

# Lakes of Delray

## Rules & Regulations

Updated 12/21



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## **1.0 Preface**

The purpose of this Handbook is to inform all those who use the Lakes of Delray (LOD) common areas and recreational facilities of our community's Rules and Regulations (hereafter referred to as the "Rules"). As stated by the Fourth Circuit Court Appeals of the State of Florida, since we "... are living in such close proximity and using facilities in common, each (Condominium) unit owner must give up a certain degree of choice which he might otherwise enjoy, living in separate privately owned property."

The authority to promulgate reasonable Rules is within the jurisdiction of the LOD Board of Directors, (hereafter referred to as the "Board"). That authority is derived from the provisions of the Condominium Act (Chapter 718, Florida Statutes), (hereafter referred to as "Florida Statutes"); and LOD documents, including LOD's By-Laws. In addition, the Board provided the Rules to all LOD Building Association Delegates for comment. Any requested changes were considered by the Board before the final vote was taken. These Rules supersede all prior versions.

The Rules apply to all who use LOD common areas and recreation facilities. *However, the Board or the Community Manager may grant relief from specific Rules upon written request, if in the opinion of the Community Manager or the President and/or the Board good cause is shown.*

Supplemental Rules, approved by the Board, as needed from time to time, shall be posted by the Community Manager. All Residents and their Guests will be responsible for abiding by them. Rules posted in any area, room or facility will be enforceable as they are an extension of the Basic Rules and Regulations.



*Enforcement of these Rules:*

In the event of any infraction of the Rules by a Unit Owner or Lessee or the Guest of either, the Community Manager at the direction of the President, shall send a “cease and desist” warning letter. If the violations continue, the Board may suspend the party(s) use of any of the Recreational Area for up to 30 days from the date of the notice. Repeat violations may result in additional suspensions of 30 days.

In addition, according to Florida Statutes and LOD documents, the Board has the authority to forward the matter to the LOD Violations Committee to determine if a fine should be levied.

The LOD Violations Committee shall consist of five current Lakes of Delray Unit Owners, all of whom shall be appointed by the President and none of whom shall be current members of the LOD Board of Directors or their families. The function of the Violations Committee shall be to determine if an infraction of the community’s Rules and Regulations by a Unit Owner or Lessee has risen to the level where a fine should be levied. If a majority of the Violations Committee so determines, a fine up to \$100 per violation and \$1,000 maximum for all violations (according to Florida Statutes) will be levied. All LOD communications regarding fines will be by Certified Mail.

**ALL RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.**

We have over 2200 residents living at the Lakes. Let’s all work together for the ultimate betterment of our community.

The Board of Directors, Lakes of Delray, Inc.  
March, 2015

## **2.0 General Rules**

- A. Children under 16 are permitted in the upper level of the Clubhouse for events and use of the facilities before 6 pm, when accompanied by a resident or an adult guest (21 years and over). No children under 16 years are permitted after 6 pm, unless otherwise stated.**
- B. No pets are allowed at the Lakes. However, service animals for the blind or hearing impaired, and document-supported emotional support animals (ESAs) are permitted per Federal law.**
- C. LOD is not responsible for any items, personal or otherwise, left on the property.**
- D. Use of health and recreational facilities is at your own risk.**
- E. Flammable materials are prohibited.**
- F. Verbal abuse of staff and security guards will not be tolerated.**
- G. Residents and their guests shall treat others with respect and courtesy. Physical confrontations will not be tolerated.**
- H. Residents are responsible for the actions of their guests.**
- I. In the event of an emergency, not related to your building, call the clubhouse security guard or 911.**
- J. If a unit is leased, the unit owner is responsible for ensuring that the lessee is provided with a copy of this document and that the lessee abides by the rules and regulations herein.**
- K. Lakes of Delray photo ID cards must be carried at all times when using LOD facilities, and must be presented upon request of the management or security staff.**
- L. Common areas and recreational areas should be utilized only for their intended purpose.**
- M. Anyone engaging in wanton disregard for LOD property will be held responsible for damages.**
- N. Bicycles must be parked in bike racks and may not be left on sidewalks, courts, or other areas used by pedestrians.**
- O. Bicycles on the walk path must yield to pedestrians and courteously notify of intent to pass.**
- P. No feeding of wildlife permitted (ducks, geese, cats, etc.).**
- Q. Placing a chair in the aisle or on the end of a table or the repositioning of any tables in the ballroom is a hazard in a fire and is strictly prohibited. Stacking of chairs for elevated seating is strictly prohibited in any clubhouse room.**
- R. No boats, kayaks, canoes, or other watercraft permitted in lakes.**

### **3.0 Definitions**

For purposes of the Rules:

A “**Resident**” is defined as a unit owner occupying a unit, a building association-approved live-in companion occupying a unit on a 24/7 permanent basis, a building association approved- relative(s), 18 years or older, of a unit owner occupying a unit on a 24/7 permanent basis, or a lessee(s) (using a fully executed lease agreement) occupying a unit. A “Resident” can also be a party(s) occupying a unit on a 24/7 permanent basis that is owned by a family member; trust or some legal entity.

A “**Live-in Companion**” is a permanent guest of a Single Resident who resides in their unit on a 24/7 permanent basis.

A “**Guest**” is any person visiting a resident from out of town, and may or may not be staying in the unit. A friend or relative occupying a unit less than 30 days with or without the resident being present. A guest may also be a single resident’s companion at a show or special event.

A “**Vendor**” is anyone who is doing business with or providing services for the “Resident” or “Guest”.

A “**Non-Resident**” is a visitor who has a residence locally and usually attends events and activities at the Clubhouse for which there will be an LOD facilities fee.

The “**Common Area**” is the Lakes of Delray Blvd, the Lakes and all grounds not under the jurisdiction of individual building associations, including the Atlantic Ave and Sims Rd gate areas. The “Recreational Areas” are the clubhouse and outside facilities, including the main and satellite pools, all athletic courts, and adjacent parking lots.

The “**Official Records**” available for inspection and copying are those designated by Florida Statutes, as amended from time to time.

## **4.0 Hours of Operation**

### **LOD Office Hours**

The LOD Office is located in the lower level of the clubhouse building.

Its hours are:

Monday – Friday 9:00 a.m. – 4:30 p.m.

Shirts and shoes are required for entry.

### **Office Holiday Closures**

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Half Day Christmas Eve

Christmas Day

Half day New Years Eve

### **Daily Clubhouse Hours**

Upper Level: 7:30 a.m.- 11:00 p.m.

Lower Level: 7:30 a.m.-10:30 p.m.

### **Conference Room**

Closes weekdays at 4:30 p.m. Closed Saturday and Sunday

### **Daily Pool & Jacuzzi Hours**

MAIN: All Year ~7:30 a.m. to dusk.

SATELLITES: All year 8:00 a.m. to dusk.

### **Shuffle Board Courts**

MAIN: 7:30 a.m. to 9:00 p.m.

SATELLITES: 8:30 a.m. to dusk.



**Tennis/Pickleball Courts**

MAIN: 8:00 a.m. – 9:00 p.m.  
SATELLITES: 8:00 a.m. to dusk.

**Barbeque Area**

Based on Main Pool hours.

**Basketball, Horse Shoes, Golf, Batting**

Open until dusk

**Racquetball/handball court**

Open until dusk

**Bocce court**

8:00 a.m. – 9:00 p.m.

**5.0 Access to LOD**

**5.1 Photo ID Card Categories**

- A. Resident:
- B. Renter
- C. Live-in Companion
- D. Service/Emotional Support Animal

All of the above are required to carry a valid Lakes of Delray photo ID at all times and must present it upon the request of a Security Officer or Staff Member. Photo ID cards must be obtained in the LOD office. The Community Manager has the right to suspend Clubhouse or other Recreational Facilities privileges when the use of an ID card is abused or not presented when requested.

## **5.2 Issuance of ID Cards**

ID cards will be issued at the LOD Office, Monday through Friday, during LOD office hours. They will not be mailed. All photo ID cards must be obtained in person by the resident named on the card.

Altering or copying ID cards in anyway is prohibited.

### **5.2.1 Resident ID Cards**

- A. A copy of the Certificate of Approval from the building association or management company along with a copy of a Unit Ownership Deed and photo identification such as a passport or driver's license is required for issuance of ID and transponder.
- B. Immediate family members age 18 or older, permanently residing in the same unit may be issued ID cards as long as they have a letter of approval from the Building Association.
- C. Residents may only possess 1 LOD ID card. Duplicates or copies are subject to confiscation.
- D. The cost of a Resident ID card is \$10.00 and is non-refundable.

### **5.2.2 Renter ID Cards**

Before a Renter can purchase a LOD photo ID card, Renters must submit a duly executed lease or rental agreement with personal photo identification. A letter of approval from the Building Association signed by the President or Vice-President is also required. The use of the facilities at the Lakes of Delray is limited only to those persons whose names appear on the lease and their valid guests with guest passes.

A unit owner who leases their unit surrenders all privileges for the use of the Common Areas for the duration of the lease. Renter identification cards will be printed with the lease expiration date. Renters have the same privileges as residents.

A Lessee ID is \$20.00 and a \$10.00 refund will be provided when the ID is returned to the LOD office at the end of the lease, and the Renter is leaving.

### **5.2.3 IDs For Live-in Companions Of Single Residents**

A Live-in Companion photo ID card may be purchased at the LOD office. Before a Live-in Companion can purchase a LOD photo ID card, a letter from the Building Association President or Vice-President attesting to the validity of the live-in companion is required. A valid photo ID must be presented as well.

Only one Live-in Companion photo ID card shall be issued at a time and will be printed with an expiration date of up to one year with the opportunity for renewal. The previously issued Live-in Companion photo ID card must be surrendered at the time a renewal is requested. Renewals are subject to authorization from the resident.

### **5.2.4 Service and Emotional Support Animals**

A copy of the approved registration from the building association is required before issuing an ID. Animals should wear a readily visible ID tag, identifying them as a service or emotional support animal. The resident must carry the LOD issued ID card.

### **5.3 Lost or Damaged Photo ID Cards**

If a Resident's card has been lost or damaged, it must be replaced. A replacement fee of \$10.00 will be charged.

### **5.4 Pass Categories**

- A. Guest Passes - for use of clubhouse and recreational areas.
- B. Dashboard Passes - issued at gatehouse for community access.

#### **5.4.1 Guest Passes - Clubhouse**

Friends or family visiting the local area or staying with a Resident, that are 16 or older, and wish to use the Recreation Areas, may be issued a guest pass at the office. Any Resident requesting a Guest pass must accompany the Guest to the office and show proof of residency. For passes, if it is not possible to appear in person, a letter from the resident to the LOD office requesting a Guest pass is required. Passes are not issued in advance and are for use on

specific dates, not to exceed 14 days and can be renewed once for a maximum of 28 days.

Guest passes permit guests to use the Clubhouse or attend any LOD sponsored event or class. Without a guest pass, guests must pay a \$3 facilities fee upon entering the Clubhouse or other recreational facilities. When the LOD office is closed, Guest Passes may be obtained from the Security Officer on duty in the Clubhouse lobby. All guests under the age of 16 must be accompanied by a Resident or adult guest at all times. Guest passes do not grant access to the community.

***Residents shall be held accountable for the actions of their guests. Any guest abusing their privileges will be denied the use of the facilities for the remainder of their stay and their guest pass will be revoked.***

#### **5.4.2 Dashboard Passes - Gatehouse**

All visitors (friends, family, vendors or service personnel) will be provided with a daily dashboard pass upon authorization at the front gate. This vehicle dashboard pass does not grant access to the Clubhouse or recreational facilities.

### **5.5 Gate Access**

#### **5.5.1 Gate Opening Devices**

- A. All unit owners, whether owning a vehicle or not, are entitled to purchase a gate access device. Residents are required to purchase a gate access device and use the resident lane. The guest lane is for guests only.
- B. Unit Owners who lease their unit will have their gate access device deactivated for the duration of the lease. Unit Owners must request reactivation of their gate access device at the end of the lease.
- C. Lessees, upon showing proof of lease, may purchase a gate access device.
- D. Improper use, unauthorized removal, or transfer of a gate access device from the windshield of the installed will result in the deactivation of the device, requiring the purchase of a new device.
- E. A Unit Owner who sells a unit is not permitted to turn over his/her gate access device to the new residents. Such a device will be deactivated.

- F. Purchase or lease of a new vehicle will require the purchase of a new gate access device for that vehicle.
- G. Vehicle must be registered to the Resident in order to issue a gate access device for that vehicle.
- H. Lost or damaged gate access devices will be deactivated and a new one may be purchased.
- I. Residents owning more than one vehicle or a second adult resident in the same unit may purchase a gate access device for a second vehicle by providing proof of registration to the Resident and the appropriate LOD form.
- J. Hand-held gate access devices are for the use of the authorized individual they are issued to, and must not be transferred to any other person. Devices used by non-authorized individuals will be disabled and the purchase of a new device will be required. They will be issued only to residents that do not own a vehicle or only rent a vehicle when they are here.
- K. Residents with rental vehicles may purchase a hand-held gate access device up presenting their vehicle rental agreement. The device will be deactivated at the end of their stay and may be reactivated prior to subsequent return by calling the office. The rental agreement must be shown in the office upon return.
- L. Temporary transponders are available for residents whose vehicle is under repair. The refundable deposit for these is \$20.

**5.5.2 Fee Schedule**

Gate Access Device fee with vehicle (no refund)	\$25.00
Gate Access Device without vehicle	\$50.00
(Refund upon return)	\$25.00

**5.5.3 Authorized Gate Access:**

- A. Residents must use the Voice Authorization system to pre-authorize ALL visitors that are not on their permanent guest list.
- B. Guests may not authorize other guests at the gate. All authorization is the express responsibility of the resident.
- C. Adding regular visitors to a Resident's permanent guest list requires completion of a form by the Resident, in person, in the LOD office. The list is only for friends, family, health aides, and housekeepers.

- D. All visitors must present a valid photo ID upon request of the security guard or access will be denied.
- E. The procedure for calling a guest into the community through the voice authorization system is to dial 496-3047, follow all prompts, and be sure to enter the \* sign when prompted. Please note that to specify a future date or authorize for multiple days, you must use option #3.
- F. Association vendors needing access to the community must be placed on association vendor list maintained in the LOD office, or called in using the voice authorization system. Only vendors with monthly contracts for services may be added to the list, all others must be called in.
- G. Gate access for LOD Entertainers or non-residents, not on a resident's guest list, wishing to purchase show tickets must be approved by the Entertainment Director or Community Manager.
- H. Gate access for non-LOD Entertainment activity (e.g., Men's Club shows) is the Club's/ organization's responsibility.
- I. Real estate open houses are not permitted.
- J. Parties or condolence calls must be authorized using option #3 in the voice authorization system by stating "admit all". The office can assist with this process.
- K. A gate access device may never be used to allow access to another vehicle. All vehicles without gate access devices must use the guest lane at the Atlantic gatehouse.
- L. Guests and vendors may not be admitted through the Sims Rd gate under any circumstances.

## **6.0 Clubhouse and Recreational Area Rules**

- A. The entire clubhouse and all entrances and exits are smoke-free facilities. Smoking is permitted in outside designated areas only.
- B. Upon entering the clubhouse, all persons are required to show their photo identification (LOD ID with barcode) or guest pass to the security guard on duty on every visit, no exception. Residents must scan the barcode on their ID for authentication. The guard has the right to confiscate the card and/or refuse entry into the facilities if:
  - 1. The card being shown does not belong to the user.
  - 2. The card has expired or barcode is inactive.
  - 3. The card has been tampered with or is a copy.
  - 4. The community manager has suspended the user's privileges.



- C. No refunds or exchanges for ticketed events. No exceptions.
- D. Age restrictions will apply when necessary for particular events.
- E. No signs, advertising leaflets, notices, or printed matter of any kind may be erected or posted upon the Common Grounds or Recreational Areas without the expressed written approval of the Community Manager.
- F. The number of persons using any or all of the Recreational Facilities at any given time may be limited at the discretion of the Community Manager. Recreational Facilities are only for the use of the Lakes of Delray Residents and their Guests.
- G. All persons using the Common Areas and Recreational Areas shall comply with the instructions and direction of the Community Manager or the Security Guard(s) on duty, or be subject to removal from the clubhouse or facilities and suspension of privileges.
- H. Food and drinks brought into the Clubhouse by residents and their guests may be used for social functions or particular activities sponsored by LOD and clubs that have been approved by the Community Manager.
- I. Swimming in Lakes of Delray canals and/or lakes is prohibited.
- J. No resident shall attempt to change the air conditioning or other settings in the Clubhouse.
- K. Do not enter the clubhouse without shirt and shoes or when wet from the pool.
- L. **All persons entering or exiting the clubhouse must use the available staircases and sidewalks. The driveway ramp is for vehicle use only.**

## 6.1 Dress Code

Shirt, shoes, and no wet bathing suits are requirements to enter the office. Tank tops and bathing suits are not permitted upstairs in the clubhouse. For show and event nights the dress code is business casual. Dress shorts are permitted, but graphic tees, beachwear, and athleticwear are not. Show/event dress code does not apply to card rooms or billiard room. Dress code at select events will be at the discretion of the property manager.

## 6.2 Lost/Left Items In Common Areas

The Lakes of Delray is not responsible for any personal items lost, left, or stolen in the Common Areas. Please bring any found items to the LOD Office or the Guard Desk. The LOD office has a Lost and Found form that can be completed which may help expedite the return of lost items. Lost and Found

items will only be held for 90 days and then they will be disposed of or donated to charity.

### **6.3 Use of Pool Areas**

- A. Children of "diaper age" and incontinent adults are not permitted in the pools (County Health Regulation), unless wearing swim diapers.
- B. All persons using the pool do so at their own risk. There are no lifeguards on duty at any time.
- C. At the discretion of management, the pools will be closed during inclement weather. (Threat of thunder or lightning)
- D. All persons are required to shower each time before entering a pool.
- E. All persons under 16 years of age must be accompanied by a resident or adult guest and supervised at all times.
- F. No one under 16 years of age will be permitted in either the Spa or Saunas.
- G. Towels are required in the saunas and turn sauna off after use.
- H. No diving, jumping, running, "horseplay" or disruptive behavior of any kind is permitted in or around the pool areas.
- I. No flotation devices are permitted in the pools other than children's flotation devices (swimmies, water wings), life jackets, noodles, and chairs. No rafts or lounges allowed.
- J. No food permitted within 10 feet around the pool spa. There is no food allowed on the veranda deck.
- K. No food, drink, or alcohol is permitted in the pool.
- L. No glass containers of any kind are permitted.
- M. Playing music must be done at a reasonably low level so as not to disturb neighboring residents on the pool deck.
- N. No bicycles, scooters, roller blades, or skateboards are permitted in the pool areas.
- O. No Smoking is permitted within the fenced-in areas of the Main and Satellite Pools except in designated areas.
- P. Special footwear for pool use is permitted.
- Q. All residents and guests are responsible for cleaning up after eating
- R. All residents are responsible for their guests, including children, even when not accompanied by the resident.
- S. Bathing is only permitted in the bathhouse. No shampoo or soap in the outdoor shower.
- T. No items may be left within 4 feet of pool under any circumstances.
- U. No reserving tables.

- V. In the event a person violates any of these rules, that person shall be instructed to leave the pool area by a Security Guard or a Staff Member. If the person refuses to comply, they will be subject to immediate suspension by the Board or Community Manager from using the recreational areas. The Community Manager will be notified and take appropriate action if necessary.

### **6.3.1 Reserved BBQ Party Area**

Reserved BBQ parties are available for residents and their guests, Monday – Friday during posted pool hours, for parties of 10 or more. Permits, rules and instructions are available in the LOD Office. A \$25 cleanup deposit is required for reserved parties.

### **6.4 Barbecue area**

Use of the barbeque without a permit is not allowed. All permits for groups of less than 10 must be obtained from the clubhouse guard. For groups of 10 or more, permits and all rules and instructions must be obtained from the LOD Office. Clean-up is required of all residents. No glass containers or alcohol are permitted in the barbeque area or anywhere on the pool deck.

#### **6.4.1 Barbeque Grill Operating Instructions**

Instructions are available in the LOD Office and are posted in the grill area.

### **6.5 Ticket Purchasing Procedures**

Residents must submit separate checks for each show. No refunds, exchanges, or exceptions. All shows are subject to change.

#### **6.5.1 Ticket Lottery**

To determine space availability and seating placement, a Lottery (for Residents only) will be held for each entertainment event. However, single residents are entitled to include one guest on the Show Lottery Form. Residents may enter the Entertainment Lottery by using a Show Lottery Form, which will be included in the current edition of The Lakes of Delray Times,

or by obtaining it at the LOD Office. The Show Lottery Form and a check to cover the payment must be submitted to the LOD Office by the date shown on the Show Lottery Form.

### **6.5.2 Ticket Pick Up**

Tickets may be picked up at the LOD Office during office hours on the date designated on the Show Lottery Form and up until the night of the show. A resident ID must be presented for each lottery ticket purchased.

### **6.5.3 Open Ticket Sales**

All tickets for an L.O.D entertainment event not sold in advance through the lottery shall be available for sale to residents, their guests and non-residents in the LOD Office during office hours on the date designated on the Show Lottery Form, and up to and including the date of the entertainment event. Tickets will be sold one hour before each event in the Clubhouse Lobby.

### **6.5.4 Club LOD**

Reservations for parties must be made in the LOD Office where all rules, regulations and procedures are available. Family members of any age are welcome to attend

### **6.5.5 Movies**

Movies are free to LOD residents and their guests from out of town when they have a guest pass. Residents should use their own discretion as to the age appropriateness of movies for youth. Silence cell phones before movies start.

## **6.6 Clubhouse Rooms**

- A. All clubhouse rooms are exclusively for meetings and functions of LOD Associations and their management companies; LOD Clubs, Classes or activities approved by the Community Manager.
- B. No association or club meetings will be scheduled at the same time as the LOD Board of Director's meetings.

- C. The LOD office will only accept room reservation and set-up requests from the organization's president or designee.
- D. Complete rules and regulations regarding room reservations and set-ups are available in the LOD office.
- E. Residents may not move any furniture.
- F. Stacking of chairs is strictly prohibited in all rooms.
- G. If an event includes the use of the kitchen, please see the complete list of kitchen rules and regulations posted in the kitchen.

### **6.6.1 Fitness Center Rules**

- A. Persons under 18 are not permitted.
- B. There is a thirty (30) minute time limit on all equipment when others are waiting.
- C. Use of all exercise equipment is at your own risk.
- D. A shirt must be worn at all times.
- E. Persons with wet bathing suits are not permitted to use the equipment. Gym shoes with a closed toe must be worn when using any equipment.
- F. No chewing gum, food, or drink (except bottled water) is permitted.
- G. All equipment must be turned off after exercise is completed.
- H. Equipment must be wiped down before and after use.
- I. No cell phone conversations. No music without earbuds.
- J. Cologne or perfume should not be worn when using equipment.
- K. The Lakes of Delray is not responsible for any injuries resulting from the use of any equipment.
- L. No one is permitted to touch the TV.

### **6.6.2 Upstairs Card Rooms**

- A. On all days, after 5 p.m., the card rooms shall be used for adult table games only, unless needed for a special LOD meeting or event.
- B. Reserving or holding a table in a card room is prohibited, unless a person remains seated at that table until the others arrive.

### **6.6.3 Conference Room**

- A. The primary purpose of the conference room is for meetings.

#### **6.6.4 Wifi Rules**

Complimentary WiFi access is provided throughout the pool area. Use of bit torrent download or other peer to peer software is strictly prohibited as is downloading of any illegal material.

#### **6.6.5 Multi - Purpose Rooms A & B**

- A. The primary purpose of rooms A & B is for meetings. Both rooms individually or jointly can be booked for meetings.
- B. Rooms may also be used for other purposes.
- C. Personal messages such as rental postings can be entered on a 3x5 index card and posted.

#### **6.6.6 Library**

- A. Library materials (books, tapes, DVDs or VHS tapes) are free for residents to borrow. Please return all materials to the Library, when finished.
- B. All donated materials may be dropped off directly in the library.

#### **6.6.7 Art Room**

- A. The room is open to Residents and their Guests, whenever a class or club is not meeting.
- B. Flammable materials are prohibited from being stored in this or any other room.**
- C. The room may be used for other purposes as designated by the Community Manager.

#### **6.6.8 Ceramic Room**

- A. Residents will be notified when classes are scheduled.
- B. An instructor must be present in the Ceramic Room before any person may utilize the equipment.
- C. The Ceramic Room will remain locked when classes are not scheduled.
- D. Proper safety gear must be worn when operating any of the equipment.
- E. Ceramic classes are offered to residents and their guests
- F. Only registered students are permitted in the ceramic room during class sessions.



- G. An instructor may permit a student at their own risk to leave items in the ceramic room or ask them to remove the items.

### **6.6.9 Billiard/Darts Room**

- A. Improper use of equipment is prohibited.
- B. Reservations are not necessary.
- C. Table play will be based on a first-come, first-served basis.
- D. There will be a one (1) hour time limit when others are waiting.
- E. All equipment must be returned to its original place.
- F. Anyone under 16 must be accompanied by a resident or adult guest.

### **6.6.10 Use of Ballroom**

Authorized use of lighting, sound equipment, piano, air conditioning thermostats, chairs and tables is by permission of the Community Manager only. All events must be scheduled through the office.

### **6.6.11 Use of Kitchen**

Kitchen can only be used for approved LOD events and functions. Please see complete rules and regulations posted in the kitchen.

## **6.7 Use of Outdoor Facilities**

### **6.7.1 General Rules for Use of Outdoor Courts**

The facilities of LOD are primarily for the use of the residents.

- A. Courts are open to residents and their guests.
- B. No one under the age of 16 is permitted on the courts except when accompanied by a resident or adult guest.
- C. Play is on a Rotation Basis, first-come, first-serve and limited to one set for tennis and one game for shuffleboard, ping-pong, bocce, etc. when others are waiting unless otherwise stated.
- D. A resident ID card is required to obtain equipment.
- E. Bicycles, skateboards, scooters, and roller blades are prohibited on all courts.
- F. Smoking is not permitted in the court areas.
- G. Proper footwear is required.

### **6.7.2 Table Tennis**

- A. Improper use of equipment is prohibited.
- B. Reservations are not necessary.
- C. Paddles and balls are in a storage container mounted on the wall near the table tennis. If extra equipment is needed, it is available in the LOD office.

### **6.7.3 Bocce**

- A. There is a one hour time limit.
- B. Bocce balls may be obtained from the clubhouse guard.
- C. A resident I.D. card is required to get the equipment.
- D. When the Bocce Club is on the courts, the court is closed to the public.

### **6.7.4 Tennis/Pickleball Courts**

- A. Players must wear tennis shoes, shirts, and appropriate attire.
- B. Doubles Play is required when others are waiting.
- C. Activities other than the playing of tennis or pickleball in the Court Area are strictly prohibited.
- D. Players team up as they show up. When sets are completed the winners call “two players needed”. At this point any players waiting to play shall replace the losing team. No rematch is permitted if players are waiting. Any players that wish to arrange a “match” with a select foursome must do so after 10:30 a.m. Such a match could take place earlier, if a court is available and no players are waiting to play.
- E. During “league” matches, the courts are usually reserved on Mondays and Thursdays at posted times.

### **6.7.5 Shuffleboard Courts**

- A. There is a one hour time limit when others are waiting.
- B. When the shuffleboard club is on the court, the courts are closed.
- C. Any broken equipment must be reported to the LOD Office or a Security Guard.
- D. Equipment is located in the shuffleboard storage area on the main pool deck and should be returned after use.

### **6.7.6 Racquetball/Handball Courts**

- A. There is a one hour time limit when others are waiting.
- B. When the Paddleball Club is on the court, the courts are closed.

### **6.7.7 Basketball Court**

Ball is available at the court. Court is open until dusk.

### **6.7.8 Horseshoes, Golf, Batting**

- A. Please return all equipment to its designated area after use.
- B. Limit play when others are waiting.

### **6.7.9 Car Wash/Vacuum area**

- A. Only for use of residents and their guests from 7 am to dusk.
- B. Hoses must be reeled up and water turned off after use.**
- C. Dump water in buckets and return brush to bucket.
- D. Return vacuum hose to hanger after use.
- E. Use designated parking spots only.
- F. Report broken equipment to office or clubhouse security guard.
- G. No washing or cleaning of anything other than vehicles.
- H. Not for vendor use.
- I. NO tire dressing/detailing anywhere in the clubhouse parking lot.

## **7.0 Office Services**

### **7.1 Class Registration Procedures**

- A. Detailed class information will be posted on the Community Channel, in the LOD Times, on flyers, and on the bulletin boards.
- B. If prior registration is necessary, residents must come to the LOD office during office hours to register.
- C. Fees (where applicable) shall be paid directly to the LOD office upon registration, and terms of attendance are at the instructor's discretion. The instructor will give refunds where applicable.
- D. Should a class be canceled or rescheduled, all registrants will be notified by the instructor, or it will be posted on the Community Channel or LOD times.

## **7.2 Photocopying Policy**

- A. Photocopies are available during LOD office hours,
- B. 10 photocopies are free weekly to Lakes of Delray Clubs for Club business only. Free copies are not available to building associations.
- C. If more than 10 copies are requested and Staff time permits, photocopies will be charged at ten (10) cents for per side per copy.
- D. Photocopies are available to Residents and Building Associations at ten (10) cents per side per copy.
- E. The LOD office will make no more than a total of twenty-five (25) copies per day for any Resident, Building Association or Lakes of Delray Club.

## **7.3 Inspection and Copying of Association Records**

Every unit owner or the authorized agent of such unit owner, as designated in writing (herein after collectively referred to as "unit owner") shall have the right to inspect or copy the official records. Complete rules and regulations are available in the LOD Office.

## **7.4 LOD Times**

The LOD TIMES is the community newspaper and is published monthly except for the summer when there is a combined three-month issue. The editor, community manager, President and such Board Members that may be designated shall review material submitted.

Any article, notice or information requested for publication must be submitted to the editor in the LOD office by the submission date indicated in the LOD times. The Editor reserves the right to edit or not publish the item

## **7.5 Official Calendar of Events**

- A. A master calendar of events will be maintained in the LOD Office, and a copy will be published each month in the Lakes of Delray Times.
- B. Each club and/or organization planning an event in the clubhouse or an outside trip, must advise the LOD Office of the proposed date, time,

- and details at least one (1) month prior to such event. If a request is not submitted on time, room availability cannot be guaranteed.
- C. The cooperation of all clubs and/or organizations will eliminate duplications of dates, times, and events.
  - D. All planned events should be checked against the social calendar for conflicts.
  - E. Only club Presidents or designee may request rooms or make changes.

#### **7.6 Use of LOD's Community Channel (Channel 63)**

- A. Only messages for Clubs, Classes, or Events may be submitted to be televised on the Community Channel.
- B. Personal messages and advertisements are strictly prohibited. Clubs or classes desiring to have a message televised on the Community Channel shall submit, in writing, their message with a time, date, and place, if applicable, and the name and phone number of a person who may be contacted.
- C. Each club or class may have a maximum of two screen pages of messages.
- D. Messages will not be televised for more than three (3) successive months at a time.
- E. Messages must be submitted at least one week prior to publication on the community channel.

#### **8.0 Common Areas Traffic/Clubhouse Parking Rules**

- A. Drivers will comply with all traffic rules, regulations, and posted signs.
- B. Vehicles are prohibited from entering on the exit side.
- C. No overnight parking of any vehicles is permitted without the written approval of the Community Manager visibly displayed on the dashboard.
- D. Parking for confirmed overnight bus trips will be permitted only in designated areas.
- E. Car transporters are not permitted on the property. They may use Sims Road. The resident is responsible for insuring that the transporters do not attempt to gain access to the property.
- F. When entering LOD, the gate access device is not to be used to open the gate for another car. Residents witnessing a suspected unauthorized use of gate access devices should report it to the office. Residents are to avoid confrontations with Residents or Non-Residents in such

- situations. Cars without gate access devices can only enter from the guest side at the front gate. All commercial vehicles must use the front gate.
- G. Traffic rules shall be strictly enforced. Anyone observing any vehicle infraction is asked to write down the license plate number, make, model and color of vehicle; time and date; and report that information to the LOD office or clubhouse guard.
  - H. Do not pass moving vehicles, especially buses.
  - I. Yield to all pedestrians.
  - J. All residents must register their vehicles in the office and update whenever a vehicle or registration change is made.
  - K. Walking in the road/driveway to climb the hill in front of the clubhouse is strictly prohibited. All residents must use the stairs or sidewalks for access to the clubhouse.
  - L. No back-in parking permitted.
  - M. No parking on the grass permitted.
  - N. All persons entering or exiting the clubhouse **must use the available staircases and sidewalks**. The driveway **ramp is for vehicle use only**.

## 8.1 Tour Bus Procedures

It is the responsibility of the trip representative to follow the procedures listed below:

- A. The LOD Office must be informed of the departure and returning times and dates of tours one (1) week prior to departure.
- B. Persons departing on tour buses must park their vehicles in the designated area.
- C. Tour buses loading or unloading passengers must use the designated area at the large parking lot of the clubhouse.
- D. All bus companies must supply certificate of insurance with LOD named as additional insured.

## 8.2 Palm Tran Bus Service

- A. Palm Tran provides bus service, without charge, to persons presenting a valid Lakes of Delray Photo ID card. Bus routes and time schedules can be obtained in the LOD Office, subject to availability.
- B. Benches have been provided at all bus stops for the convenience of passengers.
- C. Handicap seating is provided.



- D. Only routes 81 and 88 are available at no charge. Transfers will incur cost.

## **9.0 LOD Clubs**

### **9.1 Procedures for starting an LOD club:**

- A. A club representative must write a statement of purpose about the club, its functions, months of operation, and date of elections.
- B. The statement is to be submitted to the Community Manager for approval.
- C. The Community Manager shall meet with the club representatives before approving the club.
- D. A club's representative must provide the LOD Office with proposed dates and times of meetings and any special arrangements required.
- E. The club must complete the club registration form available in the LOD office which lists the club officers' information.

### **9.2 Rules for LOD Clubs:**

- A. All Clubs must comply with LOD Rules and Regulations.
- B. The minimum number of members that shall constitute a club is ten (10).
- C. All LOD clubs shall be open to any Lakes of Delray resident who wishes to join the club.
- D. All club representatives must advise the LOD Office of any meeting changes or cancellations.
- E. Clubs shall be responsible for furnishing their own supplies.
- F. Clubhouse storage space for clubs will be assigned by the Community Manager based on need and availability.
- G. Only one poster per Club or Association (except at the discretion of the Community Manager) shall be permitted to be posted in the card room bulletin board and shall be of a size and appearance approved by the LOD office.
- H. All Clubs' and Organizations' flyers shall only be placed in the rack provided for that purpose in the clubhouse lobby or LOD office lobby.
- I. No Credit/Debit accounts allowed.
- J. All checks must be signed by 2 board members.
- K. Must provide annual financial report to LOD office.
- L. Management may request financial statements at any time.

## **10.0 Emotional Support Animals**

- A. To qualify for an emotional support animal, buyers/residents may obtain an application for reasonable accommodation in the office.
- B. All animals must be registered in the office and obtain an animal photo ID that must be carried.
- C. All dogs must be kept on a leash at all times and cleaned up after.
- D. In the event that a new animal is acquired, residents may must obtain an application to update their documentation at the LOD office and the new animal must be registered and obtain an ID.