



Welcome to
Treviso Bay
New Member Information



*A Note from Management:
Welcome Home*

Dear Treviso Bay Resident:

We wish to extend a warm welcome to you as a new resident of Treviso Bay. Our Association is very active and we work hard to maintain an attractive quality of life within the community, as well as protect the value of your home. It is my sincere wish that your association will bring you immense enjoyment through great experiences.

Icon Management has the experience, knowledge and training necessary to operate and maintain your community to the highest standards. Our personnel are people oriented and as such, will work with you, your Board, and subcontractors to help make your experience in your new community as enjoyable as possible.

The information in this packet is provided to make you feel at home and informed from day one. Enclosed you will find information we hope to make the adjustment to your new home a seamless transition.

Again, welcome to Treviso Bay. We are delighted you have chosen us and hope you and your family will enjoy yourselves for many years to come.

If you have any questions or comments, please feel free to contact us at 239-331-3391.

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Kindest Regards,

Scott Scharnott
General Manager

ICON MANAGEMENT SERVICES
9323 Treviso Bay Blvd, Naples FL 34113



Treviso Bay Master Association

Member Cards

When using the facilities at Villa Rilassare we ask each owner and tenant to bring their Member Card. This will give you access to all of the amenities. When dining at the Grille please remember to present your card when you are greeted by your server. This will allow us to record your purchases to credit your \$250.00 Food Minimum for 2015. Although this is not a charge card, it is the only way we can properly track your Food Minimum. If you would like to inquire what your current Food Minimum balance is, please contact the Grille and they will be able to provide you an update. All Guests should be accompanied by a Member when using any of the amenities throughout Treviso Bay.

Mail Box Keys

Please safeguard your mail box keys or make a copy as your Management Office does not have a duplicate set. The post office assigned to Treviso Bay zip code 34113, is located at 1200 Goodlette Rod. The phone number is 239-435-2146. You may also visit www.usps.com for additional post office locations.

Move In/Out

Move in/out hours are from 9 AM- 5 PM every day.

Parking Areas

Per the Community Declaration, you MUST park in your driveway or assigned parking space. Please respect your neighbors by abiding to the specific parking rules to avoid towing of your vehicle or your guests vehicle.

Pets

All Pets must be registered with the Management Office. Dogs must be kept on a leash and in control by their owner. Please pick up after your pet.

Trash

Terrace and Veranda Homeowners:

Each building contains its own trash containers. ONLY tied and bagged household trash should be deposited in the trash containers. Please break down all boxes and place inside the trash container. Please do not place trash outside of the trash container.

Coach and Single Family Homeowners:

Each residence will contain a personal trash and recycling container. Please place trash inside containers and place on the curb of your driveway on pick up days ONLY. Regular trash pick-up days are Monday and Thursday and recycling pick-up day will be Monday.

*Please contact Collier County at 239.252.2380 to order trash receptacles

Pest Control**Terrace/Veranda/Coach Homes:**

Interior & Exterior Pest Control by BugFree is covered in your Community Association Dues. The exterior is sprayed quarterly, as scheduled by your association, and the interior is sprayed as needed by homeowner appointment. If you would like to have your unit sprayed for pests, you may schedule an appointment with BugFree by calling 239-352-7349.

Cable

Cable TV and related cable company services are provided through a contract between the Treviso Bay Master Association and Comcast. Please call 1-855-510-1609 and reference Bulk Account Number 1-9204-744214-01-3 to set up your Basic Cable & Internet Services. Please note that it may take up to 10 business days for Comcast to allocate your new address in their systems.

Usage of Facilities

Swimming pools, spa, and outdoor grills are open to our residents and their guests only. No pets are allowed in the pool area. Children under the age of 16 must be accompanied by a responsible person 18 years of age and/or older. All food and drinks must be kept away from the pool. No glass bottles or glass containers of any kind will be allowed in the pool area.

Rentals

No portion of a unit, other than the entire Unit, may be rented. Each lease must be for a minimum period of one (1) month or thirty (30) days, whichever is less, but no more than four times in any one calendar year. All rentals must be filed with the Management Office thirty (30) days prior to the start of the lease. The Member Transfer Form is located online at www.trevisobayhoa.com

Architectural Request Form

All exterior modifications or additions to the unit must be approved by the Architectural Review Committee prior to any changes being made. The ARC form is available online at www.trevisobayhoa.com. Please submit completed forms to Michaela Neumann at mneumann@theiconteam.com.



Treviso Bay Master Association Quick Reference Phone Numbers

Emergency	911
Sherriff Collier County- NON EMERGENCY	239-252-9300
East Naples Fire Department	239-774-7111
Collier County Water Department	239-252-6245
Florida Power & Light	800-468-8243
Comcast	855-510-1609
Waste Management	239-252-2380
Teco Gas	877-832-6747
Villa Rilassare	239-228-7027
Gatehouse	239-384-9380
Treviso Bay Golf Pro Shop	239-331-2052
Lennar Customer Care	866-226-4057

MEMBERSHIP GUIDE

RULES & REGULATIONS



A LENNAR COMMUNITY

TPC Treviso Bay

House and Ground Rules

FORWARD

The following rules and regulations have been adopted and will be administered by the TPC Treviso Bay Board of Directors. It is the intent of the officers and directors to limit those rules and regulations so that everyone will obtain maximum use and enjoyment of the facilities. Enforcement of these rules and regulations will be primarily placed in the hands of carefully selected staff, whose principle responsibility is to provide all the courtesies, comforts and services to which you are entitled. It is the responsibility of those using facilities to know the rules and regulations and to cooperate with the officers, directors and staff in the enforcement of the rules.

HOUSE RULES

GENERAL INFORMATION

The house rules of TPC Treviso Bay (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

1. Member of the Association - Every owner of a lot, unit or parcel shall be considered a member of the Association and be entitled to the enjoyment of all Common Areas.
2. Members of the Golf Course - One individual for each lot or unit shall be considered the member of the Golf Club. A spouse and children under 21 years of age who reside in the unit shall be entitled to the use of the Golf Course.

TRANSFER OF PRIVILEGES

1. Any owner may transfer their right of enjoyment to the Common Areas and facilities to his/her tenants provided a completed member transfer form signed by the owner is submitted to the Administration Office, a 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 member transfer form (minimum of one month) the owner's privileges are rescinded.
3. The transferee must be renting and residing in the unit for which the privileges are transferred.
4. Privileges for the use of the Golf Course are transferred to one individual. That individual, his (or her) spouse and children under 21 are entitled to the use of the Golf Course.
5. All privileges and Rules & Regulations contained in this guide apply to all owners and transferees.
6. Any transfer which is not in accordance with the policies outlined above will be rescinded immediately. In addition, a fee equal to the current guest fee will be charged to the owner of the unit involved for each round of golf played under the illegal transfer.

GUEST PRIVILEGES

1. An individual who is the guest of a member or transferee is entitled to the use of the Clubhouse, Golf Course and facilities under the rules established by the Board of Directors.
2. An individual who has paid a daily guest fee for the use of the Golf Course is also entitled to the use of the Clubhouse.
3. The Club Manager or any other 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.
4. A maximum of 3 guests per member are allowed on the Golf Course. All guests must be playing with a member unless authorized by the Director of Golf.

MEMBERSHIP CARDS

All members, transferees and applicable members of their families shall be issued membership cards. These cards are to be carried at all times while on Club property. Loss of the card should be reported to the Club office, at which time a replacement card will be issued and the appropriate fees applied.

MISSION

It is our mission to provide members and their guests an exceptional experience.

SERVICE

1. We welcome all comments and feedback. Suggestions or concerns relating to the Club facilities or services should be brought to the attention of the Club Manager.
2. Slow, unsatisfactory or improper service or any inattention to duty should be reported immediately to the manager on duty. Complaints of deficiencies in service will receive the immediate attention of the manager.

EMPLOYEES OF THE CLUB

1. All employees of the Club are extensively trained in the area for which they are hired.
2. 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.
3. Serious complaints regarding specific employees should be made in writing addressed to the Club Manager who will notify the Board of Directors and the complaining member of the corrective action, if any 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. Conduct unbecoming of ladies and gentlemen will be subject to disciplinary action including suspension of privileges.
3. Proper attire is to be worn at all times in accordance with acceptable practice for the particular area of the Club.
4. The hours of operation of the various Club facilities shall be determined by the Club Manager and may be adjusted seasonally as member usage dictates.
5. Gambling is not permitted in the Clubhouse in accordance with state liquor law regulations.

6. Subscriptions, petitions, or notices not concerning Club affairs shall not be distributed or posted on any Club property without approval of the Club Manager.
7. Parents are responsible for the conduct of their children at all times.
8. 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 involved.
9. No food or beverage shall be brought into the Clubhouse or consumed on Club premises unless purchased from the Club.
10. All decorations for private parties, other than table centerpieces, must have the approval of the Club Manager.
11. Animals are not permitted in the Clubhouse or pool area or on the tennis courts, golf course or any common property of the Association.
12. The parking areas are marked in a manner which permits maximum use while minimizing inconvenience. Anyone found parking improperly will be warned. Repeated infractions will result in the removal of the offending vehicle at the owner's expense.
13. Personal property should not be left unattended on Club property. The Club is not responsible for damaged, lost or stolen property.

ATHLETIC LOCKERS AND CLUB STORAGE

Athletic lockers and Club storage are available on a monthly or yearly basis. Information on both can be obtained in the golf shop. Club is not responsible for missing items from lockers.

DRIVING RANGE

Practice balls will be available for driving range during normal operating hours and are available in the Golf Shop

GOLF COURSE RULES

In setting these rules for the use of the Golf Course, management is in no way attempting to restrict the enjoyment obtained from playing our course. It is however, necessary to follow certain procedures to ensure maximum enjoyment and safety to all golfers. It is hoped that pride in our Club, together with the thoughtfulness and consideration we afford our fellow golfers, will make enforcement of any rules unnecessary.

1. The rules of golf from the United States Golf Association (USGA) will govern all play.
2. The use of the Golf Course is controlled by the Director of Golf.
3. Without exception all players must register in the golf shop before playing the Golf Course.
4. The Director of Golf and Golf Course Superintendent shall determine when the course conditions prohibit or restrict play.
5. Without exception, all players must adhere to the Club's Dress Code when using the golf course or any practice facilities. See Golf Course and Practice Facility Dress Code for a list of acceptable/unacceptable clothing.
6. All play must start on designated Number 1 tee unless otherwise directed by the golf shop staff.
7. No more than four players per group are permitted unless authorized by the golf shop staff.
8. Practice golf activities shall be limited to those areas of the golf course designated for such activities. Practice is prohibited to, or on, regular greens and fairways of the golf course.

9. The Director of Golf may establish certain days and times during which the course shall be reserved for men's and women's golf days and special events.
10. Each player must have a set of clubs and a golf bag when playing the Golf Course.
11. No coolers are allowed on the Golf Course unless supplied by the club.
12. Ball hawking is not permitted at any time.
13. All paper, bottles, cans and other trash should be placed in a trash receptacle.
14. Damage to any private property, outside the boundaries of the Golf Course, caused purposely or by accident, shall be the responsibility of the person causing the damage.

GOLF CART OPERATION

1. Individuals operating golf carts must have a valid driver's license.
2. Carts are restricted to two riders and two bags.
3. During normal operating conditions, the 90-degree rule is always in effect. Carts are to remain on cart paths until reaching a point adjacent to where the ball lies. At that point, carts may be driven across the fairway directly to the ball and should return to the cart path on the same line after the shot has been played.
4. The Director of Golf and Golf Course Superintendent shall determine when golf cart operation is prohibited or restricted to paths only.
5. No personal golf carts are permitted on the golf course at any time.
6. Carts must remain on the cart path on par 3s at all times.
7. The driver of the cart always assumes responsibility for returning the cart in the same condition. The driver is also responsible for any damage that occurs through operation of the vehicle.
8. Carts are never permitted on the shoulder or surface of any tee, green or bunker. The staked areas indicate restricted areas for cart traffic. Exception: When handicap flag policy is in effect.**

**HANDICAP FLAG POLICY

TPC Treviso Bay offers the use of Handicap Flags for those individuals who, for medical reason, will benefit from their use. A golfer who submits a valid handicap parking permit from any Government agency may be extended this privilege. Handicap Flag privileges may be suspended or revoked, with or without warning, for abuse of this policy.

RULES OF THE FLAG

1. The Handicap Golf Cart may be driven up to the green or tee.
2. AT NO TIME should a Handicap Golf Cart be **parked or driven on** the green or tee.
3. NO CARTS are allowed beyond the boundary of the course which is defined by out-of-bounds stakes.
4. In case of inclement weather or certain golf course conditions, carts may be restricted to the cart paths. NO HANDICAP PRIVILEGE will be extended for that time. If cart path only is limited to select holes, Handicap Privilege will NOT be extended for those holes so designated.
5. Handicap flag privileges are extended only to the person who has submitted valid documentation and has been approved for its use. This privilege does NOT extend to an additional cart rider or spouse that is not registered within the Handicap Flag Program, nor to a second cart within a grouping of players.

6. The Ranger/Starter has absolute authority for all traffic control. If a player refuses to abide by the rules of the day (as stated above), his/her Handicap Flag Privileges may be suspended after review by the Director of Golf.

The TPC Treviso Bay Golf Shop is happy to extend this privilege to those golfers who qualify and will benefit from its use. These rules and regulations are being distributed to clarify any misinterpretation by any golfer.

GOLF COURSE AND PRACTICE FACILITY DRESS CODE

1. Golfers must wear proper golf attire at all times.
2. Men may not wear jeans, bathing attire, T-shirts, shirts without collars, gym shorts, tank tops, mesh shirts, cut-offs, tennis shorts and shorts less than 17-inches long on the out seam.
3. Ladies may not wear jeans, bathing attire, T-shirts, gym shorts, tank tops, tube or halter tops, mesh shirts, cut-offs, tennis skirts or shorts less than 17-inches long on the out seam. Dress shirts without collars are permitted; however, shirts must have a collar if they do not have sleeves.
4. Juniors - normal junior sportswear, which means shirts with a collar, decent length slacks or skirts. No cut-offs or jeans.

Anyone not conforming to the dress code outlined above will be asked to change before he or she will be allowed to play golf or use the golf driving range.

TEE TIME POLICIES

The following policies are not meant to limit or restrict the enjoyment of the Golf Course, but to provide an enjoyable opportunity for golf.

1. All tee times will be made by membership I.D. number.
2. Members and transferees may make tee times up to 10 days in advance prior to the implementation of a computerized call-in system.
3. Notice of cancellation should be given at least twenty-four hours prior to tee time. Anyone found not giving adequate notice of cancellation may have their golfing privileges suspended.
4. Players must be ready to commence play at the time established by their starting time or lose their starting time. In the event of such loss, the players may not commence play until authorized by the golf shop staff.

JUNIOR PLAY

1. Children, 18 through 21 years of age, who reside with their parents, are entitled to the same privileges as their parents.
2. Juniors, under 18 years of age, are not allowed to start before 2:30pm unless accompanied by an adult golfing member.
3. The Director of Golf may waive restrictions for juniors provided they can demonstrate that they possess adequate knowledge of golf rules and golf etiquette to the Golf Professional.

GOLF COURTESY AND ETIQUETTE

Golf is a game where courtesy and etiquette should always be observed. The following policies should be strictly followed for the maximum enjoyment of everyone using the golf course.

1. Please repair ball marks on greens and sand divots in fairways and teeing ground.
2. Please rake your tracks leaving a sand bunker.

3. After finishing a hole, place the flag in the hole and leave the green area immediately. Proceed to the next tee, do not remain parked along the side of the green; mark your scores at the next tee.
4. Please be respectful of private property surrounding the golf course. Under no circumstances shall golf carts be driven on, or any shot played from, any area other than golf course property.
5. Slow Play — Players are required to maintain a pace of play that keeps them up with the group in front of them. Rangers and/or Golf Shop Staff consistently monitor the speed of play and are required to enforce the following policy for the pleasure and enjoyment of the entire field.

FIRST OFFENSE:

The group has fallen behind the group in front of them and has fallen behind the allotted time limit for their position on the course. The ranger will indicate your group is out of position and that you need to catch up to the group in front.

SECOND OFFENSE:

The group has not improved their position. The ranger will approach the group and inform them of their second warning and that the next offense will require them to move to a place that is in position with the group in front of them.

THIRD OFFENSE:

The group has been warned properly and has not improved their position. The ranger will escort the group to a place that is in position with the group in front of them. This may require the group to skip an entire hole or more.

GOLF HANDICAPS

A golf handicap service is provided for members and transferees for a yearly fee to be determined by the Director of Golf.

1. To establish an accurate and legitimate handicap, players are requested to post scores after each 9 or 18 hole round of golf.
2. To be eligible for tournament play, an authorized USGA handicap may be required as deemed necessary by the Director of Golf.

BALL HAWKING PROCEDURE

FIRST OFFENSE:

Request by Club Personnel to discontinue ball hawking.

SECOND OFFENSE:

Form letter from the General Manager quoting the "Rules and Regulations" booklet to notify wrongdoer of future action if ball hawking continues.

THIRD OFFENSE:

Suspension of golf privileges for a period of two (2) weeks.

FOURTH OFFENSE:

Suspension of privileges for use of all common areas. Length of suspension to be determined by the Board of Directors.

TENNIS RULES

Members and their guests shall have the right to use the Club Courts at any time the tennis courts are open. The operating hours are daily 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, as published by the United States Tennis Association, shall govern play.
2. Playing guests must be accompanied by a member or transferee.
3. No food or beverage shall be brought onto the Club Tennis Premises unless purchased from the club. Courts are not to be used for any purpose other than tennis.
4. Lessons may only be given by the Tennis Professional Staff or by authorized professionals.

TENNIS DRESS CODE

Proper tennis attire, as determined by Club Management, is required at all times.

All clothes that are tennis specific are acceptable.

Undershirts, cut-offs, bermudas, jams, midribs, bathing suits, jeans, gym shorts, running shorts, cargo shorts, halter-tops and aerobic wear are not considered proper tennis attire and are not permitted.

Smooth-soled shoes are required.

COURT RESERVATIONS

All members and guests are required to use the court reservation system in the pro shop. Players without reserved court time are always welcome, but are asked to check in with the pro shop.

1. Reservations can be made 7 days prior to play. Players are requested to limit play to 1 1/2 hours.
2. Players without a reserved court time will be asked to relinquish a court which has been previously reserved.
3. The Tennis Professional may block off times during which the courts will be reserved for men's and women's leagues or special functions.
4. Court reservations may be made by calling 239-228-7027

ETIQUETTE

1. All players are expected to observe tennis etiquette on and off the Club Courts.
2. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
3. No person shall cross another court while play is in progress, but shall wait until a point is over.
4. No person should distract or interfere with players while a match is in progress.

SWIMMING POOL

1. Members, transferees and their guests are allowed to use the pool. Hours are from dawn to dusk.
2. Bathing suits or proper bath attire only. No cut-offs in the pool are allowed.
3. Children under 16 must be accompanied by an adult.
4. Persons with open sores, cuts or contagious diseases may not enter pool or Jacuzzi.
5. Animals are not allowed in the pool and pool area.
6. No running or loud noises allowed in pool area.
7. No glassware permitted in pool area.
8. Diaper-age children are not permitted in pool, with or without diapers.
9. Please shower to remove suntan lotions and oil before entering pool.
10. No inflatables, other than swimming aids, are allowed in the pool.
11. Personal stereo systems may be played only with earphones.
12. Pool depths are measured in feet, and diving is not allowed.
13. An emergency telephone is located at the snack site. EMERGENCY 911.
14. Please roll down umbrellas prior to leaving the pool area.
15. All beverages and food consumed in pool area must be purchased from the club.

SPA RULES

1. Children under 16 permitted only when accompanied by an adult.
2. No pets, food or beverages in spa or spa area.
3. Please, shower before entering spa.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics or other drugs which cause drowsiness should not use pool spas without first consulting a doctor.
5. Maximum use—15 minutes.
6. Bathing load—7 persons.
7. Maximum water temperature—104° F.
8. For emergency, call 911.

In addition to the above rules, the following policies will also apply:

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

Members must accompany their guests to the pool and members are responsible for the behavior of their guests.

EXERCISE ROOM

All members, transferees and guests are entitled to the use of the exercise room and sauna. Hours will be determined according to usage and posted accordingly.

1. Use of equipment should be in accordance with manufacturer's recommendations.
2. No glass of any kind is permitted in or around exercise room.
3. Children under the age of 17 are not permitted to use the exercise equipment.

DISCIPLINARY ACTION

Because there are always a few individuals who will not always observe these rules, the following infractions will be brought to the attention of the Board of Directors for disciplinary action:

1. Repeated violation of 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.
4. Personal use of driving range balls on the Golf Course.
5. Failure to register guests when playing the Golf Course.



Key Facts about Hurricane Readiness

Preparing for a Hurricane

If you are under a hurricane watch or warning, here are some basic steps to take to prepare for the storm:

- Learn about Collier/Lee County Emergency Plans*, warning signals, evacuation routes, and locations of emergency shelters
- Identify potential home hazards and know how to secure or protect them before the hurricane strikes. Be prepared to turn off electrical power when there is standing water, fallen power lines, or before you evacuate. Turn off gas and water supplies before you evacuate. Secure structurally unstable building materials
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it
- Locate and secure your important papers, such as insurance policies, wills, licenses, stocks, etc.
- Post emergency phone numbers at every phone
- Inform local authorities about any special needs, i.e., elderly or bedridden people, or anyone with a disability.
- Make plans to ensure your pets' safety

Emergency Supplies you will need:

You should stock your home with supplies that may be needed during the emergency period. At a minimum, these supplies should include:

- Several clean containers for water, large enough for a 3-5 day supply of water (about five gallons for each person).
- A 3-5 day supply of non-perishable food.
- A first aid kit and manual
- A batter-powered radio, flashlights, and extra batteries
- Sleeping bags or extra blanket

- Water-purifying supplies, such as chlorine or iodine tablets or unscented, ordinary household chlorine bleach
- Prescription medicines and special medical needs
- Baby food and/or prepared formula, diapers, and other baby supplies
- Disposable cleaning cloths, such as “baby wipes” for the whole family to use in case bathing facilities are not available
- Personal hygiene supplies, such as soap, toothpaste, sanitary napkins, etc.
- An emergency kit for your car with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.

You can find more information on emergency plans and supply kits at www.ready.gov

Preparing to Evacuate

Expect the need to evacuate and prepare for it. The National Weather Service will issue a hurricane watch when there is a threat to coastal areas of hurricane conditions within 24-36 hours.

Key Facts about Hurricane Readiness

When a hurricane watch is issued, you should:

- Fill your automobile’s gas tank
- If no vehicle is available, make arrangements with friends or family for transportation
- Fill your clean water containers
- Review your emergency plans and supplies, checking to see if any items are missing
- Tune in the radio or television for weather updates
- Listen for disaster sirens and warning signals
- Prepare an emergency kit for your car with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.
- Secure any items outside which may damage property in a storm, such as bicycles, grills, propane tanks, etc.
- Put livestock and family pets in a safe area. Due to food and sanitation requirements, emergency shelters cannot accept animals
- Place vehicles under cover, if at all possible
- Fill sinks and bathtubs with water as an extra supply for washing
- Adjust the thermostat on refrigerators and freezers to the coolest possible temperature

If you are ordered to Evacuate

Because of the destructive power of a hurricane, you should never ignore an evacuation order. Authorities will be most likely to direct you to leave if you are in a low-lying area, or within the greatest potential path of the storm. Be aware that most shelters and some hotels do not accept pets. IF a hurricane warning is issued for your area or you are directed by authorities to evacuate the area:

- Take only essential items with you
- If you have time, turn off the gas, electricity, and water
- Disconnect appliances to reduce the likelihood of electrical shock when power is restored
- Make sure your automobile's emergency kit is ready
- Follow the designated evacuation routes-others may be blocked-and expect heavy traffic

If you are ordered NOT to Evacuate:

The great majority of injuries during a hurricane are cuts caused by flying glass or other debris. Other injuries include puncture wounds resulting from exposed nails, metal, or glass, and bone fractures.

To get through the storm in the safest possible manner:

- Monitor the radio or television for weather conditions, if possible
- Stay indoors until the authorities declare the storm is over
- Do not go outside, even if the weather appears to have calmed-the calm "eye" of the storm can pass quickly, leaving you outside when strong winds resume
- Stay away from all windows and exterior doors, seeking shelter in a bathroom or basement. Bathtubs can provide some shelter if you cover yourself with plywood or other materials
- Prepare to evacuate to a shelter or to a neighbor's home if your home is damaged

***Lennar's Preparation:** Lennar would like you to know that they will also be doing there very best to secure the jobsites and homes under construction. In addition to taking some of the same common sense actions as noted above, there is a plan to employ additional laborers to assist the staff in preparation and cleanup operations. Lennar's goal is to make everyone of the jobsites as safe and prepared as reasonably practicable-so please understand that tropical storms and hurricanes can and will result in uncontrollable damages.



Treviso Bay

How to authorize your guests for gate access

1. INTERNET (the easiest and preferred method)

- a. Use your computer...or your apple/android device to download gateaccess.net from your devices app store (its free!)..and it will remember your login information so you won't have to enter it each time.
- b. Go to gateaccess.net
- c. Select community code **TRVB** from the drop down list
- d. Enter your user name and password
 - USERNAME – your 10 digit primary phone number (no spaces) unless you changed it
 - PASSWORD – your security code (PIN) which is the same as when using the VOICE MESSAGE option...unless you have changed it
- e. Click login
- f. Click on guest list tab
 - Please "scrub" your list by deleting old entries that no longer apply
 - Add your visitors name.. along with the beginning and end of their visit; leave the end date blank for 'permanent guests'
 - BE SURE TO CLICK UPDATE on the right at the bottom of the list

2. VOICE MESSAGE (DIAL 239-300-4266)

- a. Enter your security code (PIN) if asked
- b. Follow the prompts, DO NOT hang up until told to do so or your authorization will not be recorded.
You can authorize a guest for..
 - Today (Press 1)
 - Tomorrow (Press 2)
 - Today AND tomorrow (Press 3)
 - ANY beginning and ending date you want (Press 4)

AUTHORIZE GUESTS

My GateAccess.net community code: **TRVB**

My GateAccess.net User Name: Your Primary Phone # Password: _____

Treviso Bay Voice Authorization (239.300.4266) Security Code (PIN): _____

Forgot your username, password, or security code?

Send an email to: Gabrielle Geraci (Executive Assistant) at ggeraci@theiconteam.com

VENDOR	PHONE NUMBER	NOTES
Cable Television		
Comcast	1-800-934-6489	Bulk Account Number: #19204-744214-01-3
Closets		
All About Closets	239-910-3479	Mary McNulty
Doctor		
Dr. Joe Vickaryous	239-393-2000	Marco Island
Electrician - Heating - Cooling		
Condee Electric	239-234-1040	
Seabreeze Electric	941-626-3435	
Home Security		
Vifex	877-877-9788	
Home Watch		
Safe Harbor Homewatch Concierge Services	239-776-9805	
Kaleta Home Watch	239-293-4732	
Personal Services	239-537-3503	
Interior Design		
City Furniture	954-234-0153	Susan Lobianco
Daryl Paige Desings	239-333-7109	Brittany Paige Molandes
Lennar		
Warranty	Fax: 239-278-1666	Phone #: 866-226-4057
Moving		
Garrett Movers	239-352-8999	
Pest Control		
Home Team	239-434-2788	
Bug Free	239-352-7349	
Pet Sitter - Trainer		
Naples Canine	239-304-3647	
Pool		
Pinnacle Pools (Install)	239-596-1600	
Premier Pool Service (Service)	239-732-8886	
Mike Haldie- ALGAE EATERS POOL SERVICE	239-324-3350	
Plumbing		
South Florida Plumbing	239-643-2431	
Trash Collection		
To Order a Trash Cart	239-252-2380	The Pool Restrooms are cleaned Monday's by Jennifer Mann (Option 1)
Trash Pickup- Monday & Thursday		
Recycle Pickup- Monday		

ARC Approval Request Form

This request form is to be completed by the homeowner and submitted to the ARC for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for information on the ARC.

***All applications must have the Homeowners affidavit disclaimer/release PLUS vendor license and insurance attached.**

If you would like notification sent to alternate address please list below:

THIS SECTION TO BE COMPLETED BY HOMEOWNER

ASSOCIATION NAME: _____ Date: _____

Name: _____

Property Address: _____

Phone: _____ Email Address: _____

CIRCLE ALL APPLICABLE:

Repaint Exterior, Screen Enclosure, Pool, Landscape Change, Driveway, Gutters, Storm Shutters, Other: _____

DETAILED DESCRIPTION:

LOCATION:

(**Attach** a copy of a survey map, site plan with a suitable diagram showing where the addition/change is located)

SPECIFICATIONS:

All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc.

Applications submitted without detailed specifications will not be reviewed.

All requests must conform to all local zoning and building regulations and include all necessary permits.

SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

REQUEST: Date Approved: _____ Date Denied: _____

BOARD MEMBER'S SIGNATURE: _____

COMMENTS: _____

Please Return Completed Form To:

ICON Management Services
9323 Treviso Bay Blvd
Naples, FL 34113
Phone: 239-331-3391

HOMEOWNER'S AFFIDAVIT DISCLAIMER/RELEASE

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation or construction may have on drainage. The applicant shall be responsible for all associated costs to restore drainage per original site survey.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.**

All applications must have this affidavit disclaimer/release PLUS vendor license and insurance attached.

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorney's fees.

Date

Signature of Homeowner



To be completed in the Property Management Office:

- _____ Picture ID
- _____ Transponder Form
- _____ Owner Contact Information Form
- _____ Pet Registration
- _____ Resident Guest List

I hereby acknowledge that I am in receipt of the above-listed documents and information. I understand that it is my responsibility to read through all said information and to act in accord with the policies and procedures set forth.

Resident Signature: _____ Date: _____

Address: _____

RAMCO: _____ Tops: _____ ML: _____ CC: _____ IBS: _____ Date: _____



Treviso Bay Owner Directory Form

Owner Name:	
Co-Owner Name:	
Mailing Address: *Where you would like all bills to be sent*	
Treviso Bay Address:	
Owner Home Phone:	
Owner Work Phone:	
Co- Owner Work Phone:	
Owner Cell Phone:	
Co- Owner Cell Phone:	
Owner Email Address: *Please circle Yes or No if you would like to receive updates for the Spa*	Yes No
Co- Owner Email Address: *Please circle Yes or No if you would like to receive updates for the Spa*	Yes No
Owner DOB: MM/DD/YYYY	
Co- Owner DOB: MM/DD/YYYY	

Signature of Owner _____ Date _____



Treviso Bay Master Association

Gate Guest List

Resident Information

Family Name: _____ First Name: _____

Treviso Bay Street Address: _____

Primary Phone Number: _____ Alternative Number: _____

Email: _____

Permanent Guest(s) (*Permanent Guests are people who you would like to have access to the gate at all times such as Immediate Family or Close Friends*)

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

Vendor List: (*Vendors are people who will be servicing your home on a regular basis and would need access through the gate such as cleaners and/or home watch*)

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |

Resident Signature: _____ Date: _____



Treviso Bay
Transponder Data

Member: _____

Treviso Bay Address: _____ Email: _____

Please Note: It could take up to 24 hours for transponders to be activated.

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Member Signature

Date



Treviso Bay Master Association

Golf Cart Registration

This form is to be filled out if you have a Golf Cart

** Please note that Golf Carts are not permitted in the Terraces**

Owner/Member: _____

Treviso Bay Address: _____ Email: _____

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Driver: _____ Year: _____ Make/Model: _____

Tag: _____ Color: _____

Member Signature

Date



Pet Registration Form

Owner/Member: _____

Treviso Bay Address: _____

Email: _____

Pet Information:

Pet Name: _____

Age: _____ Weight: _____ Breed: _____

Gender: M F (please circle one)

Description: _____

Acknowledgement & Agreement

I/We am/ are aware of the Association rules, regulations and restrictions regarding pets on the property and agree to abide by them.

Signed: _____ Date: _____