

Sandpiper Bay Homeowners Association, Inc. Welcome Packet and Homeowner Guide

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Welcome to Sandpiper Bay!

The Sandpiper Bay Homeowners Association would like to welcome you and your family to your new home. We know you have several questions regarding the Association, trash, pool, and many other topics. Hopefully, all your questions will be answered in this document.

The monthly dues at Sandpiper Bay are **\$250.00 per month**. A late fee of \$20.00 is assessed if payment is not received in our office before the end of the month. The dues cover basic exterior repair and maintenance, lawn care, and upkeep of streets, sidewalks, ponds, and other common areas. We accept checks, money orders, and automatic ACH payments. Preferred method of payment may be online through the portal website at <https://propertysg.appfolio.com> . All checks should be made payable to **Sandpiper Bay HOA**, and mailed to **P.O. Box 986, Plainfield, IN 46168**.

If you have any questions, comments, concerns, or maintenance requests, please call the property management office, Property Services Group: 317-837-9860, or send an email to info@psgcondos.com.

Property Management Company

Property Services Group

P.O. Box 986 Plainfield, IN 46168

Phone:(317) 837-9860 Fax:(317) 837-8886

Web Portal: <https://propertysg.appfolio.com>

Website: www.psgcondos.com

Email: info@psgcondos.com

To insure we have the most accurate information for the association to contact you for any matters, it is important that you provide your contact information by utilizing the online portal at;

https://propertysg.appfolio.com/connect/users/sign_in

I. The Association

- A. Management Company - All questions, concerns, compliments, or complaints about the Sandpiper Bay community should be directed to the Property Group Services (PSG).
- B. Board Members - Board members are elected for three-year terms, with one term expiring each year. New members are elected at the annual meeting. The business and affairs of the Association shall be governed and managed by the Board. Board meetings are generally held monthly and may be attended by Homeowners. Contact Property Services Group (PSG) for the time and place of meetings.
- C. Architectural Review Board - The Board is responsible for protecting property values and keeping the neighborhood an attractive place to live by establishing and preserving a harmonious and functional design throughout our community. Consequently, the Board must approve any changes made to the outside or structure of each building, including landscaping, window/door replacement, and deck construction or remodeling, satellite dishes, etc.

Homeowners must submit a request for approval before changes will be allowed. Requests should include information such as materials to be used, dimensions, Contractor names, colors, and location of installation. Brochures, photos, or drawings would also be helpful. **Pg. 13** contains a copy of the Architectural Change Request form. Additionally a change form can be completed online at the PSG portal.

Please do not schedule work before receiving approval for any change. Changes made without written approval may be ordered removed or modified at the Homeowner's expense.

- D. Bylaws/Covenants - The guidelines of the Association are explained fully in the Bylaws and Covenants. Each new Homeowner should receive a copy from the prior Homeowner at closing. Additional copies are available from the Property Services Group (PSG) for a nominal charge. They are available free of charge on PSG Portal or on the website at www.psgcondos.com/sandpiperbay
- E. Violation of Bylaws/Covenants - Homeowners will be notified in writing of any violation of the Bylaws/Covenants. After a 3rd notice of any infraction, a monthly Administrative Fee may be assessed until the situation is brought into compliance. At the expense of the Homeowner, the Board or Property Services Group (PSG) may authorize work performed to correct the violation.
- F. Insurance - Contact the Property Services Group (PSG) for clarification of Association coverage, Agent, and benefit information. All Homeowners are strongly encouraged to contact a Personal Property Insurance Agent to ensure that personal coverage is adequate.
- G. Annual Meetings - The Association annual meeting is held each November at a nearby location. Homeowners will be notified by mail at least 10 days prior to the scheduled meeting date. At least 20% of the Homeowners must be present in person or present by signed proxy to have an official quorum. Your attendance is vital for a strong community.
- H. Association Fees - Monthly Association Dues are due on the 1st of every month. These dues pay the property taxes, lawn care, pool and lake maintenance, insurance premiums, and many other repairs that are needed throughout the community. Payments not received by the Property Services Group (PSG) by 5pm on the 10th of the month are considered late.

I. Maintenance/Repair Responsibilities - See **Pg. 7-11** for a listing of maintenance and repair responsibilities. Association repair items should be reported to the Property Services Group (PSG) as soon as possible. You can submit requests online at the PSG Portal and track progress of the request.

II. Community - A map of the Community is provided in **Pg. 12**

III. Amenities

- A. Lake - Only non-gas-powered or electric trolling motors/boats are allowed on the lake. Swimming is prohibited. All guests must be accompanied by a Homeowner. Do not feed the ducks, geese and wild animals.
- B. Pool – Each unit is issued one pool key, which should have been provided to you by the previous Homeowner. The Property Services Group (PSG) will provide a new key for \$25 each. Children under 14 (and all guests) MUST be accompanied by an adult Homeowner. (See **Pg. 6** for more rules and regulations.)

IV. Miscellaneous

- A. Trash - Trash collection occurs every Thursday morning, except weeks after national holidays such as Thanksgiving Day, Christmas Day, and Martin Luther King Day, when it is delayed until Friday. Trash should be placed along the curb by 7am in the receptacle provided by the trash company. It is preferred that the trash not be put out before Wednesday evening at 6pm.

Trash should be put in the receptacle provided by the trash company. Two heavy trash items are allowed 2nd full week of each month. Empty trash containers should be removed from the street within 1 day. See Waste management portal at <https://www.indy.gov/workflow/trash-pickup>

Shrubbery and other loose cuttings should be tied together in bundles no larger than 3' by 3'. Cardboard boxes should be emptied, flattened, and tied for pickup on heavy trash days. Building materials, trees, automotive parts, and other "commercial" or biological waste is not allowed.

- B. Recycling - Recycling is not paid by the Association and must be contracted individually. Waste Management handles recycling in this area and can be contracted directly by any interested homeowners.
- C. Lawn Care - The Association contracts for mowing and leaf removal. While Homeowners are not responsible for watering the lawn, common water is provided on the ends of most buildings. Common water is turned on in May and off in October. Homeowners living on the end units need to remove and store any hoses during the winter months.
- D. Landscaping - Common areas are maintained by the Association. Homeowners are responsible for their own garden areas in the immediate front and back of each unit. Homeowners are not obligated to put anything in these areas, but must ensure that the gardens are kept clean and weed-free. Changes to bushes, shrubs, and trees must be approved by the architectural review Board. Failure to control or pull weeds by the 3rd notice could result an assessed cost to have weeds pulled.
- E. Snow Removal - The Association contracts for snow removal of common streets and driveways when snow accumulation reaches three inches or more. The Homeowner is responsible for

shoveling his/her steps, sidewalks, porches, and patio/deck.

- F. Crime Watch/Security – Crossroads Security Group is a private security company that serves Sandpiper Bay. The security Company regularly patrols the area. For any emergency please call 911 first. The police department nonemergency phone number is 317-327-3811 for any other reason(s).
- G. Personal Security Cameras or Door Cameras - Homeowners are encouraged to install personal door or security cameras. An architectural Change request must be submitted when installation is made on the outside of your condo. The camera should not be pointed directly at a neighbor.
- H. Front Yard Lights - West and North Drive street lamps are controlled by photoelectric switches. East and South drive lamps are manually turned on and off. Homeowners are encouraged to keep these lights on to provide increased visibility and security.
- I. Mailbox Key - The previous Homeowner should have provided a mailbox key. To find out which mailbox is yours or to obtain a new mailbox key, contact the Post Office at the New Augusta Branch, 8401 Moeller Road, near Zionsville Road and 84th Street.
- J. Voting - The location of voting polls for Sandpiper Bay residents is College Park Elementary School, 2811 Barnard Street (just north of 86th street, west of Township Line).
- K. Decorations - There are no specific guidelines or restrictions for decorating during the holidays.
- L. Satellite Dishes - Satellite dishes may not be installed without an approved Architectural Change Request. In general, dishes should be installed on the backside of the chimney and not in view from the street area. They must not interfere with building or ground maintenance or obstruct pedestrian traffic or view. The Homeowner is responsible for all costs related to installation, damages or maintenance, existence and removal of the dish. At the Homeowner's expense, the Board may contract for removal or relocation of any dish that was not approved prior to installation.
- M. Regulations for Motor Vehicles - Vehicles shall not be parked in such a way that they restrict other Homeowners and/or emergency vehicles from entering or leaving their garage or driveway. Guest parking should be on the outer edge of the street or in the owner's driveway. Any motor vehicle which is inoperative or not being used for normal transportation on a regular basis (three times weekly) must be kept within a closed garage. The parking of motor vehicles on grassy or landscaped areas is prohibited. Any damage to landscaping, etc. is the responsibility of the Homeowner. Damage to streets or driveways resulting from leaking automobile fluids is also the Homeowner's responsibility.
- N. Freezing Temperatures and Plumbing - Please take every available step to avoid frozen pipes. Suggestions include leaving water dripping/running when the temperature is forecast to be in the single digits or below, particularly if there is going to be a substantial wind chill factor. Remove hoses from any exterior hose spigots in the winter months.

SANDPIPER BAY: SWIMMING POOL RULES AND REGULATIONS

The swimming pool is for the enjoyment of you and your family. The following rules and regulations reflect a desire to promote that enjoyment and relaxation in the safest manner possible. Repeated violations may result in suspension of the pool area.

1. Use of the pool is entirely at your own risk. There is no Lifeguard on duty. Please don't swim alone.
2. Pool Hours are 9:00 a.m. to 9:00 pm. No loud music, horseplay or the like will be tolerated. Foul and abusive language is strictly prohibited. Violators will be asked to leave.
3. The pool may be accessed through the gate on the south side of the pool with a key. Lost keys may be replaced for \$25. Contact the Property Services Group (PSG) for replacement.
4. Children under fourteen (14) years of age must be accompanied by a parent or guardian. Children wearing diapers must be wearing plastic swim covers or diapers made specifically for the water.
5. Glass is not permitted in the pool area (deck). Beverages are allowed in plastic cups or aluminum cans. Individuals using the recreation facilities are responsible for dispensing of all trash in the appropriate containers. Please keep these areas clean.
6. No pets or bicycles permitted in the pool area.
7. Guests are permitted if accompanied by a Homeowner. Please limit guests to one couple or one family per unit. Homeowners are responsible for guests at all times. Should a non-owner (roommate or renter) have access to the pool, please notify the Property Services Group (PSG) so they can record their name(s),
8. Community property (chairs and lounges) must not be taken from pool area. The life saving equipment on the walls is for emergency use only.
9. Homeowners: are financially responsible for any damage caused to Community property.
10. The Property Services Group (PSG) and the Association will not be responsible for lost or stolen articles from the pool area.
11. If you notice someone violating any rule, please nicely remind him or her. If the violation continues, report it to the Community Manager or security patrol. Those not conducting themselves in an appropriate manner may lose pool privileges upon first reported offense.
12. In the case of an emergency, always call 911.

Appendix 3

Sandpiper Bay Maintenance Responsibility Checklist

KEY: O= Owner Responsibility, A= Association Responsibility

Items marked with ** require Architectural Approval PRIOR to the start of the repair/replacement, refer to pages 22-24 in the Sandpiper Bay Covenants

	RESPONSIBLE PARTY	NOTES
Building Exteriors		
Garage Floors	O	
Garage or Overhead Doors:		
Repair Door	A	
Replace Door	A	
Paint (exterior of door and frame only)	A	
Caulking around frame	A	
Tracks	O	
Rollers	O	
Springs / Cables	O	
Opener	O	
Door Frame	O	
Exterior Door Frame Trim	A	
Exterior Weather Stripping	A	
Foundation or Interior Slabs	O	
Front Porches / Stoops		
Maintenance / Repair	A	
Walks	A	
Stoops / Steps	A	
Sidewalks:		
Maintenance / Replacement	A	
Driveways		
Maintenance / Replacement	A	
Building Exterior Cont.		
Chimney Cap		
Repair	A	Page 21 in Covenants
Replacement	A	Page 21 in Covenants
Chimney Screen		
Installation	A	Page 21 in Covenants
Repair	A	Page 21 in Covenants
Replacement	A	Page 21 in Covenants
Chimney Flashing	A	Page 21 in Covenants
Chimney Leaks	A	Page 21 in Covenants
Chimney Flue: Interior		
Cleaning	O	
Repair	O	
Replacement	O	
Chimney Exterior Siding / Masonry	A	Page 21 in Covenants
Roofing / Shingles	A	Page 21 in Covenants
Roof Decking	A	Page 21 in Covenants
Vent Stacks	A	Page 21 in Covenants
Roof Vents	A	Page 21 in Covenants
Roof Flashing	A	Page 21 in Covenants

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Items marked with ** require Architectural Approval PRIOR to the start of the repair/replacement, refer to pages 22-24 in the Sandpiper Bay Covenants

	RESPONSIBLE PARTY	NOTES
Building Exteriors		
Garage Floors	O	
Garage or Overhead Doors:		
Repair Door	A	
Replace Door	A	
Paint (exterior of door and frame only)	A	
Caulking around frame	A	
Tracks	O	
Rollers	O	
Springs / Cables	O	
Opener	O	
Door Frame	O	
Exterior Door Frame Trim	A	
Exterior Weather Stripping	A	
Foundation or Interior Slabs	O	
Front Porches / Stoops		
Maintenance / Repair	A	
Walks	A	
Stoops / Steps	A	
Sidewalks:		
Maintenance / Replacement	A	
Driveways		
Maintenance / Replacement	A	
Building Exterior Cont.		
Chimney Cap		
Repair	A	Page 21 in Covenants
Replacement	A	Page 21 in Covenants
Chimney Screen		Page 21 in Covenants
Installation	A	Page 21 in Covenants
Repair	A	Page 21 in Covenants
Replacement	A	Page 21 in Covenants
Chimney Flashing	A	Page 21 in Covenants
Chimney Leaks	A	Page 21 in Covenants
Chimney Flue: Interior		
Cleaning	O	
Repair	O	
Replacement	O	
Chimney Exterior Siding / Masonry	A	Page 21 in Covenants
Roofing / Shingles	A	Page 21 in Covenants
Roof Decking	A	Page 21 in Covenants
Vent Stacks	A	Page 21 in Covenants
Roof Vents	A	Page 21 in Covenants
Roof Flashing	A	Page 21 in Covenants

Items marked with ** require Architectural Approval PRIOR to the start of the repair/replacement, refer to pages 22-24 in the Sandpiper Bay Covenants

	RESPONSIBLE PARTY	NOTES
Gable Vents / Soffits	A	Page 21 in Covenants
Gutters	A	Page 21 in Covenants
Downspouts	A	Page 21 in Covenants
Exterior Building Surfaces		
Exterior Siding Maintenance (includes repair & painting)	A	Page 21 in Covenants
Exterior Trim Maintenance (includes repair & painting)	A	Page 21 in Covenants
Exterior Siding & Trim Replacement	A	Page 21 in Covenants
Patios, Decks, and Balconies		
Patio Doors:		
Repair	O	Page 21 in Covenants
Replacement	O**	Page 21 in Covenants
Paint (exterior of door and frame only)	A	Page 21 in Covenants
Caulking around frame	A	Page 21 in Covenants
Broken Glass	O	Page 21 in Covenants
Broken Seal	O	Page 21 in Covenants
Frame / Jam	O	Page 21 in Covenants
Exterior Door Trim	A	Page 21 in Covenants
Sliding Door Track	O	Page 21 in Covenants
Locks	O	Page 21 in Covenants
Threshold:		
Metal	O	Page 21 in Covenants
Wood	O	Page 21 in Covenants
Patio:		
Divider / Privacy Fence		
Exterior Surface of Fence (paint or stain)	A	Page 21 in Covenants
Interior Surface of Fence	A	Page 21 in Covenants
Repair or Replacement	A	Page 21 in Covenants
Concrete / Patio Surface		
Repair	O	Page 21 in Covenants
Replacement	O**	Requires approval for changes only
Interior Patio Area		
Landscaping	O	
Improvements / Decorations	O**	Requires approval for structural changes only
Carpet	O**	Page 21 in Covenants
Patios, Decks, and Balconies Cont.		
Decks		
Maintenance	O	Page 21 in Covenants
Replacement	O	Page 21 in Covenants
Balconies (includes all maintenance & replacement)		
Flooring	A	
Railing	A	
Balcony Support Posts	A	
Painting	A	
Flashing	A	
Decorations or Improvements	O**	Requires approval for structural changes only

Items marked with ** require Architectural Approval PRIOR to the start of the repair/replacement, refer to pages 22-24 in the Sandpiper Bay Covenants

	RESPONSIBLE PARTY	NOTES
Building Fixtures		
Mailbox		
Replacement	O (USPS)	
Maintenance	O (USPS)	
Keys	O (USPS)	
Building Fixtures Cont.		
Dryer Vents		
Vent Caps	O	
Screens on Vent Caps	O	
Vent Pipe or Line	O	
Exterior Light Fixtures		
Garage (Carriage Lights)		
Maintenance	O	
Fixture Replacement	O**	
Bulb Replacement	O	
Globe Light Fixtures (On Building)		
Maintenance	O	
Fixture Replacement	O**	
Bulb Replacement	O	
Post Light (Next to Drive)		
Maintenance	A	
Fixture Replacement	A	
Bulb Replacement	O	
Hose Bibs (outside hose faucet/splgot)		
Repair	A	
Replacement	A	
Windows		
Replacement	O**	Page 21 in Covenants
Broken Glass	O	Page 21 in Covenants
Broken Seal	O	Page 21 in Covenants
Sash	O	Page 21 in Covenants
Frame	O	Page 21 in Covenants
Screens	O	Page 21 in Covenants
Exterior Trim (paint)	A	Page 21 in Covenants
Exterior Trim (replacement)	A	Page 21 in Covenants
Exterior Caulking	A	Page 21 in Covenants
Reglazing	O	Page 21 in Covenants
Washing	O	
Building Fixtures Cont.		
Exterior Front Doors (original)		
Repair	O	Page 21 in Covenants
Replace	O**	Page 21 in Covenants
Paint (exterior of door and frame only)	A	Page 21 in Covenants
Caulking around frame	A	Page 21 in Covenants
Glass (if any)	O	Page 21 in Covenants
Door Knobs	O	Page 21 in Covenants
Locks	O	Page 21 in Covenants
Keys	O	Page 21 in Covenants
Door Jamb	O	Page 21 in Covenants
Exterior Weather Stripping		Page 21 in Covenants
Kickplates / Door Knocks	O	Page 21 in Covenants

Items marked with ** require Architectural Approval PRIOR to the start of the repair/replacement, refer to pages 22-24 in the Sandpiper Bay Covenants

	RESPONSIBLE PARTY	NOTES
Storm or Screen Doors	O**	Page 21 in Covenants
Skylights		
Cleaning - Exterior	O	
Leaking around skylight	A	
Leaking through skylight	O	
Replacement if broken	O**	
Replacement if marred / scratched	O**	
Utilities (Common Area)		
Any Utilities serving the Common Areas or serving more than one Unit	A	
Utilities (Units)		
Air Conditioner / Central Air Unit	O	
Furnace	O	
Water Heater / Softener	O	
Sump Pump	O	
Sump Pump Discharge	O	
Utilities (Units) Cont.		
Sewer Lines		
Lateral Sanitary Sewer Lines	A	
Blockage within/under unit	O	
Blockage outside unit	A	
Sewer / Plumbing inside/under unit	O	
Sewer / Plumbing outside unit	A	
Water Lines		
Supply and Meter (Bill paid by unit owner)	O	Page 20 in Covenants
Supply and Meter (Bill paid by Association)	A	Page 20 in Covenants
Electrical Supply		
	O	
Utilities (All Other)		
Excludes those utilities serving Common Area	O	
Interior Unit Damage due to roof leaks, fireplace, etc		
	O	
Fire, Smoke, Temperature, Security Systems		
	O	
Snow Removal		
Streets	A	
Driveways	A	
Walks	O	
Patios, Decks & Balconies	O	
Porches and Stoops	O	
Landscaping (Common Area)		
All mowing, landscaping and maintenance of the	A	

46th Street

SANDPIPER NORTH DRIVE

BUILDING 3

27	28	29	30	31	32	33
9491	9487	9483	9479	9475	9471	9467

BUILDING 2

32	33	34	35	36	37	38
9463	9466	9469	9472	9475	9478	9481

BUILDING 1

5	4	3	2	1
3189	3185	3181	3177	3173

BUILDING 14

88	87	86	85	84	83	82
3163	3159	3155	3151	3147	3143	3139

BUILDING 13

81	80	79	78	77	76	75
3125	3121	3117	3113	3109	3105	3091

SANDPIPER WEST DRIVE

BUILDING 4

18	19	20	21	22	23	24	25
9539	9535	9531	9527	9523	9519	9515	9511

BUILDING 5

26	27	28	29	30	31	32	33
9491	9487	9483	9479	9475	9471	9467	9463

Sandpiper Bay



- A) STORAGE/GARAGE
- B) MENS RESTROOM
- C) WOMENS RESTROOM
- D) PUMP ROOM



BUILDING 12

68	69	70	71	72	73	74
9560	9556	9552	9548	9544	9540	9536

BUILDING 11

37	38	39	40	41	42	43
9522	9518	9514	9510	9506	9502	9498

BUILDING 10

69	70	71	72	73	74	75
9482	9478	9474	9470	9466	9462	9458

BUILDING 6

39	38	37	36	35	34
3236	3228	3224	3220	3212	3208

BUILDING 7

45	44	43	42	41	40
3198	3190	3186	3182	3174	3170

BUILDING 8

49	48	47	46
3160	3152	3148	3144

BUILDING 9

67	68	69	70	71	72	73	74
3122	3114	3110	3106	3094	3090	3086	3082

PARKING

SANDPIPER SOUTH DRIVE



ARCHITECTURAL CHANGE APPLICATION

Mail form to:	Email to:	Fax to:
Property Services Group PO Box 986 Plainfield, IN 46168	info@psgcondos.com	317-837-8886

LOT # _____ ADDRESS _____

Owner Name: _____ Telephone: _____

Please circle all that apply:

Additions Alterations Replacement Other

Provide All
Details: _____

Contractor Name: _____ Approx. Cost: _____
Est. Completion Date: _____

***Provide photos, dimensions, color, style and any other pertinent information to be considered for said changes and/or project.**

***I understand my submission must be within the building code, HOA Covenants and or Architectural Control Guidelines.**

***I understand all submissions are approved or declined by the Architectural Committee.**

Signature: _____ **Date:** _____

ARCHITECTURAL COMMITTEE ACTION

APPROVED: _____ DECLINED: _____ DATE: _____

VOTING MEMBERS: _____

Committee Notes/Requests: _____
