



**HOMEOWNER'S WELCOME  
PACKET**



Dear New Residents of Imperial Golf Estates, HOA:

The Imperial Golf Estates Homeowners Association, Inc. would like to take this opportunity to welcome you and your family to Imperial Golf Estates.

In an effort to assist you in acclimating yourselves more quickly to your new community, we have developed a packet of information on Imperial highlighting the many amenities offered to its residents.

In addition, a wealth of information exists in your packet which will answer most questions faced by owners new to a community area.

Imperial Golf Estates Homeowners Association, Inc. takes great pride in its high standards of appearance, which sets it apart from other homeowner's associations. It is committed to maintaining these high standards utilizing active committees, such as Beautification, Maintenance, and Storm Water Management. Other committees, such as the Architectural Review Board and Violations/Fining continually monitor each residence to maintain overall conformity and compliance with accepted guidelines, rules and governing documents.

We encourage you to review the information we have provided at your earliest opportunity to become thoroughly familiar with Imperial. We are pleased and honored that you have chosen to join our community.

Sincerely,

The Imperial Golf Estates Board of Directors



## Imperial Golf Estates Homeowners Association, Inc.

**GIB Gatehouse:** US 41 at 897 Imperial Golf Course

Voice Mail: 239-597-2005 Fax: 239-597-1069

**IGEHOA Community Manager:** Beth McWilliams  
[BethM@SandcastleCM.com](mailto:BethM@SandcastleCM.com)

**IGEHOA Gate Passes, Entrada Avenue Back Gate Bar Codes and Key Fobs\*:**

Beverly Florio  
[BeverlyF@SandcastleCM.com](mailto:BeverlyF@SandcastleCM.com)

**IGEHOA Web Site:** [www.igenaples.info](http://www.igenaples.info)

User Name: imperial  
Password: 2011

**IGEHOA Web Site Administrator:** Mike Shield  
[mikeshieldsr@comcast.net](mailto:mikeshieldsr@comcast.net)

**\*No Vendors, contractors, sub-contractors or delivery people can enter Imperial through the Entrada Gate. Please notify ALL OF YOUR VISITORS that they MUST enter Imperial through the US 41 Gate at 897 Imperial Golf Course Boulevard, regardless if their GPS routes them to Entrada.**

Sandcastle Community Management is responsible for the following:

- Management of the common grounds throughout the Estates.
- Assisting in compliance of the provisions of the association's documents and rules.
- Assisting the board of directors with meetings, minutes, elections and all the various duties that management of the neighborhood involves.
- Keeping accurate records of current ownership of each property, including contact information.
- Assisting in the preparation of the annual budget.
- Answer all questions/complaints/requests from Association Members.
- Assisting Members with issues related to their property.
- Maintaining the official books and records of the Association.

Please fill out and return the online Owner Data Base Form and return to Sandcastle Community Manager so that we may assure that all Association communications are received at your designated primary address and that the Community Manager's office has your correct telephone and other contact information. If you are a seasonal resident, always notify Sandcastle Community Management of when you leave for your alternate address, as well as when you return to Imperial. This insures that all correspondence is forwarded correctly.

# Imperial Golf Estates Homeowners Association, Inc.

## TALKING TRASH:

Rubbish Pickup: (cost for this service is included in your real estate tax bill)

Basic Service: Tuesday & Friday pick-up of garbage - green lid large containers on wheels  
Friday yard waste pick-up - separate container(s), bundled yard waste no longer than four feet long, or heavy duty paper bags (no plastic bags of yard waste)  
Friday pick-up recycling bin – yellow lid container on wheels  
Friday bulky item pick-up including empty cardboard boxes (see below)

Please place wheeled containers at least four feet apart for ease of mechanical pick up.

Bulky Item Pick up: Any items that will not fit in the garbage cart or heavy-duty trash bags require a special bulky item pick-up. Bulky item pick-up is the same day as the recycling and yard waste pick-up. Bulky item pick-ups need to be scheduled 48-hours ahead. Cardboard boards need to be flattened. Please call 403-2380 to arrange collection.

Pick-up is between 7:00 A.M. and 6:00 P.M. and can be picked up anytime between these hours. Rubbish/containers may be set at curbside the evening before scheduled pick-up after 6:00 P.M. and empty containers must be removed from curbside the same day as pick-up.

## Recyclables:

DO'S	DON'TS
Newspapers	Foam Peanuts
Phone Books	Windows
Magazines	Mirrors
Catalogs	Glass
Junk Mail	Kitchenware
Brown Paper Bags	Pots & Pans
Cardboard	Hard Cover Books
Cereal Boxes	
Aluminum Cans	
Steel Cans	
Tin Cans	
All Plastics: #1 through #7	

**DO'S****DON'TS**

Clear Glass

Brown Glass

Green Glass

**Please do not include plastic containers that have contained oil or other hazardous wastes. Do not include waxed milk / juice or gabled containers.**

Garbage Service Complaints, or Information                      239-252-2380  
Recycling Hotline

Recycling paint: the transfer station collects paint for recycling. Latex and oil based paints only. No paint thinner, cleaners, pesticides/herbicides or other hazardous chemicals.

Electronic products: old computers, monitors, printers scanners, telephones, TVs, pagers, keyboards, fax machines, mice, copiers, stereos, radios and other electronics for recycling.

**Naples Recycling Center**  
2640 W. Enterprise Ave.  
(off Airport Road at the north end of Naples Airport)  
(239) 643-3099  
Hours: 8am to 5pm Tuesday through Saturday

### Hazardous Waste

How household hazardous waste is handled can affect everyone. Improper storage of chemicals in the home can prove harmful to children or pets and be a fire hazard. Chemicals poured down the drain pollute the drinking water and can contaminate septic tanks or waste water treatment facilities. When thrown in the trash, some household hazardous waste could harm sanitation workers.

Collier County residents can dispose of hazardous waste free of charge by bringing it to Collier County's Household Hazardous Waste Center, at the Naples Landfill. Items are accepted Tuesday - Friday, 12 p.m. - 1 p.m., and on Saturdays, 8 a.m. - 12 p.m.

Items not accepted:

- Bio-Hazardous Waste
- Flares & Ammunition
- Pressurized Gas Cylinders

Limited household hazardous waste items are also accepted at the Naples and Marco Island Recycling Centers.



# A.S.A.P.

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**WWW.ASAPMAILBOX.COM**



**\$335.00**  
Includes Install

*"The Barcelona"*



**\$245.00**  
Includes Install

*"The Imperial"*

**OFFICE: 239.262.1165**