

## **DwellingLive > New Homeowners**

New homeowners must visit the main SWCA office to be enrolled in DwellingLive. DwellingLive is the Spanish Wells Community Association (SWCA) application used to communicate with all homeowners regarding community events and various notices.

Each homeowner must have the following information with them to register with DwellingLive and to obtain a "Barcode for their vehicle(s).

The office is located in the lower level of the Club House next to the Card Room.

If a vehicle barcode is requested there is a fee for each barcode issued.

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### **Information Required:**

- Either a Warranty Deed or closing statement which may have been sent to the CAM
- Address of property in Spanish Wells
- Secondary address if applicable
- Names of all owner(s)\*
- Email address(s) of owners\*
- Phone Number(s) of all owners\*
- Vehicle Registration for each vehicle
- Make of each vehicle
- Model of each vehicle
- Color of each vehicle
- License plate number/letters for each vehicle

**The homeowner will be asked if/how they would like to be notified of the following (text or email)**

- HOA Updates & Announcements
- Newsletters
- Community Events
- Guest Passes Issued & Denied
- Guest Registration Confirmation

Homeowners will be asked if their information can be shown in the DwellingLive online community address book.

Once the above steps are satisfactorily completed, a bar code may be issued for any vehicle. The homeowner will also receive the following email instructing them how to login to DwellingLive and to change their password.

## EMAIL YOU RECEIVE FROM DWELLING LIVE

**From:** dwellingLIVE <[noreply@dwellinglive.com](mailto:noreply@dwellinglive.com)>

**Date:** April 28, 2022 at 10:32:03 AM EDT

**To:** YOUR EMAIL>

**Subject: Welcome to dwellingLIVE**

Dear YOUR NAME,

Welcome to dwellingLIVE.

You are receiving this message because the management staff at Spanish Wells has set up your personal account on dwellingLIVE. You may now access your latest community information by logging into <https://community.dwellinglive.com/spanishwells.aspx> with the following:

Login Email: YOUR EMAIL

Login Password: 123456

Thank you,

dwellingLIVE, Inc.

The Nation's Leading Community Solution Software

For helpful tutorials and user guides, please visit the dwellingLIVE resident information website:  
[community.dwellinglive.com/residents](https://community.dwellinglive.com/residents)

**Dear Spanish Wells Residents:**

It has been brought to our attention that residents are calling the gates to obtain passes and entrance for visitors and vendors. This is not the preferred method for providing a pass as the gates are often busy and the guards are unable to answer the phones and messages are not always received in a timely fashion.

The correct way to obtain a pass for a guest is through Dwelling Live and there are several means to do so. This email includes the complete instructions for using the Dwelling Live system. There is an 888 number that you can call to provide access to a guest as well as an app you can download.

**Effective immediately, guards will no longer accept resident calls for passes.**

Should you need to reach our main gate in case of an emergency such as a parking issue, broken sprinkler on the course, etc. please call **941-747-7261**

CALL 911 FOR ALL EMERGENCY ISSUES REQUIRING EMERGENCY PERSONNEL PRESENCE SUCH AS THE SHERIFF, FIRE, OR EMERGENCY MEDICAL PERSONEL.

Do not call the gate as this will only prolong an emergency response. PLEASE USE THE FOLLOWING INFORMATION FOR COMPLETE INSTRUCTIONS TO USE DWELLING LIVE.

Thank you for your cooperation.  
**Spanish Wells Public Safety Committee**

### **DwellingLive Can Be Accessed In Several Ways**

The preferred method is by using the app on your smart device. DwellingLive has a free app for anyone with a smart phone.

On your Apple device, go to the App Store to download. On your Android device, go to Google Play to download. These are the preferred methods for guest entry.

Any questions or issues, please call Spanish Wells management office at (239) 319-1288 or email our property manager, at

Open the App and click on "Manage Guests"

Click on "Invite a Guest" and then click on "Create a Guest", Select Temporary Guest" or "Permanent Guest"

Add the "Name" and or "Company Name" you can add a Phone number or Email address

Select "Pass Type"

Enter the "Start Date" and "End Date" for the visit and click on "Save".

If you have the "Text option" turned on in your DwellingLive profile, you will receive a text that you have entered the pass in the system. When your guest or vendor is checked in at any of the gate entrances, you will receive a text that they have arrived.

### **DRIVER LICENSE / PHOTO I.D. IS REQUIRED FOR ENTRY INTO THE COMMUNITY**

The Spanish Wells website is [www.spanishwellscommunity.com](http://www.spanishwellscommunity.com) and the gate system is called, Dwelling Live. Your login information will be the email address SWCA has on file for you with your password or request a temporary password from Indigo Management.

See below for some steps once you have logged in.

[www.spanishwellscommunity.com](http://www.spanishwellscommunity.com)

Username: Email address

Password: The password you have already chosen or request a temporary if you don't have one or have forgotten your existing password by calling the management office at 239-319-1288.

\*Click on "My Community" (top left) under the DwellingLive logo

\*Click on "Guest List" in the Drop down. Then "Add Guest" located right side of page under the DwellingLive logo

These guests or vendors can be made temporary or permanent. Select pass type.

Type First name and Last name. If adding a vendor put the company name in the company field.

Add an email for a guest or vendor if you would like for them to receive an email on their phone Click the email button. Click the text button and add a 10-digit phone number to text the pass to the resident/vendor

Add any Attendant information if needed

Add a start date and end date for the duration of the visit  
Click "Save" bottom right

**DRIVER LICENSE / PHOTO I.D. IS REQUIRED FOR ENTRY INTO THE COMMUNITY**

Another option is to call the Guest Registration Center at 888-994-4117. This option can delay entry based on timing constraints within DwellingLive. Please make note: when calling a guest or vendor in, call the day before or at a minimum an hour prior to the guest/vendor's arrival at the property.

If the guest or vendor does not show up within this time frame, the system will automatically delete the message. If you need to call more than one day in advance, call the office during business hours at 239-319-1288



Made To  
Connect

June 8, 2022

Dear Resident,

We want to provide a seamless transition experience when an owner sells their residence and when a resident is setting up new service. We appreciate your taking the time to review these procedures.

This outlines the proper steps to take when a unit is sold and when a unit is purchased:

1. The owner must return all equipment whether it is rented or part of the bulk contract, except for the ONT (Optical Network Terminal), which is the light-colored box connected to the wall. This must stay in the unit.
2. Owners are responsible for all equipment, even if there are renters. If equipment is missing, the owner will be billed.
3. Residents can request that we pick up equipment; there is a \$50 pick-up fee.
4. The current unit owner's account will not be closed until equipment is returned and the new owner will not be able to start service until this is completed.
5. If the resident has phone service with Summit, the phone number(s) need to be transferred to another company. The transfer usually takes 7-10 business days; therefore, it should be done in advance.
6. New owners should either contact Summit Broadband at 239-444-0400 or visit one of our store locations to set up a new account. Proof of ownership will be necessary to set up new service (closing documents and/or a Warranty Deed).

**Store locations:** 1443 Rail Head Blvd., Naples, FL 34110

Summit Broadband appreciates your cooperation in this matter.

Thank you!

## **Spanish Wells Golf & Country Club**

Spanish Wells Golf & Country Club features 27-holes of Championship Golf in three different 18-hole combinations where golfers can experience the North and South course designed by Gordon Lewis, or the East course designed by Bruce Howard.

Tropical palms, mature oak trees, and diverse water features define the landscape of a course that embodies the natural beauty of Bonita Springs. Play ranges from 4,800 to 6,800 yards from multiple tee locations.

Practice facilities include an Aqua Driving Range, a Chipping Area, and Putting Greens. Keeping the course maintained and looking its best is a top priority for us, that's why we've recently renovated all 27 greens with TifEagle Bermuda and green surrounds have also been reshaped and re-grassed.

Bunkers were added, some reshaped, some deleted, lake banks were restored and changed in some areas, giving the courses a different look. We've also renovated all 27 tee boxes and plan to continue improving the course this summer with new landscaping.

For information about the various membership options, please go to the following website:

<https://www.spanishwellsclub.com/the-course>

**Then Click on “JOIN”**

## Emergency Lee County Phone Numbers

| AGENCY  | NORMAL BUSINESS | EMERGENCY    |
|---|-----------------|--------------|
| American Red Cross (Local Chapter)                        | 239-278-3401    | 239-278-3401 |
| Arson Alert Hotline                                       | 800-342-5869    | 800-342-5869 |
| Blood Donor Centers                                       | 888-9-DONATE    |              |
| - Lee Memorial Blood Center                               | 239-343-2333    |              |
| - Florida's Blood Centers                                 | 239-574-3170    |              |
| Cape Coral Emergency Management                           | 239-573-3022    | 911          |
| Cape Coral Police Department (non-emergency)              | 239-574-3223    | 911          |
| Dept. of Financial Services (Insurance)                   | 239-461-4001    | 800-22-STORM |
| Federal Emergency Management Agency                       | 800-621-3362    | 800-462-7585 |
| Florida Division of Emergency Management                  | 850-413-9969    |              |
| Fort Myers Police Department                              | 239-321-7700    | 911          |
| Lee County Animal Services                                | 239-533-7387    | 239-533-7387 |
| Lee County Emergency Information Hotline / United Way 211 | 239-433-2000    | 211          |
| Lee County Emergency Management                           | 239-533-0622    | 239-533-0622 |
| Lee County Government                                     | 239-533-2111    |              |
| Lee County Health Department                              | 239-332-9501    | 239-332-9501 |
| Lee County Public Safety & EMS                            | 239-533-3911    | 911          |
| Lee County Sheriff's Office                               | 239-477-1000    | 911          |
| Mobile or Manufactured Home Residents                     | 850-617-3004    |              |
| National Weather Service/Tampa Bay                        | 813-645-2323    |              |
| Poison Information  | 800-222-1222    | 800-222-1222 |
| Salvation Army, The                                       | 239-278-1551    | 239-278-1551 |
| Sanibel Police Department                                 | 239-472-3111    | 911          |
| Traffic Conditions in Florida (Current)                   | 511             | 511          |
| United Way of Lee, Hendry, Glades & Okeechobee Counties   | 239-433-2000    | 211          |

**You may access additional information at:**

<https://www.leegov.com/publicsafety/emergencymanagement/plan/ahg/emerginfo>



## OTHER INFORMATION

Thursday - recycle & trash pickup

Thursday - horticulture pickup

By special arrangement — large items, electronics, hazardous waste. Call 239-334-1224

NOTE: LARGE ITEMS MAY ONLY BE PLACED OUT FOR PICK UP 24 HOURS PRIOR.

Advanced Disposal Services (Waste Disposal) 239-334-1224

|   |               |
|---|---------------|
| Bonita Springs Utilities (Water Sewage)..... .. | 239-992-0711  |
| Teco Gas.....                                   | 239-690-5508  |
| Florida Power and Light .....                   | 239-334-7754  |
| Summit Broadband .....                          | 239-.444-0400 |
| DirecTV.....                                    |               |
| Comcast Cable .....                             | 800-266-2278  |
| Century Link (Telephone) .....                  | 866-228-1362  |
| Main Gate (manned 24/7) .....                   | 239-444-0911  |
| Spanish Wells Community Association.....        | 239-319-1288  |

**SPANISH WELLS COMMUNITY ASSOCIATION, INC**  
**RULES AND REGULATIONS AS ADOPTED BY THE BOARD**

**04/20/2022**

The SWCA rules below are the minimum regulations for Spanish Wells. Sub HOA's may adopt more stringent ones but not more lenient rules.

**GENERAL INFORMATION FOR SPANISH WELLS RESIDENTS**

**EXPECTED GUESTS OR VISITORS**

Please login into [www.swca.biz](http://www.swca.biz) when you are expecting a visitor to add your guests to your guest list. You can also download the smartphone app for Dwelling Live to your phone. If you are unable to login, you may contact the office at 239-319-1288 during normal business hours to have your password reset.

If you do not have access to the internet, you can call the Guest Registration Center at 888-994-4117 to register your guests.

The Spanish Wells gate (Spanish Wells Blvd. entrance) is manned 24/7. The Cordova and Marbella gates are manned as posted. Guest entrance kiosks are available at both the Marbella and Cordova gates and guests can enter by scanning their pass at the kiosk. NOTE: Tenants are permitted to provide a pass for a guest for up to 10 days; passes of a longer duration must be approved by the owner. Tenants may not utilize the permanent guest list. Individuals on the permanent guest list may receive passes for a maximum of 90 days.

**BAR CODES**

Bar codes may be issued to homeowners, residents, and approved annual tenants. Valid proof of residency and vehicle registration information are necessary. Currently, the cost is \$25.00 per vehicle for a homeowner and a \$50 fee for non-residents and lease approved renters. Bar codes are vehicle specific so if you switch vehicles, the \$25.00 fee, subject to change annually, per vehicle is charged for the new bar code. Bar codes must be renewed, at no charge, every 5 years, as long as they remain attached to the vehicle for which they were originally issued. Bar codes will not be issued unless they are attached to a vehicle. Bar codes may be obtained at the SWCA management office located at the club. Office hours are 9:00AM to 4:00PM Monday-Friday.

**SERVICE, CONTRACTOR, VENDOR, AND DELIVERY HOURS OF OPERATION**

The SWCA gates are open for service people, contractors, vendors, and deliveries Monday through Friday from 7:00 am to 9:00 pm, Saturday from 7:00 am to 4:00 pm. The Main and Cordova gates are manned as posted. The Marbella Gate is not staffed. No vendors or deliveries will be allowed on Sunday or holidays with the exception of emergency activities e. g, A/C, electrical, plumbing, etc. For emergency entrance call 239-444-0911 Please register with dwelling live or call the Voice Server at 888-994-4117 if you are expecting service people, contractors, vendors, deliveries, or work personnel. All vehicles and personnel in these categories must be off property by 6:00 pm on weekdays and 4:00 pm on Saturdays. If work needs to be extended after hours in an emergency, contact the office at 239-319-1288 to make arrangements.

## **CONTRACTOR RULES**

### **HOURS OF OPERATION FOR SPANISH WELLS PROPERTY:**

Weekdays: 7:00 am to 6:00 pm; Saturdays: 7:00 am to 4:00 pm; Sundays/holidays: No Work Permitted.

Hours of operation will be STRICTLY ENFORCED. All personnel must exit by the end of each day's hours of operation.

- Speed limit 25 m.p.h.
- Traffic signs and regulations must be obeyed at all times.
- No soliciting.
- No dumping.
- The work site must remain clean and picked up dumpsters must be used for debris. • Dumpsters may not be placed in the road.
- Port a-potties must be kept off the road and must have the door facing the building under construction or repair.
- The road adjacent to the work area(s) must be kept clean and clear of debris and clear for traffic. 2
- The contractor must have the street address. Subcontractors must have a description of how to get to the work site.
- The contractor and or his workers must be able to communicate in English or have written information describing the job location. Privacy Control will not escort workers to a site. If they do not know where they are going or how to get there, they will be turned away.
- No alcohol or controlled/illegal substances (drugs) are allowed at any time. If they are found on a job site or in possession of a worker, the entire crew will be required to leave immediately regardless of the time of day or whether or not the job is completed.
- No pets, firearms, or loud radios allowed.
- No fishing or swimming at any time.
- Vehicles are to be parked as close to work site as possible. Do not park on curves, at intersections, across from another vehicle, or in any way that will block or interfere with traffic.
- No persons under the age of 16 years are allowed.
- No equipment shall be left or stored at a work site without approval.
- No work site may plug into electricity or obtain water from an adjacent property without the express written permission from the owner of that property.
- Workers will not roam Spanish Wells property. They are to go directly to and from the work site.
- One Contractor sign may be allowed, if permitted by the sub-associations. The sign shall be removed within 24 hours of the work's completion. Permit board sign is also allowed.

**FAILURE TO COMPLY WITH THE RULES AND REGULATIONS MAY RESULT IN SUSPENSION OF WORK PRIVILEGES AND/OR RESTRICTION FROM SPANISH WELLS PROPERTY. RULES MAY BE MODIFIED BY THE BOARD AT ANY TIME WITHOUT PRIOR NOTIFICATION.**

## **REAL ESTATE SIGN REQUIREMENTS**

- A. Real estate signs, for a residence or a lot, shall conform to the following requirements: one "For Sale", "For Lease", or "For Rent" sign. During supervised real estate open houses, one "Open House" sign may also be erected on the lot, subject to all other requirements. These signs may include only the name, address and telephone number of the property, or a real estate broker, Investment Company, or a business firm licensed to sell real estate in the state, and the name and telephone number of a salesperson. Signs must be one-sided only. "Under contract," "pending," & "sold" signs may be placed on the same post.
- B. One "For Sale," "For Rent," or "For Lease" sign may be placed in the rear of the property only on golf course facing lots, if permitted by the sub-association.
- C. Size — 12 inches by 18 inches.
- D. Maximum height — the sign may not exceed four feet in height from the ground to the top of the sign.
- E. Color — burgundy on beige background. Real estate signs may include a color logo that does not exceed a maximum of 20 percent of the sign face.
- F. Standards — single standard only, not to exceed two inches by two inches. All standards shall be painted beige.
- G. Setback — other setback requirements of this section notwithstanding, such signs may be placed in any location on the street side of private property, provided that no portion of the sign shall be closer than 10 feet from a paved roadway.
- H. Builder's signs or model identification signs must be approved in writing by the Architectural Committee in advance of their placement or display. No contractor or special services signs of any kind are allowed. No flags, balloons, or other promotional display material is permitted without the express written approval of the SWCA Board of Directors.
- I. "Open House" signs shall not exceed four square feet (2ft. X 2ft.) and no side shall exceed 24 inches. One "Open House" sign may be displayed only when there exists, in fact, an "Open House" and that sign must be removed at the close of the "Open House" period or by 6:00 pm, whichever is earlier. The "Open House" sign must be placed on the lot in front of the "Open House" only. No directional signs are permitted to be placed in Spanish Wells. Any signs found will be confiscated by management.
- J. SWCA will place a single community open house sign by the main gate on Sunday (if needed and excluding holidays) from 12:00 noon to 5:00 pm. No individual open house signs are permitted to be placed near the gates.

## **GENERAL COMMUNITY RULES**

1. Fishing is not permitted from the Country Club side of any lake, pond, or canal. Catch and release fishing is permitted from common areas and parcels but is subject to rules and regulations that may be adopted by the Sub-Associations. Children under 16 must be accompanied by an adult. Bodies of water present a variety of risks and hazards, especially for small children. The Association has no liability for the safety of the residents and their guests for injuries caused by conditions of the lakes, ponds, canals, and swales.
2. Walking, biking, or jogging on the cart paths on the golf course is inherently dangerous and is not permitted.
3. It will be the sole responsibility of the pet owner to pick up and properly dispose of his or her animal's waste at all times. All pets must be leashed and in custody of their owner at all times when off the owner's property. Pets may not be chained or left in a yard at any time without the owner present with the pet at all times.
4. No garage or estate sales are permitted.
5. No plantings of any kind are permitted to be installed in any lake. No dock, ramp, or other structure is permitted to be erected in any lake.
6. Swimming and recreational watercraft of any kind are prohibited in the lakes. Bodies of water present a variety of risks and hazards, especially for small children. The Association has no liability for the safety of the residents and their guests for injuries caused by conditions of the lakes, ponds, canals, and swales.
7. Any change to the culvert drainage system must be approved by SWCA. Minimum piping that must be used is 12".
8. No plantings are permitted within 4' of the perimeter fencing/wall. Any plantings within 4 feet of the perimeter fencing / wall must be approved by the SWCA board. Current plantings within that zone are grandfathered in.
9. Boats, trailers, recreational vehicles, motor homes, campers, vehicles with missing body parts or expired or missing license plates/registration shall not be parked in or on any property, parking lot, driveway, or street anywhere in Spanish Wells. Any vehicles found in violation of this rule are subject to being towed at the owner's expense. Motor Homes and boats may be parked in the driveway on the lot for up to 48 hours at a time, no more than 12 times a year, for the purpose of loading and unloading.
10. No vehicle shall be parked in any street, common area or service road between the hours of 11 pm and 6 am.
11. It is recommended that garage doors remain closed when access to the garage area is not required. This is to prevent animals from entering. Owners and occupants are requested to close all garage doors at nightfall. Failure to do so will prompt a telephone call from the guard staff informing you of the occurrence.
12. All premises must be used for residential purposes only. Signs, vehicles, or other declarations of a business are not allowed on any premise. This does not intend to restrict any internet based business or telecommuting required to maintain a current job status.
13. Door to door solicitation is not permitted.
14. Moving, storage containers, and dumpsters that will remain on the property more than 24 hours must be approved by the appropriate sub- association.
15. No chemical, solvent, or material of any kind is to be dumped into any lake, pond, or drainage ditch, culvert, or street drain.

16. Do not leave food out that wildlife, other than birds, would eat. No feeding of bears, alligators, etc.

17. Under no circumstances will obscene or offensive language by security personnel or by members, residents, guest, and service providers be tolerated. If a guest or a resident is involved in an incident with security personnel or has a complaint about security service/personnel, they should make a complaint to their neighborhood president and the community manager