



THE CLUB

AT OCALA PRESERVE

Renter Use Policy & Procedures Relating Specifically to Membership & Club Use

It is understood that, at times, Members may choose to lease out their homes for use by renters. During these times, we also understand that those Renters will desire the ability to utilize the numerous amenities and privileges which come as part of the Homestead Membership offerings provided by the Club. For Members in good standing with the Club, we will use the following guide for handling this temporary access.

Renter use at the Club will be limited to Owners who are in compliance with the rental guidelines as established by the Community Association.

Lease not requiring concurrent Club use by Renters & Member/Owner

In this scenario, registered Renters essentially “take over” the Member access to the Club facilities under the following parameters:

1. The privileges of the Member/Owner are suspended during the lease period.
2. The Member/Owner is required to pay a \$225 Assignment Fee to establish eligibility into the Club on behalf of the renter.
3. Renters must register with the Club (with prior authorization from the Member), and are required to complete a temporary membership application, including providing a valid credit card.
4. The Member/Owner is responsible for payment of all dues; the Renter is responsible exclusively for charges incurred.

Lease requiring concurrent Club use by Renters & Member/Owner

In the dual use scenario, registered Renters of a Member may access the Club facilities under the following parameters:

1. The privileges of the Member/Owner continue during the lease period.
2. Renters must register with the Club (with prior authorization from the Member), and are required to complete a temporary membership application, including providing a valid credit card.
3. Renters are required to pay dues for the specified time period in addition to any charges incurred; no Initiation Fee is applicable.

In either scenario, there are certain privileges which do not transfer to the Renter. Additional questions regarding this policy may be directed to the Membership Office.



THE CLUB

AT OCALA PRESERVE

Renter Frequently Asked Questions

Q: Do renters get membership cards?

A: Renters staying in the community for greater than three months may be issued 1 temporary access card or 2 temporary membership cards (their preference). Renters staying less than 3 months may be issued 1 temporary access card. Both types of cards will be secured by the credit card on file (there is a \$25 fee per card for unreturned cards). The membership cards are tied to the renter's account, meaning they may charge items at the Club if they would prefer. The access card and membership cards (whichever is applicable) provides access to the pools, locker rooms, and postal center.

Q: Do renters get charging privileges?

A: Renters staying in the community for greater than three months are able to establish a member account if they would like. Renters staying less than three months will simply pay by card or cash when at the Club.

Q: Do renters get MTL access?

A: Yes. A temporary login and password can be provided upon request to all renters.

Q: Who is responsible for what in setting up a renter properly?

A: It is easiest to break down the responsibilities by role:

- The **owner** is responsible for:
 - o Informing the HOA in the manner stipulated by the CC&R's
 - o At least two weeks prior to renter arrival turning in the Notification of Home Rental form to the concierge desk
 - o Handling entry into the community upon initial arrival
 - o Handling anything related to the home itself
 - o Informing the renter of the rules & regulations of the community
 - o Informing the Club of any change in the rental period
- The **Club** is responsible for:
 - o Providing a welcoming environment to all renters and guests
 - o Providing the renter the Renter Registration Form
 - o Issuing the temporary cards and accounts as defined above
 - o Issuing a temporary gate code to access the community
 - o Communicating an overview of the rules & regulations of the Club
- The **Renter** is responsible for:
 - o Checking in with the concierge within one week of the start of the rental period



THE CLUB

AT OCALA PRESERVE

- Following the rules & regulations of the Club
- Carrying the access card to the Club with them at all times
- Returning to the concierge either the membership card(s) or access card (whichever is applicable) at the end of the rental period
 - A \$25 fee per card will apply to all unreturned cards

Q: What doesn't the Club provide renters?

A: The concierge team provides information and tools related to the Club as defined above. The concierge team does not provide mailbox keys, gate remotes, access to Member accounts, access to the homes, or anything else not related to providing the membership experience at the Club.

Q: Do the golf privileges associated with my Community Membership transfer?

A: Yes, upon conversion of the course from public to private your renters may utilize the rounds provided to every Member as part of the Community Membership. The total golf privileges are calculated annually (i.e. they do not reset for each renter).

Q: Who is covered under the Member access for a renter?

A: Renter, spouse, and children 18 years of age and younger.

Q: Do my renters need to "check out"?

A: Renters are asked to return any membership/access cards upon their departure. A \$25 fee per card will apply to all unreturned cards.

Q: If I've purchased a home but renting from another Member prior to the home closing, do I need to complete the Renter Registration Form?

A: Yes.

Q: What if my renter chooses not to register at the Club?

A: The clubhouse, with the exception of the Postal Center, will be considered off limits to renters that do not register. The owner is fully liable for all actions of the renter if the renter is not registered, including damages, incurred charges, etc.

Q: How do I pay the assignment fee?

A: The \$225 assignment fee will be charged directly to the Homeowner's account. If the Member account is either not established or not in good



THE CLUB

AT OCALA PRESERVE

standing, the renter will not be provided any access to the Club and its amenities.

Q: Are the renters subject to the Club Membership Plan and Club Rules and Regulations?

A: Yes. Renters are fully subject to the provisions of the Club Membership Plan and Club Rules and Regulations, including rules of conduct and discipline.

Q: Who do I contact with further questions?

A: For additional questions please contact the Membership Office.