

**HERITAGE GREENS COMMUNITY ASSOCIATION, INC.
COMMUNITY ASSOCIATION RULES AND REGULATIONS - 2024**

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HERITAGE GREENS COMMUNITY ASSOCIATION, INC.

COMMUNITY ASSOCIATION RULES AND REGULATIONS 2024

All Member/Owners, [including their family members, guests, tenants and invitees], shall abide by and comply with these Heritage Greens Community Association Rules and Regulations, the Heritage Greens Community Association's Governing Documents and Bylaws, as well as any and all federal, state, local laws and ordinances. These Rules and Regulations cannot, and do not, cover all expected, required, or prohibited behavior or conduct.

Heritage Greens Community Association, Inc., ["the Community Association" or "HGCAI"] has the power to enforce all covenants, conditions, restrictions, rules and agreements *applicable to any real property within the Heritage Greens Community*. The Community Association is further empowered to promulgate and enforce administrative rules and regulations governing the use of the common areas.

Notwithstanding the overall function and duty of the Community Association for enforcement, the nine (9) Neighborhood Associations within Heritage Greens shall exercise enforcement powers with respect to their specific covenants, conditions, restrictions, rules and agreements within their respective Neighborhoods. If, after reasonable notice and time, the Neighborhood Association is unable to resolve a compliance matter, or at any time it requests the Community Association to intervene, the Community Association shall undertake the Neighborhood Association's compliance matter.

Section A: Usage of Residential Units and Lots

1. RESTRICTIONS GOVERNING USE OF RESIDENTIAL UNITS AND LOTS.

1.1 Neighborhood Standards.

A Neighborhood Association's governing documents can establish specific, *stricter standards* for their living units and those standards shall be applied in conjunction with these HGCAI Community Rules and Regulations. Owners in Neighborhoods with stricter standards shall also comply with Neighborhood standards within their subcommunity setting.

1.2 Residential Use.

Living units within Heritage Greens shall be occupied pursuant to and consistent with Section 5.22 of the Declaration of Covenants, by persons who come upon the premises for residential/ living purposes and for no other use.

1.3 Limitations on Home Business Use.

No business or commercial activity shall be conducted, in or from any living unit or garage, which creates foot traffic, parking issues, or disturbance of any kind, in or around the living unit or the neighborhood.

1.4 Proper and Lawful Use.

All federal, state and local laws, County ordinances and Regulations of all governmental bodies having jurisdiction over Heritage Greens, (as those exist now or as they may be amended in the future), shall be incorporated by reference, into these Rules and Regulations.

1.5 Leasing of Residential Units.

- A. A living unit may not be leased or rented for a period of less than 30 consecutive days, except for February, which lease-period may be for 28 or 29 days.
- B. A living unit shall not be used as a short-term rental business.
- C. The Community Association shall have knowledge of all persons in occupancy throughout Heritage Greens. Owners and Neighborhood Associations are required to provide the Community Association with a copy of each current rental agreement prior to tenant occupancy.

1.6 Parking.

- A. Parking or storing vehicles on the grassed or landscaped areas throughout the Heritage Greens Community is prohibited. In addition to violation and fine, vehicles can be towed at the owner's expense.
- B. Vehicles shall be parked only on paved driveways, in garages or parking lots designated for parking.
 - i. Vehicles in driveways shall not obstruct the sidewalk.
 - ii. Vehicles using a parking lot for overnight parking shall display a properly issued temporary parking pass for the vehicle.
- C. Vehicles shall not be left parked on the streets between 1:00 AM to 6:00 AM (considered overnight parking).
- D. Overnight driveway parking of a 2-axle, personal passenger vehicle, a work vehicle (which is not a commercial vehicle), a non-commercial pickup truck, or a van, is permitted for vehicles meeting all the following requirements:
 - i. The vehicle, if a van, must have windows on all side-panels and seating capacity throughout.
 - ii. No tools, ladders, pipes, equipment, merchandise, recreational equipment, racks, material or supplies shall be kept or stored in on the vehicle or where visible from the street/adjacent properties/golf course.
 - iii. The vehicle may not be used as a domicile or residence, either permanently or temporarily, while on the premises.
- E. Commercial vehicles can only be parked on the street or driveway for the duration of work being performed at that residence and cannot be parked overnight.
- F. Boats, trailers, semitrailers, or house trailers of any kind, campers,

motorhomes, busses, truck campers, or disabled or inoperative or unlicensed vehicles of any kind, shall not be parked or kept in a driveway or elsewhere in the Community, unless the vehicle can be fully enclosed inside a garage

- i. Notwithstanding the foregoing, operative vehicles of the above description, may be temporarily parked in the front driveway of a residence for a period not to exceed 18 hours within any given 7-day period for purposes of loading or unloading, and/or cleaning, prior to or after a trip; and
- ii. Parking temporarily on common area parking lots shall require properly issued vehicle permits.

1.7 Privately-Owned Golf Carts.

- A. Privately owned golf carts operating within Heritage Greens must comply in all respects with Golf Cart legislation. Florida Statutes Chapter 316, effective October 1, 2023, or as thereafter amended.
- B. Golf carts may be used on the streets (roadways) within Heritage Greens, not on the sidewalks, except to cross over them.
- C. Operators of golf carts must follow all rules of the road, as outlined in the Florida Statutes and in Florida Department of Motor Vehicle Regulations.
- D. All occupants in a golf cart must be seated based on the cart design and shall not exceed manufacturer's stated capacity for seating.
- E. To operate a golf cart at night or before sunrise, the golf cart must be equipped with headlights, taillights and turn signals. Operators of golf carts without turn signals must use hand signals.
- F. Golf carts must be housed overnight in a garage, not in the driveway, on the lawn, or in a lanai.

1.8 Low Speed Vehicles and Other Conveyances

County and state law enforcement have jurisdiction to enforce vehicle and roadway violations within the Community.

- A. Low speed vehicles (LSV), as defined in Florida Statutes, Chapter 320, or as amended thereafter, to be legal in the community, must comply with Florida Department of Motor Vehicle regulations and with federal safety standards
- B. Any street legal LSV must be registered in accordance with Florida law and shall be operated by a person 16 years of age or older.
- C. The operation of any gas or electric motorized bicycle, motorized scooter, or other such vehicle that cannot be ridden on Florida roads, shall not be operated within the Community.
- D. The operation of unlicensed mopeds, ATVs, or dirt bikes is prohibited within the community.

- E. The maximum road speed limit within the Community shall not exceed 25 mph.

1.9 Landscaping

- A. Any landscaping modification outside of routine maintenance, or a Neighborhood Association Board sponsored landscaping project, requires proper application to and approval of the Architectural Review Board (ARB) before the work is commenced.
- B. Palms must be regularly maintained, and shall be trimmed a minimum of every two (2) years or sooner depending on growth rate or as determined by arborist.
- C. Hardwood tree trimming must adhere to the following guidelines:
 - i. Overhanging branches shall be trimmed to a height of no less than 14 feet above the sidewalk level, and no less than 15 feet above roadways.
 - ii. Trees shall be trimmed back appropriately (including canopy), every 1-2 years dependent on growth rate, and/or in preparation for annual hurricane season.
 - iii. Tree branches shall not obstruct pedestrian traffic on sidewalks, nor obstruct large truck traffic on roadways.
 - iv. Trees around streetlight poles shall be kept always trimmed back, to allow for adequate street and sidewalk lighting after dark.
 - v. All shrubbery and plantings (including grass) shall, always, be kept trimmed back from the sidewalks, driveways, swales and mailboxes.
 - vi. Nothing shall be used as a substitute for grass in a lawn.
 - vii. Irrigation shall be always maintained in good working order on all properties.
 - viii. At certain times of downed irrigation systems, homeowners [or Neighborhood Associations, as appropriate] are required to water their own sod and shrubs until the system can be fixed.
- D. Mulching of tree beds and flower beds shall occur at a minimum of every 2 years, or sooner if bare spots are visible
- E. Mulch or optional small stones shall be allowed to provide drainage in areas around foundation of residence or buildings to prevent erosion.

1.10 Maintenance of Premises.

- A. Except for Conservation areas, buffer zones, open space or similar areas, all areas not covered by structures, walkways or paved parking facilities shall be maintained by owner or Neighborhood Associations.

- B. All lawns and landscaping shall be maintained and sprinkler systems shall be kept in good working order, by the owner or Neighborhood Association
- C. Regular lawn maintenance shall be deemed to be one-cut-per-week during the fast-growing season and one-cut-per-every-other-week during slow-growing season. Regular lawn maintenance shall be deemed to include mowing, edging, irrigation checks, weed disease and pesticide treatments.
- D. No high weeds, underbrush, high grass or other unsightly vegetation shall be permitted to grow or remain upon any lot or Neighborhood Association's common area.
- E. No garbage, trash, rubbish, litter, refuse or waste shall be allowed to be placed on, or to remain upon, any lot or neighborhood common area, except in closed containers
- F. All structures, improvements and appurtenances shall be maintained in a finished, painted and attractive condition, always, by the owner or the Neighborhood Association.
- G. All containers, dumpsters and other garbage collection facilities shall be stored inside the garage or screened from street/neighbor/golf course view by landscaping and kept in clean condition and without noxious or offensive odors emanating.
- H. Garbage/Recycle receptacles shall not be left at the curb or end of driveway more than 24 hours before or after designated garbage collection day and/or time.
- I. Outdoor equipment such as hose reels, pool and spa equipment, sprinkler pumps, and air conditioners and permanent generators must not be readily visible from the street/golf course, or neighbors, and/or must be screened by landscaping to obscure visibility.

1.11 Architectural Review Board.

- A. The architectural and aesthetic review and control functions of the Community Associations shall be administered and performed by the Architectural Review Board (ARB).
- B. ARB shall administer the Design Review Guidelines, which sets forth such things as design requirements, landscape materials, construction standards, colors, and materials
- C. No building, structure or other exterior improvements shall be erected or altered, which in any way materially alters the exterior appearance of any structure, Lot, Living Unit, Parcel, Tract, or Neighborhood Common Area, without the prior written approval of the ARB.
- D. No grading, excavation, tree or landscaping, change of exterior color, nor other work shall be performed without prior written approval of the ARB.

1.12 Air Conditioners or Window Fans.

Window or wall air conditioner units and/or fans are not permitted.

1.13 Window Dressing.

Appropriate window dressings are required. Sheets, newspapers, blankets, etc., are not allowed as window dressing.

1.14 Roof Cleaning.

The roof shall be kept clean and free of mildew, mold and soiling. A regular schedule for tile roof cleaning/power washing is deemed to be no less than once every 2 years. A regular schedule for roof cleaning of shingles is once in no less than every 5 years.

1.15 Driveway Cleaning and Repair.

The driveway shall be kept clean and free of mildew, mold, grease, oil, or other soiling. A regular schedule for driveway cleaning/power washing shall be deemed to be no less than once per year.

1.16 Signs.

No individual signs, banners, billboards, or advertisements of any kind shall be allowed to be posted on or about homeowner property. Political signs, construction/contractor signs, religious signs, business signs or personal signs are not permitted on or about homeowner property or Neighborhood Common areas. A limited exception for temporary directional signage for events may be permitted by the HGCAI.

1.17 Holiday Decorations.

A. Holiday decorations shall be securely affixed, confined to spaces within the property, and shall not be a noise or light nuisance to the surrounding neighborhood.

B. Holiday decorations can be displayed during the month of the holiday and shall be taken down within 14 days after the holiday concludes.

1.18 Flags.

Display of only the American flag and/or erection of a flagpole may be permitted. Flag poles and display of flags shall be governed by, and be consistent with, the requirements of Federal and Florida laws.

1.19 Open Houses [By Realtor or By Owner]

A. Open houses are permitted only on Saturday and/or Sundays and at no other times.

B. During the open house period, signage to advertise an active open house can be posted and must be removed daily.

C. Signage can be posted at the Community entrance, at intersections leading to the property sale location and at the property sale location.

D. Signage shall conform to the standard size and design set by the real estate industry as applied in Collier County, FL.

1.20 Utility Boxes and Pipes.

Utility service boxes and pipes installed by vendors on properties throughout the community, shall be screened by the Neighborhood Association or the property owner from street/neighbor/golf course view, by landscaping.

1.21 Yard Decorations.

Decorative Items such as statues, fountains, benches, lawn and other freestanding ornamentation, if displayed in the owner's front yard, shall be permitted only if placed into an existing flower bed or landscape which is adjacent to the living unit and extends no more than 12 feet deep as measured from the structure. Any such decorative item shall take up no more than a 4' x 4' space and contain no more than 2 chairs.

1.22 Front Yards.

Front yards shall be dedicated primarily to natural landscaping.

- A. No lawn furniture or tables, nor decorative accoutrements are permitted on the lawn, or in the front yards.
- C. No decorative items shall be permitted hanging from, or attached to, trees in the front yard.

1.23 Recreational Equipment and Toys.

- A. No bikes, bike racks, toys, playhouses and play equipment or similar items shall be permitted in the front yard.
- B. One youth-swing hanging from a front yard tree on individually owned lots only, may be permitted as follows:
 - (1) Requires proper application made in advance and approval by the Architectural Review Board [ARB] on case-by-case basis.
 - (2) Approval shall be granted for a period of no more than 3 years.
 - (3) Tire swings are not permitted.
 - (4) Installation and usage shall cause no harm to the tree or tree bark.

1.24 Basketball Equipment

- A. Permanent installation of basketball pole and hoops requires prior application to and approval from the ARB.
- B. Basketball hoops are prohibited from being mounted directly on the house or building structure.
- C. Portable Basketball systems must always be upright, shall not be used on the roadway.
- D. One portable Basketball system per residence is permitted.

1.25 Yard Sales.

No individual or Neighborhood yard sales are permitted, except whenever the Community Association schedules and obtains a Collier County garage sale permit for the Heritage Greens community. There shall be no other individual or Neighborhood yard sales within the community throughout the year.

1.26 Mailboxes and House Numbers.

Compliance with ARB requirements for continuity of style and color of mailboxes and house numbers is required within all Neighborhoods.

1.27 Exterior Lighting.

- A. Compliance with ARB requirements for continuity of style and color in exterior lighting is required within Neighborhoods of multiple family dwellings.
- B. Exterior lights should be harmonious with lighting of surrounding homes.
- C. Spotlights must illuminate only your own home/landscape and shall not intrude on another's property.

1.28 Pets and Animals.

- A. Pets shall be always leashed if outdoors and shall not be permitted to roam free.
- B. Walk areas for pets are confined to sidewalks and swale.
- C. Walking pets on the golf course is not permitted.
- D. Pet owners are responsible for the removal of pet waste at all times.
- E. Pets shall not be left unattended in garages, porches or lanais, nor leashed or caged in yards.
- F. Commercial activities involving pets are prohibited. Such commercial activities including, but not limited to boarding, breeding, grooming, or training are not permitted.
- G. Any pet that becomes the source of unreasonable annoyance shall be subject to removal from the Community.
- H. Reptiles, rodents, poultry, amphibians, swine or livestock are not considered pets and shall not be kept in the Community.
- I. Those Neighborhood Associations with more stringent pet regulations shall apply those concurrently.

1.29 Nuisance.

- A. Any activity, condition, or thing that unreasonably interferes with a resident's use and enjoyment of their property, common areas, or public spaces shall not be permitted.
- B. Any activity, condition, or thing that is, or may become a source of unreasonable annoyance or nuisance to residents in any Neighborhood or to the Community in general shall not be permitted.

1.30 Health and Safety Hazards.

Any conditions of the physical property which are reasonably deemed to be an immediate hazard to the health and safety of the Community or any resident, shall be corrected as an emergency matter by the prevailing association and the expenses thereof shall be charged to the responsible owner or Association.

Section B: Usage of Community Association Property and Recreational Areas

2. RESTRICTIONS GOVERNING USE OF COMMUNITY ASSOCIATION PROPERTY AND COMMUNITY RECREATIONAL AREAS

2.1 Acts and Behavior.

- A. Decorum, respectful conduct toward others, non-abusive behavior or language, and personal safety considerations shall be always observed and shall be strictly enforced in, on and around Community Association property.
- B. An owner shall be held responsible for the acts and conduct of his/her family members, guests, invitees and tenants while using Community Association property and recreational areas.

2.2. Non-Member Use.

Access to and use of the Community Association facilities, property and areas by persons other than an Owner, family members, guests, invitees, or tenants are strictly prohibited.

2.3 Property Damage or Personal Property Loss

- A. Any damage to Community Association Property caused by an Owner, family member, guest, invitee, or tenant shall be at the Owner's expense.
- B. Loss or damage to personal property while using Community property and/or recreational areas shall be at risk of the user, regardless of where such property is kept, checked, left or stored on the premises.

2.4 Risk of Injury. All persons using the recreational facilities, the common areas and the community center facilities, shall bear the risk of injury to themselves and those involved, and not in any respect shall it be at the risk of the Community Association or its property management firm.

2.5 General Use Restrictions.

- A. Pets are not permitted in the recreational facilities, in the pool, in the outdoor pool area, or inside the Community Center.
- B. Adult shall mean a person of 21 years of age or older.
- C. Children under the age of 16 years shall be always accompanied by a supervising adult when using recreational areas, including pool, fitness center, outdoor sports center (tennis/pickle ball/ basketball) and the Community Center.

- D. Minors using the playground must be always accompanied by a supervising adult.
- E. Proper attire shall be always worn.
- F. Littering is prohibited. Loitering is prohibited.
- G. Food and glass containers are not permitted in the pool, or within the pool deck area.
- H. Operating sports equipment such as roller skates/blades, skateboards, bicycles, scooters in the recreational areas, inside the Community Center, and/or on adjacent walkways is prohibited.
- I. Walkways and entrances to the recreational and pool areas shall not be obstructed or used for any purpose other than ingress or egress.
- J. Furniture in the recreational areas and community center must be returned to its original location or position and left in a clean condition.
- K. Smoking is **not** permitted anywhere in or near the recreational areas, inside or outside the Community Center, nor on outside common area property.
- L. Undertaking commercial activities by a non-member using community recreational areas and/or common area property is strictly prohibited.
- M. Privately contracted individual or group lessons for members cannot exceed 5 people and cannot occupy a common facility to the exclusion of other member usage. Service Provider must provide proof of liability insurance coverage and shall name Heritage Greens Community Association as an Additional Insured.

2.6 Swimming Pool/Spa Usage

*** *NO LIFEGUARD ON DUTY — SWIM AT YOUR OWN RISK* ***

- A. Swimming Pool/Spa hours are from **dawn to dusk**.
- B. All people entering or using the pool and facilities do so at their own risk, always and under all conditions. No lifeguard is on duty.
- C. No food, drink, smoking or intoxicants of any kind are permitted in the pool/spa at any time.
- D. No glass or otherwise breakable containers are permitted in the pool/spa area.
- E. No diving into the pool or spa is permitted. No large flotation devices are permitted in the pool/spa area.
- F. Persons wearing any bandages, having colds, coughs, inflamed eyes, infections, or open sores shall not use the swimming pool.
- G. No regular diapers allowed in the pool – special waterproof swim diapers are required.
- H. No nudity in the pool or spa.
- I. No running, pushing, or rough play, no dunking, no profane language, is permitted in the pool area.
- J. No electronic device or battery-operated radio, tape or CD player, or portable TV that emits sound shall be permitted without the use of

headphones. [Except to conduct regularly scheduled exercise activities.]

- K. No electrical plug-in devices or appliance shall be used within 15 feet of the pool/spa perimeter.
- L. Children under the age of 16 years shall be always accompanied by a supervising adult when using the swimming pool or spa.

2.7 Outdoor Sports Center Usage: Tennis/Pickle Ball/Basketball Courts

*** *NO PERSONNEL ON DUTY — USE AT YOUR OWN RISK* ***

- A. The Outdoor Sports Center is accessible for use from 8:00 AM until 10:00 PM daily
- B. Players shall enter and play at their own risk of injury.
- C. Private lessons shall not be held on the courts between the hours of 5:00 PM to 9:00 PM.
- D. Roller skates, skateboards, roller blades, bicycles, scooters, and all other play or exercise equipment (including balls other than used for tennis/pickle ball or basketball) are prohibited on the courts.
- E. No food (other than small snacks), no smoking and no intoxicants of any kind are permitted on the courts.
- F. Children under the age of 16 years shall be always accompanied by a supervising adult when using recreational areas.
- G. Owners and tenants can reserve play time on the courts using the HGCAI online calendar and those reservations will take priority for play over open time.
- H. Proper dress (including shirts, rubber-soled shoes and/or athletic footwear) is always required on the courts.
- I. No glass containers of any kind are permitted in or on the courts.

2.8 Fitness Center Usage:

*** *NO PERSONNEL ON DUTY — USE AT YOUR OWN RISK* ***

- A. The Fitness Center is accessible from 5:00 AM until 10:00 PM daily.
- B. Entry to, and/or use of the fitness room, and/or use of the equipment, is at the sole risk of injury to the person entering or using it.
- C. Children under the age of 16 years shall be accompanied by supervising adults when using the fitness center.
- D. Persons using the fitness center shall exhibit responsible and respectful care and regard for the facilities and the equipment.
- E. Athletic shoes, shirts and clothing shall be always worn in the fitness center.
- F. There is a 30-minute limitation for using all equipment when someone is waiting to use that same equipment.
- G. Equipment must be wiped down immediately after use by the person using it.

2.9 Playground Usage:

****NO PERSONNEL ON DUTY — USE AT YOUR OWN RISK ****

- A. Playground hours are from dawn to dusk.
- B. Entry onto and/or use of the playground and its equipment is at the sole risk of injury to the user, always and under all conditions.
- C. The playground facility is intended for the use of Heritage Greens residents and their guests and invitees.

2.10 Use of the Community Center

****NO PERSONNEL ON DUTY — USE AT YOUR OWN RISK ****

- A. Access hours to the Community Center are 5:00 AM to 10:00 PM daily. Access hours can and will be altered if the Community Center is rented for an Owner-Member private event.
- B. Smoking is NOT permitted anywhere inside or outside the Community Center, including the patio and/or common area grounds.
- C. Proper attire shall be worn inside the Community Center rooms. Bare feet, bare chests, and uncovered or wet swimsuits are prohibited.
- D. Children under the age of 16 years shall be always accompanied by a supervising adult when using the Community Center.
- E. The Community Center shall not be used for religious or political gatherings.
- F. Personal equipment, supplies or other individual items shall not be stored in the Community Center.
- G. It is prohibited to mar or damage any interior or exterior wall or window of the Community Center.
- H. No immoral, offensive or unlawful use shall be undertaken at the Community Center.
- I. All laws, ordinances and regulations of all applicable governmental entities shall be strictly observed at the Community Center.

2.11 Rental of Community Center Social Room for Private Gatherings

A sample of the current terms, conditions and usage requirements for private party rental of the Social Room, Kitchen and West Covered Patio of the Community Center, are incorporated below. The full materials are found in digital form, in the HGCAI portal. Hard copies can be obtained from the CAM at the HGCAI Office in the Community Center.

Room Rental Fees & Deposit

Rental: \$75 for the day of access

Security Deposit: \$200

Security deposit will be returned to you, provided there is no damage done to the space, all rules and regulations have been met, and violations have not occurred during the rental period. Any person renting the Community Center social room found in violation of any rule or regulation occurring during the rental period, or found to have misrepresented any of the information on the rental application, will forfeit their entire security deposit, in addition to any damages.

Submit separate security deposit & rental checks payable to: Heritage Greens Community Association, Inc. (and if Tenant, a copy of your valid lease and confirmation from homeowner for rental) to the CAM at HGCAI Community Center at 2215 Heritage Greens Dr. Naples, FL 34119.

Priority use for the social room in the Community Center is as follows:

Category #1:

- HGCAI Community Association Board of Directors, Neighborhood Boards; Architectural Review Board; Review/ Appeals Committee; and CDD Meetings.

Category #2:

- HGCAI BOD sponsored activities and interest groups such as Mahjong & Book Club.
- Homeowner Rentals
- Casual use – 5 AM – 10 PM when no other usage is scheduled.

Rental Guidelines

- Owner-Member (tenant) must be present throughout the entire event.
- No Immoral, offensive or unlawful use shall be made of, or undertaken in the Community Center.
- It is prohibited to put any holes into or use any type of adhesive on the walls, woodwork, ceilings, appliances or fans. Use of confetti or glitter of any type is discouraged.
- All trash is to be removed from the premises, and properly disposed of at your home. Do not deposit trash in Arrowhead Golf Course trash receptacles or any dumpster in or around the premises.
- No illegal substances and no smoking of any type are permitted anywhere inside or outside the Community Center or on common area property.
- All leftover food and beverages must be taken with you when you leave.
- Kitchen counters, tables and chairs shall be cleaned and wiped down prior to leaving.
- Floors shall be swept and wet mopped prior to leaving.
- All tables and chairs returned to their original position, if extra tables and chairs were requested, please return to storage area in men's bathroom.
- Prior to leaving, the clean-up must be completed, and cleaning checklist must be completed, signed and placed under the door of the CAM's office.
- Turn off all lights and fans, Double check that all building doors are locked. (To unlock the panic bars, use the provided "L" wrench, insert it into the designated slot and turn counterclockwise. To lock, follow the same steps but turn clockwise. Please return "L" wrench to its original placement).