

Double Branch Community Development District Policies

The Policies outlined in this document apply to residential property owners or their designated tenants as well as non-resident annual fee payers, both of whom after rightfully obtaining photo ids will be referred to as “District Card Holders”.

District Access Cards

1. All adults, age 18 and older, who wish to gain access to any of the amenity facilities, must have their own District issued Access Card or gain access via guest policy procedures.
2. Children, under the age of 18, are not required to have their own card; provided they are accompanied by their parent or legal Guardian or they gain access via guest policy procedures.
3. Children, who are accessing the facilities without their parent or legal guardian, must have their own card.
4. Each District fee-paying household will receive two complimentary access cards. Any additional cards for that household will be issued per district policies at a cost of \$8.00.
5. Replacement of damaged, lost, or stolen access cards shall be at a cost of \$25.00 to the card holder.
6. After a period of five (5) years from issuance, if their card is no longer operable, a district card holder may be issued a new card at the cost of \$8.00.
7. In order to obtain a District Card, homeowners will need to provide a Government Issued photo id, as well as the following as proof of homeownership: a HUD-1 Settlement Statement or Warranty Deed.
8. Permanent residents who are neither the homeowners nor lease holders of the property must provide proof of residency in the form of a Government issued ID with the address, a utility bill along with Government Issued ID or a Power of Attorney for the home along with Government Issued ID. Only persons listed on the lease document will be issued access cards.
9. In order for renters of a property to obtain a District Card, the property owner must first register the property with the district office and sign a “Release of Rights” form. Email and/or fax transmissions of this form are acceptable. Tenants must then present a valid lease and government issued photo id to obtain their district access cards per the guidelines in items 1-5
10. In order to obtain a district access card, adult children age 18 and older must provide a valid government issued ID with a district address or still be claimed as a dependent by their parents who reside in the district.
11. Minor children, under the age 18, who are family members but not permanent residents can be issued a district access card if documentation is provided to link the child to the home.
12. In order to become a Non-Resident Annual Fee Payer, a person must complete the User Information Sheet, provide government issued ID and pay the annual non-resident rate in order to obtain district access cards. Cards will be issued in accordance with all other district policies.
13. Guests of district card holders may NOT use a district card holder’s access card to use the facilities; they must have a valid guest pass.
14. One free guest card per year is available to each household. These cards are only good for a period of one year and will expire, whether fully utilized or not, at the end of the year’s time. Each card allows for 12 guests. If all 12 guest visits are utilized before the year is complete, additional guest cards may be purchased for \$60 each and will be good for an additional 12 guests.
15. Out of town guests staying in the home of a District Card Holder for more than one day shall be permitted to use the District’s facilities if the District Card Holder purchases a “house guest pass”. The

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rate for a house guest pass is \$5.00 per person per week. No more than 12 house guests are allowed per household at any one time. House guest passes must be purchased from the district offices by the District Card Holder. The house guest(s) may use the facility without being accompanied by the resident, however the guests must follow all facility rules and policies.

16. Maximum numbers of guests per household per facility as outlined in the policies must be observed.
17. District Card Holders must have their guest pass with them in order for their guests to gain access to the facility.
18. Guests not in possession of a 'house guest pass' must be accompanied by the district card holder at all times.
19. District Card Holders ages 16 and older may have guests of any age as long as they remain with the guest while at the facility and assume responsibility for their guest up holding the facility policies.
20. District Card Holders under the age of 16 may only have guests who are at least 18 years of age and can document their age with government issued photo id.
21. District Card Holders shall be held accountable for their guests' behavior under the policies of the district and shall be liable for any property damage caused by his or her guests at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors.

Pool and Water Park

1. Swimming is permitted only when lifeguards are present or during designated Swim At Your Own Risk times, as determined by staff, approved by the district board and posted at the pools.
2. Swim at Your Own Risk sessions held at the Oakleaf Village Lap Pool are for residents 18 years of age and older. Children, under the age of 18, are not permitted in the pools or on the pool decks during these times. The slide, family pool and spray park are closed during these times.
3. The Plantation Oaks Lap Pool is a Swim at Your Own Risk Pool for residents and their guests who are 18 years of age and older. Children under the age of 18, are not permitted in the Plantation Oaks Lap Pool or on its deck except during sanctioned community events as identified by district management.
4. During specific posted times there will be Swim At Your Own Risk with an attendant at all Oakleaf Village Pools and the Plantation Oaks Family Pool. This will allow for swimmers of all ages in these pools. The slides will be closed. All other swim policies will apply.
5. The pool may be closed periodically for maintenance as determined necessary by district and aquatic staff.
6. The Aquatic and District staff must authorize all programs and activities outside of general swim that occur at the pool. This includes swim lessons, aquatic/recreation programs, swim team, and pool parties.
7. Any Person swimming when the facility is closed may be suspended from using the facility by the Aquatic and District staff.
8. Each District Card Holder, 18 and older, must present their access card and sign in upon entering the aquatic complex. Adults, 18 or older, will not be allowed to access the facility with another adult's cards including a card held by another member of their household.
9. Children 12 years and younger must be accompanied by an adult or supervisor/babysitter at least 16 years of age at all times while using the pool facility.
10. The District Card Holder must have their guest card when bringing guests to the facility.
11. At the pool and water park facility, any individual who would count against the bathing load shall be determined to need a guest card (all persons 3 years of age or older). The number of guests per household per visit is limited to 5.
12. For use only at the pool and water park, an off peak guest pass is available to residents for purchase at the amenity offices at the cost of \$20/10 guest visits. This pass may only be used at the pool and water

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park facility during the first two (2) hours of each weekday (Monday-Friday). If a guest on an off peak pass leaves the pool and returns after that two hour period, sign in by a resident on a regular guest pass would be required for reentry. The five (5) guest limit per household still applies as do all other standard guest policies.

13. In the event of a pool closure within 60 minutes of your arrival with guests you may obtain a rain check for your guests from the pool supervisory staff.
14. Pool entrances must be kept clear at all times.
15. Smoking is not permitted on the pool decks, upper decks, or patios or breezeway.
16. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.
17. Pets, bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside the pool gates at any time.
18. No chewing gum is permitted in the pool or on the pool deck area.
19. Alcoholic beverages are not permitted in the pool area.
20. Proper swim attire must be worn at the pool. No denim or denim cutoffs. No shorts, undergarments, or thong style swim attire is permitted. Additionally swim attire must be worn properly.
21. All persons must shower before entering the pool.
22. Parents should take their children to the restroom before the children enter the pool.
23. Children who are not fully toilet trained and/or require swim diapers may not be in the Lap Pool at any time.
24. Children under three years of age and those who are not reliably toilet trained must wear rubber lined swim diapers, as well as a swim suit over the swim diaper, to reduce the health risks associated with human waste contamination in the swimming pool/deck area.
25. For the comfort of others, the changing of diapers or clothes is not allowed at poolside.
26. If contaminations occur, the pool will be closed until the contamination is remedied in accordance with Florida Department of Health and the Center for Disease Control.
27. In accordance with the CDC and Florida Department of Health, if your child has experienced three or more loose bowel movements in a twenty-four hour period they should not return to the pool for the subsequent twenty four hours.
28. In the event that there are multiple contaminations caused by the same individual, such individual shall be responsible for any clean-up or decontamination expenses incurred by the District.
29. Pool furniture is not to be removed from the pool area.
30. Loud, profane, and abusive language will not be tolerated.
31. Radios, televisions, and the like may be listened to if played at a sound level, which is not offensive to other users.
32. Play equipment, such as snorkels and dive sticks must meet with the lifeguard's approval prior to use.
33. The use of infant water floats with seats is allowed. Arm floats are also allowed. Parents must remain within arm's length of children in these floats. No other inflatable rafts, tubes, or floats are allowed. Pool noodles are permitted.
34. A parent or guardian must be within arm's length of a non-swimmer at all times when in the water regardless of the type of flotation devices used.
35. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving is prohibited. No swinging on ladders, fences, or railings.
36. Games where one holds their breath for long periods of time under water are not permitted.
37. Only approved water play balls will be permitted in the pool. This excludes the following types: tennis balls, large beach balls, basketballs, nerf balls, soccer balls, or any other type of hard non-water sports balls.
38. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
39. Radio controlled watercraft are not allowed in the pool.
40. Using the slide is done at your own risk.
41. Children must be at least forty two inches tall to ride the slide.

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42. Regardless of height, non-swimmers are not permitted to use the slide.
43. For everyone's safety, parents are not allowed to stand at the bottom of the slide.
44. Only one person may ride the slide at a time.

45. No shorts with snaps or rivets will be allowed on the slide.
46. Keep arms and hands inside the flumes at all times.
47. No flotation devices, goggles, masks, sunglasses, hats, or large or dangling jewelry are allowed on the water slide
48. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
49. The slide(s) may only be used during pool hours when the water slide is attended by a lifeguard.

Weather Policy

1. If the district or aquatic staff hear thunder or see lightning, they will clear the pool and pool deck. Activities will resume 30 minutes after the last observed lightning or thunder.

Fitness Center Policies

1. Usage of the fitness center is restricted to residents 16 years of age and older.
2. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by an adult District Card Holder. Children under 14 are not allowed on the fitness floor.
3. The fitness center is unattended. Patrons exercise at their own risk. Each individual is responsible for his or her own safety.
4. Users must register by signing-in immediately upon entering the facility.
5. Guests, other than houseguests, must be accompanied by a District Card Holder. All guests must register by signing-in immediately upon entering the fitness center. One guest per District Card Holder.
6. No pets are allowed, except Service Animals.
7. All users of the fitness center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with fitness center policies.
8. Appropriate clothing is required at all times in the fitness center. Appropriate clothing means t-shirts, shorts, and/or sweat suits. No denim is permitted.
9. All users are required to wear athletic footwear, which covers the entire foot.
10. No food is permitted in the fitness center. Beverages are permitted in the fitness center, but all drinks must be covered and sealed.
11. Smoking and tobacco products are not permitted anywhere in the fitness center.
12. No chewing gum is permitted in the fitness center.
13. Radios and tape or CD players are not permitted unless they are personal units equipped with headphones.
14. Loud, profane or abusive language is prohibited.
15. Disorderly conduct and horseplay are prohibited.
16. Disregard for any fitness center policy may result in expulsion from the facility and/or loss of fitness center privileges.
17. Weights may not be removed from the fitness center for any reason.
18. Each individual is responsible for wiping off the equipment after use.
19. Cardiovascular equipment usage is limited to 30 minutes if others are waiting for the equipment. In addition, users should step aside between multiple sets on the weight equipment if others are waiting.
20. The Athletic Center staff reserves the right to discontinue any programs or activities due to safety concerns and other conflicts with the operation of the facility.
21. Hand chalk is not permitted.

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22. Benches and machines are not to be stepped on.
23. Dumbbells and barbells should be kept on the floor, not the benches, as to not ruin the upholstery and the padding on the benches. Dumbbells and bars are not to be dropped.
24. Personal training for fees, or solicitation of personal training services for fees, is prohibited.
25. All emergencies, injuries and broken equipment must be reported to the Community Manager at 406-2206 as well as the District Manager, (904)288-9130.

Tennis Courts (Hard Courts)

1. Use of the tennis courts is limited to District Card Holders and their guests.
2. Guests, other than houseguests, must be accompanied by District Card Holder.
3. Tennis courts are available on a first come, first serve basis.
4. Time is limited to one hour if others are waiting.
5. Tennis court usage may be limited, from time to time, for sponsored events or lessons, which must be approved by the Community Manager
6. Proper shoes and tennis attire is required while on the tennis courts.
7. Proper tennis etiquette should be adhered to at all times. Profanity and/or disruptive behavior are not permitted.
8. Use of the tennis courts is permitted only during designated operating hours, as posted at the tennis courts.
9. Tennis courts are for tennis only.
10. No pets, skateboards, roller blades, scooters are permitted on the tennis courts.

Basketball Court and Athletic Field Policies

1. Use of the basketball courts and activity fields is limited to District Card Holders and their guests.
2. District Card Holders are permitted to bring a maximum of 2 guests per access card for use of the basketball court. Guests must be accompanied by a District Card Holder.
3. District Card Holders must have an access card with them for identification while on the courts or activity fields.
4. The basketball courts and activity fields are unattended. Users of the basketball courts and activity fields do so at their own risk.
5. Limit Play to 1 hour when other players are waiting.
6. Basketball courts are for basketball play only.
7. Proper shoes and attire are required.
8. No food or glass bottles are permitted on basketball courts. Beverages in plastic containers are permitted.
9. No pets are permitted on the basketball courts or activity fields.
10. No profanity or roughhousing is permitted.
11. No skateboards, roller blades, scooters, motorized vehicles, bikes or wheeled vehicles are permitted.
12. Golfing is not permitted on the activity fields.
13. No hanging on the basketball goal rims.
14. Usage of the basketball court and activity fields may be limited from time to time due to a sponsored event, which must be approved by the Community Manager. Users may be asked to move to accommodate scheduled activities
15. The basketball courts and activity fields may be closed due to inclement weather or maintenance needs.
16. Fireworks of any kind are not permitted anywhere on the facilities or adjacent areas.

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Playgrounds/Parks**

1. Use of the playground is limited to CDD District Card Holders and their guests.
2. Parks and Playgrounds are open from DAWN TO DUSK only.
3. Children under the age of 8 must be accompanied by an adult.
4. No roughhousing is permitted on the playground.
5. Users must clean up all food, beverages, and miscellaneous trash brought to the playground.
6. No profanity is permitted
7. Use of the playground equipment is limited to use by children age 12 and younger.
8. Usage of the playground may be limited from time to time due to a sponsored event, which must be approved by Community Manager.

Facility Rentals

1. Only District Card Holders may reserve the District’s facilities for parties and events.
2. All events must be booked at least two weeks prior to the event date.
3. At the time the reservation is made, separate payments must be made via check, money order or credit card, for the deposit, the room rental, and for the party attendant. All payments are to be made to Double Branch Community Development District and must be delivered to the Rental Coordinator along with completed paperwork.
4. The rental rates and deposits for use of the District’s facilities by District Card Holder are:

<u>Facility</u>	<u>Rental Rate</u>	<u>Security Deposit</u>
Club Room	\$50 for 4 hours (Mon-Thurs)	\$100
	\$75 for 4 hours (Fri-Sun)	\$100
	\$35 for 2 hours (Mon-Thurs)	\$100
Patio and Summer Kitchen	\$50 for 4 hours (Mon-Thurs)	\$100
	\$75 for 4 hours (Fri-Sun)	\$100
	\$35 for 2 hours (Mon-Thurs)	\$100

5. There will be a \$200.00 flat fee charged for rentals on scheduled staff holidays. This fee applies to any rental on an enumerated holiday as set forth on the District’s holiday schedule, a copy of which is available upon request from staff. This fee is in addition to the rental fee and is used to provide for on-call staff.
6. Reoccurring Rentals – each company/person can rent one quarter of the year at a time. There is no commitment to renew for another quarter. 30 days prior to the expiration of the rental, renter may request renewal, and must provide the District with attendance at each session during the prior 60 days
7. The facility shall close at midnight. All parties and events, including clean-up, must conclude by midnight.
8. The rental time period is inclusive of set up and clean-up time.
9. To receive the full refund of the deposit within 10 days after the party, the following must be done immediately upon conclusion of the event:
 - Remove all garbage, place in dumpster and replace garbage liners
 - Take down all party displays
 - Sweep the floor, wipe down counters and clean out the refrigerator
 - All other items as indicated on the check out list
10. The deposit is fully refundable if the party is canceled by district staff due to inclement weather. If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and deposit. If the event is canceled less than 31 days prior to the event 100% of the security deposit and 0% of the rental will be returned.

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11. The volume of live or recorded music must not violate applicable Clay County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
12. No pets are allowed, except service animals.
13. Alcohol is not permitted on District property without proper Liquor Liability Coverage for no less \$1,000,000.

Additional District Policies

1. There will be no skateboard or motorized scooter riding on any District owned property. This includes, but not limited to, parking lots, Amenity Center sidewalks etc...
2. No Soliciting on District property
3. Vehicles must be parked in designated areas. Vehicles must not be parked on grass lawns, or in any manner which obstructs the normal flow of traffic.
4. There is to be no overnight parking on any district property. Violators will be towed at the owner's expense.
5. Grills are permitted only outdoors and at the discretion of, and in areas designated by, the Community Manager.
6. Bounce houses and similar apparatus are permitted only outdoors and at the discretion of, and in areas designated by, the Community Manager. Proof of liability insurance acceptable to the Community Manager in consultation with the District Counsel shall also be required.
7. Fishing is permitted, on a catch and release basis, within the District at public areas other than the prohibited areas set forth below. In order to ensure the safety of District residents and to protect District property and improvements, including the storm water facilities, fishing is strictly prohibited at the following locations: CDD property at ponds number 2, 4, 5, and 10. "No Fishing" signs will be placed at these locations to designate them as no fishing areas. In addition, fishing from private property, including behind homes, as well as the area between private property and the lake edge, is prohibited unless permission is granted by the landowner. The District reserves the right to amend the areas designated as no fishing areas where it deems it to be in the best interests of the District.
8. Dumping of any material into the district ponds is strictly prohibited.

Responsibility for loss or damage to person or property; indemnification; limitation of liability

1. No person shall remove from the room in which it is placed or from the Amenity Center's premises any property or furniture belonging to the District or its contractors without proper authorization.
2. Each District Card Holder shall be liable for any property damage at the Amenity Center, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by him or her, his or her guests or family members. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage.
3. Each District Card Holder and each guest as a condition of invitation to the premises of the Amenity Center assume sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Center, whether in lockers or elsewhere.
4. Each District Card Holder, by virtue of his or her use of the District's facilities, agrees to defend, indemnify and hold harmless the Double Branch and Middle Village Community Development Districts and its respective officers, agents, and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for any injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, the use of the facility by such person, his or her children and his or her guests. Should any person bound by these District Policies

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bring suit against the District or its affiliates, Amenity Center operator, officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any facility owned, or event operated, organized, arranged or sponsored, by the District, and fail to obtain judgment therein against the District or its Amenity Center operator, officers, employee, representative, contractor or agent, said party shall be liable to the District for all costs and expenses incurred by it in the defense of such suit (including court costs and attorney's fees through all appellate proceedings).

5. Nothing contained in these policies shall constitute or be construed as a waiver of the Double Branch and Middle Village Community Development Districts' limitations on liability contained in Section 768.28, F.S., or other statutes.

Suspension and Termination of Privileges

1. User and Guest cards are the property of the Double Branch Community Development District (DBCDD) and are non-transferable except in accordance with the District's rules, policies, and regulations. Access Cards are issued at the time of membership and will need to be renewed annually if one is a non-resident fee payer.
2. Privileges at the OakLeaf Plantation Athletic Center can be subject to suspension or termination by the Board of Supervisors if a Patron:
 - a. Submits false information on the application for a pass
 - b. Permits unauthorized use of a pass
 - c. Exhibits unsatisfactory behavior, deportment or appearance
 - d. Fails to abide by the rules, regulations and policies established for the use of facilities
 - e. Treats the personnel or employees of the facilities in an unreasonable or abusive manner
 - f. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the Center or its management.
 - g. Enters the facilities using false identification, climbing the fence or by any other unauthorized means, or remains in the facilities after being asked by facility staff to leave.
3. OakLeaf Plantation Amenity or Aquatic Center staff may at any time, restrict, suspend or for cause or causes, as described above, any patron's privileges to use any or all of the center's facilities.
4. Loss of privileges to one District Facility could result in loss of privileges to both District facilities.
5. District staff has the ability to remove a District Card Holder or guest, if any of the above mentioned items are violated, from one or all areas of the Amenity Centers.

Amendment of policies

These policies may be modified at any time, upon the approval of the Board of Supervisors of the Double Branch Community Development District. Immediately following approval of the Board, the modified policies shall be posted on the community bulletin board at the OakLeaf Plantation Athletic Center.

Approved 3/15/2011