

## EMERGENCY DATA

PROPERTY: \_\_\_\_\_

UNIT NO: \_\_\_\_\_

### OWNER INFORMATION

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

IN THE EVENT OF AN EMERGENCY, CONTACT:

NAME	RELATIONSHIP	TELEPHONE #
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### UNIT OCCUPANTS

RENTAL TENANT (OR OWNER): \_\_\_\_\_

ROOMMATE/SPOUSE NAME: \_\_\_\_\_

CHILDREN (LIST BY NAME & AGE): \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

IN THE EVENT OF AN EMERGENCY, CONTACT:

NAME	RELATIONSHIP	TELEPHONE #
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REAL ESTATE FIRM/AGENT LEASING UNIT: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

### VEHICLE INFORMATION

#### VEHICLE #1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAG NUMBER

COLOR

YEAR/MAKE/MODEL

#### VEHICLE #2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, UNIT OWNER, HEREBY ACKNOWLEDGE I HAVE ADVISED MY REAL ESTATE AGENT OF THE RULES & REGULATIONS AND THEY ARE TO GIVE SAME TO ALL PRESENT AND/OR FUTURE RENTAL TENANTS. THEY WILL ADVISE MANAGEMENT OF ANY AND ALL CHANGES IN TENANTS.

Note: Information contained on this Emergency Data Sheet may be compiled and distributed to owners of said condominium property. If you OBJECT to this distribution, please mark CONFIDENTIAL on this sheet prior to returning to the management office.

Get ready for the

# BREEZEWAY SALE

OCTOBER 18, 2025 | 9AM - 2PM

- Set up a table in front of your unit in the breezeway!
- Sell anything you're ready to part with - Clothes, décor, books, kitchen items, and more!
- A perfect chance for a fall clean-out and to meet your neighbors!

**If you decide to participate:**

- Be sure that you leave room so others can still access the breezeway.
- Be sure to stay within your area.
- Pack up by 2:00.





## Fall 2025 Newsletter

### 2025 ANNUAL MEETING

The 2025 Annual Meeting is scheduled for Tuesday, November 11. The meeting will be @ 6:00 PM and will be held at the Vickery Community Center 2130 Summit Boulevard. All owners are encouraged to attend.

**\*If you have recently moved and your mailing address, phone number, or email has changed, please email all changes to [epm@epmfl.net](mailto:epm@epmfl.net)**

### HURRICANE SEASON

Hurricane season is in effect. Included is a hurricane preparation sheet. These are some things to keep in mind: **1.** Remove all items from patios, balconies, breezeways and securely store. **2.** Make a disaster kit: water, nonperishable and/or dry foods, battery powered radio, flashlights, small fan, extra batteries, first aid kit, whistle or help signal, hand sanitizer, map, pet food, etc. **3.** Have 2 weeks of any medications needed. **4.** Plan (Escape route, secondary shelter, etc.) **5.** Have clean water (1 gallon per person, per day) **6.** Cut pieces of PVC to fit in sliding glass door to prevent it opening during storm. **7.** If you're leaving the area, leave a key with the property manager or dedicated friend. [www.ready.gov/hurricanes](http://www.ready.gov/hurricanes)

### SMOKE DETECTORS

Smoke alarms expire every 10 years. Please check the date of your fire alarm inside of your unit and if that timeframe has passed, please be sure to have it replaced so everyone stays safe.

### PET REMINDER

All pets should be leashed and picked up after!

### DUMPSTER

- \*Secure your bagged trash
- \*Break down all boxes
- \*Keep dumpster doors always closed
- \*NEVER place any large items inside or outside of the dumpster.

Every time the dumpster is overfilled the Association gets fined. If the dumpster is full, please find another dumpster on property to dispose of your trash to help keep costs down.

### TENANT /OWNER INFORMATION

It is required that within 30 days of moving in that a **Tenant /Owner Information Form** be filled out and returned to:

**Etheridge Property Management.**

Please make sure you have the form filled out and on file at EPM.

I have attached a copy of the form that you can fill out and mail in, or you can find the form on our website at [www.epmfl.net](http://www.epmfl.net).

### WINDCHASE BAY WEBSITE

**The Windchase Bay Association has a website!**

It is [www.windchasebaypensacola.com](http://www.windchasebaypensacola.com) There you'll find helpful resources such as past meeting minutes, wind mitigation reports, annual budgets, and much more.

Please note: Access to the **Owner Portal** requires a passcode. To obtain it just call the office, and Hailey or Cheryl will be happy to assist you.



Windchase Bay is managed by Etheridge Property Management. Contact Cheryl Kelley at [ckelley@epmfl.net](mailto:ckelley@epmfl.net) or call 850-484-2611 for pool code or property concerns. Work orders may be submitted online at

[www.epmfl.net/maintenance](http://www.epmfl.net/maintenance)

WCB Website: [www.windchasebaypensacola.com](http://www.windchasebaypensacola.com)