

## Bay Colony and the Bay Colony Homeowner's Association (BCHOA)

### General information 2019

Bay Colony was developed in the early 1970s. There is a property description of each parcel in the development and while it is generally correct, please be aware that no survey done over the years in Bay Colony (or along Bayshore Drive for that matter) agrees exactly with any other. Please keep this in mind should any discussion regarding property lines come up.

Bay Colony is a Homeowner's Association community. Documents associated with the Association include but are not limited to: By –Laws, Covenants, and Rules and Regulations. Each owner should retain a copy of these documents in their files. When a unit is sold or rented, the owner is responsible for providing the realtor with a copy of these documents. Additionally, it is the responsibility of the owner to provide a copy to renters and to ensure renters comply.

For more on Florida Homeowner's Associations go online to the 2017 Florida Statutes Chapter 720.

#### **Property Management:**

Etheridge Property Management Company manages Bay Colony. They are responsible to the Association and work with BCHOA Board of Directors. If you have a question regarding management, please route it through an officer of the Board of Directors of Bay Colony Homeowner's Association.

**BCHOA Attorney:** Margaret Stopp is the Association attorney. She works for the Association. Please do not contact her regarding Association business – go to the Board if you feel an issue warrants contact with the Association attorney.

**Bank:** Hancock/Whitney

**BCHOA landscape maintenance provider.** Clint Dobson works for the Association in maintaining the common areas. He also works for some owners on an individual basis. Do not ask Clint to do any work on your unit unless you employ him. His first responsibility is to maintain the common areas of Bay Colony. Clint works in Bay Colony each Saturday and for individual owners after his obligations to the Association are met or on days arranged with owners. Clint is bonded and

insured. A copy is on file with Etheridge Property Management. BCHOA is responsible for common area landscaping. Do not introduce any plantings into the common property without first receiving permission from the Board to do so.

**BCHOA Insurance:** The Cincinnati Insurance Company provides liability insurance for BCHOA. The local agency is Hiles-McLeod (Chris Pate) 850.432.9912.

**Well, Pump, and Irrigation:** BCHOA has a well located on the south side of the mid community parking area. This well provides water for irrigation. It is an ongoing challenge to balance watering the plants along the property line fence on the west side, and controlling the amount of water that hits the fence and flows into the street. Problems with the above related features of BCHOA are handled by Etheridge Property Management. Note of caution: the lift up roof of the well house structure is very heavy. For safety reasons, please do not open this structure unless several people are present to support the roof. The control panel for the irrigation system is located on the wood fence immediately to the east of the well house. Do not adjust this control.

**Trash:** Trash pickup is on Wednesday. Note: if you do not need large cans consider the smaller ones as they take up less space in the garage.

Yard debris is to be placed on the east corner of the parking area on Bayshore Drive. Make sure your debris does not spill over onto the neighbor's lot. Do not place any bags/debris at the entry into Bay Colony.

**Mail Boxes:** The mail is delivered to a central mailbox with individual slots for individual occupants. Box K is used for a community address for BCHOA business. The Board President, Secretary, and Etheridge Property Management have a key to K. Please do not lose your individual key to your mailbox slot.

**Common Areas:** There are several common areas on the property. These include the interior parking block by the mailbox; strip of land along the east fence of the property between units G and H, and the roads. The walkway to the beach and the beach are also common areas. The area in front of Bay Colony along Bayshore Drive is NOT common property. It was acquired a number of years ago by the Association from the Burlington Northern Railroad Company and is not subject to use as common property. The Association is currently using this area to provide

for temporary parking needs for residents and for guests of Bay Colony. It is Association owned private property.

**Wood fences:** Bay Colony is enclosed by wooden fencing on the east perimeter from Bayshore Drive to the Bay and on the west perimeter from approximately opposite unit B to the Bay. Fencing from Bayshore to Unit B was in place when Bay Colony was developed in the 1970s and while we share the fence/brick column with our neighbor to the west, the fence/brick features are associated with that property not Bay Colony. You can tell where Bay Colony fencing begins on the west perimeter because of the change of brick work and fencing. We have a very nice relationship with our neighbor (Currently Pam and Bill Adams) and they graciously moved fencing along Bayshore Drive back from where installed by a previous owner so as to afford better visibility to drivers exiting Bay Colony.

**Roads:** There is only one way in and out of Bay Colony. The asphalt roadway was last replaced in 1998. In 2016, repairs to cracks and voids in the road were addressed by Panhandle Grading and Paving. The Association paid for this action. Individual owners may not impact the common road. Please make sure that any utility (phone, cable, etc.) work does not impact the asphalt road way.

Of note: Because the road space is so limited, please try to make sure that over large trucks (bigger than FedEx) do not make small deliveries to your home. Impact to roads and curbing is substantial- it is very difficult for large trucks to get in and out without damaging curbing and roads. Additionally, remember that while everyone may need to park a car in front of their unit every now and then, the Rules and Regulations regarding parking must be observed so as to keep the road open to emergency vehicles and such. Please ask visitors to park on Bayshore or in the parking area by the mail boxes. If you have an activity (moving, construction, party, etc.) that impacts traffic flow, please let the Board Secretary know so she can send out a notice to owners alerting them. No one wants to be stuck inside Bay Colony because of blocked traffic.

**Neighborhood watch:** There currently is no Neighborhood Watch for Bay Colony. Do be aware of any unusual activity in the neighborhood and do not hesitate to call the Escambia County Sheriff's Office if you are concerned. The Dispatch number is 436-9620. You can go online at the Escambia County Sheriff's Office

website for useful information regarding preventing neighborhood crime and vehicle burglaries. Always lock your car when it is outside your garage. Never keep a loaded gun in the glove compartment of an unlocked car (this actually happened several years ago in Bay Colony .... A renter's unlocked car parked in the center parking area was broken into during daylight hours and the thief fled with the loaded gun in hand). You may want to let your neighbors know when you will be out of town so they keep an eye out for unusual activity.

### **Electrical:**

Bay Colony consists of ten living units. There are two transformers on the property. One is in the front yard at Unit C and the other at the southeast corner of the property for Unit G. Meters are located in three places: Units A-E are served by meters located on the south exterior courtyard wall of Unit B; Units F and G are serviced by meters on the south wall of Unit G; Units H,I, and J, are serviced by meters mounted at the corner of the west side of living unit J (concrete walkway to beach runs along this unit and the meters). Individual owners are responsible for their meters.

The Association pays for the common area lighting (lamps on top of brick columns, along the east and west fence lines, and Gulf Power pole at entry and at east rear common area). Armstrong Electric refreshed the wiring and installed long life bulbs.

Owners may wish to install motion detector lighting at garage or front door areas as several have already done.

**Gas:** Because space is so limited where initial utilities were installed gas service is not available in Bay Colony. A solution for this situation has been researched in depth. Short of impacting the asphalt driveway in a substantial manner gas lines are not feasible. At least two owners have gas for kitchen stoves provided by a tank outside the house but discreetly placed and so as not to disturb the esthetics of the units.

**Sunshine 811:** Prior to any digging on your property or for the Association on common property you must contact Sunshine 811. This alerts utility providers of intent to dig. ECUA, Pensacola Energy, Gulf Power, Cox Cable, People's Water and AT&T will come out and mark where their lines are. This service does not cost you any money but you must have a ticket (permit) with a response prior to doing any invasive work. There are heavy fines involved if you violate this law. Service providers lose their licenses for not following this procedure.

### **Termite Coverage:**

Bug Out Service of West Florida, Inc. provides termite coverage for all ten units. Lee Tate is the owner. All units are tied to the same policy. However, there are three distinct sections covered under the contract (Units A-E); F-G; and H, I, J). Currently, the company inspects twice a year – spring and fall. All owners are responsible for allowing full access to interior and exterior of their unit so a full inspection can be carried out. Etheridge Property Management will notify owners in advance of the scheduled inspection. The next inspection is scheduled for March 2019. All owners need to make sure they comply with requests from Bug Out regarding steps to be taken to ensure termites do not establish in Bay Colony. Some easy steps include keeping a lookout for any wood rot, not stacking wood against the units, controlling fig vine or other vegetation so it does not grow over wood components of your structure, and keeping the sprinkler from hitting your home. All should remember that one owner's negligence in regards to termite coverage conditions affects every owner.

**Address plaques:** Franklin Bronze address plaques are installed at the entry to Bay Colony and on each unit. Several of these need refreshing and will be addressed by the Association. To keep the plaques in good condition do not apply any caustic cleaner or bronze cleaner to the plaques. Wash gently with lightly sudsy water and rinse well. Keep vegetation off of the plaques.

### **Building materials:**

**Bricks:** Old Chicago.

**Paint** for exterior walls of houses: Glidden, Wayfarer Gray.

**Roofing:** Timberline 30 Driftwood.