



HAMMOCKS CAPE HAZE WELCOME PACKET



April 2020



HAMMOCKS CAPE HAZE

Hammocks Cape Haze Welcome Packet

Table of Contents

- **Welcome Letter**
- **Hammocks Website**
- **Management/Board of Directors Contact Information**
- **Rules and Regulations**
- **Keys: Units, Gate Fobs, Pool and Clubhouse Key Cards, Walking Path Entry Gates**
- **Parking for Residents and Guests**
- **Trash and Recycling Information**
- **Mail**
- **Pest Control**
- **Recreation Facilities Hours and Wi-Fi Access**
- **Grills**
- **Pets**
- **Internet and TV**
- **Elevator Protection (Condos)**
- **Owners with Tenants**
- **Architectural Review Committee (ARC)**
- **When Owners Are Away**
- **Attached Forms for Completion**

Resident Information Form (Vehicle Registration Form Included)



WELCOME TO THE HAMMOCKS CAPE HAZE!

Dear New Residents:

It is our pleasure to welcome you to our community. We are pleased you have chosen our community and hope you will feel at home in the Hammocks and enjoy our facilities and activities. We trust you will help keep our neighborhood one of the finest in the area.

To ensure owners and residents receive official announcements and other important communications, the Hammocks uses the *One Call Now* email and/or text system. When new residents arrive, they must complete the Residential Information Form (attached) that includes their contact information.

This Welcome Packet is meant to provide information of immediate assistance to acquaint new residents with the community on day one! Please visit our website for more complete information and guidance – <https://www.hammockscapehazefl.com>.

Hammocks Website

The Hammocks Cape Haze Website includes vital information including rules and regulations, required forms, necessary contact information, board and committee functions and contact information of Association Directors, and a wealth of data to assist all residents. **The password for the *Owners Only* section (containing protected owner information) of the Master, Villas, and Preserve sections of the website, may be obtained by contacting the property manager or a board member.**

Management and Board Members Contact Information

- Beginning April 1, 2020, Grande Property Services will take over management of the three Hammocks associations. The Hammocks' contact information remains the same: e-mail management at propertymanager@hammockscapehaze.net or call 941-698-2989. Contact management Monday – Friday by email or phone 8 a.m. to 4 p.m. For emergencies during evenings and on weekends, call 941-697-9722 and follow the prompts.
- Hammocks Office is in the Hammocks' Ibis Clubhouse at 8660 Amberjack Circle.
- Contact the manager for vehicle registration, information about lease applications, questions about rules and regulations, an emergency within the building (e.g., elevator malfunctioning or a leak from another unit), a problem in the common area, Architectural Review Committee (ARC) information concerning changes in the exterior of your unit, etc. While the ARC doesn't oversee interior changes, owners in condos must install noise barriers when replacing flooring.
- For police emergencies call 911.
- The Hammocks is governed by three Boards: Master Association that oversees all common areas including the clubhouse and recreation facilities; Preserve Association that oversees the buildings housing the 134 condominium units; and Villas Association that oversees the buildings housing the 28 villa units. The directors are owners who volunteer their time to help manage the Hammocks Cape Haze. Their names and contact information are located on the Hammocks website (<https://www.hammockscapehazefl.com>).

Rules and Regulations

It is the responsibility of every resident to know and follow all the Rules and Regulations. The Hammocks Website has the complete list of Rules and Regulations (<https://www.hammockscap haze fl.com>).

Keys: Units, Gate Fobs, Pool and Clubhouse Key Cards, Walking Path Entry Gates

- Owners typically receive **unit keys** at closing; if not, they may be purchased from the property manager. Owners must provide a unit key to the office manager to be kept in the office in cases of emergency. If the unit lock is changed, the new key must be provided to the office manager. If a key is not available in the office in case of an emergency, the Association is obligated to have a lock smith open the door. Please **note: In the event of an emergency**, if a unit must be forcibly accessed, any costs of damage to a unit shall be borne by the owner.
- **Access cards for clubhouse, pool, and fitness center** may be passed on by the previous owner but are available for owners to purchase. Each access card number is recorded and registered. It is the owners' responsibility to provide access keys to their tenants and guests. **Only owners may purchase keys and access cards.**
- There are **two vehicle entry gates and one exit gate** at the Hammocks. Residents may have been provided with a gate remote (fob) for the right entry gate. The middle entry gate may be accessed by using a code at the keypad. Every unit has a personal key code selected by the owner. To purchase a **gate fob** or obtain an **entry code**, please contact the property manager (propertymanager@hammockscap haze net or call 941-698-2989). Please note, owners are responsible to provide keys for guests or tenants and explain their proper use.
- **Keys to facilities and entry gates are coded to the owner's account** and should not be shared with other residents. In addition, **owners may request a three-digit code for vendors or guests to use.** When the code is entered in the keypad at the entry gate, it rings the phone designated by the owner; the gate opens when "9" is pressed on the phone. See the property manager to get a code (propertymanager@hammockscap haze net or call (941) 698-2989).
- Owners must provide **storage unit keys or lock codes** to the property manager to allow access to their storage unit when necessary.
- **A key for the walking path entry gates** located at the Hammocks entry is available to purchase.

Parking for Residents and Guests

- **Every condo unit has one or two spaces assigned** to the unit. Residents must park in their assigned space(s). If residents have additional vehicles, they must park them in the parking areas next to their building.
- **All Hammocks residents' vehicles** (including seasonal residents and guests) **must be registered.**

Permanent residents must display a parking sticker on the front windshield for identification.

Seasonal residents must display a laminated pass; and

All short-term, overnight guests must display a paper pass showing the dates of their stay.

Unregistered vehicles will be towed.

Villas residents have private garages and may have one vehicle in the driveway overnight.

- Parking passes may be requested via phone or email from the property manager (see contact information above).

Trash and Recycling

- **Condo units have a trash chute on each floor.** Please double bag the trash to avoid smelly leaks. The maintenance staff empties the trash regularly. **Please do not put heavy items down the trash chutes;** they damage the trash trolleys. Please put heavy items in front of trash doors in garages.
- **Each condo building has a group of recycling cannisters in the garage area.** Please *follow the rules provided on top of the cannisters.* Dispose of clean and dry recycling materials only.
- **Villas and condo residents please note: Boxes must be broken down and put in recycling cannisters;** boxes too large to fit in the cannister should be placed next to it. Smaller, **non-paper packing materials are not all recyclable;** in condos, please bag carefully and dispose in chutes. *Large pieces of Styrofoam or other packing material cause blockages in condo trash chutes and must be placed in front of trash doors in garage.*
- **Villa units have a trash cannister and a recycling cannister in each units' garage.** *Please follow the rules provided on top of the cannisters.* Dispose of clean and dry recycling materials only.
- **Villas trash and recycling cannisters must be at the curb by 7 a.m.** each Tuesday for pickup. Residents may choose to put cannisters out Monday evening.
- **All residents:**

To dispose of furniture, appliances, or other large items, please call Charlotte County Waste Management (941-235-5314). Please, do not set items by the curb or put them in Hammocks' trash receptacles.

Call Charlotte County Waste Management for hazardous material, including paint and gasoline, disposal (941-629-1106).

Mail

Mailboxes are located next to the tennis courts. **Owners** should receive a mailbox key and number from the realtor/previous owner; **renters** must obtain mailbox key and number *from the owner/rental agency, if the use of the mailbox is part of the lease.*

Pest Control

Owners may request a pest control treatment for their units.

Recreational Facilities Hours & Wi-Fi Access

- **Pool and Hot Tub:** 8 a.m. – Dusk (Closing is required by order of Charlotte County and the state of Florida)
- **Clubhouse and Surrounding Area:** 8 a.m. – 9 p.m.
Access Clubhouse and Pool Wi-Fi – PeachGiraffe (Password) *hammocks*
- **Fitness Center:**
Access Wi-Fi - Community Xfinity - Use personal Xfinity account username and password
- **Tennis Courts:** 8 a.m. – dusk

Grills

- **Community Grills:** Available for residents' use; grills **must** be cleaned after use and gas turned off. Please be courteous and leave the grill and table areas clean for others.
- Only **tabletop electric grills**, not to exceed 200 square inches of cooking surface, are allowed on **condo unit** lanais; electric grills, not to exceed 200 square inches of cooking surface, are **allowed for Villas' residents** but must be used at least ten feet or more from a Villas building and must be stored in the garage or lanai when not in use.

Pets

- The Hammocks allows **one or two small dogs (under 45 pounds at maturity)** to be kept in units. Owners who lease their units may place other prohibitions (or restrictions) on pets.
- Pets must be kept on a leash when outside the unit.
- Residents must pick up and dispose of all solid waste in the bins provided around the property.

Internet and TV

- High speed internet and cable TV are included in HOA fees.
- Comcast supplies the equipment for internet access and TV viewing. The Venice office is recommended; residents may make appointments online.

Architectural Review Committee (ARC)

- Florida State Statutes and our governing documents require associations to create an Architectural Review Committee (ARC) to assure that new construction or replacement of existing items, such as doors, flooring, screen doors, etc. are consistent throughout the Hammocks community.
- Any changes to the exterior of your unit or replacing or changing the floors in condos, must be submitted to the Property Manager on an *Architectural Review Request Form*.
- See the Hammocks website for a form or more information or contact the office manager (propertymanager@hammockscapehaze.net or call 941-698-2989).

Elevator Protection (Condos)

- When moving in or out of your unit, call or email the property manager to request elevator protection pads. Please give your name, address and the dates needed.
- Elevator protection pads will also need to be used when furniture, appliances or any other large items are delivered. In addition, please request protection pads when contractors are working in your unit with large tools, equipment and supplies.

Owners with Tenants

- Owners who lease their units should remember that a copy of the new lease, lease addendum, contact information form, and a **\$150 application fee per applicant are required**, which includes a background check. **Check or money order payable to Hammocks Cape Haze must be on file before tenant(s) arrive. All leases must be received at least 30 days prior to tenant(s) arrival.**
- Applicant(s) or adult occupants, not from the United States, must complete the International Background Check form along with a \$150 fee for each. Each applicant and each adult occupant must attach a copy of their driver license or passport.

When Owners Are Away

- When away from their units, **owners are required to have a key holder/manager** to oversee their unit for routine maintenance, unforeseen problems, as well as concierge duties such as turning water on and off, adjust ac/heat, delivering mail, preparing a unit for hurricanes, etc. Condo owners are required to provide keyholder contact information to the property manager in case of an emergency. Villa owners are requested to also provide that information.
- **Water in every unit must be turned off when residents are out of the unit for 72 hours or more.**
- *Reminder: Hammocks staff do not perform these kinds of tasks.*

Attached Forms

Please **complete the Resident Information Form** which includes vehicle registration, ASAP to ensure Hammocks records are current.

All Other Forms

All other forms, including work order forms, are on the Hammocks Website or can be requested of the property manager.

Please contact our manager if you have any questions and visit the Hammocks Website for more complete information and guidance –
propertymanager@hammockscapehaze.net or call 941-698-2989
<https://www.hammockscapehazefl.com>



Date: _____

THE HAMMOCKS CAPE HAZE

Resident Information Form

Please fill out **ALL** of the information in the form below. We are requesting your contact information, including phone numbers and email addresses, so we may contact you with pertinent information regarding life at **The Hammocks Cape Haze**. Completion of this form will allow us to issue you a parking sticker (to park in the garages) and a White Card, to access and enjoy all amenities.

Building #: _____ Unit #: _____	Please Check: <input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Rented Before? If so, when: _____														
If Renter, ATTACH COPY OF LEASE AGREEMENT.															
Occupants Name (s) if different from owner. _____ _____ _____	Owner's Name (s): _____ _____ Owner's Address: _____ _____ _____ Owner's Phone: _____ Cell Phone Numbers: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Name</td> <td style="width: 50%; text-align: center;">Number</td> </tr> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> </table>	Name	Number												
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Mailing Address: _____ _____ Occupant's Phone: _____ _____ Cell Phone: _____ _____	Emergency Contact Name: _____ Emergency Contact Phone #s: _____														
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Vehicle Information:</td> <td style="width: 40%;">Sticker #</td> </tr> <tr> <td>Vehicle #1 Make: _____</td> <td>_____</td> </tr> <tr> <td>Vehicle #1 Model: _____</td> <td>_____</td> </tr> <tr> <td>Vehicle #1 License: _____</td> <td>_____</td> </tr> <tr> <td>Vehicle #2 Make: _____</td> <td>_____</td> </tr> <tr> <td>Vehicle #2 Model: _____</td> <td>_____</td> </tr> <tr> <td>Vehicle #2 License: _____</td> <td>_____</td> </tr> </table>	Vehicle Information:	Sticker #	Vehicle #1 Make: _____	_____	Vehicle #1 Model: _____	_____	Vehicle #1 License: _____	_____	Vehicle #2 Make: _____	_____	Vehicle #2 Model: _____	_____	Vehicle #2 License: _____	_____	Please provide a four digit number for your gate code: (if you have not already done so) First Choice _____ Second Choice _____ Are you a permanent resident? Y ___ No ___ Dates in residence: From: _____ (MM/DD/YY) To: _____ (MM/DD/YY) Have you received a copy of the Hammocks Rules and Regulations? Y ___ N ___
Vehicle Information:	Sticker #														
Vehicle #1 Make: _____	_____														
Vehicle #1 Model: _____	_____														
Vehicle #1 License: _____	_____														
Vehicle #2 Make: _____	_____														
Vehicle #2 Model: _____	_____														
Vehicle #2 License: _____	_____														
Parking Location Number (s) _____	Email Address(es): _____ Phone #: _____ Phone #: _____														
I agree I do not agree <input type="checkbox"/> <input type="checkbox"/> to allow The Hammocks at Cape Haze to provide pertinent information to me via email and by phone. <input type="checkbox"/> <input type="checkbox"/> to allow The Hammocks at Cape Haze to include my address information in the Owners Directory. <input type="checkbox"/> <input type="checkbox"/> to allow The Hammocks at Cape Haze to include my phone information in the Owners Directory. <input type="checkbox"/> <input type="checkbox"/> to allow The Hammocks at Cape Haze to include my email information in the Owners Directory.															
Signed: _____ <div style="display: flex; justify-content: space-around;"> Owner/Renter Owner/Renter </div> (Pertinent information may include emergency notifications, notice of HOA meetings, social events, etc.)															
For Hammocks Use: White Card Numbers Assigned: First Card: _____ Second Card: _____ Third Card: _____ Fourth Card: _____															
Manager's Comments: 															