

Huntington Lakes, Inc.

Rules & Regulations

October 2023

Introduction	2
Gate locations and hours	3
Resident access to the Property	3
Bar Code Labels	3
Number of ID cards to be issued	4
Required ID	5
Permanent Resident (Owner/Occupant) cards (Blue)	5
Guest of Owner Card (Green) and Guest of Tenant Card (Yellow)	5
Tenant Cards (Yellow)	6
Forgot Your Card Up North Card (Orange)	7
Guest Passes	7
Medical Aide Passes (Red)	7
Providing Gate Access to Visitors	8
Call-in System	8
Permanent Guest List	9
Gateaccess.net	9
Guests Staying When You Are Away	9
General Rules	10

Clubhouse Hours	10
Use Restrictions	11
Dress Code	12
Smoking	13
Parking	13
Children in the Clubhouse	13
Athletic Courts	14
Purchase of Show Tickets	15
Advance Ticket Purchase	15
Seat Assignment Process	16
Door Sales	17
Guest Tickets	17
Requesting Handicap Theater Seating	17
Ticket Refund Policy	18

Introduction

Huntington Lakes (HL) is a gated community with a clubhouse intended for the use of the residents of Huntington Lakes and their guests. The communities included in the Huntington Lakes family of communities include the five sections of Huntington Lakes (Sections 1-5), and Huntington Towers, Evergreen and International Club. While Huntington Towers, Evergreen and International Club are located outside the gates of Huntington Lakes, they share use of the clubhouse facilities. Access to the Huntington Lakes property is controlled by two gated entrances and access to the clubhouse is restricted to two entrances with security officers.

Gate locations and hours

Two gated entrances provide access to the property of Huntington Lakes. The primary entrance, known as the East Gate, is located on Jog Road at its intersection with North Oriole Boulevard. This entrance is attended by a security guard 24 hours a day, 7 days a week. It is intended for passenger car access only. The other entrance, known as the West Gate, is located at the intersection of North Oriole Boulevard and Gateway Road, and is attended by a security guard from 8:00 AM until 12:00 AM, 7 days a week. This entrance is used for commercial vehicles as well as passenger cars. Each gate has a "Resident Only" lane and a "Visitor" lane.

Resident access to the Property

Resident access to the property is provided by "Resident Only" lanes at each entrance. These lanes are available from 6:00 AM to midnight at the West Gate and 24 hours a day at the East Gate. Access is provided by use of a bar coded label placed on the passenger's side rear window. Drive your car slowly up to the barrier arm. The reader will read the bar code and the gate arm will open.

Bar Code Labels

Bar code labels are available at the clubhouse Monday through Friday from 1:30 PM to 4:00 PM from the guard at the front desk. Any resident needing a bar code outside of these hours may call the office to schedule an appointment. Each bar code sticker will cost \$10.00. The car must be registered (or rented) in the same name as the resident, as shown on the resident's ID card. The valid car registration or rental contract must be provided. In order to

keep the barcode sticker active for permanent residents, the current vehicle registration must be provided to the office upon each state required vehicle registration renewal.

New Resident Information

A new owner/occupant or tenant should show their Certificate of Approval for HLI Clubhouse Passes (HLI COA) to the guard at the gate if they need access into the community prior to registering with the clubhouse office. Please be advised that the issuance of ID cards is by appointment only Monday through Friday. The office staff will issue the owner(s) or tenant(s) their picture ID cards.

Number of ID cards to be issued

A maximum of two (2) ID cards will be issued to each unit within the Huntington Lakes community. If the unit is occupied by a single person, a guest card (green for "guest of owner" and yellow for "guest of tenant") may be purchased to allow the resident to bring a guest with him/her into the clubhouse.

Required ID

All persons entering the Clubhouse will be required to show their HLI issued ID card or guest or medical pass. All persons (including owners, tenants and guests) using the recreational facilities may be required to identify themselves by showing their I.D. Card or pass and will remove themselves upon request when they do not have their valid I.D. Card or pass in their possession. Any I.D. Card or pass found in the possession of anyone other than the rightful bearer will be confiscated.

Types, functions and restrictions of ID Cards

Several types of ID cards, distinguished by color, are provided for special purposes by the clubhouse office. In order to obtain these ID cards, the clubhouse office must have a valid HLI COA on file and the resident must pay the \$50 per card fee. The various types of cards are as follows:

Permanent Resident (Owner/Occupant) cards (Blue)

This type of card is issued to permanent residents of the Huntington Lakes community. The card has the name and picture of the resident, as well as the building and apartment of residence. There is no expiration date. This type of ID allows access to all facilities and functions within the clubhouse. A \$50 fee per card is collected when the cards are issued (payable by check, money order or credit card only).

Guest of Owner Card (Green) and Guest of Tenant Card (Yellow)

This type of card may be purchased by single residents to allow

them to bring a guest to certain HLI functions. The name of the resident appears on the card. There is no picture. The guest holding the card must be accompanied by the resident at all times (except as noted below).

The guest may:

1. Attend club/organization meetings, if the club/organization allows guests.
2. Attend HLI events using a ticket purchased by the resident (for this purpose the resident does not need to be present).
3. Use the Pool, Steam Room, Whirlpool and Sauna.
4. Use all exercise equipment in Fitness Rooms.
5. Use Billiard Room, Card Room, Game Room and Library (Guests are not permitted for card playing or mah jongg November 1st - March 31st).

The guest may not:

1. Register for or attend any classes.
2. Be a dues paying member of any HLI sponsored club/organization.
3. Purchase tickets for shows or events or sign for daily or weekly passes for additional guests.
4. Participate in the HLI Olympics or the In-House Show.

Tenant Cards (Yellow)

This type of card is issued for use by residents renting a unit in the HL community with a valid HLI COA. The card has the name and picture of the tenant, as well as the building and apartment of residence. It also has an expiration date, which corresponds to the end of the lease as shown on the HLI COA. It allows the holder to

use all of the facilities of the clubhouse. A \$50 fee per card is collected when the cards are issued (payable by check, money order or credit card only).

Forgot Your Card Up North Card (Orange)

If you return to HL for the winter and realize that you left your ID Card(s) in your northern residence, we can issue you a replacement card until you can have someone up North send your card to you. This is a picture card and will have an expiration date determined by when you intend to return North. There will be a non-refundable \$25 charge and is issued to permanent residents only.

Guest Passes

Residents may provide access to the clubhouse for house guests by obtaining for them a guest pass. These passes are available at the security desks. Guests must have a valid government issued ID and be accompanied by the resident in order to obtain a pass. Once they are given a pass, which can be provided for up to one month's duration, the guest can visit the clubhouse without the resident by showing the pass and valid government issued ID to the guard. The guest pass allows use of all of the clubhouse facilities except for attendance at club meetings, organization meetings, or classes.

Medical Aide Passes (Red)

This type of pass is issued at the security desks to a home health or medical aide with valid medical credentials to a resident whose

medical condition requires him/her to have assistance to access the functions of the clubhouse. The resident must be present in order for the pass to be issued or renewed. This type of pass carries an expiration date, which is limited to a maximum of one month from date of issue. The card may be renewed on a monthly basis for as long as the resident needs the assistance of the aide. The card allows the aide entrance to the clubhouse for the express purpose of him/her providing the resident with the required assistance. It does not allow the aide to use any of the clubhouse facilities for themselves. This card is also used by the aide to allow passage through the entrance gates, by way of the visitor lane.

Providing Gate Access to Visitors

Three methods are available for allowing access into the community to resident's visitors and service providers. For each of these methods, a government issued ID (for instance, driver's license) must be shown to the guard on duty at the gate to positively identify the visitor or vendor.

Call-in System

When a new resident registers with the office, they will be asked for their telephone number. This number may be either a conventional landline number and/or a cell phone number. That number will be entered into our call-in system. In order to allow a visitor or vendor to enter through the gate, call (561) 498-1220 from that telephone. Caller ID will identify your telephone number and register your building and unit number. When you register, a five-digit PIN number is assigned to your unit. You will be asked for this number to call in visitors or vendors if you call from a telephone number not registered with the clubhouse office. Enter

the PIN number with the telephone key pad when prompted (do not speak the PIN number) and the system will identify you. Follow the verbal prompts to provide the name of your visitor or vendor. Access may be provided for up to 7 days at a time.

Permanent Guest List

Residents may register names for inclusion on their Permanent Guest List which is unique to only their unit. These are people who will be allowed access through the gate without requiring a specific call-in to the automated system. A maximum of six names will be allowed for each apartment. Only last names are required and anyone with that last name will be granted access. Persons on the Permanent Guest List should identify themselves as such by stating the building and unit number and saying they are on the Permanent Guest List. Your Permanent Guest List may be generated or modified in person at the clubhouse office, online using the gateaccess.net website or smartphone application or by mail with a notarized letter to the office if you are away for an extended period of time.

Gateaccess.net

Residents may grant access to their visitors or vendors by using the Gateaccess.net website or smartphone application. Residents will be given their login information upon initial registration with the clubhouse office.

Guests Staying When You Are Away

If you want friends or relatives to use your unit and clubhouse facilities when you are not in residence, the following rules apply:

****Please Note: Section 3 does NOT allow guests to stay in units in the absence of the Owners.**

1. Be sure to notify your Section's Board of Directors. If your guest is staying more than 30 days, the prior written approval by your Section's Board of Directors is required.
2. Be sure that their names are on your Permanent Guest List.
3. Write a letter to the Clubhouse Manager stating the names of your guests and the dates of their expected stay (both arrival and departure). The letter **must** be notarized in order for it to be accepted if it's not handed in to the clubhouse office in person by the resident. Your guests should be directed to appear at the security desk to be provided with a guest pass to allow them to use those facilities of the clubhouse available to guests. If you need to mail the letter, the address of the Clubhouse is:

7355 Huntington Lane
Delray Beach, FL 33446

General Rules

Clubhouse Hours

The clubhouse will be open Sunday–Thursday from 8:00 AM to 10:00 PM and Fridays/Saturdays from 8:00 AM to 11:00 PM except for special events when the hours may be changed by prior notice. The gym, pool, spa areas and locker rooms will close one hour prior to the clubhouse closing time.

The clubhouse office will be open Monday-Friday from 8:30 AM to 4:00 PM(except for lunch hour from 12:00 PM to 1:00 PM). The clubhouse office will be closed for observances of New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Any additional closings will be posted in advance.

Use Restrictions

1. HLI may require the use of certain areas of the facilities from time-to-time and such activities will have priority over all other uses of the facility.
2. The facilities shall not be used by any group, association, society, party, affiliation, or the like, for any religious, political, charitable, fraternal, civic, and social or any other purpose without the prior written consent of the Clubhouse Manager.
3. All persons using the facilities shall conduct themselves in a courteous manner with due regard for the rights of others to use and enjoy the facilities.
4. The number of occupants in any part of the premises may be limited.
5. All persons using the Clubhouse facilities must comply with all instructions, directions and requests from any Security Officer, staff member, or Board member.
6. No advertising leaflets, papers or other written matter shall be distributed at or in the recreational facilities without the consent of the Clubhouse Manager.
7. No signs, notices or posters of any sort shall be erected within the recreational facilities without the consent of the Clubhouse Manager.
8. Neither solicitation nor sales of any type shall be conducted by any person, group or organization at the facilities, unless

specifically authorized by the Clubhouse Manager.

9. Eating and drinking is prohibited in the clubhouse unless in an area designated for food/drinks.
10. Card playing and mah jong is restricted to the Card Rooms & Media Center
11. Owners and Tenants are responsible for their guests and are expected to apprise their guests of the rules and regulations. Guests may be restricted to use only certain areas or facilities designated by the Clubhouse Manager.
12. Rules and Regulations that are posted in any particular area, room or facility will control the use thereof and shall be deemed supplemental to the Rules and Regulations herein enumerated.
13. Guests who misuse any of the Huntington Lakes, Inc. facilities/property will be denied admittance for the remainder of their visit. Owners who misuse any of the Huntington Lakes, Inc. facilities/property may be denied admittance for a period of time to be determined by the Board of Directors. Further, should an Owner and/or his/her guest cause damage to any portion of the Huntington Lakes, Inc. facilities/property, the Owner shall be liable for any amount which is required by HLI to repair or replace such damage caused by the intentional conduct, act, omissions, negligence, or carelessness of the Owner, or his/her guest. Upon a written request from HLI, the failure of an Owner to pay for such damage shall constitute a sufficient basis to suspend and deny the Owner (and/or the guest of the Owner) admittance to the facilities until such monetary obligation is paid in full.

Dress Code

Bathing suits are required when using the Indoor Pool, Steam Rooms, Whirlpools and Saunas.

Shorts are **not** permitted in the theatre for live HLI performances after 6PM, for either men or women. Check with the individual organizations for their policy regarding shorts after 6PM.

Smoking

SMOKING of any kind (including the use of e-cigarettes) is strictly **prohibited** in the entire clubhouse and any outdoor area unless specifically designated as a smoking area. Urns and ashtrays are provided in these designated areas for your use.

Parking

1. Parking is allowed in the parking lots at either end of the clubhouse or in the large parking lot across the street from the clubhouse. Overnight parking is not allowed, except for parking while attending cruises or multi-day bus trips sponsored by HLI sanctioned clubs/organizations. Parking for these occasions shall be in the area designated for bus and cruise parking in the Southeast corner of the large parking lot.
2. Bike racks are available for your use at the pool entrance and the West parking lot. (Update locations??)
3. Parking is not permitted on the roads leading to or at the entrance of the clubhouse.
4. After HLI professional shows, a guard will direct all vehicular and walking traffic.
5. Passenger vehicles may park only in designated parking areas. Parking is prohibited on any **GRASSED AREAS**. Vehicles illegally or improperly parked may be ticketed and/or towed

away and reclamation will be at the owner's expense.

Children in the Clubhouse

CHILDREN UNDER SIXTEEN:

1. Do not require a guest pass.
2. Are not permitted in the clubhouse unless accompanied and supervised by an adult at all times.
3. For safety reasons, are not allowed to use the gym, steam room, whirlpool, or sauna.
4. Are not permitted in the Billiard Room.

Athletic Courts

Hours

The Huntington Lakes athletic courts consist of tennis, paddle tennis, racquetball, pickleball and bocce courts and are open for use from 8:00 AM to 10:00 PM seven days a week.

Usage

1. The athletic courts are for use by Huntington Lakes residents and their registered guests only, except for tournament play sponsored by the HLI sanctioned clubs.
2. Sign-up procedures are posted at the courts where applicable.
3. Proper attire is required. Shirts must be worn at all times.
4. Rubber-soled tennis shoes only must be worn during play.
5. Players will observe proper etiquette at all times.
6. Play is limited when others are waiting. Residents will take priority over guests and guests are not

permitted before 10:00 AM during season.

7. Play at your own risk.

Purchase of Show Tickets

Purchase of tickets for professional shows in the Huntington Lakes Theater are subject to the following rules and procedures:

- Please note: Shorts are NOT permitted for Live Shows. Refunds will NOT be issued for failure to follow this rule.
- Please be aware that some shows may feature loud music.
- A ticket is required for entry to all HLI live shows. If a medical aide is required to sit with a resident through the show, they must purchase a ticket.
- All ticket sales are final. No refunds will be issued unless the event is canceled by HLI.

Advance Ticket Purchase

Each issue of the Huntington Lakes Newsletter includes an Advance Ticket Order Form. This form includes spaces for requesting up to two tickets for each show to be performed in the following month (i.e. the January issue includes a form for the February shows). The form also lists the dates during which the form must be given to the clubhouse office for the order to be processed. This is to allow time for the seat assignment function to be accomplished. The form also lists the dates when the completed ticket order may be picked up at the office.

- The form should be filled out with the shows for which tickets are requested, the number of tickets requested, the dollar value of the tickets, the total number of tickets requested and

the total cost of those tickets.

- Your identification (Name, Bldg/Unit #., and phone number) should be included.
- Do **NOT** submit any correspondence or write any messages on the form other than the required information. It will not be read or acted upon.
- Place the completed form, along with a check payable to HLI for the total amount of the purchase into a #10 business size envelope. The memo section of the check should include the
- Building and Unit number of the resident. Write your Name, Building/Unit number, and telephone numbers on the envelope. **DO NOT SEAL THE ENVELOPE!!**
- Drop off the form to the office (or front security desk only if office is closed) during the time period listed on the form.
- Pick up your tickets at the clubhouse office during normal office hours during the period shown on the Advance Ticket Order form. Your Resident ID will be required in order to pick up your tickets.

Online Ticket Purchase

Website (online) Sales begin Tuesday at 9:00 AM during the Advanced Sales week. You can proceed to the webpage at www.hlidelray.com to purchase tickets online and pick your own seats. In the drop down menu under Entertainment, there will be a guide to purchasing online tickets.

Seat Assignment Process

Seats for theater performances purchased in the clubhouse office are assigned randomly by the ticketing program. The data from all of the Advanced Ticket Order forms are entered in the order they

were received into a computer and the computer assigns seats for each performance using a randomized process. The only exceptions are for residents who have been assigned a handicapped seating status (see “Requesting Handicapped Theater Seating” below).

Door Sales

At the time the Advance Tickets are available for pickup, door sales of the remaining tickets will begin. Tickets may be purchased at the clubhouse office Mondays, Wednesdays, and Fridays between the hours of 9:00 AM - 11:00 AM & 1:00 PM - 3:00 PM, online 24/7, and the night of the performance 1 hour prior to the show until sold out.

Guest Tickets

The office must be notified that the tickets are for the use of a guest at the time of purchase. Resident tickets may not be exchanged for a guest ticket. The ticket will be stamped with the word “GUEST” and a guest fee of \$5 will be added to the cost of the ticket. On the night of the performance, the ticket with the “Guest” stamp will allow the guest entry into the clubhouse without being accompanied by a resident.

Requesting Handicap Theater Seating

Handicap seating is categorized as Mobility Impaired, Legally Blind, and Wheelchair Bound. HLI offers special seating for those residents who have mobility or vision impairments. In order to obtain approval for handicap seating status, an application (provided by the clubhouse office) must be presented in advance and accompanied by a Florida physician’s certificate attesting to

a need for the requested accommodation.

Residents who require the use of a wheelchair will be accommodated at specific wheelchair accessible seats throughout the theater and their caregivers will be seated in the available seat next to them (provided they have purchased a ticket). Residents requiring the use of a walker will be seated in the first row. Residents with vision impairments will be seated in the second row.

Ticket Refund Policy

All sales are final and no refunds/exchanges will be allowed.