

**The Community Association for MILL RUN**  
**Application for Approval To Purchase**  
C/O Ability Management, Inc.  
6736 Lone Oak Boulevard, Naples, FL 34109-6834  
Phone: 239-591-4200 Fax: 239-596-1919

Closing Date \_\_\_\_\_ Realtor Contact: \_\_\_\_\_ Today's Date \_\_\_\_\_

Current Owner Name \_\_\_\_\_

Property Address \_\_\_\_\_

Name of Buyer(s) \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Own :( ) Rent :( ) How Long: \_\_\_\_\_

Phone \_\_\_\_\_ 2<sup>nd</sup> Phone \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Driver License #: \_\_\_\_\_

Applicant

Co-Applicant

Date of Birth: \_\_\_\_\_

Applicant

Co-Applicant

Social Security#: \_\_\_\_\_

Applicant

Co-Applicant

Number of Persons to be in Residence \_\_\_\_\_

Name(s) of Persons to be in Residence (**Note: D/O/B must be provided for all residents 18 or older**)

\_\_\_\_\_

\_\_\_\_\_

Type of Pet: \_\_\_\_\_ Weight of Pet \_\_\_\_\_ (in pounds)  
(Please refer to the HOA documents regarding restrictions and/or rules regarding pets)

Current Landlord or Mortgage Holder Name and Phone Number \_\_\_\_\_

\_\_\_\_\_

Applicant Current Occupation \_\_\_\_\_ Phone: \_\_\_\_\_

Co-Applicant Current Occup. \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ YR \_\_\_\_ Color \_\_\_\_\_ Lic # \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ YR \_\_\_\_ Color \_\_\_\_\_ Lic # \_\_\_\_\_

Have you ever filed bankruptcy? \_\_\_\_\_ What year? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ What for? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted for being under the influence or dealing in drugs, including alcohol?

\_\_\_\_\_ Year \_\_\_\_\_

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Please provide two personal or business references:

Name #1: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name #2: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**A copy of the sales contract and a check or money order in the amount of \$100.00 PLUS a background processing fee of \$30.00 for each occupant 18 years and older payable to The Community Association for Mill Run MUST be attached to this application and sent to the Association C/O Ability Management, Inc. 6736 Lone Oak Boulevard, Naples, FL 34109-6834 Phone: 239-591-4200 Fax: 239-596-1919**

**Approval will not be granted if incomplete.**

The information described above must be submitted at least twenty (20) days prior to the intended closing date.

I/We declare the foregoing information to be true and correct. I/We understand the application fee is non-refundable. I/We am/are aware of and agree to abide by the Declaration, Articles of Incorporation and Regulations of the Association. I/We acknowledge receipt of the a copy of the Rules and Regulations and Amended and Restated Declarations. I/We understand the necessary confidential information will remain confidential by the Association's Officers and/or the Association's Designee.

**AUTHORIZATION: I/We hereby authorize Ability Management, Inc. and/or The Community Association for Mill Run, Inc. to verify all information contained on the application and conduct a full background check, including but not limited to credit, employment, income, eviction and criminal, and authorize that they contact any persons or companies listed on the application.**

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Co-applicant Signature \_\_\_\_\_

**Applicant do not write below this line**

=====

Application Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Application Disapproved By: \_\_\_\_\_ Date \_\_\_\_\_

Application completed: Yes ( ) No ( ) Application Fees Submitted: Yes ( ) No:( ) Check# \_\_\_\_\_

Copy of Sales Contract Attached: Yes ( ) No ( )

Information verification completed by: \_\_\_\_\_

Reason for action taken: \_\_\_\_\_

\_\_\_\_\_

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**The Community Association of Mill Run**

**Current Rules and Regulations as of July 9, 2018**

**Garage Doors:** Garage doors are to remain closed except when in use. (Security suggested by Collier County Sheriff's Neighborhood Watch.)

**On-Street Parking:**

1. There will be no parking on the parkway grass, lawns or public sidewalks of any type of motor vehicle. Owners and guest vehicles can only be parked in the driveways or on the street at the curb.
2. Overnight Parking of vehicles and trailers on the street or right of way is prohibited. Vehicles in Violation shall be subject to towing at the owner's expense. Overnight is defined as 2:00 AM until 6:00 AM.
3. Motor vehicles (including motorbikes, motorcycles, Mopeds, motor carts, motor scooters, etc.) may be parked overnight only in the garage or driveway of a lot.
4. Only vehicles bearing current license and registration tags may be parked in Mill Run. Other than emergency repairs, repair or storage of disabled vehicles is not permitted in Mill Run.

**Prohibited Vehicles:** Boats, buses, mobile homes, campers, golf carts and vehicles that display advertising or the name of a business may not be parked overnight in Mill Run, except in garages. Golf Carts, ATV's, Go-Carts, Mini Bikes, and other gas or electric powered or Off Road/ Un-registered vehicles are prohibited within the Mill Run Community.

**Boats:** Boats may not be stored in driveways or yards when visible from the street at any time.

**Trash Containers:** At all times other than collection periods, trash and recycling containers are to be stored in such a manner that they will be concealed from view of the street or neighbor.

**Trash Collection:** Trash is collected on Wednesdays and Saturdays. Receptacles, containers and bins should only be placed at the curb after 6:00 PM on the evening prior to collection and returned to storage by 6:00 PM on the day of collection.

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**Landscaping:** The Mill Run Homeowners are committed to maintaining high quality standards for landscaping throughout the community. Owners are urged to retain vegetation indigenous to South West Florida. Undesirable exotic vegetation including Melaleuca and Brazilian Pepper must be removed from homeowner lots. All lawns are to be sodded and have a functional, automatic irrigation system. Air conditioners, pool pumps, and other equipment are to be buffered from view through the use of a decorative wall or appropriate plantings. Fences, hedges and other permanent landscaping may be installed only after approval by the Architectural Review Committee and must be maintained at all times in accordance with the Architectural Review Guide. Homeowners are responsible for landscaping maintenance to ensure a healthy, neat and orderly appearance at all times.

**Roof Maintenance:** Roofs must be cleaned periodically to prevent the unsightly buildup of mildew, mold, dirt and debris. Annual power washing is recommended, however, other methods may be employed to maintain a clean roof appearance.

**Roofing/ Elevations:** Rooflines shall be no more than a 5 to 12 slope unless the roof is a critical element in the proposed architecture. These exceptions will be considered on their individual merit.

**Roof Installation:** An owner may install, replace, or re-roof existing roof material provided the proposed replacement material complies with the current Mill Run Architectural Guide requirements; and, **by providing samples of actual color, material to be used, and obtaining written approval by the Architectural Review Committee before any work can commence.**

**Mill Run Re-Roofing Materials Chart**

**Present Roof Material**

**Approved Replacement Materials**

**Existing Concrete Tile Roofs -** “Like for Like.” **Replaced only with Concrete Tile** either barrel or flat slate look. Asphalt Shingles are not allowed. No Metal Roofs are allowed.

**Existing Asphalt Shingle Roofs -** “Like for Like.” **Asphalt Shingle** (no 3-tab shingles allowed)  
May be upgraded to Concrete Tile either barrel or flat shaped, Slate, or Split Wood Shakes.  
(roof truss system must support the increased weight)  
**Metal Roofs, only permitted if shaped to closely resemble concrete barrel, concrete flat tile, or shingles.**  
**Single or standing seam metal roofs are prohibited.**  
Metal Roofs must comply with all requirements contained herein.

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**Home Improvements:** Exterior painting, home remodeling, pool/spa additions and landscaping modifications must meet setback restrictions and guidelines described in the Architectural Review Guide and meet Collier County Codes. **Work affecting the outward appearance of your home, even if the same colors and/or materials are to be used, first requires the submission of an Architectural Change Form. Physical samples of the actual colors and materials that will be used must also be provided for review by the Architectural Review Committee.**

**Only after being notified and approved by the Architectural Review Committee and the Mill Run Board of Directors, can any work be started.**

**Work is only to be performed during normal business hours Monday thru Saturday, 8:00 AM to 6:00 PM.** Please contact the Property Manager for an Architectural Change Form application.

**Fences, Hedges, and Walls:** Mill Run homeowners are committed to balancing the desires for a coordinated, upscale community with the interests of individual residents. The appearances of fences, hedges and walls are critical in maintaining this balance.

1. A fence or wall may surround the immediate perimeter of a patio or terrace provided the patio or terrace is attached to or adjoining the dwelling. Any fence, hedge, or wall must not exceed six (6') feet in height and be located within the front, side, and rear building setback lines.
2. Fences, hedges or walls are prohibited along the rear of lots that are located on the lakes. Fences, hedges or walls along the sides of dwellings on these lake lots must not extend beyond rear setback lines.
3. Fences, hedges or walls located along the sides of dwellings must not exceed four (4') feet in height and not extend beyond the front setback and back lot line.
4. Hedges must be trimmed and maintained to conform to the above height restrictions.
5. No hedges shall exceed the height of four (4) feet if within twelve (12) feet of the public roadway. Existing hedges shall not be grown to or exceed the height of seven (7) feet along the side property lines of any property and the height of any rear property line hedges shall not be grown to or exceed the height of ten (10) feet.
6. Fences and walls are to be constructed of concrete, masonry, wood or simulated wood. Concrete and masonry fences and walls should relate to the main dwelling in terms of detailing and color.
7. All walls, hedges, and fences must be approved by the Architectural Review Panel and the Board of Directors.

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**Residential Irrigation:** The South Florida Water Management District periodically issues irrigation water use restrictions. Please check on dates and times for Collier County irrigation information at [www.colliergov.net](http://www.colliergov.net).

**Driving Speeds:** The speed limit in Mill Run is **20 MPH**. The Association has installed speed bumps and stop signs to help remind drivers of their responsibility to limit their driving speed. Please help us protect our children, pets and property by respecting these limits and encouraging others to do so. Also, please keep all motorized vehicles off sidewalks that are reserved for pedestrians, and non-motorized vehicles including bicycles and scooters.

**Preserve and Lakes:** The Preserves (conservation areas) may not be disturbed in any matter. This includes dumping, removing vegetation, planting vegetation, or disrupting the natural habitat. **Recreational fishing, boating, swimming, etc. are prohibited in the lakes.**

**Hurricane Shutter Policy:** Hurricane shutters may only be installed or lowered up to fourteen (14) days before a storm warning is announced and must be removed or raised within fourteen (14) days after the storm has passed. The only exception to the policy is that the Lexan (Clear) and Protexan (Clear) may be left up on the sides and rear of a home from June 1<sup>st</sup> to November 30<sup>th</sup>. Approval of new shutters that can be permanently attached to the home must be received from the ARP and the Board of Directors before installation.

**Neighborhood Street Lighting:** It is required that all trees and vegetation be maintained by affected homeowners to allow the Mill Run street lights to illuminate the street in an effective manner. Please contact the Property Manager if a streetlight on your lot is not operational.

**Mailbox Repair:** Any accidental damage or vandalism to a resident's mailbox will be repaired at the Mill Run Association's expense only once within any 12 month period. A homeowner whose mailbox has been damaged will be asked to file a report with the Collier County Sheriffs Office (CCSO) and provide the Association a copy of this report prior to having repairs completed. Failure to provide a report to the CCSO will result in the Association making the repairs at the homeowner's expense.

Any mailbox repairs made in a non-standard, noticeable fashion by the homeowner or homeowner's agent will be removed and professionally repaired by the Association at the homeowner's expense.

**Annual Garage Sale:** The Mill Run Board of Directors sponsors an annual community-wide garage sale each year. The sale is publicized and homeowners are encouraged to participate. No other garage, moving, or estate sales are allowed in Mill Run.

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**Dogs/Cats:** By County Ordinance and Mill Run Bylaws all pets must be on leashes or carried by owner when taken outside and must not be left unattended or tied up. Dogs may not be allowed to bark continuously during the day or night. It is the Owner's obligation to immediately pick up and dispose of the waste materials from their pets in the owner's trash container. Failure to leash or clean up after your animal shall be deemed a nuisance to the community. Violation of this covenant could cause you to be ordered to have your animal removed from Mill Run. This covenant is for the health of the owner and the community.

**Signs on Property:** Only limited signage is allowed in the Mill Run community, including "For Sale", "For Rent", "Open House", and contractor signs.

**Contractor Signage:** Contractors may post one small sign on the property and must immediately remove the sign upon completion of work.

**Open Houses:** Because open houses can be effective in marketing homes for sale, open houses are permitted in Mill Run, provided the following important rules are followed:

1. **Schedule** - Open houses may be scheduled on weekdays between 9:00 AM and 5:00 PM and on weekends and holidays between 1:00 PM and 4:00 PM.
2. **Signs** – Only "OPEN HOUSE" will be included on signs with an arrow. No additional lettering is allowed. Two Open House signs are permitted per property: one sign on the property and one sign at the nearest intersection.
3. **All Open Houses** – Open houses sponsored by agents, brokers or homeowners are subject to the above rules. Realtors and homeowners cannot give or post gate code.

**Real Estate Signage:** Detailed requirements including material, shape, size, colors, and type face are posted on the Mill Run Web Site under Governing Documents. These requirements can also be obtained by contacting Ability Management. Sign surface area will not exceed thirty inches (30") wide and twenty inches (20") in height. No metal signs may be used as "For Sale" signs and no balloons are allowed.

All "For Sale" signs must be removed within 48 hours of sold property.

**Home Sale Application to Purchase:** An owner intending to make a sale, gift, or transfer of his lot shall give the Board of Directors or its designee written notice of such intention at least (20) days prior to the date of proposed transfer along with a Mill Run Application for Approval to Purchase and a fee of \$100.00 plus a background processing fee of \$30.00 for each occupant 18 years and older payable to The Community Association of Mill Run. No owner may effectively convey title of a Lot by sale or gift without prior written approval of the Board of

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Directors along with such other information as the Board may reasonably require. If approved, the Board will then issue a Certificate of Approval. Please contact the Property Manager for a copy of the application along with the required procedures necessary for the process of selling your home. The purchaser or transferee must acknowledge in writing the receipt and acceptance of the Association Documents.

**Leasing of Homes:** Homeowners that lease homes in Mill Run must adhere to the following:

1. **Approval to Lease Application** – A homeowner must submit the following to the Property Manager at least twenty (20) days prior to the intending closing date or starting lease date.

a. Application for Approval to Lease form

b. Copy of the lease agreement

c. \$100.00 application fee and a background processing fee of \$30.00 for each occupant 18 years or older payable to The Community Association of Mill Run

d. Meets final approval by the Mill Run Board of Directors

2. **Length of Lease** – A home can only be leased one (1) time in a twelve (12) month period. Minimum lease period is three (3) months. Maximum lease period is one (1) year.

3. **Renewal of Lease** - A renewal lease must be re-submitted with an Application for Approval to Lease form at least twenty (20) days prior to the intending closing date or starting lease date. The Mill Run Board of Directors must approve all renewal leases. The \$100.00 application fee does not apply. The Renewal Lease Application will be approved or disapproved according to the status of the lessee or the lessor and subject to the Board having appropriate grounds for either approval or disapproval.

**Occupancy of Living Unit When Owner is Not in Residence:** A homeowner may occasionally allow family, friends, or business associates in reasonable numbers to temporarily occupy his home in his absence. This provision is not intended to allow any owner to use his home as short-term transient accommodations for several individuals or families. **The owner, when not in residence, must register all guests, including non resident family members, with the Association 14 days in advance giving such information about the guests and the period of their stay as the Board may require.** The owner is responsible for the conduct of his guests. **When the owner is not in residence, registered overnight occupants may stay for a period not to exceed fourteen (14) days.** The (14) day restriction of occupancy does not apply to the parents, children, grandparents, grandchildren and siblings of an owner.

**Gate Entry Codes, Times and Operation:** The entry gate requires the use of an automatic opener or an access code Monday through Sunday from 7:00 PM to 6:00 AM. Gate openers are available from the Property Manager. Cameras have been installed that record the vehicle, driver, time and date of entry and exit from the front gate. **Guests are required to use the telephone entry system located before the gate. When a guest calls the homeowner from**



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**the Tele Entry system, the homeowner should press 6 on his/her telephone keypad to grant access and remotely open the gates.**

**Community Security:** It is the responsibility of each homeowner to report any suspicious activity or damage to Mill Run Property. Please do not hesitate to contact the Collier County Sheriff to report any unlawful or dangerous activity.

**Soliciting:** No soliciting will be allowed at any time within Mill Run.

**ARC Committee:** The purpose of this committee is overseeing compliance of the Architectural Rules and Regulations by Mill Run homeowners. The committee consists of three members whose term is determined by the Board of Directors. Meetings of the Architectural Review Committee are held as determined by the Mill Run Board of Directors.

**Appeals Committee/Fines:** All Mill Run Rules and Regulation violations are subject to a per day fine by the Mill Run Board of Directors in accordance with the Florida Statutes, and The Mill Run Association Declarations. An Appeals Committee has been appointed by the Board of Directors should a homeowner have the need to appeal any assessed fines.

Should you have any questions or comments regarding these rules and regulations, please contact the Property Manager or any member of the Board of Directors. We look forward to your participation and hope that you will enjoy being a part of this dynamic community.

Sincerely,

The Mill Run Board of Directors

**Property Manager:** Ability Management serves as the Property Management Firm for Mill Run. They can be reached at 239-591-4200

**Web Site:** The Property Management Company maintains the Mill Run website, which is located at [www.millrunhomeowners.com](http://www.millrunhomeowners.com). Check the site periodically for community announcements, scheduled events and the posting of documents including Board of Director meeting minutes. To obtain your username and password contact the Property Manager.