

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
PROSPECTIVE BUYER ORIENTATION

DATE _____ BUYERS _____

- ____ 1. Unit Manual – buyers should review the manual in detail. Also available on the Association website: www.precedentmgt.com
- ____ 2. Pets – no owner pets allowed, no guest pets allowed.
- ____ 3. Maintenance Fees – At the time the unit is sold, both the grantee and the grantor are jointly liable for all unpaid assessments attributable to the unit up until the time of transfer. Florida Statute 718.116(1)(a).
- ____ 4. Association Office should be advised of address and phone number at all times, and have a key to your unit for emergencies.
- ____ 5. Leasing – 1 year minimum. Applicant must complete lease application and other requirements. The lease must be approved by the Board of Directors.
- ____ 6. **Exterior Alterations** – All exterior alterations such as lanai enclosure, storm shutters, Skeet'R Beat'R garage screen, front entry tile, new plants, etc. must be approved by the Association prior to having work done. DO NOT SIGN A CONTRACT OR MAKE A DEPOSIT WITH THE CONTRACTOR UNTIL ASSOCIATION APPROVAL IS RECEIVED. After an approved alteration is made, the unit owner and his successors shall be financially responsible for the insurance, maintenance, care and preservation of the alteration.
- ____ 7. **Interior Alterations** - Wall removal cannot be done without Association approval.
- ____ 8. Maintenance Responsibilities – Each unit owner is responsible at his own expense for all maintenance, repairs and replacements of his unit including, screens, windows, window glass, doors (including garage door), air conditioning units, outside water hose bib and shutoff, etc. Also, all other facilities and fixtures located or contained entirely within his own unit which serve only his unit.
Over the years, the majority of units had the original screen porches enclosed. The Association is only responsible for roof leaks. All other water intrusion problems are to be corrected by the owners.
- ____ 9. Plants – The Ground Maintenance Policy permits unit owners to plant and maintain the areas immediately around the mailbox posts and the front yard light posts at their expense (annual, seasonal or low to the ground plants). Vines and clinging plants are prohibited. Unit owners must obtain written approval from the Board prior to planting anywhere else around the unit.

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- ___ 10. Board of Director's Meeting –third Tuesday each month at 1:00 PM in the Brandywine Room except July and August. All owners are encouraged to attend. The schedule for Committee Meetings can be found on the monthly calendar which is either delivered to each unit (during season) or can be obtained from the gate keeper (off season).
- ___ 11. After closing, a decal for your **vehicle(s)**, no charge, can be obtained from the Office. An order form for the names on the **mailbox** must be accompanied with a check for \$35.
- ___ 12. After closing, a copy of the current budget and the last audit report is available at the Association Office upon request.
- ___ 13. Insurance – The Association maintains insurance on all the buildings. The owner should obtain on their personal items and portions of the unit interior. Check the Declaration of Condominium. An Elevation Certificate is available at the Office for those owners wanting to obtain flood insurance on their personal items. Mitigation Report for your unit is available in the Office.
- ___ 14. Sale of Unit – All unit sales must be approved by the Board of Directors. Please contact the Office for more information.
- ___ 15. Garage – No garage sales are allowed in Brandywine except for the Garden Club Trash & Treasure Sale.
- ___ 16. All vehicles must be able to be parked in the carport or inside the garage. **No parking on sidewalks.**
- ___ 17. No Satellite Dishes allowed on your building or in the ground outside your unit.
- ___ 18. Resident Directory – How do you want to be listed in the directory? Permission form attached must be signed.
- ___ 19. **Call the GATE (481-2938) when expecting guests or workmen.**
- ___ 20. Questions????

Prospective Buyers

Committee Member

Revised 2.4.2022

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- ___ 16. **No parking on sidewalks.** No overnight street parking permitted.

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- ___ 18. Resident Directory – How do you want to be listed in the directory? Permission form attached must be signed.

- ___ 19. **Call the GATE (481-2938) when expecting guests or workmen.**

- ___ 20. Questions????

Prospective Buyers

Committee Member

Revised 2/2/18

**DECLARATION OF CONDOMINIUM as adopted January 2, 2006
and amended December 2, 1008, December 7, 2009, January 23,
2012, December 6, 2016, December 4, 2018, and December 3, 2019.**

RULES AND REGULATIONS

Exhibit "E" to the Declaration of Condominium
AMENDED AND RESTATED

The BRANDYWINE CONDOMINIUM shall be subject to the following rules and regulations in addition to such other use restrictions as may be set forth throughout the Declaration of Condominium and ByLaws for this condominium.

A. Each unit of the condominium property shall be used only for residential purposes, and as a single-family private dwelling for the unit owner or tenant and the members of his family and social guests and for no other purpose.

B. Unit owners shall not permit or suffer anything to be done or kept in their units which will increase the rate of insurance or the insurance premiums on the condominium property, or which will obstruct or interfere with the rights of other unit owners or annoy them by unreasonable noises or otherwise; nor shall the unit owners permit any nuisance or commotion, immoral or illegal act in or about the condominium property.

C. The use of the unit shall be consistent, and in compliance with existing laws, the provisions of the Declaration of Condominium and these rules and regulations.

D. Units may not be used for business use or for any commercial use whatsoever except they may be leased for residential purposes.

E. Common elements shall not be obstructed, littered or defaced or misused in any manner.

F. No structural changes or alterations shall be made in any unit without prior approval of the Board of Directors, in writing.

G. Pets are not allowed except for fish and canary size birds. Tenants or

guests are not permitted to have pets on the property at any time.

H. No sign, including, but not limited to any "For Sale" sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any unit owner on any part of the outside wall, or any common area of the premises, or on the window of a unit, except as authorized, in writing by a majority of the Board of Directors. However, signs that comply with the requirements of this rule will be deemed approved and no further action by the Board of Directors is required.

For Sale signs must be commercially printed signs, such as those type available at Hardware stores or a commercially printed Real Estate company sign, and may only be displayed between the unit window and the screen in front.

Commercially printed Open House signs may be used one day per week, per unit, and only during the hours of the open house. Open House signs may be placed in the front yard. Balloons or banners associated with an open house are prohibited.

A security Company service sign may be placed within 15 feet of the front and rear doors of the unit in the area of the foundation shrubbery. Small window stickers are permissible.

I. The sidewalks, entrances, passages, vestibules, and stairways must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises.

J. No exterior curtain, blind, awning, glass, etc., shall be installed on any porch without the prior approval of the Board of Directors. An owner shall not individually paint or otherwise decorate or change the appearance of any portion of the exterior of his unit. Repairs, screening and screening supports shall be at the owner's expense, unless covered by the Association's insurance policy.

K. No baby carriages, bicycles or similar items shall be allowed to stand, in the passageways or common areas of the Condominium property.

L. No trash cans, supplies, or other articles shall be placed on the sidewalks, staircase landings, stairs or other common area except where specifically designated. Nothing shall hang from the windows, or

be placed upon the exterior windowsills. Neither shall any linen, cloths, clothing, curtains, rugs, or mops be shaken or hung from any of the windows or doors.

M. No unit owner shall make or permit any disturbing noises in the building made by himself, his family, servants, employees, agents, visitors, etc., or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners.

N. Each unit owner and the occupants of a unit shall maintain in good condition and repair his unit and all interior surface within or surrounding said unit such as the surfaces of the walls, ceilings, floors, etc., whether or not part of the unit or common elements, and to maintain and repair the fixture therein and pay for any such utilities as are separately metered to his unit.

O. Only entire units may be rented provided that all of the provisions of the Declaration of Condominium, ByLaws of the Association and the Rules and Regulations of the Association pertaining to the use and occupancy of the leased unit shall be applicable and enforceable against any person occupying a unit as a tenant to the extent as are applicable to the owner of an agreement by such tenant occupying a unit to abide by the Declaration of Condominium, the Rules and Regulations of the Association and the terms of the ByLaws of the Association as they may exist from time to time. The Association is and will be designated as the agent of the owner of the unit for the purpose of and with the authority to terminate any lease covering the unit upon the violation by the tenant of the provisions herein contained.

P. Use of the recreational facilities will be in such manner as to respect the rights of other unit owners, and the Board of Directors may regulate duration of play, hours of opening and closing and schedule their use. In no event shall children under the age of twelve (12) years, who are guests of an owner, or any child who cannot swim, be permitted in the pool area unaccompanied by an adult.

Q. **Amendments.** Copies of all amended Rules and Regulations shall be furnished by the Board of Directors to each unit owner prior to their effective date. The foregoing sections shall be the initial Rules and Regulations, which shall be effective until amended by the Board of Directors with the approval of not less than two-thirds (2/3rds) of the unit

owners present in person or by proxy, and voting at a duly called meeting of the Association.

R. Any activity which requires the exclusive use of a common element, is to be scheduled with the Board of Directors through the management office.

S. The assignment of the use of the storage closets and carports of the Hazeltine units is determined by the Board of Directors and each storage closet and carport is identified by numbers that correspond to the Unit number at each building address.

T.(1) The Board of Directors of the association is granted by statute, the irrevocable right of access to each individual unit for the purpose of maintenance, repair, or replacement of common elements or any portion for which the association is responsible. The association may have access to units to make emergency repairs which are necessary to prevent damage to the common elements or to other units. Therefore entry keys to each unit are to be provided to the office. In the event it is required to enter a unit that has not provided a key, a locksmith will be called and the cost will be the responsibility of the unit owner to pay.

T.(2) **Solicitation.** No soliciting of any kind by any person, including any Brandywine resident, non-resident person or group will be permitted, including, but not limited to, attaching anything to unit doors, without permission of the Association.

U. **Smoking.** The following are smoking free areas: the Brandywine Hall building and complex, the pool area and complex, tennis building and complex as well as the tennis/pickle ball courts.

V. **Mailboxes.** The maintenance of the mailbox posts, mailbox, the mailbox flag and numbers, is the Association's responsibility. The Association, at the Unit Owner's request and expense, will install the Unit Owner's name and Unit number on the mailbox. No numerals or reflectors are to be installed on the mailbox post or adjacent to the mailbox. The Board of Directors may establish and change the fees associated installing the Unit's Name and Unit number by Board action and without further Unit Owner approval.

X. No more than six (6) potted plants are permitted on around the exterior of a Unit. Placement of potted plants may be in the front or back of the Unit but may not be placed surrounding trees, in planted areas around the Unit, around mailbox and light posts, and shall not interfere with ingress and egress to a Unit, the Association's ability to perform landscaping activities or the operation of the irrigation system. Two of these potted plants shall not be more than 4 feet in height and may only be placed on either side of the garage door. Depending on whether or not potted plants are placed on either side of the garage, a maximum of four (4) or six (6) potted plants, of the appropriate size, may be placed as stipulated above, or they may be placed on the front entrance railing using a removable fixture specifically designed for that purpose. Instead of individual pots, a maximum of two (2) flower boxes may be utilized. These fixtures may not be affixed to the railing with bolts, screws, etc. that would pierce the railing and must be removed by Unit's resident when railing maintenance is required. Hanging items/plants from trees, soffits, fascia and gutters is prohibited. Trellises, shelving units, Shepard's hooks and fencing (decorative or otherwise), are prohibited. Artificial plants are prohibited. **In the case of an emergency or inclement weather, or in the case of a Unit being unoccupied for more than seven days during hurricane season (June 1st through November 30th), all personal property must be safely secured within the Unit by the Unit's resident. Inclement weather includes any wind or rain condition that would turn these items into projectiles or floating hazards, and also includes a declared state of emergency for Lee County.** Dead or overgrown vegetation is prohibited. Vines, climbing plants, fruits and vegetables are prohibited. Seasonal and/or annual plantings are permitted in the area immediately surrounding the mailbox and light post, however, these will be removed once the new Brandywine landscape architecture has been installed. Anchors are prohibited on the exterior of the units and the trees for any purpose including but not limited to hanging devices, lighting, etc. Flag mounts must be approved by the Association. Freestanding flagpoles are prohibited, except garden flags, as stipulated in Rule Y herein. **All potted plants, around the exterior and interior (in the Common Areas) of the Hazeltine multi-unit buildings are prohibited.**

Y. Flags associated with a sporting event are only permitted on the day of the event. Flags may not contain verbiage of any kind, except the name of a sports team. This policy does not apply to the Federal and

State laws permitting the display of American and Armed Forces Flags. Garden flags, no larger than 18 inches by 12 inches are permitted in landscaping beds only, so long as placement does not interfere with the landscape maintenance, and they comply with the verbiage rule above. Flag mounts require prior approval by the Association and must be affixed by the Association Maintenance Department at the Unit owner's expense. Unit owners may not hang flag mounts. Any damage incurred to the exterior of the building, as a result of hanging the flag mount, will be the financial responsibility of the Unit owner. The Board of Directors may establish and change the fees associated with the affixing of the flag mount. Freestanding flagpoles are prohibited, except garden flags, as stipulated herein.

Z. Bird baths, bird houses, bird feeders, weathervanes, fountains and wind chimes are prohibited subject to Rule BB herein. Additionally, residents and guests are prohibited from feeding any wild animals by any means. No more than two (2) outside statues/sculptures/figurines (hereupon known as statues) are permitted around the exterior of a Unit. Statues may be placed in the front or back of the Unit but may not be placed surrounding trees, around or on mailbox or light posts, may not interfere with the Association's ability to perform landscaping activities or the operation of the irrigation system, and may not impede ingress and egress to a Unit. Statues include, but are not limited to, reflecting globes, metal birds, frogs, gnomes, busts, etc. Statues must be no more than three feet (3') in height, no more than twelve inches (12") in width and no more than six inches (6") in depth. Statues outside of these dimensions must have Board of Directors' approval before installation. Statues should not be offensive in nature and should reflect the harmony of the neighborhood. Deteriorating or poorly maintained statues must be repaired or removed. If they are not, after a warning from the Association, the statues will be removed by the Association at the Unit owner's expense, if any. **In the case of an emergency or inclement weather, or in the case of a Unit being unoccupied for more than seven days during hurricane season (June 1st through November 30th), all personal property must be safely secured within the Unit by the Unit's resident. Inclement weather includes any wind or rain condition that would turn these items into projectiles or floating hazards, and also includes a declared state of emergency for Lee County.** The above size restrictions do not apply to ornamentation outside of non-limited possession Common Elements, such as the Remembrance Garden, the Brandywine Hall building and complex, the

pool area and complex, the tennis building, as well as the tennis/pickle ball courts, etc. These areas are under the purview of the Board of Directors and for esthetic reasons may deviate from these restrictions.

All exterior and interior (in the Common Areas) ornamentation is prohibited in the Hazeltine multi-unit buildings.

AA. Unit Owners are prohibited from installing any lighting and or reflectors on any common areas, including but not limited to driveways, entrances, and the mailbox and mailbox post. Up to four solar lights are permitted adjacent to the garage door openings and shall not be more than 12 inches in height.

BB. Holiday/Seasonal decorations are permitted and shall be displayed only during the month of the holiday or season, except that traditional December/fall decorations may be displayed beginning on November 1 and removed by January 10th. Decorative lighting is prohibited on the mailbox, mailbox post. Lights may be illuminated from 4pm to Midnight. Traditional December decorations are permitted to the extent the decorations comport with the plan and scheme of the community.

CC. Decorative objects on Unit exterior walls are limited to no more than two (2) and can be no larger than eighteen (18) inches in diameter and 1.5 inches deep. Plaques with "Welcome", resident's surname or address, count toward the maximum of two decorative objects. Plaques or signs with any other verbiage are prohibited. These decorations require prior approval of the Board of Directors and must be affixed by the Association Maintenance Department at the Unit owner's expense. Unit owners may not hang these decorations, unless they are hung using damage-free temporary adhesive methods, such as Command™ hooks. Holiday/Seasonal decorations may only be hung using damage-free temporary adhesive methods, such as Command™ hooks. Any damage incurred to the exterior of the building, as a result of hanging any item, will be the financial responsibility of the Unit owner. No holes may be made in the soffits, fascia or gutters. This includes the ceiling of the entrance to the Unit. The Board of Directors may establish and change the fees associated with the affixing of the outside ornamentation.

BRANDYWINE POOL/SPA RULES

CONSUMPTION OF FOOD AND SNACKS AT
TABLES ONLY

APPROPRIATE SWIM ATTIRE REQUIRED

CHILDREN: NO SCREAMING, NO RUNNING AND
NO JUMPING

NO LARGE FLOATS THAT OBSTRUCT OTHER
SWIMMERS

Emergency Phone: Left side of main entry door
into Brandywine Hall under breezeway.

DIAL 911

POOL HOURS: 7:00am-10:00pm

In addition to the current posted Rules
Established October 2018

BRANDYWINE COMMUNITY INFORMATION 2022

GATE

Please call the Entry Gate (481-2938) when you expect guests, deliveries, repair men or emergency personnel (fire, medical or police). Your guest or vendors will not be allowed on property without your permission.

BRANDYWINE OFFICE

Office Address: **1398 S. Brandywine Circle
Fort Myers, FL 33919**

Telephone: **(239) 481-2326**

Fax: **(239) 481-0744**

Association Management Company: **Precedent**

Association Manager: **Forrest Courtney (239) 481-2326**

Manager Email: fcourtney@precedentmgt.com

Office Hours: **Monday through Friday
8 AM – 12 Noon 1 PM – 4 PM**

Office E-mail: ccastellano@precedentmgt.com

Office Assistant: **Chrissy Castellano**

BRANDYWINE WEBSITE

Precedentmgt.com

BRANDYWINE BOARD OF DIRECTORS

President	MJ Peters
Vice President	John Kasley
Treasurer	Connie Myers
Secretary	Bob Schlossmann
Director	Susan Deyo
Director	Karen Miller
Director	David Radcliff

COMMITTEE CHAIRPERSONS

Buildings & Grounds Committee – Karen Miller

Communications Committee – Susan Deyo

Documents & Policy Committee – David Radcliff

Finance Committee – Connie Myers

MAINTENANCE FEE CHECKS

- Due and payable on or before the **first** of each month.

Payment via:

- 1) **Direct Debit** – Forms available in the office
- 2) **Bank Check Online** – Have your account # on check - New Mailing address:
Brandywine Condominium Association, P.O. Box 22437, Tampa, FL 33622-2437
- 3) **Personal Check**- Must enclose coupon – Mail to address on coupon

2022 Fee:	Brandywine Model	\$681.36
	Hazeltine Model	\$431.79
	All Other Models	\$584.46

WELCOME TO BRANDYWINE

A pet free community

UTILITIES

Lee County Utilities: 239-533-8845
Florida Power & Light: 239-334-7754
Comcast Cable (Bulk): 800-934-6489
Century Link: 877-436-2277
Advanced Disposal: 239-334-1224
Lee County Tax Collector: 239-533-6000

This bulletin has been developed to assist new residents in becoming informed and active members of Brandywine. Also, valuable information is included to assist you in becoming a good neighbor in our condominium community.

KEEP INFORMED

BULLETIN BOARD

- Located in the Craft Room, Brandywine Hall, and Poolside Breezeway.
- Watch for important announcements and sign-up sheets for activities.
- All Board and Committee Meeting Notices and Agendas are posted on the Official Bulletin Board and in the Association Office.

“BRANDYWINE BUGLE”

- Contains information regarding the actions of the Board of Directors which are important to all residents.
- Includes all social events in detail.
- Includes the calendar of all activities and social events for the month.
- Pick up from the Poolside Breezeway or visit the website.

ASSOCIATION MEETINGS

- Regularly scheduled Board Meetings are at 11:00 AM on the third Thursday of each month (except July and August) as posted on the Official Bulletin Board in the Poolside Breezeway.
- Notices of all Board Meetings are posted on the Official Bulletin Board and in the Office 48 hours prior to the meeting.
- Owners are welcome to attend all Board and Committee Meetings. However, comments or questions are reserved for the appropriate portion of the agenda.

BRANDYWINE WEBSITES

- www.precedentmgt.com – Management Maintained

AGENCIES FOR SENIORS

Elder Affairs:	
Center for Independent Living of SW FL	277-1447
Dept. of Health (Aging & Adult Services)	338-1138
Senior Solutions	332-4233
United Way Helpline	433-5000
Aging & Adult Services	936-5000
Deaf Service Center (Boy Scout Dr.)	461-0334
Legal Services:	
AARP Legal Counsel for the Elderly	800-441-2277
Florida Bar Lawyer Referral Service	800-332-8011
Hemlock Society of Lee County	482-6077
Senior Centers/ Recreation Programs:	
Share Club	772-6765
Talking Books for the Visually Impaired or Physically Handicapped	800-226-6075
Transportation:	
American Cancer Society (cancer patients)	936-1113
Passport – Lee Trans	533-8726
ACT – Abuse Counseling & Treatment	939-3112
Hope Hospice, Health Park Cir.	482-4673
Veterans Services:	
Lee County Veterans Service Center	938-1100

BRANDYWINE ACTIVITIES

MONTHLY PARTIES

- Watch for announcements on the bulletin board and in "The Bugle".
- Volunteer to serve on a committee one month each year. Sign-up sheet is on the bulletin board.

WOMEN'S ASSOCIATION

- Meets on the first Saturday of each month at 9am in the Brandywine Room.
- Sweets, coffee, conversation, a brief business meeting and programs.
- Come to participate and enjoy the fellowship.
- Donation of \$10.00 per person per year to cover miscellaneous expenses. *First year free.
- Contact Karen Miller at 481-3790 for more information.

WATER EXERCISE

- Lap Swimming: Daily 7-8am
- Low Impact: Daily 8:00am
- Aerobics: Tues & Fri. 9:00am

INDOOR EXERCISE

- Low Impact: Mon. & Thurs. 9:00am
- Yoga: Monday, Wed. & Fri. 3:00pm

STICHERY

- Tuesdays at 1:30pm in the Craft Room.
- Bring your own work to do or just come to chat.

TENNIS

- Monday, Wednesday, Friday at 8:00am
- Contact Jack Sheils at 985-7083 for more information.

BOCCE

- Monday & Thursday at 9:30am
- Visit the blog at <https://brandywinebocce.sport.blog/> for more information.

CHAIR VOLLEYBALL

- Second & Fourth Wednesday of the month at 7:00pm
- Contact Nancy Weaver at 813-380-1500.

BINGO

- October through May on the first and third Wednesday of the month at 7:00pm in the Brandywine Room.

MAH JONGG

- Wednesdays at 12:30pm in the Brandywine Room.

SINGLES CLUB

- Meets the first Thursday of the month at the pool to discuss outings and events.

MIXED SOCIAL BRIDGE

- Tuesdays at 6:30pm and on Friday at 12:30pm in the Brandywine Room East (B-5).
- Sign up by Monday noon in the white notebook in the Brandywine room East if you plan to play.
- For more information call Berneda Taylor 561-1514.

MEN'S POKER

- Mondays and Thursdays at 1:00pm in the Tennis Clubhouse.
- Contact Russ Peer at (586) 255-7717 for more information.

LIBRARY

- Located in the Tennis Building.
- Donations of books, magazines, video and audio tapes are welcome. Leave them on the table for the committee to file.
- Books & magazines taken from the library should be returned within a reasonable period of time, so they are available to other residents.
- Audio and DVD's are stored in the closet in the library.

BEREAVEMENT COMMITTEE

- In the event of a death in our Community, this committee can help families set up a memorial/ coffee or receptions at the Brandywine Hall or in the resident's home.
- Call Connie Myers 781-337-7736 for more information.

BRANDYWINE HALL

- Brandywine residents are welcome to rent the hall for private functions, you can pick up an application in the association office.
- Call your activities Chair Nancy Weaver 813-380-1500 for more information or for date inquiries.

PICKLE BALL

- The Pickle Ball courts are set up in the Tennis Court area.
- There are 4 racquets and six balls in a sports bag on the Tennis Porch- please return.
- Instructions available. Contact Carolyn Thompson 239- 281-4388for more information.

PUZZLE ROOM

- Located in the West Wing – Turnberry entrance. All are welcome anytime.
- Community puzzles are always in progress.

MEN'S CLUB

- Meets monthly, programs and discussions (see calendar). NO Dues.
- Contact Ed Zender 267-0951 for more information.

BOOK CLUB

- Meets the second Tuesday of each month at 10:00am in the Tennis Clubhouse.
- Contact Nancy O'Keeffe at 466-0476 for more information.

TRIVIA

- Held in the Brandywine Hall the 5th Wednesday of each month with 5 Wednesdays.

OTHER ACTIVITES

- Other activities are planned by the Activities Committee, see the calendar of activities attached to “The Bugle”.

OTHER IMPORTANT INFORMATION

CONDOMINIUM DOCUMENTS

- If you have lived in a condominium before, you know how important it is to know and understand what is included in the condominium documents – Declaration of Condominium, By-Laws and Rules and Regulations. If you are new to condo living, it is imperative that you know and understand what is included in these documents to adjust comfortably to this lifestyle which is new to you and so very different from single family living. In any case, please study the documents carefully and contact your Association Manager with any questions you may have.

SPEED LIMIT

- Please drive carefully – **25 MPH** – and **OBSERVE STOP SIGNS**.

PARKING

- No parking on any portion of the sidewalks and no overnight parking on the streets. If you have guests or vendors entering the community, please remind them of this.

SWIMMING POOLS

- Please read and follow all rules posted in pool area.
- No diving or jumping allowed.
- **All children under 16** must be accompanied by an adult.
- Place a towel on the chairs to protect them from staining.
- **Divider must be across small pool always.**

SPA

- No children under 12, all children under 16 must be accompanied by an adult.
- No submerging
- No bathing or washing hair

BICYCLES, SKATES & ROLLERBLADES

- Use on streets only – do not ride on sidewalks.
- Do not ride or park on the tennis courts, pool decks or the breezeway on the north side of the Brandywine Clubhouse.
- Must have a light when riding at night or early morning.
- Please remind children to not ride or play near the Gate House.

WALKERS

- Please walk on the sidewalks for your own safety.
- Wear light colors or reflective tape.

GUESTS

- Make sure your guests are aware of and understand the rules for driving, parking and using all the facilities.
- Guest Gate Pass will require owner approval, guest name, driver’s license and license plate number.

PEST CONTROL

- If you have any pest problems, please contact the Office at 481-2326 to schedule an appointment for Tuesday from 9am-11am.
- **ALL** trash must go inside the dumpster.
- Contractors/handyman are **NOT** authorized to leave construction debris at the dumpster area unless otherwise approved by management and the Board of Directors.

BULK TRASH AND DUMPSTER

- Bulk items must be placed to the **RIGHT** of the dumpster not blocking the gate or doors. All Bulk dumping must also include a scheduled pickup with Advanced Disposal by the individual placing the items.
- If you have a large or bulk item for trash disposal that is brought up to the dumpster area, please contact **Advanced Disposal (239)334-1224** to schedule a bulk pick up. The dumpster/ trash compactor cannot handle sizable items including but not limited to appliances, carpet (must be cut in 6ft lengths), and large furniture. Homeowners **MUST** arrange for this to be part of the bulk pick up with Advanced Disposal.
- Please note: TVS **CAN** be thrown into the dumpster.

NO HOUSEHOLD CHEMICAL WASTE:

- **All** chemical waste (i.e. fluorescent lightbulbs, paint, batteries, cleaning compounds, gasoline) must be taken to a **Lee County Drop Off Facility. 6441 TOPAZ COURT FT. MYERS, FL 33912 533-8000** Please dispose of all your chemical waste at the Drop Off Facility and do not leave it by the dumpster for the office to dispose of.
- There is NO CHARGE to residents for dropping off the household chemical waste.
- **HOWEVER**, if our maintenance must drop off waste there **IS** a charge by the county, and this will add to the yearly budget cost.

REGULAR TRASH COLLECTION

- Place trash at the curb (not in front of mailbox) by 9:00 am on Monday, Wednesday, and Fridays. - Do Not put trash out the night before. - Please use plastic bags heavy enough to hold the weight of the trash. - No cardboard or moving boxes.

REGULAR RECYCLE COLLECTION

- Please use the blue bins for recycles. Pick up is Tuesday only. - Blue bin must be at the curb by 6:30 am Tuesday morning. Pick up may not be completed until 6:30pm. Do NOT put out the Bin the night before. - Do NOT place bin near the mailbox. - Corrugated cardboard boxes should be flattened and tied. Place beside the bin. Plastic bags cannot be recycled, please bring to Publix and dispose of in their plastic bag refuse.

ORIENTATION INTEREST/TALENT QUESTIONNAIRE

Brandywine welcomes new members of our community to become involved in many ways . Please help us to identify how best we can match your talents and interests with our needs and goals.

NAME: _____ PHONE: _____

EMAIL: _____

Please check any and all that apply to you.

TECHNOLOGY:

help a neighbor with computer issues.

join a tech squad to assist with IT needs at meetings and/or functions.

NEWSLETTER/BRANDYWINE BUGLE:

delivering newsletter door to door. photography for events or Bugle

writing articles as topics may be assigned.

graphic design creativity.

MUSICAL BACKGROUND:

I can assist at events, I play the _____

if there is a sing-a-long, count me in to assist.

ACTIVITIES COMMITTEE

helping to set-up, plan, and clean up for community events.

food prep for community activities, (potluck supper, bake sale, etc.)

PROFESSIONAL FIELD:

I can give a talk on my career field if it is of interest to the community _____

TRAVEL PLANNING

I can assist with trips and travel planning when needed.

ARTS AND CRAFTS

I love crafting and can teach a class in _____

CHRISTMAS DECORATING

I would be able to help with holiday decorating activities.

MISCELLANEOUS

This might be of interest to the community _____

THANK YOU FOR TAKING THE TIME TO FILL THIS OUT. PLEASE RETURN TO THE OFFICE.

FREQUENTLY ASKED AND QUESTIONS AND ANSWERS
BRANDYWINE CONDOMINIUM ASSOCIATION INC.

As of January 2022

Q. What are my voting rights in the condominium association?

A. Each unit has one vote which may be cast by the individual owner of record, or in the case of husband and wife, either owner of record. Declaration of Condominium Section 5D.

Q. What restrictions exist in the condominium documents on my right to use my unit? Declaration of Condominium Section 8, and Rules & Regulations paragraph A.

- A.**
- At least one occupant must be 55 years of age or older.
 - Children under the age of 18 years are not permitted as permanent residents or as guests for periods in excess of 60 days in any one calendar year.
 - Units can only be used for residential purposes.
 - The use of units shall be in compliance with existing laws and the governing documents.

Q: What restrictions exist in the condominium documents on the leasing of my unit? Declaration of condominium Section 8F, and Rules & Regulations paragraph A and O.

- A:**
- There is a minimum rental period of one (1) year. All leases must be approved by the Board of Directors.
 - At least one occupant must be 55 years or older.
 - Children under 18 years are not permitted as permanent residents or guests for periods in excess of 60 days in any one calendar year.
 - Only entire units may be leased or rented.
 - Submission to the Association of the appropriate application fee, occupant information, and a copy of the lease.
 - Pets are not allowed under any circumstances.

Q: How much are my assessments to the condominium association for my unit type and when are they due? Declaration of Condominium Section 4, By –Laws Section 6

A: Maintenance fees are due and payable without notice on the 1st day of each month. The 2021 maintenance fees are as follows: **Brandywine models - \$681.36; Hazeltine models- \$431.79; all other models - \$584.46.**

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: No

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
VEHICLE REGISTRATION

Please complete this form and bring it with your state issued vehicle registration and valid driver's license into the Association Office to obtain your new decal.

Office Hours: Monday thru Friday

8 AM – 12 Noon

1 PM – 4 PM

UNIT NO. _____

OWNER'S NAME(S) _____

ADDRESS _____

VEHICLE 1 STICKER # _____

YEAR OF VEHICLE _____

MAKE OF VEHICLE _____

MODEL _____

COLOR _____

LICENSE PLATE NO. _____

DRIVERS LICENSE NO. _____

VEHICLE 2 STICKER # _____

YEAR OF VEHICLE _____

MAKE OF VEHICLE _____

MODEL _____

COLOR _____

LICENSE PLATE NO. _____

DRIVERS LICENSE NO. _____

PLACE THE DECAL ON THE WINDSHEILD---OUTSIDE -DRIVER'S SIDE -TOP CORNER

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
Precedent Hospitality & Property Management
3001 Executive Drive, Suite 260, Clearwater, FL 33762
727.573.9300 • Fax: 727.573.8549
info@condominiumassociates.com

EMERGENCY CONTACT INFORMATION

PROPERTY ADDRESS _____

Please complete the form below by PRINTING the requested information, sign & date and mail, fax or email to the address above.

Homeowner Name _____

Resident Address _____

Mailing Address if Different _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Additional Homeowner Name _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Nearest Contact (relative, friend, neighbor) with a Key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s) _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Number of Person(s) occupying unit

Adult(s) _____

Vehicle(s)	Make/Yr.	Model	Color	TAG Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE SIGN AND DATE BELOW:

Owner Signature Date: Spouse/Co-Owner Signature Date:

**** ACH FORM ****
AUTO DEBIT
AUTHORIZATION
 Condominium Associates and
 Precedent Hospitality & Property Management

USE THIS FORM TO AUTHORIZE A RECURRING ELECTRONIC
 PAYMENT FROM YOUR BANK ACCOUNT

How do I sign up for this service?

- Step 1 Fill in the required information below and return this form to: **Condominium Associates and/or
 Precedent Hospitality & Property Management
 Attn: ACH Processing
 3001 Executive Dr. Suite 260 Clearwater, FL 33762
 Fax: (727) 573-8549
 Or Email to AR@condominiumassociates.com**
- Step 2 Include a void check (or deposit slip for a savings account) with this form so that account numbers can be verified.

How do I confirm that you received these instructions?

- Step 1 Please let us know how you would like to be notified:
- Mail a copy of this processed form back to me at the address below.
- Email me at: _____

What other information do I need to know?

- Item 1 **The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be debited on the next regularly scheduled date. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.**
- Item 2 Your account will be automatically debited on the 3rd day of the month that the payment is due. If the 3rd is on a weekend or holiday your account will be debited on the next business day.
- Item 3 By submitting this form you authorize your association to initiate the ACH debit for the property/unit listed below.
- Item 4 A separate enrollment form must be completed for each property/unit payment obligation.
- Item 5 This auto debit will continue until you provide written instructions to cancel.
- Item 6 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 7 Bank account to be debited must be within the US territorial jurisdiction and the funds must be payable in US dollars.

PLEASE COMPLETE INFORMATION BELOW & INCLUDE VOIDED CHECK COPY

Association Name: _____ Unit/Account: _____

Auto Pay Start Date: Month _____ Year _____

Name: _____ Phone: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Financial Institution: _____

Bank Routing No. (9 digits) _____ Bank Account No. _____

Is this a checking account ____ (yes/no) or a savings account ____ (yes/no)? Is this within US territorial jurisdiction ____ (yes/no)?

By signing this authorization, you agree to the following: I am authorized to initiate transactions for the checking or savings account I have provided. I hereby authorize the above named association to debit my checking or savings account to collect my association payments. I hereby authorize Popular Association Banking to process electronic transfers by ACH debit entries to the account referenced above for the purpose of making these payments.

 Date Signature

 Date Signature



Brandywine Condominium Association, Inc.

1398 S. Brandywine Circle, Fort Myers, Florida 33919

239-481-2326 FAX: 239-481-0744

E-mail: brandywinecondo@embarqmail.com

Name: _____

Property Address: _____

Telephone Number: _____

Email Address: _____

Effective July 1, 2010, the optional information above is no longer considered an official record of the Association, and may not be published or disseminated without your consent. Pursuant to a recent amendment to Section 720.303(5) Florida Statutes, only your name, parcel designation, mailing and property address are official records of the Association and the Association is now prohibited from disclosing any other information provided. That notwithstanding, you may consent for the information provided above to be included in the Association's directory, which will be published and provided to members and residents of the Association. By doing so, you further agree to release and hold the Association harmless for any use or misuse of this information .

- I hereby agree and consent to have my personal information provided above included in the Association's directory.
- I do not consent to have my personal information published in the Association's directory.

Owner Signature: _____

Printed Name: _____

Date: _____

**BRANDYWINE NAME BADGE
ORDER FORM
\$10.00 EACH**

*LET'S HAVE A UNITED AND FRIENDLY COMMUNITY.
ASSOCIATE A NAME TO A FACE, A FACE TO A NAME.*

PRINT YOUR NAME HOW YOU WOULD LIKE IT ON YOUR BADGE

Name:

Address:

Phone #:

Circle One: PIN MAGNET

Name:

Address:

Phone #:

Circle One: PIN MAGNET

Check made payable to: Brandywine Activities Committee (BAC)
Return Form and Check to the Brandywine Association Office
Questions: Call Lynn Moll (239)223-8764 or (239)432-9912

MEN'S CLUB VENDOR LIST

Air Conditioning	Anytime Air & Heating	243-6183
Air Conditioning	At Your Service A/C	565-9433
Air Conditioning	BNB A/C	542-5481
Air Conditioning	Dave's Cooling	482-2570
Air Conditioning	Eaton Air Conditioning	334-3312
Air Conditioning	First Class A/C	574-2500
Air Conditioning	Gulf Shore Cooling	939-1137
Air Conditioning	Home Tech	433-3344
Air Conditioning	Lifetime Air	239-243-3503
Air Conditioning	Kenmark Air	437-7040
Air Conditioning	Maclaine's A/C Service	543-3003
Air Conditioning	Sensible Air	574-2921
Air Conditioning*	We RUSH 2 U Inc	238-7874
Airport Taxi	Aaron's Airport Taxi	768-1898
Airport Taxi	Apple Air Transportation	482-1200
Airport Taxi	Bluebird Taxi	337-4886
Airport Taxi	Superior Airport Shuttle	267-4777
Appliance Sales/Repair	Bill Smith	334-1121
Appliance Sales/Repair	Broward Factory Service	482-1303
Appliance Sales/Repair	Home Tech	433-3344
Appliance Sales/Repair	Murrell's (Mark McMillin)	433-0770
Carpet (New)	Hessler's	936-6900
Carpet (New)	Klare Carpet	463-3012
Carpet (New)	Price Cutter Furniture	997-6400
Carpet (New)	Taylor Carpet One	334-8686
Carpet Cleaning	M & M	772-2323
Carpet Cleaning	Steamway Supreme	731-2358
Commode Replacement	Samuel Lightfoot	603-3085
Computer Repair	<u>Computer Medic</u> (Ask about	437-4357

MEN'S CLUB VENDOR LIST

	Computer Club discounts.)	
Computer Repair	Best Buy (Geek Squad)	278-1298
Counter Tops, Granite	HB Marble & Granite	443-7807
Counter Tops, Laminate	Quality Counters	948-5364
Dryer Vent Cleaning	Lint Out	332-5468
Electric	On The Line Electric	337-0600
Electric	Preferred Electric	437-8558
Electric	Michael Gonzalez	357-5025
Electric	Richard Hyland	994-1561
Fancy Glass Doors	Devin O'Connell	239-939-0083
Garage Doors	Door Doctor	337-7785
Garage Doors	Garage Doors by Roy North	482-5211
Garage Doors	TRS (Sceeter Beaters)	220-0546, 220-0547
Garage Doors	Jason Mynatt	590-0093
Golf Carts	The Cart Barn	267-6979
Handyman/Fix-It	Ed Monroy	239-645-7298
Handyman/Fix-It	Peter Protheroe	822-3926
Handyman/Fix-It	Rafa Goodoy	745-1071
Hardware Store	Gavin's Ace Hardware, 16025 San Carlos, Fort Myers	466-7777
Home Watch	TRS (Also home repairs)	220-0546 220-0547
Home Watch	Maid in the Cape	458-3244
Interior Design	Joyce Fronev, Sales - Design Consultant - Norris Furniture & Inter.	561-1633 Home 690-9844 Norris

MEN'S CLUB VENDOR LIST

Lanai Screen Replacement	3 G Home Interiors	239-990-5900
Local Moving	Two Men & A Truck	337-3331
Local Moving	William Huff Moving & Storage	332-3997
Local Moving	Modern Movers (within FL)	939-7983
Local Moving	Sunset Moving	772-9797
Locksmith	Koon's	489-4450
Painting	Lee's Painting	458-4834
Painting	Simmons Painting	332-4992
Patio Door Repair	Slider Man	574-1969
Plumbing	Franzese Plumbing	574-4121
Plumbing	Jenssen Bros.	997-6905
Plumbing	Goode Plumbing (Jim)	239-440-3801
Plumbing	S & S Plumbing	466-8200
Plumbing	McGlo Plumbing	936-8647
Plumbing	United Plumbing	542-2522
Remodeling (Any size)	Demarest Contracting	565-5796
Remodeling (Any size)	Done Right - Chuck Holman	910-3355
Remodeling (Any size)	Emrux Construction	823-4625
Remodeling (Any size)	Hubby For Hire	574-4327
Remodeling (Any size)	Pate Cabinetry	283-4646
Shutter Repair	James Grantham	239-462-5940
Shutter Repair	Brandon Whidden	239-994-5640
Telephone - Amplified	Deaf & Hard of Hearing Center	1-855-209-5521
Upholstery	Diamond Custom Upholstery	573-9466
Upholstery	Sipe Upholstery	694-3200
Water Turnoff Repair	Rich's Rooter	239-707-0173

MEN'S CLUB VENDOR LIST

Window Cleaning	No Regrets Window	561-8654
Window Cleaning	Sabrina's Gulf Coast Window Cleaning	466-9255
Window Cleaning	Nu-Clear	239-209-1557
Windows, Lanai	Impact Glass Windows & Doors	415-1817
Window Replacement	Professional Window & Door	410-9613
Windows, Rescreening	Screen Solutions (Todd)	324-4690
Windows, Rescreening	Gavin's Ace Hardware	466-7777
Window Treatments	Coastal Blinds	278-1818

Precedent Brandywine Website Instructions

- Go to website **Precedentmgt.com**
- Click Login located on the top right of the page
- Click continue in the message box
- Click Register
- Insert User Information
- Email address is required
- Click submit
- Allow up to (2) days to receive approval Email
- Approval Email will include Password
- Go to website **Precedentmgt.com**
- Click Login
- Login: Email address Password: from approval Email