

FlorenSMcia

AT THE COLONY GOLF & BAY CLUBSM

23850 Via Italia Circle
Bonita Springs, FL 34134

Dear FlorenSMcia Home Owner:

I would like to take this opportunity to welcome you to your new home at the FlorenSMcia. I am sure you will enjoy the FlorenSMcia's beautiful surroundings and amenities that are like no other; as well as all the wonderful amenities The Colony and Pelican Landing have to offer. Following is some information that may help you settle into your new home.

I would like also like to take this opportunity to introduce you to your FlorenSMcia staff: I have over 15 years of Property Management experience. I have an Associates degree in Real Estate/Property Management as well as my CAM license and a Florida Real Estate license. Prior to coming to FlorenSMcia I was the Building Manager at Palermo at the Colony for 2 ½ years and previously the Building Manager of a high-rise building located in Naples on Gulf Shore Blvd. N., with 131 units. I am honored to have been selected as your Building Manager for FlorenSMcia and responsible for the building operations.

Rick McLaughlin is our full-time Maintenance Engineer and takes care of all the day-to-day maintenance in the building. Rick has over 20 years of experience in the maintenance industry. His qualifications are quite impressive and include 10 years at a high-rise in Naples on Gulf Shore Blvd. N., with 116 units.

Shirley Williams is our Resident Office Manager. Shirley has 20+ years of experience in office management in the Mortgage and Title Insurance industries. She also has her CAM license and will be living on site. Shirley will be handling all the day-to-day activities that take place in our office.

Mara Salas and Abigail Feliciano are our Front Desk Privacy Officers and Nora Vargas and Gilfredo Barba take care of our housekeeping/maintenance.

The office is open from 8:00am to 4:30pm Monday through Friday. We are available to assist in any matters concerning the operation of the FlorenSMcia; together our staff has over 50 years of experience in all aspects of Property Management/Building Operations. I welcome you to stop by the office at anytime with your questions, concerns or just to say hello. I am pleased that you have chosen the FlorenSMcia to be your home and wish you the very best. I look forward to meeting each of you as you get settled into your new home.

When you are planning your move-in, please keep the following in mind. Trucks must enter The Colony through the main gate located on Coconut Road. Moving and delivery vans must access Florencia units through the service entrance located on the Northeast side of the building. Please call **the Florencia office to reserve an elevator for your specific move-in date. The office must also be notified in advance of all furniture deliveries to properly coordinate the use of the service elevators.** *Please note that elevator dimensions may restrict delivery of oversized items. The interior dimensions of the service elevator are 75" deep x 80" wide x 108" high. The elevator door opening dimensions are 42" wide x 96 inches high.*

Your unit door key also opens your mailbox (located on the lobby level), as well as the mechanical rooms on your floor for your unit and the padlock on your storage unit. Your FOB allows you access into the building at the front entry door to the lobby, the elevator lobby doors in the garage, the entry doors from the pool area, and resident storage rooms in the garage and is used for your elevator lock-out.

Normal trash is to be disposed through your trash chute located in your back hallway. All trash that goes down the trash chute must be securely wrapped and bagged.

The following items **CANNOT** be put in the trash chute:

- **Glass or plastic bottles** –Take empty containers to garage level recycle room.
- **Cardboard**-Take to garage level recycle room and breakdown any boxes.
- **Food and food scraps**- Please dispose of in your individual garbage disposals.
- **Bulky Items**- That could get caught in the trash chute; please take to recycle room.

There is a Recycle room located in the garage. There are Recycle bins located in this room for all recyclable items. Please place items in the proper bins.

Note: Please have movers remove all move-in packing materials and/or boxes (including cardboard, foam peanuts, shrink wrap, etc) from the Florencia property.

Prior to commencing work, i.e., all unit decorating, repairs and construction, the owner must pre-register the unit owner's representative who will be over seeing the work being done in their unit whether it be the interior decorator, the general contractor or the unit owner. All sub-contractors working in a unit must also be registered with the office in advance and provide proof of insurance (certificate of insurance) and Lee County license.

The Florencia has two guest suites, social room, theater room and the pool pavilion available for use by owners. Please contact the office to make reservations for these amenities.

Please also take a moment to complete and return the contact information form as soon as possible to our office, so that we have all of your current contact information on file.

Respectfully,

Shannon L. Franks, CAM
Florencia Building Manager