**WELCOME NEIGHBOR TO**

**Community Information:**

Sun Bay Club is a “condominium association” community governed by a Board of Directors and Florida State law. We have governing documents explaining responsibilities of the Association and Owner. These documents are located on our website. [www.sunbayclub.org](http://www.sunbayclub.org)

Your Board of Directors is comprised of 5 members comprised of owners volunteering their time and knowledge. The Board of Director members are listed on the website. The Board meets monthly and owners are welcome to attend the meetings. Meeting dates / times are posted at the gate 48 hours in advance and are also on the community website calendar.

Sun Bay employs the services of a property management company, Vista Property Management.

Their contact information is:

Vista Community Association Management

323 Circle Drive Maitland FL, 32751

Office (407) 682-3443 ext 1229

Fax (407) 682-0181

**There are 2 websites for your use:**

1. <https://portal.vistacamfl.com>

This website is managed by Vista. You will need to register to be able to access. Use it to submit maintenance work orders, look at your payments plus many other things.

1. [www.sunbayclub.org](http://www.sunbayclub.org)

This is your community website. You must also register for this site. Community documents, minutes, resident directories, as well as how to get gate remotes, vehicle decals, amenity bracelets, etc.

**Community WebSite:** [WWW.SUNBAYCLUB.ORG](http://www.sunbayclub.org/)

***Please register immediately*** when you move in……

We have a community website where almost everything you need is housed: governing documents, community maps, calendar of events, resident directory, community financials, Board meeting minutes, contact information for emergency, plus much more. We are continually updating the website.

In addition the website is our main communication media: we send text and email messages to inform you of happenings in the community: tree trimming, hurricane updates (where to park), lost pets, any maintenance work being performed and schedule. These types of “ALERTS” may impact you.

Please be aware that living in a COA / condominium community is quite different from owning one’s own home and / or living in an HOA community. Please review the documents on the website, as well as the rules and regulations.

In addition, you will find key instructions and forms to complete as follows:

**Common and Limited Common Areas:**

Please note that the area outside of your unit, although it may “look” like it is your yard, is not your yard to change or plant. The area outside your unit, such as your patio, is considered limited common area, which means although it may be for your use only, it is under the management and oversight of the Association, thus rules and guidelines must be followed. Areas beyond your porch / patio are common areas and no owner / resident can make any change to those areas. Owners are responsible for any maintenance / repairs from the sheetrock in, the Association is responsible for 2x4 studs out on exterior walls. Plumbing responsibility is determined by whether the problem is in the main lines servicing multiple units (Association responsibility), or a line only servicing the owner’s unit (Owner’s responsibility).

**Cable and Internet:**

Your cable and internet are FREE through SPECTRUM as they are covered by your monthly assessment.

To ensure you are setup properly, you must follow these instructions:

1. Call Spectrum and ask to a customer service representative who can help you with “Sun Bay Club Community Bundle Package”. This will ensure you are added to Sun Bay’s account.
2. For your setup, you will receive the following:
	1. Free Wi-Fi running at 500 mbps
	2. Upgraded TV Cable to Premier
	3. 2 free TV receivers
	4. 2 separate electronic items – a box and a tower. DO NOT ACCEPT and all-in-one configuration (router and modem combined together). The single unit configuration does not work well and will need replacing if the Spectrum tech installs it.
3. If you choose to upgrade or alter the setup, such as DVRs, additional receivers etc. the additional cost will be billed separately to you.
4. Free cable / internet should eliminate the need for satellite dishes.

**Request to modify unit:**

An “owner” may submit an ARB (architectural review board) form requesting to modify a limited common area and / or immediate surrounding landscaping. The Board will review and determine approval. The instructions and form are located on the website, left navigation column bar under “Owners’” only.

**MAIL BOXES:**

Mail box stands that are not connected to a building are owned and maintained by the USPS. Mail boxes that are enclosed into a wall of a resident building are NOT owned nor maintained by the USPS.  Key locks to individual boxes in the units attached to a building are the responsibility of the owner, not USPS or the Association.  If you need to remove / install new key lock, the old one must be removed.  New locks can be purchased at Lowes for minimal cost.

**AUTO DECAL:**

Information, Instructions, and the form to complete are located on the website under the Owners & Tenants’ section in the left column navigation bar**. All vehicles** must be registered and show the decal.

**Gate Directory Name Add**:

In order for you to allow your visitors to enter the gate, your name must be registered on the gate registry. The form and instructions are located on the website, left navigation bar under “Owners & Tenants”. (**NOTE**: you may be using a temporary 4 digit access code which will expire so please ensure you have registered your name and phone number on the gate)

Guests and vendors will be required to scroll to your name on gate directory, punch in the 4 digit code beside your name, which will call the phone number you provided for the gate directory. When you answer the phone, your guest can then speak to you from the gate keypad. Within 10 sec, you can then push 9 on your phone to grant them access – the gate will open.

**REMOTES FOR GATE:**
You are required to use a remote to enter the gate. Instructions on how to obtain a remote, and its cost, are located on our website. (**NOTE**: you may be using a temporary 4 digit access code which will expire so please ensure you have a gate remote)

**AMENITIES:**
Pool, spa, tennis, fishing, boat ramp, fire pit. Note: We share all amenities with our neighbor community, Villas of Lake Destiny.

While using any amenity on property, you are **required to wear** a Sun Bay amenity bracelet.

Instructions and form to obtain the bracelets are on the website, left navigation bar under “Owners & Tenants”.

Owners/Primary residents of Sun Bay wear the BLUE version. Your guests wear GREEN. Children not required to wear one, as adults need to be with them at all times.
The Villas, our sister community, have RED for primary and ORANGE for guests.

If you use an amenity and are not wearing a bracelet, you may be asked by another resident if you live on property and where. Our residents are our enforcement.

**POOL/SPA RULES**:

Pool and Spa rules are located on the website, as well as signage at the pool. Please familiarize yourself with all rules.

Pool bathroom access FOBs are available and are free (1 per household, additional at cost). Instructions and form available on website.

NOTE: Volunteers keep an eye on the bathroom supplies. If you notice something running out or there is a matter of concern, please let us know.

**BOATING:**

LAKE RESTRICTIONS: Lake Destiny (the lake with the boat ramp) allows motorized water craft, such as speed boats, jet skis, etc However the smaller lake, Lake Lamond, on the far side of the pool, is restricted to non-motorized craft.

SMALL BOATS: i.e. canoes, kayaks can be kept behind pool pump room. A lock is recommended.

LARGE BOATS: can NOT be kept on property permanently. They are allowed 'overnight' only from Friday 5:00 pm to Monday 10:00am and on holidays. Do NOT leave boat tied off floating in the water or beached overnight--it must be put on its trailer and parked in the long designated spots near the boat ramp for safety.

JET SKIS AND TRAILERS: can only be kept on property if they can be secured in a garage.

**GRILLING**:

There's absolutely **NO** indoor or patio grilling. By Orange County fire code, grills must be a minimum of 10' away from buildings when in use.

**PETS:**

Cats and dogs must have collars and tags. Dogs must **ALWAYS** be on a leash when outside on property. You **MUST** pick up any waste immediately and dispose of properly. Please control your dog’s barking as it disturbs your neighbors. Excessive barking will be reported to the Board for action.

The old unused tennis court can be used for place to let your dog loose to play. Dogs must be accompanied by owner at all times. Ensure the gate is closed. Also if other dogs are in the tennis court, take caution.

NOTE: Dogs on Sun Bay property are allowed to reside here because of their good temperament. We do not have a weight restriction.

**CAR WASH:**

 It is located at the far west end of our property just outside the entrance to the Villas. Please rewind the hose after use.

**PARKING:**

* There are no “assigned” parking spaces but please park near your own residence.
* Please only park in a designated parking slot on asphalt. Do not part on the terra cotta tiling near the ponds or pool area. These areas are usually near a pond wall and additional weight can compromise the wall.
* Please do not pull or back your vehicle over the sidewalk so that it impedes pedestrians.
* Please pull or back your vehicle straight into the parking space, not at a slant.
* Several parking slots are assigned as handicapped, please do not park in these as they are specifically assigned to certain residents. If you need a handicap parking slot, please contact the property management company.

**MISCELLANEOUS**:

Please note that all exteriors of the buildings are considered “common area” and are under the management and maintenance of the Association. The following rules also apply:

NOTE: this is just a partial list – please review the Rules & Regulations documents as well as the Declaration documents on the website.

 TRASH:

* Community dumpsters are available. Trash pickup is Monday and Thursday.
* Break down boxes before putting into dumpsters.
* Do **NOT** put furniture, mattresses, construction waste etc in or around the dumpsters.
* The dumpsters are only meant for normal household trash.

Door & Windows:

* External windows and doors, including front doors and sliding doors, are the responsibility of the owner. However, no changes may be made to windows or doors without approval from the Board. There are established standards for doors and windows. Please use an ARB form to request approval.

WINDOW COVERINGS:

* Must have neutral backing when seen from outside.

PLANTS/FLOWERS:

* We require a "plan" be given to the Board for approval to plant in the common area. Use ARB Form found on our website. Plants are allowed in pots / containers but must be restricted to resident patio / porch or front door areas. These must **not** restrict the walkway or steps to your unit per Orange County code for emergency purposes. Plants must be maintained properly.

WATERING FAUCETS:

* Not every unit has a personal outdoor water faucet. Ask your neighbor before using.

PATIO FLOOR COVERING:

* Balconies should not have permanent floor covering. It has the potential to compromise the concrete and cause problems for your neighbors living below. IF there is a floor covering, you will be solely responsibility for any damage caused to your neighbor below even if you purchased the unit with the covering already installed.

If you have any questions, please feel free to ask by calling the property management company or contacting a Board member (names on website). Do **not** follow the old adage “don’t ask permission, ask forgiveness”. This thinking most likely will result in a fine and demand that whatever you installed be removed at your expense.