



COMMUNITY FACILITIES USER GUIDELINES AND PRIVATE RENTAL REQUIREMENTS

Dear Harper's Preserve Residents,

The Community Facilities User Guidelines ("Guidelines") have been created and instituted to provide additional rules and regulations for the use of the Community Facilities (i.e.: clubhouse(s), swimming pool(s), splash pad(s), trails, playgrounds, lakes, and water bodies) for the convenience and enjoyment of current Harper's Preserve residents and their invited guests. Residents are encouraged to download a copy of these Guidelines from the "[Community Facilities – Guidelines & Forms](#)" under the [Homeowners](#) tab found in the Harper's Preserve website (<https://www.harperspreserve.com/homeowners>) and become familiar with the rules and regulations that apply to areas available for rental, reservation requirements for rentals, reservation priority and permitted use of Community Facilities.

The Guidelines and Rental Reservation Forms are comprised of the following documents and can be found at the Harper's Preserve website at <https://www.harperspreserve.com/homeowners>:

- **Attachment 1:** Valuable information addressing use of the Facilities, membership, access devices, code of conduct, Community Facilities operations, parking, swimming pools and splash pads, clubhouses, playgrounds, trails, lakes, and water bodies.
- **Schedule 1:** Association representative hours of operation and contact information, Lifestyle Director hours of operation and contact information, maximum occupancy limits, required security deposits and hours of operation.
- **Exhibit A – Facility User's Agreement:** Facility Users may be required to sign this agreement prior to using the Community Facilities.
- **Exhibit B – Community Facilities Rental Policy:** Community Facilities reservations may be made available for Association-related activities, club/groups, and Owner's private parties. Only eligible Members of Harper's Preserve Community Association, Inc. who are twenty-one (21) years of age or older may rent the Clubhouse. Requests and reservations will only be considered for eligible Members who are in "good standing" with the Association at the time of the reservation and during the period leading up to and including the day of the event.
- **Exhibit C – Member Rental Reservation Request Form:** Make sure to pick the area of your choice when filling out this form, available in packages for larger groups or individual areas for lease. This form must be initialized and signed by the resident.
 - **Schedule 1 - Facility Fee and Deposit Requirements**
 - **Schedule 2 – Furniture Rental Request by Community Facility**
 - **Schedule 3 – Pre-Inspection & Post Inspection Event Checklist**
- **Registration and Release Forms for minors for Pool Areas Access:** If planning on hosting an event inside of the pool enclosures (including but not limited to access to the pool and/or splash pad) will occur, this form must be filled out and returned with the application.
- **Map 1- South Village Club Palmetto Available Lease Areas Plan**
- **Map 2- West Village Preserve Park-Pool Barn Lease Areas Plan**

All forms may be downloaded from either the Community Facilities – Guidelines & Forms tab (as noted above) or from the HOA Forms tab also under the Homeowners section of the website.

Whether you are planning a birthday party, a family reunion, a special occasion, or simply want to gather with friends and neighbors, Harper's Preserve Community Facilities can be the perfect venue to create unforgettable experiences right in the heart of our community. If you have any questions, please reach out to me.

Warm regards,

Kory W. Johnson

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