

GHCDD SAAC Policies

General Principles

Smart Amenity Access Cards (**SAAC**) are provided for the use of authorized property owners as recorded on the property deed, their immediate family members ⁽¹⁾, guests residing full time in the property, Registered Renters ⁽²⁾⁽³⁾, and others as approved by the CDD. The SAAC grants the authorized individual access and use of the Amenities as follows:

SAAC Primary: Authorization to access and use all Amenities and authorization to invite overnight/ day guests to use Amenities (red **G** on card)

SAAC Non Primary: Authorization to access and use all Amenities, but NO authorization to invite overnight/ day guests to use Amenities.

The SAAC is issued based on qualifying residency and contains a photo ID of the authorized user. The SAACs are not to be lent out or given to unauthorized individuals while the property owner, full time residing immediate family member or Registered Renter is out of town, on vacation, etc. Any attempt to use a SAAC by an individual who does not match the card's photo ID will result in a refusal to enter the Amenity and may result in the suspension of the actual authorized card holder's privileges.

The GHCDD FOM is authorized to establish interim policies for cases not covered below.

PROPERTY OWNERS SAAC ALLOCATION

Unimproved Lot where the owner(s) as named on property deed ⁽⁴⁾ DOES/DO NOT own and reside at another property in Grand Haven with BUR:

SAAC Primary: Property Owners ⁽⁴⁾ and immediate family members ⁽³⁾ 18 years or older. (Must live full time in household with Property Owner)

SAAC Non-Primary: Immediate family members ⁽¹⁾ under 18 years old (Must live full time in household with Property Owner)

Unimproved Lot where the owner(s) as named on property deed ⁽⁴⁾ DOES/DO own and reside at another property in Grand Haven with BUR:

SAAC Primary: None

SAAC Non-Primary: None

Improved Lot where the owner(s) as named on property deed ⁽⁴⁾ resides full-time at the Residence ⁽⁵⁾:

SAAC Primary: Property Owner(s) ⁽⁴⁾ and immediate family members ⁽¹⁾ 18 years or older living full time in residence

SAAC Non-Primary: Immediate family members ⁽¹⁾ under 18 years old, extended family members ⁽⁶⁾ and full-time guests living full time in residence

Improved Lot where the owner(s) as named on property deed ⁽⁴⁾ resides part-time at the Residence (Snowbird):

SAAC Primary: Property Owner(s) ⁽⁴⁾ and immediate family members ⁽¹⁾ (Must live full time in household with Property Owner)

SAAC Non-Primary: Immediate family members ⁽¹⁾ under 18 years old (Must live full time in household with Property Owner)

Improved Lot where the property is rented or an immediate family member resides and Property Owner has NOT transferred the BUR:

SAAC Primary: Property Owner(s) ⁽⁴⁾ and immediate family members ⁽¹⁾ (Must live full time in household with Property Owner)

SAAC Non-Primary: Immediate family members ⁽¹⁾ under 18 years old (Must live full time in household with Property Owner)

Improved Lot where the property is rented or an immediate family member resides and Property Owner has transferred the BUR:

SAAC Primary: None

SAAC Non-Primary: None

TENANTS (REGISTERED AND UN-REGISTERED RENTERS”) SAAC ALLOCATION

Improved Lot occupied by Registered Renter ⁽²⁾⁽³⁾:

SAAC Primary: Property Owner(s) ⁽⁴⁾ and immediate family members ⁽¹⁾ (Must live full time in household with Property Owner)

SAAC Non-Primary: Immediate family members ⁽¹⁾ under 18 years old (Must live full time in household with Property Owner)

Improved Lot occupied by Un-Registered Renter (does not comply with ALL the terms defining a Registered Renter:

SAAC Primary: None

SAAC Non-Primary: None

Note (1): Immediate family members means parents, sons, daughters, grandchildren and/or legally adopted children. *“Family” – shall mean no more than two persons over the age of eighteen (18) years, occupying a single dwelling unit and using common cooking facilities, together with, but for purposes of these Rules governing use of the Amenity Facilities, a Family shall not exceed two (2) persons for each bedroom contained in the originally permitted design for the dwelling unit owned or rented by the Family. Whenever these Rules refer to use of the Amenity Facilities by Registered Renters, a family shall consist of only those persons listed on a written lease agreement and their lineal descendants or adopted children, not to exceed two (2) persons for each bedroom contained in the originally permitted design for the dwelling unit. Whenever these rules refer to use of the Amenity Facilities by a Non-Resident Amenity Membership, a Family shall not exceed five (5) persons in total.”* (GHCDD Amenity Rules, Policies, and Fees for All Amenity Facilities as adopted thru September 6, 2012).

Note (2): Registered Renter means that the Tenant shall comply with ALL of the conditions below:

Scenario A: Property occupied by the Property Owner(s) immediate family member(s)⁽¹⁾:

- a. Rental Property must have a written memorandum of understanding on file with GHCDD Office stating the terms of occupancy.
- b. Rental Property must be registered with GHMA on their approved forms and if in Riverview Condominiums, the specific form for those units.
- c. Property Owner must complete GHCDD BUR Transfer Form in writing.

Scenario B: Property occupied by all others including extended family members ⁽⁶⁾:

- a. Rental Property must have properly executed lease showing date, term, names and contact information, on file with GHCDD Office.
- b. Rental Property must be registered with GHMA on their approved forms and if in Riverview Condominiums, the specific form for those units.
- c. Rental Property must be registered with the City of Palm Coast on their approved forms.
- d. Property Owner must complete GHCDD BUR Transfer Form in writing.
- e. The Rental Property shall not be a “Below Market” lease, as defined herein. A Below Market Lease is one in which the rental rate set forth in the lease is less than an amount as established on a yearly basis by the GHCDD BOS.

Note (3): *“Whenever these Rules refer to use of the Amenity Facilities by Registered Renters, a family shall consist only those persons listed on a written lease agreement and their lineal descendants or adopted children, not to exceed two (2) persons for each bedroom contained in the originally permitted design for the dwelling unit.”* (GHCDD Amenity Rules, Policies, and Fees for All Amenity Facilities as adopted thru September 6, 2012)

Note (4): Properties where the Deed Owner is listed as a Trust, Corporation, etc. and not individuals will be handled as follows:

- a. The Property Owner will be designated as the Trustee assigned real estate powers by the trust ⁽⁷⁾. The Trustee so named and the Trustee’s immediate family members only receive BUR and are eligible for SAACs.
- b. The Trustees (family) may not be unrelated persons.
- c. Once designated, the Trustees (family) may not be changed unless the property is sold or transferred.

Note (5): Full time residence means that family members and others must reside in Grand Haven property with proof of occupancy on an ongoing basis (Utility bills showing GH address or drivers license showing GH address) up to maximum of two times the number of bedrooms contained in original dwelling unit design.

Note (6): Extended family members refers to uncles, aunts, cousins, nephews, nieces, great-relatives in-laws or anyone else except parents, lineal descendents and adopted children.

Note (7): The Cover Front page, assignment of real estate powers, and signatory page must be on file with the GHCDD office.

Authorization to use GADs, SAACs, and the Amenities is included in the BUR of each Property Owner or Registered Renter. GAD, SAAC and Amenity usage are parts of the integrated Amenity package **and cannot be split/separated partially between a Property Owner and Tenant.**

House Guests:

(1) House Guests and Daily Guests must register with the office of the Amenity Manager. The Property Owner or Registered Renter inviting the House Guest or Daily Guest must be present upon registration, unless other arrangements have been made with the Amenity Manager's office (example: out of state property owners and seasonal residents). All Daily Guests must pay the daily usage fee of ten dollars (\$10.00) per Daily Guest per day, and must be accompanied by a Property Owner or Registered Renter at all times.

(2) Property Owners or Registered Renters who have registered a Daily Guest or House Guest are responsible for any and all actions taken by such House Guest or Daily Guest. Violation by a House Guest or Daily Guest on any of these Policies as set forth by the District could result in loss of that Property Owner or Registered Renter's privileges and membership.