

# **Bainebridge Estates Unit Two Homeowners' Association, Inc.**

[www.BainebridgeEstates2HOA.com](http://www.BainebridgeEstates2HOA.com)

## **1. What is the difference between the Bainebridge Community Development District ("the CDD") and the Homeowners' Association?**

The CDD ([www.Bainebridgecdd.org](http://www.Bainebridgecdd.org)) is responsible for all expenses related to the **Amenity Center** including the pool, exercise room, children's play area, tennis/basketball court, and all adjacent landscaping and mowing. The CDD is also responsible for signage, mowing/landscaping, sprinklers at the front entrance, and water treatment of all of the community's retention ponds. The CDD receives its income for operations/maintenance from all **500** Bainebridge Estates property owners who are charged a non-ad valorem assessment on their annual property tax bill (\$793.83 for Fiscal Year 2020/2021).

There are two (2) homeowners' associations within Bainebridge. For ease of references, we'll refer to them as "HOA1" and "HOA Unit Two". HOA1 was created over 7 years ago and consists of those 272 homes **not** built by Lennar Homes. HOA Unit Two consists of 228 homes, all of which were built by Lennar Homes **and have pavers in the driveways**. The Turnover Meeting from Lennar to the Owners of HOA Unit Two occurred on May 2, 2018. In the front of the community, such homes are on Bainebridge Drive and Rachel Creek Drive. In the middle of the community, they are on the latter portion of Baxter Creek Drive. In the rear of the community, they are on Bainebridge Drive, Stedman Lake Drive, Blossom Lake Drive, Alison Creek Drive, and Douglas Lake Drive.

The entire community is a **deed-restricted community**. Each homeowners' association is responsible for the enforcement of its respective covenants and deed restrictions. Each association has its own Board of Directors that meets periodically throughout the year, its own annual budget, and its own annual assessment to its members.

The Board of each association hired BCM Services ("**BCM**") to perform various duties on its behalf including:

- the billing and collection of the annual assessments,
- periodic inspections of the community in connection with the enforcement of the covenants and restrictions,
- payments to and oversight of vendors performing any services for the association.

HOA Unit Two (unlike HOA1) is responsible for the lawn maintenance of certain "common" areas in the community including the large berm adjacent to I-95 (on property deeded to HOA Unit Two). HOA Unit Two receives most of its income from the annual owners' assessment that is due from every owner on January 1st of each year. The 2020 annual assessment was \$163.00.

## **2. Who is responsible for treating the water in the retention ponds?**

The CDD is responsible for hiring and overseeing the company that treats the water in the retention ponds. Any concerns regarding the water in the retention ponds should be directed to Rizzetta & Company, Inc. at (904)436.6270. The CDD website is located at [www.bainebridgecdd.org](http://www.bainebridgecdd.org)

## **3. How do I obtain access cards for the Amenity Center, pool, exercise room, etc.?**

Contact the CDD at 904-436-6270 to obtain new or replacement access cards or obtain information regarding the use of the Amenity Center.

**4. My home is rented. Do renters have to follow the covenants and restrictions?**

Yes. As a **deed-restricted** community, all owners, **guests, and renters** must abide by the covenants and restrictions. Ultimately, the owner of the property is responsible for ensuring that tenants and guests abide by the covenants and restrictions. Therefore, it is very important that tenants be advised within their lease that they must abide by all of the covenants and restrictions. They should also be provided with a copy of the covenants and restrictions and the rules and regulations approved by the Board.

**5. Can I be fined for not following the covenants and restrictions?**

Although the governing documents allow for the assessment and collection of fines, the HOA Unit Two Board of Directors has not implemented such procedures at this time. However, if BCM is unable to obtain the owner's compliance, BCM will seek the assistance of the HOA's attorney in order to obtain the owner's compliance. **Any legal expenses incurred will be charged to the owner's account.**

**6. Where can I obtain a copy of the HOA Unit Two's governing documents?**

All of the HOA Unit Two's covenants and restrictions can be viewed and downloaded from the HOA Unit Two's website at [www.BainebridgeEstates2HOA.com](http://www.BainebridgeEstates2HOA.com). Click the **Docs & Info** link at the top of the website.

**7. Who should I contact if I have any questions or concerns regarding the HOA?**

Contact Eve Briscoe. Eve is the licensed Community Association Manager (CAM) assigned by BCM to our community. She can be reached at 904.242.0666 or [ebriscoe@bcmervices.net](mailto:ebriscoe@bcmervices.net).

**8. If I want to make changes/improvements to the exterior of my home or property, do I need to obtain pre-approval of the HOA Unit Two Architectural Review Board (ARB)?**

Yes. An ARB application form must be submitted and approved **in advance** for all exterior changes to the home or property including fences, pools, sheds, driveways, etc. Since July 2020, all owners are encouraged to complete **the online** Architectural Review Submission Form located at <http://bcmervices.net/architecture-review-boardarb-form/> BCM will no longer accept the form by e-mail or fax. Alternatively, you may also print and complete the form located at [www.BainebridgeEstates2HOA.com](http://www.BainebridgeEstates2HOA.com) (under the **Docs & Info** link at the top of the page and then press the Forms tab on the left side of the page). Whether you complete the form online or print/mail the form with attachments to BCM, please allow up to 30 days for its review.

**9. Where should I store my trash or recycling containers?**

All trash and recycling containers must be stored in the garage or on the side of the home behind a privacy shrub or vinyl fence. Containers may be placed on the curb after 5PM the evening before pick-up and should be removed from the street by sundown of the day of pick-up.

**10. Are there restrictions on commercial vehicles, boats, trailers, RV's, etc.?**

Yes. Commercial vehicles may only be parked in a closed garage. Boats, trailers and RV's may only be parked inside a garage or, for certain lots, hidden behind an approved vinyl fence.

**11. Is it O.K. if I park my vehicle on or across the sidewalk?**

No. Sidewalks are for pedestrians, bicycles, strollers, wheelchairs, pets, etc. Blocking a sidewalk with your vehicle is both unsightly and dangerous, as it may cause pedestrians/children/bicyclists to enter the street in order to get around your vehicle.

**12. Are there restrictions on parking on the roadways?**

So as to not impede or obstruct emergency vehicles (police, fire, ambulance), sanitation/recycling or delivery trucks, lawn maintenance companies, moving vans/semi-trucks, etc., all residents should avoid parking on the street and instead park their vehicles in the garage or driveway. If you park in the driveway, **please do not block the sidewalk**. Parking on the sidewalk, in the yard, or on any “common area” next to or across from your home is strictly prohibited.

**13. How often should I mow and edge my lawn and trim my hedges?**

During the growing months, lawns should be mowed and sidewalks/driveways edged once per week but no less often than once every 2 weeks. Throughout the year owners **and renters** are responsible for maintaining the curbside appeal of their homes. The Board may authorize BCM to hire a company to mow/edge a yard if the owner/renter fails to take corrective action after being requested to do so by BCM, with the mowing expense charged to the owner. “Curb appeal” increases the value of your property and your neighbors’ property.

**14. Is it OK to blow/leave grass clippings in the street?**

No. Doing such is unsightly and will cause problems when the clippings enter the storm drain that leads to the nearest retention pond. Please blow all such clippings onto the grass or collect and place in a trash bin. And to keep Bainebridge beautiful, if you see trash in or next to the street, please place it in the nearest trash bin.

**15. My home is on a lot that borders a retention pond. Am I responsible for mowing the grass down to the water’s edge?**

Yes. And to maintain the quality of the water in the ponds, grass clippings should **NOT** be blown into the water. And fertilization should **NOT** be performed near the water.

**16. How often is the grass mowed in the “common” areas and the tall berm adjacent to I-95?**

The grass on the side(s) of portions of Bainebridge Drive, Baxter Creek Drive, Stedman Lake Drive, and Douglas Lake Drive is mowed weekly during the months of June – September and less often (at least one per month) from October – May. The grass on the berm is mowed twice per month from May - September and once per month, during most of the other months of the year.

**17. Can I let my pet(s) roam the neighborhood when not on a leash?**

No. All pets must be on a leash. When walking your pet through the neighborhood, be sure to properly dispose of all pet waste/droppings.

**18. Are wooden or chain-linked fences permitted?**

No. Only vinyl and aluminum fences are permitted within HOA Unit Two. And all such fences must be pre-approved before installation. (Wooden fences are permitted within HOA1 and must be pre-approved.)

**19. When does the HOA Unit Two Board of Directors meet?**

The Board typically meets 4-5 times per year. All residents are welcome and encouraged to attend. The meetings are usually held at the Amenity Center. Notice of such meetings is made on signage at the front of the community and also on HOA Unit Two's website [www.BainebridgeEstates2HOA.com](http://www.BainebridgeEstates2HOA.com) at least 72 hours before each meeting.

**20. When is the HOA Unit Two Annual Meeting of owners?**

All owners should have received the Annual Meeting Package via U.S. mail on/about Saturday, October 24th. The 2020 Annual Meeting will be held on **Thursday, November 12, 2020 at 6:30 p.m.** Because of the Covid-19 pandemic, this year's meeting will be held virtually via the Zoom platform. A total of 69 residents (30% of the 228 HOA Unit Two's total membership) must be present **by proxy** in order to achieve the required quorum and conduct an official meeting. All owners are **asked to sign and return the proxy** to BCM by Tuesday, November 10, 2020, regardless of whether they plan to attend the virtual meeting or not. The proxies **will only be used to establish the quorum** that is required to conduct the meeting. Proxies will **not** be accepted during the virtual meeting. The Annual Meeting will include the election of 3 Board members. Ballots for this year's election were not distributed because only 3 owners volunteered to run for the available 3 Board seats.

**21. When do I have to pay the annual HOA Unit Two assessment?**

The 2021 annual budget and the 2021 annual owner assessment will be approved by the Board at its meeting on Thursday, November 12, 2020 after the Annual Meeting of Owners. The assessment will be due on January 1, 2021. To avoid late fees, interest, and collections costs, the assessment must be paid by January 16, 2021. All costs incurred by the HOA Unit Two to collect a delinquent assessment, including attorney expenses, lien assessment costs, court costs, etc., will be assessed to the owner. Such amounts must be paid before the property is sold or any underlying mortgage debt is refinanced.

**22. Can I pay my annual HOA Unit Two Assessment online?**

Yes. You can pay your annual assessment online by visiting [www.BainebridgeEstates2HOA.com](http://www.BainebridgeEstates2HOA.com) and pressing the **Pay Dues** icon at the top right corner of the page.

**23. How can I help prevent crime and vandalism in our community?**

Police agencies highly recommend that everyone follow the following 9 PM Routine every day:

- **Park your vehicle(s) in your garage.**
- **For vehicles left outside, remove the keys, guns and valuables, close the windows, and lock all doors. Remember that most vehicles contain a garage door opener.**
- **Close your garage door and lock the inside door.**
- **Close and lock all exterior doors and windows in your home.**
- **Lock the doors to your shed.**
- **Turn on the outside lights of your home.**
- **Set your home and/or vehicle alarms.**

**24. A street light near my home is not working properly. What should I do?**

Visit [https://www.jea.com/manage\\_my\\_account/report\\_an\\_outage/OutageReporting/Streetlight](https://www.jea.com/manage_my_account/report_an_outage/OutageReporting/Streetlight) and complete the JEA's online form. Provide the number that's listed on the side of the pole along with the approximate street address of the pole.