

Leasing, Selling & Moving Rules & Regulations

The Bay Harbor Club Association (Resolution adoption 3/11/2026)

1. All real estate brokers and owners are required to check in with the Manager prior to attempting to sell or rent any units to confirm the owner's ledger is current on all assessments owed to the association. Any past due balances may negatively impact an owner's ability to sell or rent the unit.
2. No unit may be rented/ leased more than 4 times per calendar year.
3. Short term rentals <30 days are prohibited.
4. Rentals listed on sites like [airbnb.com](https://www.airbnb.com), [vrbo.com](https://www.vrbo.com) and similar are prohibited.
5. Prospective buyers and renters must first comply with all screening requirements (at least 15 business days ahead of time) and will be notified of their appointment for a screening interview. Written approval from the Board of Directors is required prior to completion of any sale or rental transaction. Prospective owners and rental applicants are required to pay all fees associated with the costs of pre-screening. Failure of owners to comply with the Condominium requirements for any sale/ rental will result in legal action.
6. The Board of Directors will process rental applications, interviews and issue approval letters within 15 business days of receipt of all required documents.
7. It is the owner's (seller's) responsibility to ensure that the prospective buyer/ renter receives copies of the Condominium Documents and Rules and Regulations, has read them, comprehends them, and has signed an agreement to abide by them. Failure to comply may result in an application delay or rejection.
8. It is the responsibility of the new owner/ renter to ensure all cartons, cardboard, boxes, packing materials, etc. are removed from the premises. Common areas may not be used for storage. All boxes should be broken down and flattened prior to discarding them in the trash room.
9. Owners and tenants must submit an elevator reservation request form with \$500 security deposit 5-days in advance of all move-in/out procedures. A letter of approval from the Association is required prior to submitting an elevator reservation request form.
10. Owners and tenants must submit a Certificate of Insurance (COI), co-listing the Bay Harbor Club Association, Inc. as insured for all move-in/out and large furniture/ appliance deliveries.
11. Owners and tenants must submit a copy of the Certificate of Insurance (COI) 48-hours prior to all move-in/outs. Failure to submit a COI that correctly lists the Association as an insured party will result in a denial of elevator reservation requests.
12. Move-in/out activities may only occur Monday to Friday, 9:00 AM to 5:00 PM. No weekends and holidays.
13. Owners and tenants are liable for all damages to the building and Association property, including common areas, caused by moving in or out, carrying any articles or other items by them or their guests, family members, employees or contractors.
14. Moving in or out of the building must be performed via Parking Level P1. The lobby may not be used. No parking of moving vehicles in the parking garage ramps.
15. Owners, tenants and their moving company must supply and install carpet protection film in the hallways, door jamb protectors and corner guards to protect the elevators and common areas.

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16. Owners and tenants must submit contact information 5-days in advance for ButterflyMX callbox and intercom access. Contact information should include first and last name of user(s), a cellphone number and email address for each user.
17. Each occupant is required to set up their own ButterflyMX pin code. Door PINs are intended for owners, residents, and/or tenants' use only. Door PIN codes are unique to each user and may not be shared with guests, visitors, or deliveries. Owners and residents should use the ButterflyMX Delivery Pass and Visitor Pass features in the mobile application to provide entry for deliveries and guests.
18. Owners and tenants are provided free/ complimentary access to the ButterflyMX mobile application to open/ unlock all doors and entry points.
19. Owners and tenants who seek vehicle tags and other building access devices are required to submit payment to the Bay Harbor Club Association, Inc. based on the following schedule:

FEE SCHEDULE	
Requests for new or replacement access or devices must be submitted in writing to building management and/or the Board of Directors (board@bhccondo.com).	
DESCRIPTION	COST
New owner &/or tenant registration <i>(Includes: Registration processing, directory update, two vehicle tags & mobile app access)</i>	\$75.00
FOB (new or replacement)	\$50.00 per FOB
Vehicle Windshield Tag (new or replacement)	\$25.00 per vehicle tag
Apple Wallet Access (annual fee for new and renewal passes)	\$40.00 per wallet access
Directory Updates	\$10.00

BAY HARBOR CLUB ASSOCIATION, INC.



By:

Print Name: Derek Hook

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The Bay Harbor Club Association (Resolution adoption 3/11/2026)

Title: Board President

(Adopted 3/11/2026, Seconded by Andres Cid, Motion passed unanimously by all Board Members)