

# **Bayshore Court Homeowners Association, Inc**

## **Things You Need to Know**

**&**

### **Some Rules and Regulations for All Residents**

(from the Amended and Restated Supplemental Declaration of Covenants, Conditions, and Restrictions of Bayshore Townhomes, as clarified by the Hayes Law Group, PA, Knox Levine, PA, and the HOA Board of Directors)

including

### **Common Sense Requirements for both Homeowners and Tenants**

(including Frequently Asked Questions)

**Note: the Table of Contents, by topic, appears on the next page**

the left hand side column is by topic number

the right hand side column is by topic alphabetically

**This document is searchable.**

An item may not have its own “topic”, but may be included in a broader category.

Bayshore Court is a community of homeowners and valued tenants.

Each of us has an interest to maintain (and, preferably, to increase) the aesthetic and property value of our community.

Since the town homes are attached, everyone must exhibit even more courtesies than if living in a detached house.

Everyone, homeowners and tenants, must demonstrate consideration for all living here.

The Association does not engage a property manager. Everyone on the Board of Directors is an unpaid volunteer.

## General and Emergency Communications

The Bayshore Court HOA maintains a private Facebook Group that is available to all registered owners and tenants. It serves as a means of communications for routine through emergency situations (as long as the Internet is available). The experience during Hurricane Irma was that text messaging always worked and thus is the fallback position for information.

To access the Group, an individual must have a Facebook Page. Everyone is encouraged to participate in this effort; otherwise information cannot be guaranteed to reach you - the HOA will continue to maintain everyone's contact information (cell phone and email address) in the Emergency Directory. When turnover occurs, eg, tenants change, the previous tenant will be denied access to the Group.

The purpose of The Bayshore Court Group Page includes, but is not limited to, providing informative sources, and keeping everyone informed during emergencies. For example, the following documents may be included:

- Things You Need to Know (about the area, Bayshore Court, your Unit)
- Trades (list of vendors/services)
- Emergency Directory (contact information for owners & tenants)
- Severe Weather Alerts / Hurricane Preparedness
- Instructional video for installing the garage door windload post
- Missing / lost pets

To participate, please contact Melissa Bloker (1818). She can be reached by email at [melissabloker@hotmail.com](mailto:melissabloker@hotmail.com).

If you have a suggestion for items to be added to the Group, please submit it to Melissa.

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# Topics

## **1. Authority**

The Bylaws of Bayshore Court Homeowners Association, Inc (hereafter, referred to as the Association) authorize the Board of Directors to adopt uniform rules and regulations governing and restricting the use and maintenance of the property of the Bayshore Court subdivision.

## **2. Compliance by Owners and Tenants**

Every Owner and Tenant shall comply with the rules, restrictions, and covenants set forth herein.

## **3. Enforcement**

Failure to comply with such restrictions, covenants, and rules and regulations shall be grounds for legal action, which may include, without limitation, any action to recover sums due for damages, costs, and attorneys' fees incurred. Additionally, the Association shall have the right to suspend voting rights and use of the Common Area.

## **4. Bicycles/Motorcycles/Skateboards/Scooters/Skates**

Bicycles, skateboards, scooters, or skates may be ridden within the subdivision, but must be kept in garages when not in use. Users should be aware of larger vehicles and yield right of way at all times.

Motorcycles are not to be operated except for access to and from Units. Each must be kept in the garage when not in use. Motorcycles may not be revved up and must be equipped with a muffler.

## **5. Destruction of Property**

Owners will be responsible for destruction, damage, or defacement of buildings, pavement, facilities, equipment, and landscaping caused through their own acts and/or the acts of their lessees or guests.

Specifically, but not exclusively, owners are accountable for damage to the asphalt pavement caused by leaking and/or spilled automotive oils, and for stains on the building exterior paint caused by overflowing and/or leaking potted plants on balconies.

## **6. Safety**

Bayshore Court is located in unincorporated Pinellas County, but in the City of Largo Service Area (annexation agreement). Fire Rescue is provided by the City of Largo; the nearest facility is Station 40, at 2990 Whitney Road (less than one mile away).

No one shall permit any activity or keep anything in a Unit or elsewhere in the subdivision, which would be a fire or health hazard.

- Per the City of Largo Fire Rescue, Charcoal/Gas grilling is prohibited in your garage or driveway, or on balconies (upstairs). Charcoal/Gas Grills are permitted on patios (downstairs); the strong recommendation is to use the grill on the grass area outside of the patio. Electric Grills, however, are preferred because they pose a lower fire risk.
- Regardless of grill type, it is recommended that during use, a fire extinguisher be available and everyone be alert to guard against sparks that might ignite the patio screening, which is flammable.

- Do not place a lock on any outside air conditioning Unit circuit breaker box. Per the Fire Marshal, the intent of these disconnect switches is for the safety and convenience of service personnel.
- Depending on usage, every 18 months or so, a Unit's clothes dryer vent requires cleaning (from the back of the dryer, through the pipe (a run of about 18 ft), and out through the vent on the roof). Severe symptoms include a hot Utility Room and damp clothes, an overheated and smoking dryer, and water condensation on the floor.

Please drive slowly and carefully throughout the complex. Be aware that children may be running and playing on and around the paved areas. In such situations, a supervising adult must always be present.

## **7. Units**

Unit Owners shall be responsible for the maintenance, upkeep, and repair of the structures, premises, improvements of their individual Units in a neat and attractive manner. Unit owners shall maintain the exterior of their Units in accordance with the plan, design, and color scheme of their Unit.

- Each Unit in the community is “fee simple”. Thus, the Association carries no insurance on the Units or in the Units. Each owner must completely insure his/her dwelling, including the structure and roof (even though several Units are attached under a single roof). Each owner is encouraged to carry flood insurance. Each tenant may wish to carry renter's insurance for contents and possessions. [The Association carries both commercial general liability insurance (for the Common Area) and community association professional liability insurance (for the Board of Directors).]
- Each owner is responsible for exterior painting and for roofing and gutters. Since uniformity in any maintenance of these items is required, the expectation is that all work will be done at the same. Thus, Reserves are collected from homeowners to minimize costs when such work is required and approved by the Board of Directors.
- Each owner may landscape in a limited part of the Common Area. Specifically, planting is permitted only on the screened side of the patio (out two to three feet). The landscaping plan must be submitted, by the owner, to the Board of Directors for approval prior to commencing any work.
- Potted plants on front balconies must be maintained; uncared for plants must be removed.
- As with refuse cans and recycling bins (see *15. Garbage & Trash Disposal* and *16. Recycling*), objects cannot be left outside or alongside the Unit (exceptions include garden hose, lawn ornament, potted plant, etc). In the case of a severe windstorm, everything must be brought inside.

Window coverings will be done in an attractive manner and show only white or a neutral color on the outside in order to maintain a uniform look. Any owner may fasten light fixtures, shelving, pictures, mirrors, curtain rods, and similar household items to the interior walls of a Unit, provided they may be removed without substantial damage to a common wall structure.

Note: The original interior paints (first applied in 2006) can be matched using Porter Paints. For the walls, use water-based paint code PP6019 or PP7019 light base 5J5T (5 gal). [If formulation PP6019 leaves the finish too flat, then PP7019 may be more acceptable.] For the trim, use oil-based paint code 439 C1.125, L1.2 (1 gal).

In the event a Unit Owner shall fail to maintain his/her Unit in accordance with the provisions of this Declaration in a manner satisfactory to the Board of Directors, the Association, after majority vote of the Board, shall have the right, through its agents, to enter upon said Unit and repair, maintain, and restore the said structure, grounds, premises, improvements, or Unit exteriors. The cost incurred by the Association in so repairing, maintaining, or restoring shall be added to and become part of the annual assessment to which such Unit is subject, and the Association shall have a lien upon such Unit, enforceable as with all other liens for unpaid assessments, as provided.

## **8. Use Restrictions**

Each Unit is to be restricted to the use of a single family (whether owners or tenants), its household servants and short-term guests, exclusively for residential purposes. [The term “family” means that the occupants are related legally, usually parents and children, common-law couples, and domestic partners, but not roommates.] The Unit cannot serve as a temporary domicile for bringing relatives or friends into the area. The Units shall not be used for any purpose other than as a private residence, ie, a Unit may not be leased for transient or hotel purposes. No Unit may be leased for less than its entirety.

No occupant shall make any use of a Unit, which violates any laws, ordinances, or regulations of any governmental body.

No occupant shall commit or permit any nuisance or immoral or illegal act in his Unit on the property.

The Units are designed for maximum occupancy of two (2) persons per bedroom in every Unit. The occupancy of greater numbers must have prior written approval of the Board of Directors.

Any owner who leases his/her Unit shall make formal application of lessee to the Board of Directors at least ten (10) days prior to occupation. Any rental shall be for a period of time no less than six (6) months. Any owner leasing a Unit must provide the Board with a copy of the signed original lease and any riders prior to the occupancy date of said lease. Each tenant must be provided with a copy of these R&Rs (“Things You Need to Know”), and must confirm via signature on the Tenant Application that he/she has read, understood, and agreed to abide by them.

In the event of any violation of the R&Rs by a tenant, the Board of Directors, in its discretion, shall determine what actions are necessary against the owner or tenant as the case may be. When the Board, in its discretion, determines that a violation or series of violations warrant termination of the lease, the Board may take whatever actions are necessary to terminate the lease. All expenses of the Association, in connection with any violations under these rules, shall be assessed to the responsible owner.

## **9. Solicitation**

There shall be no solicitations by any person anywhere in the subdivision for any cause whatsoever unless invited by the owner to be solicited and specifically authorized by the Board of Directors.

## **10. Nuisances**

No noxious or offensive activity shall be carried on upon any lot, Unit, or Common Area, nor shall there be anything done thereon which may be, or may become, an annoyance or nuisance to the neighborhood, including loud amplified sound, especially between the hours of 10:00 pm and 8:00 am.

Please keep outside noise to a minimum on weekends and holidays before 10:00 am and after 11:00 pm for those who desire to sleep or are not participating in your revelry.

Also, as a courtesy to residents who have non-standard work schedules, please be considerate by keeping outside noise to a minimum during all hours.

The Association has no maintenance crew to pick up after you, your children, or your pets. Beverage containers, food wrappers, cigarette butts, and garbage should never be discarded on the ground.

The Association provides a garbage can by the pool – please use it (and securely close the lid). And, if you are at the pool on at Sunday or Wednesday, be sure the garbage can is put out for the Monday or Thursday morning collection.

## **11. Signs**

No commercial sign of any kind shall be displayed to the public view on any lot or Unit. Low “Security” signs may be placed by an entrance walkway.

“For Sale” signs may be displayed only on the northeast corner of the property along the outside of the hedge. The owner is responsible for the timely removal of the sign.

## **12. Pets, Livestock, and Poultry**

No animals, livestock, or poultry of any kind shall be raised, bred, or kept in any Unit, except that dogs, cats, or other household pets, may be kept provided that there are no more than three (3) total per Unit and that i) they are not kept, bred, or maintained for any commercial purpose; ii) all animals are duly licensed and vaccinated; and iii) they do not become an annoyance or nuisance to any neighbor.

- No exotic pets are allowed.
- All pets shall be restrained appropriately by leash or other appropriate restraint when outside and may not be allowed to stray, run, or go at large anywhere on the streets, Common Area, or the private property of others without their consent.
- All pet excretions must be removed immediately. Please pick up waste from your pets in all areas of the property – this includes all the areas around and behind the Units! Also, do not allow your pets in any of the flowerbed or bush areas – it kills the plants.

## **13. Parking**

Owners and lessees shall park their vehicles in their garages or driveways in front of their Units (preferably perpendicularly, or at a slight angle). Guests may park in the owner’s driveway or the Common Area visitor parking. No overnight parking is allowed in the Common Area except for guests. Garage doors must be kept closed when not in actual use.

- Bayshore Court has limited common parking space – only eight (8) guest parking spaces are available. If you have a houseguest with a car for more than two (2) days, please inform someone on the Board of Directors. The Board has the authority to have illegally parked (unknown) vehicles towed away at the owner’s expense. There can be no overnight parking in the common spaces by the residents.
- Each Unit has a two-vehicle garage and space in front of it. You are encouraged to arrange your garage to house your vehicle(s). Appearance is important – Bayshore Court is not an apartment complex, it is a community of homeowners. It is OK for your visitors to park overnight in front of your garage. No parking is permitted alongside a building (1816 and 1818), flowerbeds, or the grass area on either side of the pool area.
- Vehicles parked in front of Units, especially on the west side of the community, must not obstruct traffic flow. At times, the location and size of parked vehicles have made it more difficult for the garbage truck to maneuver through our complex. Please be aware that garbage is collected early on Monday and Thursday mornings, and recycling is collected very early on Wednesday mornings.

- Please be aware that emergency vehicles, and various delivery / service trucks need access to each Unit. Also, during the day, i) the mail, pool service, and landscaping vehicles may occupy driveway space, especially near the entrance; and ii) the gardeners need access for their equipment on each side of the two-unit building, and on each side of the pool area.

#### **14. Commercial Trucks, RVs, Trailers, Boats**

No trucks or commercial vehicles, other than those present on business, and no home trailers, motor homes, campers, boats, boat trailers, or RVs of any and all description, shall be permitted to be parked or stored on any lot, Unit, or Common Area in the property, except in those areas of the property specifically approved for such use and purposes.

#### **15. Garbage & Trash Disposal**

The collector of garbage is County Sanitation, a private company. No garbage, refuse, trash, or rubbish shall be deposited anywhere on the property except in a suitable receptacle (personally purchased), which is placed in the garage until pickup day by the sanitation truck. Garbage cans should be returned to their garage the same day as pickup occurs.

Occupants shall not allow any rubbish, refuse, or trash to accumulate in places other than receptacles provided and each Unit and lot shall at all times be kept in a clean and sanitary condition.

- Trash and garbage pickup is only on Mondays and Thursdays, unless one of these days is a specified holiday (currently: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day). If so, then the next pickup occurs on the following Monday or Thursday.
- To ensure pickup, all refuse should be outside by 6:00 am on the day of collection.
- Refuse cans must be stored inside, eg, garage, except on the day of pickup. If you must leave your refuse outside the evening before pickup, please ensure that garbage (as opposed to trash) is in a securely closed receptacle. Please do not leave garbage in plastic bags overnight – animals, especially dogs and raccoons, will break into the bags, etc.
- To prevent the littering of the common area at the time of pickup, please avoid putting loose items in your garbage cans. Uncontained items, such as empty plastic bags and bottles, paper cups and plates, may fall onto the ground rather than into the truck, especially in windy conditions.
- To dispose of a Christmas tree (real or artificial), place the tree alongside your garbage can for pickup.
- To minimize attracting animals, eg, dogs and raccoons: 1) use a suitable, securely closed receptacle, ie, a heavy duty, non-tip container with a hinged lid; 2) spray the inside and outside of the container with an effective deterrent, eg, ammonia; and 3) as required, wash and dry the container.
- Heavy-duty outdoor garbage cans can be purchased at Ace Hardware, Home Depot, Lowe's, Walmart, etc. Various established brands are available. Select an appropriate sized container, eg, 35 - 65 gallons, and one that has wheels and a permanently attached lid.
- The Association provides a garbage can by the pool – please use it (and securely close the lid). And, if you are at the pool on at Sunday or Wednesday, be sure the garbage can is put out for the Monday or Thursday morning collection.

Should the contents of the container spill onto the pavement, it is each resident's responsibility to clean the affected area immediately. The garbage and trash collection is usually done before folks leave for work and school.

## **16. Recycling**

Recycling service is provided by County Sanitation, a private company. Initially, each Unit was supplied with an 18-gallon bin to be used specifically and only for recycling, ie, no garbage or trash. (Other dedicated recycling containers, preferably with a lid, are acceptable. The provided bins have no cover, so care must be taken to avoid littering, etc. If necessary, please pick up scattered content.)

Recycling pickup is on Wednesdays. To ensure pickup, the recycling bin should be outside by 5:00 am on the day of collection. Recycling bins should be returned inside the same day that pickup occurs.

Each owner/resident, not the Association, is responsible for a Unit's recycling bin. The bin is passed from owner to owner (and, as applicable, from owner to tenant and back). The Association has no additional bins; it may be possible to obtain a replacement bin from County Sanitation. Please do not involve the Association for delivery and/or cost.

Only the following "Single Stream Recycling" items can be comingled (containers must be emptied and rinsed): Aluminum Cans, Cardboard, Glass Bottles and Jars, Milk and Juice Cartons, Mixed Paper, Newspapers, Plastic Bottles, Plastics #1 - #7, and Steel Cans.

Several items are excluded from single stream recycling, eg, plastic bags/wrap and foam containers – all Publix supermarkets accept these. Hazardous waste items, eg, fluorescent bulbs, electronics, chemicals, pesticides, paints, needles/syringes, window panes, mirrors, dishware, and medicines, must be brought to locations designated by Pinellas County – visit the web site for detailed information about recycling and disposal. Home Depot and Lowes accept unbroken compact fluorescent light (CFL) bulbs, but not fluorescent tubes. The City of Largo operates a 24-hour single stream recycling collection center in Tri-City Plaza (behind Ross Department Store, ie, on the north side).

## **17. Drainage**

No installations, improvements, or structures shall be placed or erected, nor any alterations of any kind, including landscaping, shall be made which shall in any way hinder the surface or subsurface drainage of the property.

The Association tries to minimize erosion problems along the north, the east, and a portion of the south perimeter. Thus, the "ditch" area (required by SWFWMD) is not accessible for play, ie, it is "off limits". This area is a dangerous place for children to play. Such activity increases erosion and damages the sprinkler system.

## **18. Cable Television & Telephone**

The supplier of cable service is Charter Communications (Spectrum, formerly Bright House Networks). Each Unit has access to the Premier TV service level, ie, multi-channels and an HD box. Bundled packages of enhanced cable television, Internet access, and/or telephone (VOIP) are available at the occupant's expense. A minimal discount is usually provided under the Association's commercial bulk rate agreement. Also, the community is wired for Frontier Communications (formerly Verizon) FIOS; television, Internet, and telephone services are available.

Note: Each Unit's access to the internal telephone and cable wiring is behind the air handler in the garage.

## **19. Satellite Dishes**

No satellite dishes are permitted without the prior written approval of the Board of Directors.

## **20. Tree Removal**

No trees or shrubs may be removed without prior consent or prior written approval of the Board of Directors.

## **21. Electric Power**

The supplier of electric power is Duke Energy. Each Unit has its own meter. It is the responsibility of each Unit's occupant(s) to arrange for power. As one would expect, activation / termination, deposit and other fees are applicable.

Note that several Units share a similar wiring issue. Specifically, the GFI outlet that is located by the lavatory in the downstairs powder room controls the outlet by the lavatory in the upstairs second bathroom. Other wiring idiosyncrasies may exist.

The community rents five (5) streetlights from Duke Energy. When you notice a flickering or burned-out lamp, please report it to the Treasurer so that a repair work order can be submitted. The streetlights are located at the entrance (#7105606) at the pool entrance (#7105716), between Units 1804 and 1808 (#7105719), between Units 1816 and 1818 (#7105718), and between Units 1805 and 1809 (#7105717). Usually, it takes about one business week for the repair to be completed.

## **22. Flags and Outdoor Decorations**

One portable removable United States flag may be displayed at each Unit. Portable removable decorative flags are also permitted. They may be holiday, seasonal, or patriotic in nature. Generally, holiday decorations may be put up three (3) weeks before the holiday and taken down ten (10) days after the holiday. The practice in our diverse community is to place a non-permanent hook on the front door from which to hang temporarily a generic decoration.

The intention of this policy is that no political or religious symbols are displayed prominently. The stucco exterior of every unit must remain uniform. Outdoor decorations should be tasteful and pleasing to the eye. Lawn ornaments and potted plants should not interfere with the ability of the lawn maintenance to cut the grass, trim hedges, etc. In the case of a severe windstorm, everything must be brought inside.

## **23. Severe Weather**

In the case of a storm with predicted severe winds, everything must be brought inside, eg, garden hoses, lawn ornaments, potted plants, door wreaths, door mats, security signs, decorations on doors and balcony railings, garbage cans, recycling bins, buckets, toys, etc. This includes objects that are on patios and balconies, eg, grills, furniture, potted plants, ornaments, etc. In other words, nothing can be left outside in any area or space. The goal is to eliminate flying objects that may break windows and damage autos left outside (windows and dents). Do not put yourself in a situation of having to accept liability for someone else's damage. As a precaution, some pool furniture may be brought inside Units, eg, umbrellas, and/or will be put in the pool itself, eg, chairs.

In the event of a power failure (or damage to the garage door sprocket chain) and the need to open and close the garage door, the emergency release should be used. A short cord should be hanging from the emergency release carriage that is usually located about 12 inches from the door. If the cord is missing, one should be installed through the hole on the metal piece at the bottom of the release carriage.

During high wind load conditions (winds that exceed 75 mph), you should install the two (2) removable wind load posts. One is found on each side of the garage door. The built-in horizontal struts provide the structural strength for normal operation and wind conditions. The principal purpose of the removable posts is to provide additional structural members between the concrete floor and the header support. Each post has a decal with the instructions for installation. The top is attached to the header support bracket above the door and the bottom is locked into a floor plate imbedded in the concrete. Note that the garage door must be closed and the garage door opener unplugged during installation and use.

Please do not use any common area property for your personal use, eg, the decorative blocks that protect the landscaped points must remain in place.

Ensure that your Unit has all the designated plywood to board up (each board is identified by the Unit number, the floor, and the location). To ensure that your boards are not warped, store them properly - the boards should lie flat and not on their sides. Also, ensure that the anchors and bolts are in place.

For those of you who may use sandbags, after the event, do NOT empty them into the “ditch” (the area around the perimeter of the property). If the sand is clean, you can use the areas between the east-side and west-side buildings, ie, between Units 1805-1809 and 1804-1808, respectively.

## **24. Swimming Pool**

The pool is inspected and cleaned on Monday and Friday mornings. Owners, their lessees, and guests, using the swimming pool and deck area, do so at their own risk. Persons using the pool area are requested to read and obey the posted rules for use of the swimming pool and patio area.

An adult, within the pool deck area, must always accompany children under 12. Any pool toys or other devices must be removed when leaving the pool area. [Compliance is a courtesy to others who later use the pool. If not done, objects may be sucked into the pool’s water circulation returns; left unchecked, this may result in clogging the pool plumbing and damaging the circulation pump. Also, the wind may blow objects left on the pool deck or on pool furniture into the pool itself.] The pool fence gate must always be kept closed.

The pool furniture is provided for your use. Please do not abuse it. When you vacate a table (and no one takes your place), when you leave at the end of the day, and as weather demands, please crank down the umbrella so that it remains closed when not in use. This minimizes damage from gusty winds and rain.

Please dispose of all trash and garbage in the provided refuse can and ensure that the can’s lid is securely closed. And, if you are at the pool on at Sunday or Wednesday, be sure the garbage can is put out for the Monday or Thursday morning collection.

- The pool hours are dawn to dusk, ie, no one is allowed in the water at night.
- Per our Florida Department of Health Swimming Pool Permit, no more than ten (10) people are allowed in the pool at any one time.
- Per the Florida Administrative Code, no food, drink, glass, or animals are allowed in the pool or on the pool deck.
- No diving is allowed at any time – the small pool is very shallow.
- No loud music is permitted at or near the pool area.

- As a courtesy to others, especially children, please refrain from smoking in the pool area.
- If you want to bring guests to the pool, no more than four (4) additional people can be accommodated. Please respect the rights of all living here to enjoy the pool area.
- Please do not throw furniture or other objects into the pool.

## **25. Water - Potable (Drinking)**

The supplier of potable water is Pinellas County Utilities. Each Unit is encouraged to conserve water, especially because a single water meter handles the entire community. Please ensure that leaks are promptly repaired – dripping faucets, running water in toilets (usually caused by a worn flapper), etc

Periodically, the utility conducts routine maintenance on its water system by using chlorine (instead of chloramine) disinfection for a period of about three weeks. Notice is provided several weeks in advance of the event.

Each Unit has a shut-off valve that is located outside by the garage door near a hose bib. It is located in the ground about 6 inches below a lid. From time to time you should check that the valve is accessible and workable, ie, not “frozen”.

## **26. Water - Reclaimed (Irrigating)**

The supplier of reclaimed water is the City of Largo. This water is used to irrigate the grass and plants in the common areas.

Please be careful not to step on or to drive over the drip irrigation pipes that lie on the ground and adjoin the paved areas. If you temporarily put anything outside, eg, grill, plants, please be careful not to interfere with the sprinklers (pop-ups and sprays).

The irrigation system runs once per week during cooler weather (usually Wednesday mornings, from midnight to 6:00 am) and twice per week during warmer weather (usually Sunday and Wednesday mornings, from midnight to 6:00 am).

## **27. Mailbox Keys**

Each owner/resident, not the US Postal Service or the Association, is responsible for the keys to a Unit’s mailbox (in the cluster mailboxes station near the entrance, on the west side of the pool). The keys are passed from owner to owner (and, as applicable, from owner to tenant and back). The Association has no duplicate keys. An owner may choose to replace the lock and key set.

If you lose the keys, then two options are available to regain access to your mailbox: 1) engage a locksmith; or 2) purchase a new lock and key set at a hardware store (Ace Hardware, Home Depot, Lowe’s, etc). The second approach requires that you remove the existing lock when the mail station is open. Mail is usually delivered between 9:30 am and 1:00 pm, but most often on the earlier side of this time window. A nut on the backside of the door attaches the lock. Once the lock is removed, your door remains open. You can install the new lock when convenient.

## **28. Smoke Alarms**

Each original smoke alarm (Firex® – now Kidde) is powered by 120V AC and a 9-volt battery backup source (lithium recommended). To disconnect the pigtail lead on the smoke alarm, first turn off the AC power to the detector. Rotate the detector 90 degrees counter clockwise. This will disconnect the detector from its mounting. The detector will now be hanging from the pigtail lead. At the end of the pigtail lead will be a plug connecting the pigtail with the detector. On the side of the plug will be a 1/2" ear. Insert a flat head screwdriver between the ear of the plug and the rear of the detector then slowly turn the screwdriver. This will back out the plug from the detector so the pigtail lead can be disconnected.

## **29. Pest Control**

Each owner and/or tenant is responsible for interior pest control. The most reported issues in the community are ants and roaches. Many reliable exterminators can be found in the area. Experience indicates that quarterly treatment for insect control is required.

Note that the Association's landscaping maintenance includes spraying the common areas lawn (turf) and shrubs (ornamentals) with insecticide. The only insects controlled with these applications are turf-damaging and shrub-damaging insects. Neither trees nor structures are treated with insecticides or other pest controls. After application, the affected areas are marked with red flags.

"Pests" do not include bees, wasps, hornets, flying insects, or other insects that are not turf- or shrub-damaging.

Generally, bees establish hives in the soffit under the roof. A professional service must be used to remove the colony.

Wasps, most commonly 'mud daubers', are usually found on the ground floor level. The nests are small balls of black mud attached in the corners, or at least at two right angles, by and above the front door, garage door, and windows. Hornets build paper-like nests. These insects are controlled by (carefully) coating each nest with a wasp & hornet spray, and then knocking them down.

In general, "pests" do not include animals such as squirrels, raccoons, opossums, etc. At times, "critters", especially rodents, make their way into attics. A professional service, eg, animal trapper, may have to be engaged to correct the problem. To mitigate such occurrences, a rodent control program is in effect at Bayshore Court. Rodent bait boxes are strategically placed around the back and side of buildings near A/C compressors. They are monitored and maintained on a monthly basis.

An effective rodent control program is a collaborative effort between the pest control technician and the residents. Everyone's cooperation is expected and appreciated. The following is a list of best practices on how we can help the exterminator achieve results in controlling rodents:

- Don't leave any human food outside.
- Don't leave pet food outside, especially overnight.
- Don't install bird feeders. Birdseed is attractive to rats, so you can help control the rodent population by not feeding the birds. It's best to eliminate food competition in order that the bait is effective. Many times, rats will not eat the bait because they have birdseed to eat.
- Don't leave greasy grills outside.
- Don't leave fruit on the ground.

- Always place your kitchen refuse in tied bags, and place these bags in a garbage can that has a tight-fitting lid.

The Association routinely has the palms and oaks trimmed away from roofs (rats will use them as a highway to a building). Unfortunately, the palms are planted too close to the buildings, so please report situations when there is excessive growth between trimmings.

### **30. Front Door Bell**

Experience is that the sun destroys the plastic button on the front door bell. A “contractor” replacement button is: Heath Zenith 715W-1, Wired Door Chime Push Button, White with White Lighted Center Bar. An inexpensive complete kit is Heath Zenith SL-27102 Wired Doorbell Kit.

### **31. Sales - Estate / Garage / Yard**

One may not conduct on the property a sale or activity that is advertised or attractive to the public, such as “estate sales”, “yard sales”, or “garage sales”. This topic does not apply to marketing the sale of a Unit (see *11. Signs*), unless combined with a prohibited activity.

Among the concerns are: a) traffic, eg, parking, damage to the common areas, and obstruction to residents’ access; b) the Association’s liability insurance does not cover accidents or incidents related to a business situation; c) items for sale cannot be displayed on common property, eg, on the driveway; and d) worries of outsiders “casing the joint”.

### **32. Changing Light Bulbs**

When you need to change burned-out light bulbs in the living room and above the stairs, assistance is available. Bayshore Court HOA has a 23’ extension pole (Mr LongArm) with a light bulb basket that can be used to remove and replace bulbs.

You can borrow the equipment by contacting the individual(s) specified in an email (sent to owners and tenants) to make arrangements for a short-term loan. The HOA maintains a log - you will need to sign out (and in) the equipment.