

## **River Glen Community Development District**

**2806 N. Fifth Street, Unit 403 St. Augustine, Florida 32084 (904) 436-6270**

April 5, 2011

### Notice to River Glen CDD Homeowner/Residents:

As some of you might have already known the River Glen CDD District Management's office, Rizzetta & Co., Inc., is now handling all on-site matters for the amenity facilities. During this transition it was brought to our attention that the amenity center gate access card system and registration records must be updated immediately.

In hopes in preventing little to no interruption of your use of the amenity facilities we are sending out this notice on what steps you need to take for your information to be updated quickly and correctly. First, we are requiring all Homeowners *and* Residents to complete the River Glen CDD – Amenity Facility Registration Form, which is attached as an exhibit to this notice. It is mandatory for this form to be completed and executed by the Homeowner, in addition to any Tenant/Renter that is residing within River Glen CDD. Second, it is imperative that you test both of your access cards to insure that they work properly and that the correct access card number (located on the access card) is recorded on the registration form with our office. Please note that each property address within River Glen CDD is authorized to have no more than two facility access cards. Any additional cards that are not properly registered with our office will be eliminated from the access system.

If you are having any difficulties or have questions please don't hesitate to contact our office at the number listed above. You may also return the completed Amenity Facility Registration Form to us via email at [lgallagher@rizzetta.com](mailto:lgallagher@rizzetta.com) or fax to (904) 436-6277. As a reminder, the River Glen CDD Amenities Rules & Policies are available on the River Glen CDD website at [riverglencdd.org](http://riverglencdd.org).

We appreciate your cooperation and patience on this matter.

District Staff  
River Glen Community Development District

Exhibit: River Glen CDD Amenity Facility Registration Form

**RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT**  
Amenity Facility Registration Form

NAME OF RESIDENT(S) INCLUDING FAMILY MEMBERS LIVING IN HOUSEHOLD & RELATIONSHIP TO HOMEOWNER  
(First and Last Name & Relationship)

i.e.: John Doe, homeowner

i.e.: Jane Doe, daughter

i.e.: John Smith, tenant

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Print Name of Homeowner(s):** (if contact information above is different, also include homeowner contact information)

River Glen CDD ENTRY:

Facility Access Card Number(s): \_\_\_\_\_

**ACCEPTANCE:**

I acknowledge receipt of the Facility Access Cards identified above and understand that these cards are issued free of charge upon the initial sale and closing of each property and that obtaining access cards from the previous owner is the responsibility of the new homeowner. Replacement cards will be subject to actual cost per card and that the previous card number will be deleted from the system when the replacement card is issued. I further acknowledge the waiver as set forth below and agree to its terms. I acknowledge I have, **read, and agree to abide by the River Glen CDD Amenities Rules & Policies.** I also understand that I am financially responsible for any damages caused by me, my family members or my guests and for any damages resulting from the loss or theft of my Facility Access Card. I further understand that I am financially responsible for any damages caused by any person(s) whom I allow to reside in my home by any formal or informal agreement and with whom I share my rights to access the amenity center facilities by granting said person(s) use of my Facility Access Cards. I also agree to report to District Manager any individual residents in my home, whether related to me or not, in order that the District Manager is able to keep track of the number of non-resident guests I bring to the amenity center facilities.

Signature of Homeowner(s) or Tenant (s) Residing at RG-CDD Property Address Listed Above

\_\_\_\_\_ Date

Signature of Homeowner(s) or Tenant (s) Residing at RG-CDD Property Address Listed Above

\_\_\_\_\_ Date

**KEY GUEST GUIDELINES (not limited to):**

- You may only bring up to 5 guests at any given time.
- You must be at the amenity center with your guest(s) at all times.

The undersigned agrees and acknowledges that the above information is true and correct. It is understood that User cards are the property of the River Glen Community Development District (RG-CDD) and are non-transferable except in accordance with the District's rules, policies and/or regulations. In consideration for the admittance of the above listed persons and their guests into the RG-CDD amenity facility owned and operated by the RG-CDD, the undersigned agrees to hold harmless and release the RG-CDD, its agents, officers and employees along with District Manager its agents, officers and employees from any and all liability for any injuries that might occur in conjunction with usage of the River Glen amenity facility (including but not limited to: fitness rooms and equipment, swimming pools, tennis courts, basketball courts, baseball field, playground equipment, amenity space). Nothing herein shall be considered as a waiver of the Districts sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28 Florida Statutes or other statute.

Signature of Homeowner(s) or Tenant (s)

\_\_\_\_\_ Date

Signature of Homeowner(s) or Tenant(s)

\_\_\_\_\_ Date

**FOR HOMEOWNER(S) ONLY:**

The undersigned, a homeowner within the RG-CDD, agrees and acknowledges that it will not provide Facility Access Cards to any Tenant (as used herein, the term Tenant shall include all family members of the specifically named Tenant) without first providing a River Glen Amenity Facility Registration Form (the "Registration"), executed by Tenant, to District Manager. Should the undersigned provide Facility Access Cards to a Tenant without providing District Manager with a Registration signed by Tenant, the undersigned agrees to be financially responsible for any damages caused by Tenant and agrees to indemnify RG-CDD, its agents and District Manager from any and all liability for any injuries that Tenant may sustain in conjunction with the usage of the River Glen facilities. Nothing herein shall be considered as a waiver of the Districts sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28 Florida Statutes or other statute.

Signature of Homeowner(s)

\_\_\_\_\_ Date

Signature of Homeowner(s)

\_\_\_\_\_ Date

**OFFICE USE ONLY:**

Date Received \_\_\_\_\_

Date Entered in System \_\_\_\_\_

District Staff \_\_\_\_\_

Replacement/Extra Card #: \_\_\_\_\_

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

Cash/Check #: \_\_\_\_\_

Int.: \_\_\_\_\_