

The Boulevard Club (TBC)

General Information for 2017 – 2018 Season

For more complete information, please refer to TBC Website www.naplesboulevardclub.com for the *Declaration of Condominium, By-Laws, House & Ground Rules and Appendices*.

Emergencies

Medical Call 911

Non-life threatening emergencies i.e. water leak, power outage, locked out of unit
7:00am - 3:30pm call the Manager 239-261-2500

After hours and weekends call Newell Property Management 239-514-1199, press 1 for after hours emergencies.

Fire Call 911 and follow the Fire Emergency Evacuation Plan.

TBC

Daytime Manager, John Cuttitta

Office Phone 239-261-2500

Cell Phone 239-248-3642

Fax 239-263-8340

Email bcnaples@gmail.com

Website www.Naplesboulevardclub.com

Newell Property Management Corporation (NPM)

5435 Jaeger Road #4

Naples, FL 34109

Resident Property Manager, Jelissa James

Phone 239-514 -1199 ext. 226

Email Jelissa@newellpropertymanagement.com

Website www.newellpropertymanagement.com

Contractors/Service Providers (You are free to choose any contractor for your unit, the following is a list approved by the Board.)

Service	Company	Daytime and after Hours*
Air Conditioning	Johnson's Air	239-597-4675
Plumbing	Second Century Plumbing	239-353-7654
	Castle Plumbing	239-455-2295
Electrical	Scottish Electric	239-597-8744
Carpet Cleaning	Hoppe Carpet Cleaning	239-249-4959
Elevator	Otis Elevator Company	800-233-6847
(Otis phone number is on top of phone in both elevators. When calling Otis reference TBC Bldg #TYN 526296)		
Star Pest Control	Contact Daytime Manager	This service is provided by the Association.

***All Contractors and Service Providers have an answering service after hours.**

Security

Our priority is your security 24/7 all year.

Except for guests using your unit, do not give your door keys or personal call box access code to anyone including your contractor. Contractors are given an entry code for keypads on two south side doors. Please see *Contractor Rules* on the website.

To let a visitor into the building, press 6 on your phone (before you hang up) after your guest calls from the call box. This will unlock both the front and inside lobby door. Do not prop open doors.

TBC Owner Services

Air Conditioning Unit Inspections and service are provided twice a year by Johnson's as part of your quarterly operating assessment. Repairs required as a result of the inspection are the responsibility of the owner.

Opening/closing Units will be done by the daytime manager. This service includes turning on the water heater, adjusting thermostat and opening hurricane shutters. Please give the daytime manager advanced notice of your arrival/departure.

Unit Weekly Inspections will be done in your absence to be sure there are no problems with water leaks, temperature control or insects. The daytime manager will report unit specific problems to the unit owners.

Other General Services performed by the daytime manager include package delivery and weekday newspaper. An Owner volunteers to place papers in the elevators on weekends.

Bay Room Reservation Schedule is handled by the daytime manager. Clean up is your responsibility. Dishes washed and stored, counters cleaned and furniture returned to its original location. The manager will remove bagged trash and mop the floor. If there is additional clean-up required or damage, the owner will be billed for the costs.

Contractor's Responsibilities and Work Hours- The daytime manager will provide each contractor a code to use to access the building. Keypad locks were installed on the south doors specifically for contractor use, and to keep the building as secure as possible. Approval is required for many projects, and all contractors must be insured. Please review the *Contractor Rules* on the website and share them with your contractor before they begin your project. Hours of operation are 8:00am - 4:00pm Monday through Friday. Work is not permitted on weekends or holidays. Emergency repairs are permitted as required.

Special Requests for personal service needs (changing light bulbs, moving heavy objects, car maintenance etc.) may be discussed with the daytime manager directly. Please make your own reimbursement arrangements with him as he will need to perform these services on his time. The manager may refer you to suggested service providers if your project is outside his scope of interest, time or ability.

Guest Suite - This is available for rent by owners when in residence. Contact NPM or download the Guest Suite Reservation Form from the Website. www.Naplesboulevardclub.com

Helpful Building Information

Grocery carts are in six locations in the carports

Luggage carts are stored in the stairwells by each elevator

Recycle bins are in the trash rooms on each floor

Garbage (food related waste) should be securely bagged and dropped in chute in storage room. Seafood and shells should be taken directly to the dumpster, small recycled items, cartons, newspaper/multicolor paper, small cardboard boxes placed in blue recycle bins in storage room on each floor. Bulky items (large boxes, bagged recyclables) take to specified bins by outside dumpster.

Parking spots in the carport are numbered and owned by the residents.

Gas grill is located on the northeast corner of the property on grass

Rules are posted at the pool. It is strictly forbidden to enter pool motor room "pit house".

Docks are available for rent per Dock Space Rental Agreement on the Website

TBC is smoke free-smoking prohibited in all common areas and individual units

No pets of any kind are allow in owners' units or building or grounds