



THE OAKS

COMMUNITY CENTER POLICIES & PROCEDURES

The Oaks Community Center (The Oaks) is owned by Amelia Island Plantation Community Association (AIPCA) and designated as a Restricted Common Property.

1. Operation and maintenance are the responsibility of AIPCA under the direction of the General Manager on behalf of the Board of Directors.
2. This facility will be operated for the primary purpose of filling the needs of the Association and is devoted to and intended for the common use and enjoyment of Owners of Residential Lots and Family Dwelling Units, their immediate families, guests accompanying such Owners, tenants of such Owners holding leases of nine month duration or longer, and the Company, and to be closed to use of (1) tenants of such Owners holding leases less than nine months duration; (2) resort accommodation "paying guests"; (3) visiting members of the general public.
3. For the purpose of this policy, owners of residential lots and family dwelling units, and tenants of such owners holding leases of nine months duration or longer must be in good standing with the Association and will be referred to as Community Members.

The Oaks is a beautiful, state-of-the-art facility with over 6,500 square feet of occupiable space designed to serve as the community hub. The community center can accommodate 302 people per Nassau County Fire Code and is centrally located just North of the Sea Marsh Road and Marsh Creek Road intersection at 201 Sea Marsh Road. It contains a main living room featuring a gas fireplace, library, bar, TVs, sound system, screened patio, deck and sweeping views of the golf course and marsh. The facility also offers event space, community rooms and a catering kitchen. The facility is used for various AIPCA activities, community clubs/groups' events, and can be rented for private use by community members for weddings, receptions, birthdays, anniversaries, and other social events.

THE OAKS OFFERS THE FOLLOWING AREAS FOR USE

Community Living Room: This area includes the Clapper Rail (lounge area), Screened Patio and Deck. In the Living Room, community members can gather with neighbors while they enjoy complimentary Keurig beverages, peruse the library offerings of books and games, catch “the game” on TV or relax on the deck as the sun sets over the marsh.

- The Community Living Room is designed to be enjoyed by all community members and does not offer exclusive use unless a request for an exception is approved by the Association.
- Maximum Occupancy = 98 (*does not include outside deck space*)

Sunset Room: The Sunset Room is the private event space and can be separated into two rooms. This beautiful room has large windows providing an expansive view of the building’s natural surroundings.

- Private use by reservation with an agreement and payment of the usage fee. This room includes use of the catering kitchen which has convenient access to the loading dock. **See the below *Private Event Use* section for more details including Usage Fees.**
- Maximum Occupancy = 104 (*When the room is divided, maximum occupancy for Room A is 64 and 40 for Room B.*)

Community Rooms: The Community Rooms are located at the North end of the facility and are pre-set with 12 square 4-tops in Room A and six square 4-tops set together as a conference table in Room B.

- Association use, and AIPCA-recognized clubs that meet weekly, will be reserved by staff and accommodated first. **See the below *Community Club/Group Use* section for full details.**
- The rooms are available to Community Members on a complimentary basis with the existing set.
- Reservations for events or activities social in nature may be made up to 30 days in advance. Walk-ins permitted anytime room is available.
- Maximum Occupancy = 88 (*When the rooms are divided, maximum occupancy for Room A is 68 and 20 for Room B.*)

Catering Kitchen: The catering kitchen is a food staging, warming/refrigerating, final preparation and clean-up area only. It is not, nor is it intended to be used as, a full-service kitchen; food preparation and cooking should be done off-site.

- When not in use by the Association or for a private event, Community Members may access and use the kitchen.
- All surfaces must be wiped clean and restored to the noted condition prior to use and all trash must be removed. Care should be taken to ensure food scraps are not placed in sinks and are disposed of in trash receptacles to avoid clogging drains. Only water-based organic liquids and food juices may be put down the sink. No oils or food scraps may be disposed of in the sinks (no disposals).

USERS & USE

The Community Center is designed to be used for AIPCA business and events, Community Members for Casual Use, Community Clubs/Groups (including sub-associations), and private events.

Access Hours: The facility is open and available to Community Members from 8 am – 12 am. The event rooms and community rooms are available starting at 9 am. Amplified music or sounds are permitted only inside The Oaks and is not permitted after 10 pm.

The priority for access to available rooms are as follows (*common areas are open to all*):

1. AIPCA meetings, programs and activities;
2. AIPCA-recognized Community Clubs/Groups, including AIPCA sub-association meetings;
3. Private Events

CASUAL USE:

Community Members and their guests are welcome to drop in at The Oaks on a casual basis during hours when the building is open. The Community Living Room including outside is designed to be a relaxing location where neighbors can meet. Community Members are welcome to use the Community Rooms, when not in use by the Association or a Community Club/Group, as well as the Sunset Rooms when not in use by the Association, Community Clubs/Groups or private events.

COMMUNITY CLUBS/GROUPS USE:

In addition to Association programming, AIPCA-recognized Community Clubs/Groups are a way to foster and engage the community while bringing like-minded individuals together; therefore, the Association will provide use of the Community Rooms complimentary under the following guidelines:

Definition of AIPCA recognized Community Club is:

1. Open to all AIPCA Community Members;
2. Meets on a weekly basis;
3. Eighty percent (80%) or more attending are Community Members;
4. Club must maintain sign-in sheets with individual's name & AIP address listed that are subject to review.

Definition of AIPCA recognized Community Group is:

1. Open to all AIPCA Community Members;
2. One hundred percent (100%) of attendees must be Community Members;
3. The host of the group shall submit in writing the individual names and addresses of all invitees or attendees fourteen (14) days prior to the event.

Criteria for establishing or maintaining a Community Club/Group are as follows:

- All clubs/groups must complete an Activity & Event Usage Form annually to be approved by the Association and on file with the property management office along with a signed Usage Agreement;
- Must have a designated representative (Host), and an alternate Host, who will be responsible for scheduling, room assignment, event details, and informing other members of any changes, postponements or cancellations.
- Clubs/groups may not be commercial in nature with an emphasis on profit such as sales or marketing and may not be for the purpose of fundraising.

All AIPCA-recognized Community Clubs/Groups will have equal opportunity to reserve rooms and dates based on the procedures specified below:

- Submit the completed Activity & Event Usage Form along with a signed Usage Agreement annually. Requests will be considered on a first-come, first-served basis.
 - Clubs/Groups may request to use the Sunset Room versus the Community Room. This request must be submitted in writing to the General Manager and Director of Community Life for approval.
- Once approved:
 - Staff will make the reservations for all Community Clubs.
 - Community Groups may make their event reservations online at www.aipca.net as needed.
- Any changes to the Activity & Event Usage Form, including date and time changes, must be submitted in writing to the Director of Community Life.
- AIPCA reserves the right to reschedule, postpone, or cancel a club or group due to Association Board, Committee or Community Event programming or in the case of maintenance. When possible, AIPCA will provide one week's notice and offer alternate space at the community center if available.

Communication Policy:

- Event promotion is up to each individual club/group.
- Clubs/groups may create their own email distribution list. This list may only include those names of Community Members that wish to receive information from the club/group.
- No individual club/group may send any communication (electronic or written) to all AIPCA Community Members without prior authorization from the General Manager and Communications Manager.
- AIPCA reserves the right to not publicize any event or activity in any Association communications.

PRIVATE EVENT USE:

AIPCA Community Members may reserve these facilities for personal private parties, weddings, receptions, and other social gatherings.

The Community Member

1. may reserve the facility for themselves, immediate family, business events if they own the company, or non-profits/charitable organizations where they serve on the Board;
2. must be in attendance at all times;
3. completes the Use Agreement and pays the Usage Fee; and
4. assumes full responsibility for the party, including the obligation to make restitution for any damage or loss incurred.

AIPCA does not allow individuals to use the facility for personal gain/profit or commercial purposes and only non-profit/charitable fundraising is allowed. Sponsored events, or events for a third-party user, are not permitted.

Reservations may be made up to 18 months in advance. Usage fees are required for the private use of these facilities.

See the Community Center Usage Policy for full rules and regulations for use.

Usage Fees: The Usage Fee is due in full, along with the completed and signed Use Agreement, within 30 calendar days of submitting the reservation online at www.aipca.net.

<u>EVENT SPACE</u>	<u>CAPACITY</u>	<u>USAGE FEE</u>	<u>CATERING KITCHEN ACCESS</u>
Sunset Room	104	\$ 200.00	Exclusive use
Sunset Room A	64	\$ 100.00	Shared access if Sunset B is not in use
Sunset Room B	40	\$ 100.00	Exclusive use
Community Room A&B	88	N/A	N/A
Community Room A	68	N/A	N/A
Community Room B	20	N/A	N/A
Full Facility	302	\$ 750.00	Exclusive use

Reservations for Sunset Room B and the Community Rooms may be made up to 30 days in advance.

Community Rooms: The Community Rooms are complimentary with existing set. Reservations for these rooms may be made no more than 30 days in advance. If the room is open and available, walk-in use is welcome.

Exclusive Use: Community Members may request to have exclusive use of the full facility (interior & exterior areas) for their private events. This request must be submitted in writing to the General Manager and Director of Community Life for approval. If approved, the date will be opened for Community Member to reserve via online calendar. The completed Usage Agreement along with payment of the \$750 Usage Fee will be due in accordance with The Oaks private event policy as outlined in the Usage Agreement. Private reservations that close the full facility for use by the community are limited to two per month.

Cancellation/Refund Policy: If the private event is cancelled 90 days or more prior to the reservation date, a full refund will be issued.

HOUSE RULES

Children: To ensure a safe, appropriate and enjoyable environment for users of all ages, a responsible adult must accompany and supervise children under the age of 16.

Cleaning: We are a collaborative community; therefore, it's the responsibility of every User to ensure that the room(s) or common area(s) utilized are returned to the clean, standard condition and floor plan for the room.

Commercial Use: The community center shall not be used for any commercial business purpose. This includes any for profit business meetings, craft fairs, direct sales, etc.

Noise Curfew & Amplified Sound Levels: Amplified music or sounds are permitted only inside The Oaks. This applies to amplification of any sound, not just music.

Due to the variety of space and uses for the space at The Oaks, amplified sound levels in each room must be maintained at a level that is not disruptive to other individuals, groups or activities using the facility at the same time.

Music or noise audible from any adjacent area, lot or property, is not permitted after 10 pm unless a request for an extension to this time limitation is approved by the Association. The charge for an approved extension shall be \$250.00 paid to AIPCA within thirty (30) days of receiving approval and will extend the allowable time to 11 pm.

Pet Policy: No pets are permitted within the Oaks, including covered patios. Pets are permitted on uncovered patio only. Service animals, as defined by the Americans with Disabilities Act are permitted within facility and surrounding enclosures. Service animals must always be leashed or harnessed and identifiable as service animals, unless these devices interfere with the service animal's obligations. Note: Any service animal that displays vicious behavior and/or is out of control towards other guests may be excluded from the premises. However, that person is still entitled to services without the animal's presence.

Promotion/Advertising: No form of promotion or advertising (e.g. print, digital, social or broadcast) may be used to invite the general public to an activity at the community center.

Smoking: Smoking of any kind which includes cigarettes, e-cigarettes, vapor pens, cigars, and other tobacco and/or nicotine inhaled products are not permitted anywhere inside the facility, or within surrounding enclosures as well as all other public areas of the Oaks. The Oaks Community Center shall be considered a smoke-free environment.

The Governing Documents of the Amelia Island Plantation Community Association, Inc., ("AIPCA") contain provisions designed to further the enjoyment and quality of life inherent in a premier residential and resort

community. The AIPCA Board of Directors has the power and authority to adopt rules and regulations (“Rules and Regulations”) and policies governing the use of Common Properties, Restricted Common Properties and facilities and the personal conduct of AIPCA members, their renters and guests while at Amelia Island Plantation (“AIP”).

AIPCA, through its Security Department (“AIPCA Security”) and through its community Management Company, has the responsibility to enforce the Rules and Regulations. Violation notices shall be issued for infractions.

In addition to the Governing Documents, Federal, State and local laws and regulations also apply and are enforced by appropriate authorities. Violation of any of the rules, restrictions, or guidelines herein is subject to the Community Standards Enforcement Policy.

THIS POLICY WAS APPROVED AT THE AIPCA BOARD OF DIRECTORS MEETING ON 11-15-2019.
THIS POLICY WAS AMENDED AT THE AIPCA BOARD OF DIRECTORS MEETING ON 01-17-2020.