



BELLA TRAE COMMUNITY ASSOCIATION

RULES & REGULATIONS BOARD APPROVED

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1. INTRODUCTION

1.1 Purpose of Document

The Board of Directors of the Bella Trae Community Association, Inc., “BTCA”, has approved this document to be distributed to all Owners and Tenants. It is intended to provide information related to the Club Facilities, programs and activities available to our residents and guests. These Rules & Regulations may be amended from time to time by the Board of Directors, so it is important that all residents and their guests become familiar with the latest version approved by the Board.

In the event that the rules in this document conflict with the Declaration of Condominium, the Declaration will ultimately control.

1.2. Bella Trae Community Association

The Bella Trae Community Association, Inc., otherwise known as the “BTCA” is a Florida Homeowners Association (HOA) and was incorporated in 2006 as a non-profit corporation of the State of Florida. One of the primary functions of the BTCA is to ensure the proper management and maintenance of the Club Facilities. The BTCA is governed by its Board of Directors.

1.3. Definitions

“Access Control System” shall mean any system intended to control access to Bella Trae. The BTCA is responsible for the community’s Access Control System. Pedestrian gates code may be obtained from the Management at the Clubhouse.

“Club Facilities” shall mean the actual facilities, improvements, and personal property actually constructed and made available to Owners pursuant to the Club Plan, as detailed in Article XII of the Community Declaration for Bella Trae (“Declaration”).

"Club Member" shall mean every Owner (other than an Owner who has leased his or her residential dwelling to Lessee) and Lessee; provided, however, for the purposes of Club Membership there shall be only one Owner or Lessee per Residential Dwelling. A person shall continue to be a Club Member until he or she ceases to be an Owner, or ceases to be a Lessee legally entitled to possession of a rental Residential Dwelling. Once an Owner leases a Residential Dwelling, only the Lessee shall be entitled to exercise the privileges of a Club Member with respect to such Residential Dwelling; however, the Owner and Lessee shall be jointly and severally liable for all assessments.

"Common Areas" shall mean and refer to those portions of the Property and improvements thereon, if any, which the Association has the obligation to maintain for the common use, benefit, and enjoyment of all Residents. The term “Property” shall be interchangeable with “Bella Trae.”

"Immediate Family Member" shall mean the spouse of the Club Member and all unmarried children twenty-two (22) years and younger of either the Club Member or the Club Member's spouse. If a Club Member is unmarried, the Club Member may designate one other person who is living with such Club Member in the Residential Dwelling in addition to children of the Club Member as an adult Immediate Family Member. No unmarried child or other person shall qualify as an Immediate Family Member unless such person is living with the Club Member within the Residential Dwelling.

All one-day guests/visitors and vendors are required to enter through the main Gate House or kiosk. Residents are responsible for notifying the Gate House with guest/visitor/vendor information. A “Gate Access” App is available to

all residents through which notification can be made to the Gate House. Please see Management in this regard. These Rules & Regulations shall be construed liberally in favor of the party seeking to enforce its provisions.

2. CLUB FACILITIES & OPERATING HOURS

2.1. Community Club Facilities

- Fitness Center & Locker Room
- 80,000 gallon Outdoor Pool
- Outdoor Spa
- Outdoor Kitchen/Firepit *
- Putting Green
- Bocce Ball Courts
- Tennis/Pickle Ball Court
- Fitness/Yoga Room
- Clubhouse Kitchenette
- Billards Room
- Library
- Conference/Meeting Rooms
- On-site Full Time Community Manager

** Grill Master Certification/Training Required for Individual use*

2.2 Hours of Operation *

Clubhouse	Daily 7am-10:00pm
Fitness Center & Locker Room	Daily 7am-9:45 pm
Swimming Pool & Spa	Daily 7am-9:45 pm
Outdoor Kitchen/Firepit	Daily 7am-9:45 pm
Putting Green	Daily: Dawn to dusk
Bocce Ball Courts	Daily: Dawn to dusk
Tennis/Pickle Ball Courts	Daily: 7:00 am to dusk

** Or as Management may otherwise determine from time to time*

2.3 Operating Calendar and Holidays

National Holidays

Holiday hours may be restricted during National Holidays. Notice shall be posted on the Bella Trae website and in the Clubhouse at least 48 hours in advance of any schedule change.

Inclement Weather (e.g. Hurricanes or severe storms)

Every attempt will be made to remain open during times of inclement weather; however, the facilities will be closed if the conditions are determined by Management to be a threat to the safety of residents and Staff.

Maintenance Days

In an effort to achieve the highest standards of facility cleanliness and safety, there will be times when certain areas of the facility will be shut down for repairs, improvements, cleaning, and preventive maintenance.

2.4 Online Resident Directory

Residents are encouraged to register on the Bella Trae website and enter their contact information into the online Resident Directory. Although you are not required to furnish an email address, it would be helpful to do so. By doing so you will be able to receive official notices and other important communications electronically. Please see the clubhouse front desk staff for registration instructions and additional information.

3. ACCESS RIGHTS TO CLUB FACILITIES

3.1 Club Members

"Club Member" shall mean every Owner (other than an Owner who has leased his or her residential dwelling to Lessee) and Lessee; provided, however, for the purposes of Club Membership there shall be only one Owner or Lessee per Residential Dwelling. A person shall continue to be a Club Member until he or she ceases to be an Owner, or ceases to be a Lessee legally entitled to possession of a rental Residential Dwelling. Once an Owner leases a Residential Dwelling, only the Lessee shall be entitled to exercise the privileges of a Club Member with respect to such Residential Dwelling; however, the Owner and Lessee shall be jointly and severally liable for all assessments.

3.2. Club Member Access

Each Club Member and his or her Immediate Family Members, his or her guests and invitees, shall have the non-exclusive rights and privileges to use the Club Facilities. In order to exercise the rights of a Club Member, a person must be a resident of the Residential Dwelling. If a Residential Dwelling is owned by a corporation, trust or other legal entity, or is owned by more than one family, then the Owner(s) collectively shall designate one (1) person residing in the Residential Dwelling who will be the Club Member of the Club with respect to such Residential Dwelling.

Once an Owner leases a Residential Dwelling, only the Lessee shall be entitled to exercise the privileges of a Club Member with respect to such Residential Dwelling. An owner who leases his or her residential dwelling shall only be permitted to use the Clubhouse and other amenities as a guest of a Club Member or Lessee for a period not to exceed fourteen (14) days during a calendar year.

If the Member has failed to pay any BTCA assessments, any other COA/HOA assessment, or any other assessments authorized pursuant to the terms of the Declaration for a period lasting sixty (60) days or more, the Club Member, his or her immediate family members, his guests and his lessees (if applicable) will have their access privileges suspended until all assessments, late fees, penalties and any related association costs or penalties are paid in full and are current.

3.3. Supervision of Minors

Minors under the age of eighteen (18) years are not permitted to use the Club Facilities without adult supervision, Adult Supervision is someone 18 years or older. Minors may use the Club Facilities with adult supervision if such minor's parent or legal guardian releases Association, Management, their officers, agents, employees, affiliates, directors and attorneys (collectively, the "Indemnified Parties") from liability for such use pursuant to consent form(s) provided by Association. (See Appendix A.1) Minors under *eighteen (18)* years of age are not permitted to use the pool without adult supervision. Minors, age 10 years or older, may use the Fitness Center and Equipment with adult supervision only if such minor's parent or legal guardian signs an "Informed Consent, Release & Waiver Agreement" (See Appendix A).

Notwithstanding the foregoing, if minors use any of the Club Facilities without the proper execution of a consent form or without adult supervision, Indemnified Parties are not liable for the actions of such minors. Minors under the age of 10 are not permitted in the Fitness Center/Yoga Room at any time.

Parents/legal guardians are responsible for the actions and safety of such minor(s), as well as any damages to the Facilities or the equipment in the fitness center caused by such minor(s).

3.4. Access Cards

Entrance to the Clubhouse will be through the front door only by means of an Access Card. These Access Cards are to be swiped by every resident each time they enter the Clubhouse. Club Members (or Lessees), and their Immediate Family Members who are residing within the Residential Dwelling must obtain an Access Card with photo on file, which must be presented to Club Staff or Management upon request. Immediate Family Members under the age of eighteen(18) years shall not receive an Access Card. Sharing of Access Cards is strictly prohibited and may result in penalties.

Access Cards shall be issued to each new resident over the age of eighteen (18) when all required forms/documents have been properly executed and returned to the Clubhouse front desk staff. One (1) Access Card per adult resident will be issued at a cost of ten (\$10.00) dollars per card. Replacement cards for lost or deactivated cards may be obtained from the Clubhouse front desk staff at a cost of ten (\$10.00) dollars per card. You will be asked to turn in your old card and it will be deactivated. Access Cards issued to a Leased Residential Dwelling will reflect the expiration date of the lease on file with their respective Condominium Association. Upon expiration of the Access Card, lessee will not be granted the privileged use of the Clubhouse Facilities until such time as a valid lease has been approved and filed with his or her respective Condominium Association.

3.5. Guest Use of Facilities

Guests may be sponsored by a Club Member in any Club Facilities, subject to restrictions for health and safety. The Club Member must remain in the company of the guests. The Board of Directors, at their sole discretion can set (i) reasonable limits on the number of guests and/or visits that a resident may sponsor, and (ii) establish fees. Currently, these are as follows:

- i. Club Members may sponsor up to eight (8) guests per unit, per day at no charge.
- ii. Additional guests are available at \$5 per person, per day. Children 3 years of age and older are subject to this fee.
- iii. Any requests for guests in excess of eight (8) guests must be received in writing, and approved by management in advance of the event.

Unaccompanied guests ages eighteen (18) years or older may use the facilities when the Club Member has provided an approved Guest Pass Request Form (See Appendix B) to the Clubhouse front desk staff. Front desk will issue the passes. Management, in conjunction with the Board, will determine from time to time the most effective process for guest administration with respect to the clubhouse.

Club Members must be in good standing with their BTCA or COA/HOA for a guest pass to be issued.

Guests are not permitted to bring other guests to the Club Facilities.

3.6. Rule Enforcement

Club Staff and Management are charged with the responsibility to protect the rights and privileges of all Members and their guests; inappropriate behavior will not be tolerated (See Appendix C - Code of Conduct).

All Club Facility users are responsible for compliance with these Rules & Regulations , and as they may be amended from time to time. Club Members will be held accountable and responsible for the conduct of their guests.

Rule violations must be reported immediately to the Club Staff or Management.

All reports of rule violations will be handled confidentially by Staff and Management, with disclosure limited to those authorized to receive such information and on a need-to-know basis. Staff and Management are authorized to share incident information with Members of the Board of Directors.

The following process is hereby established to handle rule violations reported to Club Staff or Management:

1. Club Member (and their guests or visitors) must immediately report the rule violation to Club Management or Staff, providing all relevant information available at the time for an effective resolution. Upon receipt of a report of a rule violation, Club Management or Staff will prepare a detailed written Incident Report .
2. Club Management will conduct an investigation of the matter as soon as possible. This initial investigation will typically involve recording date, time, location, persons involved, description of violation, and any other pertinent information. Club Management may also speak to the involved parties or, in the case of minors, to the responsible parent, guardian, or adult supervisor. Management will attempt to resolve the matter at this stage of the process.

Following the initial investigation, Management will prepare a written “Investigation Summary” detailing the results of the investigation and actions taken, if any. Copies of the Incident Report and Investigation Summary shall be retained by Management.

3. Serious violations, typically those including, but not limited to, use restrictions, property damage, use of abusive language, threats or acts of violence, and theft require that the Club Staff notify the Manager or designee immediately. The Manager or designee will determine if law enforcement notification is necessary.
4. After conducting an investigation of the matter, the Manager or designee shall determine whether the accused Member should appear before the Board’s Hearing Committee for further disciplinary review. Board and Hearing Committee Members may be consulted by the Manager or designee during this investigation.
5. In the event that the Manager or designee determines that a formal hearing before the Hearing Committee is necessary, the accused Member shall be notified in writing of such determination by means of a Notice of Hearing. The Notice of Hearing shall indicate the time, date, and location of the hearing. The Notice of Hearing shall be mailed to the accused Member at his/her address as shown in the records of the Association. The Notice of Hearing shall also specify which rules(s) or regulation(s) the accused Member is being charged with violating. A formal hearing before the Hearing Committee shall take place not less than fourteen (14) days from the date of the Notice of Hearing. Hearing Committee hearings shall take place in open session.
6. In making a final determination of the matter, the Hearing Committee shall follow the Progressive Discipline Policy established by these Rules (See Appendix C – Code of Conduct). All final decisions of the Hearing Committee shall be made by a majority vote of the Committee.
7. Member may appeal the Hearing Committee’s decision to the full Board of Directors by submitting a written request to the Board within seven (7) days from the date of the Hearing Committee’s decision. Failure to file a written appeal request within this seven (7) day timeframe shall automatically result in the Hearing Committee’s decision

becoming a final and enforceable decision. The appeal must include a statement detailing the reason(s) why the Hearing Committee's findings and recommendations were in error. It must also identify any matters relevant to the final determination that were not presented to the Hearing Committee and the reason(s) why. A hearing on the appeal will be scheduled by the Board of Directors within thirty (30) days of receipt of the appeal request. Failure to timely file a written appeal request shall automatically result in the Hearing Committee's decision becoming a final and enforceable decision.

8. The Board may decide the matter immediately following the hearing, or take it under advisement. In either event, the Hearing Committee shall notify the Member in writing of the outcome of the appeal within seven (7) days from the date of the hearing. The Board's determination shall be final and enforceable.

3.7. Immediate Suspension of Access Rights

The Membership rights of a Club Member may be immediately suspended by the Association, without regard to the Progressive Discipline Policy, if, in the sole judgment of the Association:

1. The Member has failed to pay any BTCA or any other Association assessment, or any other assessments authorized pursuant to the terms of the relevant Declaration for a period lasting sixty (60) days or more, or as may otherwise be established by law
2. A Club Member and/or guest has injured, harmed, or threatened to injure or harm any person within the Club Facilities, or harmed, destroyed or stolen any personal property within the Club Facilities, whether belonging to an Owner, third party, or to the Association.
3. Suspension of Membership rights shall not release the Member from the continuing obligation to pay all Association assessments.

3.8. Disclaimer

Owner, residents, and their guests and invitees using the facilities do so at their own risk. The safety of our residents, guests, and invitees of our community is a primary concern. All persons using the Club Facilities do so at their own risk, and must agree to abide by the rules for use of the Club Facility. The Bella Trae Community Association, Inc., its officers, directors, agents and employees, assume no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the Club Facilities or from the acts, omissions or negligence of other persons using the Club Facilities. Residents are fully responsible for their actions and those of their guests.

3.9 Damage To Gate Barrier Arms & Delineators

An Owner, Lessee, guest, or invitee (collectively, the "Offending Party") who causes damage to any of the community's gates, barrier arms, and/or delineators, or causes them to become dislodged or knocked off its supporting structure, may be assessed a fine of \$75.00, **plus** the actual cost of repairs, for each occurrence. The Owners shall, ultimately, be held accountable for the acts of their Lessee, guests, and invitees.

If after investigating the matter, the Manager or designee makes a determination that the Offending Party caused the damage to the gates, barrier arms and/or delineators in question, the Manager or designee shall send the Owner, or in the case where the Offending Party is a Lessee, a guest or an invitee of Lessee, to Lessee, a written Notice to the address as shown in the records of the Association detailing the reason(s) for such determination. Within fourteen (14) days

from the date of the Notice, the Offending Party shall have the right to challenge the determination by submitting a written objection to the Manager or designee setting forth the reason(s) for such challenge.

Upon receipt of the Offending Party's objection, the Manager or designee will initially attempt to informally resolve the matter. If the matter cannot be resolved informally, the Manager or designee shall determine whether the Offending Party should appear before the Board's Hearing Committee for further review and adjudication of the matter. Board and Hearing Committee Members may be consulted by the Manager or designee in this regard.

In the event that the Manager or designee determines that a formal hearing before the Hearing Committee is necessary, the Offending Party shall be notified in writing of such determination by means of a Notice of Hearing. The Notice of Hearing shall indicate the time, date, and location of the hearing. The Notice of Hearing shall be mailed to the Offending Party at the address as shown in the records of the Association. A formal hearing before the Hearing Committee shall take place not less than fourteen (14) days from the date of the Notice of Hearing. Hearing Committee hearings shall take place in open session and all final decisions of the Hearing Committee shall be made by a majority vote of the Committee.

Offending Party may appeal the Hearing Committee's decision to the full Board of Directors by submitting a written request to the Board within seven (7) days from the date of the Hearing Committee's decision, stating therein the reason(s) why the Hearing Committee's findings were made in error. A hearing on the appeal will be scheduled by the Board of Directors within thirty (30) days of receipt of the appeal request. Failure to file a written appeal request within this seven (7) day timeframe shall automatically result in the Hearing Committee's decision becoming a final and enforceable decision.

The Board's determination shall be final and enforceable.

4. ACTIVITIES & EVENTS

4.1. Community Website

The community website is a resource for Bella Trae residents. Please visit the website, www.bellatrae.com, for updated information related to Association meetings, special events, lifestyle programs, and important news bulletins. Certain areas of the website are restricted. Members will need to request a log-in to access these areas. If you have any questions, please contact the Assistant Manager/Lifestyle Director.

Email Notifications

Residents are encouraged to provide Management with their consent to receive official notifications from Association via electronic mail. Please contact Management in this regard.

4.2. Community Channel

Information on these events is available through the community's cable channel, Channel 901.

4.3. Chartered Clubs

Chartered Clubs are resident-managed organizations that are sponsored by the Association to foster and promote opportunities to pursue a hobby, a recreational, cultural interest, or other interests. Any resident wishing to develop a Chartered Club should contact the Assistant Manager/Lifestyle Director to receive information and an application.

Chartered Clubs must keep and maintain appropriate financial records of their dealings, including a checking account,

which will be administered by the Association through its bookkeeping and accounting system. Charters are granted based on Membership interest for a specific program and the availability of Association facilities and equipment.

Chartered Clubs must be open to all residents of the community. Guests may be permitted to attend club functions on a limited basis with permission from the Assistant Manager/Lifestyle Director or designee. Approval of Chartered Clubs rests with the Association.

Management and Staff will reasonably help to facilitate meetings and assist in the development and promotion of activities developed by the Chartered Clubs via the community website, the community cable channel, emails, flyers and newsletters.

Chartered Clubs meeting and event dates will be given priority for the use of Club Facilities, subject to space availability. Chartered Clubs will be exempt from paying room rental fees.

4.4. Registration for Events and Activities

Association activities and events will be open to Club Members, their Immediate Family Members, and their guests only. Registration dates and deadlines will be advertised in advance of the event. Registration for all programs and activities may be accomplished as follows:

- In-person Registration-Complete and submit payment (if applicable) at the front desk in the Clubhouse.
- Email Registration – Email the front desk for non-cost events.
- Mail-In - Registration and payment may be mailed to:
Manager of Bella Trae
8411 Riverdale Lane
Champions Gate, FL 33896

4.5. Event Fees

Event and activities fees may be required to offset the costs associated with events and activities. Participants are required to make full payment at the time of registration. Participants may pay for programs by cash, check made out to "Bella Trae Community Association, Inc.", credit or debit card (if available), or in such other ways as management may determine and a receipt will be provided. Any transaction costs incurred by the Association as a result of payments made by credit or debit cards may be passed on by the Association to the Resident. Charges imposed for checks returned by the bank will be passed on by the Association to the Resident. Activity Fees are non-refundable unless the activity is canceled by the Association for any reason.

4.6. Changes and Cancellations

From time to time events may be cancelled due to low participation. Club Staff will notify residents if there is a need to change or cancel an activity or event. If cancelled by the Association, residents will be issued a refund. From time to time areas within the Clubhouse, grounds, and Pool areas may be restricted for use by Association sanctioned events.

4.7. Waiting Lists

Some activities and events will have maximum registration limitations. In the event that a limitation is reached, a waiting list will be created. If there are cancellations, an attempt will be made by Staff to contact the persons on the waiting list in the order they signed up.

4.8. Room Rental and Use -Room Rentals are Suspended at this Time

Rooms within the Clubhouse which are made available for use by residents and their guests are on a first-come, first-served basis, unless the area is reserved for a private event, Chartered Club event, or Association purposes. The Bellissima Ballroom is available for private rentals by residents with a properly executed contract. * Please see the clubhouse front desk staff for a rental packet with price information, application forms, policies and procedures, and fees (See Fee Schedule -Appendix D). Room reservations for meeting purposes will have to be pre-registered with the clubhouse front desk staff to ensure availability of space, proper room set-up, and establishment of rental fees, if necessary. Chartered Club events and Association-sanctioned and/or sponsored activities and events will not require the payment of a rental fee.

* Room rental is at the discretion of the Board of Directors.

5. GENERAL CLUB FACILITIES RULES & REGULATIONS

5.1 Age Restrictions

1. Residents and guests under the age of eighteen (18) must be accompanied by an adult (18 or older) when using the Club Facilities.
2. Children under the age of eighteen (18) are not permitted to use the club facilities, grounds, or amenities without a parent or guardian. Parents or Legal Guardians of children under the age of eighteen (18) must execute the Informed Consent, Release & Waiver Agreement. Parents of minors ages ten (10) to seventeen (17) must complete Appendix A in order for said minor to be able to utilize the Fitness Center / Yoga Room.
3. Out of respect for all who use the Fitness Center/Yoga Room, anyone who is unable to properly utilize the equipment or space as intended is not permitted in the area at any time. Children under the age of 10 are not permitted to use the Fitness Center or Yoga room at any time.
4. Children under the age of sixteen (16) are not permitted to use the spa/hot tub at any time. The spa is set to a therapeutic temperature for adults which is not suitable for children.
5. Parents or legal guardians shall be responsible for the actions and safety of such minors, and for any damages to the Club Facilities, the Fitness Center and/or the equipment in the Fitness Center caused by such minors.
6. ***Notwithstanding the foregoing, if minors use the Club Facilities in violation of these Rules or without the proper execution of a consent form or without adult supervision, the Association, its officers, directors, agents, employees, affiliates, and attorneys shall not assume any liability resulting from the actions of such minors.***

5.2. Dress Code

Proper dress is required in Club Facilities at all times, and specific attire may be designated by the Association from time to time at its sole discretion. Unless otherwise specified, appropriate casual attire and footwear is required in all areas of the Club Facilities at all times for all residents and guests. Upper body garments must be worn in all settings, except for men using aquatic facilities. Appropriate athletic apparel is required in all indoor and outdoor sports areas, including proper footwear.

5.3. Interference with Employees

Club Members are expected to abide by the Governing Documents and these Rules and Regulations, and to conduct themselves in a courteous and respectful manner at all times. Any inattention to duty, or discourtesy on the part of a Club Staff member should be immediately reported to the Manager or designee. However, under no circumstances will Club Members or guests interfere with, attempt to discipline or otherwise direct employees or contractors as they conduct the Association's business and/or during the discharge of their duties.

5.4. Safety Rules

Any Club Member or guest not adhering to posted, or otherwise obvious safety rules may be asked to leave the premises. With respect to safety, proper decorum, and sanitation, the Club Staff's judgment will prevail in all instances. Any complaint relating to Club Staff decisions may be later appealed to the Manager or designee; however, until the disposition of such an appeal, the Association Staff's decision stands. Arguing, being abusive, or being otherwise challenging to Club Staff is deemed inappropriate behavior and may result in further disciplinary action.

5.5. Purpose of Club Facilities' Use

5.5.1 For-profit Business Use

The Club Facilities are not intended to be used to provide a venue or forum where individuals or entities might foster or promote for-profit or commercial business interests or to otherwise use the Club Facilities for personal monetary or in-kind gain.

5.5.2 Not-for-profit Activities

Club Members may use the Club Facilities for club, society, social, party, religious, political, charitable, fraternal, fund-raising or other not-for-profit purposes with the prior written consent of the Manager or designee, which consent may be withheld for any lawful reason. The Association and Management reserve the right to require the use of a specific location in the Club Facilities and/or to charge a fee for the use of the Club Facilities, and to otherwise promulgate terms and conditions as necessary for such usage.

5.6. No Smoking

The Association provides a smoke-free environment for its Members and guests in all parts of the Club Facilities and surrounding areas. No smoking of any kind (including, but not limited to, "e-cigarettes") is permitted within fifty (50) feet of the perimeter of the Clubhouse or other Club Facilities.

5.7. Alcoholic Beverages

Alcohol Beverage Consumption and Distribution Policy (See Appendix E).

1. Alcohol that is sold for consumption must be under the auspices of a liquor license. Whether alcohol is sold under license, or dispensed in a private party setting, the event sponsor remains responsible for the propriety of the event.
2. The Association may revoke individual privileges in the event consumption is perceived to cause a threat or nuisance to Staff, residents, other Members of the Association or their guests.
3. In all situations, Members are prohibited from selling or furnishing alcohol to any person under the age of 21 or otherwise in violation of any State or local liquor control laws.

4. Alcoholic beverages shall not be sold on premises of the Club Facilities, except at pre-approved special events. Patrons will be required to hire a licensed and insured vendor of alcoholic beverages, and they must provide proof to the Association prior to the event. Excessive noise that will disturb other residents and guests is not permitted.

5.8. Indirect Club Facilities' Supervision

The Club Facilities are operated in a manner in which they are not directly supervised. The Association is not in a position to continually police the Club Facilities. Members are, therefore, asked to immediately report any inappropriate behavior that they may witness to Management or, in its absence, to Club Staff.

6. AMENITIES' RULES & REGULATIONS

6.1 General Rules

1. All residents are entitled to utilize the Club Facilities and amenities if they meet all eligibility requirements.
2. Guests must be accompanied by a resident at all times, unless they have first obtained a Guest Pass.
3. Residents and guests are encouraged to speak to their physician before engaging in physical exercise. All residents and guests who utilize the Club Facilities and amenities do so at their own risk. Assumption of risk and liability forms must be signed and on file before utilizing the Club Facilities. (See Appendix A and A.1)
4. Access to the Clubhouse is by Access Card only. Residents must have at all times in their possession their Access Card for identification to enter and utilize the Club Facilities.
5. With the exception of the pool and wet areas where bathing suits are permitted, residents and guests must be properly attired as described in Rule 5.2. Dress Code.
6. Bathing suits and wet feet are not allowed inside the Clubhouse, with the exception of the locker room areas. When inside the Clubhouse, wet bathing suits shall be properly covered with a towel or wrap.
7. Consumption of food and drink may be limited to designated areas only. Residents are responsible for cleaning up after themselves. No glass is permitted in the pool or spa areas.
8. Amplified sound systems and DJs are prohibited within the Club Facilities unless it is an Association approved program, event or authorized private event.
9. Audio and television systems are provided for the convenience and enjoyment of Members and guests. Programs will be tuned to satisfy the interests of the majority, or may be audible only through the use of personal radios with headsets by tuning to specified frequencies. The final decision rests with Management. Portable radios, DVD players, iPods, MP3 players, tablets, and all other electronic sound producing devices are permitted, but only with earphones.
10. Use of profane, abusive, or inappropriate language is not permitted.
11. Anyone who appears to be under the influence of drugs or alcohol will be asked to leave the Club Facilities.
12. Residents are requested to let Staff know if an area of the Club Facilities or a piece of equipment is in need of cleaning, repair, or maintenance.
13. All equipment and supplies provided for use of the Club Facilities, grounds, and amenities must be returned in good condition after use.
14. No pet or animal shall be "tied out" on the exterior of the Clubhouse, or left unattended on any Association Facility, property, or in the Common Areas. Pet owners are responsible for the activities of their pets, and are responsible for cleaning up of all matter created by the pet. Pets are prohibited from entering all Club Facilities. Pets must be walked on a leash. Members who do not follow pet rules will be subject to disciplinary action.
15. Bicycles must be parked in the designated bike rack.
16. All Association-sponsored programs and services including, but not limited to, personal training, group exercise, tennis lessons, and instructional programs must be conducted by a vendor that has been properly registered with the

Association.

17. The use of cellular telephones is limited while in the Club Facilities. Residents and guests are asked to keep their ringers turned off or on vibrate while in the Club Facilities. Use of cellular phones is only permitted under the pretense of acceptable levels, and so long as it does not interfere with the quiet enjoyment of the Club Facilities and amenities by others.
18. The Association does not provide concierge, copying, printing, or secretarial services of any kind.
19. The Association and Staff are not responsible for lost or stolen items, and Staff Members are not permitted to hold, secure, or store valuables, personal belongings, or bags for anyone.
20. All found items should be turned in to Staff for storage in the lost and found. Items will be stored in the lost and found for up to one month. Thereafter, if unclaimed, such items will be disposed of in any appropriate manner in the sole discretion of Management.
21. The recreational or commercial use of drones within the Association's property, including its airspace, is prohibited, unless previously authorized by Management or the Board in writing.
22. A Recycling Bin has been provided for the use of all Owners/Lessees. This receptacle is to be used in strict accordance with the posted rules and regulations.

6.2. Fitness Center Usage Rules

1. All residents and guests are encouraged to consult their physician before beginning an exercise program.
2. Appropriate attire and athletic footwear must be worn at all times..
3. To maintain clean and sweat-free equipment, clothing must cover any part of the body exposed to direct contact with the equipment.
4. All equipment must be wiped down after use with the wipes and/or spray provided.
5. If a resident or guest is waiting, cardiovascular equipment utilization is limited to 30 minutes.
6. If a resident or guest is waiting for the weight equipment, individuals should allow others to "work in" between sets. Weight equipment should not be slammed while lifting.
7. Food is not permitted in the fitness center or locker room.
8. Water or other sport drinks must be contained in non-breakable, spill-proof containers.
9. Personal music devices are permitted only if used with headphones and played at a volume that does not disturb others.
10. The use of cellular phones or similar electronic devices for personal conversations is prohibited in the Fitness Center or locker room.
11. Lockers are available on a first-come, first-served basis for day-to-day use. Please use your own lock. No belongings may be left overnight in the Locker Room or Lockers. Management reserves the right to cut and remove any lock left in place in violation of this rule and remove the contents of the locker. Neither the Association nor Management shall be responsible for any damage or loss of personal belongings within the Club Facilities and amenities.
12. A unisex changing facility is available for those individuals requiring special assistance and for the use of small opposite sex children.

6.3. Pool & Spa Usage Rules

1. Swimming and use of spa is done strictly at your own risk. The pool and spa areas are not directly supervised by Staff or lifeguards.
2. The pool, spa and locker room areas are open from 7 am to 9:45 pm daily. No one is permitted in these areas at any other time unless a specific event is scheduled. Anyone entering the pool or spa after hours will be considered as trespassing, and may be subject to prosecution or disciplinary action.
3. Children under the age of eighteen (18) must be directly supervised and accompanied by a parent or guardian eighteen (18) years or older at all times while within the pool or the pool deck area.

4. No private social events may occur at the pool or on the pool deck, including but not limited to the following: graduation parties, holiday parties, birthday parties, anniversary parties, retirement parties, weddings, bar mitzvahs, baptisms, etc. Only Association sponsored social events are permitted at the pool or on the pool deck.
5. Swim fins, facemasks, and footwear are permitted. Inner tubes or other inflatable devices are permitted. However, Management reserves the right to restrict any and all of the above based on pool occupancy. Small children in the pool may wear inflatable devices or small flotation devices as a precautionary safety measure. Small toys may be used by children under adult supervision, based on occupancy of pool. Toys are not to be left unattended at any time.
6. Showers must be taken before entering the pool or spa.
7. No bicycles, tricycles, scooters, roller skates, roller blades or skate boards are permitted on the pool deck area. Baby strollers are permitted but must remain outside of ten (10) feet of pool apron.
8. Glass containers or breakable objects of any kind are not permitted anywhere on the pool deck. Beverages in non-glass, non-breakable, non-spill containers may be consumed in areas adjacent to the pool and spa edge.
9. Persons with open cuts, wounds, sores or blisters may not use the pool. No person should use the pool with or suspected of having a communicable disease which could be transmitted through the use of the pool.
10. Appropriate swimming attire (swimsuits) must be worn at all times.
11. Infants/children not toilet trained and incontinent adults must wear swim suit diapers or snug plastic pants under their swim suits. All other diapers (cloth and disposable) are prohibited.
12. Animals, other than Service Animals, are not permitted in the pool or wet areas.
13. The pool is shallow and not designed for any type of diving or jumping into. Any type of dives, flips, jumps or other similar actions from the side of the pool are strictly prohibited.
14. Only authorized personnel are allowed in the pool equipment area.
15. Tables or chairs on the deck may not be reserved by placing towels or personal belongings on them.

6.4. Meeting Rooms/Ballrooms Usage Rules

All inside non-office use areas within the Clubhouse are open for resident utilization, unless previously reserved for a structured program or event. Management has the authority to restrict access to these areas from time to time as it deems necessary.

Unless otherwise provided in these Rules, the sale of alcoholic beverages is prohibited. Members are responsible for the actions of their guests. Persons deemed to be intoxicated will be required to leave the Facility. Alcohol may be served only to persons twenty-one (21) years of age or older.

Alcoholic beverages are prohibited from being stored inside the Clubhouse kitchen except as part of a on-going sanctioned event or activity.

6.5. Library and Billiards Room Usage Rules

1. The Library and Billiards Room are open for the use of residents and their guests only.
2. Books and reading materials are provided by the Association in the Library. Those individuals desiring to donate books or other suitable materials should make arrangements with the Clubhouse front desk staff.
3. Periodicals, magazines, and newspapers must remain inside the Clubhouse, and cannot be checked out.
4. Use of mobile phones is permitted under the pretense of acceptable levels, and so long as it does not interfere with the quiet enjoyment of others.
5. Gambling is not permitted in the Club Facilities (Except at Association-sanctioned activities)
6. No food/beverages/liquids of any kind are permitted on the Billiard tables.

6.6. Putting Green, Tennis/Pickle Ball Court, and Bocce Courts Usage Rules

1. Putting Green, Tennis/Pickle Ball Court, and Bocce Courts are available for their intended use by residents and their guests on a first-come first served basis, and cannot be reserved for a private function or accessed by the guests of a private function. The Putting Green is to be used only for putting purposes, and for no other purpose. Bocce Courts are to be used only to play Bocce ball, and for no other purpose. The Tennis/Pickle Ball Court is to be used only for playing tennis and/or pickle ball, and for no other purpose. Children under the age of eighteen (18) must be accompanied by a person eighteen (18) years of age or older at all times when using the Putting Green, Tennis/Pickle Ball Court, or the Bocce Courts.
2. Bikes, tricycles, rollerblades, skateboards, shoes with metal cleats, and any equipment with wheels are prohibited on the surfaces of the Putting Green, Tennis Court/Pickle Ball, and Bocce Courts.
3. Pets are not allowed on the surfaces of the Putting Green, Tennis/Pickle Ball Court, and Bocce Courts.
4. No glass containers of any kind are allowed on the surfaces of the Putting Green, Tennis/Pickle Ball Court, and Bocce Courts. Food or beverages are prohibited on the surfaces of the Putting Green, Bocce Courts and Tennis/Pickle Ball Court. Food and beverages in non-glass containers, and coolers may be used around the perimeter areas of the Putting Green, Tennis/Pickle Ball Court, and Bocce Courts.
5. Residents are responsible for bringing their own equipment. Club Staff may have some equipment available for sign out on a first come first served basis.

6.7. Lake & Pond Areas Rules

These wet areas are not designed for fishing, swimming, or recreational use, and cannot be used for those purposes. All such uses are strictly prohibited. **DO NOT FEED THE WILDLIFE**

6.8. Clubhouse Parking Policy

6.8.1. General Guidelines

1. The Clubhouse parking lot is intended to be used exclusively by residents, their guests and invitees, vendors, and Clubhouse visitors, on a temporary basis. No overnight parking is permitted.
2. All vehicles must be parked only in areas designated for such purpose. At no time shall lawns, green spaces, or sidewalks be used for parking, storage, or other recurring use to support vehicles of any type. Enforcement of this provision shall be as provided for under the Enforcement & Towing section below.
3. Temporary private event guest parking spaces may be designated by Management from time to time. Residents are not allowed to park in event guest designated parking places during such events.
4. Vehicles must be parked so as to not obstruct other parking spaces, sidewalks, or ingress and egress areas, or impede mail delivery or pickup. Emergency vehicles must have space to navigate the roadways.
5. No campers, recreation vehicles, boats or boat trailers may be parked on the Clubhouse Parking lot.
6. No parking or stopping is permitted along any of the entry traffic lanes of the Property other than those checking in at the Gatehouse.

6.8.2. Enforcement and Towing

1. The Board of Directors may initiate towing on any prohibited vehicle or vehicle in violation of the provisions of this Parking Policy. The Board of Directors or the Manager or designee shall be responsible for the towing of vehicles violating any rules contained herein. Vehicles determined to be in violation of this Policy shall be subject to the "48-hour notice to tow", beginning with posting a "24-hour friendly reminder notice" and then a "24-hour towing notice" on the vehicle (with the exception of 2 below). Notices shall contain the following information:

- a. Make, model and year (if known), and color of the vehicle.
 - b. License number of the vehicle, the state licensed to and expiration date.
 - c. Date vehicle will be towed.
 - d. Date and time of citation.
 - e. Tow company's name and phone number.
2. For the safety of all residents, the following vehicles in violation will be towed without notice.
- a. Any vehicle parked in a Fire Lane.
 - b. Any vehicle parked in a way to limit ingress and egress to the Club Facilities.
 - c. Any vehicle parked in a handicap space without proper handicap permit.
 - d. Any vehicle parked in a manner that blocks handicap ramps.
 - e. Any vehicle with repeat violations within a preceding 14-day period.
 - f. Any vehicle that is not properly registered and plated.

7. EMERGENCIES

7.1. Emergency Procedures

In the event of an emergency, the Clubhouse is equipped with a first aid kit and an AED. If an accident or injury occurs, Staff should be notified immediately. There is an emergency phone by the Fitness Room to dial 911.

8. FORMS AND WAIVERS

8.1. Receipt of Document

All owners and tenants will receive a copy of this document prior to obtaining Access Cards. The Receipt of Club Facility Rules & Regulations Form (See Appendix H) as well as Appendix A1 (Informed Consent, Release & Waiver Agreement - Minor(s) under 18 years of age use of the Club Facilities) must be signed before Access Cards will be issued and will be filed accordingly.

8.2. New Resident Information Form and Waiver

A new resident information form (Appendix G) is kept on file for all residents. This allows Staff to maintain current information on all residents eligible to utilize the Club Facilities. This form also contains the Informed Consent, Release and Waiver Agreement (Appendix F) that must be signed by each member of the household.

8.3. Guest Pass Authorization Forms

Guest Pass Authorization Forms (Appendix B) are available from the Clubhouse front desk staff. Forms should be completed in advance of the guest's arrival.

8.4. Rental Usage Guidelines and Request Form **All Room Rentals are Currently Suspended**

Bella Trae Ballroom Rental Agreement and Waiver Forms are utilized for private rental by of The Belissima Room which is available for private functions. Residents must complete all required forms and contract before any rental can be scheduled. Contract must be accepted by Management and rental and deposit payments must clear the bank before rentals can be confirmed. Unforeseen weather, facility or staffing conditions may result in postponement or cancellation

of rental agreement. Residents must read, initial and agree to follow the Bella Trae Ballroom Rental Agreement before a request will be approved.

9. APPENDIX

9.1. Appendix A - Informed Consent, Release & Waiver Agreement - Minor(s) Use of Fitness Facility.

Community Association Management requests your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following Informed Consent Agreement.

Use of Fitness Facilities by a minor between the ages of ten (10) and seventeen (17).

I, _____, declare that I intend to supervise minor(s) use of the fitness facilities offered by BellaTrae (the “Community Association”), for the minor(s) between the ages of ten (10) and seventeen (17).

Name of Minor(s): _____

I declare as follows:

1. I understand that each individual has a different capacity for participating in such activities and services. I assume full responsibility for the minor(s) during and after their participation. I have read and agree to comply with the written rules and regulations for use of the facilities.
2. I understand that part of the risk involved in undertaking any activity or program is relative to the minor(s) own state of fitness or health (physical, mental or emotional) and to the awareness, care and skill with which they conduct themselves in that activity or program. I acknowledge that my choice to allow said minors) to participate in any activity or program at BellaTrae brings with it my assumption of those risks or results stemming from this choice, and the fitness, health, awareness, care and skill that I possess and use.
3. I understand that participating in the activities may involve risk, including economic loss, health, disabilities or death, and I willfully and voluntarily assume those risks. I agree to fully supervise within close proximity all activities of said minor with the Fitness Center.
4. I accept personal responsibility for myself and said minor(s) to always act in a safe manner and to abide by the rules and regulations of the Community Association whenever they participate in these activities. I agree to immediately

inform a representative of the Community Association whenever they participate in these activities. I agree to immediately inform a representative of the Community Association, and to stop said minor(s) from participating in the activities, if I observe any unsafe condition or broken equipment, or if said minor(s) experience any pain, discomfort or other symptoms that they may suffer during or after participating in the activities. I understand that they may stop or delay their participation in any activity or program if they so desire and that they may also be requested to stop and rest by an Association employee who observes any symptoms of distress or abnormal response, and I agree to comply with such directions.

5. I understand that I am responsible for obtaining appropriate insurance coverage when participating in the activities and that the Community Association will not provide to me any insurance coverage.
6. I declare the minor(s) to be physically sound and suffering from no condition, impairment, disease, infirmity or other illness that would prevent their use of the facilities, or use of equipment or machinery except as hereinafter stated. I understand that I have been strongly advised to obtain my doctor's approval before participating in the activities, especially any exercise, aerobics or fitness activities.
7. By signing this document, I acknowledge that I have voluntarily chosen to allow said minor(s) to participate in the activities. I assume all risks for their health and, on behalf of myself/minor(s), my/their heirs, beneficiaries, dependents and personal representatives, release and hold harmless the Community Association and their respective directors, officers, employees and agents from any responsibilities, liabilities, damages, or claims related to my participation in the activities.
8. Members are responsible for the conduct of their guests. Members and their guests shall not reprimand nor discipline any employee of the Community Association. Comments and complaints are to be directed to the Community Association Board of Directors. The Lifestyle Director will inform members or guests of any violation of the rules and regulations of the Community Association, and, when necessary, report such actions to the Board of Directors.

I declare that the terms of this Informed Consent Agreement have been completely read and are fully understood by me, and that if desired I have had the opportunity to consult with an attorney prior to executing it. I am freely and voluntarily executing this Informed Consent, Release and Waiver for the purpose of making a full and final compromise and settlement of any and all claims, disputed or otherwise, related to the facilities and programs described above.

Signature of Parent/Legal Guardian: _____ Date: _____

Printed Name: _____

Signature of Parent/Legal Guardian: _____ Date: _____

Printed Name: _____

Association Signature _____ Date: _____

In case of emergency, please list a contact that does not reside in your home

Contact Name: _____ Phone: _____

Relationship to Resident/Guest: _____

**9.1. Appendix A.1 - Informed Consent, Release & Waiver Agreement –
Minor(s) under 18 years of age use of the Club Facilities**

The Association management requests your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following Informed Consent Agreement.

Use of Club Facilities by a minor(s) under 18 years old.

I, _____, declare that I intend to supervise minor(s) use of the Club Facilities offered by BellaTrae (the “Community Association”), for the minor(s) under 18 years old.

Name of Minor(s):

I declare as follows:

I understand that minor children under the age of eighteen (18) may have a different capacity for understanding and abiding by the established rules and regulations for the use of the Club Facilities. I assume full responsibility for the minor(s) during and after their use of the Club Facilities. I have read and agree to comply with the written rules and regulations for use of the Club Facilities. I accept personal responsibility for myself and said minor(s) to always act in a safe manner and to abide by the rules and regulations of the Community Association.

By signing this document, I acknowledge that I have voluntarily chosen to allow said minor(s) to use the Club Facilities and I assume all risks for their health and, on behalf of myself/minor(s), my/their heirs, beneficiaries, dependents and personal representatives, release and hold harmless Bella Trae Community Association, Inc., all of its respective directors, officers, employees and agents from any responsibilities, liabilities, damages, or claims related to the minor’s use of the Club Facilities.

I declare that the terms of this Informed Consent Agreement have been completely read and are fully understood by me, and that if desired I have had the opportunity to consult with an attorney prior to executing it. I am freely and voluntarily executing this Informed Consent, Release and Waiver for the purpose of making a full and final compromise and settlement of any and all claims, disputed or otherwise, related to the Club Facilities as described above.

Signature of Parent/Legal Guardian: _____ Date: _____

Printed Name: _____

Signature of Parent/Legal Guardian: _____ Date: _____

Printed Name: _____

Association Signature _____ Date: _____

9.2. APPENDIX B – Guest Pass Request Form.

NOTE: GUEST PASSES ARE NOT REQUIRED WHEN CLUB MEMBER ACCOMPANIES THEIR GUESTS/VISITORS TO THE CLUB FACILITIES.

Club Member Name: _____

Property Address: _____

Dates Passes Requested: From _____ To _____

Friends and family of Club Members are welcome at the Bella Trae Club Facilities. Please complete and submit this request form at least three (3) days prior to your guest’s arrival, TO:

Manager
 Bella Trae Community Association, Inc.
 8411 Riverdale Lane, Champions Gate, FL 33896
 Tel: 407 396 9820

I HEREBY AUTHORIZE the following friends/family to use the Club Facilities at Bella Trae, as unaccompanied guests, without my being present, subject to the terms and conditions as described herein:

Please list below the names of your adult guests and any minor children. Please note that children under the age of eighteen (18) are not allowed in the Club Facilities without an accompanying adult.

Adult Name(s)	Relationship to Club Member	Minor Name(s)	Minor Age(s)
1			
2			
3			
4			
5			
6			
7			
8			

FORM A.1. Must Be Completed For All Minor Guests At The Time Guest Access Cards Are Issued.

Guest Access Cards \$10.00 Per Card.

I AGREE TO THE FOLLOWING:

1. The Association reserves the right to withhold, suspend, or restrict use rights of the Club Facilities pursuant to its governing documents.
2. Club Member is responsible for any actions of their authorized guests.
3. Guests must present photo ID and verification of address when obtaining passes and may be asked to present ID upon use of guest pass.
4. Passes may be issued for a period not to exceed 30 days.
5. Guest Passes must be presented to Club Staff by the authorized family/friend to utilize to Club Facilities.
6. Club Member attests and certifies that Guest Passes are not being requested for short-term renter or persons otherwise paying for use of unit, under penalty of law.
7. Guest Passes are non-transferable and cannot be loaned.
8. Guest Passes must be relinquished upon request by Club Staff.

9. Guest Passes will only be approved for those guests residing in units that have not been restricted due to non-payment of association fees or rule violations.

Club Member signature: _____	Date: _____
------------------------------	-------------

Office Use Only: Date Received _____ *Signature* _____
Approved/Denied (circle one)

9.3. APPENDIX C – Code of Conduct

General Rules of Courtesy & Conduct

All Members are expected to abide by the Governing Documents and these Rules and Regulations and to conduct themselves in a courteous and respectful manner at all times. Actions that jeopardize or otherwise interfere with the rights and privileges of others, the use of profanity, or otherwise abusive or disruptive behavior will not be tolerated and disciplinary actions may be enforced.

Members will not harass or accost any other Member, or an occupant, guest, Association employee, Developer employee, director, officer, committee member or any other person.

Any Member who conducts him/herself in an unbecoming manner or who violates an Association Rule or Regulation is subject to disciplinary action which may include suspension of membership privileges, monetary fines, or reimbursement of damages as determined by the Board. Such fines shall be attached to the member's Community Association account and collected in accordance with established collection policies.

Members are prohibited from profiting financially from their membership by charging occupants or guests for the use of the Association Facilities. The Association and/or Chartered Clubs may, from time to time, enter into contracts with Members to provide products or services for an approved fee.

Interference with Employees/Vendors/Property

Any inattention to duty, or discourtesy on the part of Staff or vendors should be immediately reported to the Community Association Manager. However, under no circumstances will Members/guests interfere with, attempt to discipline, or otherwise direct Staff or vendors in the course of Association business. Comments and complaints are to be directed to the Community Manager.

Guests

Conduct of guests remains the responsibility of the sponsoring Member. The sponsoring Member will be held accountable for the actions of their guests including any rule violations or costs associated with damages caused by them.

Animals

No pet or animal shall be "tied out" on the exterior of the clubhouse, or left unattended on any Association property, or in the Common Areas. Pets/animals must be walked on a leash. Pet owners are responsible for the activities of its pet and are responsible for cleaning up all matter created by the pet. All pets are prohibited from entering all Recreational Amenities. Members who do not follow pet rules will be subject to disciplinary action.

Rule Infractions

Members charged with rule violations may be subject to disciplinary action and asked to appear at a hearing before the resident Hearing Committee and/or Board to explain and justify their actions. If the Board determines that a rule was violated, the Board may impose penalties including fines and/or suspension of Facilities' use and privileges.

The following Progressive Discipline Policy is established:

First Offense:	Written Warning
Second Offense:	Privileges revoked for 30 Days
Third Offense:	Privileges revoked for 60 Days

Fourth Offense: Privileges revoked at the Board of Director's discretion.

9.4. APPENDIX D – Room Rental Agreement and Fee Schedule -**All room rentals are currently suspended**

**BELLA TRAE BALLROOM RENTAL AGREEMENT
BELLISSIMA BALLROOM**

After reviewing the following information regarding BELLA TRAE BALLROOM RENTAL, please sign and return this Agreement, together with the Room Rental Fee and Security Deposit to the Bella Trae Community Association Manager (hereafter called Manager).

This Agreement is made by and between the Bella Trae Community Association, Inc. (BTCA) and Resident(s): _____, whose address is _____, Champions Gate, Florida 33896, who are contracting for the rental and will be serving as the host(s) of the event (hereafter called Resident).

TERMS AND CONDITIONS

Bellissima Ballroom rentals are subject to all provisions and requirements of BTCA’s Covenants and Rules & Regulations (Governing Documents). In all cases of a conflict between this Agreement and the Governing Documents, the provisions of the Governing Documents shall control.

The Campeon Ballroom *is not* part of this agreement and is not available for rent.

The Bellissima Ballroom is available for rent, to be used by Residents and their guests. Only Residents in good standing with all community associations are eligible to rent the Bellissima Ballroom. Residents who are lessees must obtain the Unit Owner’s signature prior to submitting rental application.

Residents interested in renting the Bellissima Ballroom may pick up a rental packet from management. The rental packet will contain ~~all~~ relevant rental information including THE LATEST VERSION OF THE BELLA TRAE COMMUNITY ASSOCIATION RULES & REGULATIONS. Adhering to the BTCA rules is a part of this agreement.

Those who wish to rent the Bellissima Ballroom must register in advance (at least a month) with the Manager to ensure availability of space, proper room setup, and establishment of rental fees. [Events of BTCA Chartered Clubs, Resident Special Interest Groups, and Association-sanctioned and/or sponsored activities and events will not require the payment of a rental fee.]

Rental of The Bellissima Ballroom is intended for personal, private functions only. The Bellissima Ballroom may be used for any club, society, party, religious, political, fraternal, civil, fundraising, or other purposes ONLY with the prior written consent of the Association Manager, whose consent may be withheld for any reason. The ballroom is not intended to provide a forum for individuals to foster a business operation or otherwise use the facilities for the personal monetary gain of the Resident, guest, or any third party.

Initial & Date _____

BALLROOM RENTAL FEE AND SECURITY DEPOSIT:

The Bellissima Ballroom rental fee is \$250.00 per event, per day. A rental is limited to an eight hour time period, including deliveries, setup, scheduled event, and mandatory 30 minute cleaning time immediately following. All scheduled event time periods MUST end by 9:00 pm, with the mandatory 30 minute cleaning time ending by 9:30 pm. Any deliveries prior to day of rental will be charged an additional \$250.00 rental per day, and only allowed if part of signed Rental Contract. Any pickups of any remaining items will be charged at \$250.00 per day, and only allowed if part of signed Rental Contract. No other items may be left or stored.

All checks need to be payable to **BELLA TRAE COMMUNITY ASSOCIATION**. No blank checks, post-dated checks, or cash will be accepted. Credit cards may be used at such time as those become an accepted form of payment. Rental fees including Deposit are due in full at the time of reservation, and reservations will not be deemed confirmed until such time as the contract has been signed by all parties and the check clears the bank. The Association may set a limit on how far in advance reservations may be made. Returned check fees will be charged back to the Resident.

The refundable \$500.00 Security Deposit is required to ensure that all applicable rules, regulations, and contractual undertakings are met, as well as for the payment of any additional cleaning needed (additional cleaning is charged at \$45.00 per hour) or for repair of damages that may be caused to the Facility. Security Deposit checks will be cashed by the Association immediately upon receipt. Refunds (if any) will be made to the Resident within thirty (30) days following the event. The Security Deposit may be returned, in whole or in part, as the Manager in his/her sole discretion may determine, considering (but not limited to): 1. Damage; 2. Cleaning; 3. Adherence to Rules & Regulations, and provisions of this Rental Agreement.

Nothing herein contained, however, shall limit the Association’s ability or right to collect additional sums of money from Resident (or Unit Owner) for damages to the Facility or other costs which exceed the \$500.00 Security Deposit. Additionally, infractions of the BTCA Rules & Regulations are subject to fining, and other penalties.

Initial & Date _____

Events that cancel more than seven (7) days before the date of the event will receive a full refund of the Rental Fee. Events that cancel within seven (7) days of the date of the event date will forfeit the entire Rental Fee. Security Deposits are fully refundable in the event of cancellation. All cancellations must be made in writing. Upon cancellation, the rented ballroom will be released and become available to others for rental. Any special consideration regarding ballroom use or this rental agreement is subject to review/denial by the BTCA Board of Directors, who act to preserve the overall community interests.

Initial & Date _____

Event setup times are to take place on the day of the event. Setup times must be specified and agreed to by Management at the time of making the room reservation. No party rental deliveries, catering, entertainment equipment, etc. may be delivered outside of that setup time. ALL items must be removed same day, within the eight hour rental time period and always prior to 9:30 pm. At no time will any oversized vehicle be allowed for pickups or deliveries.

OCCUPANCY:

Occupancy of any rental is capped at 40 persons for the entire rental time period (not a “rolling total” as with an open house). Occupancy number includes any caterers, vendors, entertainers, etc. If at any time during the course of the event the maximum number of occupants (40) is exceeded, or the total number for the duration of the event has been surpassed, Management reserves the sole and exclusive right to take any and all necessary corrective actions, including, but not limited to the immediate cancellation of the event and forfeiture of all fees, including the Security Deposit. A violation of the occupancy restrictions shall be deemed a material breach of this Agreement, and Management reserves the sole and exclusive right to immediately cancel the event and ask all guests to leave the premises. Those refusing to leave the premises when directed to do so by Management staff will be considered to be trespassers.

Initial & Date _____

Resident(s) must be present at all times during the event. Failure of Resident(s) to be present at all times during the event shall be considered to be a material breach of this Agreement, and Management reserves the sole and exclusive right to immediately cancel the event and ask all guests to leave the premises. Those refusing to leave the premises when directed to do so will be considered to be trespassers.

Initial & Date _____

It is understood and agreed that the event shall take place within the confines of the Bellissima Ballroom only, and nowhere else within the Club Facilities. The two unisex restrooms closest to the ballroom are available for guest use. All other common areas are strictly off-limits to the non-resident guests.

Initial & Date _____

EVENT PARKING AND ENTRY GATE ACCESS:

Gate access must be arranged in advance by the Resident (via the GateHouse app) for each vendor and guest vehicle; access is granted by individual’s name, not by Resident’s name.

The Bella Trae Community Association will make available a limited number (13) of event guest parking spaces in the back of the Clubhouse parking lot closest to the recycling container. All event guests (including vendors) MUST park in the designated spaces only. Please note that all other parking spots at the Clubhouse and the surrounding neighborhoods are for the exclusive use of Bella Trae Residents and are NOT to be used for event guest or vendor parking. Any event guest or vendor vehicle parked in any of those parking spots will be subject to immediate towing without further notice.- All BTCA vehicle Rules must be observed; no oversized vehicles or campers. It is the Resident’s responsibility to inform all guests and vendors PRIOR to the event about using designated parking subject to being towed.

Initial & Date _____

DAMAGES, LOSSES, AND RESPONSIBILITIES:

The Resident will be liable for any and all damages and losses to any element of the Clubhouse, including, but not limited to, furniture, fixtures, flooring, glass, and building structures. (If Resident is a lessee, Owner is ultimately responsible.) No use of tacks, nails, staples, tape, etc. on any Clubhouse surface is allowed. The Resident hereby acknowledges that items, supplies, or equipment brought into the Clubhouse for the event are the sole responsibility of the Resident. The Association assumes no responsibility or liability for any loss or damage to said items, equipment, or supplies.

Any vendor contracted for any event must have proof of insurance and applicable licenses. Proof of insurance must be submitted to Manager not fewer than three (3) days prior to the event. Failure to provide such documentation may result in the cancellation of the event and forfeiture of the rental fee.

At the conclusion of the event, the rented space must be fully restored to its previous condition, as it was before the event. Resident is responsible for the clean condition of all areas that were occupied by guests, including parking area and walkways. If janitorial services are deemed necessary, at the Manager's discretion, that may be deducted from the Deposit; additional janitorial services, if needed, will be billed at \$45.00 per hour. The recycle dumpster located next to the Clubhouse cannot be used for event trash disposal. Resident is responsible to place trash in their association's receptacle, immediately following the event. Improper dumping of refuse is subject to fining.

A management representative will inspect the facility after the event and assess any damages. Failure to properly restore the premises to original condition will result in part or all of the Security Deposit being forfeited. Damages to any part of the Clubhouse that exceed the amount of the Security Deposit will be charged to the Resident as an additional rental charge and ultimately may be charged to the Owner's account as an Individual Assessment. BTCA Rule infractions are subject to fining and other penalties. Residents, vendors, and guests must comply with all state, county, and city ordinances, codes and regulations, including, but not limited to those regulating noise, nuisance, and safety.

Initial & Date _____

ALCOHOLIC BEVERAGES:

Residents are prohibited from selling alcohol or allowing alcohol to be sold in a manner that would violate any federal or Florida laws governing or related to the control of alcohol, or in a manner that would violate Bella Trae Community Association policies. The Resident may provide alcohol for consumption by persons of the age of 21 years or older, at the Resident's sole risk and expense. Resident, at Resident's sole risk, may further allow family and guests of the age of 21 years and older to bring their own alcohol for consumption at the event, provided that such family or guest comply with the provisions of law and Association policy. BTCA shall not be liable or responsible for any damages arising from the intoxication of any guest(s), or for injury or death to any person(s). **NO ALCOHOL IS TO BE CONSUMED BY ANYONE UNDER THE AGE OF 21 UNDER ANY CIRCUMSTANCES.** Alcohol will be restricted to the room that is being rented only.

Alcohol will be restricted to the room that is being rented only. Association reserves the right to revoke individual privileges and immediately call for the cancellation of the event if the consumption of alcohol is perceived to cause a threat or a nuisance to any person or property.

Resident agrees to sign the Association's Alcohol Consumption and Distribution Waiver.

Resident hereby agrees to indemnify, defend, and hold the Bella Trae Community Association, its officers, directors, agents, and employees harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, and judgments (including reasonable attorneys' fees, costs, and disbursements) of whatsoever kind arising out of or related to the distribution and/or consumption of alcohol.

Initial & Date _____

INDEMNIFICATION AND HOLD HARMLESS:

Resident agrees to indemnify, defend, and hold harmless Bella Trae Community Association, its officers, directors, agents, and employees from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, and judgments (including reasonable attorneys' fees, costs, and disbursements) that arise out of the negligence or willful misconduct of Resident, vendors, and/or event guests. This obligation to indemnify shall not apply to the extent that Bella Trae Community Association seeks indemnification for its own negligence, gross negligence, or willful misconduct.

Initial & Date _____

MISCELLANEOUS:

SMOKING IS NOT PERMITTED INSIDE OR OUTSIDE THE CLUBHOUSE.

1. Full-service catering is not allowed. This is a catering company that prepares the food on-site with the use of ovens/hot plates/microwaves etc. If the party wishes to bring in a restaurant to cater, who brings food that is already prepared, that is allowed.
2. Bellissima Ballroom room rental hours are Sunday through Saturday, between 8:00 am and 9:00 pm, but with an overall rental duration not to exceed 8 hours. Event setup times must first be approved by Management in advance. Management's determination in this respect shall be final. All events must conclude by 9:00 pm with mandatory cleanup completed by the Resident by **9:30 pm**.
3. Entry to the Bellissima Ballroom shall be through the side Clubhouse door leading directly into the room.
4. No pets are permitted anywhere in the Clubhouse or other Club Facilities; only leashed service animals are permitted.
5. Proper attire is required at all times.
6. Resident is responsible and accountable for his/her conduct and the conduct of all guests attending the event including vendors/deliveries. Courtesy, decorum, good conduct, and safe behavior must be observed. No loud, disruptive, or disorderly conduct is permitted.
7. Garbage must be disposed of in suitable bags and removed from the Clubhouse facilities within 30 minutes of event end and no later than 9:30 pm. Resident is responsible for proper disposal in their association's receptacle. Improper placement of garbage is subject to fining and other penalties.
8. Tables and chairs must remain in the original area located as prior to the start of the event.
9. This agreement does NOT include the use of linens, table coverings, eating utensils, coffee pots, platters, and food/ beverage containers of any kind. This agreement does NOT include any part of the Clubhouse kitchen facilities. This agreement does NOT include the use of any audio/video equipment, screen, or television. This agreement is for the rental of the room, tables, and chairs ONLY.

Initial & Date _____

DATED THIS _____ DAY OF _____, 20_____
BELLA TRAE COMMUNITY ASSOCIATION, INC.

By: _____, BTCA Manager

Resident Signature

Resident Printed Name(s)

If Resident is a Lessee, the following is required;

Owner Signature Date

Owner Printed Name

BELLA TRAE BELLISSIMA BALLROOM RENTAL FORM All Room Rentals Currently Suspended

Name of Resident responsible for rental: _____

Address of Resident: _____

Phone Number: _____ Email: _____

Date of Event: _____ Type of Event: _____

Time of arrival: _____ Event start time: _____ Event end time: _____

Total rental time period not to exceed eight (8) hours, allowing 30 minutes after event for mandatory cleanup by Resident, which must conclude no later than 9:30 pm.

Number of people attending: _____

Number of round tables needed: *(each table fits 8 people/max of 5 tables)* _____

Number of rectangle tables needed: *(max of 6 tables)* _____

Number of chairs needed: *(max of 40 chairs)* _____

Will food be brought in by an outside company? _____ If yes, who: _____

Will there be a professional DJ? _____ If yes, who: _____

Will there be a professional bartender? _____ If yes, who: _____

All proof of insurance and applicable licenses for all vendors/providers must be received by Management not less than three (3) days in advance.

This agreement does NOT include the use of sound system, screen, or television, kitchens, linens, table coverings, eating utensils, coffee urns or pots, platters, food, or beverage containers of any kind.

Two unisex restrooms are available, which are the closest to the ballroom(s), for guest use. ALL other amenities within and outside of the Clubhouse area are off-limits. Guests are required to remain inside the Bellissima Ballroom and use the two dedicated restrooms ONLY.

Event guests may park only in designated parking spots; no event guests parking is permitted in the Resident-dedicated parking areas of the Clubhouse facilities or surrounding neighborhoods. Improperly parked vehicles may be towed without additional warning.

BELLA TRAE COMMUNITY ASSOCIATION cannot accept any deliveries made to the Clubhouse prior to your event. ALL deliveries and pickups **MUST** occur within the rental time period and may only occur when the Resident is present.

OFFICE USE ONLY		
	Date	Initials Comments
Agreement Signed		
Payment Received		
Security Deposit Received		
Final Room Inspection		
Security Deposit Returned		

9.5. APPENDIX E – Alcohol Beverage Consumption and Distribution Policy

9.5.1. Member-Sponsored Non-Catered Events

Alcohol may be consumed at a non-catered event held on Association Property which is sponsored by an Association Member. A member sponsoring a non-catered event shall comply with the following rules:

- A. Member is prohibited from selling alcohol or allowing alcohol to be sold in a manner which would violate any Federal or Florida law governing over or related to the control of alcohol, or in a manner which would violate this policy.
- B. Member may provide alcohol for consumption by persons of the age of twenty-one (21) years or older, at Member's sole risk and expense. Member, at Member's sole risk, may further allow family and guests of the age twenty-one (21) years or older to bring their own alcohol for consumption to the Member's sponsored event, provided such family and guest comply with the provisions of this policy. Alcohol shall not, under any circumstances be served to family and guests under the age of twenty-one (21).
- C. Member agrees to sign the Alcohol Consumption and Distribution waiver.
- D. Member agrees to indemnify, defend, and hold the Association and/or its respective Agents harmless from any and all claims, actions, cause of actions, or liabilities of whatsoever kind arising out of, related to the distribution and/or consumption of alcohol.

9.5.2. BYOB Club Activities

Alcohol may be distributed at BYOB (Bring Your Own Beer/Alcoholic Beverages) Club Activities held on Association Property. Clubs sponsoring BYOB shall comply with the following requirements:

- A. Members are prohibited from selling alcohol or allowing alcohol to be sold in a manner which would violate any federal or Florida law governing over or related to the control of alcohol, or in a manner which would violate this policy, nor may alcohol be given as a door prize.

- B. Member may provide alcohol for consumption by persons of the age of twenty-one (21) years or older, at Member's sole risk and expense. Member, at Member's sole risk, may further allow family and guests of the age twenty-one (21) years or older to bring their own alcohol for consumption to club activities, provided such family and guest comply with the provisions of this policy. Alcohol shall not, under any circumstances be served to family and guests under the age of twenty-one (21).
- C. Members agree to sign the Alcohol Consumption and Distribution Waiver
- D. Member agrees to indemnify, defend, and hold the Association and/or its respective Agents harmless from any and all claims, actions, cause of actions, or liabilities of whatsoever kind arising out of, related to the distribution and/or consumption of alcohol.

9.5.3. Ballroom Room Rental Alcohol Permit/Policy

All functions with alcohol must be pre-approved by the Association or Management, and this alcohol policy/permit must be signed at the time of room reservation.

Multi-purpose Rooms (Catered Events)

Alcohol may only be served by a Caterer who meets the following requirements. The Caterer must hold a valid Florida Liquor License, as well as any required local license, and provide Association staff with proof of licensing. A certificate of insurance endorsing the Association, and their directors, officers, partners, members, managers, employees, volunteers and agents as additional insured must be provided from the Caterer's insurance provider at the time the room reservation is made. A minimum of one (1) million dollars in general liability and liquor liability coverage is required. A caterer may not pay a club a cut of the alcohol sales, nor may alcohol be given or raffled as a door prize.

1. No alcohol may be served or consumed at any time during the event in all other common areas owned by the Association including, but not limited to, Bocce Courts, Swimming Pool, Patio(s), Spa, Locker Rooms and the Fitness Center. Alcohol will be restricted to the room that is being rented only.
2. BellaTrae Community Association reserves the right to revoke individual privileges in the event consumption is perceived to cause a threat or nuisance to a resident, staff member, or guest.
3. It is the undersigned's responsibility to ensure no alcohol is served to any person under the legal drinking age or twenty-one (21) or otherwise in violation of any applicable liquor control laws.
4. Any alcohol that is sold or dispensed on Association property, whether in a public or private party setting, must be sold or dispensed by a licensed person. No alcohol may be brought onto Association property for personal consumption. The undersigned understands and acknowledges that he or she remains responsible for his or her own actions, the actions of the member's guests and the propriety of the activity regardless of who serves alcohol on Association property.

5. Any open alcohol containers must be disposed of by licensed person at the conclusion of the event. All unopened alcohol must be removed from the Facility at the conclusion of the event. No alcohol can be stored in any portion of Association property.

I, the undersigned, acknowledge that I have read, fully understand, and hereby agree to abide by the aforementioned BellaTrae Community Association Alcohol Policy.

Group/Organization Event Host: _____

Representative Signature: _____ Date: _____

Association Signature: _____ Date: _____

9.5.4. Alcoholic Beverage Consumption & Distribution Acknowledgement and Waiver

Undersigned Member (“Member”) of the Clubhouse at BellaTrae Homeowners Association, Inc. (“Association”) understands and acknowledges that he or she, and not the Association and/or their respective directors, officers, partners, members, managers, employees, volunteers, and agents (collectively, “Agents”), is responsible for all actions, negligent, or intentional or otherwise, of him or herself, Member’s guests (invited and uninvited), and/or Member’s family members, on route to, during, and after the any event sponsored by said Member on the Association Property. Undersigned Member understands and acknowledges that he or she is solely responsible for his or her own sobriety, the sobriety of the Member’s guests (invited or uninvited), and the sobriety of his or her family members. Undersigned Member acknowledges that the Association Property is not “child-proofed” and that he or she bears the sole responsibility for and shall supervise any of his or her guests and/or family members under that age of nineteen (19) years of age and that any attendee under the age of twenty-one (21) years of age shall not consume Alcoholic beverages.

Undersigned Member hereby agrees to indemnify, defend, and hold the Association and/or their respective Agents harmless from any and all claims, actions, cause of actions, or liabilities of whatsoever kind of arising out of related to, or as a consequence of said Member’s party.

Undersigned Member hereby acknowledges and agrees with the terms and conditions contained in the Homeowner Facility Rental Guidelines and Fees. Undersigned Member hereby waives any and all claims against the Association, and/or their respective Agents relating to any injury to himself or herself, his or her family, and/or any guests, invitees, vendors and/or contractors, and/or for loss of property that may occur while using the Association Property, including but not limited to, any claims relating to the distribution and consumption of alcohol at Association Property.

I, the undersigned, acknowledge that I have read, fully understand, and hereby agree to abide by the Homeowner Facility Rental Guidelines and Fees.

Member (print name): _____

Address: _____

Signature: _____ Date: _____

9.6. APPENDIX F – Informed Consent, Release & Waiver Agreement

Thank you for using the BellaTrae Community Association Facilities. Community Association management requests your understanding and cooperation in maintaining both your and our safety and health by reading and signing the following Informed Consent Agreement.

I, _____, declare that I intend to use some or all of the facilities offered by BellaTrae (the “Community Association”), including but not limited to, the fitness center, swimming pool, tennis, bocce, craft and other workshops and meeting rooms and to participate in events sponsored from time to time by the Community Association (the “events”). All of these activities and programs are collectively referred to as the “facilities”. In consideration for being allowed to use the facilities and participate in the events (Collectively, the “activities”), I declare as follows:

1. I understand that each individual (myself included) has a different capacity for participating in such activities and services. I assume full responsibility during and after my participation for my choices to use or apply, at my own risk, any portion of the information or instruction I receive. I have read and agree to comply with the written rules and regulations for use of the facilities.
2. I understand that part of the risk involved in undertaking any activity or program is relative to my own state of fitness or health (physical, mental or emotional) and to the awareness, care and skill with which I conduct myself in that activity or program. I acknowledge that my choice to participate in any activity or program at BellaTrae brings with it my assumption of those risks or results stemming from this choice, and the fitness, health, awareness, care and skill that I possess and use.
3. I understand that participating in the activities may involve risk, including economic loss, health, disabilities or death, and I willfully and voluntarily assume those risks.
4. I accept personal responsibility to always act in a safe manner and to abide by the rules and regulations of the Community Association whenever I participate in these activities. I agree to immediately inform a representative of the Community Association whenever I participate in these activities. I agree to immediately inform a representative of the Community Association, and to stop participating in the activities, if I observe any unsafe condition or broken equipment, or if I experience any pain, discomfort or other symptoms that I may suffer during or after participating in the activities. I understand that I may stop or delay my participation in any activity or program if I so desire and that I may also be requested to stop and rest by an Association employee who observes any symptoms of distress or abnormal response, and I agree to comply with such directions.
5. I understand that I am responsible for obtaining appropriate insurance coverage when participating in the activities and that the Community Association will not provide to me any insurance coverage.
6. I declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity or other illness that would prevent my participation in any of the activities and programs of the facilities, or use of equipment or machinery except as hereinafter stated. I understand that I have been strongly advised to obtain my doctor’s approval before participating in the activities, especially any exercise, aerobics or fitness activities.

By signing this document, I acknowledge that I have voluntarily chosen to participate in the activities. I assume all risks for my health and, on behalf of myself, my heirs, beneficiaries, dependents and personal representatives, release

and hold harmless the Community Association and their respective directors, officers, employees and agents from any responsibilities, liabilities, damages, or claims related to my participation in the activities.

Members are responsible for the conduct of their guests. Members and their guests shall not reprimand nor discipline any employee of the Community Association. Comments and complaints are to be directed to the Community Association Board of Directors. The Community Manager or Lifestyle Director will inform members or guests of any violation of the rules and regulations of the Community Association, and, when necessary, report such actions to the Board of Directors.

I declare that the terms of this Informed Consent Agreement have been completely read and are fully understood by me, and that if desired I have had the opportunity to consult with an attorney prior to executing it. I am freely and voluntarily executing this Informed Consent, Release and Waiver for the purpose of making a full and final compromise and settlement of any and all claims, disputed or otherwise, related to the facilities and programs described above.

Signature of Resident/Guest _____ Date _____

Printed Name _____

Signature of Resident/Guest _____ Date _____

Printed Name _____

Unit Address _____

Association Signature _____ Date _____

In case of emergency, please list a contact that does not reside in your home

Contact Name: _____ Phone: _____

Relationship to Resident/Guest _____

9.7. Appendix G - New Resident Information Form

NEW MEMBER REGISTRATION FORM

Welcome to Bella Trae! Please complete this New Member Registration form for our records. This form needs to be completed prior to being issued with your Bella Trae ID. Your information will not be passed on to any third party.

Attention New Homeowners: Please bring a copy of your signed HUD statement with you to prove ownership, especially on resales, as it may take several weeks to receive the correct paperwork from your closing agent. Thank you for your cooperation.

Attention Renters: - It sometimes takes a little longer than expected to get your approved lease back from the management company - so that we can assist in the process of issuing you with your ID's in a timely manner, kindly provide us with a copy of your current lease agreement. We will issue you with a seven (7) day guest pass until an approved lease is received. Thank You for your cooperation.

ID Passes will usually be issued Mon-Fri 9am - 5pm - if you are not able to attend to have your photo taken, please contact the Lifestyle Director 407-396-9820 ext. 102 to arrange a more convenient time.

Member Contact Information

Name(s): _____

Unit Address: _____

Mailing Address (if different): _____

Telephone Number(s): _____

Cell Phone Number(s): _____

Email Address: _____

Minor Children (If Any):

Names:

Ages:

I acknowledge that I wish to receive email updates and communications from Bella Trae Community Association with regards to Management Issues and Lifestyle Activities.

Signed: _____ Dated: _____

9.8. Appendix H - Receipt of BellaTrae Community Rules & Regulations

I acknowledge that I have received and understand the Rules & Regulations of the Bella Trae Community Association, and agree to abide by them.

Name(s): _____

Name(s): _____

Unit Address: _____

Telephone Number(s): _____

Cell Phone Number(s): _____

Email Address: _____

Signed: _____ Dated: _____

If Applicable:

I acknowledge that I have received and understand Appendix A1 - Informed Consent, Release & Waiver Agreement - Minor(s) under 18 years of age use of the Club Facilities.

Signed: _____ Dated: _____