



Welcome Book

Bay Pointe Homeowners'  
Association Inc.

# WELCOME TO THE BAY POINTE HOMEOWNERS' ASSOCIATION INC.

The Bay Pointe Homeowners Association Inc. welcomes you. If you are a new member, we wish that you will find the purchase of your new home a sound investment and that you will appreciate the quality of life in the Bay Pointe community for many years.

To promote your enjoyment of this community, the Welcome Book has been prepared to provide you with helpful information about the policies and procedures that the Association's Board of Trustees and the Property Manager follow in Bay Pointe. Please take time to review this booklet. If there are any discrepancies between the information contained in this Welcome Book and the recorded documents for the Bay Pointe Homeowners' Association Inc., the recorded documents shall prevail.

Our management company, Planning Alternatives, LLC has been contracted to manage the day-to-day business of Bay Pointe and should be contacted with any questions or service requests that you may have. The telephone number is 937-432-9050; the e-mail address is [jane@planningalternativesllc.com](mailto:jane@planningalternativesllc.com).

We hope that you will find this information helpful.

Sincerely,

The Board of Trustees

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# The Association

## **Bay Pointe Board of Trustees**

There are five positions on the Board: President, Vice-President, Secretary, Treasurer, and Member-at-Large. Those serving on the Board receive no compensation for their time and efforts spent on the community's behalf. Only homeowners in good standing are eligible for service on the Board. The board meets at least four times per year to discuss matters of concern to the community. An annual homeowners' meeting is held each year in November or December to update the community on matters relevant to the budget, repairs, maintenance and any other items of concern.

The Association and its designated management company have the right to enforce the rules and regulations outlined in the recorded documents for Bay Pointe and the Rules and Regulations established by the Board of Trustees. Violations may result in a fine not to exceed \$50.00. A fine may also be applied if an owner has failed to complete any maintenance items that are the responsibility of the owner.

## **Assessments**

All owners pay the same monthly assessment to the Association; the assessment is due the first day of each month. The amount of the monthly assessment is determined each year by the Annual Budget which is approved by the Board of Trustees. The Annual Budget for the coming year is presented at the Annual Meeting. Payments can be made by check or electronic fund transfer. Owners who want their assessments automatically withdrawn from their checking accounts should contact the Property Manager to enroll in the program. If fees are not received by the tenth of the month, a late fee of \$20.00 will be applied; a service fee is charged on all returned checks.

No owner may waive payment of assessments. Failure to pay may result in an accelerated lien on the property which could proceed to foreclosure. Owners are responsible for all legal fees for collection.

## **Common Area**

Common area is that part of the Property which shall be conveyed and owned by the Association for the common use, enjoyment and benefit of the membership of the Association and includes, among other things, the ponds.

## **Insurance**

The insurance carried by the Association provides coverage for structures, common areas, and improvement on the common areas. Owners will need their own insurance protection in the event of loss or damage to their property from fire, theft, or other specified causes and to protect their assets in the event that they are legally responsible for injury to others. Owners should provide their agents with a copy of the insurance section of the Declaration to determine their coverage requirements.

# Grounds Maintenance

In order to protect the landscaped areas, no activity will be permitted that could cause any damage. Residents are advised that the common areas are not to be used for recreational activities such as ballgames, golf practice. Please use the park that is adjacent to the grounds for these activities.

The pond areas are for the visual enjoyment of the residents. No swimming, fishing, wading, sitting on the bank, feeding of the animals or throwing of any materials into the pond is permitted. Adults must accompany children anytime they are near the pond area.

Lawn furniture and grills, when not in use, should be kept on decks or patios; not in the grass. Front porches and deck/patio should be kept free of clutter; these are not storage areas. Toys, bicycles, and games should be stored out of sight when not in use.

There is no chalking of sidewalks or driveways.

Disconnect garden hoses during cold weather to prevent your pipes from bursting.

## **Landscaping**

Residents may plant annuals or perennials in existing flower beds around their units. Residents are responsible for weeding and maintaining beds in front and around their units. This maintenance includes removing dead plants in beds or containers at the end of the growing season.

Any other improvements or modifications to the landscaping require approval from the Board of Trustees. These changes include, but are not limited to, creating new flower or shrub beds, removal and replacement of shrubbery or trees, installing edging, lawn ornaments, or other hardscape such as fences or walls. Improvement Applications are available from the Property Manager. Complete the Application in detail and return it to the Property Manager.

Professional landscapers are contracted to maintain the lawns and trees. Concerns regarding the contractor's performance should be directed to the Property Manager; not to the contractor. Landscape contractors will not be responsible for damage to items, such as hoses, left in the yard.

## **Snow Removal**

Professionals are contracted by the Association to remove snow from the driveways and road. This will be done if there is an accumulation of three inches or more. They will salt ice on an as needed basis.

Residents are responsible for their own sidewalks. Only calcium chloride (CaCl) should be used on concrete; sodium chloride (NaCl) will cause concrete to become pitted and flaky.

# Building Maintenance

## **Exterior Building Improvements and Alterations**

Any changes or alterations to the outside of a unit must have prior approval from the Board of Trustees. These include, but are not limited to, decks, patios, attaching anything to the outside of a building.

Improvement Applications are available from the Property Manager. Complete the Application in detail and return it to the Property Manager.

## **Storm Doors**

Storm doors must be full view glass from top to bottom. Any owner who does not currently have a full view door is grand-fathered until the unit is offered for sale. The door must be removed at the time of the sale. Owners who choose to replace doors, must install a door of the approved style and color.

## **Garage Doors**

Many owners have already replaced the original garage doors on their units either because they were advised to do so by the Association because of deterioration, or they chose to do so on their own. As the original doors age, many more residents will be advised to either replace the deteriorated panels or purchase a new door. Owners who are notified to replace panels may want to consider replacing the door because it may be more cost effective in the long run. Many of the old doors have been replaced with steel doors. Replacement doors are to be identical in appearance and color as the original door.

Owners with concerns about replacing their doors should complete an Improvement Application to be reviewed and approved by the Board of Trustees.

## **Satellite Dishes**

Satellite dishes may only be mounted on your deck or patio and not on the roofs, buildings, or other common areas.

## **Seasonal Decorations**

All seasonal decorations are to be put up no sooner than thirty (30) days prior to the holiday and removed no later than fifteen days after the holiday. No decorations are to be installed in the grass.

## **Fireplaces**

Owners who use their fireplaces are responsible for having them cleaned and inspected. This should be done yearly to prevent a fire hazard. Firewood should be stored at the rear of the building and at least two feet away from the building.

## **Window Coverings**

From the exterior view, window coverings are to be drapes or window blinds in white or off white.

## **Association Responsibility for Maintenance and Repairs**

Roofs, gutters, and downspouts  
Exterior painting  
Streets and walks  
Landscape maintenance (including pruning, trimming, and leaf removal)  
Snow removal from asphalt areas  
Outside dryer vent cleaning (at owner request)

## **Owner Responsibility for Maintenance and Repairs**

Heating and air conditioning  
All interior maintenance  
Water heaters  
Interior electrical wiring  
Plumbing  
All windows, skylights, doors and associated structures and fixtures, including garage overhead doors and closer  
Patios  
Decks  
Inside dryer vent cleaning  
Weeding of flowerbeds and the area around deck or patio  
Cleaning and inspection of fireplace  
Replacement of exterior light bulbs

If an owner fails to complete any such maintenance item, the Association has the right to contract the work and bill it to the owner's account as a special assessment. That owner will then be responsible for those charges. Any owner that has questions regarding work they are asked to do, should contact the management company.

Any exterior maintenance to be performed by an owner is subject to the approval and guidelines established by the Board of Trustees for such maintenance.

**The Following are the required paint/stain colors:**

Front Door-Color: Bay Harbor – Sherwin Williams – exterior Satin Latex – SW22722

Garage Door- Color: March Wind – Sherwin Williams – exterior Flat Latex – SW2128

Privacy Fences – Behr Stain Solid Color – Color: Stonehedge DP-393

Decks - For decks that have a solid stain the approved deck stain color is  
Sherwin Williams – Solid Stain #3035

For decks with transparent waterproof finish use Behr Premium Waterproofing  
(Home Depot) – two parts natural and one part cedar.



# Sales and Rentals of Units

## **Unit Sales**

No exterior mounted or placed signs are permitted. "For Sale" or "For Lease" signs are only permitted in front windows.

Prior to closing, the lender will require the completion of its specific condo questionnaire by the Property Manager; the lender will contact the Property Manager directly. The title company will require a certificate of insurance from the insurance company and a certificate of assessment from the management company stating the amount of the monthly assessments, any special assessments, and current the balance on the account. Property management's charges for the condo questionnaire and certificate of assessment depend upon the complexity and number of attachments required.

Owners are required to furnish a copy of the Declaration, Articles, and By-Laws of the Association to the new owner. Owners who do not have a copy may purchase one from the Property Manager for \$25.00. Bay Pointe is not FHA approved.

If an owner wants to use a POD for moving, it may be parked on the driveway for a maximum of one week. For any longer time, contact the management company for instructions.

## **Leasing**

Prior to the start of the lease of any unit, the owner must provide a copy of the lease to the Association through the management company as required in the Declaration. The rental agreement must specifically state that the tenancy shall be subject in all respects to the terms of Bay Pointe's Declaration, the Articles, and the By-laws, and any failure to comply shall be a default under the rental agreement.

Please advise the tenant of the rules and regulations governing Bay Pointe and furnish the tenant with a copy of this publication. If a tenant violates the provisions of the Declaration, By-laws or rules and regulations of the Association, the owner will be held responsible.

# Nuisances

In the interest of maintaining harmony in the community, residents should not participate in activities that disturb their neighbors. Keep the volume on items such as televisions, stereos, and radios at a level that cannot be heard by neighbors. Please do not let the door between the garage and living space slam shut.

Residents who are disturbed by a neighbor should try to resolve the matter privately and amicably. If a satisfactory resolution cannot be arranged and additional assistance is necessary, contact the Sheriff's non-emergency number is 937-225-4357.

Inform the Property Manager that a police report has been filed; a record of the complaint will be noted in the unit files.

# Parking

## **Vehicles**

Parking is prohibited on the streets or on the grass. Park in designated spaces or on McEwen Road. Do not block your neighbor's driveway. It is the owner's responsibility to advise their guests of these restrictions. Vehicles may be towed at the owners' expense if these rules are violated. In order to preserve the grass, do not cut the corners on the driveways or drive on the grass.

Owners who have shared driveways between ranch units and townhomes, are asked not to double park, park in the middle of the driveway, or park oversized vehicles. Any of these parking situations make it difficult for neighbors to access their garages.

For the safety of all the residents the speed limit is 14 m.p.h. Please watch your speed. No vehicle maintenance is to be done in the driveway or common areas.

## **Commercial Vehicles**

Other than when work is being done by a contractor are commercial vehicles allowed to park in driveways or visitor parking. Commercial vehicles, with or without logos, may only be parked inside garages or on McEwen Road. Vehicles that are too large to park inside garages may only be parked on McEwen Road.

# Household Pets

No more than two household pets are permitted in Bay Pointe. Pets must be on a leash when outside. No tethering is permitted. Owners are responsible for cleaning up pet waste immediately and will be liable for any damage done to common areas by the pet.

## Grills/Open Flames

The Ohio Fire Code prohibits the use of a charcoal burner, or any other open flame cooking device on combustible decks. Open flame devices are not permitted within ten feet (10') of any combustible construction which could include a nearby wall, overhang, patio fence, or railing. Grills must be moved off the deck when they are in use in order to comply with the state law.

## Mailboxes

The post office maintains the mailboxes. Owners should contact the Centerville Post Office on Paragon Road if they have maintenance issues with their locks or lost keys. Do not post any notices on the outside of the mailboxes.

# Bay Pointe Plat Map