

## **DEERCREEK COUNTRY CLUB OWNERS ASSOCIATION, INC. RULES AND REGULATIONS**

As property owners in Deercreek Country Club Owners Association:

- *You made a major investment;*
- *You bought in a well-planned community;*
- *You expected your investment to maintain its value, even to increase in value; and,*
- *You agreed to accept and abide by all declarations, by-laws, and rules and regulations that govern Deercreek residency and home ownership.*

The Rules and Regulations set forth in the following paragraphs apply within all areas of the Deercreek Country Club community coming under the jurisdiction of the Deercreek Country Club Owners Association. Wherever the term “Association” is used in these Rules and Regulations, it means the Deercreek Country Club Owners Association, Inc., a Florida nonprofit corporation (informally referred to as the “Association”). The acronym “ARB” stands for the Architectural Review Board of the Association. The word “rules” is used herein to mean these Rules and Regulations.

These Rules and Regulations are intended to replace all previous versions of the same and have been adopted by the Board of Directors of the Deercreek Country Club Owners Association, Inc. These Rules and Regulations are derived from existing declarations and by-laws, accepted by each property owner, and evidenced by signed and recorded documents in the public records of Duval County. To the extent that any of these Rules and Regulations contradict any provisions of the applicable recorded document, the provisions of the recorded document shall prevail.

The Association intends to enforce these Rules and Regulations by whatever means available, including legal actions. The recorded documents provide for the levying of fines which can become a lien on the non-complying homeowner’s property as well as a provision requiring the non-complying homeowner to pay the Association’s attorney fees incurred in the collection of amounts owed the Association. Renters are guests of the property owner and are subject to these Rules and Regulations as well. The property owner will be ultimately liable for advising the renter of the Rules and Regulations and for any violations thereof incurred by the renter.

- 1. Air Conditioning Units:** Window or Wall Air conditioning units are not permitted. Compressors and other exterior air conditioning components must be screened from public view and insulated to minimize noise, by appropriate shrubbery, fences, or other means approved by the ARB.
- 2. Animals:** All pets must be kept under the direct control of their owners so as not to be a nuisance to other persons. Animals may be kept solely as pets and not for purposes of

- breeding or other commercial or business purposes. When a pet is taken beyond the owner's property, it must be secured by a leash. Owners are responsible for cleaning up the pet droppings. If, in the opinion of the Association, any pet shall be deemed a nuisance to other residents, destructive of property or dangerous to persons or animals, such pet may be barred from the Deercreek Country Club community.
3. **Basketball:** Playing basketball within 50 feet of a neighbor's house after 9 PM on weeknights and after 10 PM on weekends is prohibited.
  4. **Boats and Trailers:** Boats and trailers may not be stored on driveways or lawns within the Deercreek Country Club community. Travel on the roads of the community is permitted solely to and from a garage. Security officers will cite the owner of any boat or trailer left in a driveway overnight for two or more consecutive nights. The citation will be \$50.00 a night excluding the first night.
  5. **Construction Debris:** During construction, the property owner and his/her general contractor shall be responsible for ensuring that the construction site is maintained in a neat and orderly condition at all times. Roads, Sidewalks, Cart Paths, and waterways shall not be blocked except temporarily during daylight hours and with prior notification and approval of DCCOA Security. Trash, paper, wrappings and other materials that are subject to being scattered or blown away by the wind shall be kept in containers with covers.
  6. **Violations:** The first notice of a violation will be sent by conventional mail. All subsequent correspondence in connection with the related violation will include a \$7.50 administrative fee. All violations must be corrected within 30 days, except for landscaping violations related to the mowing or cutting of grass which shall be required to be corrected within 14 days unless waived by the Board.
  7. **Entrance Gate Repairs:** A Member or house renter who breaks the gate barrier upon entering or exiting the community shall be responsible for the repair or replacement cost of the gate barrier.
  8. **Equipment Storage:** All lawn, maintenance, construction and home maintenance equipment must be stored out of view from the street, the golf course or neighboring lots. This equipment includes, but is not limited to, lawnmowers, lawn tractors, lawn edgers, fertilizer spreaders, ladders, tree trimmers, shovels, rakes and wheelbarrows. Any of this equipment not properly stored will be considered to be in violation of this policy and will be subject to a fine of \$25 fine per violation. Residents will be sent a letter indicating they are in violation of this policy and will have seven calendar days to conceal the equipment.
  9. **Fishing:** Fishing is permitted in the waterways from banks of the waterways. It is to be noted that these waterways may be contaminated or polluted in specific locations from time to time, and the fish may be unfit for human consumption. While the Association

uses its best efforts to maintain the waterways in healthy condition, it does not guarantee that healthy conditions exist at all times in all places. Fishing shall not be permitted in areas that interfere with the playing of golf of adjacent land. Trespassing on the property of a resident or crossing limited access areas of the Association in order to reach waterways is prohibited.

- 10. Garbage and Refuse:** All garbage, trash and recycle items must be kept in clean containers stored in a service court or other enclosure approved by the ARB if not stored in the garage. Collection of yard waste, trash and recycle items will be managed by the City of Jacksonville in accordance with the City's posted schedules and requirements. Yard waste shall not be placed at the end of the driveway for collection prior to 2:00 PM the day before yard waste is scheduled for collection; and trash & recycle containers shall not be placed at the end of the driveway prior to 6:00 PM the day before scheduled collection. Trash & recycle containers shall be removed from the curb and properly stored by 11:00 PM the day of collection. The citation penalty for violation of this Rule shall be \$25.00. Landscape clippings should be bagged where feasible and be stacked along with bundled or tied landscape trimmings at curb for collection. Where possible, lawn contractors should be requested to remove landscape debris following completion of yard service. Dumping of landscape debris within the Deercreek Country Club Community, including all lakes and swamps, is strictly prohibited.
- 11. Garages:** All garages must have electrically opened door systems that are in operating condition. Garage doors and golf cart storage doors should be kept closed when not in use.
- 12. Lake Banks:** Owners of property that borders on a waterway are responsible for the maintenance and upkeep of the bank consistent with common standards and practices in the area.
- 13. Outbuildings:** No outbuilding, playhouse, doghouse, deck, platform, tennis court, swimming pool, dock or other structure separate from the residence shall be permitted without prior written approval of the ARB.
- 14. Parking: PODS:** A POD unit can be placed outside a resident's home for three days (72 hours). After that time, the unit and resident will be cited according to approved practices.
- 15. Plaques:** No plaques may be inserted in the ground next to or near an honor tree except those plaques which were placed prior to May 31, 2008.
- 16. Operating Assessments/Other Payments to Association**  
Per the Florida Statue 720.3085 (3b) Payment for Assessments; Lien Claims,  
all payments received and accepted by the Association shall be applied as follows:  
  
First: Toward accrued interest  
Second: Toward late fees  
Third: Toward reasonable attorney's fees and collection costs

- Fourth: Toward any outstanding fines charged to Member's account  
Fifth: Toward assessments

### **Past-Due Financial Accounts**

Quarterly Operating Assessments are due on the first day of the first month of the each current calendar quarter. An Operating Assessment payment is past due if not received by the Community Association Manager prior to the last day of the first month of the current calendar quarter (EXAMPLE: A Late Fee, plus an Interest charge, will be assessed a Member's account in the event the 1<sup>st</sup> Calendar Quarter payment, which is due January 1, is not received by January 31).

Member accounts that are thirty (30) days past due in Operating Assessment payments shall accrue interest at 18% per annum from the due date of an unpaid Operating Assessment until the Member's Operating Assessment account balance is fully paid.

A \$25 Late Fee, plus annual interest accruing at the rate referenced below, shall be assessed on each past due Operating Assessments.

The DCCOA will begin lien and foreclosure procedures on a Member's property when the Member's Quarterly Assessment is past due more than ninety (90) days, or if the Member has an account balance in excess of \$1,000 that is more than ninety (90) days past due. All costs and expenses incurred by the DCCOA in the collection of outstanding payments due the Association, including legal and court costs, shall be added to the Member's account and be paid by Member.

All gate access barcode(s) of a Member, and/or property renter, shall be deactivated upon a Member's account balance being more than ninety (90) days past due. Prior to a gate access barcode being suspended, the Member shall receive a notice from the Community Association Manager advising the Member that his/her account balance is more than ninety (90) days past due and the balance is to be paid in full by the date referenced in the written notice to maintain gate access barcode privileges. Following deactivation, the gate access barcode(s) shall only be reactivated upon the Member's account balance being paid in full.

- 17. Signs:** Signs on residential property other than DCCOA-approved For Sale and yard spray warnings signs are prohibited in the Deercreek community. Prohibited signs include, but are not limited to: commercial, organizational, political signs, non-DCCOA approved For Sale signs, home business signs, event signs, or the placement of any meeting announcement sign (excluding DCCOA signage) on common property. The security patrol will remove all signs on common property and first warn residents with unapproved signs on residential property that in the event the unapproved sign is not removed within 24 hours following the warning, the Member account in violation of this Rule will be fined \$100 per day up to a total of \$1,000. Deercreek is a family community, and an occasional display of tasteful and temporary (24 hours or less) signs will be permitted for Welcome Home, Happy Birthday, or similar family events.

**18. Realtor Signs:** Realtors may place directional signs to open houses on common property on the day of the open house provided the realtor removes the signs within one hour following the open house event. Deercreek Security Staff will remove and discard open house directional signs if not properly removed by the realtor as required herein.

**19. Traffic, Abuse of Staff Citations:**

**A. Speed Limit** - The speed limit within the Deercreek Country Club Community (which includes the roadway drive between the Gate House and Southside Boulevard) is 30 MPH and will be enforced by the Deercreek Security Staff and the Jacksonville Sheriff's Office utilizing radar and issuing traffic citations where appropriate. Speed limit violations by Members will be cited and fined. Guests and visitors violating the speed limit will be noticed that their right to drive within the community may be revoked in the event they violate the speed limit again on a future occasion. The DCCOA Security staff is also authorized to monitor traffic and issue citations for reckless driving, failure to observe stop signs and overnight parking on Deercreek streets. Residents may appeal all traffic violations to the Covenants and Enforcement Committee at their regular monthly meetings. Please refer to the Deercreek Website for date and time of all Covenant Enforcement Committee Meetings. Prior notification to the chairman of the Covenant Enforcement Committee is requested.

Your cooperation and participation is key to ensuring the safety and peace of mind of every family in the Deercreek community.

The DCCOA Board has approved the following moving vehicle citation fines:

- 06-10 mph over posted limit:	\$100.00
- 11-15 mph over posted limit:	\$175.00
- 16-20 mph over posted limit:	\$200.00
- 21+ mph over posted limit:	\$225.00
- Running a Stop Sign	\$100.00
- Reckless Driving	\$200.00

**B. Abuse / Harassment of HOA Personnel Policy** – The following policy is in place to ensure courteous and respectful behavior from residents and their guest to Security Personnel and other staff members hired by the DCCOA.

If an Abuse / Harassment of HOA Personnel violation is observed by the DCCOA Staff, the following Violation Procedure and Fine will be implemented:

## **Abuse/Harassment of HOA Personnel Policy**

### **CITATION DEFINITION, PROCEDURES & FINE**

#### Purpose of this regulation:

- To help ensure courteous and respectful behavior from residents and their guests to Security Personnel and other staff members hired by the Deercreek Owners Association. (Hereinafter referred to as “Deercreek Staff”).
- To deter actions that would be considered vulgar, racist or used to incite violence or tumultuous conduct to Deercreek staff.
- To provide an agreed-upon process for dealing with situations where confrontations do occur.

#### “Abuse/Harassment” defined:

##### **The incidents covered by this policy include but are not exclusively limited to:**

- Verbal abuse, including yelling, using emotionally charged language/profanity, threats of physical violence, or actions that can cause emotional distress.
- Non-verbal gestures of a threatening, vulgar, or obscene nature.
- Use of vehicle noises (i.e., excessive revving of engine, honking of horn, etc.) directed at Deercreek Staff.
- Actions in leaving the scene and/or taking steps to elude Deercreek Staff in their efforts to enforce a violation or give a citation.

#### Procedure to be followed:

- Any Deercreek Staff member who is subject to any of the above behaviors shall notify Deercreek’s Security personnel whereby a full written report detailing the incident, including the date/time/parties involved, the specific behaviors that were exhibited / reported, and the specific words that were used. The Deercreek Staff member will provide as much detail as possible in the report.
- This written report will be forwarded to the Community Association Manager.
- The Community Association Manager will send a letter to the party (or parties) involved, and will communicate immediately to the Deercreek Board President and in the absence of, officers including: Deercreek Board Vice-President, the Access Committee Board Liaison, and the Covenants Enforcement Board Liaison.
  - This letter will detail the date, time and specific conduct observed which initiated this citation.

- The letter will reinforce that such behaviors are against the DCCOA Policy and Procedures for Abuse / Harassment of Deercreek Staff.
- The letter will state that future actions of the sort described will not be tolerated.
- The letter will outline the fine for this citation as follows:
  - First incident = \$100 fine and written warning of additional penalties if the event occurs again.
  - Second incident = \$250 fine and suspension of bar code privileges for up to a three (3) month period.
  - Third incident = \$750 and suspension of bar code privileges for up to a one (1) year period.
  - Members who have their bar code privileges suspended due to an Abuse / Harassment event will be required to appear before the Access Control Committee before their bar code pass is reactivated.
  - Fine assessments and bar code suspensions are subject to Board approval.
- A Member will be provided not less than 14 days-notice to appeal an Abuse / Harassment fine before the Covenants Enforcement Committee in which the following procedure will be followed:
  - The Covenants Enforcement Committee shall reserve the right to call upon the Deercreek Staff member involved in the incident to appear before the Committee and to provide testimony of the event and facts of the incident. (The Association will reimburse a Deercreek Staff Member Company for time paid over scheduled Association work hours). Failure of the Deercreek Staff member to appear as specified will result in the automatic rejection of the fine. The Covenants Enforcement Chair reserves the right to call for a special meeting to accommodate the Deercreek Staff member's schedule based on the normal quorum required for such a meeting.
  - If the person assessed the fine is found to be a visitor or a vendor of a resident, the DCCOA Management Company's "First Letter" will be forwarded to the Deercreek resident who authorized the visitor to enter the community. In the event of a "Second Offense" by the same visitor, the visitor shall have the option of either paying the \$250.00 fine assessment or thereafter being prohibited from entering the community.

**20. Vehicles:**

- A. **Unlicensed Vehicles:** Unlicensed motorized vehicles are prohibited on Deercreek streets and common property. The fine for operating such a vehicle will be \$25 for the first offense, \$50 for the second, \$75 for the third and \$100 for each offense thereafter. Golf carts are exempt from this policy provided the golf cart is owned, operated, and insured in compliance with Florida State Statutes.
- B. **Commercial Vehicles:** Vehicles configured for commercial use, such as pipe racks on the back or top of the truck, or showing any kind of commercial signage or lettering on the vehicle except an auto dealer's insignia on the back of the vehicle, must be parked in a garage from 2:00 AM or 6:00 AM in accordance with DCCOA Parking rules and regulations.
- C. **Parking:** Garages are expected to be used for the housing of vehicles in order to minimize the number of vehicles parked on the driveway. Accordingly, the Board has adopted the requirement that Members, or their tenants, must garage park: not less than 1-vehicle if the house has a 2-car garage; not less than 2-vehicles if the house has a 3-car garage; and, not less than 3-vehicles if the house has a 4-car garage. Golf carts shall be considered a vehicle for purposes herein. Parking of vehicles on a grassed area is prohibited. Daytime street parking is permitted provided such parking does not block the flow of traffic. Overnight street parking (a car parked on the street after 2:00 AM) is prohibited. Parking violations will be subject to a \$25.00 fine per occurrence.
- D. **Special Vehicles:** Motor homes, recreational vehicles, trucks, buses, travel trailers and the like are restricted to travel within the Deercreek Country Club community for purposes of loading and unloading only. While in the community, the vehicle should be parked on a driveway completely off the road. Long-term parking of these vehicles on a driveway is prohibited.
- E. **Motorcycles, Mopeds, Scooters, Motorized Skateboards, Etc.:** Vehicles of this kind that are licensed to travel on public highways are permitted on the roads within the Deercreek Country Club community. When not in use, such vehicles owned by a resident or guest must be housed in a garage. Safety precautions prescribed by the laws of Florida are applicable while the vehicle is within the Deercreek community. Any use or operation of such vehicle, which is considered to be a nuisance or an endangerment to the driver or to the public, may result in revocation of the right to use the vehicle within the Deercreek community. Motorized skateboards are permitted on Deercreek streets only for licensed drivers and only if the vehicle is fully equipped with the safety features required of motorcycles on Jacksonville streets. Motorized scooters are prohibited on Deercreek common property and streets. The first offense will result in a warning; the second offense, a fine of \$25.00, doubling thereafter to a maximum of \$100 for each offense.
- F. **Off-Road Vehicles:** Trail bikes, and three- or four-wheel off-road vehicles,



except golf carts, are prohibited within the Deercreek Country Club community.

**G. Golf Carts:** Golf carts may be used on all roads, cart paths and other areas designated for golf cart travel. Travel on Country Club property is subject to Country Club regulations. Travel on all other property is subject to Association regulations. Golf carts are to be operated only by a person sixteen (16) years of age or older who has a driver's license. Night driving is permitted only if the cart is equipped with proper lights.

**H. Water Vehicles:** Lakes, wetlands and other waterways are for use solely by residents and their guests. Use by any other person or organization must be authorized by the Association. Boats on these waterways must be propelled by hand or by an electric motor. Other types of boats may be employed from time to time for repair or maintenance activities, but only upon authorization of the Association.

**22. Vehicle Repair:** Mechanical repairs to an automobile, truck, boat, golf cart or other vehicle shall be permitted only within a garage.

**23. Vendor-Free Holidays:** Except in cases of emergencies, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day are designated vendor-free and no commercial vehicles may access Deercreek.

**24. Weekday Work Hours, Saturday Work Hours, and Sunday Access / Vendor-Free Holiday Restrictions:** Contractors shall have access to Deercreek only between the Work Hours of 7:00 AM to 7:00 PM, Monday through Friday; and between the Work Hours of 8:00 AM to 5:00 PM on Saturdays. No contractors shall have access to Deercreek on Sundays, Vendor-Free Holidays, or after Work Hours.

Emergency service calls, flower / gift deliveries, and dinner deliveries are excluded from Sunday, Vendor-Free Holiday and After-Hours access restrictions.

Delivery of personal purchases or gifts by the United States Postal Service (USPS); United Parcel Service (UPS), Federal Express (FedEx), Amazon, and retailer delivery of personal purchases

If an After-Hours, Vendor-Free Holiday or Sunday work violation is observed by Deercreek Security or a member of the Covenants Enforcement Committee, the following Violation Procedure and Fine will be implemented:

#### **After hours Sunday or Vendor-Free Holiday Work Violations**

#### **VIOLATION DEFINITION, PROCEDURES & FINE**

**If a complaint about after hours work, Sunday work, or holiday work is received at the front gate:**

- The gate officer will ask the patrol officer to make a visual inspection.
- The patrol officer will determine if an infraction is taking place, and will complete an incident report detailing what was observed (whether a violation or not).
- If a violation is observed:
  - The gate officer will phone the resident, advise them of the infraction, and ask that work be ceased (IF NO ANSWER, THE GATE OFFICER WILL LEAVE A MESSAGE STATING SAME).
  - The patrol officer will make a visual observation after one (1) hour to determine whether the work in question has ceased.
  - The patrol officer will complete an incident report detailing the above steps.
  - Security will inform, and forward copies of the incident report to, the Community Association Manager for review.
- The Community Association Manager will review the incident report and will send a letter to the resident:
  - The letter will outline the incident and the nature of the violation.
  - The letter will stress the importance of complying with community rules going forward
  - The letter will follow the progressive fee structure outlined below:
    - First violation in the calendar year = written warning
    - Subsequent violations = \$100 per incident
  - For repeat violators (i.e., incidents where the resident answers the call from the security gate but does not cease work, and/or where very loud or large-scale projects are continued during non-work hours), the Deercreek Board/Covenants Enforcement Committee can implement the following fee schedule:
    - \$500 per occurrence of the incident

**If work hour violation is observed by the roving patrol officer:**

- The patrol officer will advise the gate officer of the incident.
- The gate officer will telephone the resident, advise them of the infraction, and ask that work be ceased (IF NO ANSWER, THE GATE OFFICER WILL LEAVE A MESSAGE STATING SAME).
- The patrol officer will make a visual inspection after 1-hour to determine whether the work in question has ceased.
- The patrol officer will complete an incident report detailing the above steps.
- Deercreek Security will send copies of the report to the Community Association Manager.
- The Community Association Manager will follow the process steps outlined above, and impose the fee structure outlined above.

- 25. Un-Approved ARB Project Violation:** Residents are required by the covenants to submit to the Architectural Review Board applications for specified work or improvements to their properties. (Refer to the Deercreek Owners Association Architectural Review Board Web Site for required submittals and applications). Residents who are found to be performing projects that are subject to ARB approval but for which ARB approval has not been sought or granted will be subject to the following violation policy and fines:

### **Un-Approved ARB Project Violation**

<b>VIOLATION DEFINITION, PROCEDURES &amp; FINE</b>
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The process and fine outlined below will be implemented for projects being undertaken by homeowners that are subject to ARB approval, but for which ARB approval has not been sought or granted. A work project will be defined as having commenced once visible materials and/or laborers are on-site.

- The Community Association Manager will gather documentation on the incident:
  - The work being performed, including any specific contractors doing the work
  - The lack of ARB approval (whether an application for approval was never filed, or whether the application was denied by the ARB)
  - The owners on file for the specific address where the work is being performed
  
- The owners of the home-site where the work is being performed will be contacted by the Community Association Manager:
  - By telephone and certified mail.
  - When feasible, the Community Association Manager will also leave a door notice describing the violation, and advising the homeowner to contact the Community Association Manager for discussion
  - The telephone or certified mail notices will inform the resident:
    - To cease all work activities.
    - If an ARB application has not been filed, inform the owners to do so within 14 days.
    - If an ARB application has been denied, inform the owners that the project has not been approved.
    - Inform the owners of their right to appeal
  
- For work violations for projects that have not been approved by the ARB, the following shall apply:

- An initial fine in the amount of \$250.00 will be assessed, and an additional fine in the amount of \$750.00 will be assessed in the event the Owner has not filed the applicable ARB application within 14 days following receipt of a Notice of Violation - ARB
  - Property improvements made without approval may also be required to be returned to their original condition, unless approval is granted after-the-fact. Owners seeking after-the-fact approval shall submit a completed Application Form, along with all supporting documentation, the proper Application Fee, and the fine as described above. The Application Fee and the fine will not be returned. The required deposit will be returned subject to approval of the Application and a subsequent inspection confirming the improvement has been constructed in accordance with ARB approval.

**26. Citations and Fines:**

A fine of up to \$100 per day until violation is corrected to a maximum of \$1000 may be levied by the Board against any Member (or any Member's tenant, guest, or invitee) for failure to comply with any provision of the Declaration, the Association By-Laws, or Rules and Regulations of the DCCOA. In the event the Association finds it necessary to engage legal counsel to recover a fine, such legal cost shall be at the Owner's expense and assessed to Owner's account.

A fine may not be imposed by the Board prior to the Member being provided not less than 14 days' prior written notice (such notice to be delivered by first-class mail or by hand delivery to the Member (or if applicable, any tenant or invitee of Member) an opportunity for a hearing before the Covenant Enforcement Committee. The Covenant Enforcement Committee shall be comprised of at least 3 Members appointed by the Board who are (i) not officers, directors, or employees of the Association; or, (ii) the spouse, parent, child, brother, or sister of an officer, director, or employee of the Association. If the Covenant Enforcement Committee, by majority vote, rejects a fine against a Member that was approved by the Board, then the fine shall not be assessed. If the Covenant Enforcement Committee, by majority vote, affirms the fine approved by the Board, then the fine stands and the Member's account shall be charged. The role of the Covenant Enforcement Committee is to determine whether to confirm or reject a fine approved by the Board to be assessed against a Member.

**27. Common Property:**

The placement of temporary or permanent items on Common Property is prohibited without approval (Unapproved Item) from the Board of Directors, except those items specifically allowed under the Covenants and Rules and Regulations, and/or items previously approved/acknowledged by the Board. Any such Unapproved Item may be removed from Common Property at the Board's discretion, without notice, and the person or entity known to have placed the Unapproved Item on Common Property will be charged with all removal and disposal expenses.

### **Deercreek Security Policy on Entering Private Residences:**

The following policy has been adopted to address Deercreek Security entrance to a residential property:

- Officers will not enter residences – including garages – without an adult resident (18 years of age or older) being present.
- If an officer encounters an open door or window while on a house check (or in response to a neighbor's call, etc.), the officer will follow these steps:
  - The officer will knock at the front door and see if anyone is home at the residence
  - The officer will have the guard gate call the residence to see if anyone answers the phone
  - The guard gate will review the House Check Form (if applicable) to see if any other relevant emergency telephone numbers are listed and will attempt to contact the resident via those numbers
- If a resident requests the officer to enter the residence and conduct a walk-through of their home, the following policies will apply:
  - The officer will only enter the residence and conduct a walkthrough if the resident is also physically present and accompanies them
  - If the resident is not physically present and desires a walk through, the officer will notify the resident that JSO will need to conduct the walkthrough.
    - The officer will observe the residence until JSO arrives
    - The officer will consult with the JSO officer upon completion of the JSO officer's walk through
    - The officer and the JSO officer will attempt to secure the premises before leaving
    - The officer will telephone the resident and advise of status after the walk through is complete

### **RULE FOR REPORTING AND HANDLING VIOLATIONS**

All reported violations shall be kept on file by the Community Management Company for use by the appropriate committee of the Board of Directors of the Deercreek Country Club Owners Association.

Reports may be made in writing to:

**Rules and Compliance Committee  
Marsh Landing Management Company  
4200 Marsh Landing Boulevard, Suite 200**

## **Jacksonville Beach, FL 32250**

- 1.** A written violation report will be prepared for the files.
- 2.** The site of the violation will promptly be visited by the Community Association Manager to verify the allegations of the reported violation.
- 3.** The violator will be notified in person or by telephone of the violation and politely be asked to abide by the rules.
- 4.** A letter will be written to the violator calling attention to the violation and to the rule being violated and requesting immediate cessation of the violation.
- 5.** If the violation has continued for an unreasonable length of time without relief, the history of the violation will be turned over to the chairman of the Covenants Enforcement Committee for further action.
- 6.** If the Covenants Enforcement Committee can find no other way to solve the problem, it shall bring the matter to the Board of Directors with a recommendation for further action, which may include litigation to enforce the Rules and Regulations and/or the covenants.

## **COMMUNITY ACCESS**

These community access guidelines are provided to Deercreek residents to provide a better understanding of community regulations relating to privacy and safety. Community restrictions should be considered community protection! The cooperation, comments and suggestions from Members to improve our community experience is welcome and requested.

### **A Controlled Access Community**

Deercreek is a controlled access community. Access is restricted in order to preserve the private nature of the community, limit traffic and provide maximum safety. The Deercreek Country Club Owners Association employs a gatehouse staff and roving patrol/surveillance personnel to enforce the Homeowners Association regulations, but cannot be considered police or sworn enforcement officers. In addition, members of the Jacksonville Sheriff's Office periodically patrol the community. In case of an emergency requiring outside help, dial 911; otherwise call the security gate house at 363-2147 for assistance.

Access to the community is regulated by a bar code entry system issued to Members, approved house renters and club members. These are issued at the security gate house. Members or guests without bar codes must enter through the left lane. Gate officers must call a Board member should a controversy with a resident or guest arise.

### **Visitors**

Guards are not permitted to grant entry to visitors unless prior authorization is given. When visitors

(guests, including golf and tennis guests, taxis, vendors, etc.) are expected, the guard gate must be informed in advance; otherwise the guard will call for authorization before permitting access. Residents must identify themselves to the guard by their name and pin number to allow guest access. All residents are encouraged to use the Dwelling Live Connections system available at [www.deercreekcc.com](http://www.deercreekcc.com) to sign in visitors and to maintain their access list. A 1- day pass is issued to the visitor by the guards only if authorization is received. If guests are to remain over an extended time period, then the homeowner should contact the guard service for an extended pass.

A letter of restrictions that pertains to all vendors and contractors entering into Deercreek will be given to vendors and contractors as they enter the gate. The letter will be published in the newsletter.

A Member expecting 5 or more cars on any one occasion must submit a written list of guest names to Deercreek Security in advance of the event. A form may be found on the Deercreek website for this purpose.

### **Access Denial List**

An access denial list is maintained at the gate house entry into the community. To have a name entered on this list, the Member desiring access denial shall register the restricted name in person at the gate house.

Any Member barcode pass that has been deactivated shall be permitted entrance into the community only through the gate check-in / visitor lane.

## **BARCODE FEES**

### **Residents Barcodes**

The DCCOA has instituted the following resident barcode fees:

Issuance of a new barcode:	\$20.00
Issuance of a replacement barcode:	\$10.00
Issuance of a handheld barcode:	\$40.00
(Use restricted, penalty for misuse)	
Replacement of a handheld barcode:	\$20.00
(Renewable every six months)	

Loaned handheld barcodes: Any handheld barcodes that are loaned to unauthorized persons will be canceled for seven days and the original holder will be charged \$100 to reinstate the barcode.

### **Vendor Barcodes**

The DCCOA has instituted the following vendor barcode fees for access during normal Deercreek vendor hours:

Six Month Barcodes:

First vehicle:	\$12.00
Each additional vehicle:	\$12.00

One Year Barcodes:

First vehicle:	\$24.00
Each additional vehicle:	\$12.00

**Protection of Property**

Deercreek security guards are greatly aided in fulfilling their task of crime prevention when houses, cars, bicycles and garages are properly secured. In order to limit/eliminate petty theft, if not professional thievery, please:

1. Secure all doors and windows when leaving your home unattended;
2. Lock all parked cars;
3. Keep garage doors closed and doors into the house locked when no one is in the immediate area.

**Suspicious or Undesirable Activity**

Please immediately report to Deercreek Security (363-2147) any suspicious or undesirable activity, e.g., a suspicious person/vehicle/boat, vandalism, excessive noise or failure on the part of the Deercreek Security staff, including gate attendants, to perform in a proper manner. Your cooperation in this regard greatly increases the effectiveness of your controlled access system.