

# Bay Street Village Condominium Association, Inc.

APPLICATION (check one)  RENTAL/LEASE  SALE/PURCHASE

Each application must be completed in its entirety. An incomplete application will not be considered for lease. A copy of all applicants' photo ID's and the executed sale/lease agreement must be attached to the application. A \$100.00 NON-REFUNABLE fee, payable to "Bay Street Village Condominium Assoc." must be attached to each application submitted for approval. MUST PRINT AND BE LEGIBLE.

Unit Address & Unit # \_\_\_\_\_ Term of Lease / Closing date \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Agent/Owner Contact Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Driver's License# \_\_\_\_\_ State: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Present Address: \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ Previous Address: \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

References: Name, Address & Phone # (other than family or Real Estate Agent) Preferably Local: \_\_\_\_\_

Vehicle Information: How many: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_ License #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_ License #: \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Names of additional persons to Occupy Premises (give ages if under 18) \_\_\_\_\_

Pets: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Pets: \_\_\_\_\_ Breed/Type \_\_\_\_\_ Weight \_\_\_\_\_

I have received and read a copy of all Association's Documents, Rules & Regulations. I understand my responsibilities as a renter/occupant. I agree to abide by the provisions of said documents. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to hold harmless Progressive Community Management, Inc., and all providers of information on the prospective owner/ tenant's stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this lease whether determination is made before or after my date of occupancy, maybe affected. I do hereby authorize with my (our) signature(s) the release of public records, credit report, rental or lease information and employment verification, whether by fax, verbal, photocopy or original signature, to Progressive Community Management, Inc., and all its members now and in the future for exclusive use of Bay Street Village Condominium Association, Inc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Background Check by PCM: \_\_\_\_\_ PCM Initials: \_\_\_\_\_ Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Return Application and Fee to:

**Progressive Community Management Inc.**  
3701 S. Osprey Avenue  
Sarasota, FL 34239-6848  
941-921-5393x 1147  
jpatterson@pcmfla.com

# Bay Street Village Condominium Guidelines, Rules and Regulations

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All approvals required or permitted hereunder from the Association shall be in writing:

- Architectural Review Committee Application can be found on the Bay Street Village website.
- Clubhouse Reservation form can be found on the BSV website.

Forms are attached and available at: [www.baystreetcondo.org](http://www.baystreetcondo.org)

Completed forms should be sent to:

Progressive Community Management, Inc. at: [JPatterson@pcmfla.com](mailto:JPatterson@pcmfla.com) Office Number: 941-921-5393

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1. This manual has been adopted for the purpose of establishing everyday rules for the community and does not supersede or replace the Association's governing documents or local, state or federal laws, codes, ordinances, rules or regulations.
  2. All unit owners, renters and visitors are expected to abide by these guidelines, rules and regulations.
  3. This manual is subject to amendment from time to time. Also, because of changing circumstances and technologies, matters prohibited or approved in the past may not necessarily be prohibited or approved in the future.
  4. As stated in the Association's governing documents, no approval hereunder shall constitute a warranty or approval as to, and neither the Association nor any member or representative thereof shall be liable for, the safety, soundness, workmanship, materials or usefulness for any purpose of any improvement or alteration nor as to its compliance with governmental or industry codes or standards.

- 1. Air Conditioners**
  - (a) Window A/C units are not permitted
  
- 2. Antennas and Satellite Dishes**
  - (a) Installation of satellite dishes, TV, Wi-Fi or other cables and/or wires cannot be attached to or drilled through the exterior of the condominium building and may not be on the Common Elements or protrude into Common Elements air space.
  
- 3. Basketball Hoops**
  - (a) Are not allowed.
  
- 4. Children**
  - (a) Children shall be the direct responsibility of their parents or legal guardians, including full supervision of children while within the Condominium Property and commonly used facilities and including full compliance by children with these Rules and Regulations and all other rules and regulations of the Association.
  
- 5. Clothes Drying**
  - (a) No garments, rugs, or any other materials may be hung in the lanai, balcony or porch area.
  - (b) Clotheslines or similar devices are not permitted on any portion of the Condominium Property.
  
- 6. Clubhouse**
  - (a) Reservations are required to use the clubhouse.  
The Clubhouse Reservation form can be found on the Association website: [www.baystreetcondo.org](http://www.baystreetcondo.org)  
Note: Reserving the Clubhouse does Not include exclusive access to the pool and gym.
  - (b) The Clubhouse should be cleaned after each use.
  - (c) Upon exiting, all lights, fans and the T.V. should be turned off.
  - (d) No animals are allowed in the Clubhouse or pool area.
  - (e) No children under the age of 16 shall be in the Clubhouse unsupervised.
  
- 7. Deliveries**
  - (a) Unit Owners shall be liable for damages to the Condominium Property caused by receiving deliveries or moving or removing furniture or other articles to or from their respective units.
  
- 8. Doors/Screens/Shades** - Pertains to the lanai, balcony or porch.
  - (a) All requests for exterior screen doors, must be reviewed by the ARC Committee prior to installation.
    - The Architectural Review Committee Application can be found on the community website.
    - Acceptable door colors are white, brown or dark green.
    - Door style and color must match any other front facing screen door already in place.
  - (b) Any protective shade screening on the lanai, balcony or porch, must be approved prior to installation.
  - (c) If approved, shades must be white or off-white in color.
  
- 9. Driveways / Walkways / Pavers**
  - (a) Surfaces must be consistent with the original materials and colors. Any changes require ARC Committee review prior to work being performed.  
The Architectural Review Committee Application can be found on the community website.
  - (b) Driveway pavers should remain free from oil, gas and other stains.

## 10. Flooring

- (a) Newly installed indoor tile, marble or wood flooring must have a sound barrier installed under the tile or wood flooring if installed in an upstairs Unit.

## 11. Garages

- (a) Garage conversions are not permitted.
- (b) Garage doors should be periodically cleaned and maintained. The Association shall maintain the exterior of the Garage.
- (c) Garages with front facing windows need to adhere to established window treatment guidelines. (See Window Coverings).
- (d) Garage doors may remain open from time to time to vent and encourage air movement but should not be open for long periods of time if unattended.
- (e) Nothing should be hung from the garage ceiling as it is not structurally designed for that.
- (f) Small, exterior touch pad garage door openers are permitted and need to be white in color.

## 12. Grills

See attached directive from the Sarasota County Fire Marshal.

- (a) Electric, charcoal or tabletop propane grills are allowed.
- (b) Propane cannot exceed Sarasota County Fire Marshal code. Attached.
- (c) Propane must be detached from grill and capped when not in use.
- (d) Shall not be used/kindled on any lanai, balcony, porch, in a garage or under any overhang.
- (e) Shall not be used within 10 ft. (3M) of any structure.
- (f) Tabletop grills not to exceed 200 square inches of cooking area.
- (g) Gas grills that require a 5lb. propane tank are Not permitted.
- (h) Necessary precautions should be taken to avoid getting grease or debris on pavers.
- (i) Grills must be attended to at ALL times.
- (j) When not in use (and allowed to cool), grills must be stored in the garage.

## 13. Gym

- (a) Children under the age of 16 years of age must be accompanied by an adult.
- (b) Care should be used when operating equipment to not cause damage.
- (c) Music is limited to headphones/earbuds.
- (d) Equipment should be cleaned after each use.
- (e) Upon exiting, the lights, fans and T.V. should be turned off.
- (f) If equipment is found to be inoperable, please contact the property management.

## 14. Holiday Decorations & Seasonal Lights

Exterior decorations are allowed, as long as the following is adhered to:

- (a) Decorations will not be displayed more than 30 days before the holiday.
- (b) Decorations will be removed within 10 days after the holiday.
- (c) Shall not encroach on another owner's property.
- (d) Decorations shall be limited to lights, wreaths (small door décor) and a few small yard ornaments.
- (e) Spot-light decorations are permitted but are limited to garage door displays only.
- (f) Lighting will be limited to bases of all trees.  
At no time shall lights be at a height that allows them to shine directly into a neighbor's window.
- (g) All exterior lights may be turned on no earlier than 5 p.m. and turned off no later than 11 p.m.
- (h) Decorations including Christmas trees are permitted on lanais, balconies or porches and shall follow the same guidelines regarding set up/take down and turning on/off each evening.
- (i) Wreath/small decoration may be displayed on exterior door or garage lights.

- (j) No more than two planters may be displayed at the exterior entryway. The owner is responsible for the proper care of any plants. (See Landscaping)
- (k) Decorations that emit a sound are not permitted.
- (l) Inflatable decorations are not permitted.
- (m) Decorations are not allowed on the roof or hanging from gutters or windows.
- (n) No screws, nails or other permanent fasteners are allowed on the exterior of any building or on any trees.
- (o) Extension cords are to be kept off driveways and sidewalks and must be suitable for outdoor use.
- (p) Decorations shall not be excessive and will be subject to review by the ARC Committee or Board of Directors if deemed so.
- (q) May display one portable, removable flag (Not permanently mounted to the building) in a respectful way. May not exceed 4 ½' x 6'.
  - 1. Memorial Day
  - 2. 4<sup>th</sup> of July
  - 3. Labor Day
  - 4. Veteran's Day
  - 5. Flag Day

#### **15. Ponds**

- (a) Residents should refrain from walking near or around ponds as alligators may be present.
- (b) All ponds on the property are permitted through South Florida Water Management District, for water management purposes and may not be used for recreational purposes.
- (c) No swimming, fishing or boating is allowed.
- (d) Use of remote-control boats, toys or other items are not permitted.
- (e) Boats, canoes, kayaks and other watercraft are not permitted on the ponds within Bay Street Village.
- (f) No personal property may be kept on the ponds or on the pond banks.
- (g) No lawn clippings, vegetation, trash or other items may be deposited in the ponds.
- (h) Irrigation from the ponds is not permitted.

#### **16. Lanais, Balconies & Porches**

- (a) Protective screening would require ARC Committee review prior to installation.
- (b) Any change/addition to existing structure requires ARC Committee review prior to work being performed.
- (c) Care should be taken when cleaning a lanai or balcony to ensure water or debris does not drain to another lanai or balcony.
- (d) No articles other than patio-type furniture shall be placed on the lanai, balcony or porch.

#### **17. Landscaping/Plant Materials** – May require Board approval.

- (a) Landscaping (includes plants in established planter beds) shall not be removed without prior approval.
- (b) All landscaping must be contained in existing mulched beds.
- (c) Trellises are not allowed.
- (d) At no time should plants/vines be allowed to climb up the building.
- (e) Planting of new hedges requires approval by the Board, prior to work being performed.
- (f) Plants are allowed in existing mulched areas when the following is adhered to:
  - 1. At no time should herbs or spices be grown, as pesticides are sprayed in these areas.
  - 2. Acceptable plants for the front of the buildings include:
    - a. Carissa "Emerald Blanket"                      C. Oyster Plant
    - b. Green Island Ficus                                D. Blue Daze
  - 3. Plants in the backs of the buildings may not exceed 30" in height when fully grown.

- (g) Plants should not be planted near the base of any tree.
- (h) Homeowner is responsible for maintenance and upkeep of all additional landscaping. Failure to do so can result in review by the ARC Committee or Board of Directors and removed if neglected.
- (i) Landscaping shall not be planted in the Right of Way or Public Utility Easements.
- (j) Landscape lighting - Solar landscape lights are permitted near walkways.

#### **18. Nuisance**

- (a) Radios, televisions, musical instruments and other instrumentality of sound production or amplification must be used at times and at levels, as to not be a disturbance to other Unit Owners.
- (b) Loud, disturbing and unnecessary noises will Not be tolerated and may be reported as noise disturbance to the Sarasota County Sheriff's Office.

Activities that may constitute a noise disturbance include, but are not limited to the following:

1. Loud music, television or parties.
2. Sounding of horns and whistles are not allowed other than as a danger warning.
3. Yelling, shouting, singing, etc. other than at normal conversation levels after 10 p.m.
4. Barking, howling, whining, screeching of animals.
5. Any other outdoor activities after 10 p.m.
6. Garage or yard sales are not permitted unless a coordinated community event.
7. Firearms, pellet and BB guns shall not be discharged within the community.

#### **19. Occupancy/Vacancy**

- (a) Units shall be used only as residences and for no other purpose. Each owner, tenant and occupant of a Unit should carefully review the Declaration for additional occupancy and use restrictions.
- (b) Any Unit unoccupied for more than 14 days, requires:
  - The water be turned off at the main valve in the garage.
  - A Unit walk-through checking for: leaks, moisture concerns, plumbing issues, rodents, etc. A friend, neighbor, or a professional service can assist with this. Consider having the A/C filter changed and vinegar added during this time as well.
- (c) Owners need to ensure dryer vents are routinely cleaned.

#### **20. Outdoor Decorations - Allowed**

- (a) Door wreath or decoration.
- (b) Door mat may be used at exterior entryway.
- (c) May display one portable, removable flag (not permanently mounted to the building) United States flag in a respectful way. Not larger than 4 ½' x 6'.
- (d) No more than two planters are allowed. Plants must be cared for or risk being reviewed by ARC Committee or Board of Directors and removed if neglected.
- (e) One small garden flag, yard ornament, statue or vase. Political flags of any kind are prohibited.
- (f) Townhomes may have a bench or two chairs at their main entrance.

#### **21. Parking of Vehicles (See Garages)**

- (a) Residents are required to park all vehicles in their garage or driveway.
- (b) Visitors are required to use guest parking spaces if resident's driveway is unavailable.
- (c) Parking on the street is not permitted for extended periods of time.
- (d) No vehicle shall be parked in such a manner as to impede or prevent access to another Owner's parking space.
- (e) Temporary parking of commercial/vendor vehicles is allowed while service is provided.
- (f) Scooters and licensed motorcycles must be stored inside the garage.

- (g) All types of watercraft and corresponding trailers must be stored inside the garage. The garage door must be able to close completely so the watercraft/trailer is not visible from the outside.
- (h) Car covers are not allowed on any vehicle parked outside the garage.
- (i) Parking on lawn or in common areas is not permitted. Vehicle owner will be responsible for expense of repairs required to any property damaged as a result of parking in violation of these rules (i.e. Damage to grass, sprinkler, etc.)
- (j) Commercial vehicles must be parked in a garage if owner owned.
- (k) Board of Directors or their agent has the authority to tow vehicles/watercraft/trailers which are in violation of the rules and restrictions of the community, at the vehicle owner's expense.

## **22. Pets**

- (a) A maximum of two (2) domestic pets are allowed per Unit (limited to dogs, cats or other common household pets). Some dog breeds may be prohibited by the Association's insurance policy, applicable governmental agency or other breeds which in the reasonable determination of the Board of Directors are determined to be a threat to the safety of the occupants of the Property. Check with the Board of Directors before adopting/caring for a dog.
- (b) The Board of Directors shall specifically have the power to either permit additional domestic pets to be kept by an Owner, if in the determination of the Board such pets shall not cause or be deemed by the Board of Directors to constitute a nuisance to any other Owner.
- (c) Neither the Board of Directors, nor the Association shall be liable for any personal injury, death or property damage resulting from a violation of this subsection, and any occupant of a Unit committing such a violation shall fully indemnify and hold harmless the Board of Directors, the Association and each Unit Owner in such regard.
- (d) All pets (including cats) must be on a leash at all times, when outside the Unit.
- (e) Owners must pick up after their pets. Pet waste must be disposed of in a waste receptacle. Receptacle shall not be placed outside the condominium/garage.
- (f) Pets cannot be left outside, including within a screened in lanai or balcony to bark or be an annoyance to neighbors.
- (g) At no time should pets be bred or maintained for commercial purposes.
- (h) Owners must have liability insurance coverage for all pets and show evidence of insurance, if necessary.
- (i) Owner must have proof of current vaccinations.

## **23. Pool Area**

- (a) Pool hours are dawn until dusk.
- (b) No animals allowed in pool or on pool deck.
- (c) No glass allowed in pool or on pool deck.
- (d) No smoking.
- (e) No diving
- (f) Children under 16 years of age must be accompanied by an adult.
- (g) No loud music.
- (h) Please be respectful of those around you and keep phone conversations at a low level.
- (i) Umbrellas are to be closed when not in use to prevent storm and wind damage.
- (j) Due to circumstances beyond our control the pool may need to be closed for repairs, health concerns, etc. Signs will be posted, and residents are expected to comply.
- (k) Residents wishing to invite more than 8 guests to the pool at one time, must contact Progressive Community Management (941-921-5393) no less than one week in advance for approval.

#### **24. Security**

- (a) Electronic door locks are allowed.
- (b) Ring video doorbells are allowed.
- (c) One security system sign may be posted.

#### **25. Smoking**

- (a) Smoking is allowed in condominiums, garages, lanais, balconies and porches.
- (b) Please be considerate of neighbors when smoking in the lanai, balcony or porch and ensure smoke is not invading their space. Excessive smoke would be deemed a nuisance.
- (c) Cigarette butts must be disposed of in a trash receptacle.
- (d) Smoking is not permitted in the Common areas.

#### **26. Trash**

- (a) All trash must be placed in appropriate trash receptacles.
- (b) Trash containers shall not be placed outside more than 24 hours before scheduled pick-up.
- (c) Containers must be brought in no later than 12 hours after collection.
- (d) Trash containers are to be kept inside the garage.
- (e) Disposal of large items may require coordination with the local waste hauler prior to setting at the curb for pick-up.
- (f) For additional information regarding the Waste Management of Sarasota County Guidelines, refer to our website or <https://www.scgov.net/home/showdocument?id=33228>

#### **27. Vehicles (See Garages)**

- (a) The speed limit throughout the community is 25 miles an hour and must be obeyed at all times.
- (b) There are Stop signs throughout the community and every driver is required to make a complete stop at each one.
- (c) No recreational vehicles, trailers or mobile homes are permitted to be stored within the community unless they can be parked inside the garage.
- (d) Car covers are not allowed on cars parked outside of a garage.
- (e) No unlicensed vehicle is allowed outside of a garage.

#### **28. Watercraft**

- (a) The only place a boat, canoe, kayak, other watercraft, or corresponding trailer may be kept in the community is in a garage. The garage door must be able to close completely so these items are not visible from the outside. Any watercraft or trailer parked on the street, club house parking, or any other unauthorized area will be towed at the owner's expense.
- (b) Boats, canoes, kayaks and other watercraft are not permitted on the ponds within Bay Street Village.

#### **29. Windows / Window Coverings**

- (a) Window coverings shall consist of curtains/drapes, blinds, shutters or other traditional coverings. Sheets, newspaper, aluminum foil, bags and similar items are not permitted.
- (b) Backs for window coverings must be white or off-white in color.
- (c) Window tinting shall be non-reflective, non-mirror finish.
- (d) Broken or damaged blinds or window coverings must be replaced in a timely manner.
- (e) Broken windows shall be promptly replaced with same brand/style window.

Compliance with these guidelines does not automatically grant approval. Approval must be requested in writing, for any changes to the exterior of your home. Application and instructions can be found on the attached Architectural Review Committee Application form or by calling Progressive Community Management.

941-921-5393