



Clubhouse Rules & Procedures Rev. 9/1/2011- Effective 9/1/2011

POLICY:

The following are the rules for use of common areas at Portofino Shores. Use of common areas is a privilege at Portofino Shores. Users are expected to follow the rules and assist others in following them. Users are encouraged to report violations to the monitors and HOA volunteers.

Violation of any rules or not cooperating with HOA representatives may result in revocation of the privileges for a minimum of three months. Residents of the properties delinquent in assessment dues will forfeit their privileges for using common areas. Such residents must resolve the payments with the Board before their privileges can be restored.

DEFINITIONS:

- **Pool Monitor:** A person authorized to control pool access and use.
- **Resident:** Current and registered tenants, owner or renter.
- **Guest:** Visitors of Portofino Shores Residents. (Residents are not guests and are required to obtain their own pool key and ID's.)
- **Minor:** A person under age of 16.
- **Adult:** A person of 21 year age or older.
- **User:** User of the pool and pool area.

POOL RULES:

General:

- **Hours of Operation:** 8:00 AM – 8:30 PM, everyday.
- **Maximum Capacity:** 78 persons.
- **No Lifeguard on duty.** Swim at your own risk.
- **No swimming in rain, thunderstorms, or inclement weather.**

- **No** Diving, flips, back flips, or cannon-ball jumps. No running around the pool. **No** person with sickness, cuts, or bruises in pool. **No** vehicles in pool area except strollers and wheel-chairs.
- **No** audio devices without headphones.
- **No** pets in pool area.
- **No** Alcohol, drugs or chewing gums within pool area.
- **No** Open Containers or glass in pool area.
- Food is allowed in pool area, at least (10) feet away from pool. Keep the floor clean of food and keep trash in the trash bin.
- Water and non-alcoholic drinks in plastic bottles and cans are allowed in pool area, at least ten (10) feet away from pool. Keep the floor clean of food and keep trash in the trash bin. Wash off the spills that could attract bugs and ants.

Rules:

- **Users** must follow **Pool Monitor**'s instructions.
- **Users** must register with the pool monitor and sign in.
- **Users** must wear swimwear.
- **Users** with diapers must wear swim-diapers.
- **Users** are not to use profanity or make noise.
- **Users** are not to exhibit offensive behavior or nudity.
- **Users** are not to remove pool furniture from pool area.
- **Users** are not to wear bobby pins or hair pins in pool.
- **Users** to use only objects/ toys exclusively made for pool use.
- **Users** to use only rubber coated sinking devices for under-water games.
- **Users** must remove all personal items from pool and pool area when leaving.
- **Residents** must carry Pool Key and Clubhouse ID at all times.
- **Residents must** present Clubhouse ID when requested.
- **Residents** must keep the gates locked at all times.
- **Residents** are responsible for keeping intoxicated members of their party from entering the pool.
- **Guests** must be accompanied by a **Resident** at all times.
- Only **five Guests per household** at a time. Large groups must have proof of preapproval by the HOA.
- **Minors** must be accompanied by a **Resident Adult**.
- One **Resident Adult** will supervise only up to **3 minors**.

- **Residents with Common Area privileges revoked** are not authorized to be in pool area.

WORKOUT FACILITY RULES:

General:

- **Hours of Operation:** Vary by season.
- **No** one under 16 allowed to use equipment.
- **No** use of facility without proper clothing and footwear.
- **No** one under 18 without **Resident Adult** supervision.
- **No** more than two under 18 per **Resident Adult** supervisor.
- **No** person with sickness or injury.
- **No** audio devices without headphones.
- **No** pets in workout facility.
- **No** Food, Alcohol or drugs.
- **No** Open Containers or glass bottles.

Rules:

- **Residents** must carry Pool Key and Clubhouse ID at all times.
- **Users** present Clubhouse ID when requested.
- **Users** must keep the gates locked at all times.
- **Users** must clean the machines after use.
- **Users** are not to use profanity or make noise.
- **Users** are not to exhibit offensive behavior.
- **Users** must use equipment properly and for intended use only.
- **Users** must remove all personal items from the facility when leaving.
- **Guests** must be accompanied by a **Resident** at all times.
- **Residents with Common Area privileges revoked** are not authorized to be in workout facility.

INSTRUCTIONS TO HOME OWNERS:

- Buyers must collect the pool/ workout facility key from the seller at the time of closing.
- Owners are responsible for providing pool/ workout facility key to the renters, and collect it at the end of the lease.
- Owners may obtain a replacement key upon payment of \$100.00.
- A \$35.00 fee is charged with every new ownership, new lease agreement, and renewal of existing leases at the time of adoption of this policy, i.e. September 1, 2009.** In the event a lease renewal remains totally unchanged, we will then waive the \$35.00 fee.** This fee can be paid by the owner only and must be paid by check or money order. No cash or credit cards are accepted.
- Every occupant of the household must obtain the Portofino Shores ID from the HOA office. Office is open for business Tuesday 10AM-2PM, Wednesday 12 Noon to 2 PM, Thursday 10 AM to 2 PM. Special appointments can be made by calling Barbara Nazar at 772-464-0021 or 561 441 4582.
- Keys of vacant houses are not to be used for accessing the facilities.
- In any event, there is no reimbursement available for the \$35.00 fee. If the tenant relocates to another home in Portofino, the pool key must be returned to the office and a new application completed and a \$35.00 fee must be paid by the owner.
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I have read the above Portofino Shores' Clubhouse Rules & Procedures. My signature below signifies that I and those residing with me, as well as my guests, will obey all policies put in place.

Home Owner's printed name:		
Home Owner's Signature:		Date:
Resident's printed name (if different than above):		
Resident's Signature (if different than above):		Date
Resident's address:		
Phone number:		Emergency phone number:
Names of all persons residing at this address:	DOB	Picture #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
E Mail address:		
Key #:	Amount Paid: \$	