

*Heritage Oak Park Community Development District  
Facilities and Community Policies  
2008*

# Heritage Oak Park Community Development District Facilities and Community Policies

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For the purposes of this manual, any reference made to the manager of Heritage Oak Park whether it be the manager, property manager or any other similar title will be identified as the manager.

# Heritage Oak Park Community Development District Facilities and Community Policies

## Section 1

### **Heritage Oak Park Lodge Complex Use and Rental Policy**

The Lodge Complex is your facility and it is for all Residents use. Residents are encouraged to use the Lodge Complex for meetings, group events or group activities from 7:00 a.m. to 10:00 p.m. (The hours the lodge complex is open; the pool hours are from Dawn to Dusk).

The Manager with assistance of the Activities Director has the authority and responsibility for administering the use policy of the Lodge Complex, under the guidance of the Heritage Oak Park Community Development District Board of Supervisors.

#### **1.1 General Information:**

##### **Residents Use**

Residents are encouraged to use the Lodge Complex for meetings, group events, games, dances, dinners, social events, etc. Any activity held in the Lodge Complex must be scheduled by the Activities Director and must be open to all residents of Heritage Oak Park. A certified instructor or vendor may schedule an activity for a minimal fee at the discretion of the Activities Director. This activity must be deemed as a benefit for the community and open to all residents. The only exception to the community-wide use would be when a condo or neighborhood-sanctioned group schedules meetings with their Owners, Boards or Committees. Management may at their discretion limit the maximum number of residents who can attend any lodge function. This limit will be put into effect when necessary due to available resources. These activities will be open to all residents at Heritage Oak Park on a first-come first-served basis, and will be coordinated through the concierge service.

##### **Private Hire**

Any meeting, function or activity that restricts or limits resident participation is by definition Private Hire. Any Private Hire use of the Lodge Complex will be for a fee set from time to time by the Board of Supervisors and subject to Lodge Complex housekeeping requirements and restrictions. All Private Hires must be scheduled and contracted through the Activities Director. All scheduled resident events will take precedent over Private Hires. Private hire of the Lodge Complex for weddings or receptions will not be permitted.

##### **Sign-up Required**

Any resident use or private hire must be scheduled no more than three months but at least one month in advance with the Activities Director, who is to manage and schedule Lodge Complex Activities for the Community. Any activity which requires registration or prepayment must be registered and paid through the Concierge service. A Sign up deadline must be posted on each activity and no refunds will be granted after deadline has passed.

There will be no group use (meetings, activities or functions) unless they are scheduled with the Activities Director.

#### **1.2 Rental Policy:**

##### **Rental Policy – Use of the Lodge Complex Facilities for a Private Hire Purpose**

Once the Manager and/or CDD Board of Supervisors determine that a private hire request is an appropriate use, the following rental requirements and fees prevail.

##### **Resident/Owner Eligibility**

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Residents/Owners are defined as HOP owners residing within the Heritage Oak Park Community who may rent the Lodge facilities as a Private Hire for their personal use. HOP Renters are considered Resident/Owners for this policy and subject to the same rules, regulations and responsibilities as Residents/Owners. A HOP owner who does not reside in HOP and rents/leases his/her house/unit to another person, surrenders his/her right of being a HOP Resident/Owner for the purposes of this policy and is considered a Non-Resident.

Any event at which more than 50% of the participants will be non-residents will be considered Private Hire.

Any event that is intended for the benefit of residents and that appears on the Calendar or list of Regularly Scheduled Activities published by the HOP Office will NOT be considered Private Hire.

### **Non-Residents**

Non-residents are individuals/persons not residing in the HOP Community. Non-residents are able to rent the HOP Lodge Complex facilities for their non-commercial private use (at the discretion of the Board of Supervisors of the HOP Community Development District) as Private Hire.

### **HOP Lodge Complex Availability & Parking Limitations**

The Lodge Complex cannot be rented for commercial or business functions by any persons. The Lodge Complex facilities are not available for private hire on any holiday weekend or when regularly scheduled HOP activities are scheduled. The Lodge Complex closes at 12:00 midnight and all events must be concluded by 12:00 midnight including clean up from the event. If the requested private hire has too many vehicles for the number of parking spaces at the Lodge; the private hire cannot be booked. Available parking spaces are 55 standard and 3 handicapped.

### **HOP Lodge Complex Facilities Available for Private Hire**

The Lodge, the Sports Bar and designated Recreational Facilities Package (Tennis Courts, Bocce Courts, Horseshoe Pits, and Swimming Pool) are available for private hire. The swimming pool capacity is 50 persons. The Library and Craft/Pool Room and any other HOP commons areas are available for private hire.

### **Prohibited Uses**

The Lodge Complex facilities cannot be hired by either Residents/Owners, Non-residents or any other persons for weddings, wedding receptions, graduation parties, or any other use deemed not appropriate, as defined by the CDD Board of Supervisors or the Manager. Lodge Complex facilities cannot be rented by Resident/Owner on behalf of any member of their family, friend, etc., who does not reside in HOP. It must be rented for their personal use.

### **Resident/Owner Memorial Services Exception**

A HOP Resident/Owner may reserve the Lodge for memorial services for the death of a spouse or live-in partner, a mother or father, or a child of the Resident/Owner, or for a similar use that has been pre-approved by the CDD Board of Supervisors, and will not be subject to the User Rental Fee. However, the Resident/Owner using the facilities for these purposes will be responsible for paying a Security/Cleaning Deposit and for set up and take down.

### **Governing Authority**

The CDD Board of Supervisors will be the final deciding authority in determining the appropriateness of the Private Hire request. The Manager and the Board are the decision makers in determining if there is any damage, the resultant costs for damages, and if the

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Security/Cleaning deposit is returned. This policy can be amended at any time by the HOP CDD Board of Supervisors.

### **Personal Security Requirements**

Any private hire of more than 50 people will require the hiring of a security law enforcement person to be present during the entire event including clean-up after the event. The cost of said security will be the responsibility of the individual facility renter booking the facility and will be paid before the day of the event. The choice of security provider is at the sole discretion of the HOP Activities Director.

### **Reservations/Rental Agreement**

Private Hire reservations are required and will be booked on a first-come, first-served basis. A private hire reservation will not be accepted without the required deposit(s) and a fully executed rental agreement. The User Rental Fee includes use of the various on-site amenities (kitchen, appliances, ice machine, coffee pots, etc.) within the rented facility. At the time of the rental, he or she must execute a rental agreement with the HOP Activities Director.

## **1.3 Rental Fees & Deposits:**

### **User Rental Fees & Deposits**

All deposits must be paid at the time of the reservation/booking in the form of a check payable to Heritage Oak Park. A returned check fee of \$100 will be charged for any returned check. A User Rental Fee must be paid at the time of booking. Facility private hire rates are as follows:

### **HOP Residents/Owners**

**Lodge** - \$ 50.00 per hour

**Sports Bar** - \$ 25.00 per hour

No hourly charge for set up or clean up.

**Non-residents** - minimum of 4 hours, Over 4 hours prorated on hourly basis

**Lodge** - \$ 2,000.00

**Sports Bar** - \$ 500.00

**Recreational Facilities Package** - \$500.00 per person per use

### **Security/Cleaning Deposit**

In addition to the User Rental Fee, a Security/Cleaning Deposit is also required at the time of reservation to defray the cost of any resulting damage, extra cleaning and/or theft of HOP Lodge Complex facility's assets. The deposits are as follows:

### **Residents/Owners**

**Lodge** - \$500.00 per use

**Sports Bar** - \$200.00 per use

### **Non-residents**

**Lodge** - \$2,000.00 per use

**Sports Bar** - \$500.00 per use

### **Damages**

If damages and missing items exceed the amount of the Security/Cleaning Deposit, those additional repair/replacement costs will be billed directly to the individual facility renter who booked the Lodge facility and signed the Rental Agreement. If not paid, individual facility renters will be liable for any costs incurred in the collection of said funds, including all legal fees.

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### **Return of Security/Cleaning Deposit / Excessive Damage**

If there is no damage or extraordinary cleaning required (rug shampooing, kitchen cleanup, paint, etc.) after the rental, the full Security/Cleaning Deposit will be returned approximately 15 days after the event. If cleaning, missing items and/or damages exceed the Security /Cleaning Deposit received, the booking Resident/Owner is responsible for and will be billed for any costs over and above the Security/Cleaning Deposit.

### **Decorations & Set-Up**

Scheduling for pre-rental decorating and set-up/take down will be at the sole discretion of the HOP Activities Director. Set-up and takedown of chairs, tables, etc., are the responsibility of the person/persons renting the Lodge facility. No candle burning in any facility.

**Heritage Oak Park  
Community Development District  
Board of Supervisors**

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### 1.4 HOP Lodge Complex Housekeeping:

#### **Heritage Oak Park Lodge Complex Housekeeping**

##### **Requirements & Restrictions**

1. **NO SMOKING:**  
The Lodge Complex is a smoke-free environment
2. **NO PETS:**  
No pets are allowed in the Lodge Complex.
3. **SET-UP & TEAR DOWN:**  
Any use of the Lodge by residents, HOP groups, or a private hire must perform their own set-up/tear down of tables, chairs, decorations, etc., returning all furniture and the physical Lodge Complex to its original pre-event state.
4. **CLEAN UP:**  
Any use of the Lodge by HOP groups, residents or a private hire must clean up after their use. This includes the kitchen and its dishes, utensils, coffee pots, etc., and the bagging of rubbish and its removal to the Lodge dumpster.
5. **LOSS RESPONSIBILITY:**  
Any missing items, damage and/or repairs resulting from use of the Lodge Complex are the direct financial responsibility of the group or individual(s) who signed up for or requested the Lodge Complex use.
6. **PARKING:**  
There is no vehicle parking allowed under the front entrance canopy or entire front entry circle.
7. **GOLF CART PARKING:**  
Golf cart parking is permitted in the entry circle parking spaces beyond the entrance canopy and the vehicle parking lot. Golf carts are not to park under the entrance canopy or along the curbing leading up to or away from the canopy, or any deck area surrounding the Lodge.
8. **ATTIRE:**  
Cover-ups and footwear must be worn in the Lodge Complex buildings. Please, no wet suits as the water and pool chemicals spot and ruin the carpet and floors.
9. **POOL RULES:**  
Pool rules, for your safety, are posted on the pool deck.

❖ Lodge Complex: Lodge, Sports Bar, Library, Pool, Fitness Center and Craft Room

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## Section 2

### Roads, Driveways & Trails

It is the policy at Heritage Oak Park that motorized vehicles only be operated on hard surface roads, driveways, and trails. When operating a motorized vehicle on the trails and you approach a pedestrian pull over as far as you can and stop until the pedestrian(s) pass by, then proceed. No motorized vehicles are authorized on sod areas except landscape and maintenance vehicles.

#### 2.1 Mode of Transportation:

It is our community policy to adopt the following mode of transportation right of way. The slower method of transportation “always has the right of way.” The priority of right of way is as follows:

- A. Pedestrian
- B. Motorized wheel chairs or scooters
- C. Bicycles
- D. Golf Carts
- E. Mopeds
- F. Automobiles
- G. Motorcycles

#### 2.2 Safety:

It is the responsibility of each resident to insure the safety of our community. The speed limit in our community is 19 MPH throughout. Always observe the speed limit when driving within the community.

We have many of our residents who walk for exercise along the roadways and it is unsafe for drivers to drive over 19 MPH. Also we have many golf carts that use our roadways within the community.

#### 2.3 Security:

It is the responsibility of each resident to insure the security of our community. Keep a watchful eye and be alert when you are out and about the community. If you see suspicious persons or activity in the community, report it right away. **If during normal work hours, report it to the Manager; if after hours, report it to the Sheriff Office.**

- If you see someone at the gates waiting to get in **DO NOT OPEN THE GATE** for them. If you want to assist them in getting in then direct them to the key pad to call the person they want to visit. Do not let any unknown persons into our community, they might be persons who would do harm to our community.
- The back gate is strictly a resident’s entrance and every resident has a gate opener. If you see someone at the back gate unable to get in, advise them to use the front gate. If they

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have a legitimate reason to get into park they can gain entrance at the front gate. **DO NOT OPEN THE BACK GATE** to let someone in who is not a resident. If you do, you compromise your own security and the security of all your neighbors.

- Be security conscious at all times. Why do we have the gates to begin with? We don't want anybody and everybody driving thru our neighborhood. When you open the gate for anyone, you have just eliminated our security system.

**Section 3**

**Parking Permits**

**3.1 Permanent Parking Permits:**

Permanent Parking permits will be issued to each resident owner and renter at Heritage Oak Park at a nominal cost. Suitable arrangements will be made and adequate time given to acquire the initial parking permit

Each permit will have a unique number that corresponds to the vehicle and the resident the permit is issued to. These permits are static cling so as not to damage window tinting. The permit is to be placed on the inside of the rear window in the right hand corner.

**3.2 Temporary Parking Permits:**

Temporary permits will be issued to any visitors who stay overnight. It is the resident's responsibility to secure a temporary permit for their guest. The temporary permit will be issued with an expiration date as specified by the resident as to when their guest will be leaving. The permit will not be valid past the expiration date. These permits are to be placed on the driver's side of the dash board.

Availability of, permanent and temporary parking permits are at the lodge Monday thru Friday from 1:00 PM to 4:00 PM. When obtaining the parking permit please bring you vehicle's license plate number with you.

The park will be patrolled on a regular basis for parking permits. A notice will be placed on any vehicle without a proper parking permit. Any vehicle in violation after three consecutive days will be subject to towing at the owners expense. Every effort will be made to contact the vehicle owner and have them remedy the parking violation before their vehicle is towed.

**Section 4**

**Resident Communication**

**4.1 Communication:**

Communication between the Board of Supervisors and the residents of Heritage Oak Park is a vital role in the daily operations at Heritage Oak Park. To maintain a good balance of communication between the Board of Supervisors and the residents of Heritage Oak Park we encourage that all residents use the attached form if they feel that they have a concern or issue that needs to be addressed. This will allow the Manager to present the concern to the Board Members for further review.

**4.2 Resident Communication Form:**

Attached is a Resident Communication form that can be filled out and dropped off at the Managers office.

# Heritage Oak Park Community Development District Facilities and Community Policies

## Resident Communication Form

### Part 1

Resident Name: _____	Date: _____
Address: _____	Phone: _____
Description of Issue:	

### Part 2

Manager's Resolution of Issue:	Date: _____
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### Part 3

Board Member Comments:	
Signature: _____	Date: _____

### Part 4

Date Copied to Resident: _____
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### Instructions

Use this form only after following the procedure for submitting a complaint in writing to the Manager in the Lodge Office, when a satisfactory resolution has not been achieved.

1. Resident: Complete Part 1 and give to Manager
2. Manager: Complete Part 2. Copy to the assigned CDD Board member as soon as possible. File original in Office.
3. Board Member: Review Parts 1 and 2. If necessary, contact parties for further information. Note comments in Part 3. Sign and date, and return to Manager.
4. Manager: Copy Board response to Resident. Log date copied, and file in Office.