Pkwy East, #205
Cape Coral, FL 33904
www.coastalassociation.biz
Phone: 239-689-3080 – Fax: 1-844-273-1058
Jen@coastalassociation.biz

OWNER INFORMATION UPDATE

Dear Owners:

Please complete the following information promptly and return by fax, mail, or email. This information is needed to update our records so we can provide you with the best service possible.

Association: _____ h # _____ @ _____

Local Unit Address: _____

Owner's Name (Primary Contact): _____

Cell Phone: _____ Email: _____

2nd Owner's Name (if Applicable): _____

Cell Phone: _____ Email: _____

Alternate Mailing Address: _____

- **Which address should we use for mailing?** _____ Unit Address _____ Alternate

Is Your Unit Currently Rented? ___No ___Yes Current Lease: _____ / to _____

Rental Agent (if Applicable): _____ Phone Number: _____

Person (other than self) to be notified in case of an emergency (*HomeWatch, neighbor, etc.*):

Name: _____ Phone Number: _____ Relationship: _____

► Electronic Communications Authorization

_____**Yes**, I hereby agree and consent to be duly notified electronically of Association dues, meetings, and other communications as permitted by law. The email address provided above is accurate and may be used to deliver this information. **By checking "Yes", I consent to Estero Pointe Community Association Inc. and Coastal Association Services (Property Management) utilizing any or all the above information for communication & billing purposes.**

_____**No**, please send statements and notices by mail only. *I acknowledge that it is my responsibility to update the mailing address at which I want to receive correspondence. I understand it is my responsibility to submit the update in my AppFolio account **and** in writing via email, mail, or fax and confirm the receipt. I understand that my failure to do so may result in missed communication.*

I, the undersigned, am the owner of the unit listed above. All information provided above is accurate and may be used for communication purposes. I understand that it is my responsibility to provide Coastal Association Services, in writing (via mail, fax, or email) with any updates to the above information as well as update my information in my AppFolio account.

Signature: _____

Date: _____

CONSENT TO ELECTRONIC VOTING FORM

The undersigned, being an Owner or the Voting Member under Article VI, Section 6.4 of the Association Declarations of Covenants for Lot # ____ / Address _____, Estero Pointe Community Association, Inc., pursuant to Florida Statutes, hereby consents in writing to **ELECTRONIC VOTING**.

By signing this consent form, I consent to voting electronically at meetings of the members, including elections, for Estero Pointe Community Association, Inc. to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting, as modified from time to time. I designate the following email address and telephone number for electronic voting purposes (*please only designate one email address and one telephone number for the authorized voting representative*):

Email Address: _____
(PRINT NEATLY)

Telephone #:
(PRINT NEATLY)

The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association no later than 30 days prior to the meeting or election in which the Owner wishes to vote by electronic means, and that all electronic votes shall be cast within the window set by the Board in advance of said meeting at which time the ability to vote electronically shall be deemed closed for that meeting or election.

Please note that your email address is necessary to participate in online voting. The vendor providing the online voting platform to the Association also needs your telephone number for its "2-Step Verification" process. Although you are providing your email address and telephone number to the Association on this form, this serves to confirm that you are NOT consenting to this information becoming part of the official records of the Association under Section 720.303 of Florida's Homeowners' Association Act and that you are NOT consenting to the disclosure of this information to other members of the Association. The Association may, however, be required to disclose the above information in a legal proceeding pursuant to the order of a court or other tribunal, including in connection with a legal challenge to the election process or other vote of the membership.

DISCLOSURES

The Member/Owner recognizes that the Association cannot control the practices of third parties regarding their internet communication and use of the Owner's e-mail address. As such, and as a condition of the Association's agreement to permit electronic voting, each Member/Owner who consents to electronic voting releases and waives any claim against the Association pertaining to such voting, including but not limited to the transmission or placement of "viruses", "malware", "spyware" "cookies" and the like.

By signing this form, the Member/ Owner consents to the Association providing their e-mail address and telephone number, as well as other information (including necessary personal identifying information) to its electronic voting service provider to the extent reasonably necessary to enable the Member/Owner to use the electronic voting platform. Such information will be safeguarded by the Association's online voting provider in accordance with the provider's privacy policy which the Member/Owner acknowledges as having read and accepted.

By signing or affirming below, the Member/Owner further recognizes that internet/electronic communications may be subject to failure, interruptions, or other problems due to a variety of reasons, including but not limited to Owner operator error, provider system or server failures, "spam" blockers, power outages, and the like. As such, and as a condition of the Association's agreement to permit electronic voting, each Owner who consents to electronic voting releases and waives any claim or challenge to such voting as a result of the any of the foregoing or due to no fault of the Board of Directors or its management.

Eligible Voter Please Sign, Print Name and Affix Date Below:

Signature: _____ V)



PET REGISTRATION FORM

OWNER/TENANT: _____ ADDRESS: _____

OWNER/TENANT PHONE #: _____ EMAIL: _____

DOG BREED	NAME of PET	AGE	RABIES VAC. CERT #	RABIES TAG #	EXPIRATION DATE

PET RESTRICTIONS

Animals shall neither be kept nor maintained in or about the association property except in accordance with the declaration, by-laws and rules and regulations of the Association as well as all applicable Federal, State, County and City laws:

Domesticated dogs may be maintained in a home provided such pets are (i) permitted to be so kept by applicable laws and regulations, (ii) not left unattended on the Common Areas, (iii) generally, not a nuisance to other lot Owners, (iv) kept on a leash when using the Common Areas, and (v) not a pit bull or other breed considered to be dangerous by the Board of Directors, City, County, and/or State.

Owners shall pick up all solid waste from their pets and dispose of same appropriately.

Attach proof of proper registration, Veterinarian's Certificate, and photo of pet/s.

Dog owners are required to submit written proof that their pets are registered and their shots being up to date, as required by local authorities. Owners will also submit proof from the pet's veterinarian of pet's breed.

As a pet owner, I acknowledge that I have read, understand, and will abide by the Pet restrictions, Rules and Regulations of Estero Pointe Association, Inc.

I understand that any falsification of information or failure to register by pet may result in the denial of approval by the board.

Applicant's Name (Print)

Co-Applicant's Name (Print)

Applicant's Signature

Co-Applicant's Signature

Date: _____

Date: _____

GATE ACCESS

The Estero Pointe Homeowners Association is responsible for the operation, maintenance, repair & replacement of the community gate and the entry access system. The Association provides residents with vehicle transponders and gate access cards. In the event access is needed during periods while the gate is locked, the Association distributes access codes to the County, Sheriff, Fire Department, and contracted Estero Pointe vendors. The gate is monitored by four security cameras that record access activity on a 13-day rolling schedule.

After closing, homeowners will receive two (2) white access cards. An Acknowledgement of Receipt and Registration Form is completed, and the closing office returns both to the Property Management company. Access cards cannot be distributed until this form is completed. A copy of the form will be retained by the Association for their records. If a white card is lost, stolen or stops working, please notify the community gate system administrator through the Coastal AppFolio application (Maintenance/Maintenance Request). Former homeowner and lost cards will be deactivated for security purposes. Note, additional or replacement access cards cost \$10 each.

After closing, homeowners should contact the gate system administrator through the Coastal AppFolio application (Maintenance/Request Maintenance) to request up to three (3) transponders per residence using the HOMEOWNER VEHICLE REGISTRATION FORM. Each transponder issued must be registered to a current Estero Pointe homeowner and assigned in the entry access system. Homeowners must also register their vehicles with the Association on the Account Profile page on the Coastal AppFolio account. Former homeowner and "sold" vehicle transponders will be deactivated for security purposes. Note, additional or replacement vehicle transponders cost \$10 each.

Getting into our CLOSED GATES

1. Use the white cards at the kiosk. White cards are great to have in your vehicle as a potential back up.
2. Use the vehicle transponder affixed to your car's LEFT (driver's side) headlamp.
3. Use the kiosk directory function to scroll, locate yourself, complete the connection, and grant access by dialing 9. *Please be sure to hold the 9 key (on your phone's keypad) for 3-5 seconds.*

Hint: The gate number is 239-689-8772. Please create a contact in your phone for easy reference. Operating instructions can be found at the kiosk keypad. Please be aware of your surroundings at the gate to preclude tailgating to access the community as we are all responsible for the safety of the community.

GATE LOSS OF POWER

In the event of a loss of power, the exit and entry gates will automatically open and will remain open until power is restored. Should you have any questions or problems with the access cards, vehicle transponders or gates, please contact the community gate system administrator through the Coastal AppFolio application (Maintenance/Request Maintenance).

GATE ENTRANCE FOR GUESTS

Our community has been equipped with a **Hands Free Security Telephone Entry System** that provides communication for your guests from the gated entrance kiosk to your home by use of the

local telephone network. If you have any questions regarding the use or operation of this system, please request support through the Coastal AppFolio application (Maintenance/Maintenance Request).

Guest Communication: Your name and telephone number have been programmed into the telephone entry system under a specific **DIRECTORY CODE**. Additional directory listings or directory corrections may be requested by contacting the gate system administrator through the Coastal AppFolio application.

When a guest requires entry gate access, 1). they may use the kiosk to look up your name in the resident directory (using the arrow keys and LCD display) or 2). enter your specific directory code. When your name is displayed on the LCD display screen, the guest should press the **"CALL"** button to place a call to your home. A guest **CANNOT directly** enter your telephone number on the keypad.

Granting or Denying Access to your Guest: Once you have answered the phone call from the gate (239-689-8772) and you have identified your guest, you have the choice to either **grant access (by remotely opening the gate)** or **deny access**.

Touch Tone Phone Instructions

To **GRANT ACCESS** (open the gate), **press 9** on your touch tone telephone. The telephone entry system will respond with a confirmation tone indicating that the door or gate is opening and will automatically disconnect itself. Note, some newer telephones emit a very short duration tone when the number 9 is pressed. If your phone does this, you may have to press 9 twice in rapid succession to open the gate.

To **DENY ACCESS** (do not open gate), **press the "#"** key on your touch-tone telephone.

Rotary Dial Phone Instructions

To **GRANT ACCESS** (open the gate), **dial "9"** on the rotary phone.

To **DENY ACCESS**, **hang up** your phone.

Call Waiting: If you are on your telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. **To eliminate this problem**, you can order the "call waiting" feature from your local telephone company.

Privacy: If you **DO NOT** want your name or directory number listed in the resident directory, inform the system administrator through the Coastal AppFolio application. Your telephone number can be stored in the system **without your name being displayed on the directory**. If you choose this option, you will need to inform your guest what **YOUR directory code** is, otherwise there will be **NO WAY** for them to find your directory listing in the entry access system.



HOMEOWNER VEHICLE REGISTRATION FORM

HOMEOWNER INFORMATION

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

ENTRY GATE ACCESS & VEHICLE INFORMATION

FULL NAME #1: _____ PHONE NUMBER: _____

FULL NAME #2: _____ PHONE NUMBER: _____

Each homeowner should be listed in the resident directory.

VEHICLE #1 MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

VEHICLE #2 MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

VEHICLE #3 MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____

Each homeowner may request up to 3 transponders. Additional/replacement transponders are \$10 each.