

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

**Policies Regarding District  
Amenity Facilities**

Revised September 20, 2016

## USER FEE STRUCTURE

- (1) The annual user fee for non-resident fee paying families is One Thousand, Five Hundred Dollars (\$1,500.00).
- (2) Two Facility Access Cards will be issued to each family owning property within the District and non-resident fee paying families, with a maximum of four (4) active Facility Access Cards per family at any time.
- (3) Patron households are limited to a maximum of five (5) guests at any time.
- (4) All guests must sign in or register with Amenity Center Staff, and must be accompanied by a Patron (as defined below) at all times.
- (5) All persons renting or leasing a home from persons owning property in the District pursuant to a current, written lease will be required to obtain Facility Access Cards from the property owner to whom the Facility Access Cards were issued.

## GENERAL PROVISIONS

- (1) Definitions.
  - (a) **“Amenity Center”** or **“Amenity Facility”** consists of the Clubhouse, Pool Area (as defined below), playground area, parking lots, neighborhood parks, open space and other appurtenances or related improvements, all located in the Pine Ridge Plantation Community Development District.
  - (b) **“Amenity Center Staff”** shall mean the persons responsible for daily operation of the Amenity Center, including the Amenity Manager (as defined below), lifeguards, facility attendants, maintenance personnel or any District employee.
  - (c) **“Amenity Manager”** shall mean the individual responsible for oversight of the Amenity Center and Amenity Center Staff.
  - (d) **“Board”** shall be defined as the District Board of Supervisors.
  - (e) **“District”** shall mean the Pine Ridge Plantation Community Development District.
  - (f) **“District Property”** shall mean all property owned by the District including, but not limited to, the Amenity Center, common areas, parking lots and ponds.
  - (g) **“Patron”** shall be defined as persons or entities who own real property within the District and those persons or entities who do not own land within the District who have paid the annual user fee.

- (h) **“Patron Household”** shall be defined as all members of a Patron’s household. Unless specified elsewhere, each member of a Patron Household shall be considered to be a Patron.
  - (i) **“Policies”** shall mean these Policies Regarding the District Amenity Facilities.
  - (j) Except where otherwise specified, the terms **“Pool”**, and **“Swimming Pool”** shall mean the swimming pool and the slide. **“Pool Area”** shall mean all of the above, plus any gazebos, adjacent decks, shade structures and other property or improvements within the fenced area surrounding the pool.
  - (k) **“Sports Fields”** shall include athletic fields within the District.
- (2) Guests of Patrons must register upon entering the Amenity Center.
  - (3) Except where specified otherwise, children under fourteen (14) years of age must be accompanied by a parent or adult eighteen (18) years of age or older.
  - (4) *The Amenity Center’s hours of operations will be 3:00 a.m. to 10:00 p.m. or as established and published by the District from time to time.*
  - (5) Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the Amenity Centers premises, except at pre-approved special events, subject to the Facility Rental Policies below.
  - (6) Dogs or other pets (with the exception of licensed service animals) are not permitted at the Amenity Centers. Where dogs are permitted, they must be leashed at all times.
  - (7) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic, nor should vehicles be parked in common areas overnight.
  - (8) Fireworks of any kind are not permitted in the Amenity Center.
  - (9) These Policies will be reviewed annually and may modified from time to time when necessary by:
    - (i) The Board at a publicly-noticed Board meeting; or
    - (ii) The Amenity Manager, upon approval of the Board Chairperson, and subject to Board ratification at the next publicly-noticed Board meeting.
  - (10) The Board, Amenity Center Staff and Amenity Manager have full authority to enforce the District’s policies and rules.

- (11) Facility Access Cards will be issued to Patrons upon becoming owners of real property within the District or upon payment of the annual user fee. All Patrons must use their card for entrance to the Amenity Center. All lost or stolen Facility Access Cards should be reported immediately to the Amenity Center Manager. There will be a Twenty-Five Dollar (\$25.00) card replacement fee.
- (12) Smoking is not permitted anywhere in the Amenity Center.
- (13) Disregard for any Amenity Center rules or policies may result in expulsion from the facility and/or loss of Amenity Center privileges.
- (14) Glass and other breakable items are not permitted within the gates of at the Amenity Center.
- (15) Patrons and their guests shall treat Amenity Center Staff with courtesy and respect.
- (16) The Amenity Center does not offer childcare services to Patrons or guests.
- (17) Skateboarding is not allowed at the Amenity Center.
- (18) No vehicular traffic is allowed on any District property that does not have proper roadways established unless they have permission from the District or local government.
- (19) *Insufficient Funds.* The District will charge Fifty Dollars (\$50.00) for any check returned due to insufficient funds.

*Loss or Destruction of Property or Instances of Personal Injury*

Each Patron and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the center, whether in lockers or elsewhere.

No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without written authorization. Patrons shall be liable for any property damage and/or personal injury at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by the Patron, their guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage or personal injury.

Any Patron, guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Center's premises, shall do so at his or her own risk, and shall hold the Amenity Center, the District, the Board, District employees, District representatives, District contractors, and District consultants, harmless for any and all loss, cost, claim, injury damage or liability

sustained or incurred by him or her, resulting therefrom and/or from any act of omission of the District, or their respective operators, Supervisors, employees, representatives, contractors, or agents.

Should any party bound by these Policies bring suit against the District, the Board, or District staff or consultants in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District, the Board, or District staff or consultants, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).

### **GENERAL SWIMMING POOL RULES**

#### **THE PINE RIDGE PLANTATION CDD POOL IS A SWIM AT OWN RISK FACILITY**

- (1) Swimming is permitted only during the daylight hours from 8:00 a.m. to sunset or as posted at the pool. The Pool Area will be closed to allow for scheduled and non-routine pool maintenance and repairs. Swimming after dusk is prohibited by the Florida Department of Health.
- (2) All guests must be accompanied by their Patrons and both parties must sign in upon entry of the Pool Area. Patrons are responsible for the actions of their guests. At any given time, each Patron household is permitted a maximum of five (5) guests at the Pool Area. Patrons and their guests are limited to a maximum of two (2) vehicles at the Amenity Center.
- (3) Lifeguards and Slide Attendants are on duty only on a seasonal basis. Patrons and guests who use the Swimming Pool do so at their own risk.
- (4) Children under the age of fifteen (15) years of age and younger must be accompanied by an adult at least eighteen (18) years of age at all times for usage of the pool facility.
- (5) Radios, televisions and the like may be listened to if played at a volume that is not offensive to other Patrons and guests. Determination of an "offensive volume" is in the sole discretion of Amenity Center Staff. Electrical equipment is not allowed around the pool facility.
- (6) Showers are required before entering the Pool Area.
- (7) Glass and other breakable items are not permitted in the Pool Area.
- (8) Children under three (3) years of age, and those who are not reliably toilet trained, must wear appropriate swim-diapers, as well as a swimsuit over the swim-diaper, to reduce the health risks associated with human waste in the Swimming Pool.

- (9) Play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices must meet with Amenity Center Staff approval prior to use. Amenity Center Staff reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the Swimming Pool, or if the equipment provides a safety concern.
- (10) Swimming Pool availability may be changed without notice in order to facilitate maintenance of the Amenity Center or scheduled events.
- (11) Pets (other than Licensed Service Animals), bicycles, skateboards, roller blades, scooters, paddleboards and golf carts are not permitted on the Pool Area or inside the pool gates at any time.
- (12) The District reserves the right to authorize all programs and activities, including the number of guest participants, equipment and supplies usage, etc., conducted at the pool, including swim lessons, aquatic/recreational programs and pool parties.
- (13) Any person swimming when the Swimming Pool is closed will in the sole discretion of the Board, be suspended from using the facility, reported to Clay County Sheriff's Office, issued trespass warrant and prosecuted to the fullest extent of the law.
- (14) Proper swim attire must be worn in the Pool Area. Cut-offs and thong bathing suits are not allowed as swimwear.
- (15) No chewing gum is permitted in the Pool Area.
- (16) Alcoholic beverages are not permitted in the pool area.
- (17) No diving, jumping, pushing, flipping, running or other horseplay is allowed in the Pool Area.
- (18) For the comfort of others, the changing of diapers or clothes is not allowed in the Pool Area.
- (19) No one shall pollute the Swimming Pool. Anyone who does pollute the Swimming Pool is liable for any costs incurred in treating and reopening the Swimming Pool.
- (20) Radio controlled water craft are not allowed in the Swimming Pool.
- (21) Swimming Pool entrances must be kept clear at all times.
- (22) Smoking is not permitted inside the Amenity Center gates or at the entrance to the Amenity Center facility.
- (23) No swinging on ladders, fences, or railings is allowed.

- (24) Pool furniture is not to be removed from the Pool Area, thrown into the Pool or otherwise disturbed.
- (25) Loud, profane, or abusive language is prohibited.
- (26) No furniture, personal items, food or drink is allowed within 48 inches of edge of pool.
- (27) Children less than forty-two (42) inches tall are not permitted to ride the slide.
- (28) Patrons or guests may ride the slide only if they have the ability to: (1) observe all rules; (2) control their descent on the waterslide and (3) swim the width of the recreation pool unassisted. Amenity Center Staff may, at its discretion, require any Patron or guest to demonstrate any or all of the above before the Patron or guest may ride the slide.
- (29) Only one person may ride the slide at a time, in accordance with manufacturer's recommendation. No shorts with snaps or rivets will be allowed on the slide.
- (30) Keep arms and hands inside flumes at all times.
- (31) No flotation devices are allowed on the water slide.
- (32) For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
- (33) The slide may only be used during pool hours when it is attended by District contracted lifeguards at the top and bottom of the slide.

#### **SWIMMING POOL: THUNDERSTORM POLICY/LIGHTNING POLICY**

The Amenity Manager is in control of the operation of the Pool Area during thunderstorms and heavy rain. In the absence of the Amenity Manager, lifeguards on duty will control whether swimming is permitted or not during the times the Swimming Pool is attended. During periods of heavy rain, thunderstorms and other inclement weather, the Pool Area will be closed, whether staff is present or not. If heavy rain, thunder and/or lightning occur, everyone will be required to exit the pool and pool areas at the first sound of thunder and/or first sighting of lightning for a waiting period of at least 30 minutes. At any point during the 30-minute waiting period, if thunder and/or lightning is heard or seen, the waiting period will be extended 30-minutes from the last sighting or sound.

#### **SWIMMING POOL: FECES POLICY**

- (1) If contamination occurs, the Pool may be closed as long as necessary for the water to be chemically treated to kill the bacteria and meet Florida Department of Health standards.

- (2) Parents should take their children to the restroom before entering the Pool Area.
- (3) Children under three (3) years of age, and those who are not reliably toilet trained, must wear an appropriate lined swim-diaper, and a swimsuit over the swim-diaper.
- (4) *To expedite timeliness of contamination cleanup, please report incidents to staff immediately (in person or by phone when facility is not staffed).*

### **FITNESS CENTER POLICIES**

All Patrons and guests using the Fitness Center are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with all policies and rules of the Pine Ridge Plantation Community Development District governing the Amenity Centers. Disregard or violation of the District's Policies and rules and misuse or destruction of Fitness Center equipment may result in the suspension or termination of Fitness Center privileges.

Please note that the Fitness Center is an unattended facility and persons using this facility do so at their own risk. Amenity Center Staff is not present to provide personal training or exercise consultation to Patrons or guests. Persons interested in using the Fitness Center are encouraged to consult with a physician prior to commencing a fitness program.

- (1) *Hours:* The Fitness Center is available for use by Patrons and guests during the hours of 3:00 a.m. to 10:00 p.m.
- (2) *Emergencies:* For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to Amenity Center Staff (when present or by emergency contact phone number posted at Amenity Manager's office). For 911 reporting purposes, the amenity center address is 4200 Pine Ridge Parkway, Middleburg, FL 32068.
- (3) *Eligible Users:* Patrons and guests eighteen (18) years of age and older are permitted to use the Fitness Center during designated operating hours. Children who are fourteen (14) to seventeen (17) years of age may use the Fitness Center only when accompanied by an adult at least eighteen (18) years of age. No children under thirteen (13) years of age are permitted to use the Fitness Center. At any given time, a Patron at least eighteen (18) years of age may accompany up to two (2) guests at the Fitness Center.

Persons under the age of eighteen (18) must have an executed Parental Release of Liability Form on file at Amenity Centers prior to using the Fitness Center.

- (4) *Proper Attire:* Appropriate clothing and footwear (covering the entire foot) must be worn at all times in the Fitness Center. Appropriate clothing includes t-shirts (no tank tops), shorts (no jeans), leotards, and/or sweat suits (no swimsuits).
- (5) *Food and Beverage:* Food (including chewing gum) is not permitted within the Fitness Center. Non-alcoholic beverages, however, are permitted in the Fitness Center if contained in non-breakable containers with screw top or sealed lids.



(6) Dogs or other pets (with exception of licensed service animals) are permitted in the Fitness Center.

(7) *General Policies:*

- Each individual is responsible for wiping off fitness equipment after use.
- Personal training is not offered in the Fitness Center. However, Patrons may retain personal trainers for use at the Fitness Center at the Patron's own expense and risk.
- Hand chalk is not permitted to be used in the Fitness Center.
- Radios, tape players and CD players are not permitted unless they are personal units equipped with headphones.
- Weights or other fitness equipment may not be removed from the Fitness Center.
- Please limit use of cardiovascular equipment to thirty (30) minutes if others are waiting.
- Step away from weight equipment between sets if other persons are waiting.
- Return all weights to their original location.
- Any fitness program operated, established and run by the District may have priority over other users of the Fitness Center.
- Wet bathing suits are not allowed in the Fitness Center.

#### **PLAYGROUND POLICIES**

**Please note that the Playground is an unattended facility and persons using the facility do so at their own risk.**

(1) *Hours:* The Playground shall be available for use from dawn to dusk.

(2) Children under the age of eight (8) must be accompanied by an adult at least eighteen (18) years of age.

(3) Playground equipment may only be used for its intended use. Abuse of or climbing on top of equipment is prohibited.

(4) Alcoholic beverages, glass containers and other breakable items are prohibited.

(5) The use of profanity or disruptive behavior is prohibited.

(6) No roughhousing on the Playground.

(7) Persons using the Playground must clean up all food, beverages and miscellaneous trash brought to the Playground.

- (8) Use of the Playground may be limited from time to time due to a District-sponsored event.
- (9) Loitering is prohibited
- (10) *Smoking is prohibited at District amenity facilities.*

**FACILITY RENTAL POLICIES**

Patrons may reserve for rental the indoor clubhouse of the Amenity Center for private events. Events are limited to 50 guests. The daily guest limits referenced on page one (1) shall not apply to guests attending a Patron-sponsored function at a rented Facility. The Clubhouse is available for rental at any given time and reservations may not be made more than six (6) months prior to the event. Patrons interested in doing so should contact the Amenity Manager regarding the anticipated date and time of the event to determine availability. Please note that the Amenity Center is unavailable for private events on the following holidays:

New Year’s Day	Easter Sunday	Memorial Day
4 <sup>th</sup> of July	Labor Day	Thanksgiving
Christmas Eve	Christmas Day	New Year’s Eve

(1) *Available Facilities:* The following areas of the Amenity Center are available for private rental for up to five (5) total hours (including set-up and post-event cleanup) for Clubhouse and four (4) hours for Pool Deck Area at the following rental fees:

a. Clubhouse: Rental Fee - \$75.00  
 Deposit - \$250.00 (1-25 attendees) or \$500.00 (over 25 attendees)

No pool privileges.  
 For party rentals with over 25 attendees, a party attendant must be hired at a rate of \$16/per hour.  
 There are two available rental time slots to choose from; 9:00 a.m. to 2:00 p.m. or 3:00 p.m. to 8:00 p.m.

b. Pool Deck Area: Rental Fee - \$75.00  
 Deposit - \$250  
 Limited to 25 attendees  
 Event guests have pool privileges during hours of event  
 This rental is not permitted during peak pool hours. The Amenity Manager reserves the right to determine peak pool hours throughout the year.

**The remaining Pool Area is not available for private events and shall remain open to other Patrons and their guests during normal operating hours.**

**Patrons and guests attending a private event in the Clubhouse may not use the Pool during the event. After the event is concluded, the guest limitations as set forth in the General Swimming Pool Policies shall apply.**

**The Patron renting any portion of the Amenity Center shall be responsible for any and all damage and expenses arising from the event.**

- (2) *Reservations:* Patrons interested in making a reservation must submit to the Amenity Manager a completed Facility Use Application. For rentals, at the time of submission, two (2) checks or money orders (no cash) made out to the *Pine Ridge Plantation Community Development District* should be submitted to the Amenity Manager in order to reserve the desired area. One (1) check should be in the amount of the room rental fee referenced above and the other check should be in the amount of Two Hundred and Fifty Dollars (\$250.00) for parties of up to twenty-five (25) attendees and Five Hundred Dollars (\$500.00) for parties with twenty-six (26) or more attendees as a deposit. The Amenity Manager will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration.
- (3) *Staffing:* During the Amenity Center's operating hours in which Amenity Center Staff is present, private clubhouse events with 25 persons or less are not required to pay for additional staff unless otherwise required by the District. For outdoor swim party events (limited to 25 guests) and clubhouse rentals in excess of 25 people during operating hours, or for events after operating hours, additional staff will be required at a rate established by the Amenity Manager. To ensure coordination of required staffing and other preparations, event reservations should be made at least two weeks prior to the event. The District will make every effort to accommodate requests made within the two-week window.
- (4) *Deposit:* As stated above, private rental of the Clubhouse requires a deposit in the amount of either Two Hundred and Fifty Dollars (\$250.00) or Five Hundred Dollars (\$500.00) at the time the reservation is approved. To receive a full refund of the deposit, the following must be completed:
- Ensure that all garbage is removed and placed in the dumpster.
  - Remove all displays, favors or remnants of the event.
  - Restore the furniture and other items to their original position.
  - Wipe off counters, tabletops and sink area.
  - Replace garbage liner.
  - Clean out and wipe down the refrigerator, and all cabinets and appliances used.
  - Clean any windows and doors in the rented area.
  - Clean floors.
  - Ensure that no damage has occurred to the Amenity Center and its property.

- Patron and Patron's guests are required to adhere to all Amenity Center rules and policies. Failure to comply with such rules and policies may result in the forfeiture of Patron's deposit.

If additional cleaning of rented facilities is required, the Patron reserving the facility will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The Amenity Manager shall determine the amount of deposit to return, if any.

Deposit checks will be returned only to the Patron who completed the Facility Use Application or to a party designated by the Patron at the time of submittal of the Facility Use Application. Photo identification shall be required for the return of deposit checks.

(5) *Alcohol Policies.*

- Patrons intending to serve alcohol at a rented facility must so indicate on the Facility Use Application. Any Patron who does not so indicate at the time the application is submitted shall not be permitted to serve alcohol.
- Event Liability insurance coverage in the amount of One Million Dollars (\$1,000,000) will be required for all events that are approved to serve alcoholic beverages. The District, the Board, and District staff and consultants are to be named on these policies as additional insureds.
- Patrons serving alcohol agree to indemnify and hold harmless the District and its Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death property damage of any nature, arising out of, or in connection with the, the service of alcohol. Patrons agree that such indemnification shall not constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.
- Patrons must hire a certified bartender to dispense alcohol.

(6) *General Policies:*

- No decorations may be affixed to the walls, doors or any fixtures.
- Patrons are responsible for ensuring that their guests adhere to these Policies.
- The indoor clubhouse area of the Amenity Center listed above may be rented until 10:00 p.m. Pool deck events must end no later than dusk.
- The volume of live or recorded music must not violate applicable Clay County noise ordinances.
- No glass, breakable items or alcohol are permitted in or around the pool deck area.
- Event Liability coverage may be required, even in the absence of alcohol service, on a case by case basis in the sole discretion of the Board of Supervisors.

### **Disciplinary Actions, Suspension & Termination of Privileges**

Our goal is to promote a safe and enjoyable environment for all facility users. Failure to abide by facility rules and policies, unbecoming behavior, such as the use of foul or abusive language, vandalism or fighting or failure to follow the direction of Management will not be tolerated.

**Disciplinary actions for any such infractions are as follows:**

a. A facility user will first receive a verbal warning regarding his or her unacceptable behavior after committing an offense for the **first time**. If behavior continues, Management will ask the facility user to leave the facility for the day and Management will write an incident report, recording the facility user's name, type of violation and Amenity Account information.

b. Second offense action, **Management may** suspend the facility user from all facilities for up to a week and will make note of this on the Amenity Account. If the facility user is a minor (under the age of 18), Management will call the parent or guardian explaining the action along with a copy of these rules.

c. Third offense action, the facility user may lose all user privileges for the remainder of the season. Management will also send a letter to the facility user regarding the suspension of privileges. If a suspended facility user is found on Amenity Center premises during the suspension, he or she will automatically lose privileges for the year. If a facility user is already suspended or refuses to identify them self to Management, he or she will receive immediate suspension (in the case of the latter) and will be subject to arrest for trespassing (in both cases). Guests of residents that do not abide by all policies will be asked to vacate the premises

Management may also suspend or terminate privileges for a specified period of time or permanently if a Resident or Guest submits false information on the application for a pass, which if had been truthfully disclosed, would have rendered the applicant ineligible for such a pass; submits false information regarding an application for use of privileges as a Guest; permits the unauthorized use of a pass; fails to pay charges or any other amount owed to Management in a proper and timely manner; fails to abide by the policies and regulations established for the use of the facilities; treats Management or any team member in an unreasonable or abusive manner; engages in conduct that is improper or likely to endanger the welfare or safety of others.

If Management terminates or suspends a Resident's or Guest's privileges, he or she may file a written appeal to the District's Board of Supervisors within 30 days of suspension or termination notification.

*Revised 09/20/16.*