



New Resident Checklist

- _____ Register with Verandah Community Association
- _____ Contact your Neighborhood Representative
- _____ Contact Comcast (800-934-6489) to set up Cable/Internet
- _____ Contact Resource Conservation Systems to set up Irrigation Water
(239-495-5808) or (<https://www.rcsirrigation.com/new-customers/>)
- _____ Set up Gatehouse Portal (<https://Verandah.gatehouseportal.com/>)
- _____ Set up Vantaca Portal (VerandahLife.com, VCA tab, VCA Payment Options)
- _____ Review VCA Website (VerandahLife.com, VCA tab)
- _____ Contact Membership Director to set up Club Membership (239-694-7229)
- _____ Sign Up for Electronic Notice & Voting
- _____ Sign Up for E Statement & E Billing

Questions – Who to Contact for What

General Neighborhood Questions

Each neighborhood has a neighborhood representative who is your liaison to the VCA. Make sure to contact your neighborhood representative with any concerns or questions regarding your neighborhood. See contact list located in the Welcome Home Folder.

Verandah Community Association Questions

If you have questions regarding the association assessment, community patrol, common area maintenance, exterior changes, email VCAadmin@Evergreen-LM.com or call 239-694-6358

****Gate Access** – Email VCAadmin@Evergreen-LM.com to set up appointment to obtain scan pass for your car. You will need to provide your closing documents & vehicle registration. The scan pass will be applied to your car window. At this time, you will also receive the new owner's handbook.

****Should you close & arrive after normal operating hours Monday-Friday 8:30am-4:30pm. Bring your Warranty Deed & Drivers License to Gate Personnel to obtain access.**

VERANDAH PROPERTY MANAGEMENT & NEIGHBORHOOD REPRESENTATIVE CONTACT INFO FOR NEIGHBORHOODS

Revision 2/7/2022

Verandah Community Association - MASTER			
Employee	Title		
Lynne Pietrzyk	General Manager		
Deanna Busbin	Administrative Assistant		
Trish Snook	Asst General Manager		
Abby Feliciano	Compliance/ARC Coordinator		

Individual Neighborhoods						
Neighborhood	Management Company	Management Contact	Phone	Fax	Email	Neighborhood Representative
AMBLEWIND COVE	VCA					N/A
ARLINGTON OAKS	VCA					Don Shamey
BRAMBLE COVE	Alliant Property Mgmt LLC	Maria Lamazares	239-454-1101	239-454-1147	apmsupport@alliantproperty.com	Craig Grayson
BRANTLEY OAKS	VCA					Richard Von Holle
CEDAR HAMMOCK	VCA					Alan Feld
CITRUS CREEK	VCA					Sandi Pearl
COTTONWOOD BEND	Associa Gulf Coast	Heidi Prappas	239-277-0718	239-936-8310	hprappas@associagulfcoast.com	Ken Hilgers
CYPRESS MARSH	VCA					Brian Lorenz
EDGEWATER TRACE	VCA					N/A
FAIRWAY COVE	VCA					Bill Zisa
HAMMOCK CREEK	VCA					N/A
HERITAGE PRESERVE	VCA					N/A
IDLEWILD	Sentry Mgmt Inc	Lucia Bonadies	239-277-0112	EXT 51806	lbonadies@sentrymgmt.com	Bill Wickham
LAKEVIEW	Sentry Mgmt Inc	Kim Corradino	239-277-0112	EXT 51815	kcorradino@sentrymgmt.com	Lorie St Lawrence
MAGNOLIA	VCA					N/A
MOSSY OAK	VCA					Ian Shaffer
OAK BEND	VCA					William Buchanan
ORANGETREE BEND	Sandcastle Community Mgmt	Courtney Clemens	239-596-7200	EXT 210	courtnecc@sandcastlecm.com	Luba Grossman
OTTER BEND	Precedent Management	Michael Hoyman	727-573-9300	727-573-8549	mhoyman@precedentmgmt.com	Arlene Adoff
PALMETTO GROVE	Precedent Management	Michael Hoyman	727-573-9300	727-573-8549	mhoyman@precedentmgmt.com	Mark Brasher
PEBBLEBROOK	Alliant Property Mgmt LLC	Maria Lamazares	239-454-1101	239-454-1147	apmsupport@alliantproperty.com	Russ Harrison
RIVER POINT	VCA					Steve Seidl
ROYAL PALM/PALM CT	VCA					Ralph Caliri
SABAL POINT	Sandcastle Community Mgmt	Leslie Fazio	239-596-7200	EXT 201	leslief@sandcastlecm.com	Linda Lach
SANCTUARY POINT	VCA					Stephanie Levin
SHADETREE POINT	VCA					William Buchanan
SHADY BEND	Resort Management	Kris Caldwell	239-645-4187	EXT 0617	kaldwell@resortgroupinc.com	Bob Petrich
TORREY PINES	VCA					Debbie Garcia
WHISPERING OAKS	VCA					Alyce Woods
WILLOW BEND	VCA					Susan Shields
WILLOW RIDGE	VCA					Scott Krupp
WINDING RIVER	VCA					N/A
WOODHAVEN	VCA					Patricia Moore

VCAadmin@Evergreen-1M.com	239-694-6358
Gatehouse Automated Attendant	239-694-2110



Gatehouse Instructions

The goal of our Gatehouse staff is to efficiently process authorized visitors through the gates, with as little delay as possible. Please read the information below to learn ways to ensure that your guest and vendor arrival experience is as smooth as possible.

1. Authorizing Your Visitors and Vendors

There are three ways to manage and pre-authorize temporary access to Verandah for your visitors and vendors:

- **Resident Gatehouse Portal** – Using the Gatehouse Portal, residents can manage their visitor lists and view their account profiles. You can access this service at: <https://verandah.gatehouseportal.com>
When signing on for the first time: **User Name (5-digit #):** _____ **Password: verandah2021**
- **Automated Attendant** - The Automated Attendant is a voice authorization process that allows you to call and admit a guest by phone. The telephone number for the GateHouse® Auto Attendant is **1-888-698-1877**.
If the system does not recognize your phone number, you will be prompted to enter in your PIN.
Please contact **239-693-1321** or **PaulM@VCALife.com** to get your PIN or add additional phone numbers to your verification list. **PIN** _____
- **E-mail** - Simply send an email to the following address to pre-authorize visitors: verandahgate@gmail.com. Be sure to place your visitor's name in the subject line. Any other information you may wish to include should be entered in the body of the message.
- **Phone App** - The GateHouse Resident Phone App was designed to provide all residents with the ability to manage their visitor lists and view their account profiles from the palm of their hand. Residents will need to log into the App Store (IOS) or Google Play (Android) and search GateHouse Solutions or TEM Systems to find the GateHouse® Resident Phone App.
To log-in the first time:
Client Code: 202202 User Name (5-digit #): _____ **Password: verandah2021**

2. Are you having an event?

If you are having an event with more than ten guests, please do one of the following:

- Call the Auto Attendant line and state "Let All In" for the specified date and time of your event; OR
- Drop off a typed list of attendees to the gatehouse the day before your event

3. Using a food delivery service?

All food delivery services, such as Uber Eats, Pizza Hut, Grub Hub, Amazon Quest, and grocery delivery services such as Instacart must be authorized for gate access. **After 6 p.m., all deliveries need to go through the main gate. Please be sure to specify the main gate address of 11591 Verandah Blvd., Fort Myers, FL 33905.**



4. What happens when a guest or vendor is not authorized in advance?

Unauthorized visitors will be directed to pull around to the front of the gatehouse.

- The visitor will be advised to call the resident to gain access
- Resident will then need to call the Auto Attendant to authorize the visitor

If the gate officer is available (that is, no other cars are waiting to be processed through the gate), they will attempt to assist the unauthorized visitor to get in contact with you.

5. Has your phone number or email address changed?

If your phone number or email address has changed, please let us know by sending an email with your updated information to VCAAdmin@Evergreen-LM.com so that we may update your information in the system. The gate system will not automatically recognize your new information, so please be sure to notify us.

6. Driver's License Scanning for Guests/Contractors effective June 7, 2017

All visitors entering the gate will be required to show their driver's license beginning June 7, 2017. We have a new system in place that will scan their driver's license for entry. The Driver's License Optical Scanner will increase the Community Patrol's ability to quickly and efficiently process guests. The imaging module will scan the driver's license of the visitor/contractor and will search the data base, to see if the visitor is already in the system. With the Optical scanner, the information from the driver's license will be imported into the file, including the picture. When a visitor returns, the guard can verify the visitor and their identity, without having to ask for a driver's license. This will help speed up the visitor lane.

VERANDAH COMMUNITY
CABLE/INTERNET PROVIDER

***Your Xfinity Team Congratulates You
on Your New Home at Verandah***

**Please read the following instructions:
Setting up your Service with Xfinity**

***Please call our Xfinity Customer Care Center at 1.800.934.6489
(1.800.Xfinity) to schedule installation with our agent.***

Your services include the following:

- High Definition Technology
- High Definition Digital Starter Channel Lineup
- 1 High Definition Video Box with remote
- 2 High Definition Digital Terminal Adapters with remotes
- Performance Internet Tier: Up to 100 Mbps Download and 5 Mbps Upload
- Gateway (Modem/Router)

Optional: \$25.00 a month for Unlimited Phone Service for duration of Agreement

**Review with our Agent how you can enhance your Xfinity
Entertainment Experience, Home Security Peace of Mind and
Xfinity Mobile at additional fees.**

How to download the Xfinity "My Account app"

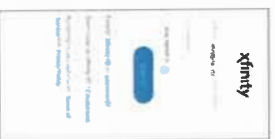


First Search On Google Play or Apple Store for Xfinity My Account app and Download

Sign-In and Home Screen

Step 1: To open the Xfinity My Account

app, you will need to enter your Xfinity ID (which is your email address, mobile phone number or username) and password. Tap Sign In.



Step 2: On Android devices,

the navigation menu is accessed on the left of the screen.



Step 2: After signing in, your home

screen will be displayed. The app for **Apple devices** displays the navigation menu bar on the bottom of the screen.



The home screen defaults to the Account section of the app. This section provides pertinent account data, including:

Billing Information

- *Late Payment Reminder*
- *Upcoming Bill*
- *Payment Received*
- *Partial Payment Received*
- *Credit*
- *Automatic Payment*

More Information

- *Outage Information*
- *Appointment Date (if applicable)*
- *Callback Time (if applicable)*
- *Designated Comcast Service Center*

Helpful Xfinity Communities Information From: *Your Xfinity Team*

Please contact our **Xfinity Care Center at 1.800.934.6489** (1.800.Xfinity) for all your service needs - *including:*

- Billing Questions
- Account Review
- Upgrading your Services and Equipment
- Burying Cable Requests or damaged pedestals
- Setting up Your Service for the First Time
- Updating your Account Information and Troubleshooting
- Current Bundled Packages Available that will fit your specific needs.

Please make sure your Account Information is **Current and Updated** -*including:*

- Primary Contact Phone Number
- Contact Email
- Additional Authorized Person(s)
- Mailing Address, if not the same as your Service Address
- Your Correct Authentication Information for Security Purpose

Updating your Account information will ensure you are routed as quickly as possible to our Xfinity Customer Care Center.

With the XFINITY “My Account” App- No Lines! No Waiting!

You can Obtain Your Account Number, Update your Information, Review and Pay your Bill, Manage Appointments, View or Edit your User Id and Password and your WiFi Network Name or Password, Troubleshoot your Devices, View if there are Outages or Planned Maintenance in your Area.

To learn more visit xfinity.com/apps or review with one of our Xfinity Customer Care Agents at 1.800.934.6489 (1.800.Xfinity) or visit one of our Xfinity Store locations.

Seasonal Information/Placing Your Services on Seasonal Suspend on Services not included in your Bulk Agreement

- Seasonal Suspend is cost effective and convenient. Additional Equipment is not included with Seasonal Suspend. You have the option to return equipment or continue to pay the monthly charge. Please contact our Xfinity Customer Care Agent at 1.800-934-6489 (1.800.Xfinity) to request your Seasonal Suspend or go online to comcastseasonal.com. You can put account on seasonal hold for 90-270 days once a year (verify the time span allowance with agent including the time frame when you can once again place your services on Seasonal Suspend.) Note: Premium Channels/Channel Packages/Upgraded Channel Tiers are not included in Seasonal Suspend Plan. You would either choose to disconnect before you leave and reconnect on your return or continue to pay a monthly charge.



DO NOT DISCONNECT BOXES FROM OUTLET OR POWER SOURCE WHEN YOU LEAVE – We recommend that you use a surge protector. Note: May take up to 48 hours to have service back up and running if there was an outage while gone, and/or if units were unplugged and a Tech Visit might be required which may generate a Service Fee. *Note: Yes, you can unplug your TV.*



Resource Conservation Systems (RCS)

Your irrigation meter will be installed by Resource Conservation Systems (RCS).
You will need to call or go online (<https://www.rcsirrigation.com/new-customers/>)
to set up your meter usage account.

Resource Conservation Systems

OFFICE ADDRESS:

9990 Coconut Rd., Suite 102 Bonita
Springs, FL 34135

TELEPHONE:

(239) 495-5805

FAX:

(239) 495-9210

E-MAIL:

info@rcsirrigation.com

The Resident is responsible for managing the irrigation system, this would include:

- Screens/filters located downstream of the meter.
- Strainers on the irrigation heads and any other irrigation practices to mitigate for sand, grit, debris, and biological matter, which may be in the irrigation delivery system from time to time.
- PVC shut-off valve and a 1.5" filter. (RCS recommended)
- A 24-mesh filter to prevent debris build up and damage to your irrigation system. (RCS recommended)

Who fixes my irrigation?

If the problem is between the meter & the home, it is the home owner's responsibility.

Please contact the irrigation/landscape company of your choice for the above-mentioned services & the irrigation problem.

If the problem is from the meter to street please contact VCAadmin@Evergreen-LM.com or Sub HOA.

VERANDAH PROPERTY MANAGEMENT & LANDSCAPE COMPANIES INFO FOR NEIGHBORHOODS

Revision 2/1/2022

Verandah Community Association - MASTER									
Employee	Title	<div>VCAdmin@Evergreen-LM.com239-694-6358</div> <div>Gatehouse Automated Attendant239-694-2110</div>							
Lynne Pietrzyk	General Manager								
Deanna Busbin	Administrative Assistant								
Trish Snook	Asst General Manager								
Abby Feliciano	Compliance/ARC Coordinator								
Individual Neighborhoods									
Neighborhood	Management Company	Management Contact	Phone	Fax	Email	Landscape Company	Phone	Email	
AMBLEWIND COVE	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
ARLINGTON OAKS	VCA								
BRAMBLE COVE	Alliant Property Mgmt LLC	Maria Lamazares	239-454-1101	239-454-1147	apmsupport@alliantproperty.com	Photoscape	239-561-0378		
BRANTLEY OAKS	VCA								
CEDAR HAMMOCK	VCA								
CITRUS CREEK	VCA					Newell	239-337-0000		
COTTONWOOD BEND	Associa Gulf Coast	Heidi Prappas	239-277-0718	239-936-8310	hprappas@associagulfcoast.com	Juniper	239-561-5980		
CYPRESS MARSH	VCA								
EDGEWATER TRACE	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
FAIRWAY COVE	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
HAMMOCK CREEK	VCA								
HERITAGE PRESERVE	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
IDLEWILD	Sentry Mgmt Inc	Lucia Bonadies	239-277-0112	EXT 51806	lbonadies@sentrymgmt.com	Land Worx	239-850-4361		
LAKEVIEW	Sentry Mgmt Inc	Kim Corradino	239-277-0112	EXT 51815	kcorradino@sentrymgmt.com	Pinnacle	239-225-0615	office@pinnaclelandscapes.com	
MAGNOLIA	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
MOSSY OAK	VCA								
OAK BEND	VCA								
ORANGETREE BEND	Sandcastle Community Mgmt	Courtney Clemens	239-596-7200	EXT 210	courtneyc@sandcastlecm.com	Land Worx	239-850-4361		
OTTER BEND	Precedent Management	Michael Hoyman	727-573-9300	727-573-8549	mhoymann@precedentmgmt.com	Southern Green	239-895-5616	southerngreenswft@gmail.com	
PALMETTO GROVE	Precedent Management	Michael Hoyman	727-573-9300	727-573-8549	mhoymann@precedentmgmt.com	Southern Green	239-895-5616	southerngreenswft@gmail.com	
PEBBLEBROOK	Alliant Property Mgmt LLC	Maria Lamazares	239-454-1101	239-454-1147	apmsupport@alliantproperty.com	Photoscape	239-561-0378		
RIVER POINT	VCA								
ROYAL PALM/PALM CT	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
SABAL POINT	Sandcastle Community Mgmt	Leslie Fazio	239-596-7200	EXT 201	leslief@sandcastlecm.com	Newell	239-337-0000		
SANCTUARY POINT	VCA								
SHADETREE POINT	VCA								
SHADY BEND	Resort Management	Kris Caldwell	239-645-4187	EXT 0617	kcaldwell@resortgroupinc.com	Vision	888-502-2113	support@visionlandscapeservices.com	
TORREY PINES	VCA								
WHISPERING OAKS	VCA								
WILLOW BEND	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
WILLOW RIDGE	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
WINDING RIVER	VCA					Vision	888-502-2113	support@visionlandscapeservices.com	
WOODHAVEN	VCA					Newell	239-337-0000		



Resident Website

www.VerandahLife.com

Our residents will discover Verandah's style of *"keeping up with the neighbors"* through the community website that puts everything they want to know about Verandah on their computer screen.

The site allows residents the opportunity to find out about upcoming activities and events at both the Verandah Community Association (VCA) and the Verandah Club

Verandah Community Association (VCA)

- Review Homeowner Association Governing Documents
- View VCA statements/pay bills online
- Budget & Board Meeting Information
- Leasing/Rental/Guest Information
- Modification Information
- Reserve a Kayak

Verandah Club:

- Golf T-Times
- Restaurant reservations
- Social Activities and classes
- Fitness Center classes

The website is protected by a "firewall" which functions to limit access to the site to residents of Verandah only when logging in with a user name and password.

If you are not registered to log into the website, please contact

Maygan Walker at:

Email: Maygan@Verandah.com

Phone: 239-694-7229

Revision 1/10/22



Step By Step Guide To Set Up Your Vantaca Owner's Portal

STEP 1 – REGISTER FOR ACCESS TO YOUR ACCOUNT

Please go to Verandahlife.com and click on VCA tab, then click on VCA Payment Options on the left, then click the HOA Account Portal link (portal.evergreen-lm.com), then click Make A Payment on the homepage if you have not already received email instructions with a password to log in to your account. Choose "Sign Up" after registering, you should receive a temporary password by email.

*** Don't forget to check your spam and junk folders as well, as system generated emails often wind up in these folders.**

STEP 2 – OPTIONS FOR PAYING MY ASSESSMENTS (DUES)

Upon logging in you have two ways to pay your assessments.

1. Auto-Draft

You can set up auto draft for your monthly assessments from a checking account only. The monthly assessments will be auto-drafted on the same day each month. ***Please note that the auto-draft date is determined by the management company.***

In order to sign up for auto-draft you will be required to have a \$0 balance before enrolling. If you have a balance due, you can submit a one-time payment for the full balance, then enroll.

2. Credit Card

For credit/ debit card payments, click on the "Make Payment" link below you will be directed to a third-party website. There you can make payments that will be applied directly to your Association's account. Please be advised that a processing fee is charged for this service.

STEP 3 – VERIFY MAILING ADDRESS INFORMATION

To verify mailing address-Please click on My Contact Info. In this section, please update Communication Preference, Mailing Address, Email Address, & Phone Number.

Mail Checks to: Verandah Community Association, Inc.
c/o Evergreen Lifestyles Management, LLC.
PO Box 98121
Phoenix, AZ 85038-0121



2022 Annual/Quarterly Assessment Schedule for Verandah Neighborhoods

Neighborhood	Total Assessment	Paid Quarterly	Total Assessment Comprised Of:			Privately Owned Vacant Lot (Quarterly)
			Home	Cable	Neighborhood Fee for VCA Provided Services	
AMBLEWIND COVE	\$3,440.00	\$860.00	\$1,249.00	\$891.00	\$1,300.00	
ARLINGTON OAKS	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
BRAMBLE COVE	\$2,140.00	\$535.00	\$1,249.00	\$891.00		
BRANTLEY OAKS	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
CEDAR HAMMOCK	\$3,108.00	\$777.00	\$2,217.00	\$891.00		\$554.25
CITRUS CREEK	\$4,551.00	\$1,137.75	\$1,664.00	\$891.00	\$1,996.00	
COTTONWOOD BEND	\$2,380.00	\$595.00	\$1,509.00	\$871.00		
CYPRESS MARSH	\$3,108.00	\$777.00	\$2,217.00	\$891.00		
EDGEWATER TRACE	\$4,514.00	\$1,128.50	\$1,883.00	\$891.00	\$1,740.00	
FAIRWAY COVE	\$3,440.00	\$860.00	\$1,249.00	\$891.00	\$1,300.00	
HAMMOCK CREEK	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
HERITAGE PRESERVE	\$3,400.00	\$850.00	\$1,249.00	\$891.00	\$1,260.00	
IDLEWILD	\$2,140.00	\$535.00	\$1,249.00	\$891.00		
LAKEVIEW	\$2,140.00	\$535.00	\$1,249.00	\$891.00		
MAGNOLIA	\$3,548.00	\$887.00	\$1,357.00	\$891.00	\$1,300.00	
MOSSY OAK	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
OAK BEND	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
ORANGETREE BEND	\$2,555.00	\$638.75	\$1,664.00	\$891.00		
OTTER BEND	\$2,555.00	\$638.75	\$1,664.00	\$891.00		
PALMETTO GROVE	\$2,695.00	\$673.75	\$1,804.00	\$891.00		
PEBBLEBROOK	\$2,140.00	\$535.00	\$1,249.00	\$891.00		
RIVER POINT	\$3,108.00	\$777.00	\$2,217.00	\$891.00		\$554.25
ROYAL PALM 1	\$3,440.00	\$860.00	\$1,249.00	\$891.00	\$1,300.00	
ROYAL PALM 2	\$3,915.00	\$978.75	\$1,664.00	\$891.00	\$1,360.00	
SABAL POINT	\$2,695.00	\$673.75	\$1,804.00	\$891.00		
SANCTUARY POINT	\$3,945.00	\$986.25	\$3,054.00	\$891.00		
SHADETREE POINT	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
SHADY BEND	\$2,695.00	\$673.75	\$1,804.00	\$891.00		
TORREY PINES	\$3,108.00	\$777.00	\$2,217.00	\$891.00		\$554.25
WHISPERING OAKS	\$3,945.00	\$986.25	\$3,054.00	\$891.00		\$763.50
WILLOW BEND	\$3,440.00	\$860.00	\$1,249.00	\$891.00	\$1,300.00	
WILLOW RIDGE	\$3,440.00	\$860.00	\$1,249.00	\$891.00	\$1,300.00	
WINDING RIVER	\$4,534.00	\$1,133.50	\$1,883.00	\$891.00	\$1,760.00	
WOODHAVEN	\$3,915.00	\$978.75	\$1,664.00	\$891.00	\$1,360.00	



Quick Reference Guide

The following information is intended to provide Verandah homeowners with the ability to refer to a single document when looking for information on the most common community rules and regulations. This Guide will be updated periodically based upon general feedback and observations. This Guide is not intended to be all inclusive – i.e., it does not contain every rule and regulation. The Guide is also not intended to supersede or modify the language or intent of any of the official Governing Documents; it's simply a quick reference aid. Please refer to the Governing Documents (hyperlink references provided below) for additional information.

All changes or improvements to landscaping or homes must be submitted on a Design Review Modification form and submitted to the VCA for review and approval prior to the start of any project.

[Design Review Guidelines](#)

[Design Review Modification Form](#)

Certain communities also have their own approval committees (which is in addition to the VCA and does not replace the VCA approval).

Project Guidelines – [Exterior Equipment](#), [Exterior Paint](#), [Exterior Remodels & Additions](#), [Gutters](#), [Lanai Extensions](#), [Landscaping](#), [Pool Screen Enclosure](#), [Pools](#), [Roofing](#), [Solar Panels](#), & [Storm Shutters](#).

- Exterior Paint Colors –
 - Verandah has an approved color wheel containing subdued off-whites, warm greys and natural tones.
 - Prior to any exterior painting color selections must be approved by VCA Reviewer.
 - Like for like repairs and/or maintenance does not require VCA approval. For instance, exterior painting does not require review if you plan on using the existing colors. “Design Standards, Section U. Paint: Owners may repaint in accordance with the originally approved color scheme of any dwelling or improvement. Approval is required for all CHANGES in exterior painting.”
- Fences and Gates –
 - Fences and gates are discouraged.
 - All fences and gates must be approved by VCA Reviewer.
- Fishponds, Fountains, and Water Features –
 - Must be approved by VCA Reviewer and cannot be visible from the front roadway.
 - Must be maintained year-round.
- Flags/Flag Poles/Display of Flags –
 - Yard-mounted flag poles are not permitted.
 - Florida Statute Section 720.304(2) of the Florida Homeowners’ Association Act states that any homeowner may display one portable, removable United States flag or official flag of Florida in a “respectful” manner, and one portable, removable official flag that is not larger than 4 ½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag regardless of any covenants, restrictions, bylaws, rules or requirements of the association.

- Governing Documents –
 - All governing documents can be found on the [Community Documents page](#) of the VCA section of the website.
- Holiday Decorating –
 - Holiday lighting and decorations on the exterior of Units may only be displayed in commemoration or celebration of publicly observed holidays. Such lighting and decorations can be displayed no more than six weeks in advance and must be removed within 30 days after the holiday has ended.
- Landscaping –
 - All front, side, and rear building setback areas must be landscaped and should be primarily native plants. Landscape & Design Standards I. Landscaping A. Landscape Requirements *“A minimum of 50% native plants must be used in the landscape design. Existing material is credited for these requirements.”*
 - Any removal or replacement of plants must be approved by the VCA Reviewer. The only exception is a one-for-one swap. (For example, if you have an existing plant that needs to be refreshed you may plant the exact same type without gaining approval.)
 - Fruit trees can be planted in the side / rear of the yard (with appropriate approvals) but cannot be installed in the front yard.
 - [Approved Plant Material](#)
 - All air conditioning, swimming pool equipment, water softening, generators, or similar equipment must be screened using a partial block wall or landscaping.
- Lawn Ornaments and Trellises –
 - Lawn ornaments, decorative flags, trellises, statuary, outdoor sculptures, and all similar elements are prohibited in the front and side yards. They also cannot be visible to adjacent lots or the golf course.
- Miscellaneous –
 - Clotheslines are prohibited.
 - Nothing can be dumped or drained into the drainage ditch, streams, ponds, or lakes.
 - No business, trade, garage sale, moving sale, rummage sale, or similar activity may be conducted outside of the Unit. See Exhibit C, paragraph 2(q).
 - The speed limit is strictly enforced in Verandah. To help maintain the safety of all our residents and guests, Verandah is patrolled by the Lee County Sheriff’s Department, as well as radar detection signs.
 - No items may be stored in front of your house overnight, such as grills, hoses, ladders, or bikes.
- Mulch –
 - Approvable materials include shredded pine bark or wood chips, pine straw, shredded melaleuca 1 of 3 (Florimulch).
 - Mulch refreshment (with the same bedding material) does not require VCA approval.
 - Stone may not be used as mulch or landscape bedding.
- Privacy and Screen Walls –
 - Must be approved by VCA Reviewer.
 - Limited to six feet in height.
 - Must meet building code.
- Pets –
 - Pets are limited to dogs, cats, or other usual and common household pets.
 - Restrictions on other types of animals exist and can be found in paragraph 2 (b) of Exhibit C - the [Initial Use Restrictions](#) document. Pets must always be leashed or carried when outside of a unit.
 - Pet owners must properly dispose of all solid pet waste in prompt fashion.
 - Pets should not be allowed to make noise that disturbs neighboring properties.

- Property Inspections –
 - To maintain the integrity of the Verandah community, each homeowner is responsible for keeping your home looking presentable and abiding by the covenants. The VCA General Manager conducts frequent inspections of the community. If your home is found to be in violation of any of the covenants or restrictions, you will receive a written reminder with what you need to do to bring your home into compliance, along with a timeline to complete the requested work.
- Roof and Driveway Cleaning –
 - Owners are responsible for maintaining a clean look to their homes. Monitor your roofs and driveways. If they become soiled, you will receive a letter indicating that it must be taken care of. Failure to comply may result in a fine.
- Satellite Dishes –
 - One small and inconspicuous satellite dish having a diameter of 18” or less may be installed. The FCC has passed regulations to allow you to have a dish located where it receives the best reception but is preferred to be located inside or at the rear of the yard. It is also preferred for these dishes not to be visible from the street and neighboring properties.
- Signs –
 - Signage must be in accordance with the [Verandah Signage Guidelines](#) One security sign may be permitted in the front yard located either adjacent to the driveway or near the front entrance of main dwelling.
 - No other signs are permitted on owner’s property except the approved “For Sale” sign.
- Storm shutters –
 - Installation of new storm shutters must be approved by VCA Reviewer.
 - Approved hurricane shutters may be allowed to cover all openings of a home between April 15th and November 30th. During the period beginning December 1st thru April 14th, approved hurricane shutters may only cover the openings in the rear and sides of a home unless a storm warning has been issued by an Official Weather Service. See the [2011 Amendment to Design Guidelines regarding Storm Shutters](#).
- Trash / Recycling Containers –
 - Trash / Recycling containers must be stored in the garage or on side of home. If stored outside, containers must be screened from the street by a fence, wall, or landscaping (all must be approved by VCA Reviewer).
 - Trash / Recycling / Horticultural waste pickup occurs in Verandah on Thursdays, except on a week where there is a holiday, then it will be on Friday. Containers may be placed outside the night before trash pickup after 7 p.m. and must be returned to be stored away the day of trash pickup no later than 5 p.m.



Design Review Process

The Design Review Guidelines for Verandah ("Design Guidelines") provide an overall framework and comprehensive set of standards and procedures for the development and maintenance of the community in an orderly and cohesive manner. These standards have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures within Verandah. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting, and other structures. In addition, the Design Guidelines establish a process for review of all proposed construction and modifications to residences/buildings/structures, including exterior paint, landscape, and other exterior improvements, to ensure that all sites within Verandah maintain consistency and preserve the standards and aesthetic of the community. By accepting a deed in the community, each Owner has agreed that no activity/work within the scope of Article IV of the Declaration of Covenants, Conditions, and Restrictions ("DCCR") will begin unless and until prior written approval has been granted.

Guidelines for architectural control and standards, design modification, and the design review/approval process are contained in the following documents that can be located on Verandahlife. Each document listed contains a hyperlink for easy access - <https://www.verandahlife.com/VCA/Community-Documents>.

- [Declaration of Covenants, Conditions, and Restrictions](#)
- [Design Review Guidelines](#)
- [Use Restrictions](#)
- Individual Project Guideline Specifications are provided for most commonly requested projects. All exterior modifications require submission of Modification Review Form and VCA approval.

All Verandah Owners are expected to familiarize themselves with the guidelines and adhere to the requirements stated therein.

Review Process

The review process is meant to maintain the overall framework and standards applied to the original construction and any proposed new alteration or modification to ensure that all sites within Verandah maintain consistency and preserve the standards and aesthetics of the community. The entity having jurisdiction over the Design Review Process and related matters shall be the "Reviewer" as provided in the DCCR.

Review Requirements

- The Owner must provide a complete Modification Review Form, along with all information/documentation required in the Project Guideline Specifications. (Cell phone photos of documents are not accepted.)
- Project Guideline Specifications are available for the most common exterior modification and landscaping projects and can be accessed from www.verandahlife.com/.
- Completed applications and required additional information may be emailed to VCAadmin@evergreen-lm.com or dropped off at the VCA offices.
- The review and approval of architectural or engineered plans shall not be a substitute for compliance with permitting and approval requirements of Lee County or other governmental authorities. It is the

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responsibility of the Owner to obtain all necessary governmental permits and approvals.

- Approval by a Sub-HOA DRC committee is not a substitute for VCA Reviewer permission. Both are required if applicant is in a Sub-HOA.

Review Period

- Applications will be reviewed within 15 days of receipt of a completed Modification Review Form, along with all required accompanying information. The Reviewer may request additional information. If additional information is requested, the 15-day review period will begin with submission of the completed package and not from the date of original submission. (If applicant is in a Sub-HOA, the 15-day review period for the VCA begins the date it is submitted to the VCA, not the date submitted to the Sub-HOA.)
- The VCA will publish a schedule of regular and recurring application review dates. To be considered for review on a published date, a complete application must be received at the VCA office a minimum of two full calendar days prior (example: A Friday review date requires receipt not later than 4:00 pm Tuesday of that same week). Applications received outside these parameters will be considered on the next published review date. For more complex and extensive projects or a request that may require a site visit, the applicant should submit the form as soon as possible as such application may require it to be deferred to a future meeting.
- No work may commence until permission is granted by the Reviewer.

Decisions

The decision shall be rendered in one of the following forms:

- **Approved** – The entire application as submitted is “Approved” by the Reviewer. Applicant can proceed with the project as submitted. Any modifications to the project desired following the Reviewer permission will require additional review. Upon completion of the project, Owner must contact the VCA for a final inspection and final approval. – VCAAdmin@evergreen-lm.com. If a deposit was required for a project, once final approval is provided, a refund will be processed.
- **Approved with Conditions** – The application is not approved as submitted; however, it is approved subject to acceptance of and compliance with the Reviewer’s plan modifications or additions. If multiple options are offered to cure the objectionable components of the application, the Reviewer may require resubmission in order to receive approval prior to commencing the project. Upon completion of the project, Owner must contact the VCA for a final inspection and final approval. – VCAAdmin@evergreen-lm.com. If a deposit was required for a project, once final approval is provided, a refund will be processed.
- **Denied** – The application as submitted is rejected.

Variances

All variance requests (projects that deviate from the design guidelines) must be submitted in writing. The Applicant must outline the unique circumstances requiring the variance including hardship, topography, environmental conditions, natural obstructions, etc. The Reviewer shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance is valid unless approved in writing by the Reviewer in accordance with Paragraph 4.5 of the

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DCCR. Variances will be considered on a case-by-case basis and shall in no way imply the setting of a precedent.

Implementation of Approved Plans

- All work must conform to documents and/or architectural or engineered plans approved by the Reviewer. If any changes to the approved plans are required after the initial submission, Owner must resubmit an application for review and approval.
- If it is determined that work completed or in progress does not comply with the approved application, the VCA will notify the Owner in writing of such noncompliance.
- If the Owner fails to remedy such noncompliance the Owner shall be deemed to be in violation of the Declaration and the Design Guidelines and will be subject to the provisions described in the Compliance and Enforcement paragraph of the Declaration of Covenants, Conditions, and Restrictions for Verandah Community Association, Inc.

Time to Complete

- All work must be completed within the Project Start/Completion dates specified and approved on the application, not to exceed 12 months, unless other dates are specified and approved on the application.
- The Applicant may request a change or extension of such time period, which the Reviewer may approve or deny, in its sole discretion.
- If construction or modification does not commence within one year after the date of approval, approval is deemed to be withdrawn by the Reviewer and the application will need to be resubmitted for review.

Enforcement

- A representative of the VCA or the Reviewer may conduct periodic field reviews to ensure the worksite conforms to community standards and the project is being completed in compliance with the approved project plans. In completing and submitting a Modification application, the Owner grants permission to enter the premises for purposes of determining compliance with approved plans.
- Upon completion of projects, it is the Owner's responsibility to contact the VCA for a final inspection and approval. – VCAadmin@evergreen-lm.com
- In the event of any violation of the Design Review Guidelines or modifications of the project that differ from the Reviewer approval, the VCA Board of Directors may take any action set forth by the Declaration of Covenants, Conditions, and Restrictions for Verandah.
- The VCA Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or remedying of the violation.

Violations

In the event of any violation of these Design Guidelines, the VCA Board of Directors may take such action as authorized in the Declaration of Covenants, Conditions, and Restrictions for Verandah and Verandah Community Association Inc. Resolution for Covenant Enforcement, Violations, and Fining Policy, including but not limited to:

- Require the Owner, at its own expense, to remove any structure or improvement and to restore to its previous condition.
- If Owner does not take the required action, the VCA Board or its designee shall have the right to enter the property, remove the structure or improvement in violation and restore the property to substantially the same condition as previously existed without being deemed as a trespass. The cost of such removal and restoration may be assessed against the Owner as a specific assessment.

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- Issue fines to Owner as defined in the Fining Policy.

Recording of Violations

- In addition, a Notice of Violation may be recorded in the Public Record of Lee County Clerk of Circuit Courts. The VCA Board shall be entitled to recover all costs incurred in enforcing compliance, including but not limited to court costs and reasonable attorney's fees, as well as impose a fine against the residence upon which such violation exists in accordance with the guidelines stated above.

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Verandah Community Association | 11390 Palm Beach Blvd., First Floor | Ft. Myers, FL 33905
239-694-6358 | VCAadmin@Evergreen-LM.com



Helpful Phone Numbers

Cable & Internet	Comcast	800-934-6489
	Always mention Verandah Community Association Bulk Agreement	
Electric	Florida Power & Light/FPL *website: FPL.com	800-375-2434
Hospitals	Lee Memorial	239-343-2000
	Healthpark	239-343-5000
	Gulf Coast	239-343-1000
Irrigation Water	Resource Conservation Systems *website: rcsirrigation.com	239-495-5805
Mailbox	NGS MFG Repair/Replacement	239-300-3807
Natural Gas	TECO	877-832-6747
Post Office	4585 Palm Beach Blvd 33905	239-694-0643
Tax Collector	Lee County	239-533-6000
Trash Receptacles	Lee County Utilities	239-533-8000
Trash/Recycle/Yard Waste	Waste Management *website: WM.com	239-368-2300
	Call for all pick up questions, issues or concerns	
Pick Up is always on Thursdays unless an observed holiday falls in the week, then it would be Friday		
Observed Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas		
Water/Sewer	Lee County Utilities	800-485-0214

Bulk Trash Pickup

Please place your bulk trash items at your curb the night before trash pickup.

- On the day of regular trash pick up the sanitation employee will tag your large items.
- If bulk items are not picked up on trash day, email Josh Hernandez at Jherna27@wm.com before noon on Friday to notify Waste Management of the situation. Josh will attempt to have the bulk trash items picked up by end-of-business on that day.
- Waste Management has 72 hours to pick up tagged items. Saturdays and Sundays are not included in this 72-hour window.
- Waste Management has responded to this problem by adding more staff and trucks to our route to better serve the Verandah community.

If you have questions, please contact VCA Administration at VCAadmin@Evergreen-LM.com

Revision 2/9/2022

Please return to : VCAadmin@Evergreen-LM.com

CONSENT TO ELECTRONIC NOTICE AND/OR ELECTRONIC VOTING

The undersigned, being all the Owners, or an eligible voter, for _____ (address) at Verandah, pursuant to Florida Statutes and the provisions of the Board Resolution Establishing Electronic Notice Policy, Authorizing Electronic Voting, and Adopting Electronic Voting and Electronic Notice Consent and Revocation/Change Forms (the "Resolution"), hereby consent(s) in writing as set forth below.

(Please place a check mark or x in the appropriate box or boxes below. You may consent to one or both. Consenting to Electronic Voting is deemed consent for Electronic Notice for those meetings where Electronic Voting will be used.)

☐ **ELECTRONIC VOTING.** I/we consent to casting my/our vote in elections and other Owner voting events for **Verandah Community Association, Inc.** through an Internet-based online voting system. By signing this consent form (or consenting to electronic voting by e-mail sent to the Association), I/we acknowledge that: (1) providing the option to vote on Association matters electronically is within the sole discretion of the Board or the President, (2) even if I/we consent to vote electronically, there is no obligation that I/we do so, (3) any consent, revocation or change in e-mail address must be delivered to the Association at least **one (1) week** prior to the meeting or election in which the Owner wishes to vote by electronic means in order to be able to vote (or not vote) electronically for that meeting, and (4) that all electronic votes shall be cast at least **twenty four (24)** hours in advance of the meeting, at which time the ability to vote electronically shall be deemed closed for that meeting or election. Additionally, I/we release and waive any claims or challenges against the Association pertaining to electronic voting, including but not limited to the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like and situations where my/our vote was not received or counted by the Association due to no fault of the Board of Directors or management. Consenting to electronic voting herein shall also be consent to receive notice by electronic transmission for all meetings in which electronic voting is used. This consent to receipt of such notice by electronic transmission for those meeting includes all of the terms set forth below in the Electronic Notice section.

I/We designate the following e-mail address for electronic voting purposes (which may be different than that provided below): _____

☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board of Directors, Members, and, when notice is required, committees of Verandah Community Association, Inc. By signing this form (or consenting to electronic notice by e-mail sent to the Association), I/we acknowledge that: (1) providing electronic notice is within the sole discretion of the Board or the President, (2) I/we may not receive a hard copy of any meeting or election notice or materials by regular mail, and will be responsible for providing same, unless this consent is revoked in writing, (3) my/our e-mail address will be considered an official record available for Owner inspection until this consent is revoked in writing, and (4) any consent, revocation or change in e-mail address must be delivered to the Association at least **one (1) week** prior to the date notice of the meeting or election is to be provided by the Association in order to receive/not receive notice electronically for that meeting. Additionally, I/we release and waive any claims or challenges to electronic delivery, including but not limited to situations where I/we do not receive notice due to no fault of the Board of Directors or management.

I/We designate the following e-mail address for electronic notice purposes:

All Owners of, or the Eligible Voter for, the Verandah property identified above, please print name, affix date and sign below:

By: _____

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____



E-Statement and E-Billing Consent

Name:

Property Address:

Email Address:

I wish to receive all billing and account statements from the Verandah Community Association via the email I have provided above. If my email address is no longer valid, I understand it is my responsibility to contact the Verandah Community Association with the updated email address.

Signature:

Date:
