

**INFORMATION FOR WINDWARD BAY, INC.**

Windward Bay, Inc. 151 Units (7 Midrises / 7 Villas pods)  
4888 Gulf of Mexico Drive  
Longboat Key, FL 34228  
Phone: (941) 383-3571 / Fax: (941) 383-5993  
Office Hours: Monday through Friday 7:30 AM to 4:00 PM

Construction is wall with steel studs, lathe and plaster covering.

**1) Amount of Assessment Fee (2017 - \$810.00)**

Assessment: \$586.00 per month  
Reserve Fee: \$224.00 per month

There are 14 units that have a recreational fee of \$20.65 per month. Please check with the office to see if the unit being purchased is one of these units.

**2) Included in Assessment Fee**

Basic cable, waste pick up, water and sewer and maintenance of grounds, use of pools, tennis court, clubhouse and recreational facilities. Cable is provided through Frontier and the owner is responsible for setting everything up. The phone number is 844-660-0648.

**3) Right of First Refusal**

The Association has the right of first refusal. If the Association decides not to purchase a unit, then the owners are given the option.

**4) Pets**

Pets are permitted at Windward Bay. The current Pet Rule allows up to two pets, each up to 25 pounds at maturity.

Per the Town of Longboat Key, pets must be licensed, current with shots, required to be on a leash and remove and properly dispose of animal waste. They are not allowed on the beach.

**5) Application for Unit Transfer**

Updated: 17/04/20

Approved by Windward Bay, Inc. Board of Directors

An Application for Unit Transfer is required at Windward Bay, Inc. Section A is filled out and signed by the New Owner(s) or prospective Tenant the website for access is [www.tenantev.com](http://www.tenantev.com)

The access code for When prompted is: 7220 Please allow 30 minutes to complete application.

## **INSTRUCTIONS**

### **STEP 1**

The applicant(s) will enter the code, complete the information requested and pay the application fees online with a credit card. (See attached sheet)

Once the applicant(s) clicks the "Submit" button, you will then receive an email stating for example: John Doe, unit 123 is saved.

### **STEP 2**

At this point the main applicant will receive an email with instructions to complete Step 2, called Sertifi, that contains your property's Application Documents.

Here, the main applicant will fill out the information the Association requires and signs all pertinent documents.

They will also receive a second email with instructions on how to do the uploading of the documents, such as a copy of their driver's license or passport, pet photo (if applicable), marriage certificate (if married with different last names) and any other documents required by our property.

Once the first applicant completes all the required information and clicks on the "Finish & Submit Electronically" button, then the co-applicant (if applicable) will receive the same email with instructions to fill out Step 2 with their electronic signatures.

Once the applicant(s) click on the "Finish & Submit Electronically" button, the office will then receive the second email stating for example: John Doe, unit 123 is in process.

At this point, Tenant Evaluation will review the file and complete all the verifications.

Once Tenant Evaluation has processed all the verifications and has obtained all the required documentations, the office will then receive a final email stating for example: John Doe, unit 123 is completed.

At this point we will be able to access and print the entire report, which can be found under the Comprehensive link.

Updated: 17/04/20

Approved by Windward Bay, Inc. Board of Directors

**Estoppels are prepared through Castlegroup.com only once the Application is approved by the Board.**

**6) Condominium Documents**

The documents will be sent via e-mail. This includes Declaration, By Laws, Articles of Incorporation, Amendments, Condo Rules, Frequently Asked Questions and Answers, Beach Access, Site Plan and Audit.

**7) Financial Information or Board Minutes**

You must get permission from the owner(s) for Windward Bay, Inc. to release any financial information or Board minutes.

We do not provide any personal financial information on units or owners.

**8) Parking**

Numbered parking spaces are provided under Midrise Buildings. Storage units have the unit number on them. Any pickup trucks with a hitch must back into guest spots. **No parking is allowed on the grass.**

**9) Smoke Alarms**

Smoke alarms are not monitored. If alarm sounds and you see smoke, dial 911.

**10) Marina (North & South)**

There are 25 usable boat slips. Boat slips are \$30.00 per month. If a lift is installed, it is an additional \$5.00 per month. The recommended length of the boat can only be up to 25 feet. The depth of the water in each marina is 4 feet, depending on the time of tide and time of year.

**A leased slip will not be approved until the potential purchaser is an owner. NO EXCEPTIONS.**

An agreement would need to be filled out and signed. Title, registration, insurance and a picture of the boat are to be sent with the agreement, along with a check for the whole amount or prorated amount. Once the agreement is received, it is submitted to the Marina Committee for review with their recommendation to the Board.

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Approved by Windward Bay, Inc. Board of Directors

**11) Kayaks**

There is no fee for kayak slips. Slips are available on a first come, first serve basis. All kayaks must be marked with the unit/villa number, kept on a rack and secured. **No kayaks are allowed on the ground.**

**12) Interior Construction**

Any interior improvements must be submitted and approved by the Board prior to any work starting. A Notice of Work by Owner in Unit must be filled out and signed, attach a copy of the fully signed contract, contractor's insurance information and provide a brochure or picture before sending everything back to the Windward Bay, Inc. office.

Hard surface flooring is allowed in the foyer, hallway, kitchen, lanai and both bathrooms with the proper sound proofing. Please contact the office for specifics on sound proofing. If the floor plan is changed, the floor policy stands regardless of what room the format is changed to or called.

Pertaining to the living areas above the 200 level, all insulation material installed after April 15, 2014 throughout each owner unit must meet or exceed the ATSM standards for Impact Insulation Class (IIC65) in accordance with Multi-family housing codes classified as "Medium" for normal condominiums. All areas excluding kitchen, bathrooms, hallways and lanai must be carpeted.

Carpet requirements do not apply to units on the 200 level since no one is beneath them.

All owners submitting an Owner Work Notice requesting approval for new underlayment shall provide documentation from the flooring material manufacturer stating that the Impact insulation Class rating meets or exceeds IIC65 standards, and will be installed according to the manufacturer's recommendations.

Dumpsters are only allowed onsite for one week.

**13) Keys to Unit/Villa**

The Windward Bay, Inc. office will not release a key to a unit/villa to anyone unless notified by an owner.

**14) Scheduled Work at Windward Bay, Inc. (Next 12 months)**

Elevator Modernization (Building F) / (Building G – Fall 2017)

Villa Alteration (Villas 19 – 22) Started April 2017 )

Updated: 17/04/20

Approved by Windward Bay, Inc. Board of Directors

**15) Prior Work Done**

Repaved Road (2009)

Buildings A – E - Stacks relined (2013 & 2014)

Buildings A – E (Painted 2015)

Buildings F & G – Relining of stacks (July & August 2015)

Buildings F & G – Catwalks sealed & painted (November 2013)

South Marina (Repairs and new piers installed July 2015)

South Pool resurfaced (2014)

North Pool resurfaced (2015)

Seawall – Tile drains installed & seams replaced (December 2013)

Modernization of Buildings B& D Elevators (2015)