

Baybridge Condominiums Home Owners Association Handbook July 2020

The benefits of condominium living are many. However, along with the benefits, there are certain compromises which must be made. The principles of courtesy, respect for your neighbors, and general good manners will prevent the need for enforcement of regulations or penalizing violators and will go a long way in making our community a pleasant place for all.

This manual has been compiled to provide Baybridge homeowners with a comprehensive set of information, procedures, and regulations to ensure your quality of life in our community. The information and regulations hereinafter, convey to the Baybridge Condominium Property, the Common Elements, the Limited Common Elements, and the Condominium units and shall be Deemed in effect until amended by the Board of Directors of the Association.

INDEX

<u>General Information</u>	Page
A. Baybridge Homeowners Association, Inc.	4
B. Documents you should have	4
C. Community, Association and Management	4
D. Board of Directors and Management	5
E. Cable TV	5
F. Gates	5
G. Keys	6
H. Mail	6
I. Insurance	6
J. Pest Control	6
K. Landscaping	6
L. Electricity/Water	6
M. Garbage	7

<u>Regulations</u>	Page
A. Alterations	7
B. Assessments	7
C. Balconies	8
D. Beach	8
E. Boardwalk/Pier	8
F. Boats	8
G. Bicycles	8
H. Bulletin Board	9
I. Children	9
J. Doctors and Medical Aid	9
K. Elevators	9
L. Contractors	9
M. Fire	9
N. Fireworks and Weapons	9
O. Garage Policy	10
P. Gazebo Area	10
Q. Grills and Barbecue Area	10
R. Landscaping	10
S. Leasing and Selling	10
T. Maintenance and Repair	11
U. Motorcycles	11
V. Noise Control	11
W. Parking	11
X. Pets	12
Y. Private Parties	12
Z. Solicitation	12

AA. Speed Limits	12
BB. Storage Areas	12
CC. Swimming Pool Area	13
DD. Tennis Court	13
EE. Windows	13
Telephone/Contact Info	14
Pier Management	15
Facebook	15
Gate Codes	15

GENERAL INFORMATION

A. Baybridge Homeowners Association, Inc., hereinafter referred to as the Association, is a corporation not for profit under the laws of the State of Florida, the Articles of Incorporation having been filed on May 30, 1983. The operation of the Association, and each unit owner, tenant, and other invitee is governed by and must comply with the provisions and requirements of the governing documents.

B. Documents you should have:

- Chapter 718, Florida Statutes (the Condominium Act) as amended from time to time
- The recorded Declaration of Condominium, establishing Baybridge Condominiums
- All amendments to the Declaration of Condominium, 1984, 1985, 1988, 1991
- The recorded Articles of Incorporation
- The Bylaws of the Association
- Association Information and Regulations, the Homeowners Handbook

You should have received most of these documents at the time of your closing. If you need any additional documents, you may retrieve them from the Property Managements' website: www.epmfl.net

C. Community, Association and Management

Baybridge Condominiums consist of 9 waterfront buildings and two tennis court buildings, with various sized individual units in each. The community is enhanced with a tennis court, swimming pool, pool Gazebo with grill, boardwalk, and pier as Common Elements, to be enjoyed by all homeowners. The Association is governed by the Board of Directors, as representatives of the collective rights of all owners and residents. The Board of Directors has contracted with Etheridge Property Management, for the day to day oversight of financial obligations, maintenance, and other contractual negotiations as needed and directed by the Board.

The boat slips on the pier are owned by individual lease holders, are Limited Common Elements, and only available for use by those individual lease holders. The maintenance of the pier and boat slips is managed by the Pier Maintenance Committee (PMC) whose managers are appointed by the Board of Directors. Please see **Page 15** for contact information of the PMC Commodore.

D. Board of Directors and Management

The Board of Directors meet each month on the second Thursday of the month at 5:30. A notice, including the agenda of the meeting is sent electronically to those owners who have elected to receive electronic notice **and** posted on the bulletin board located next to the mailboxes at the main gate. Minutes from the meeting are available after the Board approval the following monthly meeting. They are e-mailed or mailed to owners requesting this method of delivery. As an owner of any unit in Baybridge Condominiums, you are welcome and encouraged to attend the monthly Board meetings. As a Member of the Association each unit is entitled to one vote. The Board Members are elected at the annual meeting held in January of each year. If you would be interested in serving on the Board, please contact the Management Company or any currently serving Board Member to submit your nomination. A list of the current Board of Directors is on page 10 of this handbook. The administration of policies and regulations is the property managers' duty. The regulations are intended to benefit everyone, and if an owner/tenant should see a regulation being ignored, it is that owner/tenants' obligation to inform the management company directly of the situation. Suggestions or complaints can be made through written and signed letters to the Board of Directors and/or the management company:

Etheridge Property Management

908 Gardengate Circle

Pensacola, FL 32504

www.epmfl.net

No complaints should be made to contractors or their employees, contact the property manager only. The manager can be contacted by phone Monday—Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:30 p.m. at (850) 484-2611. Workorders may be submitted at www.epmfl.net For emergency calls, after hours, call the office # for on-call maintenance or Marty's cell # 850-341-7641

E. Cable TV

The Association has a bulk contract with Mediacom for Basic Cable Service for each condominium unit. Expanded services may be requested from Mediacom, at your expense. Make sure to mention that the basic service is included under the Baybridge contract.

F. Gates

Baybridge is a "Gated" community, offering additional privacy and security. There are two gates which are part of the common elements and maintained by the Association. The "Main" gate is the one with the guard house (which is also where the mailboxes are located). This gate is generally used for entrance into the community. Access is granted with your remote control or a code at the keypad. You may use this gate to exit the community, but only by remote control. The north gate is generally used to exit the community and is opened automatically upon approach. There is also a keypad at this gate for entrance generally by walkers/bikers. Your remote will open this gate for entrance also. Each owner/tenant has their own code for Entrance into the community. You have an additional code for guests, contractors, deliveries, realtors etc. Please do not give out your individual code. When you purchase or lease a unit, be sure to get the remote clickers from the previous owner.

G. Keys

Every owner should have the following keys: Keys to your unit, mailbox, and the walk-through gate at the Main gate/guard house. This key also works on the pier gate. If you need any of these keys, copies are available from the management office for an additional fee of **\$5.00**. Owners are to provide a copy of their front door key to EPM, including any subsequent lock changes.

H. Mail

Mail is delivered to the mailboxes located at the guard house/main gate area. Each unit is assigned a numbered box. The Management company will provide you with the mailbox number and ensure you have a key. Your mailbox number is not your mailing address. Your mailing address is your unit number. **EXAMPLE-XXX Baybridge Drive, Gulf Breeze, FL 32561**

I. Insurance

Fire, windstorm, and flood insurance covering the buildings and liability insurance covering common areas are carried under a master policy. Premiums for such are paid through the monthly HOA dues. It is required that owners have individual flood, homeowners', and liability insurance, purchased to cover the individual unit owners' personal property and responsibilities, not covered by the Association policy.

J. Pest Control

The Association has a pest control contract with Anchor Pest Control, which sprays the exterior of units and common areas monthly. No master keys are provided to the company; therefore, a resident must be at home to receive interior service. If a specific problem occurs, contact Management, who will contact Anchor Pest Control and have them contact you directly to schedule an appointment to treat your unit at no charge.

K. Landscaping

The grounds at Baybridge are professionally maintained by a contracted landscaping company. Lawn services are provided weekly during the growing season and bi-weekly during the non-growing season. A Landscaping Committee has been appointed by the Board. Owners are encouraged to join the committee if you are interested in landscaping/horticulture etc. Contact management to get the contact information.

L. Electricity/Water

Electrical service is provided by Gulf Power Company and Water service is provided by the City of Gulf Breeze. Each unit is metered separately. There is some common area electrical and water usage which is billed monthly and part of the Associations' operating budget.

M. Garbage Service

Baybridge Association employees will pick up your garbage Monday, Wednesday and Friday mornings. Please have any items which need to be picked up in a sealed plastic garbage bag and placed curbside the morning of pickup. Recycling is encouraged at Baybridge, therefore there are recycling bins provided and located inside the compactor area. You are responsible for taking your recycling to this area, these items will not be picked up by the Association employees.

Regulations

Complaints or violations and/or questions regarding these rules should be directed to the Management Company, not to the Board of Directors or Committee chair/members. The Management Company will make efforts to notify the violating member and resolve the issue. However, if deemed necessary, the Management Company will impose a fine for unresolved violations, the amount to be determined by the Board. If unpaid the collection/enforcement shall be the same as with unpaid association assessments. Disagreements concerning violations may be presented to the Board of Directors for further action, or by grievance committee, as deemed necessary.

The following rules/regulations do not supersede the Association By-Laws, the Declaration, or any legal statutes. Objectionable behavior is not acceptable even if it is not specifically covered herein. Violations by homeowners', employees or visitors are the responsibility of all homeowners in the enforcement of these regulations. We are all equally responsible for the comfort and well-being of our community and look forward to working with you towards these ends.

A. Alterations

It is especially important that the exterior appearance of Baybridge be maintained in its original form. Consequently, it is required that you refrain from hanging anything on the outside walls of your home. No canopy, awning, shade, window guard, ventilator fan, air conditioning device or antenna may be affixed or placed upon the exterior walls, roof, or balcony. The look and image of your home is protected by a blanket restriction prohibiting the Association and fellow homeowners from painting, improving, or altering in any way the exterior appearance of the buildings. (See Maintenance and Repair and Landscaping)

B. Assessments

Each owner is legally and personally responsible for a share of the common expenses. The Association shall levy monthly assessments to pay for these expenses on behalf of the homeowners. Monthly assessments are due on the first (1st) of the month and should always be paid promptly. Late payments received after the tenth (10th) of the month will be subject to a finance charge at an interest rate periodically determined by the Board of Directors. The Association has the legal right to place a lien on a homeowners' unit, in the event of nonpayment of dues.

C. Balconies

Your balconies are intended for your private enjoyment. It is hoped that each balcony will be furnished and used to its fullest extent and that you spend many hours enjoying the view. However, it is not a storage area; to protect the overall exterior appearance of Baybridge, no clothes, sheets, blankets, laundry of any kind or other articles shall be hung out or exposed from any balcony. It is also asked that you not paint, enclose, or alter the overall physical appearance of the balcony. While you are welcome to use radios, barbecue (electric grill only), place plants and furniture on the balcony, we remind you to respect the rights of your neighbors and avoid any excessive annoyances to include actions of your pets. It is on these outside extensions of your home that you will be most aware of your neighbors and their actions and we hope that you are especially sensitive to their interests.

D. Beach

The private beach area is reserved for the exclusive use of Baybridge residents and their guests. We ask that you help us keep it clean and avoid any loud playing of radios. There will not be a lifeguard on duty. Therefore, swimming will be at your own risk and children are not allowed to swim unattended by an adult.

E. Boardwalk/Pier

The boardwalk and pier are available for your enjoyment at any time. To ensure the safety of all concerned, no skateboards, bicycles, roller skates, etc. are allowed on the boardwalk. To be more specific, the boardwalk is open to pedestrian traffic only. Fishing will be allowed from the pier, but at no time shall any fishing poles, tackle, bait, or fish be left unattended on or about the pier. Diving is PROHIBITED from the boardwalk and pier.

F. Boats

Many Baybridge residents will wish to enjoy their boats in the Pensacola Bay directly off our beach and pier. While this is certainly allowed, every possible precaution must be taken to guarantee the safety and rights of other residents. The Management requests that all residents keep them informed of any discourteous boating activity.

G. Bicycles

All bicycles are to be stored in the garage of each unit and should never be left unattended in the parking lot or common areas. Bicycles are not allowed on the common sidewalks, pool deck, boardwalk, pier, or any other common area. The tennis court units may store bicycles under the stairways.

H. Bulletin Board

There will times when you will want to communicate with your neighbors concerning community social gatherings, items for sale, public announcements, etc. A bulletin board is located at the main gate on the guard house next to the mailboxes, to provide a vehicle for these announcements. Please avoid posting of notices in various locations throughout the property, they will be taken down and discarded. Please take special notice of Association Announcements, Meeting Agendas and Notices and the Reservation Calendar for tennis court usage and Gazebo usage.

I. Children

Children are not always as keenly aware of the difference between your space and their space or your rights and theirs'. Please be understanding of the occasional disturbance their energy may create. On the other hand, excessive or persistent objectional behavior by children will not be tolerated. The homeowner's responsible for children considered to be a nuisance will be made aware of the situation and required to resolve the problem immediately.

J. Doctors and Medical Aid

For emergency medical assistance, dial 911 and describe the situation and your exact location to the dispatcher. **Note:** All emergency medical teams have access to the gate. For minor emergencies, there are several doctors, urgent care centers, and the Gulf Breeze Baptist Hospital here in Gulf Breeze to assist you.

K. Elevators

There are no common area elevators at Baybridge. The elevators in many of the units are considered personal property and the individual homeowners are responsible for maintaining them in a clean and safe condition.

L. Contractors:

Association contractors are under the direct supervision of the Board & Management Company. To maintain the effectiveness and efficiency of contractors, it is asked that you refrain from instructing or correcting them directly. Homeowners should go through the Manager with work requests and suggestions. Association contractors are not permitted to perform personal services during regular working hours, except on order of the Manager.

M. Fire

Every precaution must be taken to prevent endangering fire conditions. Please be sure all appliances are off or unplugged when leaving your home. Fireplaces and grills should never be left burning unattended. Extra care should be taken in the storage of flammable materials. In the event of a fire, DIAL 911, and then contact the Management.

N. Fireworks and Weapons

Discharge of any weapon, firecrackers and/or fireworks are specifically **PROHIBITED** anywhere on the property.

O. Garage Policy

To keep the common driveways and parking facilities open and attractive, residents with a garage are to park their vehicles in the garage whenever on the property. If you own more than two personal vehicles, an exception can be approved. Except during access, garage doors are always to be kept closed. During summer months, doors may be raised slightly for ventilation.

P. Gazebo Area

The Baybridge pool area is enhanced with a Gazebo area which includes a serving bar, chairs, and a brick charcoal grill. This area may be reserved by placing your name and unit number on the calendar on the bulletin board. This will reserve the Gazebo area only; the pool cannot be reserved (although most other residents will respect the privacy of your party). After using the grill, please remove any used charcoal, clean, and replace the grate. Also, clean up all your personal property and trash.

Q. Grills and Barbecue Area

Only electric barbecue grills are allowed for use on your balconies or patios. To ensure your safety, charcoal and gas grills or any type of open flame grill are not allowed on the balconies, however, may be used if placed in the driveway area 10 feet from the building. Barbecue grills are not permitted on the pier, boardwalk, or landscaped common grounds. Barbecuing around the pool area is limited to the built-in brick grill area.

R. Landscaping

The lawn and landscaping around your home and the common areas is maintained by the Association through the Management company. Potted plants should be kept on your balcony or patios. Walkways and common areas should be kept free of potted plants. You are asked not to remove or materially alter the landscaping and to refer any problems, comments, or complaints to the Manager. The Landscaping Committee works closely with the Manager and contracted landscaping company to coordinate the needs of the community. You are encouraged to join the landscaping committee if you have ideas that will benefit our community.

S. Leasing and Selling

Homeowners possess a fee simple interest in their unit and undivided share in the land and other common elements appurtenant to the unit. These interests, in their totality, may be sold by owner at his/her discretion. However, future owners must continue to occupy or lease the unit for residential purposes only. No unit may be divided or subdivided, leased, or sold in separate portions. Leases may not be for less than 6 months. Owners who lease their units abdicate all rights to Baybridge common grounds (to include, but not be limited to, the tennis court, swimming pool, Gazebo area, boardwalk, beach, and pier) to their tenants.

T. Maintenance and Repair

Each owner is responsible for the maintenance and repair of the interior of their homes. This includes maintaining entry/exit doors, exterior door finishes, garage door, windows, and doors with mullions, cracked and fogged glass, screens, electric panels, electric wiring, electric outlets and fixtures, air conditioning and heating units, appliances, fans, drains, plumbing fixtures and connections, wall coverings (paint and texture), floors, floor coverings, ceilings (paint and texture) and other portions of the unit, balcony, patio, and terrace not specifically declared an Association responsibility.

In order to maintain the overall appearance and architectural integrity of Baybridge, homeowners are not to repair, replace, decorate, paint, enclose or otherwise alter any exterior portion of their unit or the common elements which are being maintained by the Association. Any interior changes which may affect the safety, structural soundness or exterior appearance of the buildings also requires the written consent of the Board.

Homeowners are also responsible for the expenses of any maintenance, repair or replacement of common area property made necessary by his/her negligent or careless act, or that of any member of his family, lessees, guests, invitees, employees, or agents. However, this liability exists only to the extent that the expense is not met by the proceeds of insurance carried by the Association.

U. Motorcycles

Regardless of size, motorcycles are not allowed on the common sidewalks, pool deck, boardwalk, pier, or any other common area.

V. Noise Control

All precautionary measures must be taken to keep from disturbing the peace and tranquility to which you and your neighbors are entitled. Please refrain from operating any sound producing instrument (radios, televisions, stereo sets, musical instruments etc.) above conversational loudness with the doors or windows open. While playing radios televisions etc. on balconies piers, beach and pool areas will be permitted, sus use will require severe discretion. Please report any noise disturbances to Management.

W. Parking

Parking spaces in the common area lots are available on a non-reserved basis to all occupants and guests. However, it is asked that all owner/occupant vehicles be kept garaged to make as many spots available for guests as possible. Numbered Parking spaces specifically located near the tennis court units are reserved for those unit owners. To prevent any congestion and/or appearance problems, recreational vehicles, travel trailers, motorcycles, bicycles, boats, boat trailers, utility trailers or any stored, unworkable, or unmovable motor vehicles will not be parked in the common area spaces. Vehicles not frequently used should be parked at either end of the property. Commercial type trucks, truck tractors or buses will not be permitted to park within the premises except while engaged in loading or unloading operations or engaged in work. Please report any access problems or violations to Management.

X. Pets

Many Baybridge residents enjoy companion pets. While usual and ordinary domesticated pets (i.e. dogs, cats, tropical fish, etc.) may be kept in your house, there are some specific rules which must be followed to protect the rights of your neighbors.

1. Pets shall not be left unattended in any area of the common grounds, patios, or balconies. They shall not be allowed to run at large or enter other residents' private areas uninvited (i.e. garages, patios etc.)
2. When pets are escorted on or through the common areas, either along the driveway area, boardwalk, lawn areas, or on the beach they are to be under proven verbal control or on a leash. Owners are always to be prepared to leash their pet at any time for the safety of the pet and other residents.
3. It is the responsibility of every pet owner or escort, to clean up and dispose of any fecal matter left by the pet—immediately. Pet owner/escort should always carry disposable bags made for this purpose with them.
4. Pets are not allowed to disturb the safety, rights, comfort, or quiet enjoyment of other residents. A pet shall not create a nuisance with excessive barking, whining, chirping, aggressiveness, or other unruly behavior.

Please report in writing, any violations of these rules to Management.

Y. Private Parties

Please be respectful of your neighbors when you are entertaining guests at your home. While holding a private party is, of course, totally your prerogative, any continuously noisy disturbance which results in complaints will be dealt with by the Management. Private parties may be scheduled for the pool area. Notice should be posted on the reservation calendar on the Bulletin Board. The host must attend the function and be responsible for their guests and all clean up.

Z. Solicitation

To ensure your privacy and security, solicitation by salespeople, fund-raisers, etc. is prohibited at Baybridge. This rule applies to fellow homeowners unless a written exception is granted at one of the regularly scheduled Association meetings. If a solicitor approaches you on the Baybridge grounds, contact Management immediately.

AA. Speed Limits -Please operate your vehicles at minimal speed when entering and leaving Baybridge. At no time should your speed exceed 8 mph. It is requested that you inform any invitees of this speed limit and report any violations to Management.

BB. Storage Areas

There are no common storage areas except those used by Management. Your balcony, garage roof, driveway, common stairway, or any visible exterior area shall not be used for permanent or temporary storage of household goods. When not in use garden hoses are to be maintained in a decorative, well drained "hose bowl" made for this purpose, or in your garage. Hoses shall not be left out in the driveway areas or in any walkway area. Recreational gear-kayaks, paddleboards, etc. must be stored, out of view.

CC. Swimming Pool/Rec Area

The swimming pool rules are posted in the pool area and will be enforced by Management. The pool and recreation deck is available to Baybridge residents and their guests. Pool hours are from 8:00 a.m. to 10:00 p.m. Recognizing the rights of those residents near the pool, upon receiving a complaint, Management will ask noisy after-hours swimmer to vacate the area immediately. If you rearrange the pool furniture for you or your guests, please replace it where you found it. If you are wearing oil-based suntan lotion, please place a towel on the pool furniture before sitting down and/or use the shower provided before entering the pool. Please also remember to close and tie the umbrellas before leaving.

Guests of residents will be permitted to use the pool when the resident is out of town. When your guests visit and desire to use the pool, please call Management to advise them if you do not accompany them. If you are out of town and have guests living in your unit, please advise Management so the use of the pool may be properly monitored. **ALL CHILDREN TWELVE (12) AND UNDER MUST BE ACCOMPANIED BY AN ADULT.** No glass containers are allowed in the pool area at any time. No smoking allowed in pool area.

DD. Tennis Court

The tennis court is for the exclusive personal use of the owners and tenants, along with their guests when the owner or tenant is also present. Please utilize the calendar located at the gate house to reserve specific play dates and times. As the Swimming Pool and Tennis Court are Common Elements of Baybridge Condominiums there shall be no monetary gain allowed from using either of these areas.

EE. Windows

Much of the aesthetic and architectural appeal of Baybridge is the placement and appearance of the windows. To maintain this appearance, all exterior windows must be free from obstructions except curtains, drapes, or blinds. Please avoid reflecting light disturbances by keeping reflecting shades, screens, and mirrors etc. off windows and glass doors.

Hurricane Shutters are encouraged, but at the Owners expense. Prior to purchasing hurricane shutters, please give the specific detailed information to the Management company to ensure they comply with Baybridge specifications. Hurricane Shutters should not be left “closed” when there is no threat of a hurricane. Owners who do not live in the area, may give permission to the Management Company to “close” them when there is a threat.

Phone Numbers & Contact Information

FIRE.....911 (850) 934-5133
POLICE..... 911 (932-5121 Gulf Breeze Station)
AMBULANCE.....911
HOSPITAL.....(850) 943-2000 (Gulf Breeze Baptist)
GULF POWER.....(850) 432-4445
CITY OF GULF BREEZE (Water).....(850) 934-5110
MEDIACOM (Cable/Internet)(855) 633-4226
ETHERIDGE PROPERTY MANAGEMENT.....(850) 484-2611

2020 Board Of Directors

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850-516-6284 or 850 554-4566
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225-603-3419
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Director

Thomas Belger
516-1850 or 916-0393
tabelger@aol.com

Pier Management (PMC)

Mark Little
225-791-7532
mlittle@appriver.com

Please **do not** contact EPM for information on the boat slips. Any transactions of rental/sale of the boat slips, will be handled between the qualified buyer and the boat slip owner.

Baybridge Homeowners Facebook Page

Leslie Scott, Administrator
The link: www.facebook.com/groups/1049304121802672/

We invite you to “like the page” and “request to become a group member”. It is a private group and anything posted there cannot be seen by the general public or anyone who is not a member.

Gate Codes

Directory Code—Each individual unit has an access code listed on the keypad directory. That code, when pressed on the keypad, will dial your home phone number, and allow you to admit the visitor by pressing “9” on your phone. Each owner has an Entry code that is designated by your unit number (address). If you have a 2-digit unit number the code is 2 zeros preceding the unit # i.e. 0072; if you have a 3-digit unit number, it is preceded by one zero i.e. 0110. For guests/visitors, or deliveries or workman give the code 0200. The front and back-gate pedestrian code: 2911#