

~ Eagle Pointe Community -- Bloomington, Indiana ~

Bay View Village Handbook



Bay View Homeowners Association

Mail: P.O. Box 152, Smithville, IN 47458

Web address: bayviewhoa.com

E-mail: bayviewep@gmail.com

October 2020

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WELCOME TO BAY VIEW!

To assist in making Bay View living a positive and pleasant experience for all, our village HOA (Home Owners Association) Board members have prepared this document. It should be read carefully and viewed as one means of helping to preserve the investments, safety, and best interests of all residents, owners and renters alike. Please contact the HOA President with any questions or concerns.

1.0 Condominium Living

Condominium living is a unique experience, quite different from owning or renting a single dwelling. If engaged in properly, and with full respect for others, it can be a particularly enjoyable experience. As with other relationships, there are rules, regulations, and guidelines necessary to fully define the rights and responsibilities of each community member.

1.1 The **Bay View village HOA** governs the following matters related to your home: village common areas, roads (including plowing roads during snow events), handbook violations, and management of vendors servicing your village. ALL Bay View owners (condo and garages) are members of the HOA, and a Board of Administrators is elected every two years at the annual membership meeting. When seeking any services related to your home or village, your first point of contact is your village website or leadership team. Current HOA Board members are listed on p. 10.

NOTE **The Bylaws governing operations of the Bay View HOA and Board can be found on our website as a downloadable reference document.**

1.2 Each village has representatives who attend regular meetings of the community-wide **Pointe Services Association (PSA)** Board. The PSA owns and maintains the roads connecting the villages, the gate houses, and the security systems which protect our property. Per PSA by-laws, your representative must also serve on your HOA Board. Your representative is empowered to vote on all PSA Board issues on behalf of your village.

Should you have any questions regarding PSA projects, votes, or updates you are encouraged to contact the PSA representative (our HOA President) from your village. You may also reference a listing of *all* village representatives and PSA Board Members on the PSA website.

2.0 Responsibilities

2.1 All owners are responsible for adhering to the **rules and regulations** as defined in this document and in the Bylaws of the Bay View Homeowners Association (see Appendix A). Owners are also responsible for the conduct of their families, guests and renters.

2.2 Owners have the responsibility to **furnish Pointe Security with a key** to the front door, and a key to the storm door if applicable. If an emergency arises that requires entry to your unit and we are unable to do so, you are not only responsible for any damages to your condo but also for any damages to adjacent condos and any other Association property damaged as a result of delayed or forced entry.

2.3 Owners and renters are required to **obtain a parking sticker** from Pointe Security to be placed inside the driver's side windshield of their vehicle(s), to identify/verify that they are a Pointe resident for security purposes. Additional information on p. 6.

2.4 Gate access cards are needed to enter the various neighborhoods. Owners may receive 1-2 cards at no charge, and also have the option to purchase a remote-control device (currently priced at \$35) through the Security office.

2.5 Prior to the sale of any Bay View garage by any owner or co-owner, it is necessary that the HOA President be notified. The HOA Treasurer will maintain a listing of current owners who are interested in purchasing a garage and manage the process as established in the current 2020 Bylaws (Article III, S-7(h)). The Board will provide confirmation of clearance for all indemnities due to the Association for maintenance and other repairs.

2.6 The owner has the direct responsibility to ensure the provision of a current copy of the **Bay View Handbook/Rules and Regulations**, and the **location of Bylaws** and **HOA/PSA websites** to the next owner or any lessee(s) prior to their taking ownership/residence.

2.7 Absentee Owners: Absentee owners have the additional responsibility of ensuring that all rules and regulations are followed, on their behalf, by those to whom they have delegated authority and responsibility, including family, guests, rental agents and renters.

3.0 Rules and Regulations

3.1 Exterior

Alterations: Prior approval of the HOA Board is required for any proposed physical modification to the exterior of the buildings, including its appearance. This includes painting, permanent decorative installations, construction or any other type of alteration.

Front-facing windows/frames, front doors, storm doors, and garage doors must all be of conforming style and color with other units.

No exterior awnings, window guards, radio or television antennas, signs, etc. are to be attached or hung from the buildings or walkways.

TV satellite dishes may only be mounted on the rear side of the building's roof and must be out of sight from roadways.

Fires/Fireworks/Firearms: Open fires, including those in barbecue grills (both charcoal and gas), are strictly prohibited on decks. Only *electric* grills are permitted on the back deck, per Indiana State Fire Code. Fireworks are not to be used on or near the buildings. The discharge of firearms is strictly prohibited on Bay View property.

Landscape/Foliage: Care should be taken not to alter or damage the property's landscape or vegetation. Flowers and other foliage are not to be removed. Any concerns or requests may be directed to the Board's Landscape committee.

Decorating/Signs: Decorative materials are not to be affixed to buildings or surrounding property without authorization by the Board of Administrators.

No signage of any kind will be allowed per Pointe Association rules.

Storm Doors: Storm doors are optional, but HIGHLY RECOMMENDED to prevent front door weathering and to provide added safety. If used, they must be "Full view" (full glass and/or partial screen), and dark brown in color.

Front Decks/Walkways: Personal belongings (e.g. brooms, shovels, mops, boots, swim wear, towels, fishing poles, bicycles, scooters, baby carriages etc.) are not to be left or stored on the front decks or walkways at any time. **Do Not** use salt or metal shovels to clear ice or snow—use sand and plastic devices only.

Birdfeeders: Place birdfeeders at rear of unit/building only, to minimize droppings on walkways and public areas.

Windows: Curtains, vertical or horizontal blinds are acceptable for front-facing windows. Nontraditional window coverings in view from the outside –e.g. sheets, flags, blankets, aluminum foil or similar-- are not to be used.

Firewood Storage: Not more than one (1) rick per homeowner can be stored on the back deck at any one time. Wood must be stored off the deck surface in a metal rack or box. No wood should be stored on the front deck, walkway or in the garages. *Anyone not conforming to this policy will be responsible for damage caused by improperly stored wood.*

Exterior Lighting: The HOA is responsible for *front* entry lights for each unit and will replace the LED bulbs as needed. The types of bulbs used on the *back* porch are the owner's choice, and replacement is the owner's responsibility.

3.2 Interior

Maintenance: Cleaning, painting, and all maintenance, including maintenance of appliances, plumbing, electrical, heating, cooling, water heating equipment and furnishings are the responsibility of the owner.

Utilities: Bay View and the larger Pointe community are in the service area for the following utility providers:

Electric -- Duke Energy

Water – Southern Monroe Water (SMWA)

Sewer – South Central Regional Sewer District (SCRSD)

Internet/Landline Phone/TV: Smithville Fiber, DirectTV and DishTV.

Contact information for the above companies can be found on p. 14.

Temperature Control: When departing a unit for a prolonged time period during cold weather, the furnace should be set at "Automatic" for 55 degrees. The sink cabinets in the kitchen and bathrooms should be left open to prevent pipe freezing.

Flammable Liquids: Flammable liquids are *prohibited* in units, on decks and in garages.

Fireplace and Chimney Inspection: The buildup of creosote and other products of combustion can cause a flue fire that can extend to the walls and attic space. Burn only *real wood* in your fireplace. NEVER BURN ARTIFICIAL WAX LOGS (e.g. Duraflame), paper products, TREATED WOOD, OR CHARCOAL in fireplaces.

PLEASE be aware that fireplaces in lower units have two dampers.

- Do not place fireplace ashes on your decks.
- Do not discard fireplace ashes in your trash.

Chimneys will be inspected every four (4) years and paid for by the Association. The expense for cleaning of the chimney, if necessary, will be the responsibility of the Owner.

Smoke Detectors/Fire Extinguishers: Each condominium is equipped with electrically operated smoke detectors. However, should there be a power failure the detectors are inoperative. *It is recommended that each homeowner install battery-operated smoke detector, preferably with an emergency light, in the hallway leading to the bedrooms and test its function at regular intervals. Each unit should also have a fire extinguisher.*

3.3 Trash and Garbage: All trash and garbage is to be placed in plastic bags, and deposited in the dumpster provided. None is to be left on front or back decks. All trash and garbage is to be removed from the unit and deposited in the dumpster upon leaving the unit.

3.4 Parking: Parking is permitted for owners and guests only in designated areas. No vehicles are to be parked in such a way as to impede or prevent ready access to another condo or garage, nor shall they be parked on the grass. **No boats, campers, travel trailers, boat trailers, golf carts, all-terrain vehicles, etc. shall be parked or stored in automobile parking areas. Any motor vehicle which is inoperative, not being used for normal transportation, or has expired plates, may not be stored on Bay View property** Arrangements for parking/storage of those vehicles may be made at the Clubhouse or with an off-site provider.

All resident vehicles must have an Eagle Pointe parking sticker. Owners and renters must register their vehicles at the EP Security gate to obtain the sticker—there is no fee for owners, and a one-time \$5 charge to renters. Overnight guests will be given a hang-tag with visit dates, also to be obtained at the Security gate. EP Security may patrol lots and ticket vehicles which are noncompliant. After two tickets, the vehicle may be towed at the owners' expense.

See Addendum "EP Parking Registration" form for obtaining stickers.

** Any violation of parking regulations will be enforced by the HOA President and may result in contacting Pointe Security and having the vehicle towed at the owner's expense.

3.5 Guests: Owners and renters are responsible for the conduct of their guests. In general, guests enjoy the same privileges and assume the same obligations to abide by Bay View rules and regulations as do owners and renters.

3.6 Children: Adult supervision is required at all times. Owners, renters, their families and guests are responsible for the conduct of children occupying the same unit.

3.7 Pets: Only customary household pets (limit of two per unit) are permitted on Bay View property. Renters and visitors may bring dogs or cats only, at the unit owner's discretion. All animals are subject to the following conditions:

- Dogs may not exceed 50 pounds in size, except those who were already in residence prior to September 2020 or are certified as service/support animals for their owners.
- No Rottweilers, pit bulls or other aggressive breeds are permitted under any circumstances.
- Pets **MUST BE LEASHED** at all times when outside on any and all Eagle Pointe properties, per PSA rules, and never out of the owner's sight.
- Owners will not let pets urinate on flowers, shrubs and trees. **Animal deposits must be picked up and removed immediately** so that others may enjoy a clean and healthy environment.
- Any damage to the grounds will be the financial responsibility of the owner.
- No pet shall be housed or chained outside any residence.
- Owners are responsible for the noise level of pets so that neighbors are not annoyed.

The HOA Board reserves the right to seek removal of any pet that becomes a community nuisance due to chronic disregard of established rules and regulations.

3.8 Noise: Noise that will disturb or annoy other Bay View residents is strictly prohibited. Care and respect should be exercised as some "noises" like wind chimes are acceptable to some but bothersome to others. Excessive "party noise" will not be tolerated. Special care is to be exercised when hosting social events and operating sound systems. Normal sleeping hours are to be respected.

3.9 Disturbances: No obnoxious or offensive activity is permitted.

3.10 Unusual Events, Situations, Behavior: Residents who observe activities inconsistent with normally accepted social behavior and Bay View rules and regulations should contact Pointe Security immediately.

3.11 Safety: All residents are, at all times, responsible for contributing to the safety of Bay View facilities and occupants.

3.12 Storage: Proper storage of all items is required to assure personal safety and the attractiveness of Bay View property.

3.13 Use of Units: Bay View properties shall be used for family residential purposes and common recreational activities of residents and their guests/families auxiliary thereto and for no other purposes. Units may not be used for large gatherings or meetings, as a place of business, or for commercial gain (e.g. AirBNB and other short-term rentals).

3.14 Rental Units: Some owners have elected to make their units available to others through rental programs. Rental periods may not be for less than one (1) year, and owners must notify the Board *in writing* prior to making their unit available for this purpose. While the Board will work with rental offices and renters, it should be known that the only formal relationship, and ultimate accountability, lies with the unit Owner.

3.15 Responsibilities/Renters: By signing a rental agreement and accepting the keys to a unit, each renter assumes responsibility for adhering to the rules and regulations of the Bay View HOA as they apply to renters. In general, all rules and regulations pertaining to personal conduct and respect for others and their property apply to renters also. Renters are to follow all of the same rules as owners about responsibility, safety, use of units, trash removal, parking, children, pets, noise, storage, behavior, etc.

Please refer to p.15 for a summary of Renter's Rules, which should be printed and posted in any rental units in an easily visible location.

Occupancy: Occupancy of rental units is limited to two persons per bedroom.

Damage: Owners will be responsible for any damage to Bay View property caused by renters or visitors/guests. The HOA Board will assess for any repairs needed to Bay View common property in excess of normal wear and tear.

Thermostat Setting/Trash Removal: Renters are to make appropriate thermostat adjustments and to remove trash upon vacating a unit.

Enforcement: If renters or guests fail to follow the rules, the HOA President, acting on the Board's behalf, has the right to pursue the action necessary to cause the offending renters or guests to leave or relocate.

4.0 Management/Administration/Finances

4.1 Bay View Homeowners Association (HOA) Dues/Assessments: Dues and any special assessments are billed quarterly to condominium owners and annually to garage owners and are due the 1st day of the beginning of each calendar quarter: i.e. Jan 1, April 1, July 1, and Oct 1. Notices will be sent out at least 15 days prior to due date. Payments should be mailed to: Bay View HOA, P.O. Box 152, Smithville, IN 47458.

4.2 Pointe Service Association (PSA) Fees: PSA fees are billed separately, also on a quarterly basis, and managed by Tempo Properties on behalf of the PSA.

4.3 Accounts Payable: All accounts are payable when due. The Bay View HOA Board is authorized by the Bylaws to take whatever legal action is required to collect overdue fees and to recover all related (including legal) expenses.

4.4 Collection of Overdue HOA Dues/Assessments: Thirty days after the unpaid balance for any quarter is due, the homeowner will be notified by registered mail that the account is delinquent. Non-payment of the delinquency may result in the placement of a mechanic's lien upon the unit in the amount of the assessment for the entire year within thirty days of the postmark date of the notice. This action will be taken without further notice to the homeowner if the balance of any subsequent installment remains unpaid for more than thirty days.

If a mechanic's lien is filed, the homeowner will be charged \$100.00 for the filing fee. Within thirty days of the lien, foreclosure proceedings may be initiated. These proceedings may result in the sale of the unit at a sheriff's auction.

The Board of Administrators may impose a late fee for payments received beyond the due date.

Owners who are more than six months delinquent will forfeit all HOA voting privileges until the account is settled.

4.5 Change of Address: Please inform the HOA President or Vice President of any change in your contact information: mailing address, telephone number, or e-mail address.

4.6 Insurance: The HOA Vice President will oversee all insurance claims. See Appendix B regarding current Association and homeowners insurance coverage and responsibilities.

4.7 HOA Association Board Meetings: Quarterly Board meeting dates, time and location are announced on the HOA website. All unit owners are welcome and encouraged to attend these meetings and ask questions, listen and join in the conversations.

**Owners may request items to be placed on the agenda of the board meetings by submitting them to any Board member.

**Minutes for meetings of the Board are maintained on file by the Secretary and may be reviewed by members of the Association at reasonable and mutually agreeable times. Requests for minutes and/or budget reports can be made via e-mail to: bayviewep@gmail.com or postal mail to: Bay View HOA, P.O. Box 152, Smithville, IN 47458.

**Annual meetings of the Association are held in June each year for the transaction of such business as may be properly brought before the entire HOA, including budget reports and the biannual election of Board members. Owners are given the option to cast votes by proxy if they are unable to attend.

Bay View HOA Board Members – September 2020-2022

President	Jim Yeargin – BV 20
Vice President	Tony Piano – BV 16
Treasurer	Greg Hecht – BV 4
Secretary	Cathy Shoaf – BV 1
At-Large	Glenn Adams – BV 14
PSA Executive Board Members	Tony Piano, Glenn Adams
PSA Board member at-large	Jim Yeargin

****MAILBOXES****

Our Bay View mailboxes are the property of the US Postal Service. If you lose the keys to your box, a request for lock & key replacement should be made to the Woodbridge PO. They will send out a maintenance person to change the lock and prepare a set of 3 keys which can be picked up at the downtown PO on S. Walnut St. You will be contacted when the work is done and keys are ready, and there is a \$40 fee payable at the time of key pick up.

Owners are advised to ensure they have an adequate supply of their current mailbox keys to avoid this situation. You may choose to leave a copy at the Security office along with your home key. Copies can be made as needed.

Per our USPS carrier, any outgoing mail may be safely deposited in the slot box (on the top row) of the Pointe Retreats mail center by the old tennis courts.

****AND....A SPECIAL NOTE ABOUT GFI WIRING IN UNITS****

Please be aware that electrical outlets on bathroom walls, along with the outlet on the back porch, are wired to a main GFI outlet on the front porch. In the event of a power failure, or to interrupt power for repairs, please use as needed to manage electrical current to those outlets.

APPENDIX A -- BYLAWS: RELEVANT REFERENCES

The following Bylaw citations have been paraphrased for easy reference.

1. The Board of Administrators has the responsibility to establish reasonable rules and regulations of the Association. (Article III, Sections 7e and 8)
2. The annual Association meeting will be held on the third Saturday of June unless there are significant circumstances requiring postponement . (Article II, Sections 3 & 4)
3. Special meetings of the Association may be called at any time by the Board of Administrators or upon written request of not less than 10% of the unit owners. (Article II, Section 5)
4. A major responsibility of the Board of Administrators is the operation, care, upkeep and maintenance of the common areas and buildings, (Article III, Section 7a)
5. Special Assessments may be levied by the Board of Administrators upon unit owners in appropriate circumstances. (Article VI, Section 3)
6. Unit owners are responsible for the maintenance and repair of their unit's interior and for damages to any other Bay View property caused by the owner, owner's family, guests agents, renters, employees, or contractors. (Article VI, Section 10)
7. If interior unit repair is necessary due to negligence by an individual owner, the Board of Administrators may have repairs made at the owner's expense. (Article III, Section 7k)
8. The Board of Administrators has responsibility and authority to enter a unit in connection with repairs or maintenance for which the Board is responsible. The Board has the authority to retain and utilize an entrance key for each unit, to be managed by the Pointe Security office. (Article III, Section 7l)
9. Current residential unit owners will be given priority for purchasing garage units for sale, per protocols established and managed by the Board. (Article III, Section 7h)
10. Units may not be used for commercial purposes. Owners must advise the Board in writing if their unit will be used for rentals, and rental period must be a minimum of one (1) year. (Article VI, Section 9)

NOTE: The complete set of Bylaws can be found on the Bay View HOA website.

APPENDIX B -- INSURANCE

One of the many functions of your HOA Board is the purchase of a 'Single Entity' insurance policy to cover the building structures and common liabilities of our association. It is the intent of the board to provide coverage that would restore your unit to its original condition in the event of a loss.

As owner, it is your responsibility to cover your contents and personal liability. For losses that are contained solely within the unit, please coordinate any remediation and settlement plans with your chosen insurance company.

For claims on structural damages, the Association policy has a deductible payment. When a claim is made through the Association policy it may be necessary for the unit-owner to pay the deductible.

This situation would most commonly occur when the loss originated from *within* a unit. For example, smoke damage results from a fire in the fireplace. The deductible, loss to the unit-owner's personal property, and improvements and betterments would be the unit owner's responsibility. Check your insurance policy to find out if it includes some 'structural' coverage which may help to cover the deductible amount, and if so, this should be included in the claim.

However, on most losses that originate from *outside* the unit, such as wind, lightning, etc., the Association will pay the deductible and be more significantly involved in the coordination and repair outcomes in conjunction with the Association's insurance agent. Please contact the HOA Vice President with any questions or concerns.

In the event of an incident, please consult with the HOA President or Vice-President as quickly as possible to initiate the reporting process, develop remediation plans and follow up with insurance claim processes as appropriate.

It is important that no general repair work to be submitted to the Association for payment be started until you have received approval from the Association's insurance agent.

APPENDIX C -- LOSS CONTROL RECOMMENDATIONS (from First Insurance Group)

May 2020

Dear Unit Owner:

The purpose of this letter is to address action steps which can be taken by the Association and its Unit Owners to reduce the risk of loss to the real property.

The action steps are as follows:

- 1) Perform periodic inspections of the unit's smoke/fire detectors and fire extinguishers.
- 2) Perform periodic inspections and replacements of the unit's water supply lines, i.e. washing machines, dishwashers and icemakers. Water damage is one of the major causes of loss to unit owners' property.
- 3) Perform periodic inspections and cleaning of the heating systems, including monthly filter changes.
- 4) Perform periodic inspections of chimneys/flues **(HOA responsibility)**.
- 5) Perform periodic inspections/cleaning of exterior dryer vents. **(HOA responsibility)**.
- 6) When units are going to be unattended, perform routine inspections of those units at least monthly.
- 7) When units are going to be unattended for long periods of time, shut off the main water service in the unit as well as turn off the water heater.
- 8) Maintain the heat in the units during the winter months when not occupied.
- 9) Do not leave candles burning while unattended.
- 10) Cut back any landscape around the buildings which might impede accessibility in the event of a fire.
- 11) Do not place trash dumpsters next to the buildings.
- 12) Do not store flammables in garages.
- 13) Tenant-occupied units should provide the unit owner with evidence of liability insurance.

Hopefully, these recommendations can serve as a starting point.

Sincerely,

FIRST INSURANCE GROUP

*****BAY VIEW OWNER/RENTER GUIDELINES: PLEASE READ AND POST*****

Grilling: Charcoal grills and gas grills on decks are strictly prohibited; electric grills may be used on rear decks only, per Indiana State Fire Code.

Fireplace safety: Burn only real wood in your fireplace. NEVER BURN ARTIFICIAL WAX LOGS (such as Duraflame), TREATED WOOD, CHARCOAL, OR COAL in your fireplace. *Do not* place fireplace ashes on your decks. *Do not* discard fireplace ashes in your trash. *Be aware that fireplaces in lower units have two dampers.*

Firewood Storage: Store all firewood on rear decks. Not more than one (1) rick per homeowner may be stored at any one time. Wood must be stored off the deck surface in a metal rack or box. *Anyone not conforming to this policy will be responsible for damage caused by improperly stored wood.*

Front Porch Housekeeping: All trash/garbage is to be bagged and deposited in the provided dumpster. No trash can or garbage bags should be left on FRONT OR REAR decks to prevent pest problems. Personal belongings (i.e., brooms, mops, shovels, swim wear, towels, boots, fishing poles, bicycles, baby carriages, rugs etc.) are not to be left or stored on front decks or walkways at any time.

Pets: Renters may have a dog or cat only, not weighing more than 50 pounds. All pets are to be kept on a leash and not allowed to roam freely. **CLEAN-UP AFTER PETS (IN GRASS, FLOWER BEDS, ETC.) IS MANDATORY.** Attention should be paid to noise control or aggressive behavior of pets.

Freeze Protection: When the owner/renter plans to be away, please follow the following guidelines:

- Set the thermostat at 55 degrees.
- Open cabinet doors under kitchen and bathroom sinks.
- Leave a key for your unit with Eagle Pointe Security (in case of emergency).

****SPECIAL NOTE ABOUT GFI WIRING IN UNITS**** Please be aware that electrical outlets on bathroom walls, along with the outlet on the back porch, are wired to a main GFI outlet on the front porch. In the event of a power failure, or to interrupt power for repairs, please use as needed to manage electrical current to those outlets.

THESE SIMPLE AND SAFE GUIDELINES ARE APPROVED AND ISSUED BY THE BAY VIEW BOARD OF ADMINISTRATORS. ALL HOMEOWNERS ARE RESPONSIBLE FOR COMMUNICATING ALL POLICIES TO RENTAL AGENCIES AND RENTERS.

RESOURCE TELEPHONE NUMBERS

BLOOMINGTON HOSPITAL 812-353-6821

CLUBHOUSE (includes bar and dining) 812-824-4040

DIRECTTV www.directv.com 800-531-5000

DISH TV www.dish.com 844-848-1071

DUKE ENERGY www.duke-energy.com 800-521-2232

EMERGENCIES – Fire, Sheriff, Ambulance 911

INDIANA STATE POLICE 812-332-4411

MONROE COUNTY CONSERVATION OFFICE 812-349-2048

POINTE (Hinds) SECURITY OFFICE--Gatehouse 812-824-8940

SMITHVILLE FIBER www.smithville.com 800-742-4084

SOUTH CENTRAL REGIONAL SEWER DISTRICT www.scrsewerdistrict.com

812-334-8871

SOUTHERN MONROE WATER AUTHORITY www.southernmonroewater.com

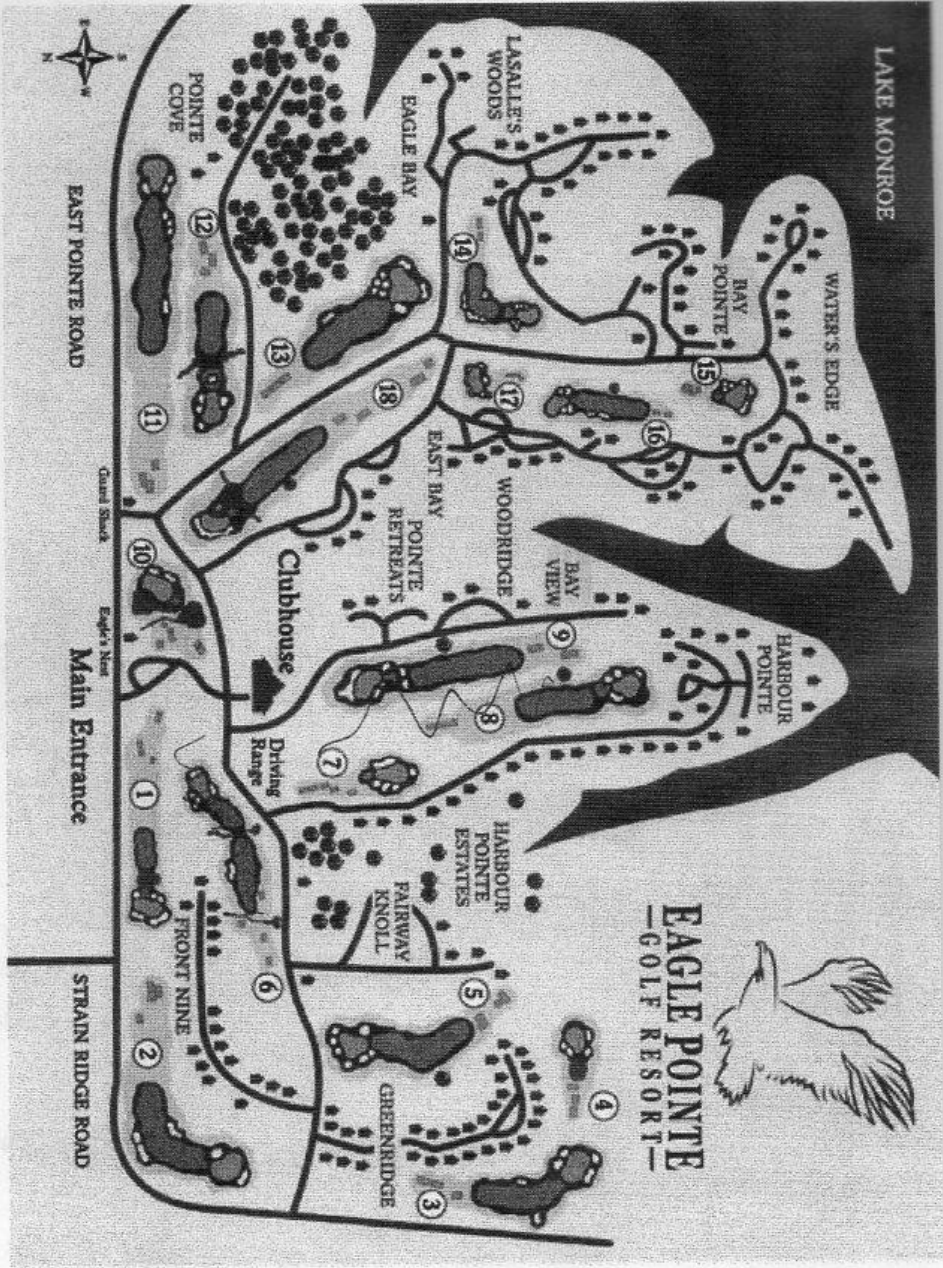
812-824-7220

WEBSITES

Pointe Service Association (PSA): pointeservices.org

Golf Club at Eagle Pointe (clubhouse, events, food, etc): eaglepointe.com

Bay View Homeowners Assoc (HOA): bayviewhoa.com





POINTE SERVICE ASSOCIATION - Parking Stickers

Serving the Villages since 1974

RESIDENT(S) INFORMATION:

Village: _____ Own
Unit #: _____ Rent

Pointe Address: _____

Last Name: _____

First Name: _____

Cell: _____

Alt Phone: _____

Email: _____

Last Name: _____

First Name: _____

Cell: _____

Alt Phone: _____

Email: _____

Property Manager (if Applicable): _____

FOR OFFICE USE ONLY
Date Entered: _____
Entered By: _____

VEHICLE REGISTRATION INFORMATION:

Decal: _____

Year: _____

Make: _____

Model: _____

Color: _____

State/Plate: _____

Decal: _____

Year: _____

Make: _____

Model: _____

Color: _____

State/Plate: _____

Decal: _____

Year: _____

Make: _____

Model: _____

Color: _____

State/Plate: _____

Decal: _____

Year: _____

Make: _____

Model: _____

Color: _____

State/Plate: _____

FREQUENT VISITOR INFORMATION:

Visitors with Key Access

BAY VIEW GARAGE WAIT LIST APPLICATION

Only Condo Unit owners of Bay View HOA are eligible for the garage waiting list. As garages become available, they will be offered to Condo Unit owners based on the asking price or best accepted offer, plus any additional costs, that a current owner has in hand. This applies to resident Condo owners as well as non-resident Condo owners.

Preference will be based on the date the Condo owner has closed on their unit, with the oldest date given priority over current garage owners. Only when the non-garage owner list is exhausted will the garage owner list be considered, again on the basis of the date their Condo unit was closed.

Current Bay View Condo unit owners/single garage owners can buy a double garage when available, with the agreement that such owner shall offer for sale their single garage to a non-garage owner on the Wait List by priority as previously explained.

The Unit owner with priority on the Wait List will have 3 days from date of notification of availability of a garage to accept or reject. If rejected, the next owner in line will be given 3 days, and so on down the list.

Any Unit owner/garage owner may sell their garage as a package with their Condo unit without regard to the wait list.

Just a reminder that garages are deeded and taxed separately and are subject to HOA dues and assessments.

- 1. Condo Owner Name _____
- 2. Unit Number _____
- 3. Email address and phone number _____

- 4. Closing Date _____
- 5. I currently _____ (own a garage) _____ (do not own a garage)

Signature of Owner _____

Date _____

Submit this application to the Bay View HOA Treasurer who will maintain the list:

Bay View HOA
 PO Box 152
 Smithville, IN 47458

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