

Dear Bay Crest Homeowners,

Your Landscape and Architectural Committee has been asked by the Bay Crest Board of Directors to send out an “ educational letter “ to all Homeowners which would give Homeowners basic information about who has responsibility for what regarding landscaping in our community. “ Landscape Basics “ is our response to this request.

The Bay Crest Community has always been proud of having a landscape which adds beauty to our community and value to our homes. Your Landscape Committee appreciates every homeowner’s cooperation in helping to preserve this asset.

The Committee has decided to use a bullet format rather than a paragraph format in an effort to be as simple, yet as thorough as possible. When other issues and questions come up in the future, we will share appropriate information with all Homeowners as updates to this letter. We strongly suggest that you copy this information and keep it in your Bay Crest file for reference when needed.

Sincerely,

The Bay Crest Architectural and Landscape Committee

Peaches Searce, chair

Kelley Kissiah

Cheryl Nye

Bill Reese, volunteer alternate

## **Landscape Basics for Bay Crest Homeowners**

The **Landscape Committee**, as it is commonly known, is officially The Landscape and Architectural Control and Maintenance Standards Committee. Members are limited to three and are designated by the Bay Crest Board. The Committee's responsibility is "to act in an advisory capacity only".

On behalf of The Board, The **Committee accepts requests from Homeowners to change** and/or update the outside of their home ( **architectural** ) or their landscaping surrounding the home ( **landscaping** ). The Committee reviews requests to be sure that the Homeowner's plans meet the standards ( rules ) set by the Bay Crest Board and Pelican Landing's Design and Review Committee ( the DRC ).

Any and all changes, additions, removals and replacements must first be approved by the Bay Crest Board and then by the DRC. Pelican Landing has strict rules about what trees, bushes and plants may be removed and if removed, what trees, bushes and plants may be used for replacement. Homeowners may not make changes in their landscaping until both approvals have been received.

There are **two separate application forms** on the Bay Crest website under documents, one for architectural requests and one for landscape requests. The first page of each application spells out the procedure for application and approval. The Landscape Request includes the application form for Bay Crest which must be submitted and approved by the Bay Crest Board first. The form for the DRC's approval can only be submitted after approval from the Bay Crest Board is received. Usually, a Homeowner will contact a landscaping business to develop a detailed plan. The plan can simply be attached to the application form.

### **Bay Crest's website is [baycrestonline.org](http://baycrestonline.org)**

Bay Crest Homeowners own all of the land surrounding their homes, which means that any repairs, removals or replacements related to landscape are the financial responsibility of the Homeowner. Each homeowner is responsible for care of their landscape beyond the general maintenance provided by our landscape company.

If a home is located in the center island, ownership may extend from street to street even though there may be bushes or hedges blocking the street view or extends from the street to a neighbor's property line. If a home is located on the outer edge of the circle, ownership extends from the street to the boundary of the golf course. From side to side, there should be a marker delineating property lines between lots.

Bay Crest Homeowners share ownership of “ **common areas** “ which include the front entrance middle section, the two signs at the front entrance, the pool, clubhouse and bathrooms inside the pool gate, the area around the pool outside the fence and the outside park area in front of the pool gate.

The Bay Crest Board hires a **landscaping company, currently Greenscapes**, to do basic maintenance for all properties. Basic maintenance is handled by individual crews who work according to a predetermined schedule set by Greenscapes. Schedules may change according to the season and the weather. The number of days and hours spent at Bay Crest for maintenance jobs is spelled out in the contract signed by Greenscapes and The Board. Hours can sometimes be adjusted job to job, but the total number of hours worked can not be increased. Schedules are planned throughout the year for the following maintenance jobs:

- grass mowing and edging, grass fertilization and pesticide treatment
- weed killer application for the grass and the driveways
- pruning shrubs, trimming hedges
- clean up and removal of leaves and debris

The Landscape Committee conducts a “walkabout” each month with our service representative from Greenscapes and our Property Manager from Gulf Breeze to evaluate maintenance follow-through and identify landscaping areas of concern for future maintenance projects.

If an individual Homeowner has a specific issue related to landscaping, a call should be made to our property manager who will determine appropriate follow-through. Resolution may fall under our contract with Greenscapes or it may be the responsibility of the Homeowner. Work requests are not to be made directly to crew members or other Greenscape staff to insure that contracted work is completed on time.

Members of the Landscape Committee can answer general questions on landscaping. While they are not expert landscapers or gardeners, they may be able to make suggestions or referrals.

**Irrigation maintenance** is also provided by Greenscapes on a regular schedule. There is a document on the Bay Crest website which explains responsibilities for irrigation ( **Landscaping Committee’s Irrigation Definitions and Processes** ). Generally, maintenance/repairs can be requested through our property manager at Gulf Breeze via phone or email who is authorized to approve requests under \$200 and to forward a work- order to Greenscapes for follow-through.

**Our property manager at Gulf Breeze is Aharon Weidner**  
**phone # 239 498 3311**  
**email [aharon@gulfbreezemanagement.com](mailto:aharon@gulfbreezemanagement.com)**

