SALES & LEASING COMMITTEE BAYSHORE CONDOMINIUMS

UNIT NO:_____ PARKING SPACE:_____
NAME_____ TELEPHONE_____
EMAIL:_____
NAME:_____ TELEPHONE_____
EMAIL_____

At closing you shall get: 2 condo door keys
From seller (owner) 2 mailbox keys
2 amenity keys
_____ 2 fobs for access to buildings, pool deck, or service entrance gate.
Garage door opener if assigned a space in the garage.
If not provided by seller (owner) you will be charged.

_____ Maintenance and locker fee payments are due and payable on the first of the month made payable to BCMA by check, money order or cash. Payments received after the 10th of the month will incur a late charge of $25.00.

One parking space is assigned to your condo either on the A or B level- or a Numbered space in the front parking lot. Park only in your assigned space. Your space cannot be sold as it goes with your condo, but you may rent it out. Please
_____ inform the office.

No motorcycle may be parked inside the garage (it will be towed). Motorcycles
_____ should be parked in the front parking lot in designated parking lot ONLY..

There is a special area reserved for RV campers in the front lot. Campers
_____ are limited to 22 feet long.

Guest can be admitted at the front door by pressing 9# on your phone after they call you. They should remain on the line until you press ***9#.***
No Unknown persons should be admitted, at any time, on the Bayshore's
_____ **property**. The office will program your land line or cell.

Guests staying overnight are REQUIRED to register on a form outside the entrance of the office on level B. (In case of emergency we need to know who is
_____ in the building).

If you are away for few days, stop at the office and fill out the form "Gone
_____ Awhile" or fill out form on our website.

_____ When you leave your condo for a few days, turn off the water to toilets and sinks. For longer periods, turn off the hot water heater and circuit breaker.

_____ Washers and dryers are located on each floor opposite the elevators. They can be used between 7am and 11 pm. If you need to purchase quarters, we sell them in the front office for your convenience.

_____ Trash chutes are on each floor, inside the laundry room. All garbage should be doubled bagged. No building materials, bottles or large boxes should be put in chutes.

_____ No building materials such as paint, tiles, carpets, drywall, cabinets, appliances, etc. can be put in dumpsters. There is a fee for disposing of these items. See the office for arrangements.

_____ In the A level garage there are recycling bins for newspapers, plastic, glass, and cans. Cardboard boxes should be flattened and deposited in the large dumpster provided.

_____ Shopping carts are available outside the elevators on the A level garage, outside the B level garage door and the service entrance. As a courtesy to your neighbors please return them promptly. Do not leave them in the lobbies, elevators or your unit.

_____ Storage lockers are available for rent. Sign up at the office. Locker rents are paid monthly and can be included in your maintenance check.

_____ Bicycles and kayaks may be stored in a room off the B level garage. You must register your bicycle (s) or kayak at the office if space is available.

_____ Your car (s) must also be registered, a tag issued by the office should be placed inside the left rear window.

_____ No PETS are allowed on Bayshore property or in your unit. Support animals will be vetted before approval.

_____ No carpets or grills on balconies. Ashtrays (with covers to avoid flying ashes) and outside furniture are allowed. No towels or clothing shall be hung from balcony. No glass on balcony.

_____ A grill is available, located in the pool area. Please clean the grill and surrounding area after use.

_____ The recreation/party room can be used by reservation **ONLY**. A deposit is required based on guest attending at a maximum of 125 people which is refunded after the room is inspected. A usage fee (Nonrefundable) of $75.00 will be collected at Lease agreement signing.

_____ The fishing pier is used for fishing only (rinse and clean the deck after cleaning fish). NO boats or jet ski mooring are allowed- but the public pier north of our property can be used for short mooring.

_____ As per Policy & Resolutions 22-22 moving in/out at Bayshore of large object and deliveries must be scheduled with the Office: Monday thru Friday (8:00 am-4:00 pm) a refundable security deposit of $500.00 is required and refundable after inspection on the common areas. **NO WEEKEND OR HOLIDAY MOVES**.

_____ Spectrum offers upgraded TV channels and high-speed internet as part of the monthly maintenance which includes -2 TV boxes, 1 internet modem box and router. You may open a private account with Spectrum for upgraded cable packages or telephone service.

_____ Our website the Bayshorecondos.com has all financials, policies and Forms available for download. Click "login" for instructions to obtain a password. Click "community" for an alphabetized list of all information.

_____ Owner and or Tenants acknowledges that they have received a physical copy of the Policy and Resolution #22-22 at the interview with the Sales and Leasing Committee and understand the information outline here in.

FOR OWNERS:

_____ Minimum rentals are allowed for four months. Rentals for six months or less are subject to extra County taxes payable by the owner. All leases must be approved by the office. As per Policy & Resolutions 22-22 renters are required to pay a **$500.00 security deposit** refundable upon expiration of lease (less any property damages to the unit other than normal wear and tear).

_____ Owner acknowledges that they fully understand and are aware of the Short-Term leasing policy and they have received a physical copy at the interview with the Sales and Leasing Committee.

_____ Water heater life span is 10 years or less. Flooding is a disaster and is not always Covered by insurance. Your unit and others may be affected.

_____ New flooring materials need to be approved by the office before installation, and specific soundproofing may be required.

_____ Service/repair men are required to sign in at the office each day.

_____ Condo renovation by owner or contractor requires a $500.00 security deposit and adherence to Policy & Resolution 22-22.

_____ Owner and or Tenants acknowledges that they have received a physical copy of the Policy and Resolution #22-22 at the interview with the Sales and Leasing Committee and understand the information outline here in.

YOUR GUESTS:

When guests are visiting your condo, WHETHER YOU ARE HERE OR NOT, you are still responsible for their actions, so make sure you know our condo rules:

- Register as a guest in the office or outside the office on level B.
- Register all vehicles, put visitor cards on dashboards and find out which parking spaces may be used.
- Become familiar with pool rules and other amenities-game rooms, library, fitness rooms etc…
- Know how to handle trash and recycles, laundry rooms, carts.

Any Violation of these policies will be addressed with the owner of the condo.

The office is not responsible for issues within your condo they can provide a list of repairmen (available in the office) should one be needed. Make sure guests call you, rather than the office for any issues involving your property. *Any guest staying over sixty (60) days would need to go through the interview process*.

ADDENDUM TO BAYSHORE POLICY:

On August 21, 2014, the Bayshore Condominium Board of Directors adopted the following guest policy.

A guest is a visitor who stays sixty or fewer days annually. Each guest is required to register on the form located inside the office on level B.
Please provide: Date of ***arrival****- date of* ***departure****-* ***vehicle description*** *and* ***tag number*** *(if applicable) are to be noted on the form.*

The said tag should display the arrival date and departure date AT EACH VISIT.

_____ Violations of this policy will be addressed with the owner of the condominium.