

Date of Application _____ (Revised 11.2013, Reviewed 5.2014)
Association has 20-day turnaround time.
Application for Approval to Purchase or Seasonally Lease a Condominium Unit

**WINDSOR PLACE at BERKSHIRE LAKES
CONDOMINIUM ASSOCIATION, INC.**

TO: The Board of Directors:

___ I hereby apply for approval to PURCHASE Bldg. # _____ Unit # _____, in Windsor Place, a Condominium, and for membership in the Windsor Place Condominium Association, Inc. A complete copy of the signed purchase agreement is attached.

___ I hereby apply for approval to LEASE* Bldg # _____ Unit # _____, In Windsor Place, a Condominium, for the period beginning _____, 20____, and ending _____, 20____. **A copy of the signed lease* must be attached.**

***As of May 2012, a there is a minimum/maximum of a 90 consecutive-day lease, with no more than two leases in a calendar year. _____ (initial here)**

*******No sub-leasing. Tenants are not permitted to have animals*******

(Note: All rentals of 6 months or less must pay a 4% Tourist Tax to Collier County. In addition, a 6% Sales Tax must be paid to the Florida Department of Revenue.)

It is the responsibility of the applicant(s), realtor, or the closing agent to notify Berkshire Lakes Master Association of the pending purchase—Phone: 239-353-7633.

In order to facilitate consideration of this application, I/We the applicant(s) represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

***** *****An interview is required prior to approval *******

I consent to your further inquiry concerning this application, including all of the information given below.

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

1. Full Name of Applicant _____ Birth Date: _____

Home Address _____ City _____ State ____ Zip ____

SS# _____ Applicant Phone # _____

Employer _____ Employer's Phone # _____

2. Full Name of Applicant _____ Birth Date: _____

Home Address _____ City _____ State ____ Zip ____

SS# _____ Applicant Phone # _____

Employer _____ Employer's Phone # _____

The Condominium Documents of Windsor Place, a Condominium, provide an obligation of unit owners that all units are to be used as single-family residences only.

Occupants: Please provide name, relationship and age of all other persons who will be occupying the unit on a regular basis. (No more than two persons per bedroom). **No sub-leasing allowed.**

Name _____ **Relationship** _____ **Age** _____

Name _____ **Relationship** _____ **Age** _____

Name _____ **Relationship** _____ **Age** _____

Name _____ **Relationship** _____ **Age** _____

Current or Most Recent Residence:

Landlord _____

Address _____ City _____ State ____ Zip _____

Phone # _____ Rented: How Long _____ Owner: How Long _____

Credit References (At least one LOCAL, if possible):

1. Name _____ Phone # _____

Address _____ City _____ State ____ Zip _____

2. Name _____ Phone # _____

Address _____ City _____ State ____ Zip _____

Person to be notified in case of an emergency _____

Address _____ Phone # _____

*******No trucks or commercial vehicles are allowed unless garaged*******

Year ____ Make _____ Model _____ License plate # _____ State ____

Year ____ Make _____ Model _____ License plate # _____ State ____

Current Address for Notices Connected with this Application:

Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

CHECK WHICH APPLIES IF THIS IS A PURCHASED CONDO

I am purchasing this Unit with the intention to:

_____ Reside on **Full-time** Basis _____ Reside on **Part-time** Basis _____ **Lease** the unit*

***As of May 2012, there is a minimum/maximum of a 90 consecutive-day lease, with no more than two leases in a calendar year.**

I (the applicant) will provide Vesta Property Services, Inc. with current mailing address for future assessments and notices. I will alert them if my address changes. _____ (initial here)

I am aware of, and agree to abide by the Declaration of Condominium of Windsor Place Condominium Association, Inc., the Articles of Incorporation, By-Laws and any and all properly Promulgated Rules and Regulations. **Failure to comply with the Rules and Regulations will result in fines against the unit owner / renter.**

I have received, read and understand the Condominium Documents and the Rules and Regulations of Windsor Place. Furthermore, I will comply. _____

Signature

I consent to further investigation (WORK, CREDIT AND CRIMINAL BACKGROUND CHECK) concerning this information that may be necessary for approval of this application.

1. Applicant/Owner

1. Applicant/ Tenant

2. Applicant/Owner

2. Applicant/ Tenant

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THIS APPLICATION WILL NOT BE CONSIDERED WITHOUT THE COMPLETED APPLICATION, A COPY OF SALES CONTRACT/OR LEASE AND A \$50.00 NON-REFUNDABLE CHECK FOR PROCESSING PAYABLE TO: "WINDSOR PLACE." WITH AN ADDITIONAL \$50.00 FEE PAYABLE TO VESTA PROPERTY SERVICES FOR BACKGROUND CHECKS ON EACH APPLICANT 18 YEARS OF AGE OR OLDER.

**Vesta Property Services, INC.
27180 Bay Landing Drive #4
Bonita Springs, FLORIDA 34135
Phone (239) 947-4552 – Fax 239-495-1518**

Leases: PMurphy@vestapropertyservices.com - Sales: LPaschke@vestapropertyservices.com

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ACTION TAKEN BY INTERVIEW COMMITTEE AND WINDSOR PLACE BOARD OF DIRECTORS:

_____ **APPROVED*** _____ **DISAPPROVED** By _____ Date _____
Board Member

***ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION.**

Welcome Booklet for Owners and Renters
Reviewed 2017



Welcome to Windsor Place, a Condominium Association in Berkshire Lakes, built as a multi-phase development beginning in 1994 and completed in early 1999.

We welcome you to our community, wish you the very best and thank you for choosing Windsor Place. **We are confident you will be happy here!**

Included in this packet is a brief overview of the standards, restrictions, and amenities offered in our community. If you have a question that was not answered by this booklet, please contact the Windsor Place Management Company, Vesta Property Services, at 239.947.4552 and someone will promptly reply to your questions and concerns.

Thank You!

Windsor Place Condominium Association
Board of Directors

**Windsor Place Condominium Association
In Berkshire Lakes
Naples, Florida 34104**

Dear Unit Owner / Occupant

Welcome to Windsor Place. It is our pleasure to welcome you and your family to our fine community. In the next few pages we will provide some insight into Windsor Place and hopefully answer questions you may have about living here. As we all know, moving into a deed restricted community may at times present challenges to new Unit Owners and Renters, and at the same time challenge the folks that are already here and accustomed to the rules and regulations of condominium living. ***Everyone benefits from reviewing the rules and regulations.***

Following this page, we have provided a brief overview of the most common rules and the documentation that surrounds them. Many of the rules and by-laws have been in place since the beginning of Windsor Place and before, as established by the Berkshire Lakes Master Association. They have proven to be a very positive part of our community. We ask that you review what we are presenting and abide by these guidelines so that Windsor Place remains a unique, desirable and stable community.

We are also providing a page with a list of ***important names and phone numbers*** that we believe will help with your every day activities here at Windsor Place as well as a **'Questionnaire'** that we would appreciate you taking the time to fill out, as it will assist us if a need arises where we need to reach you. We appreciate the time you will take to review this booklet and look forward to personally meeting each of you.

Our community sponsors several ***community activities*** throughout the year, which we hope you, will attend so that you can meet your close and distant neighbors. Notices will be posted on the marquee adjacent to the mailboxes as activities arise for both Windsor Place and the Berkshire Lakes Master Association. Participation is always appreciated and the rewards are usually great!

Other projects that go on throughout the year are sometimes very time-consuming for your Board Members. Your help, as a volunteer, is always appreciated. Getting involved is one of the best ways to get to know your neighbors. At the same time, you can become better acquainted with the inner workings of the association and see what it takes to keep our Windsor Place Association functioning.

We appreciate you choosing Windsor Place and hope you enjoy living here as much as we do. Please check out our website at **www.windsorplacenaples.com** for up to date information on plans and activities.

Sincerely,

Windsor Place Condominium Association
Board of Directors

**Windsor Place Condominium Association
in Berkshire Lakes
Naples, Florida 34104**

Windsor Place is a deed restricted community and governed by regulations and restrictions. These are mandated to maintain the property values of our community as well as its esthetic beauty. Owners, upon purchase, were given a book of Condominium Documents that govern our community and upon title, agreed to all covenants and regulations. Renters are also required to follow rules and regulations. Fines will be imposed for anyone who does not comply.

Rules and Regulations of Windsor Place

1. Security

If you have an emergency, Dial 911 for sheriff, fire or ambulance. If you see anyone breaking the law on our Common areas, please Call 911.

2. Vehicle / Parking.

- a. **No trucks or commercial vehicles are allowed unless garaged.**
- b. On-street or on-grass parking is strictly prohibited per Berkshire Master Association Rules as well as Windsor Place Rules.
- c. The parking of un-garaged trucks, boats, SUVs with beds, motorcycles, campers, utility trailers, commercial vehicles, etc. is illegal; any vehicle in non-compliance is subject to a fine and/or towing, all payable by the owner.
- d. No vehicle may be parked within 20 feet of a fire hydrant. Use parking areas provided.
- e. Unlicensed, expired licensed or stolen vehicles are obviously prohibited as well.
- f. Those vehicles abandoned or inoperable, and in need of repair are likewise prohibited.
- g. For Sale signs are not allowed on vehicles.
- h. For additional information on vehicles and parking, see ***Addendum 1.***

3. Pets.

- a. One small, domesticated pet is allowed, if you are an owner.
- b. All animal owners are required to clean up after their pets by picking up and removing any pet waste.
- c. Your pet must be on a leash whenever outside the condo. This is a **Collier County Ordinance**.
- d. Some discretion should be taken to keep the pet away from lanai areas and out of planted areas in front of the buildings.
- e. No exotic pets are allowed.
- f. **Tenants are not permitted to have animals.**
- g. For additional information regarding pets, see *Addendum 2*.

4. Rentals.

- a. Any person renting must first complete an application process and then be interviewed by committee.
- b. No unit may be leased more than two (2) times in any calendar year and the **minimum and maximum term of any lease shall be ninety (90) days**.
- c. As an owner you are responsible for making sure your renter is aware of our rules and regulations and ensuring that they follow them. Anyone in non-compliance with the application for Windsor Place is subject to a fine and/or non-renewal of their lease.

5. Swimming Pool Area.

- a. **Posted rules are to be followed.**
- b. No food (except for Board approved functions) can be consumed at the pool. Non-alcoholic drinks are permitted, but **absolutely no glass containers may be in the pool area**.
- c. No smoking is permitted.
- d. Disposal of household garbage in the pool trash bins is strictly forbidden.
- e. The gate should be locked upon entering and leaving the pool area; also your pool key will unlock the restrooms.

- f. **Please try to leave chaise lounges, tables and chairs in a neat and orderly fashion when leaving the pool area.**
- g. For a complete list of Pool Rules posted in the pool area, see *Addendum 3*.

6. Trash and Recycle Bins

- a. Unit bins must be stored in your garage and placed at curbside **no earlier than 6:00 p.m.** the night prior to collection, removed from the curb as soon as possible the same day after Waste Management pick up, and then returned to your garage. **This is required by Collier County Ordinance 91-47; Section 7 and violations have a \$100.00 fine.**
- b. **Garbage collection takes place on Wednesday and Saturday with Recycling and Bulk items on Saturday only.** Call 239-403-2380 – 48 hours in advance for bulky item pick up on recycling day.
- c. For additional information, see *Addendum 4*.

7. Garage Doors

Garage doors must be kept closed unless entering or leaving. This rule is for your safety as well as for the aesthetics of our community.

8. Grills

- a. No gas, open-flame grills, or clay pot burners are permitted on lanais.
- b. All open-flame grill cooking is to be done outside in front of the garage. This is per **Collier County Ordinance** and for the mutual safety of you and your neighbors.
- c. **The Florida Fire Prevention Code** has far more stringent requirements for using and storing grills. See *Addendum 5*.

9. Noise and Nuisance.

No loud disturbance, which interferes with peaceful living of residents, shall be allowed. No activities such as loud music or noisy pets shall be permitted. Parents are responsible for their children's actions and safety.

10. Lanais.

Under no circumstance may laundry, swim suits or other articles be placed outside or on the lanai to dry.

11. Speed Limits.

The speed limit in Windsor Place is **15 mph**. Adherence to this speed limit is essential for the safety and well being of our residents. The speed bumps were installed to help ensure and remind all of us to slow down.

12. Sales of Merchandise.

Insurance regulations do **NOT** permit any Garage, Yard, Lawn, Tag, Sidewalk, Moving, or other similar sales.

13. Common Areas.

To maintain a uniform appearance in Windsor Place, please respect common areas.

Some of these restrictions are mandated by Berkshire Lakes Master Association and must be enforced by Windsor Place. Visit www.berkshirelakes.org for a copy of the Master Association Rules & Regulations.

Please abide by all laws and rules that we are obliged to keep. This is **our** community, so please help to keep it a unique, desirable and stable place in which to live. – *Windsor Place Condominium Association*

Addendum 1

Berkshire Lakes Master Association: Rules on Vehicles and Parking

Article 8.2 Parking

The Berkshire Lakes Master Association Board of Directors strive to maintain the pristine nature of our community through legally tested Deed Restrictions which all members agree to comply with as part of the closing process during purchase of their property. These restrictions are spelled out fully in the Association's Governing Documents in Article 8.2, which covers restrictions pertaining to the parking of differing types of vehicles in full. To acquaint you with general policy and to alert you to the more common vehicular compliance issues, we provide here a general interpretation of the major areas of these policies.

Pick-up trucks, including those with multiple passenger capability, must be garaged and shall not be parked on any residential driveway, within an assigned parking space or on the street right-of-way within the Master Associations Property Boundary except for contractor vehicles while drivers are actively conducting business on the property.

- No vehicle designed for commercial purposes of bearing exterior advertising, lettering or other signs shall park on a residential driveway, within an assigned parking space or on the street right-of-way within the Master Association Property Boundary.
- No vehicle of any type shall be kept or parked on Master Association property at any time except in the marked paved places at various facilities around the property.

No vehicle of any type shall be parked on any public street right-of-way between the hours of midnight and 7:00 a.m.

(Copied from Berkshire Lakes Master Association Rules and Regulations)

***Addendum 2
Collier County - Domestic Animal Services
Laws for Pet Owners***

Collier County Laws state that...

- **All Dogs and Cats Must Be Licensed** with the County and vaccinated for rabies by the age of three months. This must be done annually.
- To license your pet, you may apply for a license and pay through your local veterinarian or visit DAS at 7610 Davis Blvd. in Naples, Florida.
- All licenses must be **Attached to the Collar of the Animal**.
- Dogs and cats are **Not Allowed to Run Loose!** Animals must always be confined to your property or walked on a leash!
- Beaches, parks, and especially **School Grounds Are Off Limits**.
- **Animals are Not Allowed** in public areas such as community pools and recreation facilities unless the animal provides a service to a handicapped person.
- **Dogs are Not Allowed To Snap, Growl, Jump On**, or otherwise **Threaten** persons using the public right-of-ways.
- Dogs and cats are **Not Allowed to Create a Sanitary Nuisance**. Pick up after your pets.
- Animals are not allowed to disturb the peace and quiet of the neighborhood.

(Copied from Collier County Domestic Animal Services website)

Addendum 3
Windsor Place Condominium Association
Swimming Pool Rules

- Pool may be used during the following hours: **8:00 a.m. until Sunset.** (Collier County Rule).
- Observe **ALL POOL RULES** posted at poolside.
- Remember, there is “**NO LIFEGUARD ON DUTY.**” It is suggested that no bather should use the pool unless a person competent of assuring the bather’s safety is present.
- The State Board of Health regulation **REQUIRES** that a shower be taken before entering the pool.
- **PETS ARE NOT ALLOWED IN THE POOL AREA.**
- **WHEELED VEHICLES OR TOYS** of any kind, i.e. motor scooters, bicycles, roller skates, skate boards, roller blades and wagons, are not permitted in the pool area; infant strollers, wheel chairs or assists to the handicapped are the exception.
- **NO GLASSWARE OR FOOD** is permitted in the pool area.
- Rafts or floats are not permitted in the pool.
- Radios, tape decks, etc. are not permitted in the pool area unless with headsets or earphones.
- **NO DIVING OR JUMPING INTO THE POOL. CANNON BALLING OR MARCO POLO IS ALSO NOT PERMITTED.**
- Children not yet toilet trained must be properly attired to prevent any human waste from entering the pool. Special diapers are required. **Under Florida statute, the pool is classified as a commercial facility.**
- Children’s aquatic toys are permitted in the pool if their use does not interfere with the enjoyment of others.
- Children under the age of 15 are to be accompanied by a responsible adult (in most cases a parent or grandparent) and are to be closely supervised at all times while in the pool area.
- Use of pool facilities is restricted to owners or renters, their children, and their houseguest.
- The throwing of balls, Frisbee’s or other similar objects is not permitted in the pool area.
- Please help in maintaining pool appearance by removing any litter and by placing chaise lounges in upright position against the fence when leaving the pool area. Also, please keep the restrooms clean.
- Please keep the gates completely closed at all times using your key for entry and exiting.
- The pool and pool deck are a “**NO SMOKING AREA.**”

***Addendum 4
Collier County – Waste Management Services
Laws for Residents***

You are in violation of Collier County Ordinance 91-47, section 7

- If you set out your cart, recycle bin, yard waste, or other disposable goods before 6:00 p.m. the evening before your scheduled pick up.
- All empty containers must be removed from the right-of-way the same day they are picked up.

Both violations are subject to a \$100.00 fine.

(Copied from Collier County Government Solid Waste Collection)

Addendum 5
Florida Fire Prevention Code
Grilling Rules



Residents may not be aware that Collier County enforces certain codes regarding your barbeque grills and other cooking and heating devices (with significant penalties for violation). The codes are often more restrictive than any local association rules, and the county codes take precedence. Windsor Place condominium buildings each house up to four families and the relevant codes can be explained as follows (full Florida Fire Prevention Code as it relates to grilling following this summary):

- No barbeque grill (or similar heating or cooking device), whether electric or gas, may be stored or used on covered porches or lanais.
 - All such cooking and heating devices must be used at least 10 feet from the structure. (Windsor rules call for use only in the driveways).
 - In the case of propane appliances, no more than a total of two 1-pound cylinders may be present in the attached garage at any time (e.g. one attached to the grill and one spare).
 - Propane cylinder storage (1-pounders only) is restricted to the ground floor only.
- Among the implications, those commonly deployed 10lb and 25lb cylinders may not be stored anywhere in the Windsor Place buildings or garages.

Residents may wish to consult their local propane equipment dealer about inexpensive devices (less than \$10) that convert larger grills to use the small 1lb cylinders.

For reference, it may be interesting to know that a 1 pound cylinder may run your small Weber Q 1000 8500 BTU grill for 2.5 hours (5 occasions of 30 minute steak / lobsters). But if you fire up all eight burners of your 116,000 BTU Mark 8 party monster, you'll get about 11 minutes from each one pound cylinder. $(21,600 / 116,000) * 60$.

Bottom line, it may be best to think small, and if you like to grill frequently, make the resupply of your spare cylinder (\$3-\$4 at most local hardware and department stores) as regular as buying fresh vegetables.



To Whom It May Concern:

The North Collier Fire Control and Rescue District enforces the Florida Fire Prevention Code N.F.P.A. 1, Uniform Fire Code 2012 edition- Chapter 10 General Fire Safety, Section 10.11.6 reads as follows:

10.11.6.1 For other than one- and two-family dwellings, **No hibachi, grill, or other similar devices** used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within **10 feet (3 m) of any structure**.

10.11.6.2 For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

Storage of cylinders must meet the requirements of NFPA 58 Liquefied Petroleum Gas Code, 2011 edition, Chapter 3- Storage *Within* Residential Buildings:

Storage of cylinders within a residential building, including the basement or any storage area in a common basement of a multiple-family building and attached or detached garages, shall be limited to cylinders each with a maximum water capacity of **2.7 lb (1.2 kg)** and shall **not exceed 5.4 lb (2.4 kg)** aggregate water capacity per each living space unit.

Section 8.4 Storage *Outside* of Buildings.

8.4.1* Location of Storage Outside of Buildings.

8.4.1.1 Storage outside of buildings for cylinders awaiting **use**, resale, or part of a cylinder exchange point shall be located as follows:

- (1) **At least 5 ft. (1.5m)** from any doorway or opening in a building frequent by the public where occupants have at least two means of egress as defined by NFPA 101, Life Safety Code.
- (2) **At least 10 ft. (3 m)** from any doorway or opening in a building or sections of a building that has only one means of egress.

If you are in violation of this code, you may be cited and can be fined a maximum of \$250.00 per day until the barbeque grill is removed. Or, we can take you to the State Attorney's Office and you may be fined up to \$500.00 and/or sixty (60) days in jail.

Should you have any questions, please do not hesitate to contact me at (239) 597-9227.

Sincerely,



Eloy Ricardo
Assistant Chief Life Safety & Fire Prevention
North Collier Fire Control and Rescue District

SOME USEFUL LOCAL CONTACTS

Estoppels, Association Payments and Other Online Services:

www.vestapropertyservices.com/sw

Non-Emergency Numbers

Fire Department – Non Emergency 239-774-7111

Sheriff's Office – Dispatcher 239-774-4434

Local Utilities

Collier County Water/Utilities/Services/Government 239-252-2380 www.colliergov.net

Florida Power & Light 866-263-9185 www.fpl.com

Waste Management & Administration 866-909-4458 www.wm.com

Comcast Cable 800-934-6489 www.xfinity.com

CenturyLink 877-837-5738 www.centurylink.com

Verizon 800-922-0204 www.verizonwireless.com

Hospital / Medical

NCH Healthcare System/Downtown 239-624-5000 www.nchmd.org

NCH Healthcare System/North Collier 239-552-7000 www.nchmd.org

Physicians Regional Medical Center/Pine Ridge 239-348-4000 www.physiciansregional.com

Physicians Regional Medical Center/Collier Blvd 239-354-6000 www.physiciansregional.com

Lee Memorial Hospital/Fort Myers 239-343-2000 www.leehealth.org

Children's Hospital of SW Florida 239-343-3096 www.leehealth.org

Florida Cancer Specialist 239-434-2622 www.flcancer.com

21st Century Oncology 239-436-0166 www.21co.com

NDIC – Naples Diagnostics & Imaging 239-624-4443 www.nchmd.org

Naples Neighborhood Health Clinic 239-529-2255 www.neighborhoodhealthclinic.org

Berkshire Lakes / Windsor Management

Windsor Place Management / Vesta Property Services (239) 947 4552

www.vestapropertyservices.com/sw

Berkshire Lakes Management Association / Ability Management 239-353-7633

www.berkshirelakes.org

ADDITIONAL INFORMATION ABOUT WINDSOR PLACE

2017 - Board Members

Tim Donnery, President; Joe Troescher, Vice President; Darlene Rozario, Treasurer; Sid Fisken, Secretary; Jim Yamartino, Director

2017 - Committees

Cable/Bulk Communications Joe Troescher Louie Olson	Finance & Budget Sid Fisken, Chair Louie Olson Sandy Ramsey Darlene Rozario Jim Yamartino
Social /Events Committee Sue Todaro, Chair Diane Hamilton Judy Jacobsen Jeanine Grettler	Landscape Committee Joe Troescher , Chair Marianne Lehr Cynthia Scholes Ray Sciog Antonietta Witte
Document Rewrite Committee Darlene Rozario Tim Donnery Cathy Mullineaux	Sales and Lease Committee Debra Troescher, Chair Darlene Rozario Janet Sciog
Website Committee Debra Troescher, Chair Darlene Rozario Joe Troescher	

Management Company -- (should be called first with most issues, including landscape)

Vesta Property Services Philippe Gabart 239-947-4552

Pest Control – (should be called first with any issue about pests)

Massey's Pest Control 239-430-0708

Windsor Place Condominium Association
c/o Vesta Property Services.
27180 Bay Landing Drive, #4
Bonita Spring, Florida 34113
#239-947-4552

Owner / Renter's Questionnaire Reviewed January 2013
(This Information is for Vesta property Services Records)

Owner / Renter's Name: _____ **Lease Date:** _____ to _____

Windsor Address: _____ **Bldg./Unit #:** _____

Local Phone #: _____ **Cell #** _____

2nd Address: _____

City, State, Zip: _____ **Bldg./Unit #:** _____

Phone: _____ **Cell Phone:** _____ **Business** _____ **Fax** _____

E-mail address: _____

Which address should Association mail be sent to? _____

Do you want your phone number published in the Windsor Place Directory? Yes ___ No ___

Do you want your e-mail address published in the Windsor Place Directory? Yes ___ No ___

Occupants: Please list all occupants residing at this address: (mandatory)

Name Work Number

Name Work Number

Others

Vehicle(s) registered:

Make: _____ **Model:** _____ **Year:** _____ **Tag #:** _____

Make: _____ **Model:** _____ **Year:** _____ **Tag #:** _____

Do you rent this unit? Yes ___ No ___ **Rental Company** _____

Do you have a pet? (Owners - only) Yes ___ No ___ what kind? _____ **Approx. Weight:** _____

Emergency Contact Person (on site) with a key to your unit: _____

Phone Number: _____ **Cell Phone Number:** _____

Second Emergency Contact: Name: _____ Relationship: _____

Phone Number: _____ **Cell Phone Number:** _____