



# **WELCOME TO STEEPLECHASE**

**A handbook for owners and tenants**

# **STEEPLECHASE HANDBOOK**

Updated February 2025

## **TABLE OF CONTENTS**

BOARD OF DIRECTORS' WELCOME – 3

STEEPLECHASE ASSOCIATION RESOURCES – 4

STEEPLECHASE WEBSITE – 6

COMMON STEEPLECHASE PROCEDURES – 7

STEEPLECHASE RULES & REGULATIONS – 8

EMERGENCY CONTACT FORM – 13

CONSENT TO DISCLOSE FORM – 14

KINGS LAKE TENNIS COURTS and

COLLIER COUNTY RESOURCES – 15-16

# **STEEPLECHASE OF NAPLES CONDOMINIUM ASSOCIATION**

## **Board of Directors' Welcome**

Welcome to Steeplechase, a Condominium Association comprising 72 units in 13 buildings. Whether you are here as an owner, guest, or lessee, we want you to feel comfortable in our community.

The purpose of this Handbook is to provide owners and other residents with pertinent information regarding the Association's rules and regulations, Steeplechase resources, and community resources. This Handbook provides you with the basic requirement of living in our Condo Association.

We continuously work to improve the facilities and the image of Steeplechase as a premier residential community. To that end, we must emphasize that Steeplechase is not a resort. For many of us it is our year-round home. We do not have a dedicated staff to freshen up our environment overnight. There is not a manager on site. It is important that residents tidy up the facilities that they use. For example, return pool furniture to its original position; turn off fans in the pool house; put all trash in the bins provided. We would appreciate your help in maintaining the look and feel of Steeplechase as a beautiful place to live. Your neighbors thank you for your support.

If you have questions or need assistance, please contact our management company.

Your Steeplechase Board of Directors

## **STEEPLECHASE RESOURCES**

### **CABLE**

Through your condo fees, Steeplechase pays for basic TV service with Comcast. When you initiate service, make sure you communicate that fact; it saves you money. If you plan to have a landline, TV, and Internet, the “package” deal from Comcast saves money compared to separate service contracts with multiple contractors. Any upgrades to the basic package are at your expense.

### **COMMUNITY INFORMATION**

The Bulletin Board at the Steeplechase mail kiosk has information about social events, Board meetings, and other important issues. Check it often.

### **KEYS**

Residents are required to give a unit key to the management company. You are urged to give another key to the Association. The Board of Directors keeps these keys. This is important since we live in multifamily dwellings and problems in one unit (water leak, fire, etc.) impact other units. If you are away even for a few hours, and there is an emergency, it might be critical to enter your unit to save your belongings and your neighbors’.

### **MAILBOX NAME PLATE AND LOCK**

The mailboxes are located in the kiosk across from E building.

To change the name place, take a phone photo of a clear looking name place. Order your name plate from:

Naples Awards Co.

2385 David Blvd. (239-774-2410)

The store is in the east end of the long strip mall east of Oakes Farm Market. The 2021 cost was about \$15 with tax.

If you need a new lock and key, you can purchase them at Home Depot. Ask the mailman to leave your box open on the day you want to replace it. Alternatively, call the locksmith’s number found on a metal place above the mailboxes.

### **MANAGEMENT COMPANY**

Cambridge Property Management of Southwest Florida

2335 Tamiami Trail, Suite 402

Naples, FL 34103

Phone (239) 249-7000

### **NEWSLETTER**

A newsletter is published on the website and posted on the Bulletin Board twice a year generally in Fall and Spring. You will find information on the happenings at Steeplechase on the Bulletin Board, as well as important reminders.

## **PEST CONTROL**

Purcor Pest Solutions (855-423-9954) applies pesticide to outdoors areas regularly and posts signs. If you want inside treatment, call and tell them you live in Steeplechase and need help. There is no extra charge to owners.

## **PETS**

Owners who want to acquire a pet must complete the “Pet Application for Current Residents” form and submit it to our property manager. Review our Declarations Section 12.6 and Rules and Regulations Section 4. Both documents are on the Steeplechase website.

## **POOL and SPA**

Please read the pool and spa rules posted at the pool area before using the facilities.

## **RECYCLING**

Pick up is early Monday morning. Please do not bag your recycling- instead place it in your recycling bin. Please put your recycling bin (green bin with yellow lid) curbside at the edge of your driveway after 6 pm Sunday. Wheels must face your unit, and the top opening faces the street. The recycling company will not take anything outside the bin. You may put cardboard inside the bin (never outside) if it is cut up to fit inside. The bin lid **MUST** be closed.

Fluorescent light bulbs, electronics, batteries, oil, can be dropped off at one of the County recycling centers. The closest one to Steeplechase is at:

2640 Corporate Flight Drive, Naples, FL 34104; 252-7575

Take Airport Pulling Road north; left onto Corporate Flight (far side of airport, across From Enterprise Ave); keep going until you see the sign

## **TRASH**

There is no trash pickup (other than recycle) in front of your unit. There is a dumpster at the end of Aintree Lane across from the L building. It is for household trash only, **NOT** construction debris **OR** furniture. The trash must be bagged. Please close the sliding door after you throw your trash in. The dumpster is emptied by Waste Management twice weekly from November through May and once weekly from May through October. Bulk pickup can be arranged through our CAM at our property management company. And you will be billed for pickup. Please do not **EVER** leave trash outside of the dumpster!

## **WATER MAIN**

The main shutoff for your water is in the courtyards between the first level units. They are marked so you can find your shutoff. It should be locked, and you should have received a key from your seller. When you leave the unit for more than 48 hours, you are required to shut off the main shutoff and lock it. Also, turn off the circuit breaker to your water heater; otherwise, it will be damaged. We cannot overstate the importance of shutting off you water when you are absent. Significant damage can occur – to your property and that of others – should a leak occur in your absence.

NOTE: Basic cable TV (from Comcast Xfinity), trash collection, water and sewer services are paid for by the Association through your condo fees.

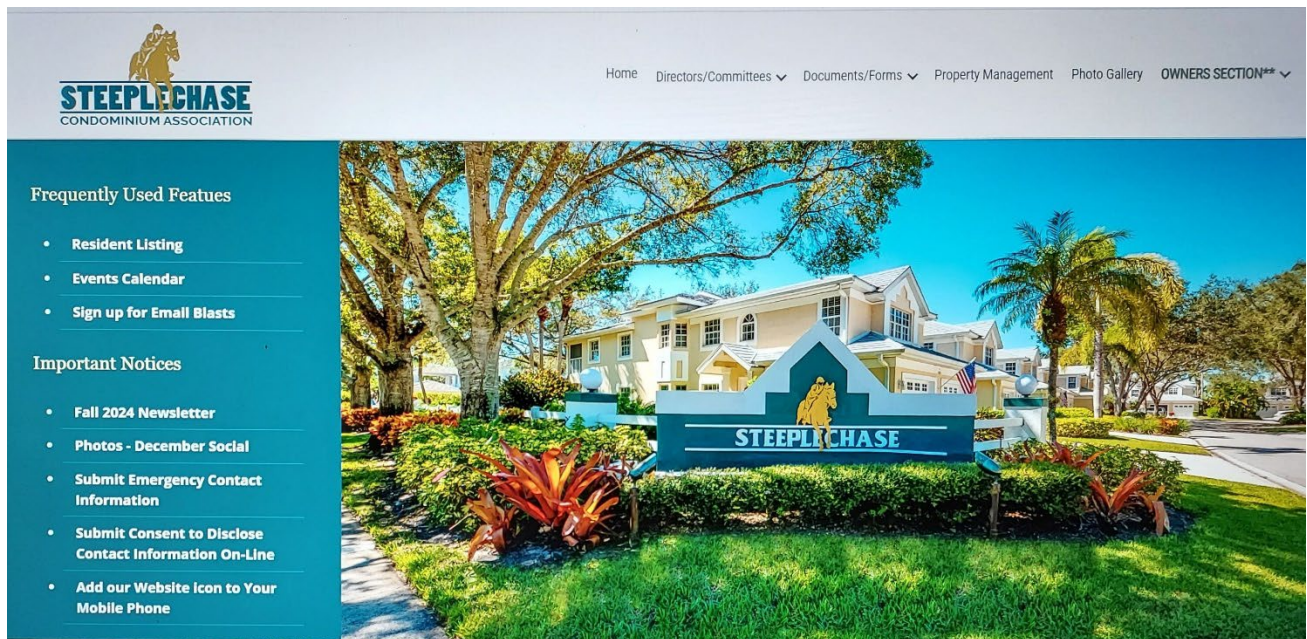
## Steeplechase Website

We invite you to the website to read recent board meeting agendas and minutes (use Username and PW), as well as newsletters to familiarize yourself with your new home. Also, check out the calendar for upcoming activities, including social events. You will also find copies of all Steeplechase documents and current rules.

Address: [steeplechase Naples.com](http://steeplechase Naples.com)

User ID: steeplechase

Password: @KingsLake23



## **COMMON STEEPLECHASE PROCEDURES**

You will find the Steeplechase Bylaws, Declarations, and Rules on the website. Many questions concerning behavior in our community revolve around landscaping, pets, vehicles, and guests (including renters and family). Here are samples.

### **GUESTS**

Occupancy in “Absence of Owner” is Section 12.2 of the Declarations. It stipulates that if the owner and his family are absent and not occupying the unit, and the unit has not been leased, the owner may permit his unit to be occupied by guests **ONLY** under certain conditions.

1. Any persons who are grandparent, parent, or child or grandchild over the age of 21 or spouse of the grandparent, parent or child or brother or sister of the unit owner or the unit owner’s spouse, if any, may occupy the unit in the absence of the owner without limitation as to the number of occasions or length of stay.
2. Guests (a family of not more than one guest, spouse, and children) not included in above (1) may stay only two weeks and the occasions of this type are limited to two in any calendar year.
3. Guests must be registered with the Management company. (See form on website: “Occupancy When Owner Not Present”).

### **LANDSCAPING**

Rules Section 6.1

The exterior of the condominium shall not be modified without prior consent of the Board of Directors.

Rules Section 6.6

Please refer all queries and requests in writing to the Landscape Committee and not directly to the landscaper. The landscaper is not responsible to any one individual. Rather he works for the entire development per instructions from the Landscape Committee and the Board of Directors.

### **PETS**

Rules and Regulations, Section 4. PETS:

- 4.1 Each unit may have one dog or one cat not to exceed 25 pounds in weight. Pets are to be on a leash when on the common elements.
- 4.2 Owner must clean up after pets when outside the unit.
- 4.3 Guests and tenants may not have pets of any kind.

Also, see the Steeplechase Declarations, Section 12.6 for fuller explanation.

### **VEHICLES**

Please refer to the Rules and Regulations.

## KINGS LAKE TENNIS AND PICKLEBALL COURT

### Key Needed for Access

- Go to <https://kingslake.today>. Under Rules/Regulations, go to Tennis and Pickleball Court for information in obtaining a key
- Proof of Kings Lake home ownership must be presented
- \$5.00 key deposit is required

### Tennis and Pickleball Rules of Play

- The court can be reserved up to two days in advance for one hour of play (for example, on Monday, you can reserve Tuesday and Wednesday)
- Signup sheets are on the Bulletin Board inside the court
- If no one is waiting to use the court, play may continue into the next hour
- Ball machines are not allowed at any time
- Please remember the tennis and pickleball court is only for Kings Lake residents and their guest(s).

# # #

### Collier County Resources (2021)

#### AUTO REGISTRATION

- 3291 Tamiami Trail E 252-8177 (Tax Collector Collier Co Govt Center) 725 Airport Pulling Rd 434-4600
- 2335 Orange Blossom Dr 434-4600

#### BEACH STICKER – available for full-time residents and property owners of Collier County

- East Naples Community Park 3500 Thomasson Dr 252-4414
- Naples City Hall 735 8th St S 213-1000

#### CABLE

- Xfinity/Comcast 800-934-6489 xfinity.com Store: 12707 Tamiami Trail E

#### DOMICILE Declaration

- Clerk of Courts 252-2646 (Collier Co Government Center) 3291 Tamiami Trail E

#### DRIVERS LICENSE

- 25 Airport Pulling Rd 434-4600
- 2335 Orange Blossom Dr 434-4600



ELECTRIC Florida Power and Light (FPL) 262-1322

NEWSPAPER Naples News 844-900-7105

#### POLICE

- Collier County Sheriff's Office (no- emergency) 239-252-9300 (please note that Steeplechase is in the unincorporated area of Collier County, not the City of Naples), patrolled by the Sheriff)

#### POST OFFICE

- 200 Goodlette Frank Rd 800-275-8777
- 860 6th Ave S 800-275-8777

#### TELEPHONE

- Xfinity/Comcast 800-934-6489
- Century Link 239-596-6220

#### VOTER REGISTRATION

- Collier Co Courthouse 3315 Tamiami Tr. E 252-8683
- Government Center 2335 Orange Blossom Dr 434-4600

NOTE: At the Government Center on Orange Blossom Drive, you can get a driver's license, register to vote, apply for homestead exemption, and more.