

**SOUTH FORK EAST
COMMUNITY DEVELOPMENT DISTRICT**

RULES AND HANDBOOK

Adopted August 27, 2015

Revised February 22, 2018

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607

POLICY HANDBOOK

Table of Contents

1- Natural Areas Policy Statement	Page 3
2- Holiday Lighting & Decoration Policy	Page 4
3- Parking Policy	Page 5
4- Community Park and Playground Policy	Page 6
5- Pool Policies	Page 7
6- Pool Card Agreement	Page 8
7- Pool Party Application	Page 9
8- Park Event Application	Page 10
9- Ball Court Policy	Page 11
10- Ball Court & Pool Access Card Day Pass Agreement	Page 12-13
11- Check Payment Form	Page 14
12- Pool Suspension Policy	Page 15

SOUTH FORK EAST

COMMUNITY DEVELOPMENT DISTRICT

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NATURAL AREAS POLICY STATEMENT

The following is the policy statement of the District as it regards the natural buffer or environmentally sensitive areas that are scattered in large numbers throughout the Community. This policy statement is consistent with the policies of other governments including Hillsborough County and the State of Florida as it regards to natural upland and wetland conservations/preservations areas:

The natural areas are not intended to be maintained. These areas are to be left untouched to allow for nature to take its normal course. Any vegetation that dies or is damaged by storms or other “acts of God” is to remain in its existing configuration within these areas to fulfill its role in nature’s process.

Trees, within or immediately adjacent to these areas that have died and appear to pose a threat of falling and damaging an abutting property owner’s property may be addressed by the abutting property owner. The abutting property owner must initially contact the District Manager, Hillsborough County Development Review Division, and/or the Southwest Florida Water Management District (SWFWMD) to assess the threat. Any subsequent trimming and/or removal, if warranted/permitted by the appropriate governing entity shall be done at the expense of the abutting property owner. The goal is to prohibit or minimize disturbance to these areas.

In the event that a tree does fall onto another’s property, that property owner has the right to cut back or “limb” the tree, as necessary to their individual property line. The rest of the tree is to be left alone. Notwithstanding, removal of native vegetation within and immediately surrounding these areas is discouraged and may be restricted or prohibited by Hillsborough County, and ultimately the Southwest Florida Water Management District (SWFWMD) to protect the upland/wetland area or water body. Ultimately, no one is allowed to encroach into the natural areas for any reason, from maintenance to placement of personal property of any kind.

No boats or motorized crafts are allowed in any District-owned waterways with the exception of those approved for the operations and maintenance of these areas. Swimming is prohibited in all District-owned waterways. Violation of these provisions will result in the suspension or loss of amenity privileges. Additionally, violators may be cited for trespassing.

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COMMUNITY DEVELOPMENT DISTRICT

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HOLIDAY LIGHTING AND DECORATION POLICY

The following is a policy statement of the District regarding the use of holiday lighting and/or decorations of District facilities interspersed throughout the Community. The policy statement is consistent with similar policies of other neighboring municipalities including Hillsborough County concerning temporary or seasonal decoration of public facilities.

1. All lights must be approved by the Board of Supervisors prior to placement on district property.
2. Lighted candles or any decorations utilizing an open flame are not permitted anywhere on district property.
3. All holiday decorations utilized on district property shall be flame-resistant, flame-retardant and consist of non-combustible materials.
4. All electrical decorations utilized on district property shall be flame-resistant, flame retardant and consistent of non-combustible materials.
5. No decorations shall interfere with access to any building rooms or exits, and shall not block fire extinguishers, or obstruct the view of exit signage and emergency lighting.
6. Properly designated lighting and extension cords (if applicable) shall be utilized for use of outdoor or indoor lighting.
7. Only UL Approved fused power cords (fused power strips) are permitted for holiday decorative lighting.
8. Fused power cords used in series (together) to make electrical connections are prohibited.
9. No electrical cords shall be passed through doorways, under carpets, wrapped around table legs or similar metal objects, or placed in walkways that would present a tripping, electrocution or fire hazard.
10. Removal of all decorations from district property shall occur no later than 6:00 PM, Sunday, of the second weekend following December 25th.
11. Failure to remove any and all decorations from district property within the prescribed period shall result in immediate removal and disposal of said decorations, with the associated cost being borne by the district.
12. Failure to comply with any of the above standards shall result in revocations of holiday lighting and decoration privileges.

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

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SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT PARKING POLICY

All residents of the community and visitors are required to comply with the following regulations that are applicable to District owned facilities.

1. No parking shall be permitted in the parking lot areas or common areas with landscape or other improvements within the District unless specifically designated.
2. No overnight parking shall be permitted in any District owned parking lot or common areas. Vehicles parked within any of these areas beyond 12:00 AM shall be subject to towing at the sole expense of the vehicle owner unless prior authorization has been given. (Tow Company will be posted on applicable site signage.)
3. No District parking spaces shall be used for accumulating or storing building materials, trash, etc.
4. Double parking shall not be permitted in any designated District parking spaces at any time.
5. No parking shall be permitted in areas designated with yellow curbs or in handicapped parking spaces, unless authorized by permit.
6. A temporary overnight parking pass for a period not to exceed three days may be issued at the discretion of the District Manager or the Board Chairman.

THE RESTRICTIONS LISTED HEREIN ARE IN ADDITION TO, AND EXCLUSIVE OF,
VARIOUS STATE LAWS AND/OR COUNTY ORDINANCES.

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT COMMUNITY PARK AND PLAYGROUND POLICIES

1. All person(s) using the Community Park and playground area do so at their own risk.
2. Park may only be used from March-October 8:00 a.m.-8:00 p.m., not to exceed and November-February 7:00 a.m.-6:00 p.m., not to exceed.
3. Park may only be used by South Fork East residents, members and their accompanying guests. Residents and members may be asked to provide their South Fork East access card to prove residency. Use by non-residents is considered to be trespassing when not escorted by a resident or member.
4. Children under the age of eighteen (18) must be accompanied by an adult at all times while at the facilities.
5. No cursing or abusive language is permitted. Any behavior or language deemed inappropriate by the District Staff is prohibited. (i.e.: public display of affection or music)
6. Public intoxication will not be tolerated.
7. Glass containers are not permitted at the Community Park and playground area.
8. All equipment, furnishings and property of the District shall be found in the same condition after use of the facilities.
9. All persons using the facilities shall obey the Hillsborough County Noise Ordinance and capacity limits as set by the Fire Marshall and/or The District.
10. No animals allowed except registered ADA service animals.
11. No musical systems without use of headphones.
12. There is no street parking at the Community Park.
13. Call 911 in the event of an emergency.
14. To have a party at the Community Park please call the office.

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

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SWIMMING POOL POLICIES & PROCEDURES

1. Pool hours are March-October 8:00 a.m.-8:00 p.m., not to exceed and November-February 7:00 a.m.-6:00 p.m., not to exceed. Anyone found using the pool outside of the posted hours is considered trespassing, and the District has the right to prosecute.
2. There is no lifeguard on duty. Each pool user does so at his/her own risk.
3. Pool use is reserved for only South Fork East CDD residents and their accompanied guests only. All guests (maximum of 3) must be signed in with on-duty staff. A group of 8 or more (maximum 25) is considered a “pool party” and this requires advanced written permission. See pool staff for application.
4. All pool users must use their South Fork East access card upon entering and leaving the pool.
5. Anyone without proper ID (South Fork East access card) will be asked to leave the premises and will be considered trespassing.
6. All children under the age of eighteen (18) must be supervised by a person eighteen (18) year of age or older.
7. No cursing or abusive language is permitted. Public intoxication will not be tolerated. Any behavior or language deemed inappropriate by the pool staff is prohibited. (i.e.: public display of affection or music.)
8. All bathers must shower before entering the pool.
9. Any person with an open wound (with or without band aids) or who has experienced diarrhea or vomiting within the last 24 hours should not enter the pool.
10. Children who are not toilet trained must wear swim diapers. Anyone who is incontinent is requested to do the same.
11. Diving will not be allowed at any time.
12. No glass objects are to be brought into the pool or pool area at any time.
13. No roughhousing or running is allowed in the pool area and pool.
14. No animals are allowed in the pool area with the exception of service animals.
15. Appropriate swim attire must be worn. With exception of tee shirts, no street clothes are allowed in pool.
16. Radios may be used at a low volume. Use of earphones is encouraged.
17. No smoking is allowed within the gated area of the pool.
18. Bicycles, tricycles, skates of any kind, skateboards, or scooters are not allowed in the pool area.
19. Furniture is not to be removed from the pool area.
20. Non-adherence to these pool rules will result in the suspension of pool use by offender(s).

Anyone who witnesses a violation of rules or observes a hazardous condition should immediately contact Meritus at (813) 397-5120. If it is a health emergency, please dial 911. Compliments, complaints and suggestions regarding the amenity area or conditions of the facility should be directed to Meritus at (813) 397-5120.

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607

SOUTH FORK EAST ACCESS CARD AGREEMENT

CARD #(s) _____

This agreement, along with any payment necessary and proof of residency, should be sent to the office onsite at 11341 Ambleside Blvd., Riverview, FL 33579. Upon receipt and processing of the agreement the card(s) will be mailed to the resident. Residents may also call the office at 813-672-4181 to make an appointment to deliver the agreement and pick up a card.

We, the undersigned owners of the property located at: _____

In the South Fork East Community, accept the card(s) to the pool facilities with the following understanding and enter agreement as follows (includes attached "pool rules"):

1. Only a homeowner or a legally authorized agent (provide proof of such) of a homeowner of a South Fork East residence will be issued cards. Residents are considered any person (s) owning a lot or parcel within the CDD or currently residing within the CDD under a current lease or rental agreement.
2. If your card is lost or stolen, a replacement card can be purchased from the District Office for \$25.00. No cash, check or money order only – payable to South Fork East CDD. All adults over eighteen years of age will be given an access card.
3. All cards issued will be numbered and assigned accordingly. Only the person issued a card and the members of their household (listed below) will be authorized to use the card to access the CDD amenities.
4. All users of South Fork CDD amenities are subjected to residency verification – you may be approached by CDD staff or assigns in this regard. When using the facilities, you must have your access card readily available at all times. Verification is for your and other homeowners benefit. In the event that anyone is found in possession of an issued card other than as specified herein, that person is presumed guilty of theft and the CDD will act accordingly.
5. In the event that the home is sold or rented/leased, owners must return their cards to the CDD – new owners must complete a new application; renters must be on record as such. This is to ensure access by rightly authorized individuals only. It is the responsibility of homeowners to receive a liability agreement from a renter that receives a CDD card. Any cost (s) arising to the CDD as a result of failing to abide by this agreement shall be incurred by the party found in breach – legal jurisdiction shall be retained to the County of Hillsborough in the State of Florida.

We further understand that the CDD reserves the right to revoke and/or suspend use of the pool or any CDD amenity with due cause such as failure to abide by the user agreement (s).

South Fork East owner (or assign):

(Print name)

_____/_____/_____
(Signature and date)

All household members (print names and ages):

Witness – over the age of 18 (sign/print/date): _____

Phone Numbers: (Home) _____ **(Cell)** _____ **(Work)** _____

Must attach proof of ownership (type – circle one): (License w/ address, utility bill, cable bill, real estate closing papers, County Tax Office Record, other – copy and file w/ agreement).

**South Fork East Community Development District reserves the right to change, modify or transfer this agreement without notice as allowed by law.*

SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

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SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT POOL PARTY APPLICATION with RULES & REGULATIONS

1. A group of 8 or more is considered a pool party. A minimum of 7 days advance notice must be given by the resident to host a pool party. Applications will be given to South Fork East CDD residents only. (Maximum of 25 attendees)
2. An application for a pool party may be obtained from the Pool Staff from noon to Sunset.
3. The application along with a \$100.00 (no cash. Check or money order only – payable to South Fork East CDD) refundable security deposit must be received at least 48 hours prior to the party date. The security deposit will be refunded after the renting date only if site is left cleaned and undamaged. Failure to do so will result in forfeiting the deposit.
4. A pool party may not be held on holidays or holiday weekends.
5. Parties are limited to 1 per day and based on a first come first served basis.
6. Parties may not exceed 4 hours and must end 2 hours prior to closing time of this facility all guest must leave after the 4 hours. You are allowed 30 minutes prior to start time of your party to setup.
7. Residents will be given a written list of pool rules with their application. Residents and their guests will be expected to follow these rules. Failure to do so may result in forfeiting the deposit and in some case ask to leave the premises.
8. Residents and their guest will be expected to clean up after their party. Failure to do so will result in forfeiting the deposit.
9. Residents and their guests may not prop open gates to the pool area or restrooms.
10. Food is permitted only under the covered lanai of the pool cabanas.
11. Loud music is absolutely not permitted.
12. An approved “pool party” does not allow exclusive use of pool.

Name of Resident: _____

Address of Resident: _____

Home Phone: _____ Mobile Phone: _____

Date of Pool Party: _____ Time of Pool Party: _____ / _____

Number of Invited Guests: _____

I have read the attached Pool Rules and the Pool Party Rules as stated on the back of this application and will abide by them:

Signed by Resident _____ Date _____

Permission Given By _____ Date _____

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SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT

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SOUTH FORK EAST COMMUNITY DEVELOPMENT DISTRICT COMMUNITY PARK EVENT APPLICATION with RULES & REGULATIONS

1. A group of 8 or more is considered a party. A minimum of 7 days advance notice must be given by the resident to host a party. Applications will be given to South Fork East CDD residents only. (Maximum of 25 attendees)
2. An application for a party may be obtained from the district staff from noon to Sunset.
3. The application along with a \$100.00 (no cash. Check or money order only – payable to South Fork East CDD) refundable security deposit must be received at least 48 hours prior to the party date. The security deposit will be refunded after the renting date only if site is left cleaned and undamaged. Failure to do so will result in forfeiting the deposit.
4. A party may not be held on holidays or holiday weekends.
5. Parties are limited to 1 per day and scheduled on a first come first served basis.
6. Parties may not exceed 4 hours and must end 2 hours prior to closing time of Community Park. You are allowed 30 minutes prior to start time of your party to setup.
7. Residents will be given a written list of park rules with their application. Residents and their guests will be expected to follow these rules. Failure to do so may result in forfeiting the deposit and in some cases ask to leave the premises.
8. Residents and their guests will be expected to clean up after their party. Failure to do so will forfeit the deposit.
9. Residents and their guests may not prop open gates to the Community Park area.
10. Loud music is not permitted.
11. An approved “party” does not allow exclusive use of Community Park.

Name of Resident: _____

Address of Resident: _____

Home Phone: _____ Mobile Phone: _____

Date of Party: _____ Time of Party: _____ / _____

Number of Invited Guests: _____

I have read the attached Park Rules and the Park Party Rules as stated on the back of this application and will abide by them:

Signed by Resident _____ Date _____

Permission Given By _____ Date _____

**South Fork East Community Development District reserves the right to change, modify or transfer this agreement without notice as allowed by law.*

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COMMUNITY DEVELOPMENT DISTRICT

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BALL COURT POLICIES

1. The facilities are open from March-October 8:00 a.m.-8:00 p.m., not to exceed and November-February 7:00 a.m.-6:00 p.m., not to exceed.
2. The courts are not lighted and all play must stop at dusk, do not use auxiliary lighting to continue play (i.e. car lights etc.).
3. No play when courts are wet (standing water).
4. The basketball court is to be used exclusively for playing basketball.
5. Each membership household may bring up to three (3) guests for use of the facilities but must accompany their guests at all times.
6. All persons using the facilities do so at their own risk.
7. Individuals under the age of eighteen (18) must be accompanied by an adult at all times while using the facilities.
8. Profanity, suggestive language and aggressive behavior will not be permitted.
9. Loud radio playing or excessive noises will not be permitted at the facilities.
10. Show good sportsmanship at all times.
11. If other players are waiting to use the courts, all players are to retire at the end of one hour.
12. Proper attire must be worn while using the facilities (shorts & rubber soled athletic shoes).
13. No rough housing or horseplay is allowed on the courts.
14. No pets are allowed in the court area, except for service animals.
15. No bicycles, skateboards, or roller blades/in-line skates or the like are permitted on the courts.
16. No food or smoking is allowed within five (5) feet of the court edges, or on the courts. Smoking is only allowed in designated smoking area.
17. Glass containers are strictly prohibited.
18. Any damaged or unsafe equipment should be immediately reported to the District Manager and/or onsite employee.
19. Call 911 in the event of an emergency.
20. Violations will be subject to suspension of privileges as deemed appropriate by the Board of Supervisors.

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SOUTH FORK EAST ACCESS CARD THREE DAY PASS AGREEMENT

Card(s) # _____

We, the undersigned who reside at:

Agree to accept the access card(s) day pass for South Fork East CDD to the facilities with the following understanding and enter agreement as follows (includes attached “rules”):

1. All cards are issued in person and on site at South Fork East CDD. No card(s) will ever be mailed, couriered or issued to anyone in any other way but in person. Valid ID will be required and verified.
2. There is a \$30.00 per access card (check or money order only made payable to the South Fork East CDD) for the three-day pass, with a \$25.00 refundable card deposit. The three (3) day pass is renewable if needed.
3. In the event that a card is lost or stolen, the deposit will be retained to cover replacement of the card. Additionally, violation of any rules will result in immediate removal from the facilities and loss of the deposit.
4. All cards will be numbered and assigned accordingly. Only the person issued a card will be authorized to use that card for access to CDD amenities. There are no guests allowed on the card. The homeowner is responsible for all guests that are issued a three-day access card.
5. As further consideration for the District’s permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its representatives and assigns, agrees to indemnify, defend and hold harmless the District, its agents and employees, from any and all claims for loss, damage, injury or death of any nature whatsoever to persons or property, including, but not limited to personal injury or death, resulting in any way from or in any fashion arising from or connected with the use of the Facilities, in whatever manner the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees.

We further understand that the CDD reserves the right to revoke and/or suspend use of the pool or any CDD amenity with due cause such as failure to abide by the user agreement(s).

South Fork East Owner (or assign):

Print Name

Signature

Phone Numbers: Home _____ **; Cell** _____ **; Work** _____

**SOUTH FORK EAST
COMMUNITY DEVELOPMENT DISTRICT**

District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607

South Fork East Staff/Witness:

_____ / /
Print Name Signature Date

Identification Verification (type): _____ (license w/ address, utility bill, cable bill, real estate closing papers, County Tax Office Record, other – copy and file w/ agreement).

Payment Type/Amount _____ **Fee** _____ **Deposit** _____

Deposit Returned _____ **Date** _____ **Signed** _____

South Fork East Community Development District reserves the right to change, modify or transfer this agreement without notice as allowed by law.

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CHECK PAYMENT FORM

This form must be completed by each person issuing a check to South Fork East CDD in payment for keys or any other products/services. A copy of the check issuer's driver's license or valid ID must be obtained for each occurrence.

DATE: ___/___/___

NAME OF ISSUER: _____

DOB: _____

ADDRESS: _____

HOME PHONE: (____) ____ - _____

CELL PHONE: (____) ____ - _____

DRIVER LICENSE NUMBER: _____ ***Attach a copy of the license***

PLACE OF EMPLOYMENT: _____

WORK PHONE: (____) ____ - _____

AMOUNT OF CHECK: \$_____

REASON FOR CHECK: _____

Non-Sufficient Funds (NSF) Policy:

In the event that a check is sent back to South Fork East CDD for non-sufficient funds the check writer must make payment within 30 days of demand letter with cashier's check, money order or cash at a cost of \$25.00 in addition to the original check amount.

**SOUTH FORK EAST
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**South Fork East Community Development District
Incident Report**

Date of Incident: _____ **Time of Incident:** _____ (am/pm)

Party Involved: _____ **Sex:** Male/Female

Is this person 18 years or older? Yes/No

If not, name of Parent or Guardian: _____

Mailing Address: _____

Was local law enforcement called? Yes/No

Description of what happened (include location):

Names, phone numbers, and addresses of who witnessed the incident:

Immediately Suspended: Yes/No

If yes, the reason: _____

Recommendation:

Name of Staff Member writing this report: _____

Signature of Staff Member writing this report: _____

Date: _____