



## **La Villa Riviera of Naples**

**1930 Gulf Shore Blvd., North**

**Naples, Florida 34102**

## **Did You Know...**

**A quick property guide for owners, renters and guests of La Villa Riviera.**

Please take a few moments to read and familiarize yourself.

## Did You Know...

**WELCOME to La Villa Riviera, our little piece of paradise!** This document is meant to familiarize you and your guests with some of the ins and outs of where things are on the complex property and our joint responsibilities, as residents, to ensure La Villa's continued beauty and harmonious living. Owners and renters are responsible for sharing this information with your guests. There are 32 units within five connecting three-level Buildings A, B, C, D and E.

## Communal Grand Lanai and other open space...

### Mail Area

- Upon entering the main complex entrance, immediately to your left is the mail station for all units.
- Each residential unit has an identified mailbox that corresponds to the building, the floor and the unit number you reside in.
- US Postal mail delivery is Monday through Saturday, typically later in the day. Often times other deliveries are left on top of the mail station or possibly outside your unit door, so be sure to check if packages are expected.
- The mail station also has secure slots to leave outgoing mail for pick up. Please do not leave your outgoing mail in the metal wire box on top of the station.
- Each mailbox has its own secure key.

### Elevators

- La Villa is uniquely equipped with two elevators: one at the main complex entrance immediately across from the mail station; the other is further down the Lanai passage at the end of Building C and at the third entrance to the complex from the main parking area.

### Office C-101

- Unit C-101 serves several purposes...
  - Upon initial entry is La Villa's **Grounds Property Manager's (GPM) Office Space**. Should you need anything in this area, please speak with the GPM or one of La Villa's Board Members for assistance.
  - Within the general space you will find a very well stocked **Library** with lots of great reads! Feel free to borrow or add to this collection. It is laid out alphabetically by author, so if you do remove a book, please return it to its appropriate location. There are some great and challenging puzzles too!
  - There is a fully functioning **Kitchen** with various supplies that are utilized for the numerous gatherings La Villa hosts. This space is to be kept clean at all times. The refrigerator IS NOT for personal overflow. If you use the kitchen for a personal Lanai gathering, it is your responsibility to ensure the space is cleaned immediately following your event. (More on personal Lanai gatherings later in this document.)
  - There is a unit **Closet** with:
    - numerous tablecloths for the Lanai tables. Should you use one, it is to be washed/dried and returned to the closet.
    - medical equipment such as wheelchair, walker, and portable commode. Should you use any of these items, it is to be sterilized/cleaned and returned to the closet when no longer in use.

- There is a **Fitness** room with various pieces of equipment. Children are to be supervised, at all times, if in this space. Residents use the equipment at their own risk. Please sterilize/clean surface area of any used equipment.
- There is a bathroom located across from the fitness room.
- [REDACTED]

### Laundry Room

- The Laundry Room is utilized by ALL residents as there are no washers/driers in individual units.
- To be respectful of residents who live above this space, the Laundry Room hours are from [REDACTED] [REDACTED] daily.
- There are Laundry Rules posted in the room; please adhere to them.
  - wipe up spills,
  - clean the dryer lint catcher at the end of each use,
  - do not leave heavy items in the washer unattended; unbalanced washers can cause equipment damage,
  - do not leave your laundry unattended; if others are waiting to use, your clothes may be removed.
- You are responsible for cleaning up after yourself. Remember, we all use this space. Take all your belongings and laundry sundries when you are finished.
- If you identify an equipment failure, please notify the GPM or a Board Member as soon as possible.

### Two La Villa Bulletin Boards

- The bulletin board to the right of the Laundry Room is for La Villa news and updates from the Board. Residents are also required to post a completed index card on this board with specific information of visiting guests. Said index cards and push pins are located on the shelf in the Laundry Room above the folding table. There is more detailed information further on in this document highlighting visiting guests.
- The bulletin board to the left of the Laundry Room is for general shared information by residents. Planned Lanai gatherings are also posted here.

### Utility Room

- **Lanai Bathrooms**
  - Individual women/men bathrooms are located in the Utility Room entrance next to the Laundry Room. These are communal bathrooms, so please clean up after each use.
- **Shopping Carts**
  - Carts are located in the Utility Room walkway. They are available to use to help bring those heavy loads from the car. They do fit in the elevators at an angle, so be careful with maneuvering. Please return immediately after use.
- **Yard and Garden Tools**
  - Just past the bathrooms and carts is the Yard and Garden Tools Room. Tools are for communal use. Please return when done. Item should be clean and returned to the same location it was taken from.

### **Storage Lock Up Room with Shop, Pool Toys/Floats and Visiting Grandkids Small Items**

- Each residence unit has an assigned **Storage** space that corresponds with the floor and the unit number you reside in. Each resident is responsible for their own storage space and personal locking device.
  - Renters may not have access to this storage space; your lessor will determine access.
- There is a communal **Shop** space located as you enter and walk straight down to the second row, to the right and at the end of corridor. This Shop is communal space with various hardware and tools. If you use any of the tools from the Shop, they are to be returned by the end of the day to the same location originally taken from.
- Upon immediate entrance to the Storage Lock up Room, taking a right at the first corridor:
  - the LAST storage space on the **LEFT** is filled with various **Pool and Beach floats/toys**. Please return all items cleaned and FREE of SAND.
  - the LAST storage space on the **RIGHT** is filled with various **Infant and Small Children Items**, such as: highchair, bed bars, etc. Please sign out any items on the clipboard and return items clean and sanitized.

### **Grand Lanai**

- The Grand Lanai is communal living space and is used and enjoyed by all residents.
- If you “move” any furniture, please return it to its original location upon leaving the area.
- Should you eat or drink in this area, please clean up after yourself.
- It is recommended that you use **non-breakable** glass/dishware for the safety of others.
- When you are finished spending time in the Lanai, please turn off any lights or fans you may have turned on.
- Should you wish to use this area for a private gathering, please email your intent to Board Members and put a notification on the Communal Bulletin Board. Your private gathering does not restrict other residents from the area, including the pool area at the time of gathering.

### **Pool**

- We have a beautiful, enclosed pool and pool deck. Pool hours are from dawn to 10:00 PM.
- Please note there is NO food allowed in the enclosed pool area. Beverages are allowed on the pool deck area but are NOT allowed in the pool itself. NO glassware of any kind is allowed in the enclosed pool area.
- Please respect others when in the pool and pool deck area.
- All children must be accompanied by an adult. All young children must be potty trained. **No diapers in the pool.**
- Towels are to be used when sunbathing on the pool furniture.
- Please close umbrellas before you leave the pool deck.
- Please take all your belongings when you leave the pool deck. No pool toys/floats are to be left behind. No wet towels or bathing suits are to be left behind to dry.
- Loungers should be returned to an upright position and lined perpendicular to the pool edge. Chairs should be returned to either of the two tables.
- Additional Pool Rules are posted just inside the gate closest to the barbecue area.

## Barbecue Deck

- We have two gas grills located just outside the pool fencing, near the green space. It is everyone's responsibility who uses the grill to scrape the cooking grills IMMEDIATELY after use. Wipe up any spills. If you were the last one to use the grill, it is your responsibility to return and cover the grill once cool.
- When a propane tank empties during use, please turn off the tank nozzle. If you are experienced with replacing the tank, there is always a full tank "in the bushes" nearby. Place the now empty tank in the corner just outside the GPM's Office. If you are not comfortable with changing the tank, please let a La Villa Board Member know the specific tank that is empty.
- Should you turn on the area Grill Light, please turn it off when you are done grilling.

## Herb Garden

- Adjacent to the grills, along the pool fencing, you will find some nice fresh cooking herbs. Feel free to cut and use.

## Condo Entry Ways

- There is to be NO clutter (shoes, beach gear, bicycles, trash etc.) left outside your condo unit entry.
- There is to be NO hanging of wet beach towels or bathing suits over the building banisters.

## Beach Access

- We are spoiled with a direct access to the beach and Gulf waters only footsteps away from our complex!
- Directly across the street is a pedestrian access pathway to the beach. Please be respectful of the neighbors who live adjacent to this path. **What goes with you onto the beach comes off with you when you leave.**
- Please respect the beach rules; we have a responsibility to help maintain its beauty!
- When returning from the beach, please be certain to stop at the Water Station in front of the building to clean off all beach gear of sand, including beach chairs, beach shoes and feet. Please shut the water off after use. (The Water Station is only in operation during prime season.) During the off seasons, please walk to the far-left side of the complex and walk along the grass pathway to the pool area. There is a shower station where you can remove the beach sand from your chairs, shoes and feet. Please note this is a "dry" drain, so water will pool.
- Don't forget to catch sunset when you can! It is not to be missed!

## Trash

- We are responsible for our own trash. The trash station is located in the middle of the complex parking lot, enclosed in the gated pergola. There is a trash container in the main gated section, and several recycle bins are accessible on either side of the pergola.
- Trash pick-up is every Monday, Wednesday and Friday morning.
- Recycle pick-up is every Friday morning.
- Residents are asked to separate trash from recycle and dispose of accordingly.
- Recycle consists of glass/bottles, cans/jar covers, paper/boxes. These items can be mixed in the recycle bins. When disposing of boxes PLEASE break the boxes down FLAT. We all know how to do this! Cut, rip or stomp it FLAT.

- All other items go in the trash bin. Trash should be securely placed in a tied bag, to the extent possible; this helps keep the smell and mess in the bin to a minimum.
- Big trash items, such as furniture, etc., please reach out to the GPM for further instructions.
- If you see trash along/around the property, please pick it up and throw it away; don't walk past it.

### **Canal Seating and Docks**

- At the back of La Villa we also have beautiful views of a waterway canal. This waterway is not recommended for swimming.
- The docks that line the seawall property line are considered **PRIVATE** property to the identified condo owner and should not be accessed if not yours.
- There are several bench seats along the La Villa canal property line, feel free to sit and enjoy the views!

### **Smoking**

- Smoking is permitted only in one designated area on the outside complex grounds located at the canal seawall at the end of the complex parking lot.
- There are two white cement benches where outside smoking is permissible. There is no ash tray. Please do not throw butts in the canal or littered on the ground. Please be responsible and dispose properly.

### **Guests and Guest Parking**

- Guests are welcomed. Please read the La Villa Rules and Regulations Handbook for specific details on visiting guests for both overnight and day visitors. We expect guests to adhere to all the same rules as our owners/renters. Day visitors are allowed to park in spaces marked GUEST. Overnight visitors, with a vehicle, are required to have an assigned spot. Owners/renters are to email the La Villa Board President, in advance, to receive this space assignment. Please be reminded, forward parking only (do not back cars into parking spaces).

Should you have any questions or are not quite sure of the above guidelines, please ask. **So Now You Know!!!!**