CONDOMINIUM ASSOCIATION, INC.

Dear New Neighbor,

Congratulations on your new residence!

On behalf of the Paseo Condominium Association and your KW Property Management Team, we would like to welcome you to the Paseo neighborhood. We are pleased that you have chosen our beautiful Paseo condominium development to call home. The Paseo Condominium complex is comprised of 123 Buildings and includes 749 Residential Units.

There are three **separate** organizations that are responsible for making your Paseo Condominium community experience the best possible for all residents and guests.

1. The Paseo Master Homeowners Association
2. The Paseo Condominium Association
3. The Paseo Community Development District (CDD).

In this packet, you will find an overview of the responsibilities and duties of each organization.

KW Property Management & Consulting is contracted by the Condominium Association to manage the daily operations of the condominium community under the supervision of the Board of Directors. We have created this packet to provide you information that will make your transition to Paseo and membership in the Association easier. Please take a moment to look it over and let us know if you have any questions. At the time of sale, every seller is required to provide to the buyer, a copy of all governing documents. Please review them.

It is important to stay connected! A New Resident Member Information Form is contained in this welcome packet. We ask you to complete it and return it to our office at your earliest convenience. We will use this form to be certain that we can get in touch with you and keep you informed. The Paseo Condominium website focuses on the operations of the Condominium Association and is specific to you and the maintenance of our community. You will receive specialized emails concerning condominium business and information. Several weeks after your closing, you will receive an email from our office with information for accessing the owner portion of our website and you will be provided with an initial login name and password.

Check out www.PaseoCondo.com

We are excited to welcome you to your new home and your new Community. We look forward to meeting you.

Your KW Property Management Team
On Behalf of the Board of Directors
Paseo Condominium Association

PASEO



Welcome
to
Paseo Condominium!

Managed by

KW PROPERTY MANAGEMENT & CONSULTING

WHAT'S NEXT???

As a new owner, we are sure that you have a MILLION questions about what you need to do. We will try to answer all those questions and get you on a QUICK start to enjoying your new community. These Frequently Asked Questions and Answers should get you on your way.

1. **How do I get in the Gate?** The Gatehouse and the Security for Paseo fall under the responsibility of the Paseo CDD, one of the 3 entities in the community. As a new owner, you will make an application for a transponder for your car (at a cost of $25 per vehicle.) The transponder is permanently affixed to your windshield and will let you through the "Resident" side of the gate. There is also an "APP" for the gatehouse, which allows you to register and manage your visitors and vendors. An application and further directions follow in this packet.

2. **How do I get in the Pool and other Amenities?** We know you are excited to get started living the "Paseo" lifestyle! After your closing, come to the Paseo Condominium office – next to the movie theater – and we will get you on your way. We will make sure you have the proper documents to take to Master Association Member Services, where you will be registered in their amenity access system. software. This Membership gives you access to all the Master Association Amenities.

3. **Where do I put my trash?** You just moved in and now you have a lot of items to throw away. The City of Fort Myers does not collect trash at your unit. Our landscape company provides a concierge pickup service. All you need to do is leave your trash bags outside your garage door.

   Trash pickup days = Monday and Thursday

   Leave your trash bags (any color) and recyclable bags (clear or transparent blue) out between 7:00 and 9:00 a.m. on the morning of trash pickup. DO NOT use a garbage can or bin of any kind – these are not permitted. Flatten all boxes.

4. **What about Cable and Internet?** Our cable and internet provider is HOTWIRE. The basic amenities package is provided by the Master Association and the cost is included in your quarterly fees. More information is included in this information packet. Complimentary Wi-Fi is available at the Amenity Center.

   Network: Fision by Hotwire
   Password: paseowifi

5. **How about Water and Electric Service?** Florida Power and Light (FPL) is the electric service provider. You can go on their website www.fpl.com to setup services for your new address. City of Fort Myers water service is provided by the Condominium Association, and you will not receive a water bill. The cost is included in your Condominium Association quarterly fees.

Now that we've got the basics covered, take a look at the rest of this information packet for more details about all the services and amenities. You will also find handy contact lists with emails and phone numbers for the people you will need the most.

Who Should I Call?

Paseo Master Homeowners Association

(239) 834-6300
www.MyPaseo.Life

Manages the Use of all Amenities enjoyed by the entire Community

- Village Center Amenities
- Tennis and Sports Facilities
- Amenity Access
- Event Planning / Schedules

Paseo Condominium Association

(239) 834-6309
www.PaseoCondo.com

KW Property Management manages the Entire **Condominium Complex** (749 units) and Common Elements including the following:

- Buildings / Landscaping / Maintenance / Trash / Landscape and Exterior Building Lighting / Outside Pest Control / Irrigation / Water
- Lease and Sale Applications and Requirements
- Association Fee Processing and Collection Management, Accounts Payable and all Financial Reporting.
- Our Office Staff are direct employees of KW Property Management and Consulting, LLC

Paseo Community Development District (CDD)

Managed by: Rizzetta & Co.

(239) 936-0913
www.PaseoCDD.org

Manages the following:

- Paseo Guard Gate, gatehouse and appurtenances, entry roads, outside easements / landscaping adjacent to the property, exterior fencing, structures, and roads.
- Transponders for Resident Vehicle easy access.
- Water management. Lake and water control structures, storm drainage, irrigation pumping stations.
- Water and sewer facilities, which will be transferred to the appropriate franchised public utility.
- Community entry landscaping, curb cutout landscaping per maps and water features/ fountains
- Our Streets, Lampposts and Grassy Knolls
- Financial Management of Government Bond and Assessments for Infrastructure.

Move-In Checklist

Utilities:– Florida Power and Light – To have service connected in your name, please contact Florida Power & Light (FPL) at (239) 262-1322. FPL will need your personal data to activate service in your name for electrical power to your unit. You will also need your unit number. Your "unit number" will be the last 2 or 3 digits of your Paseo Unit number as posted on your unit. (For example: 11272 Paseo Grande Blvd, Unit 5712 is considered Building 57 unit 12 when setting up an account with FPL).

Get Connected: - HOTWIRE provides cable and internet service. Call Hotwire for cable equipment and internet service at (239) 228-3321. This service is provided as part of your Amenities package from the Paseo Master Association. There is complimentary WIFI in the Village Center, Tennis area, and Community Parks.

NOTE: The following basic amenities package is provided by the Master Association within your quarterly fees and includes:

- Expanded Basic Television: Plug & Play!
- Digital Favorites Package: Local networks, sports, news, popular channels, PLUS additional channels like MLB Network, Cooking Channel, AMC, Disney Junior, VICELAND, and more!
- HD Service: Access to available HD channels in your digital package.
- Fision GO Basic: The Fision GO App gives you the freedom to watch a great selection of television and movies anywhere you're connected to Fision WiFi.
- Fision HD Box: One (1) HD capable box included. Provides our on-screen guide with advanced features, access to Replay TV, and Video and Demand.
- Fision HD/DVR Box: One (1) Fision HD/DVR Box included. Record your favorite programming to watch whenever you want.
- Multi-Room DVR Service: Watch recorded shows from any box in your home!
- High-Speed Internet 150: Download speed of 150 Mbps and upload speed of 50 Mbps. Plus, one (1) eero Pro for WiFi service.

Additional products and services are available to customize your package at an additional cost to the resident.

Important: Fill out the Member Information Form and return it to our Condominium Office, along with a required spare key for emergencies.

Get Access:

- Paseo MASTER Association: Visit the Master Association Member Services Desk with your application approval certificate to set up your fingerprint access to amenities and obtain a logon and password to www.MyPaseo.Life.
- Paseo CONDO Association: Our owner database updates 30 days after the Certificate of Approval is issued. If you do not have a logon and password to www.PaseoCondo.com after that time, please contact the Condo office at 239-834-6309.

You've Got Mail: Be sure to change your address with the Post Office. To access forms and information, visit www.usps.gov. Mailbox keys are transferred from homeowner to homeowner. The homeowner is responsible for all mailbox keys. If the lock is broken, it is the owner's responsibility to replace it in conjunction with the US Postal Service.

Residency: Visit the Department of Motor Vehicles to update your driver's license and auto registration. Lee County Tax Collectors Locations: 3114 Lee Blvd, Lehigh Acres, FL 33971, 248 Thompson St., Fort Myers, FL 33901, 15680 Pine Ridge Rd, Fort Myers, FL 33908

RECYCLE SMART!

Don't be a Wish-cycler!

Lee County Solid Waste Department defines a Wish-cycling as: "Tossing questionable items into the recycling bag, hoping they can somehow be recycled."

Just because an item is recyclable doesn't mean it's acceptable at all recycling facilities. This is the most expensive and highest impact form of disposal. A Wish-cycled item must be sorted, rejected, loaded, transported again and finally disposed of. These additional cost surcharges are passed back to the CDD, of which all homeowners ultimately share in the expense.

The following is a list of acceptable and non-acceptable items as currently posted on the Lee County website.

Paper

- Yes: Junk mail, newsprint, magazines, printing paper, phone books
- No: Pizza boxes, shredded paper, waxed, metallic or soiled, hardcover books

Metal Cans

- Yes: Cans (aluminum, tin & steel)
- No: Aluminum foil or pans, hangers, scrap metal, pots & pans, cutlery

Cardboard

- Yes: Any kind of box that doesn't have a wax coating
- No: Cartons that held a liquid (waxed milk, juice, wine & broth boxes)

Plastic Containers

- Yes: Items with the numbers 1 – 7 within the recycle triangle on the bottom
- No: Plastic bags, bubble wrap, medicine bottles/vials, toys, Styrofoam

Glass

- Yes: Green, brown, and clear bottles and jars
- No: Dishes, drinking glasses, light bulbs, jars that have not been rinsed

When in doubt, throw it out!

As a reminder and as per the Condo Association Rules and Regulations: Garbage and trash shall be securely bagged in white plastic trash bags. Recyclable material shall be securely bagged in clear plastic bags. All cardboard boxes shall be broken down and flattened. All trash and recyclables may be placed outside the garage of each unit for pick up by the Association's trash valet service on Monday and Thursday mornings by 9 a.m. The use of trash barrels is not permitted.

Thank you for your cooperation.

RECYCLE SMART!

	Paper	**Junk mail, newsprint, magazines, printing paper, phone books, etc.** Basically, any kind of paper except shredded, waxed, metallic or soiled. (No hard cover books - donate those instead)
	Metal Cans	**Aluminum or steel (tin) cans**
	Cardboard	**Any kind of box unless it held a liquid** (such as those used to hold milk, juice, wine and broth). Flatten it to save room in your cart
	Plastic Containers	**Look for the numbers 1 -7 within the recycle triangles on the bottom of the container** (no Styrofoam, no plastic bags)
	Glass	**Green, brown and clear bottles and jars**

THAT'S IT!

Payment options:

Mail Check Payable to:

Paseo Condominium Assn
c/o Truist
PO Box 628207
Orlando, FL 32862-8207

You must include your Unique Paseo Account Number, or your payment will not be posted to your account.

1. If you do not know your account number, please call the office at (239)834-6309.

2. You may enroll in Truist Bank ACH Payments. Please follow the instructions inside the front of your coupon payment booklet.

3. You may enroll in Automated Payments through the Paseo Condominium Website at: **www.paseocondo.com.** We have a third-party vendor, ClickPay, that collects payments through our Owner Portal.

- Select Account Information.
- "Click to Download Instructions on How to Make a Payment"
- Select your options for automated payments or make a one-time payment.
- Enter your banking information
- **For problems with this process, contact ClickPay Customer Service # 1(800) 533-7901**

If you have not set up your profile to access the website, please contact our office at (239) 834-6309 or email PaseoCondo@KWPMC.Com to request your username and password.

4. You may deliver a check along with your payment coupon to any Truist Bank location.

Late Fees and Interest:

Paseo Condominium policy requires a late fee of $25.00 to be assessed if your payment is late. Your payment is due the first day of each quarter – **January 1, April 1, July 1, October 1.**

The Association extends a grace period of 10 days. Late fees will automatically be assessed on the 11th day of the month that the payment is due. We encourage you to make your payment in a timely fashion. In addition, interest will be assessed on the **30th day** of the month should you still have an outstanding balance on your account. Late Fees and Interest will not be waived for late payments.

PASEO, A CONDOMINIUM
RULES AND REGULATIONS – Version 3 – May 10, 2023

The rules and regulations for Paseo, a Condominium (the "Condominium") hereinafter enumerated shall be deemed in effect until amended by the Board of Directors of Paseo Condominium Association, Inc. (the "Association"), and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said rules and regulations, and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, lessees and all other persons over whom they exercise control and supervision. The initial Rules and Regulations are as follows:

1. Building Appearance and Maintenance.

A. Streets, sidewalks, driveways, entrances and stairs must not be obstructed or encumbered or used in any manner for any purpose other than ingress and egress to and from the units, nor shall any bicycles, wagons, carts, chairs, benches, tables or any other objects of a similar nature be left therein or thereon.

B. Personal property belonging to unit owners shall not be stored outside their units or garages, except that plants and outdoor furniture may be stored on verandas.

C. The limited common elements and common elements shall be kept free and clear of refuse, debris and other unsightly materials.

D. No person shall sweep or throw any dirt, waste or other substances out of the unit or the limited common elements.

E. Garbage and trash shall be securely bagged in white plastic trash bags. Recyclable material shall be securely bagged in clear plastic bags. All cardboard boxes shall be broken down and flattened. All trash and recyclables may be placed outside the garage of each unit for pick up by the Association's trash valet service on Monday and Thursday mornings by 9:00AM.

F. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of units, limited common elements or common elements by any person other than the Association without prior written approval of the Board of Directors.

G. No unit owner or resident, or their families, guests, employees, agents or visitors shall at any time or for any reason whatsoever, climb or enter upon the roofs of the buildings.

H. All window and door coverings, whether draperies, curtains, shades, blinds, or other materials visible from the exterior of the unit, shall be white or off-white or neutral in color.

I. No lights, light displays or ornamentation may be permanently affixed to any unit, including patios, balconies, or lanais without the express consent of the Board of Directors.

J. No bicycles, baby strollers or carriages or similar vehicles or toys shall be stored, placed or maintained on verandas, patios, lanais, or porches, nor shall any linens, cloths, towels, clothing, rugs, mops, or laundry of any kind, or other articles be shaken or hung from any of the windows or doors, verandas, patios, lanais, or porches, or exposed on any part of the limited common elements or common elements. Limited common elements include condominium owners' balconies, patios and lanais.

2. Alteration of Condominium. Unit owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium and to further regulation by the Paseo Master Property Owners Association ("Master Association"). No unit owner may install screen doors, screen their balconies, terraces and lanais, apply any type of film or covering inside or outside of window glass or doors without prior approval of the

Association. No additions or alterations may be made to the outside of any condominium unit, common element or limited common element. Any changes or alterations with regard to the addition of screening must be presented in writing to the Board of Directors and the Master Association for prior approval accompanied by written plans and specifications or drawings. All work must be done by a licensed and insured contractor. Proof of insurance and license must be presented at the time of application to the Association. The Board of Directors may approve such requests only if the Association is protected against or indemnified as to construction liens and / or claims arising from such work.

3. Emergencies in Owner's Absence. In order that proper steps and procedures may be taken in minimum amount of time during an emergency situation, the Association shall retain pass-keys to all units. The locks of each unit shall not be changed or altered in any way that would prevent such Association access when the unit is unoccupied without providing the Association with a duplicate key for such entry. Any unit owner who plans to be absent from his or her unit for an extended period of time must prepare the unit prior to departure in the following manner:

A. By removing all furniture, plants and other objects from around the outside of the unit.

B. By designating a responsible caretaker to care for his or her unit should the unit suffer any damage caused by storms, hurricanes, winds, violent acts of nature or other emergency including water leaks. The Association shall be provided with the name of each unit owner's designated caretaker. Such caretaker will notify the Association prior to making any entry into the unit during the unit owner's absence in an emergency.

4. Pets. There are restrictions in the Declaration of Condominium on the number and type of pets allowed in the Condominium. Pets shall be leashed or carried at all times while on the common elements or Association property. Tenants and guests of unit owners are not permitted to have pets on Condominium property; however, the Board of Directors reserves the right to make exceptions to the aforementioned prohibition against the keeping of pets by tenants and guests in individual and limited circumstances where the keeping of the pet is medically necessary or integral to the well-being of the tenant or guest.

5. Parking of Vehicles. Parking behind garages in the condominium community is prohibited. Temporary parking is allowed behind garages for loading and unloading purposes only and a vehicle may not remain parked behind the garage for more than 30 minutes. The exception to this prohibition is a vendor's service vehicle making repairs to the unit. The Association management should be notified of the exception for maintenance. Parking is available in designated areas on the streets and within the perimeter of the Quad units. Designated parking is not intended for use by boats, motorcycles, recreational vehicles, campers, motor homes, trailers, commercial trucks or non-operational automobiles. Only pick-up trucks that fit within the dimensions of a unit owner's garage may be parked on the street or designated parking areas. No repairs or maintenance of vehicles may be performed on the Condominium property outside of garages, except emergency repairs. Vehicles may be washed on the owner's driveway, unless an exclusive area in Paseo is specifically designated therefor by the Board of Directors of the Association, or by the Master Association. Because parking spaces are limited in number, each owner is specifically cautioned that the Association may prohibit owners and/or occupants of any unit from keeping more than two (2) motor vehicles on the premises on a regular or permanent basis.

6. Nuisance. No unit owner shall make or permit any disturbing noises by himself / herself, his / her family, guest, invitee, lessee, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner may play upon or permit to be operated a stereo, television, radio, ipod or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium. No music may be played outside of an owner's unit.

7. Outdoor Cooking/Grilling. No outdoor cooking or grilling shall be permitted on the common elements, limited common elements or elsewhere on Condominium property, unless such an area is specifically designated by the Board of Directors for such purpose. If outdoor cooking or grilling is permitted, the Board shall have the right to promulgate rules and regulations governing all aspects thereof. No burning charcoal may be left unattended in the community parks.

8. Moving. Any person moving furniture, furnishings or other personal property in or out of a unit must notify the management company in advance of such move. All such moving activity shall occur Monday through Saturday between the hours of 8:00 a.m. and 6:00 p.m.

9. Right to Speak at and Electronically Record Board and Member Meetings. A unit owner wishing to speak at a Board or members' meeting on a particular agenda item must sign in with the Association prior to commencement of the meeting. A unit owner may only speak one time and for up to three (3) minutes, and only while the agenda matter is on the floor for discussion. A unit owner wishing to electronically record a Board meeting or members' meeting shall give written notice to the Association's management, Secretary or Chair, not less than five (5) minutes advance notice before commencement of the meeting. The recording equipment or device used by the unit owner shall not produce distracting sounds or light emissions, and shall be assembled and placed in position in advance of commencement of the meeting in a location acceptable to the Association. Persons using recording equipment must do so from their seats. No unit owner shall be permitted to move about the room during the meeting in order to facilitate such recording.

10. Use of Common Elements and Association Property. Common areas and Association property shall only be used for their designated purposes. Unit owners shall be held financially responsible to the Association for any damage to the common elements or Association property or improvements, systems or equipment thereon caused by a unit owner or his or her family, guests, invitees, lessees, and all other persons over whom the unit owner exercises control and supervision.

11. Compliance with Rules and Regulations by Guests and Lessees of Unit Owners. Unit owners shall furnish to all guests and lessees a copy of the rules and regulations, and shall be responsible for their compliance. Violations of the rules and regulations should be reported to the Association's management in writing.

12. Hazardous Waste and Substances. No inflammable, combustible, or explosive fluid, fuel, chemical, hazardous waste or substance shall be kept in any unit or limited common element, except those necessary and suited for normal household use.

13. Posting of Signs. Posting of signs is prohibited except by the Association. Picketing is strictly prohibited on any and all condominium property.

14. Guests. All guests who occupy the unit in the absence of the unit owner shall register with the Association or management company.

15. Minors. All minors under the age of eighteen (18) shall be under the direct control and supervision of a responsible adult.

16. Plants and Shrubbery. No exterior plantings or shrubbery shall be altered, moved, removed or added to without the prior written approval of the Association. Under no circumstances may any unit owner or unit owner designee tap into or modify the irrigation system serving the condominium property.

17. Notices. All notices of members' meetings, Board meetings shall be posted on the bulletin boards located throughout the Condominium.

18. Applicability: Fines. These rules and regulations shall apply equally to all owners and their families, guests, lessees and invitees. Violations are subject to fine as set forth in the Bylaws and the governing documents of the Association.

19. Use of Quad Limited Common Areas. The use of the Quad Pool and Recreation Area is for the sole use of the owners of the units surrounding the Quad Pool Area, or his or her family, guests, invitees, lessees, and all other persons over whom the unit owner exercises control and supervision. A lessee is defined as a person or persons who occupy the unit under a written contract with the owner and who have gone through the approval process by the

Condominium Association. No lease is valid and no renter may use the Quad Pool until and unless the lessee has been processed by the Paseo Condominium Association according to our governing documents. No lease may be for a period less than 30 days. Each person using the pool must comply with all placards and signage posted in compliance with municipal and state statutes, and those posted or otherwise indicated by the Association.
Each unit owner or lessee (up to 2 persons) is allowed a maximum of 4 guests for a total of 6 people from a unit may use the pool in any given day. This is to allow ALL unit owners to enjoy the pool. Persons who reside outside of the Quad Area may not use a Quad pool unless accompanied by the owner or lessee of the Quad unit as his or her guest. Under no circumstances may glass bottles or containers be utilized at the pool perimeter and absolutely no beverages or food may be consumed in the pool regardless of the container. Pool hours are sunrise to sunset; no exceptions. Pets may not be walked on the grassy area surrounding the pool quad. Pets are not permitted in the pool area. Only Quad residents and guests may park around the perimeter of the Quad recreation area.

NOTE: These rules and regulations do not constitute all the restrictions affecting the Condominium property. Reference should be made to the governing documents of the Paseo Condominium Association and the Paseo Master Association.

Maintenance and Replacement

*Please refer to the Governing Documents for more specific information

1. Owner Responsibility

Air conditioning and heating: Equipment, service lines, thermostats, ducts, and installations serving the unit exclusively.

Appliances: All appliances, built-in cabinets, water heaters, smoke alarms and vent fans.

Circuit breaker: The electrical panel located inside the unit, and all electrical wiring into the unit from the panel.

Damage: Any changes to any alteration or addition made by an Owner or his predecessor in title, or for damage to paint, wallpaper, paneling, flooring or carpet which, of necessity must be cut or removed to gain access to work areas located behind them.

Doors: The entrance door to the unit and its interior surface. Door hardware, locks and doorbell. All other doors within or affording access to the unit.

Floors: Carpeting and other floor coverings.

Garage: Maintenance to the inside of the garage; including electrical installations, entrance door, hardware, interior surface of the overhead door, the automatic door opener and garage surface.

Interior fixtures: Wall switches or receptacles, plumbing fixtures, or other electrical, plumbing or mechanical installations located within a unit and serving only that unit. Including electrical, mechanical and plumbing fixtures, switches, valves, drains and outlets (including connections) located partially or entirely within the unit or serving only the unit. All interior, partition walls which do not form part of the boundary of the unit.

Water: The main water supply shut-off valve to the unit.

Windows: Maintenance, repair and replacement of screens, windows, and window glass. Window hardware and locks.

Shower pans/Plumbing: Any water fixtures at sinks, tubs, showers, and laundry equipment, including outdoor spigots and valves exclusive to your unit.

Decks/Balconies/Lanais: Second floor balconies or Juliet balconies which have access only from within the unit must be kept clean by the owner. **No owner may make any alterations to their unit or limited common areas without the express permission of the Board of Directors.** This includes all screening on lanais and entranceways. There is an application and written process for screen installation which may be obtained from the Owner Portal at www.paseocondo.com Once signed into the website, go to Your Community/Documents and Forms/ Category: Forms/ARB-DRC Application Form

Maintenance and Replacement

2. Association Responsibility

Air conditioning Common Elements: Air conditioning lines that service more than one unit up to the point of connection to an individual unit's drain line.

Cable: Cable television wiring up to the point where the wiring enters each unit.

Electric: Electrical wiring up to the circuit breaker panel in each unit.

Entryway: Maintenance, repairs and replacement of entryways, stairways, stairwells and railings that are attached to and are used exclusively by an individual unit.

Exterior Surfaces: Exterior surfaces of the main entrance doors to the units. All exterior building walls, including painting, waterproofing and caulking. Roofs.

Garage: Maintenance of the garage exteriors / overhead doors (paint), doors, roofs and structural components of the garages encompassing the building envelope. *If damage is caused to garages by an owner, his guest, invitees, employees, or family, the owner will be responsible.

Outside: Courtyard, Veranda, Porch, Lanai, Deck or Storage Unit attached to an individual unit as a limited common element or common element. The maintenance and replacement of all improvements within the courtyard(s) leading to unit(s) including all landscaping.

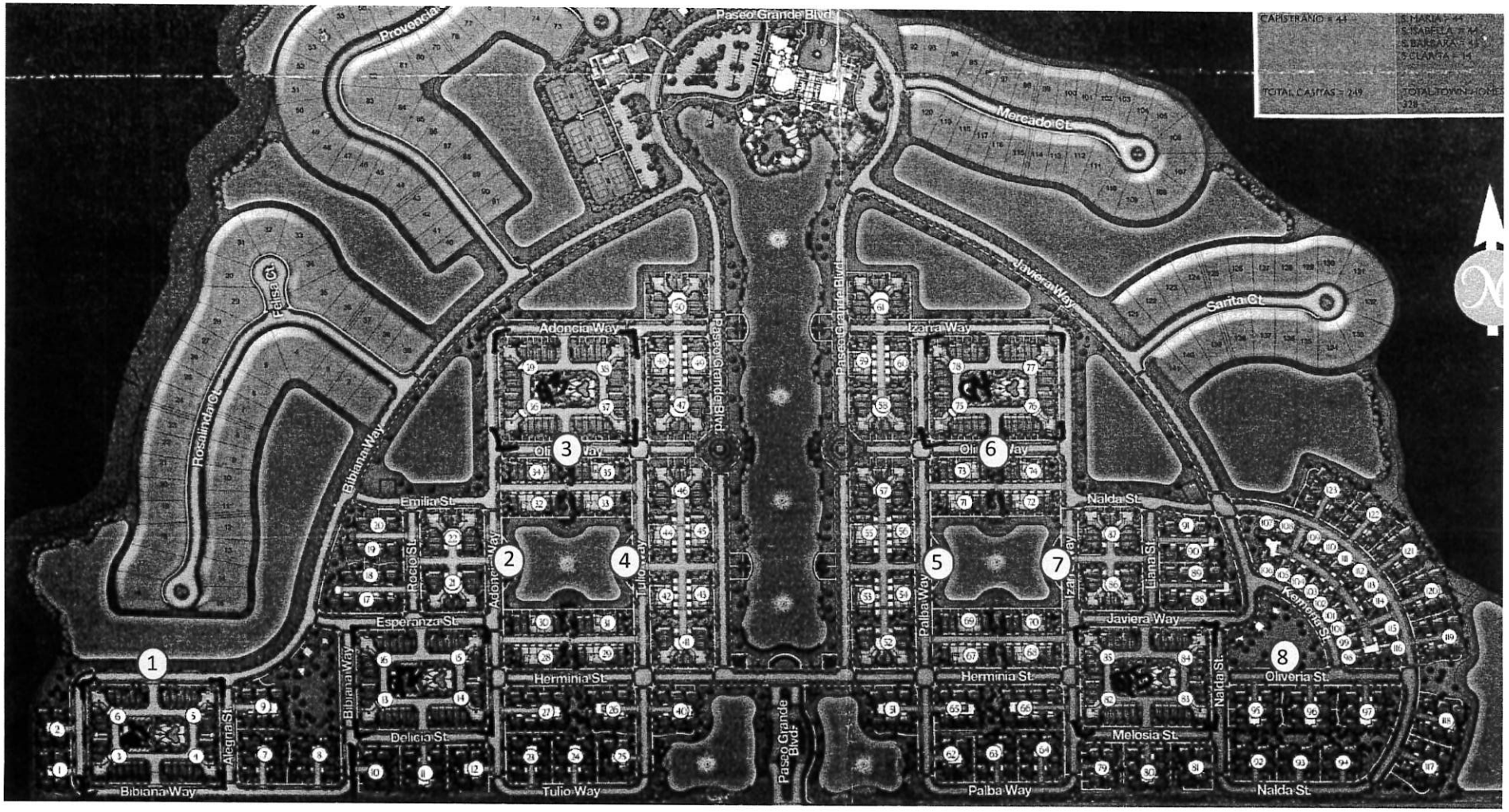
Pool: Quad pools, limited common recreation areas surrounding the quad pool.

Sewer: Sewer lines, up to where the sewer lines enter individual units.

Utility Installments: Installments located within one unit but servicing another unit or located outside the unit for the purpose of furnishing the utilities to more than one unit.

Water: Water pipes, up to the unit cut-off valve servicing a specific unit.

PASEO CONDOMINIUM MAILBOX LOCATIONS



PASEO CONDOMINIUM MAILBOX ASSIGNMENT

Mailbox #1		
Physical Address	Unit #	Bldg. # on Map
8132 Bibiana Way	101-104	1
8116 Bibiana Way	201-204	2
8163 Bibiana Way	301-310	3
8209 Bibiana Way	402-410	4
8067 Bibiana Way	501-510	5
8091 Bibiana Way	601-610	6
8143 Bibiana Way	701-706	7
8281 Bibiana Way	801-806	8
11945 Alegria St	901-906	9

Mailbox #2		
Physical Address	Unit #	Bldg. # on Map
8312 Bibiana Way	1001-1004	10
8340 Delcia St	1101-1106	11
11990 Adoncia Way	1201-1204	12
8323 Delcia St	1301-1310	13
8349 Delcia St	1401-1410	14
8346 Esperanza St	1501-1510	15
8320 Esperanza St	1601-1610	16
11882 Rocio St	1701-1705	17
11874 Rocio St	1801-1804	18
11862 Rocio St	1901-1904	19
11856 Rocio St	2001-2003	20
11880 Adoncia Way	2101-2112	21
11866 Adoncia Way	2201-2212	22

Mailbox #3		
Physical Address	Unit #	Bldg. # on Map
11855 Adoncia Way	3201-3206	32
11852 Tulio Way	3301-3306	33
11837 Adoncia Way	3401-3406	34
11834 Tulio Way	3501-3506	35
8421 Olinda Way	3601-3610	36
8471 Olinda Way	3701-3710	37
11737 Adoncia Way	3801-3810	38
11761 Adoncia Way	3901-3910	39
11796 Paseo Grande Blvd	4701-4712	47
11767 Tulio Way	4801-4805	48
11768 Paseo Grande Blvd	4901-4905	49
11714 Adoncia Way	5001-5012	50

Mailbox #4		
Physical Address	Unit #	Bldg. # on Map
11996 Tulio Way	2301-2306	23
11980 Tulio Way	2401-2406	24
11964 Tulio Way	2501-2504	25
11948 Tulio Way	2601-2606	26
11947 Adoncia Way	2701-2708	27
11923 Adoncia Way	2801-2806	28
11924 Tulio Way	2901-2906	29
11907 Adoncia Way	3001-3006	30
11908 Tulio Way	3101-3106	31
11920 Paseo Grande Blvd	4101-4112	41
11889 Tulio Way	4201-4205	42
11890 Paseo Grande Blvd	4301-4305	43
11861 Tulio Way	4401-4405	44
11860 Paseo Grande Blvd	4501-4505	45
11830 Paseo Grande Blvd	4601-4612	46

Mailbox #5		
Physical Address	Unit #	Bldg. # on Map
11940 Palba Way	5101-5106	51
11220 Paseo Grande Blvd	5201-5212	52
11238 Paseo Grande Blvd	5301-5305	53
11894 Palba Way	5401-5405	54
11256 Paseo Grande Blvd	5501-5505	55
11872 Palba Way	5601-5605	56
11959 Palba Way	6201-6204	62
11973 Palba Way	6301-6306	63
11999 Palba Way	6401-6406	64
11937 Palba Way	6501-6506	65
11936 Izarra Way	6601-6608	66
11919 Palba Way	6701-6706	67
11920 Izarra Way	6801-6806	68
11907 Palba Way	6901-6906	69
11908 Izarra Way	7001-7006	70

Mailbox #6		
Physical Address	Unit #	Bldg. # on Map
11272 Paseo Grande Blvd	5701-5712	57
11296 Paseo Grande Blvd	5801-5812	58
11318 Paseo Grande Blvd	5901-5905	59
11766 Palba Way	6001-6005	60
11711 Izarra Way	6101-6112	61
11863 Palba Way	7101-7106	71
11864 Izarra Way	7201-7206	72
11845 Palba Way	7301-7306	73
11846 Izarra Way	7401-7406	74
8663 Olinda Way	7501-7510	75
8697 Olinda Way	7601-7610	76
11758 Izarra Way	7701-7710	77
11736 Izarra Way	7801-7810	78

Mailbox #7		
Physical Address	Unit #	Bldg. # on Map
11977 Izarra Way	7901-7904	79
8760 Melosia St	8001-8006	80
11993 Nalda St	8101-8104	81
8753 Melosia St	8201-8210	82
8791 Melosia St	8301-8310	83
8788 Javiera Way	8401-8410	84
8752 Javiera Way	8501-8510	85
11901 Izarra Way	8601-8612	86
11875 Izarra Way	8701-8712	87
11870 Liana St	8801-8805	88
11860 Liana St	8901-8904	89
11850 Liana St	9001-9004	90
11840 Liana St	9101-9103	91

Mailbox #8		
Physical Address	Unit #	Bldg. # on Map
11988 Nalda St	9201-9204	92
11976 Nalda St	9301-9304	93
11964 Nalda St	9401-9404	94
8832 Oliveria St	9501-9506	95
8856 Oliveria St	9601-9606	96
8900 Oliveria St	9701-9706	97
11915 Kemena St	9801	98
11901 Kemena St	9901	99
11893 Kemena St	10001	100
11887 Kemena St	10101	101
11875 Kemena St	10201	102
11863 Kemena St	10301	103
11851 Kemena St	10401	104
11839 Kemena St	10501	105
11827 Kemena St	10601	106
11826 Nalda St	10701	107
11834 Nalda St	10801	108
11846 Nalda St	10901	109
11854 Nalda St	11001	110
11862 Nalda St	11101	111
11876 Nalda St	11201	112

Mailbox #8 Continued		
Physical Address	Unit #	Bldg. # on Map
11886 Nalda St	11301	113
11894 Nalda St	11401	114
11902 Nalda St	11501	115
11914 Nalda St	11601	116
11947 Nalda St	11701-11706	117
11931 Nalda St	11801-11806	118
11907 Nalda St	11901-11906	119
11893 Nalda St	12001-12006	120
11879 Nalda St	12101-12106	121
11861 Nalda St	12201-12206	122
11847 Nalda St	12301-12306	123

Departure Check List

- Shut off circuit breaker to water heater.
- Turn off your main water valve to your unit, usually located outside your garage or above your water heater.
- Empty refrigerator of all perishables.
- Set thermostat to 78 degrees or as recommended by your A/C service company.
- Replace the 9-volt batteries in all smoke alarms.
- Unplug all televisions and electronic devices to prevent damage from power surges.
- Consider forwarding your mail or placing a hold on mail delivery.
- Stop newspaper deliveries.
- Remove any live plants from your unit unless home watch will be watering them.

AND if you're gone for more than a week, make sure that you have engaged a home watch service or someone to check on your unit! Check your homeowner's insurance policy to ensure you meet its requirements.

Please provide the Paseo Condo Office with a copy of your condo key and your emergency or home watch service contact info. We are required to maintain a key to gain access to your unit in case of emergencies per Florida Statute.

Your KW Property Management Team

KW Property Management and Consulting is contracted, as an agent, by the Condominium Association to administer the physical management of your property, the common areas, the limited common areas, the financial stewardship of the Association's resources and administrative services. We will work with you to keep the community looking great and operating smoothly.

Paseo Condominium Association

11611 Paseo Grande Boulevard, Fort Myers, FL 33912

Property Manager:

Susan Vandenack, CAM	svandenack@kwpmc.com	Phone: (239) 834-6313

Project Assistant:

Indiana Hernandez	IndianaH@kwpmc.com	Phone: (239) 834-6316

Administrative Assistants:

Shari Foland	sfoland@kwpmc.com	Phone: (239) 834-6309
Matthew Gordon	mgordon@kwpmc.com	Phone: (239) 834-6318

Maintenance Staff:

Carlos Tavel
Stephen Kuttner
Mike Strout

Paseo Condominium Office Hours:

Monday-Friday 8:00 a.m. - 12 Noon & 1:00 p.m. - 5:00 p.m.

Office Phone Numbers:

Main Office Phone (239) 834-6309 Back office (239) 225-0885

After Hours Emergencies: 1(800) 514-5770

Website: www.PaseoCondo.com

Board of Directors Contact Information:

President – Arlette Abbott	arlette.abbott@gmail.com
Vice President – Clay Cobb	dalilmule@hotmail.com
Treasurer – Dominic DellaVolpe	dominicdellavolpe@yahoo.com
Secretary – Joette Brems	jhb10251@gmail.com
Director – David Campbell	dacampbell1801@gmail.com

Member Information Form

Please fill out one form for each resident and return to Paseo Condo Association

Property Information

Address _____Unit _____ Fort Myers, FL 33912

Occupant Information

Name _____ Are you the Owner ___ Renter ___ Resident ____ Guest ____

Seasonal or full-time resident _____

Home Phone _____ Mobile Phone _____

Work Phone _____ E-Mail Address _____

Property Owner Name *(if not yourself)* _____

Preferred Mailing Address *(if different than Paseo address)*:

_____City_____State_____Zip_____

Website: Display contact information via the website directory: Opt In _____ Opt Out_____

Emergency Contact

Name _____ Relationship _____

Mailing Address _____City _____

State _____ Zip Code _____

Home Phone _____ Mobile Phone _____ Work Phone _____

E-Mail Address _____

Pets

Do you have any pets? ____Yes ____No – If yes how many? _____

Type: _____ Breed: _____Color: _____ Weight _____ Age _____

Type: _____ Breed: _____ Color: _____ Weight _____ Age _____

Vehicle Information

Tag # _____ State: ____Year: _____ Make: _____ Model: _____ Color: _____

Tag # _____ State: ____Year: _____ Make: _____ Model: _____ Color: _____

Sign _____ Date: _____

Please return this form to the Paseo Condominium Association office at paseocondo@kwpmc.com

PASEO COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9530 MARKETPLACE ROAD, SUITE 206 · FORT MYERS, FLORIDA 33912

WWW.PASEOCDD.ORG

Gate Transponder Distribution Policy

The following policies will be utilized for distribution of gate transponders by the Paseo Community Development District ("Paseo CDD").

Transponders shall only be issued to duly registered low-speed electric vehicles, automobiles, trucks, vans, and motorcycles used to transport persons or property but does NOT include any other Recreational Vehicle including, but not limited to, those vehicles designed as temporary living quarters for recreational, camping, or travel use, whether self-powered or mounted on or drawn by another vehicle.

1. **Transponder Authorized Users:**

   A. Persons owning real property and persons renting property within the Paseo CDD shall be entitled to one (1) transponder per legal resident up to a maximum of four (4) transponders per residence; and
   B. Staff of the Paseo Village Center and Associations (to include the Paseo Master Association and such sub-associations that directly employ staff) shall be entitled to one (1) transponder; and
   C. Staff of the Paseo CDD shall be entitled to one (1) transponder.
   D. Transponders may be deactivated by Paseo CDD management as a result of abusive behavior towards gate personnel and/or or other Paseo CDD staff, employees, or contractors. Any deactivation of transponder privileges may be appealed to the Paseo CDD Board of Supervisors at the next scheduled CDD meeting provided the request for appeal and any supporting documentation is submitted to the Paseo CDD District Manager at least ten (10) calendar days before the scheduled meeting.

   Transponders shall <u>not</u> be distributed to vendors, contractors, or other service providers.

2. **Transponder Purchase Price:**
   A. The price of a transponder shall be the cost incurred by the Paseo CDD.
   B. Staff of the Paseo CDD shall be entitled to one (1) transponder at no charge.

3. **Transponder Distribution:**

A. New Transponder:

(1) All applicants desiring to receive a new transponder shall obtain a *New Transponder Registration Form* by collecting a copy from the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd or from the Paseo Entry Guard House.

(2) Upon completion, applicant shall return the *New Transponder Registration Form*, all supporting documents, which may include separate documentation required for tenants residing in the Paseo CDD and required payment to the Lock Box located outside the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd. Checks and/or money orders shall be made payable to Paseo CDD.

(3) Upon verification of eligibility, new transponder(s) will be available for installation at the Paseo Guard House between the hours of 3:00 PM and 7:00 PM **TWO BUSINESS DAYS** after receipt of application and required payment. For the purpose of this document, business days are defined as Monday through Friday, excluding holidays.

(4) Upon installation, transponders **must** remain attached to the windshield at all times. Transponders that are not attached to the windshield or that are used by individuals and/or vehicles for which they are not registered may be deactivated at the sole and absolute discretion of the Paseo CDD.

B. Replacement Transponder:

(1) Existing transponder owners may purchase a replacement transponder to replace a previously issued transponder that no longer works or has otherwise been damaged by completing the *Replacement Transponder Registration Form* and delivering the completed form and any necessary supporting documentation, together with the nonfunctioning/damaged transponder and required payment to the Lock Box located outside the Paseo CDD On-Site building, located across from the Village Center on Paseo Grande Blvd.

(2) If the damaged/nonfunctioning transponder is not available or cannot be turned in, then the applicant must follow the instructions outlined in Section 3.A for receiving a new transponder.

(3) Upon verification of eligibility, the replacement transponder(s) will be available for installation at the Paseo Guard House between the hours of 3:00 PM and 7:00 PM TWO business days after receipt of application and required payment. For the purpose of this document, business days are defined as Monday through Friday, excluding any holidays.

(4) Upon installation, transponders **must** remain attached to the windshield at all times. Transponders that are not attached to the windshield or that are used by individuals and/or vehicles for which they are not registered may be deactivated at the sole and absolute discretion of the Paseo CDD.

4. **Data Verification and Retention**
   A. All information contained on the Transponder Registration Forms must be kept up to date in order to ensure continued transponder activation.
   B. Copies of completed registration forms and supporting required documentation will be kept on file by the Paseo CDD and may be used from time to time to validate transponder usage.
   C. If Florida law allows, eligible persons and their employing agencies may request in writing that the Paseo CDD maintain as exempt from public disclosure certain identification and/or location information contained in records within the Paseo CDD's custody. To do so, please submit a Public Records Exemption Request Form (FORM DOS-119) directly to the District Manager.

5. **Revision To This Policy:** It shall be in the sole discretion of the Paseo CDD, from time to time, to revise the forms and processes referenced herein, to develop new forms and/or processes, and/or designate representatives to carry out processes as necessary to implement this policy.

Adopted February 26, 2020, revised July 28, 2021, and March 23, 2022.

PASEO COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.paseocdd.org

Transponder /Gate Registration Form

In accordance with the District Adopted Transponder Distribution Policy "**Persons owning real property and persons renting property within the Paseo CDD shall be entitled to one (1) transponder per legal resident up to a maximum of four (4) transponders per residence.**" Transponders are $25 each and payment can be made in the form of a check or money order made payable to Paseo CDD. Please note that on March 23, 2022 the Board of Supervisors passed a motion approving the sole use of headlight transponders. Please note that Staff will not take direction on placement of the transponder.

Name(s): _____

Address: _____

Phone Number: _____ **Email**: _____

Circle One: Owner Tenant – Lease expiration: _____

Transponder # 1

_____ _____
Transponder Number Vehicle Make and Model

___ Transponder Affixed to Vehicle _____
License Plate #

Transponder # 2

_____ _____
Transponder Number Vehicle Make and Model

___ Transponder Affixed to Vehicle _____
License Plate #

Transponder # 3

_____ _____
Transponder Number Vehicle Make and Model

___ Transponder Affixed to Vehicle _____
License Plate #

Transponder # 4

_____ _____
Transponder Number Vehicle Make and Model

___ Transponder Affixed to Vehicle _____
License Plate #

EMAIL this completed form along with your Certificate of Approval to the Paseo CDD Administrator, Kari Hardwick, at khardwick@rizzetta.com prior to moving into your unit to receive gate access.

PASEO COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9530 MARKETPLACE ROAD, SUITE 206 · FORT MYERS, FLORIDA 33912

NEW ENTRY SYSTEM INSTRUCTIONS

Enclosed please find the instructions for the new access control system at the Guardhouse. The instructions provide for the use of both the access control system on the web as well as on the phone app.

Please do not call TEM Systems. If you have questions regarding the instructions please contact the District Office.

GateHouse® SOLUTIONS

Dear Resident:

Our new Resident and Visitor Management Software, GateHouse® Solutions, offers residents a user-friendly platform in order to manage their visitor lists. This document provides a quick overview of some basic functions in the new software, such as logging into your account and pre-approving a visitor via the web portal or phone / tablet app.

- Resident Web Portal **pg. 2-5**
- Resident Phone App **pg. 6-9**

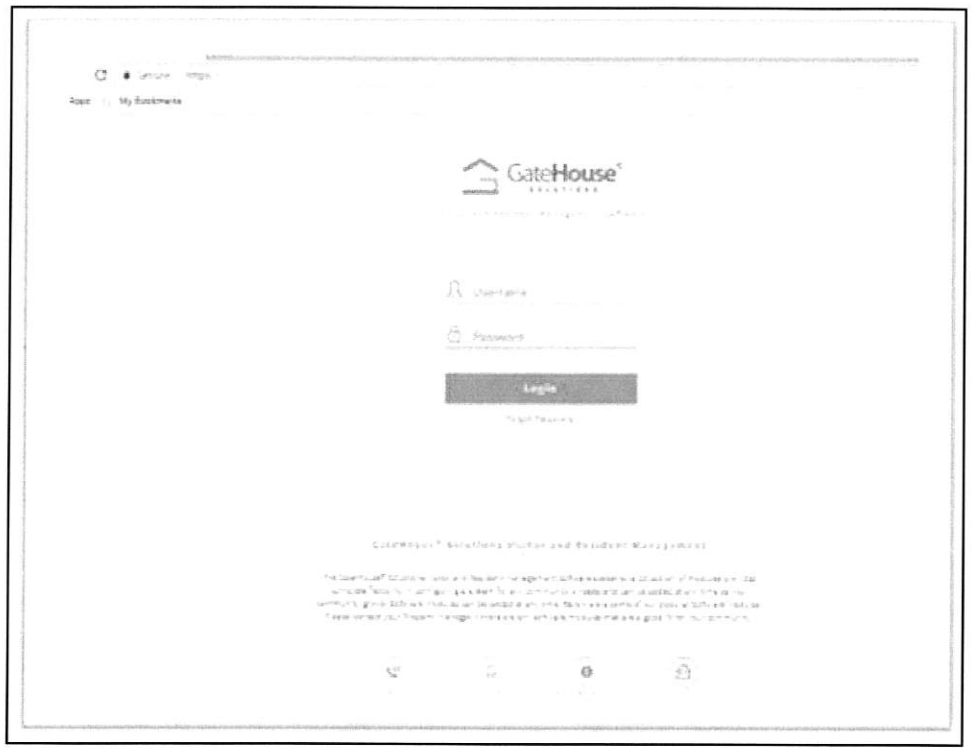
TEM SYSTEMS

4747 North Nob Hill Road, Suite 5 | Sunrise, Fl. | 33351
P: 800.777.8912 | **F:** 954.572.4531

GateHouse® SOLUTIONS
Division of TEM Systems, Inc.

RESIDENT WEB PORTAL

- A new web based portal has been created in order to provide all residents with the ability to manage their visitor lists and view their account profiles. The URL for the portal is https://paseocdd.gatehouseportal.com/



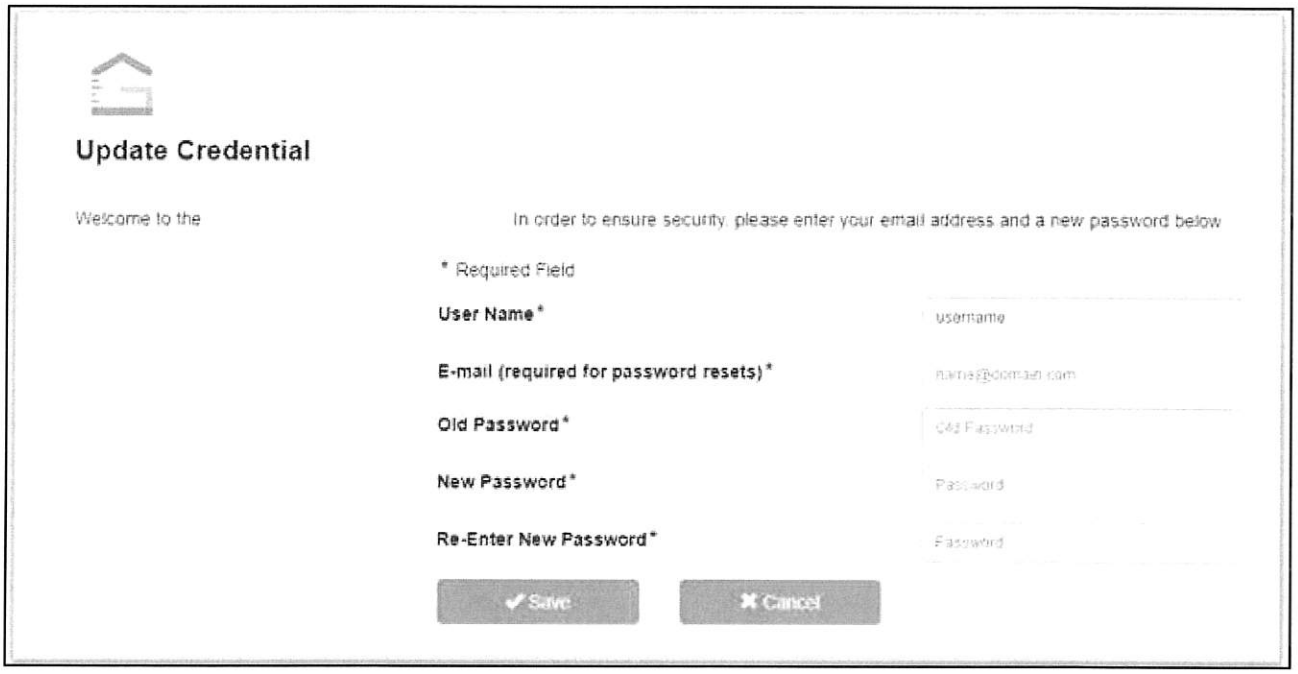
- **INITIAL LOG-IN**

  - To log-in to the website for the 1st time, your default username & password will be:
    - Default Username: **first initial + last name**
      - (example: if your name is Ronald Jones your username will be "rjones").
      - In order to avoid duplications, there may be some exceptions to this, so if you have trouble, please contact the staff and they will assist you.
    - Default Password: **paseo2021**

  - The system will prompt you to change your password and enter your email address for future password resets.

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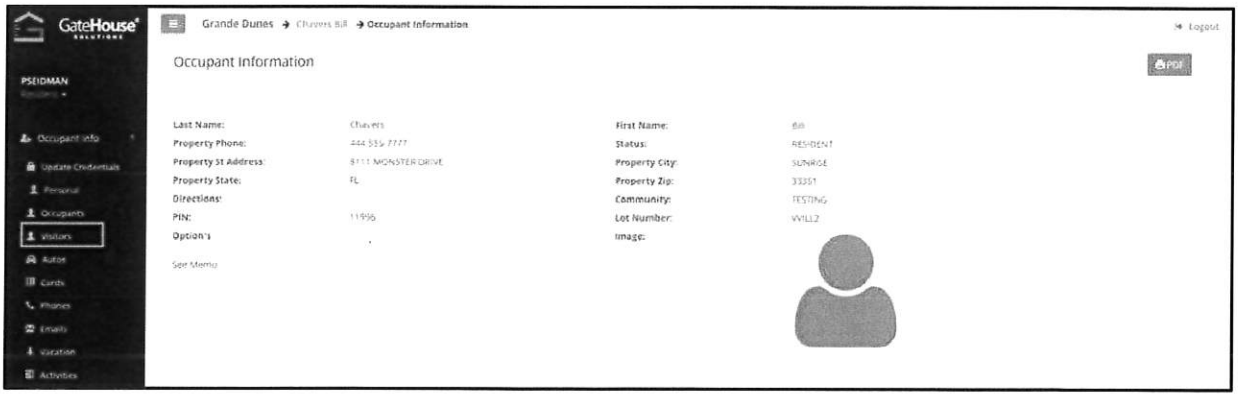
- **IMPORTANT:** Please make sure you enter an email address, otherwise the system will not have a place to send you a password should you forget the one you created.



- **IMPORTANT** – <u>only one account is set up for each property address</u>, therefore you will need to share the username and password with each of the occupants in order for everyone to make changes to the visitor list.

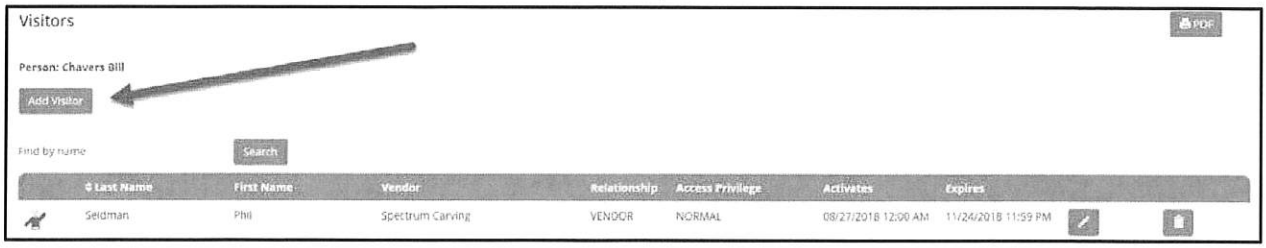
- **<u>ADDING VISITORS</u>**

1. To manage the visitor list for your account, click on the "**Visitors**" button in the side menu on the left side of the screen.



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2. Click on the "**Add Visitor**" button in the top left-hand corner of the screen:



3. On the "**Add Visitor**" screen:
   - Enter in the required information as well as any other information you feel is helpful for your account and for the admin staff
   - Select the length of time that the visitor pass will be valid
   - Click "**Save**" and this information with be sent to the admin cloud for the administrators records



- **To send an e-pass to a visitor:**
  - Click the pencil to the right of the visitor's name
  - Click the "**Send e-pass**" button at top or bottom of the visitor data screen
  - Enter the visitor's email address
  - Click the box acknowledging you agree to the use agreement
  - Click "**Send e-pass**" and you visitor will be sent an email with their guest pass

- **To delete a visitor**
  - Click the trash can to the right of the visitor's name
  - Click "**Delete Visitor**"

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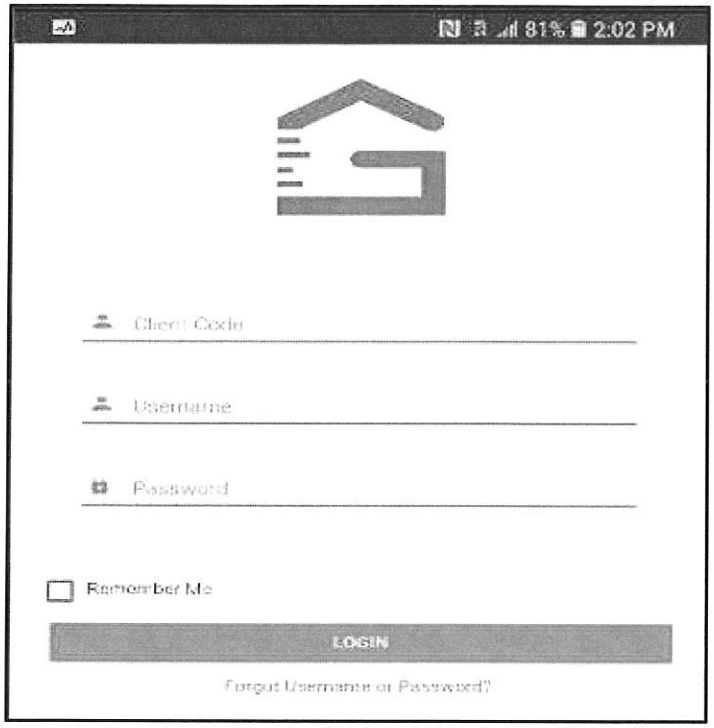
RESIDENT PHONE APP

- The GateHouse Resident Phone App was designed to provide all residents with the ability to manage their visitor lists and view their account profiles from the palm of their hand. Residents will need to log into the App Store (IOS) or Google Play (Android) and search GateHouse Solutions or TEM Systems to find the GateHouse® Resident Phone App.



- **INITIAL LOG-IN**
  - After downloading the app to your smartphone, to log-in to the phone app for the 1st time, your default username, password and client code will be:
    - Default Username: **first initial + last name**
      - (example: if your name is Ronald Jones your username will be "rjones").
      - There could be some exceptions to this, so if you have trouble, please contact the staff and they will assist you.
    - Default Password: **paseo2021**
    - Client Code: **199199**

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- The system will prompt you to change your password and enter your email address for password resets. Please make sure you enter an email address, otherwise the system will not have a place to send you a password should you forget the one you created.

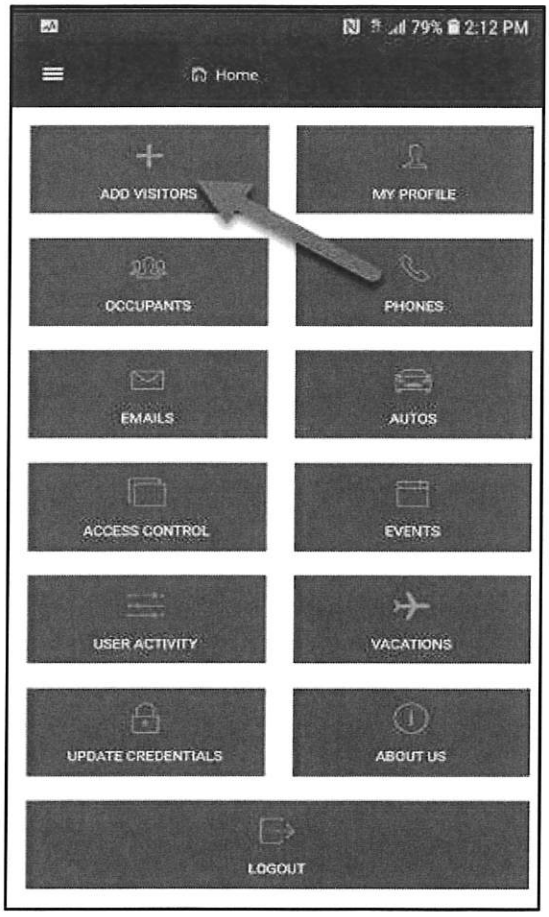
- IMPORTANT – **only one account is set up for each property address**, therefore you will need to share the username and password with each of the occupants of the property address that can make changes to the visitor list.

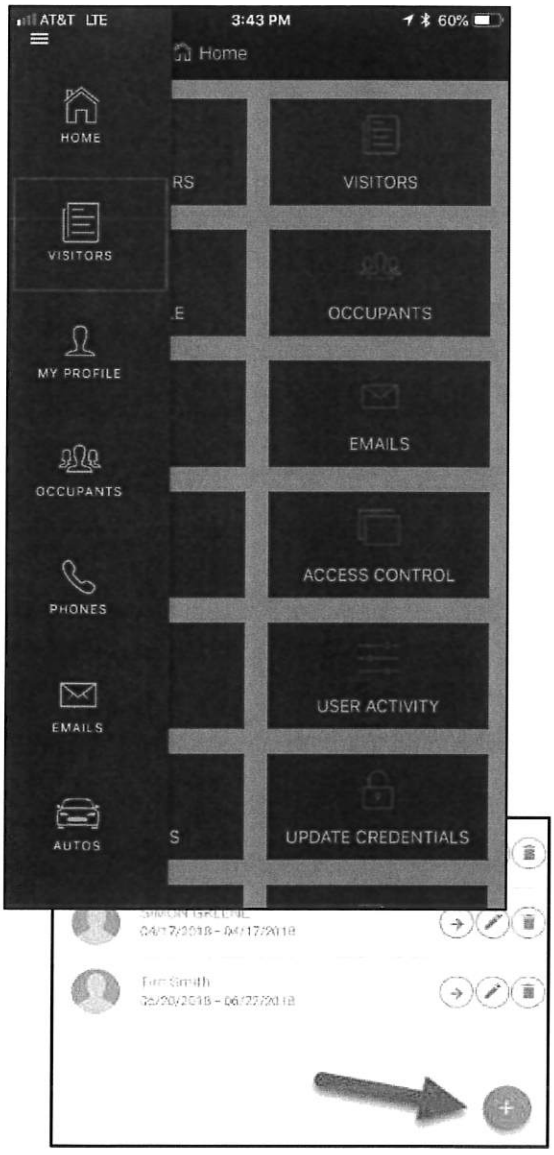
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- **ADDING VISITORS**

The Resident Phone App provides residents with two (2) options in how they can add visitors.

1. **Option 1** - Residents can quickly add visitors by clicking on the "Add Visitors" button.
2. **Option 2** - Residents can click on the "Menu" icon in the top left-hand corner to display the side menu, where they can click on the "Visitor" button. To add visitor, residents will click on the "+" on the bottom right-hand corner of the visitor list screen.





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- Regardless of which method you use, you will need to enter all the required information on the "Add Visitor" screen, as well as any other information you feel is helpful for your account and the admin staff.

- **To send an e-pass to a visitor:**
  - Go to Visitors list
  - Swipe left on visitor's name
  - Click the the Email or Envelope button at top or bottom of the visitor data screen
  - Enter the visitor's email address or cell phone number
  - Click the box acknowledging you agree to the use agreement
  - Click "**Send e-pass**" and your visitor will be sent an email or text with their guest pass

- **To delete a visitor**
  - Click the trash can to the right of the visitor's name
  - Click "**Delete Visitor**"

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PASEO COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.paseocdd.org

ENTRY SYSTEM AUTOMATED VOICE ATTENDANT CALL IN INSTRUCTIONS

The Automated Attendant Module (AAM) is a voice authorization process that allows you to call the guardhouse in order to pre-authorize a new visitor without having to speak directly to a Community Safety Officer (CSO). Please note that the Automated Attendant system is set up to recognize ONLY the phone numbers that are registered to your profile in the GateHouse® software. You can add additional phone numbers via the resident portal and there is no limit to the amount of phone numbers the system will recognize.

Below are instructions for using the Automated Attendant:

1. The telephone number for the GateHouse® Automated Attendant is (239) 217-4864.

2. You will hear the following greeting: "**Welcome to the visitor scheduling system.**"

3. When the system recognizes your phone number, you will get prompted to choose how long to authorize your visitor for:
   - Press 1 for a 1-day pass
   - Press 2 for a 2-day pass
   - Press 3 for a 7-day pass

4. You will then be prompted to say the name of your visitor or vendor, **"After the tone please say the name of your visitor or vendor".**

5. After you say the name of your visitor or vendor, wait 1-2 seconds for confirmation **"Your message has been recorded. To enter another visitor or vendor press 1, to end this call, press 2."** or you can just hang-up to end the call.

6. If the system does not recognize your phone number, you will be prompted to enter in your PIN number, **"Please enter your personal identification number now."** Your personal PIN is a unique 5-digit personal ID Number that can be found through the resident web portal.

7. If the PIN you enter is valid, you will be prompted to choose the length of the visitor pass (Item 3 above). If the PIN you enter is invalid, the system will prompt you to re-enter it.

Although this is a great feature we encourage all residents to continue to use the app and log on to your accounts to issue the visitors passes. The app and the web portal both speed up the entry process at the guardhouse.

Move In Quick Hints

SIGN UP for ALL Association Websites:

Paseo Condominium Website: www.PaseoCondo.com

Paseo Master Association Website: www.mypaseo.life

Paseo CDD Website: www.paseocdd.org

- Internet/Cable – Hotwire Communications 1-800-355-5668
- Quarterly Fees Due: January 1, April 1, July 1, October 1 – late fee applies on the 11th of the month.
- Per Florida Stature the Paseo Condo Office must have a KEY to the unit. Also, please the garage code.
- Transponder application and distribution policy are in this folder for your convenience. These forms are not submitted to the condo office.
    - Forms and documents can be obtained on the Paseo CDD website www.paseocdd.org /Documents/Helpful Documents
    - Complete the application form to register your ownership with the Paseo CDD and gatehouse. You must complete the form even if you do not intend to purchase a vehicle transponder. Email to the Paseo CDD along with a copy of your Paseo Condo Certificate of Approval
    - To purchase a transponder, complete the application, include a copy of your Paseo Condo Certificate of Approval and a check or money order for $25.00 per transponder. You may drop off these items in the mailbox at the CDD maintenance building across from the Pub, adjacent to the trash facility.
- Trash is only to be placed out on the morning of trash pickup, Monday and Thursday by 9:00 a.m. DO NOT PLACE TRASH OUT THE NIGHT BEFORE. Trash can be in any color bag. Recyclables are put in a clear or transparent blue bag (find them on Amazon, at Walmart, Lowes, or Home Depot.) All boxes are to be broken down flat. DO NOT USE A BOX TO HOLD OTHER BOXES OR OTHER ITEMS. If you need a pickup of large, non-household items, please call Crawford at 1-888-581-5151 to arrange a bulky pickup.
- You will receive an email from our Paseo Condominium Administrator, with your login information for the Paseo Condominium Website www.paseocondo.com, once all your paperwork has been processed for occupancy. Once logged in as an owner, you will find helpful information and access to the work order system to report a problem. You can also view your owner accounting ledger and make payments online.
- Call the Paseo Condominium Office at 239-834-6309 if you have any questions. You can also email Shari Foland at sfoland@kwpmc.com.