



Bay Pines Homeowners' Association (HOA)

Attention Property Owners!!

This notice contains information to Keep You Informed...

2016 Meetings Schedule:

Meeting Type:	Date:	Time:	Location:
Board of Directors Meeting	January 14, 2016	6:00 P.M. (CT)	Community Life United Methodist Church 4115 Soundside Drive Gulf Breeze, FL 32563 Room: 2236
Board of Directors Meeting (cancelled)	February 11, 2016		
Board of Directors (1st Qtr) & 2016 Annual Members Meeting	March 10, 2016		
Board of Directors Meeting (2 nd Qtr)	June 9, 2016		
Board of Directors Meeting (3 rd Qtr)	September 8, 2016		
Board of Directors Meeting (4 th Qtr)	December 8, 2016		

2016 Annual Assessment \$200 – Reminder!

1. During the December 3, 2015 Board of Directors Meeting, the Board approved an Administrative Resolution to change the due date of the 2016 Annual Assessment from the historical January 1st due date to February 1st in an effort to ease the burden for property owners, especially just after the holiday season.
2. For payments postmarked after **March 2, 2016**, a late charge of 10% of the assessment amount (\$20), plus an additional 1.5% (interest) of the assessment amount (\$3 for each month that payment is not received) will be charged as outlined within our governing documents.

Board of Directors (1st Qtr) & 2016 Annual Members Meeting:

1. **Meeting Information:** This meeting will be held on Thursday, March 10, 2016, at 6:00 P.M. (CT) at the Community Life United Methodist Church, Room #2236. An agenda will be available on the Bay Pines HOA website by 6:00 P.M. on March 8th.
2. **Proxy Form:** Even if you plan to attend the meeting, please complete the enclosed Proxy Form and return it via the enclosed self-addressed, stamped envelope; via fax; or, by email. If you attend the meeting, your in-person vote will supersede your proxy.

Importance of the Proxy Form: We need a quorum (30%) of the total voting interest to conduct business for the Annual Members Meeting; to approve the minutes from the 2015 meeting; and, to conduct elections, if necessary. With this in mind, please complete and return your form as soon as possible. Thank you!

3. **Intent to be a Candidate Form:** Please complete the enclosed form and return it via the enclosed self-addressed, stamped envelope; via fax; or, by email if you intend to run for the Bay Pines of Santa Rosa County Homeowners' Association, Inc. Board of Directors.
4. **Additional information:** Once we reach the "Election of the 2016 Board of Directors" on our agenda, a complete explanation of the process will be provided.

Meanwhile, the following are references for you to review prior to attending the meeting:

- a. 2015 Florida Statutes: Chapter 720.306, Sections 1 – 9;
- b. Bay Pines HOA Covenants, Conditions and Restrictions: Articles II and IV;
- c. Bay Pines HOA Bylaws: Articles III – IX (to include duties and responsibilities); and,
- d. Bay Pines HOA Articles of Incorporation: Article V.

Request for Contact Information for All Association Members:

1. Realty Masters needs phone numbers/email addresses to communicate more efficiently.
 2. Please complete the enclosed Contact Information Form and return it via the enclosed self-addressed, stamped envelope; via fax; or, by email.
 3. Your information will not be sold or shared. Thank you!
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2016 Projected Annual Budget:

- A comprehensive copy of the 2016 Projected Annual Budget will be provided and reviewed during the Board of Directors (1st Qtr) & 2016 Annual Members Meeting on March 10th.
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Entryway Improvements Project – Progress Updates:

1. New lights, new outlets, and a new electronically-controlled sprinkler system were installed in January/February 2016. Phase II of the project is complete.
 2. Phase III will begin in the Spring of 2016 and will include new sod for the entire entryway; new mulch (wherever necessary); and, the installation of one Fountain Grass Plant to conceal the junction box within the island. This phase will also include the removal of the two, dead Oleander Bushes and the replacement of one bush in the May/June time-frame.
 3. To minimize traffic congestion and for the safety of the workers, the Contractor was requested to perform the work outside of the normal bus and work departure/arrival schedules; however, please use caution near the entrance during this time of progress.
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Traffic Signal System at the Intersection of Gulf Breeze Pkwy (Hwy 98) and East Bay Blvd (Hwy 399) – Progress Updates:

- Updates regarding the status of the project will be provided during the Board of Directors (1st Qtr) & 2016 Annual Members Meeting on March 10th.
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Fireworks:

1. According to Chapter 791 of the Florida Statutes, most types of fireworks are prohibited.
 2. Several complaints were received just after the New Year's celebration due to the excessive noise and the large volume of debris scattered throughout the neighborhood from the use of fireworks.
 3. If this occurs in the future, the authorities will be notified immediately.
 4. For the sake of our neighborhood, please consider other less-intrusive alternatives when celebrating going forward. Thank you for your cooperation.
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Questions:

Should you have questions concerning the information within this notice or anything related to your HOA, please contact **Jay Schwartz**, Licensed CAM, Realty Masters of Florida, by email at pcolarep@gmail.com or by telephone at 850-473-3983 (office) or 850-501-2268 (mobile).

Enclosures (3)

**Bay Pines of Santa Rosa County Homeowners' Association (HOA), Inc.
4400 Bayou Blvd. Ste 58b
Pensacola, FL 32503**

PROXY FORM

KNOWN TO ALL PERSONS BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association, his or her designee, or _____, attorney and agent with the power of substitution for and in the name, place and stead of the under-signed , to vote as proxy at the membership meeting of the Bay Pines of Santa Rosa County Homeowners Association, Inc. to be held at Community Life United Methodist Church 4115 Soundside Drive, Gulf Breeze, FL 32563 March 10, 2016 at 6:00pm, and any adjournment thereof, according to the number of votes that the undersigned would be entitled to vote if then present in accordance with the specifications hereinafter made, as follows:

_____ GENERAL POWERS

Initials I hereby authorize and instruct my proxy to use his/her best judgment on all matters which properly come before the meeting.

The undersigned ratify and confirm any and all acts and things that the proxy may do or cause to be done in the premises whether at the meeting referred to above or at any change adjournment or continuation of it and revoke all prior previously executed.

Printed Name

Date

Printed Name

Date

Signature

Signature

Bay Pines Address

DO NOT WRITE BELOW THIS LINE

The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above.

Dated: _____

Return this Proxy Form in the enclosed envelope, by fax, or by email to:

Bay Pines of Santa Rosa County Homeowners' Association, Inc.
4400 Bayou Blvd, Suite 58b
Pensacola, FL 32503
Fax to: 850-473-3975
E-mail to pcolarep@gmail.com

Your vote is very important: **Please return immediately** even if you plan to attend the meeting. Your in-person vote will supersede the proxy.

We need a quorum of 30% to conduct business.

In no event shall this proxy be valid for a period longer than 90 days
after the date of the first meeting for which it was given.

**Bay Pines of Santa Rosa County Homeowners' Association (HOA), Inc.
4400 Bayou Blvd, Suite 58b
Pensacola, FL 32503**

**Board of Directors
Intent to be a Candidate Form**

I, _____, do hereby submit my intent to run for the Bay Pines of Santa Rosa County Homeowners' Association, Inc. Board of Directors for 2016.

Print Name: _____

Bay Pines Address: _____

Contact Numbers: _____

Email Addresses: _____

I understand that upon becoming a Director, Florida law requires that I must sign a statement that I have read and understand the Bylaws, Articles of Incorporation, and Covenants Conditions and Restrictions (CC&R's) of the Bay Pines HOA. These documents essentially provide that all Members (property owners) are bound by contract to live by stricter standards than the general law in order to protect, to preserve and to enhance the value of properties and the quality of life in the community.

I have read the "Rules of the Neighborhood" (which summarize the CC&R's) that were mailed to me on October 23, 2015 (and made available on the Bay Pines HOA website, www.baypineshoa.org) and understand that it is a duty of the Board of Directors for 2016 to ensure the enforcement of those rules.

Signature: _____

Date of Signed: _____

Please include a brief resume or a summary of your abilities and qualifications with this form.

Return this Intent to be a Candidate Form along with your resume/summary of abilities/qualifications in the enclosed envelope, by fax, or by email to:

Bay Pines of Santa Rosa County Homeowners' Association, Inc.
4400 Bayou Blvd, Suite 58b
Pensacola, FL 32503
Fax: 850-473-3975
E-mail: pcolarep@gmail.com

**Bay Pines of Santa Rosa County
Homeowners' Association, Inc.**

**Please assist us with updating the Contact Information
for All Association Members**

Please complete the below information and return this form in the enclosed envelope, by fax, or by email. Your information will not be sold or shared.

Owner(s) Name: _____

Bay Pines Property Address: _____

Mailing address,
if different than above: _____

Contact Number(s): _____

Email Addresses: _____

Rental/Lease Management Contact Information:

Property Management Company: _____

Contact Name: _____

Mailing Address: _____

Contact Numbers: _____

Email Addresses: _____

Do you want all information regarding the above property sent directly to the Property Management Company? Yes _____ No _____

Return this Member Contact Information Request Form in the enclosed envelope, by fax, or by email to:

Bay Pines of Santa Rosa County Homeowners' Association, Inc.
4400 Bayou Blvd, Suite 58b
Pensacola, FL 32503
Fax: 850-473-3975
E-mail: pcolarep@gmail.com

*Thank you for providing this information.
It will make communication better and faster!*