

**ARBOR GREENE
COMMUNITY DEVELOPMENT
DISTRICT**

**MANUAL OF POLICIES AND
STANDARD
OPERATING PROCEDURES**

Revised - September 1, 2015

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ARBOR GREENE COMMUNITY DEVELOPMENT DISTRICT
MANUAL OF POLICIES AND STANDARD
OPERATING PROCEDURES

PURPOSES OF THIS MANUAL

The purposes of this manual are as follows:

1. To set out for reference the policies and procedures adopted by the Board of Supervisors (“Board”) for governance and operation of the Arbor Greene Community Development District (“AGCDD”) facilities and other assets; and
2. To ensure that AGCDD staff understands the standards the Board has established for excellence in customer service to be provided to the residents, nonresident members, and authorized guests of AGCDD.

APPLICATION

The policies and procedures outlined in this manual have been duly adopted by the Board and, along with any actions and directions duly approved by the Board but not reflected here, shall control in all situations to which they apply. In any instance where an action or direction duly approved by the Board prior to adoption of this Manual conflicts with a policy or procedure set out herein, the latter shall control, and the prior action or direction of the Board shall be deemed rescinded and abrogated. In any instance where an action or direction duly approved by the Board subsequent to the adoption of this Manual conflicts with a policy or procedure herein, the former shall control; and to the extent the Board fails to expressly amend the Manual to reflect the new action or direction, the AGCDD District Manager shall endeavor to draft an amendment to the Manual to reflect the new direction or action as approved as a policy, subject to review, amendment, and approval of the Board.

All staff, residents, nonresident members, and guests shall follow the policies and procedures as set out in this manual and abide by all actions and directions passed by the Board. Staff shall apply and enforce these policies and procedures and the Board’s actions and directions in a friendly, fair, and firm manner based on good sense, without reaction from emotion or preference. Subject to review and approval by the Board, the Community Manager has the authority to make decisions based on reasoned discretion as needed in circumstances and regarding events not specifically addressed by this manual or otherwise by the Board at a regularly scheduled meeting.

To the extent a matter or issue is not otherwise addressed in this Manual, the Community Manager also has the authority to establish rules and procedures for the operation of the Community Center and other AGCDD facilities that are not inconsistent with the policies set out in this Manual. The Community Manager periodically shall report to the Board all such interstitial rules and procedures that he or she has established.

References to “resident” in any policies and procedures duly approved by the Board that grant privileges or access with respect to AGCDD assets or other property, or that permit some action by the resident in connection with use of those assets or property; shall include only 1) persons living lawfully in owner-occupied houses, duplexes, townhouses, and other residential structures within the boundaries of the AGCDD and 2) persons living lawfully in houses, duplexes, townhouses, and other residential structures within the boundaries of the AGCDD pursuant to a current and active lease with a definite term of at least seven (7) months. Nothing in these policies and procedures shall be read to grant any privilege or access to a person that does not meet this definition of “resident,” save for a person who otherwise qualifies as a nonresident member or guest under the policies and procedures set out herein.

CHANGES TO POLICIES AND STANDARD OPERATING PROCEDURES

All changes to the policies and procedures set out in this Manual, including additions and deletions, first must be duly approved by the Board.

MAIN GATE ACCESS CONTROL TO ARBOR GREENE COMMUNITY DEVELOPMENT DISTRICT

Controlled Access Parameters

AGCDD is a controlled access, gated community with 14 villages, six of which have internal control gates. The AGCDD main gate provides access and traffic control for all motor vehicles that enter the district property. For enhanced security of district property and of residents and guests, access at the main gate shall be strictly controlled, in accordance with post orders and other directions duly adopted by the Board, from 10:00 p.m. until 6:00 a.m.

The front gatehouse, with its access-controlled security gates, is manned 24 hours per day, seven days per week, by gatehouse personnel working under contract with

the AGCDD. The gatehouse personnel shall comply with the post orders duly approved by the Board and made a part of the contract for gatehouse personnel provided at the front gatehouse. Those post orders are incorporated by reference into this manual, and no change to those orders shall be effective unless first duly approved by the Board.

Emergency and law enforcement vehicles shall be admitted at all times.

Barcode and Gate Transmitter Sales

Main gate access barcodes for motor vehicles and village gate transmitters are privileges accorded by the AGCDD as a convenience for homeowners, residents, non-resident members, and AGCDD Community Management approved vendors (vendors are not eligible for purchase of village gate transmitters).

The Village gate transmitters may be purchased by residents legally owning, or living in owner-occupied homes within the Devonshire, Enclave, Estuary, Parkview, and Retreat villages; and by residents legally living in homes within the district pursuant to a valid, current lease of at least seven months in duration. Gate transmitters can be purchased at the current established fee and are available at the clubhouse.

To purchase a barcode or transmitter, proof of identity (government-issued photo identification), vehicle registration, and one of the following forms of proof of AGCDD residency (that matches the proof of identity) are required;

- a. A deed, HUD statement, utility bill, or other document showing current address or ownership within the AGCDD boundaries; or
- b. A current, valid lease of a residence within the AGCDD boundaries that has a term of at least seven months, along with valid government-issued, photo identification with a name matching a name on the document.

Barcodes may also be purchased by current annual nonresident members and AGCDD Community Management approved vendors at the current established fee. Proof of identity and vehicle registration are required, along with supporting vendor documents as requested when purchasing a vendor barcode.

A resident lane is provided at the ingress side of the gatehouse for those with a valid,

active barcode. All non-truck motor vehicles without a barcode must use the visitor's lane and be logged in by security officers pursuant to the post orders.

There will be a charge each time a barcode is purchased by an authorized resident. Barcodes for motorcycles are not authorized. Barcodes will not be issued if it is raining or if the vehicle is wet.

AGCDD staff members must apply the barcode to the motor vehicle. Portable barcodes will not be issued unless prior authorization is received from the Board. The vehicle must be present in the community center parking lot. Barcodes will be issued at the community center during normal office hours.

Persons with a temporary tag on their motor vehicle must provide updated license information to the AGCDD administrative office upon obtaining a permanent license.

Barcodes may not be transferred from one vehicle to another vehicle. If a vehicle is to be sold or traded, a rental vehicle is returned, or a new home is purchased within Arbor Greene, the resident must notify the AGCDD immediately and have the barcode removed from the vehicle, or updated in the system.

There is a 30-day guarantee service life of the purchased barcodes or transmitters. Replacement barcodes and transmitters shall be replaced at the buyer's expense beyond this guarantee.

OPERATION OF COMMUNITY CENTER AND RELATED FACILITIES

General Provisions

The Community Manager is authorized to establish standard operating procedures ("SOPs") to govern how AGCDD employees operate at the Community Center and on AGCDD property and how they effectuate the policies set by the Board. The Community Manager also is authorized to develop other rules, not inconsistent with the Board policies stated herein, to govern how the Community Center and its surrounding facilities operate. The Community Manager shall make periodic reports to the Board setting out any SOPs and other rules that he or she has promulgated pursuant to this authorization.

Notwithstanding the posted clubhouse hours of operation, all exterior clubhouse

doors other than the front door and the door leading to the resort pool shall be locked at 8:00 p.m.

The illegal possession or use of alcohol or of controlled substances, or the possession or use of any illegal drug, by any person is strictly prohibited within the clubhouse, in any of the common areas and park outside the clubhouse, or in the parking lot. Violation of this rule shall result in an immediate trespass warning and suspension of further use of any AGCDD facilities until review and action by the Board.

The Board may approve concessionaires to conduct organized activities and athletic programs. No person or organization other than a Board-approved concessionaire may conduct a program at an AGCDD facility or on its property. No person may offer any lessons or other training for commercial gain at any AGCDD facility (including tennis lessons and swim lessons) without prior approval of the Board.

If a person is paying the AGCDD by check, the check should be made payable to "Arbor Greene CDD." All costs incurred in connection with a check returned for insufficient funds shall be recovered, and the incident shall be reported to law enforcement.

The AGCDD facilities are for the use of current, lawful AGCDD residents, their guests, and non-resident members, and others as approved by Board or Community Manager.

Residents under the age of 14 are to be accompanied at all times by an adult resident or nonresident member in the clubhouse, pool areas, tennis courts, community center park and surrounding areas.

Operating hours of the clubhouse shall be set and modified by the Board. Special hours may be designated for holidays and will be posted in the facility and in the monthly newsletter.

Personal property may not be left overnight at the facilities.

Roller blades, skates, skateboards, and bicycles are not permitted on sidewalks around the clubhouse, tennis courts, and pool decks or inside the clubhouse. Bicycles should be locked in bicycle racks at the front of the clubhouse. Playing in the parking lots or inside the facility is not permitted.

No overnight parking is permitted in any AGCDD parking lot without prior approval from the Community Manager.

Comment cards shall be provided upon request at the club attendant office. AGCDD staff shall ensure that completed cards are preserved and submitted to AGCDD management.

Residents, nonresident members, guests, and Board-authorized users must conduct themselves, at all times, in word and actions, in an appropriate and orderly manner while in the clubhouse, its related facilities, and on other AGCDD-owned common areas.

Residents, nonresident members, guests, and Board-authorized users must abide by the following rules:

- a. Comply with AGCDD rules and policies.
- b. Comply with directions and requests of AGCDD staff.
- c. Do not use threatening, abusive, or foul language.
- d. Dress appropriately for the activity. Undergarments must not be visible.
- e. Avoid unwanted or disrupted physical contact with others; such as fighting, wrestling, inappropriate displays of affection, or jostling.
- f. Harassing conduct of any kind is strictly prohibited.

Residents, nonresident members, guests, and Board-authorized users who violate the guidelines above will be requested to comply. Any user failing to comply after being requested to do so will be directed to leave the clubhouse and any other AGCDD facility and subject to being issued a trespass warning.

Nonresident Membership at Arbor Greene

There is an established annual nonresident membership. A fully paid, current annual nonresident member is entitled to the same privileges at all AGCDD facilities and functions to which residents of the AGCDD are entitled; including access to the tennis courts, the tennis court reservation system, the clubhouse, gatehouse barcodes, and the pools. The annual nonresident membership shall expire one year from activation of the membership, but the membership may be renewed from year to year

by payment of the fee in effect at the time of renewal; *provided*, an annual membership may not be renewed more than 90 days prior to the expiration date of that membership. The number of annual nonresident memberships at any given time shall be limited and determined by the Board. The annual membership fee per individual shall be set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees. A nonresident wishing to acquire a nonresident membership must contact the AGCDD staff and complete an application to be approved by the Community Manager. Annual nonresident memberships shall be for a one-year term. Payment must be submitted with the application to the AGCDD management staff. Identification will be made and issued to the applicant.

Nonresidents without an annual membership may also use the AGCDD facilities and attend functions with a paid daily nonresident membership fee. A daily nonresident membership entitles the member and his/her guests to the same privileges at all AGCDD facilities and functions to which residents of the AGCDD are entitled for the designated day. The daily fee for a nonresident to use the AGCDD facilities and attend functions shall be set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees. Identification will be provided to the daily nonresident member and will reflect the day of use.

Guests of Residents and Nonresident Members

There shall be temporary guest automobile passes available for use for limited duration in order to expedite admission in the visitor lane at the gatehouse. These passes may be obtained from the AGCDD management offices, and are valid for the period of time designated.

Guest passes for use of the clubhouse and its related facilities shall be made available at the club attendant office for residents and nonresident members to pick up and provide to their guests. Such guest passes shall entitle the holder to use of the clubhouse and its related facilities, unescorted by the resident or nonresident member, for the period of time designated on the pass. Guest passes shall not exceed one week in duration.

Resident families and nonresident members may bring up to four (4) guests at a time to the fitness or resort pool, up to three (3) guests at a time to the tennis courts, and up to two (2) guests at a time to the fitness and weight rooms.

The following additional guest guidelines apply:

- a. Guests must be accompanied by an adult resident.
- b. Guests desiring to use the facilities without a resident must have a guest pass.
- c. Residents and nonresident members are responsible for the conduct of their authorized guests, and guests must comply with the established rules and policies of the AGCDD.

Identification and Verification at Facilities

Upon request by AGCDD staff; residents, nonresident members, and guests must show an AGCDD ID or other approved proof of residency or authorization to use any AGCDD facility.

All persons using any of the AGCDD facilities are required to have an AGCDD-issued ID tag, a guest pass, or one of the following forms of ID that proves residency within the AGCDD.

- a. Government-issued photo identification that reflects a residential address within the AGCDD boundaries;
- b. A deed or other proof of current address within the AGCDD boundaries, along with valid government-issued, photo identification with a name matching a name on the document presented; or
- c. A current, valid lease of a residence within the AGCDD boundaries that has a term of at least seven months, along with valid government-issued, photo identification with a name matching a name on the document.

Individuals without the proper identification or proof of authorization will be requested to depart the clubhouse and its related facilities immediately. Individuals not immediately departing the facility will be provided a trespass warning and the Tampa Police Department will be called for assistance.

Lost AGCDD-issued ID tags may be replaced by purchasing a new ID tag at the currently established fee set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees. The lost AGCDD-

issued ID tag will be deactivated and documented immediately.

AGCDD-issued ID tags are issued for the possession and use of the person intended, and they may not be given, loaned, sold, or otherwise provided to persons to whom the ID tag was not issued or to any person not otherwise authorized to use the clubhouse and its related facilities. AGCDD ID tags issued to a resident or nonresident member and found in possession of a person to whom the tag was not issued or authorized will be confiscated by the AGCDD staff.

Suspension of Resident Privileges

The following process will be implemented in handling situations where a resident, nonresident member, guest, or Board-authorized user does not comply with the policies and use guidelines set out in this manual:

- a. Two documented verbal requests to comply with policies separated by at least 24 hours.
- b. A letter will be written to the offender (and to the legal guardian if applicable) requesting support and cooperation in complying with the established policies and use guidelines.
- c. On the next occurrence of the same violation within six (6) months of the first incident, notify offender by letter that on the next documented incident of noncompliance, a suspension of privileges for a specific period of time may be imposed by the Board.
- d. On the next documented occurrence of failing to comply following the written notification provided in the preceding paragraph, the offender's privileges of using the facilities will be suspended for a period of two weeks upon approval by the Board. The offender will be notified by first class mail of the suspension.
- e. Upon review by the Board, additional restrictions may be imposed.
- f. Flagrant violations, to include but not limited to damages to AGCDD or personal property or personal injury to other residents or staff, may result in suspensions as determined by the Board.

Gathering Room and Resort Pool

The Gathering Room and/or Resort Pool may be reserved and rented for exclusive use by a resident, non-resident member, or Board-authorized persons and organizations for a set time period (here and after in this section referred to as “Renters”). All rentals shall be done pursuant to a written agreement approved by the Board, and scheduling and reservations shall be done in accordance with procedures set by the Community Manager. The Gathering Room and/or Resort Pool may not be used for any commercial or charity function without prior Board approval. Any approved resident renter for a commercial or charity function may post two Board-approved signs between the main gate and the community center. The schedule for rental fees shall be set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees and shall be published and made available for public review at the Community Center.

The following rules and restrictions apply to use of the Gathering Room:

- a. Wet bathing suits are prohibited. Feet are not permitted on the furniture.
- b. Children under 14 years of age must be accompanied by an adult at all times. Children must have some form of identification indicating their age to be unaccompanied in the facility.
- c. Uninvited individuals shall refrain from entering the Gathering Room if it is reserved and rented for exclusive use and “Private Party” signs are posted.
- d. Users of the Gathering Room must treat all others with courtesy and respect.
- e. Renter of the Gathering Room and/or Resort Pool must agree to the following as a condition of being granted exclusive use:
- f. A usage fee for each area and time block rented and security deposit will be required when making a reservation. Checks are to be made payable to: Arbor Greene CDD. Checks must be in the name of the resident/member renter, not a third party, unless approved by Community Manager, in which case both checks will be cashed prior to event.

- g. Renters shall pay a usage fee set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees, with a surcharge being required for alcoholic parties. Fees will be for a four (4) hour block, with additional fees for extending rental before and/or after the pre-determined blocks, and will be made available as per the rental agreement when making the reservation (usage fee does not include AGCDD staff assistance with set up, breakdown or clean-up). The rental blocks of time includes set up, break down and/or clean up. A copy of all checklists will be provided to the renter when making the reservation. Events scheduled within 72 hours of the event, must pay in cash.
- h. Renters shall provide a security deposit check in an amount set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees. AGCDD management will destroy the security check within 5 business days of the completed function pending completion of the event in the time scheduled and a satisfactory room inspection. However, if the contract is not completed in a satisfactory manner, all, or a portion of the security deposit, may be forfeited, at the reasoned discretion of AGCDD management.
- i. Prior to the date of any rental event during which alcoholic beverages are to be served, the Renter shall complete a Waiver of Liability and Indemnity Agreement for Alcohol Use at Arbor Greene, in form and substance like one approved by the Board. The waiver form must be signed by the Renter and all others to be responsible for the event prior to the reservation being scheduled by the Arbor Greene staff. **NO ALCOHOL SHALL BE SERVED AT ANY RENTAL FUNCTION UNLESS THE AGCDD IS IN RECEIPT OF THE COMPLETED LIABILITY WAIVER.** A signed copy of the Waiver, the signed contract and copies of the “Before” and “After” event checklist will be provided to the Renter when making the reservation.
- j. The rental fee is non-refundable if the activity is not cancelled within 72 hours of the scheduled event, unless approved by the Community Manager. A processing fee, as set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees, will be applied when a rental is cancelled within 30 days of the event date.
- k. Leave the Gathering Room in the condition it was found. A member of

the AGCDD staff and the renter must conduct a joint inspection of the facility before the preparations for the event begin. A post-party inspection with the renter is required after the event and cleanup. AGCDD reserves the sole discretion to determine room cleanliness and order. AGCDD management reserves the right to assess the renter for damage above and beyond normal wear and tear that may result in loss of the security deposit and additional costs to the renter.

- 1. Rent the Gathering Room and/or Resort pool during the following hours:

Monday through Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 11:00 p.m.
Sunday	9:00 a.m. - 8:00 p.m.

Unless otherwise authorized by AGCDD management, any event exceeding the scheduled hours, which include setup and cleanup time, will be subject to forfeiture of the security deposit. An additional fee, as set by the Board in accordance with procedures mandated by chapter 190, Florida Statutes, for the setting of rates and fees, will be charged for any event starting prior to, extending (pre-approved and day of) past the scheduled closing time to cover the additional expense of staffing the event, with fees available as per the rental agreement.

- m. Not to cook any food; or nail, glue, tape or fasten any decorations to the walls. Glass drinking containers are not permitted.
- n. Dispose of all trash into the dumpster located in the parking lot next to the playground, not in trash containers on the pool deck. Failure to properly dispose of trash will result in a partial or full forfeiture of security deposit.
- o. Use of the fitness, weight, and aerobics rooms during private parties is not permitted.
- p. Abide by the maximum room capacity posted in each room. Violation of this rule may result in partial or full forfeiture of security deposit and enforcement if necessary with assistance from TPD.
- q. Keep wall/fire lights on at all times during the hours of darkness while

the event is in progress.

- r. Be responsible for supervising the conduct and behavior of all guests attending the event.
- s. At 30 minutes prior to the end of the event, the AGCDD staff member on duty will review the Closing Checklist previously provided with the renter. At the end of the event, the staff member on duty will conduct a joint walk through inspection with the renter of the Gathering Room to verify that the checklist has been followed and completed.
- t. Rental of the Gathering Room does not include use of the Resort Pool, Fitness Pool, or deck areas. The Resort Pool may be rented alone or in combination with the Gathering Room for a separate fee.
- u. Failure of the renter to participate in the final inspection, sign the checklist/report, or abide by the contract rules may result in the forfeiture of the entire security deposit.
- v. Do not post any signs, balloons, etc. in the community or in the clubhouse announcing the event.
- w. Tables, chairs, and other furniture and equipment are for use in the clubhouse only and are not available for rent or use outside of the clubhouse. Designated furniture will be available for use at the Resort Pool.

The Resort Pool is not heated and shall be open anytime the clubhouse is open. The Resort Pool may be used by any resident, nonresident member, guest, or Board-authorized person or organization, except when the Resort Pool is reserved for exclusive use by a Renter.

Use of the Resort Pool shall be subject to the same rules, to the extent applicable, as those set out for use of the Fitness Pool.

Fitness Pool / Aquatic Activities

The Fitness Pool may be used for Board-approved lessons, classes, and community-oriented events, including swim team practice and swim team competitive events.

Resident families are authorized four (4) guests at any one time and must accompany their guests while using the facilities unless they have obtained a guest pass from the Community Center office. Unaccompanied guests must have a guest pass and present it to the AG staff upon request.

Winter: During the winter, November through March, the Fitness Pool is heated to approximately 80-83 degrees. The pool cover is placed on the pool each night to maintain the water temperature. Swimming is not permitted while any portion of the pool is covered. During the winter, the **Fitness** pool hours are as follows:

Monday through Friday	6:30 a.m. until 9:00 p.m.
Saturday	9:00 a.m. until 9:00 p.m.
Sunday	9:00 a.m. until 7:00 pm.

Summer: During the summer, April through October, the Fitness Pool hours are as follows:

Monday through Friday	5:30 a.m. until 10:00 p.m.
Saturday	8:00 a.m. until 10:00 p.m.
Sunday	8:00 a.m. until 8:00 p.m.

Swimmers swim at their own risk. Lights must be turned on for swimming during darkness. The locker rooms will be available during regularly posted clubhouse hours.

The following rules apply to use of the Fitness Pool:

- a. The pools may not be used when locker rooms are not available or the clubhouse is closed.
- b. Pool and Club Attendant directions must be followed for the safety of all users. Pool Attendants are normally scheduled from Memorial Day until Labor Day and will be posted, when available, during pool hours.
- c. Users must shower before using the pools.
- d. Food and drinks are not permitted in the pools, and glass of any type is not permitted in the pool areas.
- e. No diving is permitted from the sides of the pool or from the swim team

diving platforms. Diving from the diving platforms is only permitted by members of swim teams when coaches are present.

- f. Safety and rescue devices are to be used only in a case of an emergency and when a swimmer is in distress.
- g. Patrons are not permitted to wrestle or horseplay in the pool, on the deck, or around the pool. Running on the pool deck and boisterous behavior is not permitted.
- h. The bathing load is 150 persons for the Fitness Pool. When the maximum capacity for a pool is reached, access will be controlled and limited.
- i. Proper bathing attire is required. Shirts are only permitted to be worn in the pool for sunburn protection.
- j. Residents must provide their own towels.
- k. Children under 14 years of age must be accompanied by an adult.
- l. Animals (except service animals) are not permitted in the pool areas.
- m. The Fitness Pool may not be used when the pool cover is covering any portion of the pool.
- n. Personal music and/or media that can be heard more than 20 feet from the source is not permitted.
- o. No skates, skateboards, rollerblades, scooters, bicycles, or riding devices of any type are permitted around the pool area.
- p. Small children must wear swim diapers.
- q. When the pool is being cleaned, swimmers must allow the pool attendants to clean the pool without interference. If swimming laps, swimmers must move to a lane that will not impede the pool cleaning.
- r. Smoking is not permitted in the pool areas.
- s. Lap swimmers must give way to free swimmers when requested. Lap

swimmers may occupy a lap lane for a maximum of 30 minutes when other swimmers are waiting for a lap lane or when bathing loads are heavy.

Fitness Studio and Weight Room

The fitness studio and weight rooms are for use by residents, nonresident members, guests, and Board-authorized persons only.

The Fitness Studio is available for fitness activities and Board-approved classes. Food and drinks are not permitted in the Fitness Studio.

Due to the limited space the number of guests permitted will be restricted based on available equipment.

Usage of the fitness studio and weight rooms are subject to the following requirements and restrictions:

- a. Tennis court clay must be removed from shoes/sneakers at the tennis courts before entering the locker rooms or fitness studio and weight rooms.
- b. Animals (except service animals) are not permitted in the fitness studio and weight rooms.
- c. Weights shall not be placed on benches. Benches and machines are not to be used except for their indicated purposes.
- d. All weights and dumbbells must be returned to the racks after use.
- e. Equipment must be wiped down by the user after use. Paper towels and cleaner or gym wipes shall be provided. Personal towels must be provided by the user.
- f. Proper attire must be worn at all times. Closed-toe shoes are required.
- g. If others are waiting for equipment and signed in on a sign-up board, use must be limited to 30 minutes per person.
- h. The channels and volume of the house TVs and music will be maintained by the AGCDD staff. Please be courteous to others around

you when using electronic devices (cell phones, mp3 players, tablets, etc). Volume levels should not extend beyond your own personal space. Please exit the fitness center when making or taking phone calls.

- i. No children under the age of 14 are allowed to use the fitness studio or weight room. 14 and 15 year old children must be accompanied by an adult over the age of 18.
- j. Use equipment properly and follow directions carefully. Maintain control of all weights and machines.
- k. Immediately report all equipment malfunctions, personal injuries and specific concerns to the attendant on duty.
- l. Use facilities at your own risk.

Tennis Courts

Tennis court usage shall be governed by policies and procedures established by the Community Manager and approved by the Board. Those policies and procedures are incorporated herein by reference.

The tennis courts are open Monday through Friday, 7:00 a.m. until 10:00 p.m., Saturday, 8am-10pm, and Sunday, 8am-8pm.

*7am – 11pm Monday – Sunday prior to the access control system installation.

Court reservations may be made by residents and annual nonresident members using the online system linked to the Arbor Greene website, www.arborgreene.com. Reservations may be made up in advance for up to three (3) days. There shall be no same-day reservations online. Users desiring to play the same day must physically enter their name on the schedule posted at the bulletin board at court number 1. Reservations may be made for a 90-minute period of playing time.

There at all times shall be two “courts of opportunity” available for walk-on play only. Users must sign up for a maximum of 90-minute blocks of play at the court at the time they intend to use one of the courts of opportunity. You may not sign up for a court of opportunity more than 30-minutes prior to intended court use.

Usage of the tennis courts shall be subject to the following rules:

- a. Proper tennis shoes on all courts.
- b. Shirts must be worn at all times.
- c. Cutoff shorts are not permitted.
- d. Sports bras must be covered by tops.
- e. Glass containers are not permitted in the tennis court areas.
- f. When the courts are filled, users must limit playing time to 90 minutes. Residents are only permitted to book one (1) 90-minute slot per day online. A sign-up sheet is located on the tennis court bulletin board for users to sign up for court usage if a reservation has not been made.
- g. No profanity or boisterous behavior.
- h. Guests without a guest pass must be accompanied by an adult resident, or nonresident member when using the facilities. All residents and nonresident members must have an AGCDD-issued ID tag or other proper identification and proof of residency as set out in this manual.
- i. Residents and nonresident members are authorized up to three guests at any one time per household or membership.
- j. Users under 14 years of age must be accompanied at all times by an adult user with an AGCDD-issued ID tag or other proper identification showing proof of residency as set out in this manual.
- k. Bicycles, motorized vehicles, skates, skateboards, rollerblades, scooters, or wheeled vehicles (except strollers), and animals or pets (except service animals) are not permitted in the tennis court areas.

Locker Rooms

Usage of the locker rooms is subject to the following requirements and restrictions:

- a. Children under 14 years of age shall never be left unattended.
- b. Users shall towel dry after using the pool before entering the locker

- room.
- c. Personal property must be removed and taken home each day. Locks may not be left on a locker overnight. Locks left overnight will be removed by the staff before closing the facility. Items left will be treated as Lost and found articles and shall be handled by AGCDD staff.
 - d. Personal towels and soap must be provided by and removed by the user.
 - e. Food is not permitted in the locker rooms.

Lost and Found

AGCDD will not be responsible for personal property lost, stolen, or damaged while user and their guests are using the facilities. Items reported as lost or missing by users will be entered on the Lost & Found Log and if subsequently found, the owner will be notified. Items turned in as “found” will be logged and stored for two (2) weeks by the AGCDD staff. Items not claimed within two (2) weeks will be given to charity.

Lost and found pets should be reported to the club attendant office. The person reporting a lost or found pet should provide to the club attendant his name, address, telephone number, and date the pet was lost or found, along with a description of the pet. Lost or found signs posted on AGCDD property will be removed.

COMMUNICATIONS

General Provisions

There shall be provided, at a minimum, the following means for AGCDD residents to communicate concerns, comments, feedback, and service requests (including guest verification system information): comment cards; website service request form; clubhouse office phone number; and email at comments@arborgreene.com.

There shall be, at a minimum, the following media available for communication of information by the AGCDD to residents: *Arbor Greene Gazette* newsletter; the website www.arborgreene.com; information signs at the main gate; community bulletin boards at the clubhouse, tennis courts, and fitness pool; and other electronic media as approved by the Board.

Newsletter

The AGCDD shall produce and publish a monthly newsletter called the *Arbor Greene Gazette*, which will provide residents information about events, current activities, schedules, and AGCDD and homeowners association information.

The newsletter shall be mailed at the end of each month so that it arrives at each residence within the district by the first of each month. Anyone who would like to submit advertisements for the newsletter must contact our publisher for fee schedule and submission information. Priorities for publication are determined on a first-received and space-available basis. All information is subject to review and approval by AGCDD management. Inappropriate information will not be accepted.

Website

The AGCDD shall maintain a website with the assigned address www.arborgreene.com. The website shall provide residents information about events, current activities, schedules, and also include AGCDD meeting notices, pertinent information, meeting minutes, and AGCDD documents. The homeowners associations may be included on the website as to include the same information. The website also shall provide access to the tennis court reservation system, electronic versions of the newsletter, general comments, and service request forms.

Bulletin Boards

The following procedures apply to posting information at the clubhouse bulletin board:

- a. All postings must be approved and initialed by AGCDD management.
- b. Residents have first priority for posting information.
- c. Only a member of the AGCDD staff may post or remove an item.
- d. An item for the clubhouse bulletin board must be date stamped by a member of the AGCDD staff before the item is posted.
- e. Items posted on the bulletin board that are not properly stamped will be removed and discarded.

- f. An item may be posted for a period of 60 days. After 60 days, the item will be removed unless a new date is applied. The resident owning the posted item must bring the item to the AGCDD staff for re-dating and re-posting.
- g. The maximum size for posting is the equivalent of an 8.5” by 11” piece of paper.

AGCDD management shall be responsible for maintaining and updating the bulletin boards at the tennis courts and fitness pool.

Community Yard Sales

There shall be two community yard sales during each calendar year, in spring and fall, as set and approved by the Board, in consultation with the Arbor Greene Homeowners Association Board of Directors. The dates are to be published in AGCDD communications media as appropriate. Each yard sale will be scheduled on a Saturday from 8:00am until 12:00 noon. During the scheduled community yard sales, the main gates and village gates shall be open to the public without identification verification.

GROUND AND COMMON AREAS

Parking

Users and guests should park in designated spaces at the clubhouse. Standard parking laws apply. The Community Manager and/or District Manager, in consultation with the Board Chairman, is/are authorized to seek removal of any vehicle parked on an AGCDD-owned road that poses an immediate threat to or interference with the health and safety of the public. The Community Manager and/or District Manager shall report any such incident to the Board immediately.

Signs

Signs are not allowed to be placed on AGCDD property without approval from the AGCDD and a permit for the sign from the City of Tampa, as required by the City’s Code. All requests for signs should conform to requirements of the Arbor Greene Master Covenants conditions and restrictions governing the community.

Smoking

Smoking is not permitted anywhere inside or outside an AGCDD facility.

Lake Access, Fishing, and Swimming in Lakes and Ponds

In order to fish in any of the AGCDD lakes, a fishing license is required and Florida game and fishing laws must be obeyed.

Fishing from common areas is permitted. Fishing directly behind or adjacent to a private residence is not permitted without specific permission from the resident.

Access to common area lakes and ponds that requires crossing behind or adjacent to a private residence is not permitted.

Fishing from any boat with a combustion engine is not permitted. Using “slides” to enter the water is not permitted.

Any type of swimming activity in any AGCDD-owned lake or wetland is prohibited.

Placing any type of foreign material or lawn debris in the lakes or ponds is strictly prohibited.