



*Beach Condominium  
Association, Inc.*

January, 2018

## **REVISED - Program for Controlled Gate Swipe Card, Clam Bayou Gate Key and Car Remote**

**Question-Will the new software program allow us to reactivate the old 4-digit undamaged cards following the shutdown of all cards?**

*Answer- **No**, we have changed the supplier of the swipe cards for security reasons. There will **not** be an exchange of old cards, since we are moving towards new cards. There will be a broadcast message posted within the community and on the Bermuda Bay website – [www.bermudabaystpete.com](http://www.bermudabaystpete.com) - informing all unit owners of when the system will be implemented, which is expected mid February 2018. Each unit owner will receive **one new Swipe Card free of cost**. Up to 2 additional cards will be available for purchase at a cost of one (1) card at \$8.00 or two (2) cards at \$15.00. It is advised that if you wish to purchase additional cards, that you fill in the attached **Pre-order Purchase Form**, and submit it with payment of cash or cheque, payable to "Bermuda Bay", no later than January 30, 2018. Once the system is changed over in mid-February, the Swipe Cards will increase in price to \$15.00 each. Unit owners may have up to three swipe cards per condo, no exceptions.*

**Question- Will the car remotes be deactivated at the same time as the swipe cards or will we be able to keep the car remotes active during the shutdown of the cards?**

*Answer-**Yes**, the existing Swipe cards and **all** car remotes will be deactivated at the same time. This date will be broadcasted when the plans become final. If your Car Remote is the current ACC Car Remote (silver and black model), the office will be able to reactivate it, free of charge, within a few days of the new program being installed. Unfortunately, all other remote models are unable to be reactivated. The ACC Car remote will be available for purchase at a cost of \$35.00 each by filling out the attached pre-order form. Once the system is changed over, the Car Remotes will available at a cost of \$40.00 each. Unit owners may have up to three car remotes per condo, no exceptions.*

**Question-When will the new lock and key system be implemented to the gate to Clam Bayou?**

*Answer-The new lock and key system will be initiated to coordinate with the timing of the new gate card program. Each Unit will have the opportunity to purchase **one** gate key at a cost of \$5.00. Keys will only be sold to unit owners. Please see the pre-order form.*

**Question- What happens if the unit owner uses their unit for long term lease, vacation rental or have guests during this change over?**

*Answer- The pre-order form will need to be filled in by the unit owner and/or the unit owner will need to have a designated person approved on file in the office. No keys, remotes or cards will be sold to anyone not authorized on behalf of the unit owner. A photo ID will be needed to pick up pre-ordered swipe cards, the free swipe card, car remotes and/or Clam Bayou gate key.*

**FOR UNIT OWNERS WITH VACATION RENTALS, LONG-TERM LEASE AGREEMENTS OR GUESTS,  
PLEASE REVIEW THE FOLLOWING INFORMATION –**

**AS A COURTESY REMINDER:**

Florida Statutes 718.103 (22) "Rental Agreement" means any written agreement, or oral agreement if for less duration than 1 year, providing for use and occupancy of premises.

*\*\*\* Please Note: Use and occupancy does not have to have a dollar denomination to be considered a rental*

- (a) Tenant/Lessee: Regardless to whether a written lease or of any monetary consideration, determination is that of the unit owner not being on premises and in residence at the same unit, at the same time of tenant/lessee occupancy, except in the instance of immediate family.
- (b) Immediate Family: A unit owner's parents, spouse, children, grandchildren, in-laws and siblings only apply. Those that **do not** apply are, aunts, uncles, niece, nephew and cousins.
- (c) Visitor/Guest: The unit owner must be on premises and in residence at the same unit, at the same time of visitor/ guest occupancy.

*\*\*\* Immediate family is determined as a visitor/guest for all applicable condominium bylaws, rules and regulations and policies.*

**LEASE APPROVAL AND CAR TAG REGISTRATION PROCEDURE:**

Owners who have Occupants with a long-term lease agreement (up to 1 year), a vacation rental agreement (minimum of 30 days) or a guest (without unit owner in residence) will need to submit the appropriate documentation for Board approval. (May be seen on the Bermuda Bay web site).

**The following documents are required to be completed in full and must be sent as a package before considered for Board approval:**

1. A copy of the Owners signed lease agreement approval page (without financials)
2. The Tenant/Lessee/Rental submission Form identifying the owners swipe card number(s) in use. *(The bottom portion will be filled in during registration in the office or with guard).*
3. Emergency Contact Information Sheet.

All three documents must be sent as a package to the office for Board approval. The office will not forward the paperwork for Board approval unless it is completed in full and all forms are submitted as a package. **Please do not send partial forms or incomplete information since they will be discarded.**

The office will notify the owner when the package has been approved by a member of the Board of Directors (approx. 48-hour turnaround). At the time of approval, one (1) parking permit specifically assigned to the tenant's name on file matching the lease agreement, will be prepared. Tenant/Lessee/Guest will need to register at the office within office hours with a photo ID. (Please review hours on the Bermuda Bay web site)

The Tenant/Lessee /Guest will need to show photo ID and sign for and purchase a Car Tag at a cost of \$10.00 per Vehicle. If the lease paperwork has not been approved by the Board and if the Owner has not received notification that they have the Certificate of Approval, the Tenant/Lessee/ Guest will **not** receive a car permit and would be subject to their vehicle being tagged and towed from the property.

If Tenant/Lessee/Guest fail to register within 48 hours of entry into Bermuda Bay, it will result in a Tag and Towing action by the office or security. At the end of the lease agreement date on file, if the car is still on the property past the exit date, the swipe card will be deactivated and action will be taken to remove the car from condominium property.

If the Tenant/Lessee/ Guest has made arrangements to extend their stay at Bermuda Bay, a written notice must be sent from the Owner to the office, a minimum of 48 hours before the lease/rental agreement on file expires. The Owner must identify the new extension date. The office documentation will be updated and the Tenant/ lessee/ Guest will need to sign for the extension.

No gate key for Clam Bayou Park will be given or sold to a Tenant/Lessee/Guest by the office. The owner may take the responsibility to leave their Clam Bayou Park key for the Tenant/Lessee/Guest use.

If a Tenant/Lessee/Guest arrive during the time the office hours are closed and the guard is not on duty, the Owner of the unit is responsible to make alternative arrangements for entry on the first day. All unit owners have been assigned a 3-digit code linked from the key pad at the entry gate to a telephone or cell phone number anywhere in the USA and Canada. We will no longer leave parking permits in the guard shack to be picked up by your tenants. Additionally, no longer will the unit owner be able to pre-purchase car permits for Tenants/Lessee/ Guest.

Tenants that have a Long-Term Lease of one year, may ask permission from the unit owner to request the office to replace the owners name and number on the gate call box with the Lessee name and number. Only long-term lease agreement on file and approved by the Board will be considered for this option.

Should you have any questions or require additional information, please feel free to contact Tricia at the condominium's office at (727) 864-0735 at your earliest convenience.

Sincerely,

January 2, 2018

# Bermuda Bay Pre-order Purchase Form

Unit Owner Name \_\_\_\_\_

Building and Unit Number \_\_\_\_\_

## Purchase Request:

Additional Swipe Card - 1 card @ \$8.00 \_\_\_\_\_

2 Cards @ \$15.00 \_\_\_\_\_

*\*\*\* Each unit will be provided with 1 free swipe card*

Car Remotes- 1 remote @ \$35.00 \_\_\_\_\_

2 remotes @ \$70.00 \_\_\_\_\_

3 remotes @\$105.00 \_\_\_\_\_

Clam Bayou Key - \$5.00 \_\_\_\_\_

Total \_\_\_\_\_

Cash \_\_\_\_\_

Cheque \_\_\_\_\_

*(Please make payable to "Bermuda Bay")*

Owner or Designate

Print Name \_\_\_\_\_

Signature \_\_\_\_\_