



GUIDELINES FOR NEIGHBORLY LIVING

OF

BAYSIDE CONDOMINIUMS

ASSOCIATION OF BREVARD, INC.

MARCH, 2021

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INTRODUCTION

These guidelines for various topics are taken from the *Rules and Regulations* for the purpose of giving the residents recommendations and guidelines to follow when adhering to the Rules of the Association. Please refer to the *Rules and Regulations* for more complete information.

AIR CONDITIONING

The condensation pan or drain line should be cleaned monthly with a 50/50 mixture of vinegar and water to remove the algae growth and thus avoid flooding of your unit and those below you. The compressors are located on the roof of the mid-rise buildings.

APPLIANCES

All appliances in your condo unit or townhome are the owner's responsibility. Repairs/replacement and proper removal of these items are also the responsibility of the owner (See TRASH RECEPTACLES). Maintenance or replacement of all exterior ceiling fans are the owners' responsibility.

BALCONIES

1. Do not drape, hang, or place items such as rugs, towels, clothing, on the railings. No clothes lines are permitted on the balconies.
2. Do not sweep, throw, or shake items over the balcony.

BICYCLES

The Association is not responsible for damage or theft to or from bicycles; therefore, locking your bicycle is highly recommended.

CAR WASH AREA

A car wash area, including a hose and trash bin, is located on the east end of the pool house parking area. It is preferred that all residents use the car wash area to conserve on water/sewer costs. Please recoil the hose after use and place trash in the bin.

CIRCUIT BREAKERS

Electrical circuit breaker panels are located within each unit. If you experience a power outage, check the breaker box before calling an electrician.

CONTRACTORS/SERVICE PERSONNEL

1. Owners/lessees must notify contractors/service personnel not to use mid-rise dumpsters for large items or debris. Owners/lessees must ensure common areas are kept clean on a daily basis during the work process.
2. Renovations and do-it-yourself projects performed by unit owners must also follow appropriate building permits, building codes, and be conducted between the hours of 9:00 a.m. – 5:00 p.m.

DECORATIONS

Decorations are placed out at your own risk, and Bayside Condominiums Association is not responsible for theft or damage to decorations. It is highly recommended that you attach your name and phone number to your decorations.

The following guidelines apply to all common area mid-rise lobbies/breezeways/elevator landings/stairwells:

1. Decorations are not to pose a safety or fire hazard.
2. Decorations may be put in place 7 calendar days prior and must be removed within 7 calendar days after the following holidays: New Year's Day, Valentine's Day, St. Patrick's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Halloween, Thanksgiving.
EXCEPTION: December holiday decorations may be displayed from the day after Thanksgiving through January 10.
3. Bayside Condominiums Association is not responsible for theft or damage to decorations.
4. Decorations may not be attached in any way to the bulletin board, mail box unit, windows, walls, light fixtures, or shutters.
5. Decorations may only be placed on the lobby tables.
6. To prevent bug and rodent infestation, do not include food or unwrapped candy as part of your decoration display.
7. Electric lights or decorations must be turned off or unplugged before 10:00 p.m.
8. Decorations may be hung or draped from the rear balcony railing, front door, and windows of individual units. Free-standing or floor decorations at the front door areas, mid-rise lobbies, and other common areas are not permitted. Door wreaths or door decorations may be hung year-round using non-permanent hanging devices.

The following guidelines apply to townhouses:

1. Above 1 through 3.
2. Decorations may be hung from or draped from trees/bushes, balcony railings, garage doors, windows, and doors. No permanent hanging devices may be attached to the outside walls, doors, or gutters.
3. Ground displays are permitted. If music or motors are a part of the decoration, it must be turned off before 10:00 p.m.

The Board of Directors reserves the right to remove decorations that do not comply with these rules or present a safety or fire hazard. Decorations will be returned to the owner after the holiday has passed.

DELIVERIES

Delivery personnel should contact you by calling from the entrance gate call box and from the mid-rise building entrance door call box.

Items delivered via U.S. Postal Service that are too large for your mailbox will be placed in the keypad parcel delivery boxes in the garages of each mid-rise. The postal service employee will place a key in your mailbox for access to the parcel delivery box. New mailbox locks can be purchased at the local ACE Hardware store.

ELEVATORS

Be considerate in the use of the elevator. Do not put it on hold while you get mail or unnecessarily while moving in or out of your unit; others may be waiting. Do not hold the elevator door open for more than 30 seconds. It can cause the controls to shut down and may require an expensive service call.

ENTRANCE/EXIT GATE

1. **Opening the Gate**--The security gate at the entrance of the property has a short open time. The entrance gate can be opened by your remote control or gate box key pad. When entering the property without your remote control, use the code at the key pad to open the gate. Be sure the gate is fully raised before moving the vehicle through the entrance/exit. The exit gate will automatically open for approaching vehicles.
2. **Gate Code**--For everyone's security, do not give the gate code to anyone. This code will be changed as often as necessary in an effort to maintain security. Since the gate is electronically operated, you must NEVER pry the gate open.
3. **Visitors**--All visitors, including service/delivery personnel, must stop at the gate box and scroll through the names to find your last and first name, which will call your designated phone for admittance.
4. **Phone Number Changes**--If your phone number changes, please contact Management to update the gate box and office records.
5. **Giving Access through the Gate**--When the resident receives the call from the gate, (321) 783-1060, the gate may be opened by **pressing "9"** on the registered phone.
6. **Exiting the Property**—The exit gate will automatically raise for approaching vehicles.

GARAGES

Emergency battery charging can be performed in the town home driveway or mid-rise garage, but continuous battery charging is not permitted. The charging unit or extension cord must not be left out in the garage parking space.

Town Homes—For security and appearance, town homes' overhead garage doors should be kept closed except when entering/exiting or when someone is present within the garage or front yard.

GROCERY CARTS

Grocery carts are provided in each high-rise garage for the convenience of all building residents. These are stored near the lobby door entrance. Please return the carts to the cart corral immediately so they are available to other residents. Do not leave them on any of the floors, in the elevator, or in the lobby. They must remain in the respective high-rise building that is indicated on the cart.

HOSES

Hoses, with or without hose reels, shall NOT be left outside except when in use.

HURRICANE PREPARATION

The Bayside Hurricane Preparedness Plan may be found on Clover Key, Inc.'s website, www.cloverkeyinc.com. Please review the plan and know your responsibilities in case of a storm.

A unit owner or lessee who plans to be absent from their unit during hurricane season or an approaching hurricane must prepare the unit prior to departure. Owners/lessees must remove all items from the balcony or patio if they are not enclosed by storm/hurricane shutters. Additionally, any plants outside the unit must be moved inside.

The Association highly recommends that each unit have a brass water main shut-off valve installed and turned to the "off" position during storm evacuation. Any water damage sustained to your unit or other units is the responsibility of the owner.

Prior to departing, owners/lessees must designate and provide to the management company and the Board of Directors, a responsible firm or individual to take care of the unit during their absence.

INSURANCE

The Association carries various types of insurance on the buildings and common areas. The owner is responsible for the insurance on the interior of the unit and all personal property therein. Contact your personal insurance carrier to obtain an 'H06' condominium policy.

LOBBY ACCESS

Visitors--All visitors, including service/delivery personnel, must stop at the outside lobby box of the mid-rise and scroll through the names to find your last and first name, which will call your designated phone for admittance.

Door Code--For everyone's security, do not give the Lobby Door code to anyone. This code will be changed as often as necessary in an effort to maintain security. Since the door is electronically operated, you must NEVER pry or force the door open. If your access code does not work, please use your resident's key.

Phone Number Changes--If your phone number changes, please contact Management to update the Lobby Box and office records.

Giving Access to the Lobby--When the resident receives the call from the lobby phone, the lobby door may be opened by **pressing "6"** on the registered phone.

Food or beverages are not to be consumed or placed in the mid-rise lobbies.

Material such as advertisements, announcements, flyers, calendars, greeting cards, extra household items that you would like to share, etc., not directly related to the Association, shall NOT be left in the lobbies. The only exception is the Hometown News newspaper.

Bulletin Boards are only for Association or official building notices.

MAINTENANCE REQUESTS

1. **Non-Emergency Maintenance Requests**--Common elements that require non-emergency maintenance/repair/replacement should be submitted via **WORK ORDER** at www.cloverkeyinc.com or called in to the management company (321) 501-1523. A photo of the requested maintenance is appreciated.
2. **Emergency After-Hour Maintenance Requests**--The property management company's answering service is available 24 hours a day to manage emergency after-hours service requests.
3. **Service requests**--can also be submitted through the website's e-forms tab. Simple requests can be made by utilizing the forms kept at the Suggestion Box near the bulletin boards in the mid-rise lobbies or in the Club House.

METERS

Electric meters are located in the first floor service room of each mid-rise. Florida Power and Light (FPL) has access to these rooms and on the exterior of each townhome in order to read the meters or make repairs.

NOISE/NUISANCE

The mid-rise buildings and townhouses are metal framed structures which allow noise to travel easily throughout the building. Loud conversations, high television/music volume can disturb the peace and quiet of our community.

1. Therefore, please keep noise to a minimum to prevent the disturbance of others between the hours of 10:00 p.m. and 7:00 a.m.
2. **Town Homes**--Home improvement projects creating excessive noise should be performed between the hours of 9:00 a.m. and 5:00 p.m. (see CONTRACTORS)
3. Please call the Brevard County Sheriff non-emergency number (321-633-7162, Ext. 4) to report noise complaints.

RECYCLE INFORMATION

Recycling bins are provided in the dumpster area on the first floor of the mid-rise buildings. Remember to recycle as this saves us money. Single stream recycling is in effect; therefore, sorting recycling items is not required.

The following items can be placed into any recycle bin:

- Plastic bottles & containers
- Steel & aluminum cans
- Paper and cardboard boxes (boxes must be flattened)

Fluorescent bulbs should not be thrown in with the regular trash or with recycled items. Please notify Management or our maintenance man, who will dispose of the bulbs appropriately.

VACATIONING

When leaving your residence for a week or more, please turn off your water to prevent accidental water damage or flooding. Townhomes water main valves are located on the outside of the garage. High-rise water main valves are on top of your water heater.

Also, to prevent mold and mildew growth, do not turn your air conditioning unit off. Florida Power and Light recommends the air conditioning unit be turned up to no more than 80 degrees while your unit is vacant.

Please notify a trusted neighbor/friend within the Bayside community and the management company of your extended absence and provide an emergency contact phone number.

WEBSITE

The Bayside community website, www.cloverkeyinc.com, is provided by the management company.

The website contains the governing documents and Board-approved Rules and Regulations, financial statements, insurance, forms, and other important information.

The website also has an E-form (electronic form) to report a violation, make a suggestion or service request.