

Bay Harbor Club *Bonita Beach Florida*

Welcome to Bay Harbor Club of Bonita Beach Condominium Association New owners are suggested to retain this page for future information

Bay Harbor Club (BHC) retains a management firm for services that include owner relations. Should you have questions you may contact them at:

Suitor Middleton Cox & Associates
15751 San Carlos Blvd., Suite 8
Ft. Myers, Florida 33908
Office: (239) 437-0340 / Fax: (239) 437-9378

BHC's web site is at: www.bayharborclub.info. Contact the BHC property manager, SMCA, for the Username and Password for documents in the **Owners' section**. In the Owners section, look specifically for the following documents:

- **BHC New Owner Letter**
- **BHC Owner and Home Watch Unit Safety Information**
- **BHC Rules and Regulations Quick Look**
- **BHC - End of Season**

Following change of ownership of a unit, the new owner is advised to:

1. Contact SMCA to reactivate any door access FOBs that were provided by the prior owner as they will have been deactivated upon closing. Be sure to have the identification number of all FOBs handy. Additional FOBs up to a total of four per unit may be ordered through SMCA by submitting a **Door Entry Form** available on the [Applications and Forms](#) page.
2. BHC maintains a bulk contract with Summit Broadband to provide to each unit a VoIP telephone line, television video, and internet. Contact Summit Broadband to establish a new account, to order any optional services, and to receive necessary cable equipment. Retain this account information and any passwords in provided equipment. SMCA does not know it. You should be prepared to provide and set-up your own internet Wi-Fi router. More account transfer information for both sellers and new owners is at: **Wi-Fi Cable Telephone Information** in the **Owners' Section**.
3. Contact SMCA and provide them with the VoIP telephone number assigned by Summit. The last four digits of this number will become your personal code for the keypad door entry system. The phone number will become the telephone number that is dialed by the door entry system when a guest calls your unit. If you choose not to utilize this telephone service, you should so advise SMCA that you do not wish to use the door entry guest call service and it will not be so programmed.
4. A BHC volunteer maintains an Owners Directory that is distributed annually to all owners and available in the **Owners' Section**. In order for publication in the directory of your contact information you are requested to provide to SMCA a **Consent to Disclosure of Limited Contact Information** form on the [Applications and Forms](#) page. You will be contacted by the BHC volunteer regarding the directory listing.
5. Insurance related information that may assist you in obtaining property insurance on your unit is located on the [Applications and Forms](#) page.
6. If you are not in residence full time, or absent for two or more weeks, it is required for the benefit of all owners for you to engage a Home Watch service to inspect your unit on a regular basis. The Board recommends every two weeks. SMCA maintains a master list of Home Watch contacts by unit. Water leaks and failed air conditioners can cause considerable damage to your unit and those of others in a very short time frame. Failure to do so may be considered negligence in the event of an incident.
7. The part time on-site maintenance manager is not engaged to surveil individual units or provide concierge type services (i.e. opening units for deliveries or meeting owner engaged contractors). Utilize a Home Watch service to provide those needs when not in residence.