



Baywood Colony Villas

HANDBOOK

- 1. Responsibilities**
- 2. Regulations**
- 3. Rules**

Welcome to Baywood Colony Villas

This Handbook is a supplement to the “Declaration of Condominiums”, “Articles of Incorporation”, and “Bylaws” of Baywood Colony Villas, which take precedence over this Handbook.

Welcome / Introduction

Welcome to Baywood Colony Villas.

This Handbook is created for your information and reference with the intention of fostering and enhancing life in our lovely community setting. It is your responsibility as a Unit Owner to ensure you and any guests or renters understand the expectations and requirements of a Baywood resident.

Please be sure to share this information as appropriate and if you have any questions please contact our Property Management company, Casey Condominium Management.

Property Management Company:

<i>Casey Condominium Management LLC</i>	
Address:	4370 S Tamiami Trail, #102 Sarasota, FL 34231
Tel:	(941) 922-3391
Fax:	(941) 921-2254
Email:	receptionist@caseymanagement.com

Our Property Management company is your first line of communication for all maintenance Issues, concerns, and requests.

Website

Documents and Forms can be found on the Baywood Colony website:

www.baywoodcolonyvillas.com

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Part 1.1: Unit Owners - RESPONSIBILITIES

Air Conditioning:

Central air conditioning systems and heating equipment within or external to the unit are the responsibility of the Unit Owner.

Residential Units:

Baywood Colony Villas must be used exclusively as single, one-family residential units. No business or trade of any kind is permitted within the unit. If working from home, telecommunication with your company is allowed.

Monthly Assessments:

The monthly assessment is due on or before the 1st of each month and should be remitted to the appropriate bank. For payment arrangements, including automated bank drafts, contact the Property Manager.

Emergencies:

For Fire, Police, or a medical emergency dial 911.

Sarasota County Sheriff's office contact is (941) 861 5800 for non-emergencies.

Emergency Contact Information:

In the event of an emergency, it is imperative that the Property Management company or a member of the Board be able to contact Unit Owners or gain admittance to a unit. Unit Owner/s must supply the Property Management company with local emergency access information. In case of an emergency and information has not been provided, the Unit Owner will be responsible for any locksmith fees or damages incurred while obtaining access to the residence. If entry is necessary, it will be made by at least two (2) people, one of which will be a Board member. All keys and entry codes are kept under lock and key and only accessible to Property Management company personnel assigned to Baywood, Board members and the Baywood Operations Manager.

Cable TV and Internet:

Cable TV and Internet access is available at the Unit Owner's expense.

Carports:

Carports are for the use of passenger type automobiles. Pick-up trucks, motorcycles, trailers, commercial or recreational vehicles, campers and boats of any size may not be parked on Baywood property. No furniture or items of any size may be stored in carports or outside of units. Unit Owner responsibility includes the carport roof, roof supports, eaves, gutters, and downspouts.

Car Washing:

Car washing is not permitted on Condominium Property.

Circuit Breaker Boxes:

Circuit breaker boxes are the Unit Owner's responsibility. Periodic checks are recommended.

Clotheslines and Dryer Racks:

Clotheslines and dryer racks are prohibited in lanais, common areas and carports. Materials may not be hung from doors, windows, fences, or roofs and need to be out of view of the street and/or greenspace.

Courtyards:

Unit Owners in adjoining courtyards should be considerate of their neighbors and be sure all water drains remain clear.

Damage:

Unit Owners are liable for any and all damages, including damage caused by their tenants and guests, to the common elements.

Difficult Situations

To report problems with the grounds, rule infractions, needed repair to the common areas, etc., please contact the Property Manager. A [General Maintenance/Concern Form](#) is available on the Baywood Colony website under forms (www.baywoodcolonyvillas.com) and at the back of this Handbook.

Documents:

All applicable Baywood Colony Villas Association (BCVA) documents should be provided by the seller prior to closing. Additional copies are available from the Property Management company and the Sarasota County Clerk's office at an additional cost.

[Documents](#) may also be downloaded from the Baywood website at www.baywoodcolonyvillas.com.

Doors – Interior:

Unit Owners are responsible for all maintenance and replacement.

Driveways:

Shared driveways, including circular, should remain open so that all vehicles may enter and exit easily. Please do not impede your neighbor's access or egress.

Electric:

All electric installations on the unit side of the meter (but not the meter itself) including all circuit breakers, wiring, fixtures, and equipment whether within or external to the unit are the responsibility of the Unit Owner.

Extended Absence:

When absent for more than a week during hurricane season or two weeks otherwise, Unit Owners should take appropriate measures to avoid mold which can easily travel from one unit to another. Turn off water shut off valve. Prepare unit to prevent storm damage. All movable items should be stored securely inside of unit.

Ideally, toilets should be flushed at a minimum twice monthly to keep drains open. Please make arrangements for someone to check your unit if it will be vacant for more than 2 weeks.

Guests:

Guests (including family members) may stay up to 30 days when the Unit Owner is in occupancy. Beyond 30 days a “guest” is considered a permanent occupant and subject to the association’s lease application process. Guests are expected to follow the rules of the association. Unit Owners are responsible for any violations, damage, or destruction, including damage caused by their tenants or guests, to the common areas, lawns, or any other common interests.

Gutters and Downspouts:

Cleaning, maintenance, repair, and replacement is the responsibility of the Unit Owner.

Hazardous Materials:

No flammable, combustible fluids, chemicals, or substances may be kept in any unit or storage area, except as may be required for household use. Oxygen must be stored in a safe manner according to federal guidelines.

Holiday Decorations:

The Board recommends reasonable holiday decorations should be removed no more than two weeks following a holiday. Please place your decorations within your limited common area and not in an area that interferes with landscaping and lawn maintenance.

Insurance:

Unit Owners are responsible for insurance on the interior of the unit. An HO6 policy is highly recommended. Flood insurance is also recommended. Unit Owners are advised to consult their insurance broker. Atlas Insurance can provide additional coverage as needed: Atlas - 941-366-8424. (Identify yourself as a Baywood owner when calling).

Lanais and Porches:

Unit Owner is responsible for all maintenance and repair other than that provided by the Association. No change to a lanai structure may be made without prior written approval of the Board. Lanai window coverings and film should be kept in good repair. Architectural Review Request forms are available online.

The Association is responsible for unmodified lanais only. This includes maintenance, repairs and painting of the exterior coatings and stucco. Exceptions are noted in the documents.

Laundry Room:

Maintenance and repair are the responsibility of the Unit Owner with the exception of exterior stucco repair and paint.

Lawn Waste:

Items such as weeds, trimming and clippings are “mulch” items. They can be tied in bundles or placed in lawn trash bags and placed near your regular trash for pickup on Wednesday. Alternately, our lawn contractors will take such items as they “clean up” after the regular scheduled service.

Lighting:

All electric lighting installations within or external to the unit are the responsibility of the Unit Owner. External fixtures by the front door should keep the black wrought iron scrolling. Changes to outside lighting must have prior approval from the Board. An Architectural Review Committee request form should be submitted prior to any work being done.

Moving Vans:

Moving vans and other similar large vehicles are prohibited in the carports. Moving vans are permitted on Baywood Colony Villas property during active loading and unloading.

Real Estate Taxes:

Property tax on the unit is the responsibility of the Unit Owner.

Recycling:

Trash and Recycling is picked up on Wednesday. If you put your trash out the night before, please be sure to use tightly secured lids to avoid any mess caused by animals.

For current trash/recycling information, call 941-378-6060 or go to <https://www.scgov.net/government/public-utilities-water/solid-waste/trash-and-recycling>.

Notes: Your recycle bin has been assigned to your specific villa and stays with the villa. Replacements are obtained through the county.

Recycling, cont:

It is recommended that you leave at least the top six inches of the recycle bin empty to avoid the truck emptying contents such as broken glass onto your driveway/street area. If that does occur, we ask that you promptly clean it up for your and your neighbors safety.

Sewers and Drains:

Mainline drain up to and including the sewer clean-out are the responsibility of the Association. With shared drains Association responsibility differs. See documents for further clarification.

To help maintain the patency of our sewer system, please use only one ply toilet paper and flush only toilet paper down the toilets.

Shutters:

Ornamental shutters are maintained and painted by the Association.

Unit Maintenance:

All Units shall be maintained inside and out, including landscaping, according to Board standards and Grounds and Garden Committee guidelines.

Water Lines:

All water lines up to and including the exterior shut-off valve as well as the common lines are the responsibility of the Association.

All water lines and fixtures on the unit side of the exterior shut off valve are the responsibility of the Unit Owner. Due to shared and aging drains, you must contact the Property Manager, operations manager, or board member when calling a plumber for any leak and/or blockage.

For emergency water leaks immediately call a plumber. The responsibility for payment will be decided upon when the cause and location have been determined. In order to reduce the possibility of a disagreement regarding responsibility, we recommend using one of our preferred plumbers:

- Daniel's Plumbing (941-926-7272) and/or
- Cy Blue (941-504-4521).

For non-emergency plumbing matters please consult with our Property Management company to determine responsibility prior to engaging a plumber. A detailed description of the work done MUST accompany all bills submitted for consideration of reimbursement.

Part 1.2: Unit Owners - REGULATIONS

Regulations and Forms for the Unit Owners:

The Unit Owner is responsible for submission of all required forms prior to any change to the unit. The Unit Owner is subject to penalties without prior written approval from the board. All forms are available on the website (www.baywoodcolonyvillas.com).

Air Conditioning/Heating Units:

Changes in AC units including location, must be made by a licensed vendor and require prior written Board approval. Window AC units require prior written Board approval. Architectural Request forms are available on the website.

Alterations and Repairs to Unit:

Requests will be considered ONLY upon receipt of completed forms.

Exterior alterations of Baywood Colony Villas (BCV)'s are prohibited without prior written Board approval. Any proposed changes must first be presented to the Architectural Review Committee. Changes include but are not limited to lanai enclosures, roof, gutters/leaders, exterior lighting, pavers, wall plaques/decorations or storm shutters. Architectural Review Committee (ARC) Request forms and General Maintenance Request forms (for Association responsible items) are available online.

Prior to initiation of any external changes and/or additions to a unit a completed Architectural Review Committee (ARC) form must be submitted to the Architectural Review Committee who will make a recommendation to the Board for approval or denial of request. Architectural Review Committee (ARC) Request forms and General Maintenance Request forms are available online. (baywoodcolonyvillas.com). Please note that the time frame from receipt of completed forms to final review/approval can be 30 days.

Doors – Exterior:

There are three acceptable styles of exterior doors. See website for information.

Maintenance, repair and/or replacement are the responsibility of the Unit Owner. Unit Owners are advised that only White and Baywood green are the acceptable colors for exterior doors. All changes require prior written Board approval. Architectural Review Committee (ARC) Request Forms are available on the website.

Doors – Screen:

Unit Owners are advised that changes in screen doors require prior written Board approval. Architectural Review Committee (ARC) Request Forms are available on the website.

Decorative Ornaments:

Prior written Board approval is necessary before displaying decorative ornaments in common areas. A Landscape Request Form can be found on the website under [Forms](#).

Family:

Family is defined as parents, children, grandchildren or siblings of the Unit Owner or spouse and may be present without the Unit Owner. When the Unit Owner is not present, all other relatives are considered guests and a Family Guest Notification Form must be submitted to our Property Management company prior to occupancy. This form is available on the website.

Fences:

The Unit Owner is responsible for the maintenance, repair, and replacement of the privacy fence beyond the 1st two sections (16 feet). All fence or gate installations or changes require prior written Board approval. All fence requests must be submitted to the Architecture Review Committee. "Shadow box" style is required. Any installation without prior written Board approval is subject to removal at Unit Owner's expense. Architectural Request Form is available on the website.

Gutters and Downspouts:

Installation or replacement of gutters and downspouts requires prior written Board approval. The Architectural Review Committee (ARC) Request Form is available on the website.

Landscaping:

Although Common Ground, the Unit Owner is responsible for all plantings within 3 feet of the unit. Units that have grass up to the Unit wall are not responsible for lawn maintenance. Plants and shrubs must be kept neat and properly maintained, even when a Unit Owner or tenant/s are not on site. Plants must not be higher than the lower portion of the sloping roof and overhangs. Plants must be set approximately 12 inches or more from the villa to facilitate painting and other maintenance. Watering is allowed with a handheld hose or sprinkler can. No plantings may be added without prior written Board approval. All plantings on the Common Ground become the property of the Association and become subject to Association guidelines. Please refer to the list of acceptable plants on the website. Landscape forms are available on the website.

Leasing of Units:

You may lease your unit subject to the approval of the lessee by the Board. The lease application and instructions are on the website. There is a processing fee of \$50.00. No tenant may occupy a unit until receiving prior written Board approval following submission of a complete application, a copy of the lease, all fees, and an interview. **Please note this process takes 30 days and plan accordingly.**

Unit Owners with repeating seasonal renters must resubmit an application, and a copy of new lease.

Leasing of units, cont:

Any changes in the lease parameters will require a new lease and application for repeating renters and new renters.

In no circumstances will a unit be approved for a lease of less than 30 days nor more than once in a 12-month period.

Unit Owners with annual leases must notify the Property Management company using the lease application form of all renewals prior to the renewal date. Fees will be waived for an ongoing renewal.

Our documents provide that extended family use may count as a lease. In this instance a form particular to family (Family Notification Form) must be submitted to the Property Management company prior to guest's arrival. Please note, "...occupancy of a unit by a person or persons in the absence of the Unit Owner, except for parents, children, grandchildren or siblings of the Unit Owner or spouse, shall be deemed a lease and must be approved by the association."

In the absence of the Unit Owner, family guests are defined as parents, children, grandchildren, or siblings of the Unit Owner or spouse. All other relatives or occupants are considered tenants and are deemed to be a lease. Lease information and forms are available on the website (baywoodcolonyvillas.com) and should be submitted to the Property Management company.

If a unit is leased, the Unit Owner transfers their rights to use of the facilities to the lessee for the duration of the lease. The form for Approval for Lease is available at baywoodcolonyvillas.com.

Please note the approval process takes up to 30 days.

Non-compliance with the Baywood lease policies may result in fines starting on the day of unapproved occupancy.

Pets:

One cat and/or one small dog each weighing 25 lbs. or less are allowed per unit. All dogs and cats shall be promptly registered with the Board and shall be otherwise licensed and inoculated as per law. Copies of the most recent vaccinations (see regulations for acceptable forms of proof of vaccination) and a picture of the pet should accompany the registration form. Unaccompanied pets are not permitted on the common areas. Unit Owners are responsible for picking up any and all excrement in a timely manner. Sarasota County requires all pets to be leashed. Any pet causing, creating, or contributing to a nuisance, unreasonable disturbance, annoyance, or noise shall be permanently removed from the Condominium upon 10 days written notice from the Board. The Association complies with all federal, state, and local laws regarding Service Animals and Emotional Support Animals (ESA). The Animal Registration Form is available on the website.

Roofs:

Roof maintenance, repair and replacement are the responsibility of the individual Unit Owner. Roof replacement requires prior approval of the Board before work begins. This includes the roof surface, gravel stops, overhangs, sloping roof, eaves, gutters, and downspouts with the exception of the outer surface of coverings on overhangs and sloping roofs. Unit Owner must use a licensed contractor, secure a building permit, and meet all building and insurance codes. All work must not have an adverse drainage effect on any neighboring units. Architectural Review Request forms and General Maintenance Request forms are available on the website.

The Association is responsible for the cleaning and painting of the outer surfaces of the coverings on overhangs and sloping roofs.

Satellite Dishes:

No TV antennas or satellite dishes are permitted without prior written Board approval. Architectural Review Committee (ARC) Request forms are available on the website.

Sale of Unit:

Notice of Intent to Sell Form must be submitted to the Property Manager prior to listing of the property. Application for Approval of Sale Form must be submitted to Property Manager a minimum of thirty (30) days prior to scheduling a closing. Perspective buyers must be interviewed, and Board approved for purchase prior to closing. Intent to Sell Forms and approval of Sale Forms are available on the website.

Florida requires that a seller make available to the purchaser the Association's governing documents prior to taking possession. Our documents include: The Declaration of Condominium (Section 1 and Section 2), Articles of Incorporation, By-Laws, and the Promulgated Rules of the Association. The Resident Handbook is a reference guide to help understand daily living in our community.

Within thirty (30) days after receipt of notice and holding of a personal interview, the Association must either approve or disapprove the proposed transaction. BCVA has one hundred and twenty (120) days to void a sale closed without proper notification from the seller.

Part 1.3: Unit Owners - RULES

Bicycles, Skates, and Skateboards:

Per Article 9, Use Restrictions, 9.1.18 as modified on March 18, 2021, up to two bicycles per unit can be stored using bike racks in the carport. Prior permission from the Board must be obtained and all regulations must be followed. Storage racks and related expenses are the owner's responsibility. Regulations and Request forms are available on the website. Bicycles may not be stored on the sidewalks or driveways in Baywood Colony Villas property.

Skates, and skateboards may not be stored in the carport or on the sidewalks and driveways in Baywood Colony Villas property.

Drying articles:

Nothing is permitted to hang from windows, doors, fences, roofs, etc. Anything drying should be out of view of the street and/or greenspace.

Noise:

Loud noises are not permitted. No Unit Owner should permit any loud, disturbing noises in the residence or on the common areas by themselves, tenants, family, contractors, agents, guests, or pets. No conduct is permitted that will interfere with the rights, comforts, or conveniences of another Unit Owner/resident.

Vendors:

BCVA Vendor employees such as lawn service, may not be sent on errands by a Unit Owner/resident or directed by anyone other than the Property Manager, Board of Directors, or assigned committee chair/member. Unit Owners/residents should direct any comments, requests or suggestions to the Property Manager and should not have direct communication with workers.

For suggested maintenance needs or general concerns, please complete the General Request Form or Maintenance Request form and submit to the Property Management company.

Clubhouse:

The Clubhouse, sauna and pool area are for the use of all Unit Owners, lessees, and guests. Regulations are posted in the pool area. It is the responsibility of the Unit Owner to make any guests/lessees aware of all the rules.

The Clubhouse has a general hall, kitchen, billiard room, card room, library, women's and men's locker rooms, and pool and sauna. Provided there is no scheduled event in the Clubhouse, the billiard table and card tables are available on a first come, first served basis.

An adult must accompany persons under 14 years of age.

Cooking is not permitted in the Clubhouse except for permitted event/s. Furniture, utensils, and other equipment should not be removed from the Clubhouse.

If thermostats are adjusted, they should be returned to original settings.

To reserve the Clubhouse for a personal event, members need to submit in advance the Clubhouse request form to our Property Management company, (available online on the website). Clean-up is the responsibility of the users. If proper clean-up is not done, the Unit Owner/s will be charged a fee.

The library is for the use of all residents. We ask that you abide by the rules for borrowing and returning books as posted near the desk in the library. Book donations are welcome. Please leave them on the desk.

Each unit is provided with two FOBs that open all entry locks in the Clubhouse except for one deadbolt lock on the southwest corner of Sherwood. Please be sure all doors and gates are locked when you leave. A replacement FOB is available from at the Unit Owner's expense.

Sauna:

Carefully read the operating instructions mounted on the sauna door before use. The sauna is not a steam bath. Please splash water on the rocks sparingly. Too much water will damage the unit. Children under 14 are not permitted in the sauna.

Pool Regulations:

- No lifeguard on duty. Swim at your own risk.
- **Emergency: Call 911. There is a phone in the Clubhouse Hallway.**
- The pool is closed while being serviced.
- An adult must accompany persons under 14 years of age.
- Please place a towel on chairs if you are wearing sunscreen.
- No running on pool deck.
- Infants/children not toilet trained must wear swim diapers.
- No reserving of chairs.
- Before leaving the pool area, please lower umbrellas, and tip chairs after use.
- No smoking in the fenced pool area.
- No diving.
- No glass or animals in or around the pool. Broken glass could require draining the pool.
- Bathing load: No more than 18 persons at any one time.
- Pool hours: ½ hour after sunrise to ½ hour before sunset.
- Shower before entering pool.
- The pool area cannot be reserved for private use.

Florida Laws regarding Pools:

- **Statute 64E-9.008:** No food or beverages in pool or on pool wet deck – unobstructed 4-foot perimeter around pool.
- **Statute 562.111:** No alcohol possession or consumption by anyone under the age of 21.

Solicitations:

Solicitations of any kind are not permitted in Baywood Colony Villas.

Part 2: ASSOCIATION

Board of Directors:

The Board of Directors consists of members elected by the membership and is charged with managing BCVA. The Board sets policy and carries out the work of the Association through appointed committees and with the assistance of a professional management firm. Directors serve for a period of two years. Any Unit Owner (official owner per tax documents) may run for the Board. Elections are initiated each fall with approximately one half of the Directors up for election. The results are announced at the annual meeting of the association held in January. After the Board of Directors is elected, the Board then elects its officers: President, Vice-President, Secretary and Treasurer. The President and Vice-President must be Directors, but the other officers need not be.

Assessments:

The monthly assessment provides for operational expenses such as insurance, reserves, Clubhouse, pool, fountain, streetlights, maintenance of common areas such as walkways, driveways, trees, grassed areas, and planted beds in the center of the grounds. Mowing, chemical treatment and mulching are included. Please be sure your assessment is paid promptly to avoid collection charges.

Access:

Unit Owners must provide local emergency access information to the Property Manager. In case of emergency the Unit Owner is responsible for any locksmith fees or damages incurred while obtaining access to the residence when emergency information has not been provided. If emergency entry is necessary, it will be made by at least two (2) people, one of whom will be a Board Member.

Annual Meeting:

The annual meeting of the Association is normally held in the Clubhouse on the 3rd Thursday in January. Notice of the meeting is mailed to all Unit Owners and a copy is posted on the bulletin board. Please return your proxy promptly if you will not be in attendance. Your proxy is needed to allow a quorum to be called without which the business of the Association cannot be carried out.

Board Meetings:

Regular meetings of the Board of Directors are generally held on the third Thursday of each month at 2 pm in the Clubhouse except during the summer or as otherwise published at least 48 hours in advance. Agendas for the meetings are posted on the Clubhouse bulletin board and are available on the website. All meetings are open to Unit Owners (official owner per tax documents) as members of the Association.

Board Meeting Minutes:

The minutes of each Board meeting are posted on the Clubhouse bulletin board and on the website after approval by the Board.

Committees:

Standing committees are Finance, Architectural, Grounds & Gardens, Membership & Welcome, Hospitality, Operations, and Clubhouse. Compliance and Documents committees are appointed as needed. A current list of officers and the membership of each committee can be found on the bulletin board in the Clubhouse and the website. Each year the Board appoints committee chairpersons and members who serve for a period of one year. While BCVA does have a professional management company, our committees contribute a great deal towards the operation of BCVA and help keep our monthly assessment lower than it would be otherwise. If you would like to serve on a committee or help in some way, please contact the President of the Board.

Clubhouse

The Clubhouse is located at 5895 Tidewood Avenue on the corner of Tidewood and Sherwood Avenues. The phone number is 941-922-8830. Only local calls are permitted on this phone.

The Association is responsible for maintenance and repair of the Clubhouse, swimming pool and fountain.

- **Internet Access:** Wi-Fi is available. Username and password can be found on the bulletin board.
- **Locks and Keys:** Fobs for the Clubhouse and pool are provided to Unit Owners and should be given to the new owners upon sale of the unit. A replacement FOB can be obtained from the Operations Manager at the Unit Owner's expense.
- **Social Calendar:** Throughout the course of the year a variety of social events may be held at the Clubhouse. Notice of these events is posted on the bulletin board and on the entry doors at the Clubhouse. Calendars and other notices are posted on the website and may also be delivered to members without internet access.

Part 3: FORMS

BAYWOOD COLONY VILLAS ASSOCIATION, INC. GENERAL MAINTENANCE REQUEST FORM

Managed by:
Casey Condominium Management
4370 S. Tamiami Trail, Suite 102
Sarasota, FL 34231
receptionist@caseymanagement.com

Unit Owners Name _____ Phone _____

Address _____ Email _____

Name if different from above:

Name _____ Phone _____

Address _____ Email _____

To assure prompt action by property management, all communication must be in writing and signed by the unit owner or authorized person. Please use this form for suggestions, comments or requests with reference to common property or the management of BCVA. In an emergency contact Casey Management at 941-922-3391.

Subject	
Request	
Your Signature	Date

Disposition	
Property Management Signature	Date

Submit to Casey Management by mail or email to receptionist@caseymanagement.com

Date received by Casey Management _____

(Revised 1/2018)