

Bainebridge Estates Unit Two Homeowners' Association, Inc.

www.BainebridgeEstates2HOA.com.

Q. What's the difference between the Bainebridge Community Development District ("the CDD") and the Bainebridge Estates Unit Two Homeowners Associations, Inc. ("the HOA")?

The CDD (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. The CDD is also responsible for signage, landscaping, and sprinklers at the front entrance, and water treatment of all the community's retention ponds. The CDD receives its income from all HOA property owners who are charged a non-ad valorem assessment on their annual property tax bill.

The HOA is responsible for the enforcement of the covenants and deed restrictions. The HOA is also responsible for providing landscaping/mowing services of certain areas of the community including the large berm (on HOA property) adjacent to the I-95. The HOA receives the majority of its income from the annual HOA assessment that is due from each owner on January 1st of each year.

Q. Is the HOA a Deed Restricted Community?

Yes. All owners, guests, and tenants are responsible for adhering to the HOA's covenants and restrictions. Such rules are designed to maintain the beauty and integrity of the community and increase home values.

Q. How many lots are in the Bainebridge Estates Unit Two HOA?

Bainebridge Estates Unit Two HOA consists of **228** lots. All of the lots in Unit Two have driveways with pavers. In the front section of Bainebridge Estates, the Phase Two lots are located on Bainebridge Drive and Rachel Creek Drive. In the middle of the community, the lots are located on the latter portion of Baxter Creek Drive. In the final section of the community, the lots are located on Bainebridge Drive, Stedman Lake Drive, Blossom Lake Driver, Alison Creek Drive, and Douglas Lake Drive.

Note: A separate and distinct HOA exists for the initial lots sold within Bainebridge Estates. Such HOA consists of **272** lots, all of which do not have pavers in the driveway. The covenants and restrictions for this HOA are enforced by BCM Services, the same property management company used by the Unit Two HOA.

Q. Who is responsible for enforcing the HOA's covenants and restrictions contained within the governing documents.

The Board of Directors engaged BCM Services (BCM) to enforce the covenants and restrictions.

Q. I rent my home. Must my tenants abide by the covenants and restrictions?

Yes. As a deed-restricted community, all owners, tenants, and guests are responsible for abiding 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. It is therefore very important that tenants be advised within their lease that they must abide by all of the HOA's covenants and restrictions.

Q. Can I be fined for not adhering to the covenants and restrictions?

Although the governing documents provide for the assessment and collection of fines, the Board of Directors has not implemented such procedures at this time. Instead, if BCM Services 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 attorney expenses incurred will be charged to the owner's account.

Q. How can I obtain a copy of the HOA's governing documents?

You can find all of the community's Governing Documents at www.BainebridgeEstates2HOA.com. Click the Docs & Info link at the top of the page.

Q. How do I contact BCM if I have any questions or concerns?

Michael Murray is BCM's assigned licensed community association manager (LCAM) to Bainebridge Estates Unit II. He can be reached 904.242.0666 or mmurray@bcmervices.net

Q. Do I need to submit and Architecture application to make exterior or landscape changes?

Yes. An ARB application must be submitted and approved in advance for all exterior changes to the home or landscape including fences, pools, sheds, etc. You can obtain a copy of the application at www.BainebridgeEstates2HOA.com Click Docs & Info link at the top of the page. Please allow up to 30 days for approval after your completed packet and application fee is received.

Q. 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 your home behind a privacy shrub or approved vinyl fence. Containers may be placed on the curb after 5PM the evening before pickup and should be removed from the street the same day as pickup.

Q. Are there restrictions on parking on the roadways?

So as to not impede or obstruct emergency vehicles, sanitation/recycling or delivery trucks, all residents are highly encouraged to 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 the grass is strictly prohibited.

Q. Is it O.K. if I park my vehicle on the sidewalk?

No. Sidewalks are for pedestrians, strollers, wheelchairs, strollers, etc. Blocking a sidewalk with your vehicle is both unsightly and dangerous as it may cause pedestrians/children to navigate around your vehicle into the street.

Q. Are there restrictions on commercial vehicles, boats, trailers or RV's?

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.

Q. In the back of the HOA, how often is the grass mowed?

The grass on the side(s) of portions of Bainebridge Drive, Baxter Creek Drive, Stedman Lake Drive, and Douglas Lake Drive is mowed twice per month during the months of April through October and once per month during the remaining months. The grass on the berm (HOA property) is mowed on an as-needed basis and a minimum of once per month during the months of May through October.

Q. How often should I mow and edge my lawn?

During the growing season, lawns should be mowed and curbs edged once per week but no less often than every 2 weeks. Throughout the year homeowners **and renters** are responsible for maintaining the curbside appeal of their homes. The HOA may hire a company to mow an owner's yard if the owner fails to take corrective action after being requested to do so by BCM, with the expense charged to the owner.

Q. Is it OK to blow grass clippings into 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 into a trash bin.

Q. My home is on a lot that extends into a retention pond. Am I responsible for mowing the grass down to the water's edge?

Yes. 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.

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

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

Q. Who is responsible for treating the water in the retention ponds?

The CDD is responsible for hiring 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.

Q. Are wooden or chain-linked fences permitted?

No. Only vinyl and aluminum fences are permitted. All such fences must be pre-approved before installation.

Q. How do I obtain access cards for the Amenity Center?

Please contact the CDD at 904-436-6270 to obtain new or replacement access cards.

Q. When does the HOA Board of Directors meet?

The Board typically meets 4-6 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 the website at least 72 hours before each meeting.

Q. When is the HOA's Annual Meeting of owners?

The 2019 Annual Meeting is on Wednesday, October 16, 2019 at 6:30 p.m. A total of 69 residents must be present in person or by proxy in order to achieve the required quorum and conduct an official meeting. The main order of business is to conduct the election of Board members. Because very few members attend the meeting in person, to achieve the quorum, every owner needs to complete and return the proxy, regardless of whether they plan to attend the meeting. The proxy will only be used to establish an official quorum and will be returned to the owner if the owner actually attends the meeting.

Q. When is the annual assessment determined and due?

The annual assessment will be determined by the Board at its meeting in November. The assessment will be due on January 1st. To avoid late fees and interest, the assessment must be paid by January 15th.

Q. Can I pay my annual HOA Assessment online?

Yes. You can pay your annual assessment online by visiting www.BainebridgeEstates2HOA.com and press the **Pay Dues** icon at the top right of the page.