



CDD GROUNDS AND AMENITIES USAGE POLICIES

The seven Oaks Clubhouse is monitored by CCTV Security. Images and Video are recorded for the purpose of loss prevention and property preservation. Surveillance footage is not a guarantee of personal or public safety.

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1. Introduction

- 1.1. This guide has been prepared to inform users of CDD property of the rules and policies, that are in effect. At the time this guide was published by the Rules Committee, it was meant to be as complete as possible, but might not include all situations and conditions that may occur in the future. The Seven Oaks CDD reserves the right to amend or change these rules and policies at any time, without notice. The most current version of this guide can be found on the Official Community website at www.SevenOaksLife.com.
- 1.2. The following terms are defined as they are to be interpreted in this guide. The definition list is not all inclusive, and does not limit the Districts ability to amend, revise or interpret the guide.
 - 1.2.1. **Access Card:** A card with an RFID chip in it that is issued by the District Staff to persons who meet the criteria for proof of residency as outlined in this guide.
 - 1.2.2. **Access Card Holder:** Any person who has a valid access card that meets the requirements of this guide and owns or rents real residential/commercial property in the District.
 - 1.2.3. **CDD Board:** Community Development District Board of Supervisors.
 - 1.2.4. **Community Patrol Volunteer:** A registered, authorized, active member of the Seven Oaks Crime Watch Patrol.
 - 1.2.5. **District Manager:** Person or company currently employed by the CDD Board to manage the District's assets and facilities.
 - 1.2.6. **District Staff:** Any person who is currently employed by the Seven Oaks Community Development District.
 - 1.2.7. **District property:** Any and all property that is owned or operated by the Seven Oaks Community Development District or maintained for community use. This includes but is not limited to clubhouse, pools, parks, playgrounds, parking lots, wetlands, lakes, common areas, nature trail, streets etc.
 - 1.2.8. **District amenities:** Includes but is not limited to; the clubhouse, pools, tennis courts, playground, soccer field, volleyball and basketball courts, parking lot, etc.
 - 1.2.9. **Guide:** The guide of rules and regulations that is written by the Rules Committee and approved by the CDD Board and published on the community website.
 - 1.2.10. **Guest(s):** Any person who is on district property that does not have proof of residency in Seven Oaks on file with club management or any person without a valid access card. This person must be in the presence of a resident as defined in this guide.

- 1.2.11. **Hour of Operations:** The hours of which the District Board of Supervisors has designated the amenities to be open for use. These hours vary from time to time and can be found on the official community website, at www.SevenOaksLife.com.
- 1.2.12. **Household:** All the persons who live or have lived in the same individual residence or property at a given time.
- 1.2.13. **Loitering:** To be in a place, to stand about idly; to linger; or to hang around at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable concern for the safety of persons or property in the vicinity.
- 1.2.14. **Official Community Newsletter:** The Seven Oaks Sentinel, the newsletter officially authorized by the Seven Oaks CDD Board of Supervisors.
- 1.2.15. **Official Community Website:** www.SevenOaksLife.com, the website officially authorized by the Seven Oaks CDD Board of Supervisors.
- 1.2.16. **Private Function:** Any function or gathering of persons on district property that does not appear to be open to the residents of Seven Oaks as deemed by District Staff.
- 1.2.17. **Resident:** Any person who resides in Seven Oaks.
- 1.2.18. **Weapons:** Any tool, device, firearm, rifle, explosive, knife, or other item that may be used to cause harm intentionally, or otherwise to any person or property.,m,

2. Conduct Code:

- 2.1. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.
- 2.2. Improper conduct, obscenities, verbal or physical threats by residents and/or guests will not be tolerated anywhere on common areas or in the district amenities. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive/abusive language or behavior. Residents are also responsible for family and guests and their conduct while on District property.
- 2.3. All residents are expected to conduct themselves properly with due consideration for each other as well as District Staff and patrol volunteers. The Board of Supervisors and District authorize Clubhouse Staff to discipline any person for conduct, which in their opinion, endangers the welfare or interests of the District or for violations of specific rules and regulations of the District as defined in Section 11.
- 2.4. Persons shall wear modest clothing of such style and design as shall be consistent with community standards as determined by District Staff. All clothing shall be worn appropriately; e.g., pants shall be worn securely at the waist.

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- 2.5. District Staff and Community Patrol Volunteers have the right to ask any person(s) to cease their conduct and/or leave the premises as a result of their conduct if it is deemed to interfere with the ability of others to enjoy the districts amenities.
 - 2.5.1. If the person(s) causing or participating in inappropriate behavior refuses to cease their activities and/or leave the premises promptly when directed. The person(s) will be advised that failure to do so immediately may result in a loss of community privileges and/or Law Enforcement involvement.
 - 2.6. At the discretion of the Staff, District Manager, or Community Patrol Volunteers dealing with the situation, the assistance of the local Law Enforcement agency may be sought to maintain order. A copy of the official Law Enforcement report of the incident shall be obtained and delivered to the District Manager within five (5) business days for possible action. If the person(s) asked to leave refuses to do so and Law Enforcement is called, community facility privileges may be revoked.
 - 2.7. Any person who verbally threatens the physical well-being of another person or who engages in behavior that may be dangerous, create a health/safety concern, create a hostile environment, or otherwise disturb others and cause them to fear for their physical well being may be reported to the local Law Enforcement Agency.
 - 2.8. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any staff on duty. Residents are discouraged from trying to enforce the rules on their own.
 - 2.9. Staff and Community Patrol Volunteers, as well as fellow residents and their guests, are to be treated in a courteous and considerate manner at all times. Staff or patrol volunteers shall NOT be reprimanded or harassed in any way by a resident or their family or guests. Any cursing/profanity, sexual innuendoes, or other behavior as well as any unwarranted physical contact (pushing, shoving, grabbing, etc...) may result in the revoking of community facility privileges. All complaints regarding services rendered by a Staff member or Community Patrol Volunteer should be addressed to a clubhouse manager, the District Manager, or a Board Supervisor.
 - 2.10. Residents shall not engage or direct Staff on any private business. District Staff shall not be used for the individual benefit of a resident, nor shall any resident direct, supervise, or in any manner attempt to assert control over any Staff members.
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4. Community Access Cards

4.1. Access Cards

- 4.1.1. In order to visit or use the CDD's clubhouse, persons must have an active "Access Card" or meet the other criteria as outlined in this guide. Access cards, or guest passes, must be made available to District Staff upon request or persons will be required to leave the CDD's property or pay a non-resident access fee. Access cards are issued to individuals who meet the criteria in this guide and the card will display a photo of that individual. Access cards may not be given/loaned to another individual, and those who do so, will be subject to the "Infraction Policy" in Section 11.
- 4.1.2. In the event a home is sold, access card are to be returned to the clubhouse manager for deactivation.
- 4.1.3. **The following individuals are permitted to apply for an access card:**
 - 4.1.3.1. Seven Oaks homeowners and their family members who are at least 15 years of age, that can provide proof of residency as defined in this guide.
 - 4.1.3.2. Renters of a home in Seven Oaks and their family members, who are at least 15 years of age, who can provide proof of residency as defined in this guide. In order to obtain an access card, the homeowner/landlord must sign a "Seven Oaks Access Card Relinquish Form".
 - 4.1.3.3. Individuals who rent an apartment at Windsor Club or Colonial Grand Apartments, who are listed on the lease as the lessee or as an occupant, who are at least 15 years of age.
 - 4.1.3.4. Commercial Property Owners are permitted to obtain a maximum of two access cards per address. If the commercial property owner would like to forfeit their rights to use of the District's facilities to a tenant, they must complete and sign a "Seven Oaks Access Card Relinquish Form".
 - 4.1.3.5. **Youth access cards** can be issued to individuals who are between the ages of 12-14. Youth access cards require proof of age by any of the following; state issued identification, birth certificate or passport. Youth ages 12-14 have limited access to clubhouse amenities and certain restriction will apply. Youth forms must be filled out and signed by a parent or guardian. Youths will also be required to show "proof of residency" as defined in this guide. Youth access cards will automatically expire at the age of 15. At this time the cardholder must verify residency to re-activate their access card.

- 4.1.3.6. **Resident non owner** access card can be issued to individuals who reside in Seven Oaks, but are not listed as property owners. They will be required to show “proof of residency” as defined in this guide. Resident non owners’ access cards will automatically expire every two years from the date of issue. At this time the cardholder must verify residency to re-activate their access card and it will be re-activated in two (2) year increments.

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5.1. Transfer of Access Privileges

- 5.1.1. Property Owners may transfer their privileges for use of the District amenities to their tenants. The “Seven Oaks Access Card Relinquish Form” must be completed. Upon transfer of privileges to a tenant, the owner no longer has any privileges to use of District facilities until such time as a clubhouse manager has been notified of termination of transfer.
- 5.1.2. A tenant is not authorized to transfer privileges to another person.

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6.1. Resident Non-owner

- 6.1.1. An access card can be issued to individuals who reside in Seven Oaks, but are not listed as property owners. They will be required to show “proof of residency” as defined in this guide. Resident non owners’ access cards will automatically expire every two years from the date of issue. At this time the cardholder must verify residency to re-activate their access card and it will be re-activated in two (2) year increments.

6.2. Guests and Guest Passes

- 6.2.1. A guest is defined as a person who is utilizing the District property, but does not possess an access card in their name.
- 6.2.2. Each household is permitted to have the following number of guests:
- 6.2.2.1. All District amenities: Maximum of 5 guests.
 - 6.2.2.2. Fitness Center: Maximum of 2 guests.
 - 6.2.2.3. Tennis: Maximum of 3 guests.
- 6.2.3. Guests are required to adhere to the same rules, policies and guidelines as residents and residents are responsible for their guests.
- 6.2.4. Guests or persons on guest passes are not entitled to bring any additional guests with them to the amenities.

7. Proof of Residency

7.1. To verify proof of residency the following is required:

- 7.1.1. An unexpired Florida ID or Drivers License displaying the individual's name, photo, and Seven Oaks address.
- 7.1.2. A HUD settlement statement or lease displaying the name and Seven Oaks address of the individual/occupant.

8. Tennis Courts

- 8.1. Tennis courts hours of operation are 7:30am-9:30pm Monday through Saturday and 7:30am-8:30pm on Sunday.
- 8.2. When obtaining and returning your tennis court key, do so by using the café window.
- 8.3. Shoes worn on the clay tennis courts are not permitted inside the clubhouse.
- 8.4. All persons using the tennis facilities do so at their own risk.
- 8.5. No tennis ball baskets, or tennis ball hoppers are permitted unless approved by clubhouse management.
- 8.6. There is one 90-minute maximum reservation time permitted per access card per day.
- 8.7. Court reservations may be made up to 3 days in advance. Residents reserving a tennis court MUST be a player on the court at the reserved time.
- 8.8. Your reservation will be cancelled if you and your party do not arrive within 10 minutes of the beginning of your reserved time.
- 8.9. Residents must cancel their reservation 24 hours in advance. If a Residents name appears on the no-show list more than twice, per calendar year, tennis court reservation privileges may be suspended up to six months. This policy has been approved to ensure all residents can utilize the tennis courts.
- 8.10. Play is on a reservation basis, if the court is not reserved play is on a first-come, first-serve basis unless an event has been planned using these areas or reservations have been made.
- 8.11. Proper attire is required while on the courts, including sportswear and tennis shoes.
- 8.12. You must present your access card or mobile pass to obtain a key to the tennis courts. Your access card will be retained until the court key is returned.
- 8.13. In the event a key or lock is lost or damaged, a replacement fee in the amount of \$25.00 will be charged to the person who was using the court at the time the lock or key was lost.
- 8.14. Improper conduct, obscenities, and verbal or physical threats by residents and/or guests will not be tolerated on or around the tennis court facilities. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others,

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are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive/abusive language or behavior. Residents are also responsible for family and guests.

- 8.15. No rollerblades, skateboards, bicycles, motorized vehicles, or similar equipment is permitted on the tennis courts.
- 8.16. Portable radios and/or “boom boxes” are not permitted in the tennis courts or surrounding areas.
- 8.17. Pets, except for service animals as permitted by law, are not permitted on the tennis courts.
- 8.18. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any staff on duty. Residents are discouraged from trying to enforce the rules on their own.
- 8.19. Residents must accompany their guests at all times.
- 8.20. Residents and their guests must follow the instructions of the Clubhouse Staff at all times.
- 8.21. Guests are required to adhere to the same rules, policies, and guidelines as residents.
- 8.22. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.
- 8.23. Residents are advised that tennis courts are equipped with closed-circuit television.
- 8.24. There is a fee for non-resident usage of the courts.
- 8.25. The teaching of lessons on the tennis courts is prohibited except as provided in the following subsections:
 - 8.25.1. Lessons, if approved, are not permitted between 7-12AM on weekends, or after 5PM on weekdays.
 - 8.25.2. Lessons must be approved by club management, and the contracted tennis pro.
 - 8.25.3. Fees may be applied to residents and/or instructors who wish to have lessons.
- 8.26. District Staff has the right to close any facility due to weather/health/safety reasons. It is entirely under the management’s purview as to when the facilities are to be reopened.
- 8.27. Alcohol or glass containers are not permitted on the tennis courts or surrounding areas.

9. Basketball Courts

Residents have the option to make a reservation one time per week. Otherwise, the court can be used on a first come, first serve basis. Residents must sign in with the Clubhouse Staff and present their access card. In return the Clubhouse staff will issue the resident a key to unlock the basketball court. The resident/s

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and guests can utilize the court for 1 ½ hours. Once your playtime is up, you must clean up any garbage left behind, lock up the court and return the key to the Clubhouse Staff. Your reservation will be cancelled if you and your party do not arrive within 10 minutes of the beginning of your reserved time. Management reserves the right to suspend reservation privileges if there are multiple no shows/cancellations.

You must lock up the basketball court when finished. The key can be returned to the Café Staff by swiping the access card on the keychain at the pool gate striker and ring the doorbell on the Café Window.

- 9.1. District amenities are for the use of residents and their guests. Residents ages 12 and over can utilize the Basketball Court.
- 9.2. Improper conduct, obscenities, and verbal or physical threats by residents and/or guests will not be tolerated, on or around District property. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive or abusive language or behavior.
- 9.3. All District amenities are used at the risk and responsibility of the user and the user shall hold the District harmless from damage or claims by virtue of such use.
- 9.4. Specific portions of the District amenities, or specific times of community schedules may be reserved, or priority given, to certain groups, tournaments, league play, meetings, etc... Such reservations and scheduling shall be done by the District Staff.
- 9.5. District Staff, District Manager, Board of Supervisors, and Authorized District Personnel have the right to require any person to leave the premises as a result of conduct which in their opinion, endangers the welfare or interests of the District, or for violations of specific rules and regulations of the District as outlined in this guide and in the Seven Oaks Community
- 9.6. No person shall commit any nuisance, vandalism, boisterous or improper behavior on the common areas or within the District amenities that interferes with or limits the enjoyment of these areas by residents.
- 9.7. The District Staff has the right to close any community facility for weather/safety/health reasons. Any community facility closed by the District Staff shall not be used in any manner until it is reopened.

- 9.8. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any District Staff on duty. Residents are discouraged from trying to enforce the rules on their own.
- 9.9. The teaching of lessons is **STRICTLY PROHIBITED** on any CDD facilities/properties except as approved by the Board of Supervisors.
- 9.10. Loitering or standing on community property after closing hours is not permitted.
- 9.11. The hours for the Basketball Courts are as follows: Monday-Saturday the court will open ½ hour after sunrise and will close at 9:30pm. Sunday, the court will open ½ hour after sunrise and close at 8:30pm.
- 9.12. Weapons of any kind are not permitted on District property unless authorized by the District.
- 9.13. Illegal drugs and paraphernalia are prohibited on District property.
- 9.14. District amenities and property shall be used only for the purpose for which they are designed and intended.
- 9.15. Climbing gates, fences, or gaining access to the facilities through non-traditional or unorthodox means is not permitted.
- 9.16. Residents must accompany their guests at all times.
- 9.17. Violations of the rules, damaged equipment and unsafe conditions are to be reported to District Staff. Any person found to be disregarding this rule may be required to leave immediately and may incur charges for any damages/cleaning required due to their mistreatment of clubhouse facilities. Residents are responsible for any damage caused by their family or guests.
- 9.18. Residents and their guests must follow the instructions of the District staff at all times and are required to adhere to the all the rules and policies stated in the guidelines.
- 9.19. All persons using the clubhouse facilities do so at their own risk.
- 9.20. In the event that a key, lock or access card is lost or damaged, a replacement fee of \$25.00 will be charged to the person who was using the court at the time the lock or key was lost.
- 9.21. Hanging from the Basketball Rim is not permitted
- 9.22. Skateboards, scooters, roller blades, skates, bicycles, atv's or other wheeled equipment are not permitted on the basketball courts
- 9.23. Portable radios and/or "boom boxes" are not permitted on the basketball courts or surrounding areas.

- 9.24. Residents and their guests must follow the instructions of the Clubhouse Staff at all times.
- 9.25. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.
- 9.26. Residents are advised that basketball courts are equipped with closed-circuit television.
- 9.27. District Staff has the right to close any facility due to weather/health/safety reasons. It is entirely under the management's purview as to when the facilities are to be reopened.
- 9.28. Alcohol or glass containers are not permitted on the basketball courts or surrounding areas.
- 9.29. All other rules and policies can be found on the Community Website www.SevenOaksLife.com

10. Use of Clubhouse Facilities

- 10.1. District amenities are for the use of residents and their guests.
- 10.2. Improper conduct, obscenities, and verbal or physical threats by residents and/or guests will not be tolerated on or around District property. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive or abusive language or behavior. Residents are also responsible for family and guests.
- 10.3. Staff may ask to inspect access card/proper identification at any time. Residents or guests that are unable to provide such identification may be required to leave.
- 10.4. All District amenities are used at the risk and responsibility of the user and the user shall hold the District harmless from damage or claims by virtue of such use.
- 10.5. Specific portions of the District amenities, or specific times of community schedules may be reserved, or priority given, to certain groups, tournaments, league play, meetings, etc... Such reservations and scheduling shall be done by the District Staff with authorization granted by or with prior approval of the CDD Board of Supervisors.
- 10.6. Proof of adequate insurance coverage, appropriate license, and execution of an Indemnification Agreement of the CDD may be required for use of District amenities.
- 10.7. Rental fees are charged to reserve some areas of District amenities for private functions.
- 10.8. District Staff, District Manager, Board of Supervisors, and Authorized District Personnel have the right to require any person to leave the premises as a result of conduct which in their opinion, endangers the welfare or interests of the District, or for violations of specific rules and regulations of the District as outlined in this guide.

- 10.9. Community property may not be removed from any community facility or common area without written consent of the CDD Board of Supervisors or District Manager.
- 10.10. Storage or accumulation of any items or materials is not permitted on District property/common areas.
- 10.11. No person shall commit any nuisance, vandalism, boisterous or improper behavior on the common areas or within the District amenities that interferes with or limits the enjoyment of these areas by residents.
- 10.12. Anyone damaging community property, District amenities or the common areas must reimburse the District for all costs associated with its repair or replacement. Residents are also responsible for damages caused by their family and guests.
- 10.13. In accordance with the Florida Indoor Clean Air Act, smoking is prohibited in the clubhouse. The District amenities have a no-smoking policy except for designated smoking areas.
- 10.14. The District Staff has the right to close any community facility for weather/safety/health reasons. Any community facility closed by the District Staff shall not be used in any manner until it is reopened.
- 10.15. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any District Staff on duty. Residents are discouraged from trying to enforce the rules on their own.
- 10.16. The teaching of lessons is **STRICTLY PROHIBITED** on any CDD facilities/properties except as approved by the Board of Supervisors.
- 10.17. If a resident's access card is lost, stolen, or misplaced, they should contact the District Staff immediately so the card can be deactivated to avoid fraudulent use.
- 10.18. Replacement access cards will be issued at an additional charge to the resident.
- 10.19. Loitering or standing on community property after closing hours is not permitted.
- 10.20. The hours of use for the District amenities are posted on the **OFFICIAL COMMUNITY WEBSITE** (www.SevenOaksLife.com).
- 10.21. Proper attire, including shirt and shoes, are to be worn in the clubhouse facilities at all times.
- 10.22. Wet bathing suits or bare feet are not permitted inside the clubhouse, other than the locker room/restroom areas.
- 10.23. Anyone under the age of 12 must be accompanied by a resident access cardholder at least fifteen (15) years-of-age while using district amenities. Management can also issue guest passes to babysitters and guests 15 years of age or older. Youth ages 12-14 have limited access as defined in this guide.



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- 10.24. No one under the age of 15 may enter or use the fitness center.
- 10.25. Weapons of any kind are not permitted on District property unless authorized by the District.
- 10.26. No one under the age of 21 is allowed to bring, consume, or possess alcoholic beverages within District amenities or on community property.
- 10.27. Illegal drugs and paraphernalia are prohibited on District property.
- 10.28. Pets (except for service animals as defined by Florida law) will not be permitted in the clubhouse, the swimming pool area, or tennis courts. All pets must be on a leash and under owner control when on district property.
- 10.29. District amenities and property shall be used only for the purpose for which they are designed and intended.
- 10.30. Climbing gates, fences, or gaining access to the facilities through non-traditional or unorthodox means is not permitted.
- 10.31. Skateboards, rollerblades, bicycles, or any motorized vehicles are not permitted in the clubhouse, on the pool deck, or on any athletic court or field. Use of skateboards, rollerblades, bicycles, or unauthorized motor vehicles (such as dirt bikes or ATV's) is not permitted in the clubhouse parking lot.
- 10.32. ATV's, dirt bikes, motorcycles or any unauthorized motor vehicles are not permitted on utility easements or other CDD property.
- 10.33. All residents are required to swipe their own access card to gain entry to clubhouse facilities. DO NOT hold doors/gates open for others entering the facilities behind you.
- 10.34. Residents must accompany their guests at all times.
- 10.35. Grilling, barbecuing, or open flames are prohibited.
- 10.36. Violations of the rules, damaged equipment, and unsafe conditions are to be reported to the District Manager.
- 10.37. Residents can only enter the clubhouse by using their access card be entered by using your access card. Staff are prohibited from assisting entry to residents without their access cards.
- 10.38. The Gathering Room will be open to all residents during normal clubhouse business hours except when reserved for a private event.
- 10.39. At times, the Gathering Room and Theatre will be closed for a private event. (Please see Gathering Room Rental Agreement on our community website at www.SevenOaksLife.com.)
- 10.40. The Clubhouse furniture and furnishings are to be treated with care. There is to be no walking, standing, sleeping, or jumping on any furniture. There is to be no moving of furniture or accessories without prior approval of club management. Any person found to be

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disregarding this rule may be required to leave immediately and may incur charges for any damages/cleaning required due to their mistreatment of clubhouse facilities.

- 10.41. Residents and their guests must follow the instructions of the District staff at all times.
- 10.42. Guests are required to adhere to the same rules, policies and guidelines as residents.
- 10.43. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.
- 10.44. Parking overnight is prohibited at the clubhouse unless a parking pass is obtained from clubhouse management. Unauthorized vehicles may be towed at owners expense.

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12. Pools and Water Slide

12.1. Pool Rules

- 12.1.1. Per Florida Statute, the swimming pools open ½ hour after sunrise and close ½ hour before sunset. Dawn to dusk, weather permitting
- 12.1.2. Residents and their guests must follow the instructions of the pool attendants and District Staff at all times.
- 12.1.3. Guests are required to adhere to the same rules, policies, and guidelines as residents.
- 12.1.4. Residents must accompany their guests at all times.
- 12.1.5. Access cards must be readily available for District Staff to view upon request.
- 12.1.6. Lifeguards will not be present at the pool facilities. All persons using the pool and other facilities do so at their own risk. Children under the age of fifteen (15) must be accompanied by a resident access card holder while using the pool facilities. Management can also issue guest passes to babysitters and guests 15 years of age or older.
- 12.1.7. All persons using the pool facilities shall obey the capacity requirements posted, which are defined by Pasco County and the State of Florida.
- 12.1.8. Proper swimming attire must be worn while using the pool facilities. (Bathing suits and rashguards/swimshirts only) Thongs, jeans, cutoffs, etc, are not considered proper swimming attire.
- 12.1.9. Smoking is ONLY permitted in designated smoking areas. No smoking on the pool deck. Please ask a Staff member to inquire about designated smoking areas.
- 12.1.10. Diving or flips of any kind into the pool are not permitted.

- 12.1.11. Incontinent persons, including children who are not toilet-trained, must wear swim diapers or other protective pants designed for use in a swimming environment when using the pool or water features.
- 12.1.12. Changing of diapers must be done in the restrooms only.
- 12.1.13. Large rafts or inflatables are not permitted.
- 12.1.14. Footballs, basketballs, baseballs, tennis balls, volleyballs, and other toys not designed for pool use are prohibited. The use of these toys may be limited by District Staff.
- 12.1.15. The throwing of items is not permitted at the pool area.
- 12.1.16. Alcoholic beverages are not permitted in the pool facilities at any time.
- 12.1.17. Glass containers of any kind are not permitted in the pool facilities.
- 12.1.18. Coolers, cups, bags, backpacks, and such, are subject to inspection at any time by District Staff.
- 12.1.19. Radios and “boom boxes” may not be played at the pool. Personal listening devices with headset/earphones are permissible on the pool deck
- 12.1.20. No food or drink is permitted within ten (10) feet of any pool per Florida Statute.
- 12.1.21. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
- 12.1.22. Items left in the pool facilities after closing will be kept in lost and found for one week. If the item(s) are not claimed, the item(s) will be discarded or donated to charity.
- 12.1.23. Each residential household may bring up to five (5) guests for use of the pool facilities but the cardholder MUST accompany their guests at all times
- 12.1.24. Any person swimming after the facility is closed may be suspended from the amenities and is subject to trespassing charges.
- 12.1.25. Call 911 in the event of an emergency.
- 12.1.26. Improper conduct, obscenities, and verbal or physical threats by residents and/or guests will not be tolerated in the swimming pool facilities. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive or abusive language or behavior. Residents are also responsible for family and guests.
- 12.1.27. All residents are required to swipe their own access card to gain entry to clubhouse facilities. DO NOT hold doors/gates open for others entering the facilities behind you.
- 12.1.28. Residents are responsible for ensuring the pool area remains in a clean and sanitary condition at all times. Place trash in proper receptacles.

- 12.1.29. Residents should return chairs to the upright position in their original location.
- 12.1.30. Wet bathing suits or bare feet are not permitted inside the clubhouse, other than the locker room/restroom areas.
- 12.1.31. To maintain proper hygiene, showering is required prior to entering the pool.
- 12.1.32. The teaching of lessons in the swimming pool facilities is STRICTLY PROHIBITED except as approved by the Board of Supervisors.
- 12.1.33. Violations of the rules, damaged equipment, and unsafe conditions are to be reported to the District Staff.

12.2. Slide Rules

- 12.2.1. The hours of operation for the water slide may vary. Please visit our community website (www.SevenOaksLife.com) for up-to-date information. No guarantee is made as to the availability of the slide and the slide may be closed due to low attendance, poor weather, or for other reasons without notice.
- 12.2.2. All persons using the slide and all other club facilities do so at their own risk.
- 12.2.3. All persons using the water slide MUST meet the height requirement of 42 inches. A child may not ride down the slide with an adult.
- 12.2.4. Only one rider at a time is permitted on the slide.
- 12.2.5. The water slide may only be used when the pool and water slide are being monitored by an attendant.
- 12.2.6. Proper attire is required on the water slide. This includes swim trunks and bathing suits. (Rashguards – form-fitting shirts for use in water – are also permitted.)
- 12.2.7. Jewelry, zippers, combs, ornamental metals, plastics, grommets on back of swimwear, food, jeans, t-shirts, cut-offs, shoes, goggles, sunglasses, eyeglasses are not permitted on the slide.
- 12.2.8. Inflatables, rafts, and life jackets of any kind are not permitted on the water slide. This includes arm inflatables.
- 12.2.9. Guests are required to adhere to the same policies and guidelines as residents.
- 12.2.10. Call 911 for emergencies.
- 12.2.11. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any staff on duty. Residents are discouraged from trying to enforce the rules on their own.
- 12.2.12. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.

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12.2.13. Residents and their guests must follow the instructions of the pool/water slide attendants and District Staff at all times.

12.2.14. Guests are required to adhere to the same rules, policies and guidelines as residents.

13. Fitness Room

- 13.1. The fitness room will be accessible to residents with their access card or mobile pass during hours of operation.
- 13.2. Access cards or mobile passes must be readily available for District Staff to view when using the facility.
- 13.3. Each access holder may bring up to two (2) guests to the fitness room.
- 13.4. Residents and their guests must follow the instructions of the District Staff at all times.
- 13.5. Guests are required to adhere to the same rules, policies and guidelines as residents.
- 13.6. You must be at least 15 years of age to enter or use the fitness center.
- 13.7. All persons using the fitness equipment do so at their own risk.
- 13.8. Proper workout attire must be worn while using the facilities. Shirts and athletic shoes are mandatory.
- 13.9. All persons using the fitness room are to be considerate of others. Usage is on a first come, first serve basis. During peak periods, use of the treadmill, bikes, and elliptical machines is limited to 30 minutes.
- 13.10. Fitness center equipment shall not be removed from the fitness room.
- 13.11. Personal listening devices with headset/earphones are permissible. Portable radios and/or "boom boxes" are not permitted in the fitness room.
- 13.12. Cell phone usage is not permitted in the fitness room. Set cell phone on vibrate and take all calls in the lobby.
- 13.13. All persons using the fitness equipment are required to wipe down the equipment with disinfectant wipes before and after each use.
- 13.14. Improper conduct, obscenities, and verbal or physical threats by residents and/or guests will not be tolerated in the fitness room. Actions by any person which may be dangerous, create a health or safety concern, create a hostile environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive or abusive language/behavior. Residents are also responsible for family and guests.
- 13.15. The dropping of free weights is not permitted.
- 13.16. Skateboards, rollerblades, basketballs, etc. are not permitted in the fitness room.
- 13.17. The television volume is to be kept to an acceptable level so as not to disturb others.

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- 13.18. Food and or glass are not permitted.
- 13.19. Lights, fans, and the television are to be turned off upon leaving the fitness room.
- 13.20. The interpretation and enforcement of all rules is solely at the discretion of District Staff and may be amended at any time.
- 13.21. Call 911 for emergencies.
- 13.22. All residents are required to swipe their own access card or mobile pass to gain entry to clubhouse facilities. DO NOT hold doors/gates open for others entering the facilities behind you.
- 13.23. Any resident who observes a violation of these rules and regulations shall bring the matter to the attention of any District Staff on duty or email clubhousemanager@sevenoakscdd.com
Residents are discouraged from trying to enforce the rules on their own.
- 13.24. The teaching of lessons in the fitness room facilities is STRICTLY PROHIBITED except as approved by the Board of Supervisors
- 13.25. Violations of the rules, damaged equipment, and unsafe conditions are to be reported to the District Staff.

14. Rentals

14.1. Reservation Policies

- 14.1.1. The District would like to accommodate the usage of community facilities by all residents, however usage by groups of multiple families and their guests is subject to availability and possible fees at the discretion of District Staff.
- 14.1.2. Prior to renting any area of the District amenities, the rental applicant must sign a rental agreement.
- 14.1.3. Payment in full is required at the time a reservation is made.
- 14.1.4. Cancellations within the 14 days prior to a reserved date are not permitted will not be eligible for any refund.
- 14.1.5. Cancellations prior to 14 days before a reserved date are subject to a fee as stated on the rental agreement.
- 14.1.6. The renter must be present to sign in prior to any guests being allowed access to reserved areas. They must also be present at the function during the **entire** reservation period or the function will be charged at the non-resident rate as stated on the rental agreement.

- 14.1.7. Setup and cleanup must be completed within the maximum time frame specified. The renter is provided with a cleaning list that must be completed by your check out time. Any cleaning left undone, will incur a cleaning fee that will be billed to the reserving renter.
- 14.1.8. Renter agrees to pay any additional fees for damages that may occur.
- 14.1.9. All guests and children under the age of 15 must be supervised at all times.
- 14.1.10. Furniture may only be moved in the presence and with approval of District Staff.
- 14.1.11. All functions must be contained within the area reserved. The use of the restrooms is included.
- 14.1.12. Approval of all events is subject to the discretion of the Board of Supervisors. The Board reserves the right to reduce or waive rental fees for community service or other functions.

14.2. Gathering Room

- 14.2.1. Maximum Guests - Fifty(50)
- 14.2.2. Rental rates and additional information are available on the official community website, SevenOaksLife.com. Please verify with club management in advance for availability.
- 14.2.3. Payment in full is required at the time the reservation is made.
- 14.2.4. Rental rates, and any additional charges or fees which may apply are doubled for non-residents.
- 14.2.5. Furniture may only be moved in the presence and with approval of District Staff.
- 14.2.6. All exterior doors must remain closed.

14.3. Theater

- 14.3.1. The Theater may be used to play power point presentations, legal store-bought DVD movies, or watch television.
- 14.3.2. Payment in full is required at the time the reservation is made.
- 14.3.3. Pirated or otherwise illegal copies of movies are not to be viewed/played anywhere in the clubhouse or Theater.
- 14.3.4. Use of the Theater requires the signing of the "Theater Usage Agreement".
- 14.3.5. Subject to availability, there is no charge for using the Theater for access card holders and up to 5 guests.
- 14.3.6. Reservations for more than five guests, are considered rentals/private functions.
- 14.3.7. Theater rentals do not include use of the Gathering Room and/or kitchen area and the maximum amount of persons attending may not exceed 30.

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- 14.3.8. Please contact Club Management in advance for availability.
- 14.3.9. All exterior doors must remain closed.

14.4. Pool Cabana Rentals

- 14.4.1. Individuals renting Cabanas are entitled to a maximum of 18 total people per cabana rented.
- 14.4.2. Rates and other information can be found on www.SevenOaksLife.com or by contacting Clubhouse Managers.
- 14.4.3. Payment in full is required at the time the reservation is made.
- 14.4.4. Furniture may only be moved in the presence and with approval of District Staff.
- 14.4.5. In the case of inclement weather, the party will not be permitted to move guests inside.
- 14.4.6. In the event that District Staff closes the pool for any reason during a reservation, a rain-check with no cash value will be issued for the amount of time remaining on the rental at the time of closure.

15. CDD Common Areas and Parks

- 15.1. Neighborhood parks close at dusk.
- 15.2. Children under the age of 12 must be supervised by an adult at all times. Management can issue babysitter passes and guest passes for individuals 15 years of age or older. Youth ages 12-14 can utilize the playground areas with a valid access card.
- 15.3. Glass containers are not permitted.
- 15.4. Alcoholic beverages are not permitted.
- 15.5. Dog waste is to be picked up and disposed of in a proper receptacle.
- 15.6. No loitering after hours. Unauthorized persons may not occupy the District's property after hours. This includes but is not limited to, the Clubhouse, Parking lot, Parks, common areas, trails, etc.
- 15.7. Violations of the rules, damaged equipment, and unsafe conditions are to be reported to the District Manager.
- 15.8. Grilling, barbecuing, or fires of any kind on CDD property is prohibited.
- 15.9. Use of fireworks are not permitted on district property.
- 15.10. Improper conduct, obscenities, loud and disruptive behavior, and verbal or physical threats by residents and/or guests will not be tolerated in community parks or on CDD property. Actions by any person which may be dangerous, create a health or safety concern, create a hostile

environment, or disturb others, are not permitted. This includes, but is not limited to, intoxication, quarreling, threatening, fighting, and offensive/abusive language or behavior.

15.11. Clubhouse Parking Lot, and Common Areas

- 15.11.1. For the safety of residents, the clubhouse parking lot, common areas, and playgrounds are closed at 10:00PM every night and re-open at 5:00AM every morning unless otherwise posted. During this time, **only** authorized personnel are permitted to be in these areas.
- 15.11.2. All common areas that are not lit by overhead lighting close at dusk.
- 15.11.3. Use of skateboards, rollerblades, bicycles, or unauthorized motor vehicles (such as dirt bikes or ATV's) is not permitted in the clubhouse parking lot.
- 15.11.4. Unauthorized vehicles may be towed at owner's expense and risk.
- 15.11.5. In order to park over night, individuals must obtain a parking pass from clubhouse managers. The pass is authorized for the duration of 2 days for guest parking only, based upon availability.
- 15.11.6. Unauthorized persons may be cited for trespassing.
- 15.11.7. Unauthorized vehicles are not permitted to park or drive upon areas of CDD property that are not intended for vehicular parking or driving.

15.12. Soliciting In the Community

- 15.12.1. No unauthorized solicitation or door to door sales on CDD property is permitted at any time.
- 15.12.2. In order to use District property for the purpose of soliciting or to move about the community for the purpose of soliciting, one must obtain written consent from the CDD Board of Supervisors.
- 15.12.3. District Staff and Community Patrol Volunteers may require that persons suspected of unauthorized soliciting leave District property immediately.
- 15.12.4. If the person(s) refuse to leave, the District Staff or Community Patrol representative may contact Law Enforcement and request that a permanent trespass be issued by the Sheriff on behalf of the District.

16.

17. CDD Rule Infraction Policy

17.1. Enforcement procedures

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- 17.1.1. District staff will take into account the circumstances of each infraction and assign a level of severity accordingly.

SEVERITY	EXAMPLES	CONSEQUENCES
Level 1	Basic rule infractions, obscenities, misuse of property, intoxication, etc.	Immediate loss of right to access district amenities for 24 hours.
Level 2	Failure to comply with staff instructions, loaning/passing of access cards, unauthorized means of entry, etc.	Immediate loss of right to access district amenities for 7 days.
Level 3	Bringing weapons/drugs on district property, vandalism, fighting, trespassing, or repeated violations.	Immediate loss of right to access district amenities pending review by District Manager.

- 17.1.2.

17.2. Appeals Process

- 17.2.1. The violator may appeal the infraction in writing by emailing/mailling it to the District Manager.
- 17.2.2. The Board of Supervisors will conduct an appeals hearing at the next regularly scheduled monthly CDD meeting from the date the appeal was received.

17.3. PENALTY GUIDELINES

18.

- 18.1.1. In all cases if the offender is under eighteen (18), the parent/guardian will be called immediately if not present. A copy of the written warning and/or suspension notice will be mailed to the parent or guardian. In all cases of suspension, a written notice will be provided to the offender by District Management upon request.
- 18.1.2. If a warning is ignored or a person displays blatant disregard for following the rules, a penalty may be upgraded.
- 18.1.3. The waiver by District Staff or the CDD board of an infraction(s) does not constitute a waiver of subsequent infraction(s). Depending upon individual circumstances, consequences of an infraction(s) may vary from instance to instance.

- 18.1.4. In addition to penalties and reimbursement for damages, the Board of Supervisors may take additional legal action against persons who do not comply with the rules and regulations.
- 18.1.5. ALL suspension of privileges and decisions made by the District Staff allow for the violator to protest the suspension at a regular CDD meeting and appeal the decisions of the District Staff, however the suspension will remain in effect until review by the CDD Board.
- 18.1.6. If the severity of a violation of any of the Rules and Regulations is deemed to endanger the welfare of any individuals or property, the District Staff will retain the right to contact the Pasco County Sheriff's Office and/or adjust the consequences to fit the violation at any time.
- 18.1.7. At the discretion of District Staff, infractions of the rules may result in immediate suspension of access privileges.

19. Revisions, Errata, and Waivers

- 19.1. The materials appearing in this guide may include technical, factual, typographical, or other errors. In any case where this may have occurred, the CDD board should be consulted to determine the desired meaning of the policy or rule. The CDD Board may make changes to the materials contained in this guide at any time without notice. The most current version of this guide will be available on the official community website, www.SevenOaksLife.com.
- 19.2. Headings and section titles are inserted for the convenience of the reading parties only and are not to be considered when interpreting this guide book.
- 19.3. When applicable, words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.
- 19.4. In the event that any of the provisions of this guide are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this agreement.
- 19.5. The waiver by District Staff or the CDD Board of a breach, default, delay or omission of any of the provisions of this guide by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.