

Manatee Bay Condominium Association

Owners Package
(Formerly known as the Welcome Packet)
and
Reference Guide



Updated February 17, 2026

A comprehensive list of the Manatee Bay Condominium Association Governing Documents, Rules, Minutes, Financials, forms, notices, and helpful suggestions can be found on the Association's website at manateebayfmb.com

Dear Homeowner,

On behalf of the Manatee Bay Condominium Association Board of Directors and the other homeowners of Manatee Bay, welcome to our community. Over the coming months we look forward to meeting you, whether it be walking down the street, at the pool, or at one of our social activities. We know from experience that every new homeowner has many questions, so our Welcoming Committee has created this Welcome Packet to help with your orientation. This document will give you detailed information and identify additional resources, such as our website and whom to call or email if you have additional questions. Moreover, this document will help you to understand how to integrate yourself easily and effectively into the Manatee Bay community. It is important to emphasize that living in a high-rise condominium community is quite different from life in a detached, single home.

The operation of your condominium association is governed by a board of five volunteer directors. Owners elect the Board members to two-year terms on a staggered basis at our Annual Meeting in March. Board meetings usually occur on the second Thursday of each month from October through April in our Social Room and/or virtually as described on the posted notices. The Board is responsible for overseeing the daily functions and financial responsibilities of the Association, and for maintaining members' compliance with the established rules and other governing documents. Please take the time to read the Rules and Regulations, the Declarations, and the Bylaws you received during your condo purchase process. These documents are also on the association website at <https://manateebayfmb.com>.

Our Manatee Bay home has fifty-eight luxury condominium units, indoor and outdoor parking, plus many top-notch extras in our building and in the greater Waterside and Bay Beach community. You, like our other owners, will quickly come to appreciate the amenities we have at our disposal. Within Manatee Bay, on the second floor, we have a Social Room and a Gym with men's and women's locker rooms and saunas. As an owner within Waterside, you have access to two clay tennis courts, a swimming pool and hot tub, as well as a fishing pier. Additionally, as an owner who lives on Bay Beach Lane (EBIA, Estero Bay Improvement Association), you have private beach access from Estero Blvd and a 54-acre nature area for walking and biking. There are walking trails, pickleball, tennis, putting green and bocce ball courts on the northern portion of the EBIA property. You also have the ability to purchase one of the forty-two slips in our private marina that is restricted to owners of a Bay Beach condo.

Again, welcome to Manatee Bay! We hope this Owner Packet will help with your orientation and act as a constant reference guide. We know you'll find Manatee Bay and this neighborhood to be a great place to live and we encourage your participation in our activities and committees.

Best regards,

Manatee Bay Board of Directors

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INTRODUCTION

Welcome to Manatee Bay (also known as Waterside 7)! If you have never lived in a condominium association or in Florida, there will be many new experiences in your future. We would like to make joining the Manatee Bay community a smooth transition.

This packet contains useful resources to get you started, along with information about our website, which is handled by our property management company, Advanced Property Management Services (APMS or Property Manager). Note that the Manatee Bay Condominium Association (Association) is also a part of both the Waterside Master Association (WMA) and Estero Bay Improvement Association (EBIA). Through our Board of Directors and volunteer residents, we have representation on the board of each of those organizations as well.

Please try to attend our condo Board meetings and social events. You will learn about the operation of the building and upcoming events and it's a great way to meet your neighbors. We have the following committees/representatives: social, landscaping, maintenance, website and welcome. Please contact a Board member to sign up for any of these if you have an interest and want to meet other owners. It's a great way to make new friends.

You are also encouraged to attend the WMA Board Meetings, the Waterside Annual Party, and the quarterly EBIA Board Meetings. All meeting notices are posted to the website and on the community bulletin boards in the lobby, by the elevators and emailed (please see below for how to sign up for email distributions).

Please be sure to see the Manatee Bay website for the Owner Directory for contact information of your fellow owners.

ASSOCIATION AFFILIATIONS

Manatee Bay Condominium Association

- You, as an owner, are a member of the Manatee Bay Condominium Association.
- Manatee Bay has 58 condominium units; each unit has one vote on all owner voting matters.
- A five-member (volunteer) Board of Directors is responsible for overseeing the daily functions and financial responsibilities of the Association, including oversight of The Property Manager and the property management firm; budget; reserves; and maintenance for the building, defined common areas and the parking lot. The Board of Directors also helps to protect homeowner property values by overseeing and maintaining members' compliance with the established rules and other governing documents.
- Our Association usually has monthly Board meetings, for owners only, on the second Thursday of the month from September through April. The March meeting is usually our annual meeting.
- Assessments are billed by and paid quarterly to Manatee Bay Condominium Association. This assessment includes among other things the Comcast fee for the contracted base services including wi-fi, building insurance, multiple service contracts, and the assessment paid to Estero Bay Improvement Association (EBIA). Signing up for Auto Recurring Payments using the payments tab on the APMSFL.com website and clicking on eCabrio helps to ensure that your assessments are paid correctly and on time.

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Waterside Master Association

- Each building in the Waterside community is a member of Waterside Master Association (WMA), currently comprising eight buildings and 400+ condo units:
 - o Waterside 1 (58 Units)
 - o Waterside 2 (58 Units)
 - o Waterside 3 (58 Units)
 - o Waterside 4 (Water's Edge - 58 Units)
 - o Waterside 5 (Dolphin Pointe - 54 Units)
 - o Waterside 6 (Grandview – 58 units)
 - o Waterside 7 (Manatee Bay - 58 Units)
 - o Waterside 8 (Sunset Gulf - 56 Units)
- The Waterside Dock Cooperative, a 42-slip private marina, is also a member Association of WMA (42 Units).
- Each Waterside building and the Waterside Dock Cooperative have a representative on the eight (8) person WMA Board of Directors (BOD). WMA BOD is responsible for the following:
 - o oversight of the property management firm Resort Management)
 - o managing the operating budget and reserve funds
 - o maintenance of all the Waterside amenities, shared equipment and landscaping for all the common ground property within the Waterside community:
 - tennis courts (2)
 - pools and spas (4)
 - generators / fire pumps
 - shared lift stations (2)
 - shared irrigation wells
 - mangroves (as permits allow)
 - gatehouse and the security company
 - the Bay Beach Lane roadway from the gatehouse to the southeast end of the road.
- Assessments are billed and paid quarterly to Waterside Master Association. Auto Payment for WMA fees are also available via the Waterside Master Website <https://home.resortmgt.com/public>
- WMA has one annual meeting that is posted along with periodic quarterly meetings. An annual WMA Social for the entire Waterside Community is typically held in March.

Estero Bay Improvement Association

- Each Association on Bay Beach Lane is a member of EBIA, which serves as the master association for common area portions of the development for all associations/communities on Bay Beach Lane ("Bay Beach"). EBIA's members consist of the condominium associations that own the common elements of 16 different residential condominium associations. These associations in turn serve a total of 1235 residential unit owners on Bay Beach. They are:
 - o Each association in Waterside – 400+ units in all, as indicated above
 - o Bella Lago – 59 units
 - o Casa Marina 1 – 16 units

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- Casa Marina 2 – 92 units
- Casa Marina 3 – 144 units
- Harbor Point – 140 units
- Hibiscus Pointe – 184 units
- Palms on Bay Beach – 152 units
- Royal Pelican – 144 units
- Valencia Villas – 12 units
- EBIA has sixteen voting representatives, one for each Association. EBIA’s responsibilities are the following:
 - oversight of Resort Management, as the property management firm
 - managing the operating budget and reserve funds
 - maintenance and landscaping for all the EBIA common property:
 - Bay Beach Lane from Estero Boulevard to the Waterside gatehouse,
 - the 54-acre nature area (the “Commons”)
 - the amenities that are in the Commons
 - the EBIA private beach access
 - the fishing pier
- You do NOT receive a bill from nor pay directly to EBIA. The EBIA assessment is part of the Manatee Bay budget and assessment.
- EBIA usually has quarterly meetings on the second Tuesday of each quarter beginning in January and then April, July and October.
- If you have questions about EBIA, please contact your EBIA board representative. If you are unsure whom to contact, please contact a Board member for more information.

KEY POINTS OF CONTACT AND SOURCES OF INFORMATION

Advanced Property Management Services

Advanced Property Management Services is the company that provides our condo association with property management services. Our Property Manager is Rebecca Beasley, and her contact information is shown below:

- Email: camsupport4@apmsfl.com
- Phone: 239-899-1033 (does not support text messages)
- Office Phone: 239-513-9433 Ext 316
- After Hours Emergency: 239-513-9433
- Mailing Address: 1035 Collier Center Way #7
Naples, FL 34110

A few things that our Property Manager will be able to help you with are setting up your code for the lobby entrance and obtaining a Manatee Bay sticker for your vehicle windshield so you can obtain a barcode sticker for your vehicle to gain access through the Waterside gate and Manatee Bay Stickers for your bicycles. One of the most important steps you can take during your initial discussion with our Property Manager is to **provide them with your cell phone number, email address and mailing address**. Sometimes during emergencies, we need to reach specific unit owners immediately and having this information is critical. In this regard, it is important to provide Our Property Manager with emergency contact information in the event you are personally in need of emergency assistance. It is also

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important to provide our Property Manager with the name and contact information of your Home Watch vendor, as described later in this document. Our Property Manager can provide you with the following forms to help with this process.

- [Resident Information Request Form](#)
 - This information is very important when we need to reach owners in emergencies.
- [Consent to Receive Electronic Notice of Meetings](#)
 - This form authorizes The Property Manager to communicate with you via email rather than the mail
- [Directory Consent Form](#)
 - Complete if you would like to share your contact information with other owners on the Owner Directory
- [Entry Control and Resident Data Form](#)
 - Affix a Manatee Bay Vehicle Sticker (round sticker) to your windshield. Show the sticker to the gatehouse staff and then you will be able to complete the Entry Control and Resident Data Form. The [Waterside Gatehouse Brochure](#), which provides further information, including accessing the on-line gatehouse application, is available on the Manatee Bay website <https://manateebayfmb.com>
 - The Gatehouse staff will then affix a bar code on your rear passenger window for access through the automated gate.
- [Emergency Contact Form](#)
 - This confidential document will provide a very restricted list of people (e.g., The Property Manager, Board members) the names, phone numbers and email of contacts we may reach out to if you need emergency services.
- [Pet Registration Form](#)
 - To be completed prior to your moving in. Please see the section on Pets below for more information.

[Manatee Bay Website](#)

The Manatee Bay website will be your single most important source for information and forms. It includes all of our governing documents, minutes from Board meetings, monthly financials, special notices (such as the Hurricane Preparedness Plan), the Unit Modification Form, the Lease Application Form and directions on how to pay Waterside Master and Manatee Bay quarterly assessments.

Step 1: Visit manateebayfmb.com

Step 2: You will see a resident login/register on the right side of the page. Fill in all the boxes provided and submit. After submission, you will receive a confirmation email. A Property Manager representative will review your information to ensure that it is correct. When your information has been verified, you will have access to the community's website. You can access it from the "Login" link in the upper right corner of the page.

In addition to obtaining information about Manatee Bay, you also have access to EBIA's and WMA's information with a single sign-in to the Property Manager Portal.

If you have any questions or concerns, please feel free to contact Property Manager by telephone at (239) 899-1033 and ask for Becca Beasley or by email at: camsupport4@apmsfl.com.

[Comcast/Xfinity](#)

Comcast provides internet and cable TV services in the building. Additionally, Comcast offers fixed-line telephone service (VoIP) to the outlets in your condo, which you can add at your own expense.

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Manatee Bay is part of a Comcast bulk contract negotiated by WMA for all Waterside residents. This contract entitles you to Xfinity internet and TV, which includes digital starter HD and all HBO channels. It also includes the following hardware: one X1HD DVR, one X1 HD TV box, two HD TV adapters, two voice-controlled remotes, (or two standard remotes) and an internet router. A fixed-line phone connection and additional cable channels, etc. may be purchased at your own expense. (Channel listings are available on Xfinity's website.)

To set up your account with Comcast you can call 1-800-934-6489, or you can stop by an Xfinity store in person. The nearest Xfinity stores are at 23181 Village Shops Way, Suite 107, Estero, FL 33928, and at 10600 Tamiami Trail N, Suite 604, Naples, FL 34108 (next to Trader Joe's). You will need to provide your building number (Waterside 7), address including unit number, and association name (Manatee Bay) to identify yourself in the system. You will need to then set up a Comcast log-in name and password.

The free Wi-Fi at the pool is also managed by Comcast. Instructions for logging on to the network is shown below.

- Logging in to the Pool Area Wi-Fi Network
 - Go to "Settings" and then click on "Wi-Fi"
 - Enable your Wi-Fi
 - Under Networks click on "Community Xfinity"
 - The on-screen prompts may ask you for **your "Comcast.net" logon and password**
 - Enable "Auto Join" so when you return to the pool you will auto connect

The Wi-Fi network in the social room is MANATEEBAY; the password is MANATEEBAY4182.

[Florida Power & Light \(FPL\)](#)

Florida Power & Light is your electrical power company. You should **contact them prior to closing on your condo** to put the service in your name. FPL prefers that you set up service at their website: www.fpl.com. You may also want to install the FPL app on your mobile device. The app can provide you with notifications of power outages and other useful information. The instructions are easy to follow. Alternatively, you can call: 800-468-8243 or 239-334-7754 for the FMB electrical substation.

[Waterside Gatehouse](#)

Waterside is the gated portion of the EBIA community. WMA is responsible for the Gatehouse. The staff at the gate controls access to our community 24/7. As a homeowner you will need to complete an [Entry Control and Resident Data Form](#). That form will identify you as an owner and set up both your automated access and a process to allow you grant access to guests or vendors. If you have a permanent vehicle rather than a rental, the gatehouse staff will apply a bar coded sticker to the passenger side of your vehicle. Before the gatehouse staff can give you this sticker, you will need to contact our Property Manager via email or by appointment, to obtain a sticker for your windshield identifying you as a Manatee Bay resident. The [Entry Control and Resident Data Form](#) you must complete is available from the gatehouse staff or by mail from The Property Manager.

The gatehouse is staffed with a security guard from 6:00am to 10:00 pm. Outside those hours the gatehouse will be manned by a virtual guard. If you are expecting visitors, please register them in advance by following the instructions in the Waterhouse Gatehouse Brochure. Once registered, your guest can scan their QR code on their phone and they will be granted access. In the event you, as owner, do not have a bar code on your car, scan your

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QR code on your phone at the gate and you will be admitted. In the event of any difficulty, there is a virtual guard available through the gatehouse kiosk to assist you further.

If you are planning to have guests, a contractor, furniture delivery, pizza delivery, a taxi or Uber enter through the gate, you should notify the Gatehouse in advance to permit your guest's access. No notice is required for UPS, FedEx, or Amazon deliveries. You can arrange for visitors via the TEK Control visitor management system app or website. This system is accessible through the TekControl Visitor Management Application, available from your app store, and is the preferred method of registering your visitor. You can also register visitors via a website (<https://webapp.tekcontrol-site.com>).

More information is in the [Waterside Gatehouse Brochure](#) and the [TekControl Visitor Management System Access Directions](#), which can be found in the documents section of our website.

CONDOMINIUM KEYS AND KEYLESS SECURITY ACCESS

[Personal Condominium Keys](#)

When you closed on your unit, the prior owner should have given you at least one set of 4 keys and one garage door opener. The four keys include a key for your mailbox, a key to access the pool and grill area, a key to your unit, and a general building key that will give you access to all outside doors and the doors to the storage locker rooms. The key to your unit will also unlock the padlock on your personal storage locker.

If you choose to re-key or add a smart lock to your personal unit, you must contact our Property Manager for preferred Manatee Bay locksmith companies. The locksmith recommended will be familiar with our building and will ensure that the key or smart lock to your unit will also accommodate our master key for emergency access. **If you change your entry lock, you must ensure that the Association master key can unlock your unit and storage locker.**

[Keyless Security and Access to the Manatee Bay Building](#)

You need to notify our Property Manager of your phone number for contact purposes and a four-digit pin number for the front door entry and another for your elevator security pin. Ask for an estimate of the time it may take to set up the front door and elevator pin codes. *Note that the elevator pin codes will not be able to be updated until your elevator stack goes through the modernization process. Please get the code from the prior owner to use until yours can be updated.

[Front Lobby Entrance Access and Security](#)

Your unit key does not unlock the main front doors to the lobby. That entrance has a telephone keypad kiosk. This provides both keyless entry to the building via your entry door pin and a way for guests or delivery personnel to contact you for entry to the building. Once your pin code is set up, to enter the front door, simply enter your 4-digit pin and press the green bar. For example, if your pin were 1234 you would press 1234 and the green bar. The kiosk will display the message "Access Granted"; simply pull on the right-hand door handle and enter the building.

If a guest or delivery person wants to reach a resident, they simply dial the resident's unit number. For example, to reach the resident in unit 748 they would just press 0748 and system will call the phone number that has been assigned to the entry door by the resident/owner of unit 748. At this point that resident/owner can speak with the guest at the door and, if they choose, they can "buzz" the guest into the building by pushing 9 on their phone. "Access Granted" will appear on the kiosk screen and the guest will be able to open

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the front door. Please bring your keys with you at all times in the event the kiosk is not working, and you need to enter through one of the other doors.

[Private Elevator Access and Security](#)

To provide additional security to your home, every unit has its own 4-digit pin for use in the private elevators to access that unit. After entering the elevator, simply press the numbers of your elevator access pin followed by #, then press your unit number button. For example, assume your elevator pin is 4321 and you live in unit 784. Using the elevator bank serving the 3 and 4 units, you would press 4321# and then your unit number button, 84. If you do not want to require an elevator pin, you can disable it with the small toggle switch by the light switches near the front door of your unit. If you choose to have your four-digit elevator code changed for added security, our Property Manager can assist with scheduling our elevator contractor to make the code change. *Note that at this time the elevator codes cannot be updated until the elevator modernization for your elevator stack is completed.

There is no security system associated with the freight elevator, so no pin is needed for it. This is the **ONLY** elevator to be used by vendors, contractors, movers, and delivery people, unless it is out of service.

[Garage Entry](#)

When you purchase your unit, you should receive one remote control devices to operate the entry gate to the parking garage. The button labeled “1” on the device controls the **entry (In) gate**. The exit door for the garage is now operated by a proximity sensor located on the ceiling of the garage near the exit door. Both gates close automatically after a minute or so. Owners are allowed to park a second vehicle in the Manatee Bay exterior parking lot. Please note that overnight parking of trailers or boats is not permitted either inside the garage or in the exterior parking lots.

DELIVERIES

If you are expecting a delivery from a company **other than** UPS, USPS, FedEx or Amazon, you must notify the gatehouse to authorize the delivery person to enter the gate. You may do this by using the TEKControl Visitor Management app on your mobile device. To keep the lobby looking presentable and not that of a mailroom, please be sure to pick up your packages as soon as possible.

UBER/LYFT DRIVERS

We are experiencing more Uber and Lyft drivers making a pickup at the building. If you order such a driver, you must call the gatehouse or add the visitor to the TEKControl Visitor Management app to notify the gatehouse staff you have the driver coming. Please provide the last name of the driver’s client being picked up, the name of the unit owner (if different) and the unit number. We cannot treat Uber like certified taxis as they are not vetted by the county. Ultimately, if we do not have any way to verify their entry, the gatehouse staff will turn these drivers away.

BUILDING APPEARANCE AND MAINTENANCE

We strive to keep the exterior of our building looking clean and neat. This also helps us comply with fire code. Accordingly, all exterior areas around and within the building must remain free of any obstructions and personal property. These areas include entrances, parking areas, hallways, walkways, second floor terrace, lobbies, elevators, stairs, and other common areas (“Common Space”). Do not store or leave personal property of any type in the Common Space at any time. Do not store personal property outside your unit except in your designated storage area. Do not hang or

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shake linens, cloths, beach towels, laundry or other articles from any of the windows, lanais, doors, walkways, second floor terrace, entryways, or exposed on any part of the Common Space or outside of the building. Keep doors closed and secured (not propped open) except when loading or unloading through the front entrance of the building or unit lobbies. No exterior radio, television or cable TV antennas or wiring shall be installed without the prior written consent of the Board of Directors. No signs, advertisements, or other similar material shall be exhibited, or displayed in the Unit, Common Space or outside of the building by any person without written consent of the Board of Directors. Do not install decorations (including Holiday lighting) or outside lighting in the Common Space, outside the building or on your lanai exterior without written consent of the Board of Directors.

SMOKING

No smoking or vaping is allowed in Common or Limited Common areas. These no smoking areas include your lanai, the front walkways, the second-floor terraces, the garage, the storage locker rooms, the social room, gym, and pool area. The only places where smoking or vaping is allowed are 25 feet away from the exterior of the building, **within** your parked car in the outside parking lot, or **within** the walls of your unit with all doors and windows closed so no one has to breathe second and third hand smoke.

TRASH

Before disposing of trash through the trash chutes please look out over the railing to be sure that the dumpsters have not been placed outside for pick-up. There are two trash chutes on each of the residential floors (2-11). Your trash chute is located off the front walkway. ALWAYS tie your garbage in secure garbage bags so trash does not spill in the dumpster room. In accordance with the fire code, please ensure that both the door to the trash chute and the exterior door are completely closed.

If articles of trash cannot fit into the trash chutes, you must arrange pickup. Our Property Manager can help. Until the pickup occurs, do not store the articles in question outside the unit or on the common areas. You are responsible for the cost of the pickup.

Recyclable items (paper, cardboard, glass, metal, and plastics with a recycling code) can be placed in the recycle bins in the parking garage. Please break down boxes before placing them in the recycling bins. Plastic bags and Styrofoam cannot be recycled using the recycling bins in the garage, but you can drop them in bins outside Publix.

PETS

Owners are allowed to have pets in Manatee Bay. Renters and guests are **not allowed** to have pets at Manatee Bay.

Pets are restricted to cats, dogs, or birds only. Dogs and cats must be always carried or on a leash while on the common elements. Owners are encouraged to transport pets using the service elevator but may transport them in their private elevator as long as they are **leashed, and under full control of the owner.**

Please clean up and remove any animal waste deposited by a pet in any common area and dispose of any solid waste in one of the outdoor dog waste bag and disposal stations provided around the property. Pets cannot be left unattended on the lanai at any time. See the Manatee Bay Rules and Regulations on the website for additional information about pets, including the [Pet Registration Form](#) you need to complete and turn into the Board for preapproval.

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ASSOCIATION REPAIRS AND MAINTENANCE

Exterior Window Washing

Our exterior windows are washed twice a year, typically in March and October, but the date is subject to change by the Board. The Board will provide ample notice of this service before it takes place. This window cleaning does not include windows on the front walkway, lanai windows, or the interior side of the windows. **For an additional fee**, you can often arrange to have the sliding doors in your lanai washed as well as the inside of your windows. Access to the interior of the unit is your responsibility and will not be provided by the association. This service is an accommodation to the owners by the window washing company and will only be available if enough owners request the service.

Insect Control

Manatee Bay insect and pest control is managed by Arrow Environmental. They spray the exterior of the building once per quarter. If you have a problem with ants or any other insects in your unit, please contact our Property Manager and they will connect you with Arrow for a service call time that is convenient for you. There is usually no charge to owners for this service.

Dryer Vent Cleaning

Dryer vents and stacks are cleared of all lint once a year. There is no charge to owners for this service.

Air Conditioning Filters and Service

Manatee Bay contracts with Travis Refrigeration to change all air conditioning filters once each year (July or August). Travis also provides maintenance services of the AC in your unit and on the roof twice a year. There is no charge to the owner for these services. However, repair or replacement of the AC unit is at the owner's expense.

Plumbing Stacks

There are 36 main plumbing stacks that run from the roof of the building to below the garage floor. These main plumbing stacks are on a schedule where one-third of the plumbing stacks are hydro-jetted each year. It is important to read the "General Reminders" document found on our website. That document will give you advice on the items that should NOT go down your garbage disposal. Remember there are 9-10 families using the same main kitchen and toilet drain stack. **Do not** flush wipes down toilets **even if the wipes say they are flushable**. Although they may dissolve over a long period of time, they will not dissolve fast enough to prevent clogging our plumbing stacks or sewer lines.

Plumbing Inspection

From time-to-time the Manatee Bay Board will initiate a building-wide plumbing inspection by a licensed plumbing contractor. The inspection will include all common areas and each of our 58 condo units. Flooding from defective plumbing is a major risk for all owners. A water leak in one unit can cascade to many other units below. Accordingly, all owners are expected to comply with the findings of the inspection and make all necessary repairs, at the owner's expense, as soon as practicable by a licensed plumber.

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Landscaping

Manatee Bay's landscaping and lawn maintenance contractor is Pelican. Pelican mows and edges the grass weekly, trim all bushes quarterly, and installs mulch each December. They also trim all trees and palms twice a year, once in June prior to hurricane season and once in December prior to our peak seasonal visitors. Many of the landscaping improvements you see around the property are a joint effort between our Landscaping Committee and Pelican. Contact our Property Manager if you have any questions about our landscaping.

Miscellaneous Building Repairs and Maintenance

There are often other repairs going on in or around the building, so watch for notices posted on the website, at each elevator or on the lobby bulletin board. If you are aware of any repairs needed to common elements, or cleaning needed in any area, **please enter them in the Maintenance Log binder in the mail lobby.**

Other Owner Responsibility Items

You are generally responsible for all interior repair and maintenance including windows, shades, screens, locks, and interior painting. The foyer area your private elevator opens to is also considered owner area (the light above the elevator door is required to stay on and will be replaced as needed by the building).

PERSONAL CONDOMINIUM MAINTENANCE AND REPAIRS

As new owners, many of you will want to put your own personal touch on your new home.

Prior written approval from the Board of Directors is required before an owner or occupant makes any addition, change, alteration, or decoration to the interior appearance of any portion of the Condominium. You request that approval by completing the [Unit Modification Form](#) that is on the website.

It is extremely important to read and follow the process on the form. This form needs to be completed and submitted to our Property Manager and approved by the Board of Directors **PRIOR** to the start of the work. The form requires the contractors to be insured and properly licensed, and sign and agree to follow the Vendor-Contractor Rules.

Under no circumstance shall there be any major construction, improvements, alterations, or modification to individual units during the season, which is defined as November 15 through April 15. Prohibited demolition or construction activity includes but is not limited to tile removal and installation, hurricane shutter installation or any other activities that require the use of loud power tools, jack hammers and any other noise producing activity. Under no circumstance will anyone be allowed to cut into or drill into the concrete slabs without prior approval. Please check with our Property Manager to be sure any work you are planning to do satisfies our rules.

If the unit modification requires any changes to the unit or building fire safety equipment (such as sprinkler heads, fire alarms or fire alert speakers), you will be required to use the current Association Fire Safety Vendor at your expense.

Please also see the Hurricane Preparedness Plan and Frequently Asked Questions for other important information.

LEASING YOUR UNIT

Leasing and Rental Requirements

Please note that specific rules apply to renting your unit. These rules are available under the **Documents** tab

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on the Manatee Bay website. Owners considering renting their unit are strongly encouraged to review these requirements carefully.

[Uniform Treatment of Lease Applications](#)

All proposed leases must be treated uniformly and consistently in accordance with the Association's Declaration, including notice and approval requirements—even if the tenant has leased at Manatee Bay in the past or rents the same unit every season.

Each time a **new lease** is signed, the lease application must be processed as a **new application through TenantEval**, regardless of whether the tenant is a returning or seasonal renter. This ensures the Association applies its leasing procedures fairly and consistently to all owners and applicants and avoids selective enforcement of the governing documents.

Only **renewals or extensions of an existing, current lease** are exempt from the TenantEval submission requirement.

The Association performs due diligence by approving lease applications when no valid grounds for disapproval exist and denying applications when valid grounds for disapproval do exist.

[Lease & Occupant Disclosure](#)

Occupancy of a unit are limited to 2 people per bedroom in a unit including children. All proposed occupants of a unit who are eighteen (18) years of age or older must be fully disclosed on the lease application. Each adult occupant is required to complete the Association's screen process, including a background check, prior to approval for occupancy. Failure to list all adult occupants, including spouses, partners, or adult children, shall be considered a material omission and a violation of the Association's Rules and Regulations. No adult occupant may reside in the unit without prior Association approval.

[Enforcement/Violation Language](#)

If the Association determines that an owner or tenant has failed to disclose an adult occupant or has permitted an unscreened adult occupant to reside in the unit, the Association will issue a Notice of Noncompliance. Such failure shall constitute a violation of the Rules and Regulations.

The Association may require immediate submission of all required screening materials and fees and/or require removal of the unauthorized occupant. Additional remedies may include fines, suspension of use rights, denial of future lease approvals, or any other action permitted under the Governing Documents and applicable law.

[Background Check Requirements](#)

To clarify when a background check **is** and **is not** required, the following examples are provided:

A background check *is* required for:

- A tenant renting at Manatee Bay for the **first time**.
- A **returning seasonal renter** who previously rented at Manatee Bay but is signing a **new lease**, even if renting the same unit as before.
- Any renter whose prior lease **expired** and who is now entering into a **new lease agreement**.
- Any **change in tenant(s)**, including adding or substituting an occupant, that results in a **new lease**.

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A background check *is not required for:*

- A **renewal** of an existing, current lease with the same tenant(s) and **no lapse in occupancy**.
- An **extension** of an existing, current lease term with the same tenant(s).
- Situations where the lease remains **continuous and uninterrupted**, and **ownership and tenant composition have not changed**.

Only renewals or extensions of an existing, current lease are exempt from the background check and TenantEval submission requirements. All other lease arrangements are considered **new leases** and must be processed accordingly.

Board Approval Required

Prior approval from the Board of Directors is required before renting your unit. To obtain approval, owners must have their prospective tenant submit a lease application through TenantEval at www.tenantev.com using **Property Code 14197**.

- The application fee is paid directly through TenantEval.
- Completed applications must be submitted at least **twenty (20) days** prior to the intended occupancy date.
- A lease application is not considered complete until all information requested by the Association has been received.
- **No tenant may occupy a unit until the Board has formally approved the lease.**

If the applicant is not renewing or extending an existing lease but has rented at Manatee Bay in the past (including seasonal renters), the application will be reviewed and processed in the same manner as any other new lease, and the applicable transfer fee will be charged.

Lease Renewals

Annual lease renewals and lease extensions will continue to be processed as before, with renewal documentation submitted directly to the APMS office.

- Background checks are **not required** for renewals or extensions.
- Renewal or extension documentation must still be submitted for **Board review and approval**.
- No additional fees will be charged for background screening in the case of renewal or extension if all tenants remain the same.

Tenant Compliance

Tenants must comply with the Florida Condominium Act, the Condominium Documents, and the Association's Rules and Regulations. Owners are responsible for the conduct of their tenants, guests, and invitees.

Please note that **tenants, lessees, guests, and invitees are not permitted to keep pets in any unit.**

Gate Access and Parking Registration

Owners must register their renters/lessees with the Waterside gatehouse using the **TekControl Visitor Management** app or website.

Upon arrival at the gatehouse, renters must identify themselves and provide their unit number. Gatehouse staff will issue a vehicle dashboard pass, which must always be clearly visible while within Waterside. The pass

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is required for:

- Community access and re-entry
- On-site parking
- Parking in the EBIA-only parking lot near Estero Drive, including use of the EBIA Beach Parking Lot

Owner Responsibility

Renters and guests must follow all Association governing documents, including the Rules and Regulations. It is the owner's responsibility to ensure that their tenants and guests are fully informed of, and comply with, all Association requirements.

PREPARING YOUR CONDO FOR VACANCY

Any time a unit is vacant for a week (7 consecutive days) or more, the occupant shall prepare the unit prior to departure. A complete list of the steps you should take before departing for the summer ([Manatee Bay Departure Checklist](#)) are shown on the Manatee Bay website, but we have listed a few important steps here that are good to follow whenever you leave for several days.

- All furniture, mats, plants, and other moveable objects from around the outside of the unit, and in limited common elements shall be removed, including the exterior walkways on the front side of the building, second floor terrace and lanai (unless hurricane shutters are in place).
- The water and water heater to the unit shall be turned off and excess water shall be drained from the water lines.
- Ensure that air conditioning system serving the unit is serviced and functions normally. The A/C thermostat shall be set to COOL with a temperature of no more than 78 degrees Fahrenheit, and humidistat, if you have one, to a relative humidity of 40 to 60 percent (many owners have installed "smart" thermostats so they can monitor their room temperature while they are gone).
- Double check that your lanai sliding glass door is locked as sometimes it may appear locked but is not leading to rain entering your unit.
- Please be sure to toss all the trash and throw away any perishable items in your refrigerator.
- Turn off the circuit breakers to the washer & dryer, the hot water heater and the dishwasher.
- Empty your freezer of all perishables in the event we lose electricity for a prolonged period.
- Empty all ice from the freezer and turn off your ice maker.
- Consider moving items from your storage unit and any bicycle to your unit in the event of a storm surge or flooding.
- Move all lithium batteries from your storage unit to unit. If lithium batteries get wet there is an extreme fire hazard, so extreme caution needs to be taken with these batteries.
- Ensure that smoke alarms are functioning properly and have fresh batteries.
- Lock and secure unit.
- If you are leaving a car in the garage, be sure to leave a key to the car in your elevator foyer in case the car needs to be moved from the garage in an emergency or in case of repair.

Water leaks, mold, and brown outs are the three most likely causes of extensive damage to your home when you are gone. A list of precautions is posted near the end of the "season" when our friends in the building who are not full-time residents head off to their summer homes, **but it is not just for them or for the summer.**

Upon your return to your unit, please be sure to run all the faucets (except the showers) for at least five minutes to allow any sulfur smell from the standing water to work its way out of the system. Otherwise, the sulfur smell will permeate your neighbors!

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HOME WATCH

You **must** designate a home watch vendor to inspect your unit at least once a month when the unit is vacant. The home watch person will be your eyes and ears while you are away to watch for water damage possibly from a unit above you, mold, temperatures too high, or other problems in your unit. Our Property Manager, one of the Board members, or one of your new neighbors can provide you with home watch vendor options. Once you have chosen a home watch person, make sure that our Property Manager has that person's name and contact information.

NEGLECT

Failure of a unit owner to take the steps noted herein or any other reasonable step to protect their unit, surrounding units and common areas will create a presumption that the owner was negligent, and the negligent homeowner will be responsible for all damage to their unit, other units and the damaged common elements, or the personal property of the Association or other residents.

INSURANCE

To adequately protect the Association and its members, insurance shall be carried and kept in force at all times. You are responsible for insuring your own unit and your personal property. More details about the type of insurance required can be found on page 29 of the Declaration Section 15.1.

FIRE ALARM SYSTEM

The building is wired with a fire/smoke alarm system. Do not be alarmed when you hear a man's voice over the annunciation system if the alarm is triggered. The "voice" will be giving you instructions. If you hear the system sound the alarm, please exit the building as quickly and safely as possible **down the stairs. DO NOT use the elevator.** Please wait out in front of the building for the fire department's arrival and for them to give the all-clear to re-enter the building.

The smoke detectors in Common areas go to the alarm panel and may trigger the fire department to come out. On the other hand, if you burn a pan of milk on your stove and you set off the smoke detector in your unit, this is not wired directly to the fire department. Thus, they will not be dispatched for an in-unit smoke detection. Many people think that these are hardwired into the building's alarm system, but they are not. The only smoke detectors that are tied into the building system are those in the common elevator lobbies and in community areas.

You are responsible for the smoke detectors within your condo. The 9-volt batteries should be changed when you move in and changed twice a year (it is generally advised to change your battery when you adjust your clock for daylight saving/standard time).

AMENITIES

Swimming Pool and Hot Tub

The resort style swimming pool is a wonderful amenity for the building. We share the pool and its surrounding fenced-in area with our neighbors in Sunset Gulf, also known as "Waterside 8". This area includes the pool, hot tub, bathrooms, and barbecue grills. No glass, smoking, or pets are allowed in the entire fenced-in pool area. No radios, electronic devices which amplify sound, or any musical instruments shall be allowed to be used in the pool area. Ear buds are also required to cut down on the noise at the pool. Pool furniture must be

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kept at least four feet from the edge of the pool and please close and tie-up all umbrellas after use. Please see posted signs for more pool and hot tub rules. Violation of these rules can cause the pool or hot tub to be closed by the Fort Myers Beach inspector (who routinely inspects our pools).

You and your guests may use the pool toys found in the storage room next to the men's washroom. Please return them to the storage room when finished.

The pool is open from sunrise to sunset daily.

There is NO LIFEGUARD on duty so it is your responsibility to supervise your guests, particularly young children who may not be able to swim. There is NO DIVING in the pool. If you notice anything wrong in the pool area, please inform our Property Manager.

[Barbecue Grills](#)

The three barbecue grills are for the use of owners and guests of Waterside 7 and 8. Grills with covers in place should be clean and ready for use. Directions for using the grills are laminated and hanging from each grill. When you have finished using a grill, use the grill brush/scrapper to clean the grill. Turn off the gas on the grill and the main shut-off. Leave the cover off the grill after using it. Grills without covers will be cleaned by the maintenance crew each morning.

[Fitness Center, Locker Rooms and Saunas](#)

These rooms are not intended for use by children under the age of 17. No children under the age of 17 are permitted in the Fitness Center or sauna unless accompanied and supervised by an adult. No children under 12 are permitted in the Fitness Center and Sauna under any circumstance. No pets are permitted in the Fitness Center or locker rooms at any time.

The Fitness Center is on the second floor. You can reach it using the Service Elevator, which is accessible from the main building lobby, or the front walkway. From the service elevator, press "2". You may also access the second floor by pressing "A" in the 3-4 elevator. When you get off the elevator, turn right, go through the door and turn right again; at the end of the corridor, turn right yet again. The code for the lock is "1560". Shoes worn on the street or beach should not be used in the gym as they bring sand and debris into the room and could damage the equipment. Please wipe down all equipment after using.

Men's and women's rest rooms, locker rooms, and saunas are on the left in the hallway just before the entrance to the Fitness Center.

No personal radios, electronic devices which amplify sound, or any musical instruments are allowed to be used in the Fitness Center. Personal electronic devices which are connected to headphones or earphones, and which are used by a single individual, and which cannot be heard by other persons are permitted. Food or liquids other than water are not permitted in the Fitness Center. Glass containers are strictly prohibited. Additional rules are posted in the Fitness Center.

[Second Floor Activity/Social Room](#)

The Manatee Bay Social Room is used for most of our building social events, our Board meetings, and private functions by owners. If you want to have a private function in the activity room, you must reserve it with our Property Manager using the [Social Room Reservation form](#) available on the website. Your event cannot conflict with an Association social event. Remember, **this is a non-smoking room as is the adjacent deck.**

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Please supervise any small children at your event. No children under the age of 17 are permitted in the social room unless accompanied and supervised by an adult. No pets are permitted in the social room at any time.

You are expected to leave the room in the same condition you found it and clean up any mess you've made. This includes taking any trash out to the trash chutes and disposing of it appropriately. The room cannot be reserved by outsiders of the building; only owners and renters can reserve. See the Social Room Checklist on the website for more information.

If you simply wish to go down and use the room to play cards with friends, read a book or watch TV you may do so without reserving it, as long as it's not being used for an Association or private function.

The social room also has a collection of books that you can borrow. When donating or returning books to the Social Room, please put them in the basket near the bookshelves.

[EBIA Amenities](#)

As a member of EBIA, all owners and their guests may also take advantage of EBIA private beach access, fishing pier, walking trail, and tennis courts. EBIA has also added pickle ball courts, bocce and some golf amenities. Some details on the existing EBIA amenities are as follows.

- Tennis and pickle ball courts – Go to EBIAFMB.com and the Pickleball, Tennis & Bocce Ball page for the gate code.
- There is no parking at the fishing pier. All parking spaces are reserved for Waterside 5 residents, please respect their area. To use the fishing area, please walk to the pier.
- To access the private beach, you may drive to the private parking area, park there and walk to the EBIA private beach access across Estero Boulevard (look for the sign that identifies it). **In the future** we hope you will also be able to ride your bike directly to the beach pagoda and park your bike there.

[Waterside Master Tennis Courts](#)

- To reserve a Tennis Court at the courts in Waterside please see the [Waterside Tennis Courts - Rules and Sign-Up Procedures](#).

Key Contacts

Property Manager

Advanced Property Management Services

Property Manager: Rebecca Beasley

Email: camsupport4@apmsfl.com

Phone: 239-899-1033 (does not support texts)

**Mailing Address: 1035 Collier Center Way #7
Naples, FL 34110**

Florida Power and Light

239-334-7754

Xfinity

800-934-6489

Waterside Gatehouse

239-463-0784

Waterside Master Contact Information

Resort Management

Property Manager: London Quicci

Email: lquicci@resortgroupinc.com

Phone: 239-649-5526

APPENDIX

The following items can be found on the Manatee Bay Website

Comcast/Xfinity Channel Line-up

Consent to Disclose Contact Information Form (Manatee Bay Owners Directory Consent Form)

Declaration and Bylaws (Governing Documents)

Email Authorization Form

Emergency Contact form

Entry Control and Resident Data Form

Frequently Asked Questions

Hurricane Preparedness Plan

Insurance Policies

Manatee Bay Departure Checklist

Manatee Bay Owner Directory

Pet Registration Form

Unit Modification Form

Resident Information Request Form

Rules and Regulations

Sales & Leasing Instructions

Social Room Reservation Form

Waterside Welcome Package

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