

SHORELINE PROPERTY MANAGEMENT, INCORPORATED

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TO: Baytree Homeowners and Residents

FROM: Jennifer Stearns, Certified Community Association Manager

RE: Carport and Paving Project – **START DATE & PARKING**

DATE: September 6, 2016

Dear Homeowners and Residents,

Please read this entire notice, as it is important.

Work is scheduled to begin on the carport replacement and re-paving project on Wednesday, September 21st, 2016. The work is being broken into five -5- phases, beginning with the Torry Pine Terrace ODD numbered units. It is anticipated that each phase will take between 6-7 weeks to complete.

A ‘Townhall Meeting’ is scheduled for Thursday, September 15th at 6:15 p.m. in the common area of Torry Pine Terrace ODD, near the driveway entrance. The general contractor, Pro Craft Builders (PCB) and members of the Board will be present to provide information about the work schedule and answer questions. This meeting is open to all residents, however each phase will have its own ‘Townhall Meeting’ prior to work beginning in that phase.

PCB will post notices throughout the community for the duration of this project, however important information will also be emailed and mailed, as needed during the project. You may also find information about the project on the Association website at: www.baytreehoa.org. If you are a unit owner and do not currently receive emails from Shoreline, you may elect to receive information sent to you electronically by visiting our website www.shorelinepropertymanagement.com and signing up for receiving documents electronically.

Trash and recycling service, as well as mail and delivery services are expected to continue as usual. However, there may be occasions when service or delivery is spotty or inconsistent, depending on the nature of the work occurring in the phase at that time. PCB will make every effort to alert you to work that may impact delivery ahead of time. **Your patience is appreciated.**

PARKING will be significantly impacted throughout the entire community for the duration of this work. In order for each unit to have a parking space for the duration of the work during each phase, the Board has designed a plan to assign ONE uncovered parking space to each unit of the phase being worked on.

Enclosed is a color map showing the Phase A parking plan. Each household in Phase A (Torry Pine Terrace – ODD) will be issued ONE special orange parking pass and will be assigned ONE uncovered parking

space- marked in orange on the site map.

Each phase has a similar map, with a different color assigned per phase. The spaces marked in orange will be ASSIGNED on a first come, first serve basis to the households of Phase A and will be marked with a special sign. **Vehicles that park in a special assigned space without a special color coded permit issued by our office, will be subject to being towed, without warning, regardless if you are displaying a regularly issued HOA permit. These spaces are for the exclusive use of the people who are being displaced by the carport work.**

THIS IS THE ONLY COURTESY WARNING YOU WILL RECEIVE ABOUT PARKING IN A SPECIAL SPOT ASSIGNED TO A PHASE A WORK AREA UNIT WITHOUT A SPECIAL PERMIT. YOU WILL BE TOWED, AT YOUR EXPENSE, IF YOU PARK IN A SPECIALLY ASSIGNED ORANGE SPACE WITHOUT THE PROPER SPECIAL ORANGE PARKING PERMIT. NO EXCEPTIONS.

For those residents of Phase A (Torry Pine Terrace –ODD units), you may pick up your special parking permit at the ‘Townhall Meeting’ on Thursday, September 15th beginning at 6:30 p.m. on a first come, first served basis until 7:30 p.m. If you are a unit owner and would like to authorize your tenant to pick up a permit please complete the enclosed authorization to release form and return it to our office. **Special parking spaces will become effective at 8:00 a.m. on Wednesday, September 21st and will continue until all work is complete in Phase A.**

If you are unable to attend the ‘Townhall Meeting’ on Thursday, September 15th to pick up your permit (TPT- ODD) then you can pick up your permit at the offices of Shoreline Property Management, Inc. at 1100 Water Street, Suite 1A beginning on Friday, September 16th. Regular office hours are Monday- Thursday 8:30 a.m. – 5:00 p.m. closed for the lunch hour between noon- 1 p.m. and Friday from 8:30 a.m.- noon.

Each phase will have their own special parking permit color and those permits will be issued at the ‘Townhall Meeting’ for each phase. If you do not live in Phase A, you will not be issued a special permit at this time.

Should you have questions or concerns regarding the upcoming project, the ‘Townhall Meeting’ or the parking plan, please contact our office at 831-426-8013 x 111 or via email at Jennifer@shorelinepropertymanagement.com

