

Renter's Check List

Please be sure to give the renter the **Rules & Regulations & the ACC Policy Manual**.

A/C No: _____

NAME: _____

- _____ Waiver of Use form (completed).
- _____ Waiver of Use Fee (\$187.25) process under owner's account (if suspended – please see Marcia or Terri asap).
- _____ Copy of chit showing payment of \$187.25
- _____ Copy of Lease.
- _____ Fitness Waiver Form signed by **all** renters.
- _____ Completed HOPA Form.
- _____ Copy of Driver's License.
- _____ Barcode \$10.00
- _____ Renter's ID's (Cash Card with Picture)
- _____ Provide Rules & Regs to ALL renters
- _____ Provide ACC Policy Manual to Permanent Renters ONLY
- _____ Enter in Jonas (*include term of lease/vehicle info/telephone no. Please be sure to enter under 467*)
- _____ Enter in Renter's Log Sheet (seasonal renters are highlighted in yellow)
- _____ Tenant Registration Form
- _____ Enter on website, if authorized only (**be sure to enter expiry date for all temp. renters**)
- _____ Enter in phonebook, if authorized only
- * _____ Email Guardhouse
- * _____ Email Celeste with name and village for Newsletter (**permanent renters only**)
- * _____ Email Village President – go to HP website (**do not include telephone number and email address unless authorized**)

*** The email to all 3 (above) should include renter's names, telephone no., term of lease, owner's name and vehicle information.**

- _____ Scan paperwork into Owner's folder.
- _____ Enter in HOPA
- _____ Enter in smartwebs (Permanent Renters Only)

- | | | |
|---------------------|---------------------------|-----------------------------|
| _____ TICKLE | _____ Remove from website | _____ Remove from Phonebook |
| | _____ Edit in Jonas | _____ Remove from Smartwebs |
| | _____ Remove from HOPA | _____ Deactivate Barcode |

**HERITAGE PINES COMMUNITY ASSOCIATION, INC.
WAIVER OF USE FORM**

We, as owners, hereby waive our use of all of the facilities of Heritage Pines Community Assoc, Inc. in favor of the below named individuals who are Tenants at the property known as Village _____ Lot _____ with the address of _____ in _____ Village.

IMPORTANT

As recorded in an amendment to the Master Declarations of Conditions, Covenants and Restrictions for Heritage Pines, one (1) of the below named individuals to whom you are waiving your use for longer than eight (8) weeks **MUST** be 55 years of age or older. Identification verifying the age of your tenant(s) must be presented to the Association with this waiver.

Only one (1) Waiver of Use for a period of less than three (3) months will be accepted during the calendar year for any particular lot.

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PLEASE PRINT

OWNER

PRIVILEGES WAIVE TO:

(Print Name)

(Print Name)

(Account No.)

(Print Name)

OWNER'S PERMANENT ADDRESS

TENANT'S PERMANENT ADDRESS

RENTER

Phone# _____

D.O.B _____

VEHICLE (make & tag) _____

D.O.B _____

Privileges waived from _____, 20____ to _____, 20____

Owner Signature: _____ Date: _____

NOTE: A WAIVER of USE Processing Fee of ONE HUNDRED SEVENTY-FIVE DOLLARS (\$175.00) plus 7% TAX for a total of \$187.25 must accompany this form.

There are some limitations as to tenant participation in certain tournaments or events.

Email Guardhouse

Copy of R/R

Notified Village President

Heritage Pines Community Association

11524 Scenic Hills Boulevard
Hudson, FL 34667

Per our Master Declaration, Fourth Amendment, Page 2, "No Owner who is a Class A Member may rent or sell a residential structure unless at least one person who will occupy the residential structure is a permanent occupant fifty-five (55) years of age or older. The Board shall have the right to require prior age verification from all prospective occupants." Occupancy by said individuals in any residential unit(s) for more than eight (8) weeks in any calendar year shall constitute "permanent" occupancy.

RESIDENT/RENTER AGE VERIFICATION

I, _____, hereby attest under penalty of perjury, that my date of birth is _____, 19____, and that the document I have presented as evidence of identity and age are genuine and related to me. I established occupancy at

_____, also known as Village #_____, Lot #_____ of Heritage Pines Community Association, Hudson, FL 34667, on _____, 20____. Furthermore, if I am not fifty-five (55) years of age or older, I attest that I will not occupy the unit more than eight (8) weeks in any calendar year. I understand the purpose of this form is to ensure compliance with the Fair Housing Act and applicable Regulations.

Signature: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who personally known to me or produced _____ as identification.

(Notary Signature)

(SEAL)

(Printed name of Notary)

Company Name

Telephone #

*****PLEASE ATTACH COPY OF ID*****

HOPA FORM

Housing for Older Persons Act of 1995 (HOPA)

Housing designed and operated for occupancy by persons fifty-five (55) years of age or older, and where at least eighty percent (80%) of the occupied units are occupied by at least one person who is fifty-five (55) years of age or older.

We are required to update the age information of all permanent occupants of our community. Please complete the section below. You need to list all occupants of your unit.

Occupant Age Verification

I, _____, hereby attest, under penalty of perjury, that my date of birth is _____, 19____, which makes me ____ years of age, and that the documents I presented as evidence of my age at the time of my orientation were genuine. I established occupancy at

_____, _____
Village, Home Site No. _____ of Heritage Pines Community Association,
Hudson, Florida 34667 on or about _____, _____.

Additional occupants at this address:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Age</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Heritage Pines Community Association, Inc.

11524 Scenic Hills Boulevard
Hudson, FL 34667

TENANT REGISTRATION

Date: _____ Village #: _____ Lot #: _____

Address: _____ Phone: _____

Village: _____

Name of tenants as listed on lease: _____

Tenant 1: _____ Date of Birth: _____

Tenant 2: _____ Date of Birth: _____

Will anyone else be living in the household? (Children, parents, spouse, etc.):

E-mail Address: _____

Requested Login for Website: HPCA to provide

Requested Password for Website: HPCA to provide

We hereby authorize Heritage Pines to publish our name, property address, telephone number, fax number and email address:

YES NO

Signature Date

EMERGENCY CONTACT:

Name Relationship

Home Phone Cell Phone

Heritage Pines Community Association, Inc.

Fitness Facility Liability Waiver

By utilizing fitness equipment and facilities owned by Heritage Pines, Inc. (the "Club"), and by participating in exercise programs held on the premises, you agree that there are certain inherent risks and dangers related to and involved with exercising and using fitness equipment.

By signing below, you indicate that you agree that there is a danger of injury when participating in fitness activities and using exercise and fitness equipment maintained by the Club for the use of residents within the Heritage Pines neighborhood. You further indicate by signing below that you have received a copy of the Heritage Pines Community Association Fitness Center Rules and that you will abide by same. In consideration of being allowed to use and having access to all of the fitness facilities provided by the Club, you hereby agree that you, on behalf of yourself and of your heirs, successors, and assigns:

- (1) assume full responsibility for any and all injuries or damage which are sustained or aggravated by you in relation to the use of the Club's fitness equipment and facilities and/or your participation in any exercise program held on the premises; and
- (2) waive, release and forever release and discharge, the Club and its officers, directors, agents, members, employees, representatives, and all others from any and all responsibility, claims, rights, causes of action and/or liability from injuries or damages to your person or property resulting in any way from or related in any way to your participation in any exercise program and/or use of the Club's fitness equipment and facilities; and
- (3) represent that you have no medical or physical condition which would prevent you from safely participating in any offered exercise program and/or safely using the Club's equipment or facilities; and
- (4) will avoid and not participate in any activity on the premises or that is in anyway associated with the Club's equipment or facilities that has any possibility of putting you in any physical or medical danger.
- (5) that by using the Club's fitness equipment and/or facilities, or by participating in any exercise program, you are confirming that you have not been instructed by a physician to refrain from such activity. The Club hereby advises individuals with chronic disabilities or conditions that they may be at risk when using fitness equipment or facilities, or by participating in exercise programs, and are therefore advised against doing so.

Date: _____

Signature: _____

Account No.: _____

Print Name: _____

Date: _____

Signature: _____

Account No.: _____

Print Name: _____

Website Tips – Getting E-Mails From The Clubhouse

Please note: You must do this for both users

In order to get email from our Board of Directors, General Manager, Front Desk, F&B/Activity Department, and others, you must have an email address and an account on the Heritage Pines website. The email addresses listed in your website profile are what is used for all e-bulletins/announcement sent out by HP staff. So, it is important to have an account and to keep your email address current in your User Profile.

If you don't already have an account on the Heritage Pines website, simply go online to www.heritagepines.net, select "E-Forms", and the fill out a login request form. Your completed form will then be sent to a website administrator to create your account.

Residents may edit their own HP website accounts, including password, adding a photo, or changing their e-mail address. To edit your profile, click on User Profile at the top left of your screen once you log into the residents pages.

Once you make any changes, be sure to click on Save Changes at the bottom of the profile.

Now that your email address is correct, click on e-bulletins. You will see a list of categories for "announcements". You will receive all announcements in the categories that have the boxes checked. You may reduce the number and category of emails you receive by unsubscribing from the category you do not wish to hear about. To do this:

1. Log into the residents pages of the website at www.heritagepines.net, and enter your Login & Password
2. On the top of the screen is the "main menu" of links. Click on "Personal" – a drop down box will appear, and click on "My Profile"
3. A new screen will appear, which is where you can update your user information. There are four tabs along the top, click on "Subscriptions".
4. From there, select the e-bulletin subscriptions you wish to receive from the list. ****It is highly recommended that ALL residents select this category****

<input type="checkbox"/>	Sent to ALL	Receive eMail Bulletins Sent to ALL
<input type="checkbox"/>	GOLF - ALL	This category includes golf-related notices sent by our Golf Pro, General Manager & BOD, of primary interest to golfers.
<input type="checkbox"/>	OFFICIAL	Management, Board of Directors, Committees, Villages, Community Announcements (i.e., Attention Residents, Sad News (Resident Death Notifications), Emergency Notices, etc.) <u>**It is highly recommended that ALL residents select this category**</u>
<input type="checkbox"/>	SOCIAL	This category includes announcements and reminders for social activities for Heritage Pines residents, including Food & Beverage, Clubs & Groups. As a rule, it does not include Golf announcements.

Spam/Junk Mail Folders

Many residents have brought to our attention, that emails from the clubhouse are being immediately send to "spam/junk mail" folders. Most commonly this has been occurring with tampabay.rr.com email addresses, but also yahoo.com email addresses. There are dozens of email address domains out there, so if you are have checked your Heritage Pines website user subscriptions (see article "Website Tips"), and are still no longer receiving emails, it is suggested that you check your "spam/junk mail" folders.

If you find that your email carrier has been sending Heritage Pines emails to your “spam/junk mail” folders, it is suggested that you call the customer service department for your email carrier.

- ✓ For Yahoo Carriers – Call 1-800-318-0612
- ✓ For Brighthouse Carriers - Call 1-888-289-8988
- ✓ For Gmail Carriers – Visit https://support.google.com/mail/contact/c2c_gmail
- ✓ For AOL Users – Call 1-800-827-6364
- ✓ Other carriers to exist; if that’s the case, please contact the customer service departments of your respective carriers and they will guide you through the process.

Once you get in contact with your customer service representative – below are the emails that you will need to have as “Not Spam” or “Not Junk”. The emails below are the ones used most often by the clubhouse and its staff to send out emails and notifications. The first one, heritagepines@yourcommunitybulletins.com is the most important one

- bill.crusselle@heritagepines.net
- celeste.nolan@heritagepines.net
- dineen.robinson@heritagepines.net
- heritagepines@yourcommunitybulletins.com ← **this one is the most important email!**
- hpnews@heritagepines.net
- josh.farrington@heritagepines.net
- kim.norton@heritagepines.net
- marcia.merle@heritagepines.net
- mike.russell@heritagepines.net
- ricky.weber@heritagepines.net

HERITAGE PINES COMMUNITY ASSOCIATION, INC.
Fitness Center Rules

- ***Please note that there is no attendant on duty – use the Facility Fitness Center at your own risk.***





All members and guests must complete a Fitness Facility Waiver prior to entering the Fitness Center.

- No one under the age of 18 is permitted to use the Fitness Center.
- Shirts and shoes are required in the Fitness Facility at all times (no sandals or thongs permitted)
- No personal stereos or radios will be permitted (except for personal iPods or MP3 players with ear phones)
- No food or drinks allowed in the Fitness Center (except for water bottles with caps)
- No banging of weights is permitted. Please wipe pads down and remove pin from the weight stack after use.
- Please return all weights to their proper place.
- Please read instruction sheet on all pieces of equipment prior to use.
- Please make sure to warm up prior to using the Nautilus or free weight areas.
- Please select the appropriate size weight for your age and fitness level. (Consult your physician with any questions prior to working out).

Proper utilization of the fitness center equipment is a must. Proper form and technique should be utilized when lifting weights or using the equipment.

UPDATED DRESS CODE FOR DINING AREAS

As per the new Rules & Regulations passed by the HP Board of Directors, a dress code is now being implemented and enforced. The below dress code pertains to all Food & Beverage Areas: Dining Room, Bar, Lobby, and in the Magnolia Room & Pac Room (when food is being served). Below is the new dress code, please feel free to cut this portion out and save it for reference. Please make sure guests are aware of the current dress code as well.

Before 4:00p	Acceptable	NOT Acceptable
Men 	<ul style="list-style-type: none"> - Tee Shirts - Shirts with Sleeves - Approved Golf and Tennis Attire - Jeans - Shorts, including Cargo Shorts - Pants - Sweatshirts and Sweatpants 	<ul style="list-style-type: none"> - Cut Off Shorts - Sleeveless Shirts - Bare feet - Swimwear - Ripped & Torn Jeans - Biker Attire (<i>Chains, Doo Rags, Biker Patches, Chaps, Biker Boots, Studded Leather Jackets, Studded Leather Pants, Biker Vests, Shirts with Biker Logos</i>)
Women 	<ul style="list-style-type: none"> - Approved Golf and Tennis Attire - Sleeveless Collarless Tops - Jeans - Hats - Shorts - Pants - Sweatshirts and Sweatpants 	<ul style="list-style-type: none"> - Swimwear without Cover-ups - Tube Tops - Bare Midriffs - Cut Off Shorts - Bare feet - Ripped & Torn Jeans - Water Shoes - Biker Attire (<i>Chains, Doo Rags, Biker Patches, Chaps, Biker Boots, Studded Leather Jackets, Studded Leather Pants, Biker Vests, Shirts with Biker Logos</i>)
After 4:00p	Acceptable	NOT acceptable
Men 	<ul style="list-style-type: none"> - Dress Shorts - Pants - Jeans - Shirts with Collars - Approved Golf Attire (<i>with the exception of Henley collared shirts</i>) - Cargo Shorts and Pants - Jeans 	<ul style="list-style-type: none"> - Cut Off Shorts - Sleeveless Shirts - Hats unless it is for medical or religious reasons - Tee Shirts - Ripped & Torn Jeans - Sweatshirts and Sweatpants - Bare feet - Biker Attire (<i>Chains, Doo Rags, Biker Patches, Chaps, Biker Boots, Studded Leather Jackets, Studded Leather Pants, Biker Vests, Shirts with Biker Logos</i>)
Women 	<ul style="list-style-type: none"> - Pants - Jeans - Capri Pants - Hats - All Dresses - Tops, sleeveless or with sleeves - Shorts, Skorts, and Skirts mid-thigh or longer 	<ul style="list-style-type: none"> - Swimwear - Tube Tops - Bare Midriffs - Cut Off Shorts - Bare feet - Ripped & Torn Jeans - Water Shoes - Fitness Attire - Sweatshirts and Sweatpants - Biker Attire (<i>Chains, Doo Rags, Biker Patches, Chaps, Biker Boots, Studded Leather Jackets, Studded Leather Pants, Biker Vests, Shirts with Biker Logos</i>)