

Bay Harbor Club of Bonita Beach Condominium Association

Forms To Be Completed and When

All forms are to be submitted to:
Bay Harbor Club of Bonita Beach Condominium Association, Inc.
c/o Sandcastle Community Management
9150 Galleria Court, Suite 201
Naples, FL 34109
Or by email to: info@SandcastleCM.com

Delivery of Applications and Forms: It is advisable to mail or hand deliver complete application packages. Applications are not considered complete and cannot be approved unless all exhibits are submitted and fees when required paid. Incomplete applications or exhibits are subject to being returned. All applications require prior Association approval except those so noted.

Occupancy

- Your contact information changes (Address, phone, email, Trustee of Trust, etc.)
 - Owner Contact Form.
 - Guests will be in your unit and you will not be staying in your unit:
 - Guest Notification - 10 days in advance of occupancy. Prior Association approval not required.
 - Tenants will be in your unit:
 - Tenant Occupancy Application - 20 days in advance of occupancy
 - You will not be in residence:
 - Home Watch Form. Prior Association approval not required.
 - Home Watch information online. Prior Association approval not required.
 - Vehicle Information. Prior Association approval not required.
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Pets

- You are acquiring a pet:
 - Pet Registration
 - License information
 - Rabies shot information
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Publish Personal Contact Information

- You would like your name and contact information available to other owners:
 - Authorization and Consent to Disclosure of Limited Contact Information. Prior Association approval not required.
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Sales and Transfers

- You are selling or transferring your unit - additional forms below may also be required:
 - Application for Approval for Sale or Transfer (Buyer or Transferee submits)
- You are selling your unit with an assigned boat slip or transferring your slip to another owner:
 - Assignment of Allocation of Dock Privilege (Unit Owner submits)
 - Acknowledgement of Wet Slip (Boat Slip) User Agreement (Buyer or Assignee submits)
- You are selling your unit with an assigned parking space or transferring you parking space to another owner:
 - Assignment of Allocation of Parking Privilege (Unit Owner submits)

Remodeling, Alterations, Tile, Shutters, Glass Enclosures, Sun Shades

- You are remodeling or making alterations to your unit (including remodeling, tile, electrical, plumbing, shutters, glass enclosures, and sun shades) - additional forms below may also be required:
 - Architectural Design Modification Request
 - Work Done for Unit Owners (Contractor to sign)
- You are installing tile or hard surface flooring (interior and / or on the lanai)
 - Architectural Design Modification Request
 - Application for Approval to Proceed with Installation of Tile with tile and hard surface flooring specifications
 - Contractor's license
 - Certificate of Insurance naming Bay Harbor Club Condominium as additional insured
 - Work Done for Unit Owners (Contractor to sign)
- You are installing glass enclosure on the lanai, replacing glass sliders, or replacing the master bedroom window:
 - Architectural Design Modification Request
 - Application for Approval to Install Glass Enclosure on Lanai
 - Work Done for Unit Owners (Contractor to sign)
- You are installing hurricane shutters on your lanai or master bedroom window:
 - Architectural Design Modification Request
 - Application for Approval to Install Hurricane Shutters
 - Work Done for Unit Owners (Contractor to sign)
- You are installing sun shades on your lanai:
 - Architectural Design Modification Request
 - Application for Approval to Install Lanai Sun Shades
 - Work Done for Unit Owners (Contractor to sign)

Boat Lift Installation, Alteration, or Removal

- You are installing, altering, or removing a boat lift:
 - Application for Approval to Proceed with Installation, Alteration, or Removal of Boat Lift
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