

# ***Heron's Glen Homeowners Association, Inc.***

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## **Rental Policy**

**The Rental Policy is developed in accordance with the Declaration of Covenants, Conditions and Restrictions for Heron's Glen and as amended in recorded instrument 2019000009689.**

### ***Article XIII, Section 27. Leasing of Units.***

*"Leasing" or "Rent(ing)", for purposes of this Declaration, is defined as regular, exclusive occupancy of a Unit by any person or persons other than the Member for which the Member receives any consideration or benefit, including, but not limited to a fee, service, gratuity, or emolument. "Leasing" or "renting" also includes arrangements such as those facilitated by Airbnb, FlipKey, VRBO, Tripping.com, House Trip, Luxury Retreats, HomeAway, or similar sites, regardless of whether the arrangements are classified or described as something other than a lease, (for example but without limitation, classifying the arrangement as a license, rental, guest occupancy, or use right).*

**All leases or rentals must comply with the governing documents, rules and restrictions for Heron's Glen. The Sub Associations Fairways, Meadows, and Solana HOA's may be more restrictive but not less restrictive than the governing documents of the Heron's Glen Homeowners Association. Owners are responsible to confirm additional restrictions in their Sub HOA.**

All leases or rentals shall be in writing and shall be for a minimum term of thirty days. Owners are required to provide renters with copies of the Covenants, By-laws and all rules and regulations pertaining to living in Heron's Glen.

Units must be rented only in their entirety; no fraction or portion may be rented. There shall be no subleasing of units.

Renters are required to obtain copies of the above documents, whether supplied by the owner or not. These documents are available in the HOA Office.

- All forms required by this policy, as well as a copy of the complete lease must be presented to the HOA Office at least 14 days prior to the rental date.
- A copy of the completed Rental Information Form (Attachment 1) must be presented to the HOA office at least 14 days prior to the rental date. If the Rental Information Form is not received as required, the renter will not be permitted to enter Heron's Glen until verification of the lease has been accomplished.
- A signed acknowledgement by Renter (Attachment 3) stating they have read the rules and regulations (Attachment 2) must be presented to the HOA office on or before the day of arrival.

In the event that the owner defaults with HOA assessments, the HOA shall have the right to collect all rental payments due to the owner and apply the same against unpaid assessments. (per Florida Statutes)

The owner is strongly advised to review the applications of renters so that no convicted felons or persons of questionable character could become renters in Heron's Glen. It is advised that language be included in the lease stating that there will be sufficient grounds for eviction for noncompliance of the Association rules and regulations.

Information on the extension of a lease must be supplied to the HOA office prior to the expiration of the original lease.

The association may levy reasonable fines up to \$100 per day, up to **\$5000** per violation against any owner, or owner's tenant, guest, or invitee for failure to comply with any provision of the Declaration, Bylaws or reasonable rules of the HOA. (per Florida Statutes)

## **Attachments:**

1. Renter Information form
2. Summary of Rules and Regulations
3. Written acknowledgment
4. Information sheet

***Adopted at the 4/11/07 HOA Board Meeting as Doc. 2007-13; Amended at the 12/12/12 HOA Board Meeting; Amended at the 5/11/22 HOA Board Meeting.***

***Hérons Glen Homeowners Association, Inc.***

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**Rental Information Form (Attachment 1)**

**RENTAL UNIT ADDRESS:** \_\_\_\_\_

**DATES:** Arrival \_\_\_\_\_ Departure \_\_\_\_\_

**RENTER INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

**RENTER VEHICLES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License # & State \_\_\_\_\_ Gate Pass # \_\_\_\_\_  
(HOA Office to assign)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ License # & State \_\_\_\_\_ Gate Pass # \_\_\_\_\_  
(HOA Office to assign)

Include a copy of the vehicle registration for each vehicle and copy of Drivers License. If rental vehicle, a copy of the rental papers with tag number must be provided to the HOA Office upon arrival.

**ADDITIONAL OCCUPANTS**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Cell# \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Cell# \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Cell# \_\_\_\_\_

4. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Cell# \_\_\_\_\_

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**UNIT OWNER'S INFORMATION**

Name \_\_\_\_\_

North Address \_\_\_\_\_

North phone: # \_\_\_\_\_ Cell# \_\_\_\_\_

Local (Backup) Contact: Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

**RENTAL AGENT**

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone: # \_\_\_\_\_ Cell# \_\_\_\_\_

Emergency contact: Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

**Owner must return this completed form (Attachment 1 page 1 & 2) along with any other required information to the HOA Office located at the Clubhouse at least 14 days prior to the rental date.**

## ***Herons Glen Homeowners Association, Inc.***

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### **Rules and Regulations (Attachment 2)**

NOTE: If you are renting, you become a guest of every owner in this community. All the facilities available for your enjoyment are made possible through the financial investment of the owners. In order to protect this investment, we have established the following rules and regulations that each of us must adhere to. We ask that you abide by these rules so that these privileges will not be denied you. If you have any further questions, please call the HOA Office @ 731-0322. Additionally, please read and obey any rules posted at the various facilities. Thank you for your cooperation and have a wonderful stay in Herons Glen.

- The speed limit is 26 MPH on the main road (Herons Glen Blvd) and 16 MPH on all side roads. Please be aware of golf carts, bicycles, and pedestrians on the roads.
- No overnight sleeping outside of the unit is permissible, Owner or tenant RV's may be parked on the street, with a pass from the gate, for 48 hours maximum. Enclosed trailers and Boat trailers may be parked on the street for 24 hours maximum. Guests of owners or tenants may not bring in an RV or Motorhome or Camper to park overnight.
- No vehicle, except as noted above, may be parked on Herons Glen streets overnight. Overnight parking is limited to the garage or the driveway. No commercial vehicles are permitted.
- Vehicles with signs or vehicles that are commercial or have commercial equipment are not permitted to be parked in the driveway.
- You must be at least 18 or have a valid driver's license to operate a golf cart in the Glen. ATV's are not permitted.
- No firearms of any type are permitted to be discharged within this community.
- Fireworks are prohibited.
- Pets must be kept on a leash. You must pick up after your pet! The owner may, at his/her discretion, refuse permission to keep a pet on the premises. If permitted by owner, no more than three pets are allowed.
- Smoking is not permitted in any facility in Herons Glen.
- Swimming or wading is not permitted in our ponds and lakes. For your safety, do not tease or feed any of the wildlife. Be cautious when near water because of the danger of alligators.
- Fishing, on a catch and release basis, is permitted in any of our lakes on common property. Fish are not safe to eat because of chemical runoff from private lawns and common areas.

This sheet is not all inclusive of the rules and regulations for the HOA or the Amenities. A copy of the Herons Glen Covenants and Bylaws, the governing documents, has been made available to you by the owner. We suggest you review them for clarification of any questions you may have concerning what all residents are permitted, or not permitted, to do.

**Renter keeps this attachment**

***Hérons Glen Homeowners Association, Inc.***

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**Acknowledgment (Attachment 3)**

**Renters Signature**

I affirm by my signature below that I have received the one-page abbreviated Rules & Regulations (Attachment 2) governing Herons Glen HOA. I have reviewed the Rules and hereby agree on behalf of all persons using the premises under my permission, to abide by these rules and the requests and direction of HOA Management on behalf of the HOA Board of Directors under penalty of eviction for failure to comply with the Rules, Staff or Board. A complete set of Herons Glen HOA Rules are available in the Office.

Name: \_\_\_\_\_

Herons Glen Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form (attachment 3) must be returned to the HOA Office at the Clubhouse on or before the day of arrival.**

## ***Hérons Glen Homeowners Association, Inc.***

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### **Information Sheet (Attachment 4)**

- **Special rules** for each facility are posted for your safety and convenience in the respective areas and must be adhered to by all residents and their guests. HOURS OF OPERATION are posted at each facility as well as any special rules governing its use.
- **Dress Code:** Residents and permitted Non-Residents will dress in a fashion befitting the surroundings and atmosphere provided at the facilities. Guests and permitted Non-Residents will be advised by Residents of dress requirements. Men and women are required to wear appropriate "resort casual" attire. Check with each facility for specific attire requirements.
- **Special Events:** Dances, special dinners and entertainment nights are open to all residents. Dates and ticket prices are posted well in advance of these events for your convenience.
- **Trash Pickup & Recycling:** Trash pickup is on **Tuesday**. Recycling and horticulture day is on Tuesday. If a pickup is on a holiday, both recycling and trash pickup will be moved back a day.
- **Hérons Nest Restaurant:** The restaurant's days of operation and hours varies depending on the time of year. Please call the restaurant @ 731-4545 for information.
- **Security:** If you will be having a guest visit, you must call the Security Office, located at the front gate, @ 543-4489 and identify yourself and your address and tell Security the name of your guest so that they will be permitted to enter.
- **Golf:** Please call the Golf Pro Shop @ 731-4520 to schedule a tee time or get additional information about playing golf at Herons Glen.

### **Vehicle Barcodes for access through the resident gate.**

Registered occupants are permitted to apply for a renter barcode. You will need the following:

- Fill out an application
- Copy of Vehicle Registration
- Check for \$10.00 (non-refundable) made payable to the Herons Glen HOA.

The cost of a barcode is \$10.00 per vehicle. The barcode is valid and active during the dates of your lease.

Barcodes must be applied to the window of the vehicle. Motorcycles and other vehicles that do not have a reasonable location for a barcode will not be eligible for a barcode.

Upon return to Herons Glen for a future rental, renters who still have a barcode on their vehicle may request their barcode to be reactivated. To be reactivated you will need to do the following:

- Fill out an application
- Copy of Vehicle Registration
- Check for \$10.00 made payable to the Herons Glen HOA.

**WE HOPE THIS INFORMATION WILL HELP MAKE YOUR STAY AT HERONS GLEN A MORE PLEASANT TIME. ENJOY!**

**Renter keeps this attachment**