

River's Edge Plantation Clubhouse and Amenity Area Management Policy

Policy Number 96-2

Reviewed, Amended and Approved by REPCA Board August, 2009

1. **GENERAL:** Amenity Areas are classified as COMMON PROPERTY and as such are in common ownership by all the Association Members. They are also classified as EXCLUSIVE COMMON PROPERTIES, which are reserved for the exclusive use of Owners and Occupants of residences within a particular parcel or parcels. The Clubhouse is a portion of the Exclusive Amenity Areas.
 - A. **CROSSROADS AMENITY AREA** – Reserved for the exclusive use of the Homeowners and Occupants of residences in Augusta, Pinehurst, and St. Andrews.
 - B. **LAKESIDE AMENITY AREA** – Reserved for the exclusive use of the Homeowners and Occupants of residences in Gleneagles, Lakeside, Oakhill, Riviera, Prestwick, Muir Field and homeowners in Cypress Point who have executed and recorded a recreational covenant.
 - C. **HARBOUR TOWN AMENITY AREA** – Reserved for the exclusive use of the Homeowners and Occupants of residences in Harbour Town.
 - D. **SAWGRASS AMENITY AREA** – Reserved for the exclusive use of the Homeowners and Occupants of residences in Sawgrass, Sawgrass Lakes and Emerald Lakes.
2. **MANAGER:** Clubhouses must have a person(s) designated as manager by the Board of Directors.
3. **MANAGER RESPONSIBILITIES:** The Clubhouse Manager is responsible for ensuring compliance with this policy. The Property Manager is responsible to the Board of Directors for all matters concerning operation, maintenance and safety of the clubhouse.
4. **CLUBHOUSE, POOL, TENNIS COURT and PICNIC AREA use:**
 - A. **CLUBHOUSE** – The clubhouse may be reserved for use by any Homeowner or Occupant, including any Recreational Covenants Homeowner or Occupant in good standing, of residences within the exclusive use parcel(s) for any private activity providing that such activity is neither illegal nor in violation of the River's Edge Plantation Protective covenants. Such activities may include, but are not limited to, family or group gatherings, youth activities, marriages, birthday parties, etc. and will carry a charge of \$50.00. In the event of cancellation, the fee will not be refunded.

Any Clubhouse may be reserved by Office Personnel, Board of Directors and for official use of the River's Edge Plantation Community Association without fees. The Parcel Committee may reserve its own clubhouse for official purposes. The Harbour Town Parcel Committee may utilize an available clubhouse for official parcel meetings at no cost.

Use of the clubhouse for fitness training, product sales and other activities which are of a commercial nature but do not benefit the association must be approved by the Board of Directors and will carry a charge of \$100.00, but will not take precedence when the time reserved is requested by a homeowner or for the official use of the parcel committee or the association. In addition the seller and/or trainer must be a resident of the exclusive use parcel(s) and the majority of the invitees must be residents of River's Edge Plantation Community Association.

- B. POOL AREA-Pool Areas may not be reserved by any individual and are not included in Clubhouse reservations. If a pool is closed, the Property Manager has the authority to direct residents to another pool until the closed pool is back in operation.
 - C. TENNIS COURTS – Tennis Courts are available on a first-come basis for use by any homeowner or occupant, including any recreational covenant homeowner or occupant, of residences within the exclusive use parcel(s). Anything beyond this use must be arranged in advance with the Property Manager. Certain stipulations may apply.
 - D. PICNIC AREA – Picnic Areas are included with the clubhouse reservation. However, when not reserved with the clubhouse, and used by a single homeowner or occupant, including a recreational covenant homeowner or occupant of a residence in the exclusive use parcel(s) will not require a reservation. However, group use of the picnic area will require a reservation.
5. USE OF AMENITY AREA GROUNDS: Use of Amenity area grounds for activities such as garage sales, bake sales, craft sales, etc. by any individual or independent group must be approved by the River's Edge Plantation Community Association Board. This use is reserved for Association Fund Raising committee for activities, which will benefit all River's Edge Plantation Homeowners. The Board of Directors must approve all requests.
6. RESERVATION LIST – The Clubhouse Manager will maintain an updated reservation list for use of the clubhouse. Clubhouse facilities may be reserved by parcel members up to eight weeks in advance.
7. DAMAGE DEPOSIT- Each Clubhouse reservation, for private use will be validated with a \$150.00 damage deposit, and a \$50.00 nonrefundable fee using cash, check or money order made out to River's Edge Plantation Community Association not more than 48 hours after reservation is made. Checks presented as a deposit will be included in the next bank deposit. The REPCA Office will hold the deposit until a thorough inspection using the attached checklist is completed. If there is no damage, **the rules in the Clubhouse Rental Agreement are followed** and the clubhouse has been appropriately cleaned, the deposit will be returned. In the event of a cancellation the \$50.00 nonrefundable fee will be forfeited. The \$150.00 deposit is not required when the clubhouse is reserved for official use by the Association, Parcel Committee or for any Community-wide (Parcel or Association) activity.
8. SHARED USE OF AN AMENITY AREA: Shared use of an available amenity by

Homeowners and Occupants including Recreational Covenant Homeowners and Occupants of parcel(s) that have an amenity area with clubhouse but which is not available to them on the day required is authorized, without additional fee, on a space available basis only. Reservations are not to be made more than two weeks prior to event. All requests of this nature will be made for the clubhouse only with no picnic area, pool or tennis privileges.

9. CLUBHOUSE AND AREA CLEANUP: Each Homeowner or Occupant reserving the clubhouse or picnic area is responsible for cleaning these areas, including restrooms, prior to leaving the building or the picnic area. Cleanup can be delayed to the following day providing the homeowner or occupant obtains written approval from the amenity area manager. The Homeowner or Occupant is responsible for ensuring that all trash is removed from the clubhouse or picnic area and placed in the approved trash receptacles.

10. POOL MANAGEMENT:

Professional Pool maintenance will be performed under contract to the Association.

There will be no lifeguard on duty during pool season.

Children under the age of 16 are not allowed in the pool area unless accompanied by A parent or guardian.

Rowdy and/or unsafe play or activity in the pool area will not be tolerated. The Property Manager, Clubhouse Manager, Board Member or Pool Monitor has the authority to evacuate and close the pool until such activity is brought under control. Violators will lose pool privileges.

Pets, glass of any type and water guns are not allowed in the pool area at any time.

Individuals and families using the pool area are responsible for clean up of their trash. The Property Manager will insure that all required pool safety items are present and functional.

Human feces can contaminate a pool for several hours before being purified by the filter system. When human feces are found in the pool, the pool maintenance company will be informed and the Property Manager will close the pool for a minimum of 4 hours.

Homeowners and Occupants, including Recreation Covenant Homeowners and Occupants, of residences within the exclusive use parcel may invite guests to use the pool. All guests must have a guest pass issued by the REPCA office. Guests will be limited to 5 and the host will be held fully responsible for the guest's behavior at the pool. An adult member of the host family must accompany guests during their stay at the pool.

11. SECURITY: The Clubhouse Manager is responsible for insuring that all clubhouse

buildings are securely locked and the security system armed when the clubhouse is not in use. A clubhouse key control log will be maintained and clubhouse users who lose keys will be charged for their replacement.