

September 17, 2014

Dear Boardwalk Caper Unit Owner(s):

As more and more residents arrive back to the Boardwalk Caper, we are getting calls in regards to maintenance items inside as well as outside of the units. If you have a situation that you feel needs to be addressed by the Association, please call me, Heather Paoletta, at Sentry Management at 239-277-0112, extension 36. If I am away from the phone, please leave your name, unit number, and phone number, as well as a description of your concern. Please do not contact the on-site maintenance personnel. He is not authorized to make repairs without prior approval and it will only delay getting the needed work completed.

Please keep in mind that there are responsibilities that belong to the Unit owner, and not the Association. Some examples are: anything broken or damaged as a result of neglect or abuse (ie: ripped screens), the front entrance storm/screen door and its related components, hurricane shutters, vinyl lanai enclosures, door and window locks, latches and operating mechanisms, any consequences resulting from modifications made by the unit owner or their predecessor(s), cleaning of the patio fence and gate, cleaning and maintaining stepping stones outside the lanai screen door. These are only a few examples. The Declaration of Condominium contains all of the responsibilities.

Also, keep in mind that, a Unit Owner's Alteration Request form must be completed and submitted to Management Company or to an Association Board member for approval prior to making any alterations to the unit, a common element, or a limited common element.

If you plan to rent your unit, you are required to submit an Application for Proposed Leasing form prior to occupancy by your guests.

There are no fees associated with either of these forms.

Both of these forms can be obtained by going to the Association's website at:

<http://www.boardwalkcaper.org> OR by contacting the Management Company at <mailto:hpaoletta@sentrymgt.com> or [ftmyers@sentrymgt.com](mailto:ftmyers@sentrymgt.com). Forms can now be accessed on the association's website provided by Sentry Management.

I have attached instructions on how to register on Sentry's website at: [Association Website Registration Process](#).

Please adhere to the above noted reporting of any repairs in order that your needs may be handled professionally, timely and accurately.

If you have any questions, please feel free to contact our office.

Sincerely,

*Heather Paoletta*

Community Manager