

Bayshore Bath & Tennis Club



Resident Information Guide

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The Bayshore Club Management Association welcomes you to the Daytona Beach area and to Bayshore Bath and Tennis Club Condominium referred to simply as Bayshore.

Bayshore is a very private riverfront community. As a resident you should know about our many amenities for your enjoyment, as well as specific rules to protect your property and privacy. Each resident is invited to make a contribution to the community.

May you find your life here happy, peaceful and fulfilling for years to come.

BAYSHORE CONDOMINIUM

Bayshore Bath and Tennis Club consists of two twelve-story buildings with 213 units, two levels of underground parking for 200 cars, large lobbies on each floor, indoor and outdoor parking spaces and landscaped areas.

Responsibility for management of our condominium is vested in Bayshore Club Management Association (BCMA), a Florida corporation, not for profit, located at 925-935 N. Halifax Avenue , Daytona Beach, FL 32118-3794.

The BCMA office located at the center of the “B” level corridor is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. The office staff is available to answer questions you may have pertaining to the Bayshore complex. The office phone number is (386) 255-3686.

Our Mailing Address:

BCMA
925 N. Halifax Avenue, (OFFICE)
Daytona Beach, FL 32118

Your Mailing address:

South Tower Residents:

925 North Halifax Avenue Unit #000
Daytona Beach, Florida 32118-0000

North Tower Residents:

935 North Halifax Avenue Unit #000

CONDOMINIUM OWNERSHIP

To understand how Bayshore functions and how it can better serve you, it is helpful to understand the condominium concept.

Like the owners of a detached single family home, a condominium unit owner is the sole owner of his or her unit, holding title in fee simple which may be conveyed, transferred and encumbered in the same manner as any other parcel of real property. The prospective buyer must be approved by the Board of Directors before moving into the unit. This is usually accomplished by a personal interview which is pre-arranged by the Sales and Leasing Committee (AR-11). When closing is complete the new owner needs to give a copy of the recorded warranty or mortgage deed to the BCMA office as proof of ownership. The copy will be placed in the file of that unit. In addition, the unit owner has an ownership interest in common elements such as land on which the entire condominium is developed, parking facilities, gardens, recreation areas, swimming pool and tennis courts. Such property is called common elements.

Each unit owner pays a share of maintenance and operating expenses of the common elements according to the square feet size of the unit i.e. one bedroom, two bedrooms or three bedrooms.

Maintenance Dues take care of the common expenses, they are due on the first of the month and late after the 10th of each month. If you would like to set up bill pay with your bank, you'll give them our address on the previous page and your unit number will be your account number, for example, 106S. If you have any questions, please contact the office.

MOVING

To make your move as smooth as possible, inform the manager of your moving date promptly in order to reserve the elevator as it is first come first served. Moves are scheduled from 8:15 a.m. to 4:00 p.m., Monday through Friday. The manager will give you specific instructions for your move. Our elevators are especially vulnerable to damage. We provide wall and floor coverings for use in elevators during move.

Instruct movers to check in with the office and then use proper approach to buildings: University Blvd. for the North Tower "A" level garage entrance; Jessamine Blvd. for South Tower "A" level garage entrance. Garage entrance height is only 6'6"; therefore, furniture and boxes should be rolled or carried down ramps to the "A" level lobby. Major moves are not to be made through the service entrance lobby or main entrances.

BAYSHORE CLUB MANAGEMENT ASSOCIATION (BCMA)

Each unit owner is a member of BCMA. Each unit has one vote at the annual membership meeting, and any special membership meeting called by the Board of Directors where unit owner votes are required. Multiple owners, other than husband and wife, choose a designated voter by executing a voting certificate. The voting certificate is filed in the unit file in the office.

The Association is administered by a Board of Directors who are elected by the unit owners. Names of the Board Members are posted on the office bulletin board.

Operation of the Association is governed by the Ownership Documents. Each owner has been given a copy of the Documents to be retained in his/her unit. A copy is available in the Association office for reference, or through our website.

SERVICES PROVIDED BY THE ASSOCIATION

The Association is responsible for providing services to owners and residents. Among these are water, exterior maintenance, building maintenance of common elements, trash removal and pest control. Television and WIFI via Spectrum is also provided.

Each residential floor has a trash disposal chute located in the laundry room. Instructions on trash disposal and use of laundry room are posted on the wall. The coin operated washer and dryer are the property of Bayshore. Ten dollar rolls of quarters are available for purchase in the office.

All common elements and all units are treated monthly by a licensed pest control exterminator. If you have a need for special services,

WEBSITE

Condominium Associations are required to have a website on which minutes of Board meetings, notices, contracts, and financials of the Association are posted so that owners have access to this information. Our website name is thebayshorecondos.com. To access the Community page which has more than general information, i.e. meeting minutes, Treasurer's report, our newsletter and any other owner information, you must request a login (button on the home page), fill out the information requested and you will be assigned a login and password.

TELEVISION & WIFI SERVICES

Included with your monthly maintenance are two (2) basic cable boxes and one (1) WIFI router through Spectrum. If you need to connect your service or if problems occur with your TV or WIFI service, please contact Spectrum at 1-833-697-7328.

ASSOCIATION ANNUAL BUDGET

Each year the Association compiles a budget containing estimates of common expense for the coming year, based on services and programs offered. The budget year begins January 1 and ends December 31.

The Board of Directors includes in the budget adequate sums to cover day-to-day administrative and maintenance expenses incurred during the year and to provide for adequate reserve monies for major repair or replacement of common elements.

Common expenses, pro-rated on the size of each unit, comprises the annual assessment, which is payable in twelve monthly installments. Each payment is due on the first day of the month in which payment is due and is considered late after the 10th of the month.

Should there be insufficient funds, the Board may levy an additional assessment. Should there be a surplus at the end of the year, the Board may place the surplus in reserve or refund it to the owners by reducing future assessments.

All amounts assessed against an apartment give rise to a lien on that unit under the Ownership Documents. If the assessments are not paid when due, the Association may perfect the lien by recording a Memorandum of Lien in the land records. Title to the unit cannot be transferred until the lien is satisfied.

INSURANCE

CASUALTY INSURANCE

The Association carries a blanket policy against all risks on both tower structures and the common elements in the amount equal to the maximum insurable replacement value thereof, exclusive of excavation and foundations. Responsibility for payment of deductible limit is determined by the Board of Directors. (**NOTE:** This coverage does not include private dwelling owners' personal property, i.e. personal possessions, floor coverings, wall coverings, ceiling coverings, and the following equipment: electrical fixtures, appliances, air conditioning or heating equipment, water heaters, plumbing fixtures or built-in cabinets. The unit owner is responsible for insurance against damages to these items.)

LIABILITY INSURANCE

The Association (not unit owners) is insured against liability arising on the premises or connected with the (business) operation of the condominium. The coverage does not protect an individual owner from liability arising from an accident, a negligent act or omission in either the unit or common elements. The Association also carries liability insurance to protect the Association's financial assets and to protect officers, directors and employees on decisions rendered.

FLOOD INSURANCE

The entire foundation and tower structures are insured for pursuant to federal National Flood Insurance Program (NFIP). Coverage is for damage due to rising water and NOT RAIN, back-ups or broken pipes. Owners may obtain additional coverage from their insurance companies for the contents in their units

COMMITTEES

Residents are encouraged to participate in committee activities. Both standing and ad-hoc committees are necessary to assist the Board of Directors.

Each of the following Standing Committees has a BCMA Administrative Resolution (AR) that covers its operation.

COVENANTS (AR #5)

Reviews complaints and alleged violations in order to assist the Board in monitoring and enforcing the rules and regulations of the condominium.

FACILITIES PLANNING (AR #4)

Advises and assists the Board in preserving and enhancing the physical condition of the common elements.

FINANCE (AR #3)

Provides assistance to the Board in its duties of asset management in order to promote the financial health of the Association. Evaluates financial statements, advises on investments and coordinates preparation of budgets.

PERSONNEL AND MANAGEMENT (AR #13)

Monitors and reviews existing policies and procedures pertaining to personnel and management. Advises and assists the Board of Directors on maintaining good personnel, office practices and procedures.



POLICY AND RESOLUTIONS (AR#14)

Prepares policies and procedures pertaining to the operation of the Association, for approval by the Board of Directors. Prepares changes and additions to the Condominium Documents based on Section 718 of the Florida Statutes and other pertinent regulations and recommends changes or additions to the Board of Directors for action.

SAFETY AND SECURITY (AR #10)

Concerned with and advises the Board of Directors on matters pertaining to safety and security. Advises and assists the Board in developing and conducting safety and security programs.

SALES AND LEASING (AR #11)

Advises and assists the Board of Directors in determinations regarding sales and leases of Condominium units. Familiarize new residents with our Rules & Regulations and facilities.

SOCIAL (AR #7)

Organizes and conducts a program of social gatherings. Advises and assists the Board in developing and managing special events and social programs for residents in order to improve the opportunity for interaction among residents.

SPECIAL EVENTS (AR #12)

Organizes and conducts programs of special and recreational events such as lectures, musicals, arts and crafts, exercise classes, tennis clinics, etc.

SAFETY AND SECURITY

ENTRANCE (PR #9)

There are two locks on each unit entrance door; one is the night latch and the other is a throw bolt. For safety, residents should use both locks. Unit owners are required to provide the office with a key to their respective units. If a lock is changed or added, a new key must be provided.

Residents should use the buddy system by leaving a key with a neighbor or friend. If a resident is accidentally locked out, he or she should contact the Association office. If the office is not open, call the number for the Manager on the door. Ask that the manager or maintenance person on call be notified. (There will be a \$25.00 charge for service by a maintenance person.) As a last resort, contact a local locksmith.

BUILDING ENTRANCE & COMMON AREA KEYS (PR #13)

To enter the property, you must have a fob or keyless entry code. New owners should get fobs with the other keys and garage door opener at closing. Only two fobs per unit is allowed except in special circumstances with Board approval.

Please be vigilant when entering the building by not allowing anyone following you in whom you do not recognize. If you notice anyone without a fob trying to access the building, please report this to the office.

Lost or stolen amenity keys can be replaced at a cost of \$75.00 dollars each. Upon transfer of a private dwelling unit, by sale or other means, You should also have received two amenity keys at closing.

Get your welcome packet from the Sales & Leasing Committee or the Office. Your welcome packet includes forms to fill out and any pertinent information. Once you fill out your forms, turn them into the office so that you can be entered into our security system.

DELIVERY SERVICES AND REPAIRS

Residents are responsible for admitting persons involved in delivery and repair services. All such personnel should use the Jessamine Boulevard service entrance at the river side of the South Tower.

All delivery and repair personnel must sign in at the Association office before going to the unit. There shall be no delivery or service repair work done before 8:00 A.M. or after 4:00 P.M., Monday through Friday and there shall be no delivery or service repair work done on Saturdays, Sundays and holidays without written approval from the manager.

GARAGE DOOR OPENER & IDENTIFICATION (PR #14)

To protect the rights and interest of its members and to provide the highest achievable degree of security, the Association has installed digital electronic operated garage doors.

Inasmuch as each private dwelling has a numbered parking space, one garage door opener is provided by the Association to each private dwelling unit at no cost. Garage door openers are issued to owners. The Association keeps a log of serial numbers and garage openers assigned to the recipient. All openers are the property of the Association.

For second car owners, applications for an opener for that car must be made to the Board of Directors at a fee set by the Board.

Unit owners who lease their units are responsible for providing an opener to the lessee. The Association does not provide additional openers to lessees, nor will they approve issuance of additional openers to unit owners for use by lessees.

Lost or stolen openers should be reported immediately to the Association office. Special rules are in effect for their replacement. Openers that malfunction should be returned to the office for replacement or repair.

HURRICANE/STORM SHUTTER SPECIFICATION (PR #15)

Unit owners may install white shutters over the sliding doors and windows at their own expense. Unit owners are responsible for maintenance, repairs and replacement.

Permission for installation is granted by the Board of Directors. Consult with the manager for an application and specifications for installing the shutters.

After installation, the shutter is considered to be an integral part of the building and is not to be removed without the express written consent of the Board of Directors. If the shutter is removed, the owner agrees to return that part of the building to its original condition. It is required that the shutters be kept in a fully opened or fully closed position.

Callboxes

The callboxes at each main entrance, North and South towers, and the Service Entrance are operational only if an owner has registered telephone number (Check your welcome packet for Callbox Setup form). If you change your regular telephone number, the Association office must be notified so that the security code number for your unit can be programmed accordingly.

The security code operates similar to speed calling; it dials your telephone number. If you are using the telephone when a lobby visitor calls, the person at the lobby will receive a busy signal.

To admit a lobby visitor, simply dial nine (9) #, and hang up the phone. The visitor at the entrance should not hang up until the buzzer release has sounded.

SAFETY GUIDELINES

The Safety and Security Committee has prepared a FIRE SAFETY MANUAL and a pamphlet titled HURRICANE PREPAREDNESS AND EVACUATING PLAN> Copies of these pamphlets have been given to each owner for reference use and retention in the unit. If these pamphlets are not available at the time of purchase of your unit, contact your office for copies.

PETS

Owners of units purchases after November 6, 1986 are not permitted to have pets. Renters, visitors and guests are not permitted to have a pet upon any portion of the property.



GUEST REGISTER

All overnight guests are to be registered by their host or hostess on the guest register located outside the office or you can request one inside the office.

The following information is needed:

1. GUEST NAMES
2. ARRIVAL AND DEPARTURE DATES
3. VEHICLE MAKE-MODEL-COLOR
4. HOST SIGNATURE AND UNIT NUMBER
5. PICTURE ID

VACATION TIME

If you are going to be away from Bayshore for a few days, weeks, or months, fill out a brief but important form in the Association office. In case of an emergency the office should know if your apartment is unoccupied, if a neighbor or friend has a key, and where you can be reached by telephone or email. If you are to be away for an extended period of time, the water valves in your unit should be shut off before you leave.

PARKING REGULATIONS

(PR #6)

GARAGES (A & B LEVEL)

Vehicles should be parked so as not to impede access to other spaces. Adherence to the posted speed limit and direction of traffic as indicated by arrows should be observed.

OUTSIDE PARKING

The 20 numbered, reserved spaces located next to the sidewalk are for the exclusive use of assigned vehicles.

RV parking is limited to the north side of the parking lot in a first-come basis. Consult with the Association office for space assignment.

SERVICE ENTRANCE PARKING

This area is for use only by delivery and service personal and emergency vehicles.

BICYCLES (PR #12)

Bicycles are not permitted in any common area such as elevators, stairwells, hallways, lobbies, tennis courts, pool deck or first floor entrance deck. No parking of bicycles is permitted in front parking lot or any common area except where designated.

As lithium batteries for Ebikes have been known to cause fires, it is suggested that these batteries be charged in the outlet on your balcony.

Residents' bicycles must be placed in racks provided in a special bike storage area of the "B" level garage. Contact the office to register your bicycle and obtain a BCMA decal.

KAYAKS, CANOES, SURF BOARDS, & PADDLE BOARDS

Water toys are not permitted in any common area such as elevators, stairwells, hallways, lobbies, tennis courts, pool deck or first floor entrance deck. No parking of bicycles is permitted in front parking lot or any common area except where designated.

Residents' kayaks, canoes, surf boards, & paddle boards must be placed in racks provided in a special bike storage area of the "B" level garage. Contact the office to register your water toy and obtain a BCMA decal.

GENERAL

Extensive car repairs are NOT permitted, and non-operative vehicles should not be left standing in parking stalls. Vehicles are required to be registered with the Association office. A BCMA decal is issued for display on each vehicle according to instructions from the office.

Campers, trailers, motorcycles, or boats cannot be parked in the garage area.



RECREATIONAL FACILITIES

PARTY AND CARD ROOM (PR #3)

The party room is for the exclusive use of Bayshore residents and their invited guests. Reservations are to be made in person with the manager ten days in advance. Facilities include a partially equipped kitchen, dance floor and a public address system.

The resident requesting use of the party room must be present at the party and is responsible for: deposit (according to size of party); cost of host(s) to assist arriving and departing guests; damage to common elements resulting from party; and cleaning after the function. Maximum number of guests is limited to 125 and premises must be vacated by midnight. Access to amenities, i.e. pool, game room, exercise room is prohibited.

Card room is also for the exclusive use of Bayshore residents and their invited guests. Reservations are required ten days in advance.

EXERCISE ROOMS

Hours for the use of these rooms are 7:00 a.m. until 11:00 p.m. daily. Facilities include steam room, sauna, showers, and two exercise rooms (Weight training & Cardio)

Signs in these areas give instructions as to the use of the facilities and must be complied with for the safety and the continued functioning of the equipment.

Any malfunction of equipment should be reported to the office.

TENNIS & PICKLEBALL COURTS

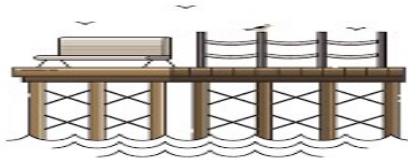
Tennis courts are for the exclusive use of residents and their guests. Proper tennis attire including flat-soled tennis shoes and shirts are to be worn while playing. The courts are available on a first-come first serve basis except for tennis clinics, round robins and tournaments. These are to be scheduled at least one week in advance in the office. Hours for play are 8:00



a.m. to dusk, Monday through Saturday. On Sunday and holidays, the starting hour is 9:00 a.m. Food or glass containers are not permitted on the courts. Gates should be locked by the last player to leave the court.

FISHING DOCK

Water and shelf are available for cleaning fish. Boaters should be aware of the shallow water around the dock and take precautions when docking their boat.



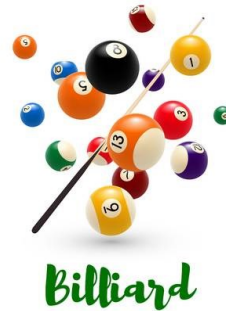
SHUFFLEBOARD COURTS

Equipment is stored in the game room. Please return once you are finished with your game.

BILLIARD & GAME ROOMS

Two pool tables, racks and pool balls are available. Players provide their own cues and bridges or can use the Bayshore pool sticks provided.

The game room has one pool table, a bumper (snooker) pool table with balls, and a ping pong table. There are a variety of games to play within the game room for residents convenience.

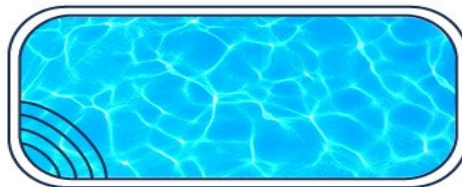


STORAGE LOCKERS

The Association rents a limited number of storage lockers for personal property. These storage lockers are located in a room on the "B" level. Inquire at the office for spaces available and the monthly rate.

SWIMMING POOL

The pool is for the exclusive use of residents and their guests. Children (age 16 and under) must be accompanied by an adult at all times while in the pool area. The pool has no shallow area. It is meant for adult swimmers. Children who cannot stand in the shallow end with their head above water are at risk and should be accompanied in the pool by an adult swimmer (18 years and older). Showers shall be taken before entering pool. Pool rules and hours are posted as you come out of the pool doors at the pool house. The pool is heated during winter months to extend pool time, weather permitting.



RULES & REGULATIONS

The following is a short list of Exhibit P-1 in your Association Documents that is on page 105. Please read that page for a full description of the Rules and Regulations.

1. Automobiles may be parked only in the areas provided for that purpose
2. Use of any of the recreational facilities of the common elements will be in such a manner as to respect the rights of other Private Dwellings.
3. No radio or television antenna or any wiring for any purpose may be installed on the exterior of a building.
4. The balconies, patios and exterior stairways shall be used only for the purpose intended.
5. No drying of laundry will be permitted outside of a Private Dwelling. Laundry work shall be done only in the area provided for such purposes.
6. Common areas of buildings will be used only for the purpose intended.
7. Disposition of garbage and trash shall be only the use of receptacles supplied by the Association.
8. No owner may make or permit any disturbing noises in the building.
9. All private dwelling units shall be carpeted except in the bathrooms and kitchen.

RECYCLING PROGRAM

Bayshore Unit Occupants are required to:

1. Accumulate, process and place in the centrally located collection containers the following recyclable materials:

A. ALL NEWSPAPERS

B. GREEN, BROWN, AND CLEAR GLASS CONTAINERS

Rinse containers to prevent or eliminate odors and to reduce the possibility of attracting insects and other vermin. Remove lids and dispose of in regular garbage.

C. ALUMINUM, STEEL, AND TIN CANS

Rinse all cans to prevent or eliminate odors and to reduce possibility of attracting insects or other vermin.

D. PLASTIC CONTAINERS:

To include soda bottles (all sizes), milk jugs, detergent bottles, soap containers, etc.



SWIMMING POOL AND SWIMMING

1. Furniture other than that provided shall not be used in the pool area, nor shall such furniture be removed from said area.
2. Users of the pool area are responsible for the removal of all articles brought thereto by them, including but not limited to towels, books, and magazines, at the time they leave said area.
3. Swimming shall be permitted only between such hours as are prescribed by the manager.
4. No running, pushing, or scuffling shall be permitted in the pool area.
5. There shall be no splashing of water other than that accompanying normal swimming.
6. Voices shall be kept at normal conversational levels.
7. No life rafts, toys, or other objects shall be permitted in the pool.
8. Showers shall be taken before entering the pool
9. Any person having any skin disease, sore or inflamed eyes, nasal or ear discharges or any communicable disease shall be excluded from the pool.
10. All bobby pins, hair pins and other such materials shall be removed before entering the pool
11. No occupants of the unit under the age of sixteen (16) shall be permitted to entertain guests in the pool or poolside area unless their guests are under the poolside supervision of a parent or occupant-guardian of the minor occupant.
12. Glass containers of any kind are not permitted in the pool area.
13. The pool is for the exclusive use of all occupants and their guests, and the occupants are responsible for the conduct of their guests.
14. All persons shall comply with the requests of the Manager or Management Agent respecting matters of personal conduct in and about the pool, and recreation areas.
15. No pets of any kind shall be permitted in or on the recreation deck or pool area
16. NO DIVING!

PEARLS OF WISDOM

TIPS TO ENSURE A HAPPY COMMUNITY ASSOCIATION EXPERIENCE...

Be a Good Homeowner

- ◆ Review the documents before you buy your unit.
- ◆ Read them again when you move in.
- ◆ Pay your Assessments
- ◆ Attend the annual meeting
- ◆ Read the newsletter and Minutes
- ◆ Follow the rules.
- ◆ Serve on the board.
- ◆ Don't expect someone else to do it for you.
- ◆ Remember that you are a member of the association. What is good for it is good for you!

Be a Good Neighbor

- ◆ Love thy neighbor
- ◆ Respect thy neighbor
- ◆ Don't play the stereo too loud
- ◆ Park in your own space.
- ◆ Don't be a six-car family
- ◆ Clean up after yourself
- ◆ Take care of your property
- ◆ Volunteer for the Beachside Neighborhood Watch.
- ◆ If there is a problem, talk about it—direct conversation is more effective than sending a letter or banging on a wall.