

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 C – START DATE: 6/19 & PARKING

DATE: May 25, 2017

Dear Homeowners and Residents,

Please read this entire notice, as it is important.

The Baytree HOA Board of Directors decided, at their May 22, 2017 meeting, to overlap the "Phase B" (Torrey Pine Terrace EVEN addresses) carport construction/repaving project with "Phase C" (100-130 Peach Terrace EVEN addresses). This decision was made to take advantage of the dry weather, improved summer on-street parking, and scheduling/logistical efficiencies.

Work is scheduled to begin on Phase C on **Monday, June 19, 2017.**

A 'Townhall Meeting' is scheduled for **Tuesday, June 13, 2017 from 6:15p.m. to 7:00 p.m.** in the common area of 100-130 EVEN Peach Terrace, 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.

Mail and delivery services are expected to continue as usual. Be sure to contact your newspaper carrier to make arrangements for delivery. You will be told the location of the Phase C trash and recycling bins at the 'Townhall Meeting'. 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 phases being worked on.

Enclosed is a color map showing the Phase C parking plan. Each household in Phase C will be issued ONE special **yellow** parking pass and will be assigned ONE uncovered parking space marked in **yellow** 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 per phase. The spaces marked in **yellow** will be ASSIGNED on a first come, first serve basis to the households of Phase C 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 C WORK AREA UNIT WITHOUT A SPECIAL PERMIT. YOU WILL BE TOWED, AT YOUR EXPENSE, IF YOU PARK IN A SPECIALLY ASSIGNED **YELLOW SPACE WITHOUT THE PROPER SPECIAL **YELLOW** PARKING PERMIT. NO EXCEPTIONS.**

For those residents of Phase C (100-130 EVEN Peach Terrace), you may pick up your special parking permit at the 'Townhall Meeting' on Tuesday, June 13th at 6:15 p.m. on a first come, first served basis until 7:00 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, JUNE 19, 2017 and will continue until all work is complete in Phase C.**

If you are unable to attend the 'Townhall Meeting' on Tuesday, June 13th to pick up your permit, then you can pick up your permit at the offices of Shoreline Property Management, Inc. at 1100 Water Street, Suite 1A beginning on Wednesday, June 14th. 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.

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

