

**BAYWOOD COLONY VILLAS ASSOCIATION, INC.  
FAMILY GUEST NOTIFICATION**

Managed by:  
Casey Condominium Management  
4370 S. Tamiami Trail Suite 102  
Sarasota, Florida 34231  
[receptionist@caseymanagement.com](mailto:receptionist@caseymanagement.com)

Complete and submit by owner to property management when family is staying without an owner present

**As stated in the Baywood By-laws Section 13, 2 – Approval of Leasing –**  
*Occupancy of a Unit by a person or persons in the absence of the owner, except for parent, children, grandchildren or siblings of the owner or his spouse, shall be deemed a lease and must be approved by the Association.*

It is the responsibility of owner to provide all of the following information:

1. Completed form
2. Signed Rules and Regulations form by adult occupants.
3. Submit to property management.

UNIT ADDRESS \_\_\_\_\_

Owner Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of occupants staying in Unit \_\_\_\_\_

Relationship to Owner \_\_\_\_\_

Date of Occupancy \_\_\_\_\_

\_\_\_\_\_  
Owner Signature and Date

\_\_\_\_\_  
Owner Print Name

Submit to Casey Management by mail or email at [receptionist@caseymanagement.com](mailto:receptionist@caseymanagement.com)

Date received by Casey Management \_\_\_\_\_

(revised 1/2018)

# BAYWOOD COLONY VILLAS, INC PRIORITY RULES AND REGULATIONS

1. Baywood Colony Villas Association, Inc. is the operator of Baywood Colony Villas I and II.
  2. The Declaration of Condominium for each Section defines the units and lists the uses and restrictions. Owners and lessees are expected to become aware of these regulations and be guided by them and the By-Laws.
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1. The following lists some of the important requirements for ownership in BCV:
    - a. Prior to initiation of change, any external changes and/or additions to a unit must be submitted to Architectural Review Committee and have prior written Board approval.
    - b. Prior to initiation of change, structural changes within a unit must be submitted to Architectural Review Committee and have prior written Board approval.
    - c. Unit shall be maintained inside and out, including landscaping, according to Board standards and Landscape committee approval.
    - d. Each unit must be used exclusively as a one-family residential unit and no business or trade is permitted within.
    - e. Nothing is permitted to hang from windows, doors, fences, roofs, etc. Anything drying should be out of view of the street or green space.
    - f. Loud noises are not permitted.
    - g. No pets, other than one cat and/or one small dog weighing 25 lbs. or less. All pets must be registered. All pets must be on a leash in common areas.
    - h. Only conventional passenger automobile as defined under Section 14 of both Declarations of Condominium may be parked in any Baywood area. No trucks, motorcycles, trailers, commercial or recreational vehicles, campers and boats can be parked on Baywood property.
    - i. The Clubhouse and pool area are for the use of all owners, lessee and guests. Regulations are posted and expanded in the BCVA Handbook that is available in every unit.
    - j. Permission for use of the clubhouse facility is available to residents for private events. A written request must be made in advance to property management.
    - k. All leases shall be subject to prior written Board approval. All leases shall be a minimum of 30 days and no more than once in a 12 month period.
    - l. In the absence of the owner, family guests are defined as parents, children, grandchildren, or siblings of the owner or spouse. All other relatives or occupants are considered guests or tenants and are deemed to be a lease. Family Guest Notification form is to be submitted to property management.

I have read and agree to abide by the above restrictions and all others as described in the Baywood Colony Villas Association Handbook, Declaration of Condominium, Articles of Incorporation, and the Rules and Regulations as adopted by the Association's Board of Directors and agree to immediately correct any violations determined by the Board of Directors. I certify that all information provided is truthful and there are knowingly no omissions. I understand that an interview with the Membership Committee is required before approval of lease.

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Family Guest Signature and Date

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Family Guest Signature and Date