

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/ Phase B – START DATE: 5/22 & PARKING

DATE: May 3, 2017

Dear Homeowners and Residents,

Please read this entire notice, as it is important.

Work is scheduled to begin on the next phase of the of the carport replacement and re-paving project on **Monday, May 22, 2017**. Phase B consists of the Torrey Pine Terrace- EVEN numbered units.

A ‘Townhall Meeting’ is scheduled for **Tuesday, May 16th at 6:15 p.m.** in the common area of Torrey Pine Terrace- EVEN, 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 bins for Phase B residents will be located at the end of the Torrey Pine Terrace cul-de-sac. Mail and delivery services are expected to continue as usual. Be sure to contact your newspaper carrier to make arrangements for delivery. 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 continue to 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 B parking plan. Each household in Phase B (Torrey Pine Terrace – EVEN) will be issued ONE special **BLUE** parking pass and will be assigned ONE uncovered parking space- marked in **BLUE** on the site map. If you do not plan to use your special parking space, please contact our office, so that the space may be released for general use.

Each phase has a similar map, with a different color assigned to each phase. The spaces marked in **BLUE** will be ASSIGNED on a first come, first serve basis to the households of Phase B 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 B WORK AREA UNIT WITHOUT A SPECIAL PERMIT. YOU WILL BE TOWED, AT YOUR EXPENSE, IF YOU PARK IN A SPECIALLY ASSIGNED **BLUE SPACE WITHOUT THE PROPER SPECIAL **BLUE** PARKING PERMIT. NO EXCEPTIONS.**

For those residents of Phase B (Torrey Pine Terrace – EVEN units), you may pick up your special parking permit at the ‘Townhall Meeting’ on Tuesday, May 16th at 6:15 P.M. on a first come, first served basis until 7:15 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. If you are a tenant, you **must** have an authorization form signed by your owner in order to obtain a special parking permit at the 'Townhall Meeting'. **Special parking spaces will become effective at 8:00 a.m. on MONDAY, MAY 22, 2017 and will continue until all work is complete in Phase B.**

If you are unable to attend the ‘Townhall Meeting’ on Tuesday, May 16th to pick up your permit (TPT-EVEN) then you can pick up your permit at the offices of Shoreline Property Management, Inc. at 1100 Water Street, Suite 1A beginning on Wednesday, May 17th. Regular office hours are Monday- Thursday 9:00 a.m. – 4:30 p.m. closed for the lunch hour between noon- 1 p.m. and Friday from 9:00 a.m.- noon.

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

