

**BAY ISLES ASSOCIATION, INC.  
OWNER INFORMATION  
HANDBOOK**

*(Revised 2012)*

**IMPORTANT PHONE NUMBERS AND  
ADDRESSES**

**MANAGEMENT COMPANY**

AMI - Advanced Management of Southwest  
Florida, Inc.  
595 Bay Isles Road, CEO Center, Suite 200  
Longboat Key, Florida 34228

Phone: (941) 383-3200      Fax (941) 383-3210

Office Hours are Monday through Friday,  
8:30 AM to 4:30PM

**VOICEMAIL:**

North Gate:    Phone (941) 383-3139

South Gate:    Phone (941) 383-7257

**VEHICLE CONTROL OFFICER:**

Phone: (941) 387-9400

Fax: (941) 387-7807

**TO CLEAR ACCESS FOR GUESTS AND VENDORS BY PHONE, USE THE VOICE MAIL SYSTEM. DO NOT CALL THE VCO.**

Vehicle Control Office hours are Monday through Friday, 8:00AM to 4:00PM.

Voice Mail clearance at the North and South Gate is available 24 hours per day, 7 days a week.

**BEACH CLUB:**

Phone: (941) 383-8863

The Beach Club Manager's hours are Friday through Monday & Wednesday from 8:00AM to 4:00PM

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*Please note: This is a general handbook covering most of the regulations and procedures of Bay Isles Association, Inc. Please also refer to the Bay Isles Association, Inc. governing documents which can be found online at [www.BayIsles.net](http://www.BayIsles.net) . If you have specific questions or require additional information, please contact AMI -Advanced Management's office or refer to the Bay Isles website at [www.BayIsles.net](http://www.BayIsles.net).*

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## GENERAL INFORMATION

Bay Isles is a Planned Unit Development which operates as a Community Association. The Association Members reside in the communities located within Bay Isles which as follows:

Bay Isles Harbor  
Fairway Bay I, II, III (Atrium)  
Emerald Pointe North & South  
Harbour Links  
Harbour Oaks  
Harbour Court  
Harbour Circle  
Marina Bay  
Weston Pointe  
The Bayou  
Winding Oaks  
Sabal Cove  
Queen's Harbour  
Corey's Landing  
Grand Bay I-VI  
Grand Bay Community

Two non-residential members include The Marina and The Longboat Key Club.

Bay Isles Association is responsible for the operations and the maintenance of its common areas which include Bay Isles Parkway, Harbourside Drive, Fair Oaks Lane, Bay Isles Beach Club, perimeter waterway channel, North/South and supplemental gates.

## ADMINISTRATION AND REPRESENTATION

Bay Isles Association is governed by a nine (9) member Board of Directors. Board Members serve two (2) year staggered terms. Each Community's Board of Directors within Bay Isles appoints a Voting Representative to represent and vote on behalf of their Association. Each year, Bay Isles Association holds an Annual Meeting to elect new Board Members. Votes are cast on behalf of each Community by their Voting Representative.

The number of votes for each Community is determined by the total assessed value of the Community. Assessed values are obtained from the Sarasota County Tax Appraiser's office each year.

The Bay Isles Board appoints various Committees to assist and advise the Board. The Standing Committees are as follows:

<i>Beach Club</i>	<i>Vehicle Control</i>
<i>Beautification/Landscape</i>	<i>Waterways</i>
<i>Finance</i>	<i>Insurance</i>
<i>Maintenance</i>	

Other Committees, such as *Visioning* and *Disaster Planning* are appointed from time to time to address specific issues and projects.

Bay Isles employs AMI - Advanced Management, Inc. to oversee the day-to-day administrative and

financial operations of the Association under the direction of the Board of Directors.

## **MAINTENANCE FEES**

Each Bay Isles Community owner pays an annual maintenance fee to Bay Isles Association to fund the costs of operating the Association and to fund reserves.

In November of each year, the Bay Isles Board adopts an operating and reserve budget for the next calendar year. The proposed budget is made available to each Bay Isles Voting Representative in advance of the Board meeting at which it is approved.

The Maintenance fee for each owner is based on the assessed value of each owner's property divided by the millage rate. The millage rate is calculated by dividing the annual operating and reserve budget by the total assessed value of all property located within Bay Isles.

After the Budget has been approved by the Bay Isles Board of Directors, each unit owner is invoiced in mid-December. Maintenance fees are due on the 1<sup>st</sup> of January. Late payments will be subject to late fees and penalties. If payments are not received by March 1<sup>st</sup>, a lien will be placed on the delinquent owner's property.

It is the responsibility of each owner to update their mailing address with the management company to ensure receipt of the maintenance fee billing. Please refer to important phone numbers inside the front cover. Questions regarding individual owner's maintenance fees, payments, common areas, and Association documents should also be directed to the Management Company.

## **VEHICLE CONTROL SYSTEM**

General Description:

There are two entrances to Bay Isles: the North Gate, which is located near Publix on Bay Isles Parkway, and the South Gate, located at Harbourside Drive. Both gates are manned 24 hours per day, seven days per week by G4S Secure Solutions (USA) Inc. (formerly known as Wackenhut Corporation).

In addition to the main gates, there are two unmanned supplementary gates. One is located near the south entry to the Moorings Marina, and the other is located north of the Golf Club entrance. These gates separate the semi-private areas from the private residential areas.

The Vehicle Control Office Manager's (VCOM) office is located at the South gatehouse. The VCOM oversees and manages the vehicle control systems.

New owners need to register at the Vehicle Control Office (VCO).

### **OWNER ACCESS**

Owners have access to the gated areas 24 hours per day; 7 days per week through the use of two types of available passes:

**Access Cards:** Two access cards are provided to each new residential owner at no charge. A limit of two additional cards may be purchased by the owner at a cost of \$15.00 each.

**Smart Passes:** Smart passes may be purchased by an owner. These passes attach to the rearview mirror or to the front bumper of the owner's vehicle. Smart passes are for the use of owners only. An owner may purchase up to four Smart Passes at a cost of \$50.00 each. Bumper passes may be purchased for \$100.00 each.

**No refunds are given for any Cards or Passes.**

### **OWNER ASSIGNED ACCESS**

Owners assigned Access cards to family members only. Housekeepers, nannies, etc... would need to meet guidelines under "Service Companies" below in order to have access card use.

Unauthorized use of an access card/pass will allow the VCO to make the card/pass inoperable.

### **SERVICE COMPANIES**

Only "Established service" companies may elect to purchase limited Access Cards to the North and South residential areas at a cost of \$15 each. A letter must be submitted on Company letterhead including company name and purpose of service. The Vehicle Control Office will review for approval.

The limited Access Cards restrict access to Monday through Friday, 7:45am to 5pm and Saturday, 8:00am until Noon (Saturday, per Town only quiet work allowed). These cards must be renewed annually prior to the expiration date on the card. The annual renewal fee for each card is \$10.

### **OWNER PRE-APPROVED ACCESS LISTS**

All owners in Bay Isles may submit a list of frequent guests and service companies to the VCOM. Owners should update this list as needed, and remember to update it if moving from one Bay Isles residence to another.

### **ACCESS FOR GUESTS AND SERVICES**

Each owner is assigned a PIN number by the VCOM. This PIN number allows the owner to access the voice mailbox system at the North or South gate which will authorize the officer to admit the owner's guest or service providers. Failure to notify the officer via the voice mailbox system will cause the officer to not admit the owner's guest or service provider unless they are listed on the owner's pre-approved list.

## **RESTRICTIONS ON DELIVERY TIMES**

No service vehicles or delivery vehicles (other than UPS, FedEx, Newspaper deliveries, etc.) are allowed access before 7:45am or after 5:00pm, Monday through Friday, after Noon on Saturday, and at no time on Sunday and major Holidays.

### **Harbor Section Residents**

Residents living in the Harbour Section should call the South Gate voice mailbox at 383-7257 to record access permission for non pre-approved entries. Harbour Section residents should instruct their guests to access Bay Isles through the South Gate.

### **South Residential Area – Marina Bay, Harbour Circle, Harbour Oaks, Harbour Court, Emerald Pointe North, Emerald Pointe South, Harbour Links, Fairway Bay I, II, III (Atrium)**

Residents living in the South Residential area should call either the South gate voice mailbox 383-7257 or the North gate voice mailbox at 383-3139 to record access permission for their guests or services not listed on their pre-approved list. Owners should instruct guests/services to utilize the gate which the owner contacted to approve their access.

### **North Residential Area – Weston Pointe, The Bayou, Sabal Cove, Winding Oaks, Queens Harbour, Corey's Landing, Grand Bay**

Residents living in the north Residential area should call the North gate voice mailbox at 383-3139 to record access permission for their guests or services not listed on their pre-approved list. Owners should instruct guests/services to utilize the North Gate.

## **VOICE MAIL BOX OPERATION**

1. Call the voice mail at the gate or gates you wish to leave authority for visitor entry. Please inform your visitor of the closest gate to your home, and leave authority at that specific gate. You may leave permission at both.
2. Enter your pin number followed by the # key
3. When prompted, please just say the name of your visitor. Please **do not** identify yourself by name or address.
4. After saying the name of your visitor or service, **PRESS** a number between 1 and 7 on the phone to indicate the days to grant entry into Bay Isles. You will hear a confirmation of your message being recorded after the number is pressed.

### **Note:**

- The voicemail system can not accommodate a number higher than 7 (seven days). However, after any of the days indicated have passed you may of course leave another message to accommodate longer authority.
- For parties, please use your voicemail informing us of the party and any restrictions or pertinent information.

## **REALTOR INFORMATION/OPEN HOUSES**

### **Realtor Access Information**

Licensed real estate agents may access Bay Isles at anytime by showing the North or South gate attendant a photo ID along with business card, or a copy of their real estate license.

Realtors may also purchase an access card annually; however, this access card will not permit access to the Beach Club or the Harbour section.

Listing agents may hand-deliver a MLS to the Vehicle Control Office to grant entry for the necessary services that facilitate real estate transactions.

Inspectors, appraisers, and pertinent services will be allowed during normal business hours for the listing without action by the owner. If the Vehicle Control Office does not receive the MLS, or the owner does not inform the Vehicle Control Office of the home for sale, normal entry procedures will be enforced.

Real Estate agents cannot purchase cards or passes on behalf of a new owner.

### **Open Houses and Real Estate Agent Caravans**

The G4S Secure Solutions Bay Isles Site Supervisor *must be notified at least 24 hours in advance of the date and address of an open house or real estate caravan in order to allow access to the property.*

*Schedule by contacting the site supervisor by fax (941) 387-7807.*

**Open houses** are allowed on Sundays only and from 1:00pm to 4:00pm.

**Real Estate Agent Caravans** are allowed on Tuesday and Thursday 10:00am to 2:00pm

Open house signs are permitted on Bay Isles property and limited to one (1) directional sign and one (1) sign issued for the property with the Town of LBK authorization sticker for that property. Note: Verify policy for individual community association within Bay Isles. No signage is allowed for caravans.

### **General Information**

Information regarding maintenance fees, rules and regulations, and other general information may be obtained by contacting the Management Company.

## **BAY ISLES BEACH CLUB**

The Beach Club is owned by the Bay Isles Association, Inc. and managed by AMI - Advanced Management, Inc at the direction of the Bay Isles Board of Directors and the Beach Club Committee.

The Beach Club is reserved for the enjoyment and exclusive use of members and their house guests.

**HOURS:** The Beach Club is open from 8:00 AM to 10:00 PM daily.

**Management/Hours**

The Beach Club Manager will be on the property Friday through Monday, Wednesday and some holidays from 8:00am to 4:00pm.

**Use of the Beach Club is at one's own risk - there are no lifeguards on duty.**

**Members**

Residential Owners in Bay Isles are automatically members of the Beach Club. Costs of Beach Club maintenance are included in the annual Bay Isles assessment billed to each owner annually.

Non-residential members include those who own property in Tangerine Bay Club and have maintained their membership through payment of an annual membership fee.

**GENERAL RULES:**

1. No pets allowed.
2. Use of barbeque grills are allowed only in designated area, grills are on a first come, first serve basis unless reserved ahead of time.
3. All sports activities are limited to the volleyball area.

4. Auto Access to the beach club is by access card or smart pass only. A pedestrian gate entrance by member's key only (Available at the Vehicle Control Office).
5. Access to restrooms prior to 8:00 AM, after 4:00 PM and on Sundays and Mondays will be by key only. (Members may get a key from the Vehicle Control Office during business hours). Restrooms will remain open during the Beach Club Manager's hours.
6. All trash and/or garbage shall be deposited in the proper receptacles.
7. Pedestrians and cyclist ingress and egress will be through the pedestrian gate, which is keyed the same as the restrooms. Gate should be closed and locked at all times. Please be sure the gate is locked as you enter or exit.
8. No tents are allowed.
9. No glass on the beach or in the pavilion.

**PRIVATE PARTIES:**

1. *Non-member parties are not permitted.* Sponsorships of Clubs, societies, organizations, etc. is not permitted.



- Member/Host reserving the pavilion must be in attendance at the party/event.
2. Members are required to obtain approval from the Bay Isles Beach Club Committee for all parties of 10 persons or more. Request should be submitted no later than 14 days prior to date of party.
  3. A \$100 security deposit must accompany all approved party requests. A non-refundable fee of \$400 is required for all parties of 25 or more guests. *Bay Isles Associations' sponsored functions are not required to pay the \$400 non-refundable fee.*
  4. ***Member-host is responsible for all clean up after their party.*** Any additional clean up costs incurred will be deducted from the security deposit prior to its return.
  5. Parties are strictly limited to 100 guests.
  6. Parties of over 25 people are allowed only after 4:00 PM.
  7. Approved private parties have priority use of the pavilion, refrigerator and ice machine. Tables must remain inside of the pavilion; if they are moved around they must be put back in their original places during clean-up. Tiki Huts are not to be moved.

8. Notice of all parties will be posted on the Beach Club bulletin board.
9. Members always have use of the beach, restrooms, showers and ice machine during private parties.
10. ***Opening the gates for parties will be the responsibility of the member-host.*** Gates will not be permitted to remain open at any time. You may inquire with the Beach Club Manager; often you can contract with them to help with your party after hours.
11. No reservations/private parties are permitted on New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, Mother's Day and Father's Day.

#### **Beach Bin Storage**

1. Members may rent on an annual basis a storage bin for beach chairs. Inquiries on availability should be directed to the Beach Club Manager or AMI-Advanced Management.

## **MANGROVE TRIMMING**

**At no time is permission granted for entrance or unauthorized trimming of the mangrove fringe. If you have any questions in reference to the trimming of mangroves, please contact AMI – Advanced Management, Inc.**

As all mangrove trimming, the modification to trim mangroves is under the strict guidelines issued by the Department of Environmental Protection (DEP).

Pursuant to the Department of Environmental Protection's specific condition 24 of the mangrove trim permit #58-0275394-002 issued April 4, 2008, please note:

*“All mangrove trimming of the created islands along the perimeter channel is under the control of the Bay Isles Master Association under Permit #58-0275394-002 and Permit #58-0275394-004. These mangroves will be maintained on an annual basis to allow for the continued use of the permits. Residents should contact the Bay Isles Master Association with any further questions.”*

The trimming and alteration of mangroves is regulated statewide, including at the local level by the DEP. The following is a summary of these regulations.

**The Mangrove Trimming and Preservation Act** was enacted during the 1995 legislative session and amended during the 1996 session. This act provides standards for the selective trimming of mangrove trees, and establishes a permitting program to allow such activities. Levels of regulation include exemptions, general permits, and individual permits, depending on the number and extent of trimming or alteration. The 1995 version allowed trimming of mangroves by private persons on publicly owned lands, preempted local permitting programs, and prohibited the adoption of local standards more stringent those provided within the act. The 1996 amendments restored protection of publicly owned mangroves, relaxed the preemptions of local authority, and provided clarification regarding the trimming standards.

If you wish to view the statute in entirety you may do so by finding a copy of the 1996 Mangrove Trimming and Preservation Act (1996 Act) in sections 403.9321-403.9334 of the Florida Statutes (F.S).

A copy of the 1996 Act can be obtained from:  
[www.dep.state.fl.us/water/wetlands/docs/mangroves/mtpa96.pdf](http://www.dep.state.fl.us/water/wetlands/docs/mangroves/mtpa96.pdf) .  
Further factoid information can be found at:  
[www.dep.state.fl.us/southwest/erp/mangroves.htm](http://www.dep.state.fl.us/southwest/erp/mangroves.htm)

**At no time is permission granted for entrance or unauthorized trimming of the mangrove fringe. If you have any questions in reference to the trimming of mangroves, please contact AMI – Advanced Management, Inc.**