

Addendums to Community Procedural Guide

General Rules - (Effective April 1, 2024)

Change to pg. 1

This **Community Procedural Guide** is broken down in several sections and appropriate rules and policies are addressed in each section. However, the following rules pertain throughout the Recreation Area:

- All persons using the recreational facilities shall conduct themselves in a courteous manner with due regard to the rights of others.
- Upon entering any recreational facility, you are required to produce and show, in a proper manner, your ID card to the Security Officer on duty or to other management personnel upon request.
- The number of people using recreational facilities may be limited to comply with safety regulations or for other practical reasons. Use of the facilities will not be unreasonably denied.
- Certain portions of the recreation area may be available, from time to time, for exclusive use by clubs, classes, associations or other approved groups.
- Advertising leaflets, signs, posters or other written matter may not be delivered or posted without management approval and must be deemed as beneficial to the community.
- All vehicles must obey all speed limit, pedestrian, traffic and parking signs.
- Swimming in recreation area lakes and canals is strictly prohibited.
- All Recreation Area buildings are smoke free (including vaping and e-cigarettes). Smoking, vaping or e-cigarettes under any covered area is prohibited.

Clubs - (Effective April 1, 2024)

Change to Pg. 8, 9

CLUB RULES & REGULATIONS

CLUBS

There are numerous active clubs that meet on a regular basis in the Kings Point Clubhouses. The Staff Office schedules rooms and facilities for club functions.

To form a club the following must occur:

1. The Club president must come to the Staff Office and complete a Club Officers and Club Information Form which consists of the following:
 - Detailed description of club activities.
 - Number of members – minimum of 10 to form club.
 - Membership fee if any will be described in this form.
 - All Clubs **MUST** have the following officers to form a club:
 - a. President
 - b. Vice President
 - c. Secretary
2. Upon approval by the Staff Office, the club president will complete a Room Request Form for scheduling purposes.

Club Rules and Regulations:

1. Kings Point Clubs must be open to all Kings Point Residents and must be comprised of Kings Point Residents only.
2. Kings Point Clubs, who have food, music and outside community attendees must rent one of the ballrooms and must provide the Staff Office with a list of outside community attendees.
3. When renting a room, the Staff Office must be provided with a list of the outside community attendees prior to the meeting or event.
4. Food is not permitted in any rooms except for the Monaco BR, Flanders BR and Grand Ballroom.
5. Clubs wishing to serve light refreshments (example: coffee and bagels) are required to pay a \$75.00 clean-up fee.
6. Any changes to meeting dates, cancellations or club status must be communicated to the Staff Office at least fourteen (14) days in advance.
7. Posting of advertising leaflets, signs, posters, or other written materials are prohibited in the Recreational Facilities.
8. Recreational facilities are only for the use of Kings Point Residents and their guests. The recreational facilities shall not be used by any group, club, association, society, party, affiliation, or the like, for any religious, political, charitable, fraternal, civic, social or any other purpose without the express written consent of the Recreation area management firm, which consent may be withheld for any or no reason.
9. Campaigning of any sort is not allowed on Recreational facilities. This is to include debates, handing out leaflets in support of specific candidates or political rallies.
10. Advertising in any form for special club events or meetings must include an RSVP with club officer contact information; this will enable club officer to provide to the Staff Office with a mandatory list of guest names at least one week prior to event or meeting.
11. Buying or selling of merchandise is not permitted on Kings Point property.
12. Children under the age of 18 are not permitted in the clubhouses except for a ballroom rental. If a club rents one of the ballrooms, children will be permitted only for the duration of the event and must be supervised at all times and accompanied by a parent or guardian when using the restrooms.
13. Meetings are subject to location and/or time change by Management.

Recreation Area Community Procedural Guide



KINGS POINT
GOLF AND COUNTRY CLUB
Where Exceptional Lifestyle Begins

**KINGS POINT RECREATION AREA
COMMUNITY PROCEDURAL GUIDE
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KINGS POINT RECREATION AREA

ADMINISTRATION OFFICE

Monday - Friday 8:30 AM - 4:30 PM

561-499-3335

The Recreation Area of Kings Point was designed and is operated for the pleasure of Kings Point Residents and their guests. Owners are responsible for the conduct of their lessees, guests and invitees and will be held responsible for all damage to the Recreation Area property caused by such owners, their lessees, guests and invitees. The Recreation Area consists of the clubhouses, swimming pools, natatorium, golf courses, certain canals, bus system, entry gates and roads of the community and other common facilities. The Recreation Area does not include condominium property and its parking areas or common grounds.

Recreation Area policies and rules are established by the Board of Directors, which also oversee the management and financial operations of the Recreation Area. The Board of Directors meets every 1st and 3rd Thursday of the month at 9:30 AM in the Administration Building. Residents are welcome to attend these meetings and observe but needs or issues should be communicated in writing to the Board or by contacting a board member prior to a meeting. Board members are elected/selected by the various condominium associations within Kings Point.

Vesta Property Services manages the Recreation Area property and facilities on behalf of the owners and the community. Vesta Property Services conducts a monthly informational meeting where residents are welcome to address any issues or needs. These meetings are held the 3rd Tuesday of every month (except the summer months of June, July and August) alternating between the Flanders and Monaco Clubhouses. These meetings begin at 9:30 AM.

Recreation Area policies and rules are necessarily established for the safe and equitable enjoyment of the facilities by all Kings Point Residents. Our community has as many citizens as a small city. Cooperation by all residents is essential in providing a pleasurable environment where all can enjoy their retirement experience. This **Community Procedural Guide** addresses many of the Recreation Area rules and policies but cannot be all-inclusive. The Board of Directors and Vesta Property Services reserve the right to change, add or delete rules and/or policies of the Recreation Area.

This **Community Procedural Guide** is broken down in several sections and appropriate rules and policies are addressed in each section. However, the following rules pertain throughout the Recreation Area:

- All persons using the recreational facilities shall conduct themselves in a courteous manner with due regard to the rights of others.
- Upon entering any recreational facility, you are required to produce and show, in a proper manner, your ID card to the Security Officer on duty or to other management personnel upon request.
- The number of people using recreational facilities may be limited to comply with safety regulations or for other practical reasons. Use of the facilities will not be unreasonably denied.
- Certain portions of the recreation area may be available, from time to time, for exclusive use by clubs, classes, associations or other approved groups.
- Advertising leaflets, signs, posters or other written matter may not be delivered or posted without management approval and must be deemed as beneficial to the community.
- All vehicles must obey all speed limit, pedestrian, traffic and parking signs.
- Swimming in recreation area lakes and canals is strictly prohibited.
- All Recreation Area buildings are smoke free. Smoking under any covered area is prohibited.

- Compliance with requests, directions and/or instructions from a Security Officer or from any management personnel is expected.
- Failure to comply with recreation area policies may result in the person being removed from the property and/or a suspension of Recreation Area privileges and barcode.
- Video recording and photography is prohibited in all recreation area properties.

Drones are prohibited on Recreation Property

- 1.) In order to preserve the privacy and safety of the members, and to prevent the occurrence of a nuisance on the property, the use or operation of drones (remotely controlled flying devices sometimes equipped with cameras or other recording devices) in the airspace above the recreation properties operated by KPRC is prohibited. This prohibition applies to all areas included in the recreation properties including, but not limited to, the golf courses, the pool areas, the clubhouses and all other areas located within the recreational properties. The use of drones in violation of this rule shall be grounds for suspension of use rights in the recreation properties as provided by Article XII of the Bylaws of KPRC. This prohibition extends to all residents, owners, tenants, guests and invitees
- 2.) The use of any drone on the recreation properties in violation of this rule shall make the operator and/or owner of the drone strictly liable for any damage to property or person caused by the drone. The owner and/or operator of the drone is responsible to KPRC for any damage to the recreation properties caused by the drone.

All persons using the recreational facilities shall at all times refrain from behavior which is disruptive, or which disturbs others in their lawful use of the property, and shall not engage in behavior which fails to observe proper decorum, procedures, and protocol at meetings conducted on the property, or conduct which violates these rules or the articles of incorporation or bylaws of the Kings Point Recreation Corporation, Inc. The failure to comply with these provisions will result in the suspension of use rights on the property for a minimum period of 60 days, and such person shall surrender his or her Pass for such period of time. The Board of Directors has delegated to Vesta Property Services the authority to suspend use rights of the property for those reasons shown. Anyone who obtains a Pass to use the facilities, as a condition of obtaining the Pass, expressly agrees to surrender the Pass for the period of suspension.

Security Notice: Video/Audio surveillance in use on these premises.

OFFICIAL RECORDS

Access to the official records of the Kings Point Recreation Corporation, Inc., is governed by Chapter 617, Florida Statutes. Under the statute, any member of the Corporation as identified in the Articles of Incorporation is entitled to inspect and copy certain records during regular business hours at the Corporation's principal office or at a location specified by management. Only members of the Corporation are entitled to access to the records. The owner of a condominium unit located in Kings Point is not entitled to access to the records of the Corporation by virtue of his unit owner status, as unit owners are not individually members in the Corporation. Any access to records desired must be submitted through a member condominium association or member umbrella group. The request to inspect and copy corporate documents must be in writing delivered to management or a director of the Corporation. As provided by statute, access to certain corporate records such as the accounting records of the Corporation is conditioned on the requesting member showing that the request is made in good faith and for a proper purpose.

CLUBHOUSES

MAIN CLUBHOUSE	Monday-Sunday	8:00 AM -11:00 PM	561-499-3335
MONACO CLUBHOUSE	Monday-Sunday	9:00 AM -11:00 PM	
FLANDERS CLUBHOUSE	Monday-Sunday	8:00 AM -11:00 PM	

Numerous free and paid events, as well as, educational programs are regularly conducted in the Recreation Area Clubhouses. Stage shows, dances, lectures, movies, clubs, classes, community support services and other activities are planned, providing hours of enjoyment to Kings Point Residents and their guests. The clubhouses are also used to meet friends, play cards, swim, shoot billiards, play shuffleboard, pickleball and bocce ball or to participate in other varied pastimes. Several policies govern residents' use of the clubhouses:

DRESS CODE POLICY

SHOW AND SPECIAL EVENT NIGHTS

- NO SHORTS ALLOWED
- Ladies attending the show will be permitted to wear dressy pants knee length or longer.
- Men attending the show must wear full length pants.
- Men will be permitted to wear collarless dress shirts, mock turtlenecks or sweaters.
- Men and women not attending the show wishing to wear shorts must enter/exit through the West Door or East Atrium Entrance to access the Social Room, Kings Hall or the Card Room.

NON-SHOW AND SPECIAL EVENT NIGHTS AT THE MAIN CLUBHOUSE

- Shorts will be permitted throughout the clubhouse.
- Shorts allowed in movies.

Management has the discretion to determine what is appropriate and what is not appropriate to attend theatre events. Anyone deemed to be dressed inappropriately will be asked to leave.

Eating or drinking is only allowed in the restaurants, at dances and certain social and meeting functions with management's approval. Personnel in the Staff Office should always be apprised of any situation where serving food and/or drink are anticipated.

- Children under the age of 18 are not permitted in the clubhouses.
- Residents and guests are expected to leave the clubhouses in a clean neat appearance. Rearranging of furniture is not permitted.
- Recharging of personal electric conveyances (wheelchairs, scooters, golf carts, hybrid automobiles, etc.) is not allowed at any recreational facility. All authorized motorized conveyances should be driven in a safe and courteous manner and never faster than walking speed.

STAFF OFFICE	Nov - Apr	Monday - Friday	9:00 AM - 4:30 PM	561-499-3335
MAIN CLUBHOUSE	May - Oct	Monday - Friday	9:00 AM - 4:00 PM	

Personnel in the Staff Office plan, schedule, communicate and conduct a wide array of social and educational events. They are also responsible for meeting the needs of many clubs and associations. Clubhouse operations can only be accomplished with the cooperation of all residents and with clear, timely communication.

The **News & Revues** is published by Vesta Property Services, Inc. to inform the community of the upcoming clubhouse activities, schedules and Board of Directors' minutes. It can be obtained at any of the three clubhouses or at the ID office. A playbill for upcoming shows is also available. **Channel 63** on the community's cable television system lists the current month's clubhouse activities, as well as, current community information which can be accessed 24 hours a day. In addition, recorded telephone messages on the current movies, shows and dances can be accessed by calling the Community Hotline. You will also be able to obtain information from this hotline in the event of an emergency. Recreational information can also be found on our website at www.kingspointdelray.com. Channel 63 is also available on the website.

Lost & Found is located in the Staff Office. If you misplaced or lost your personal belongings around the recreation area, please check in the Staff Office. Found items will be kept for thirty days. Please turn in any found items to the Staff Office.

SALON	561-499-3100	Tuesday - Saturday	9:00 AM - 5:00 PM	Main CH
EAST END CAFÉ	561-381-2028	Monday - Friday	7:30 AM - 3:00 PM	
		Saturday - Sunday	8:00 AM - 3:00 PM	
		(May thru Oct)	8:00 AM - 2:00 PM	Main CH
THE BISTRO	561-496-7863	Saturday - Thursday	11:00 AM - 7:00 PM	
		Friday	11:00 AM - 8:00 PM	Monaco CH
REALTY OFFICES	561-899-4620	Sunday - Saturday	9:00 AM - 5:00 PM	Main CH
		Sunday - Saturday	9:00 AM - 5:00 PM	Flanders
RIGHT AT HOME	561-910-1843	Sunday - Saturday	8:30 AM - 6:00 PM	Main CH

We encourage all residents to support these facilities to ensure their continued presence in our community.

BBQ GRILLS AND PICNIC AREAS

The BBQ grills and picnic areas are located behind the Main Clubhouse and at the Normandy Pavilion. Reservations can be made up to six months in advance at the Staff Office. If the grills have not been reserved, they are available on a first come, first served basis. Groups with less than 25 people **MUST** be willing to share the grills with other groups. A \$50.00 deposit (check only) is required for groups of more than 25 guests. Deposit will be returned once inspected.

BOX OFFICES

MAIN BOX OFFICE All Year Monday - Friday 9:00 AM - 3:00 PM
561- 499-3335 Ext. 109

This Box Office is open one hour before a scheduled paid event in the Main Clubhouse.

FLANDERS BOX OFFICE Nov – Apr Monday/Wednesday/Friday 10:00 AM - 2:00 PM
561- 499-3335 Ext. 112

ATRIUM BOX OFFICE Nov - Apr Monday - Sunday 9:00 AM - 3:00 PM
561- 499-3335 Ext. 108 May - Oct Monday - Sunday 10:00 AM - 2:00 PM

A valid Kings Point ID must be presented for each ticket being purchased. You may purchase as many tickets for an event, at resident price as you have valid Kings Point IDs for your condominium. All additional tickets will be charged at non-resident price. When paying by check for social events please include your name, local address and local phone number on the check. There will be a \$20.00 fee for all returned checks and Recreation Area privileges will be revoked until resident's account is paid in full.

RESIDENT GUEST TICKET POLICY

If available, guests are allowed to purchase social event tickets at regular price with a GUEST ID. A resident must be with the guest to receive resident pricing. Guests wishing to buy tickets without a GUEST ID will pay outside community pricing. The event ticket acts as the pass into the clubhouse for the social event. Residents remain responsible for the conduct of their guest. Please inform your guest of our policies, procedures and dress code.

TICKET PURCHASE

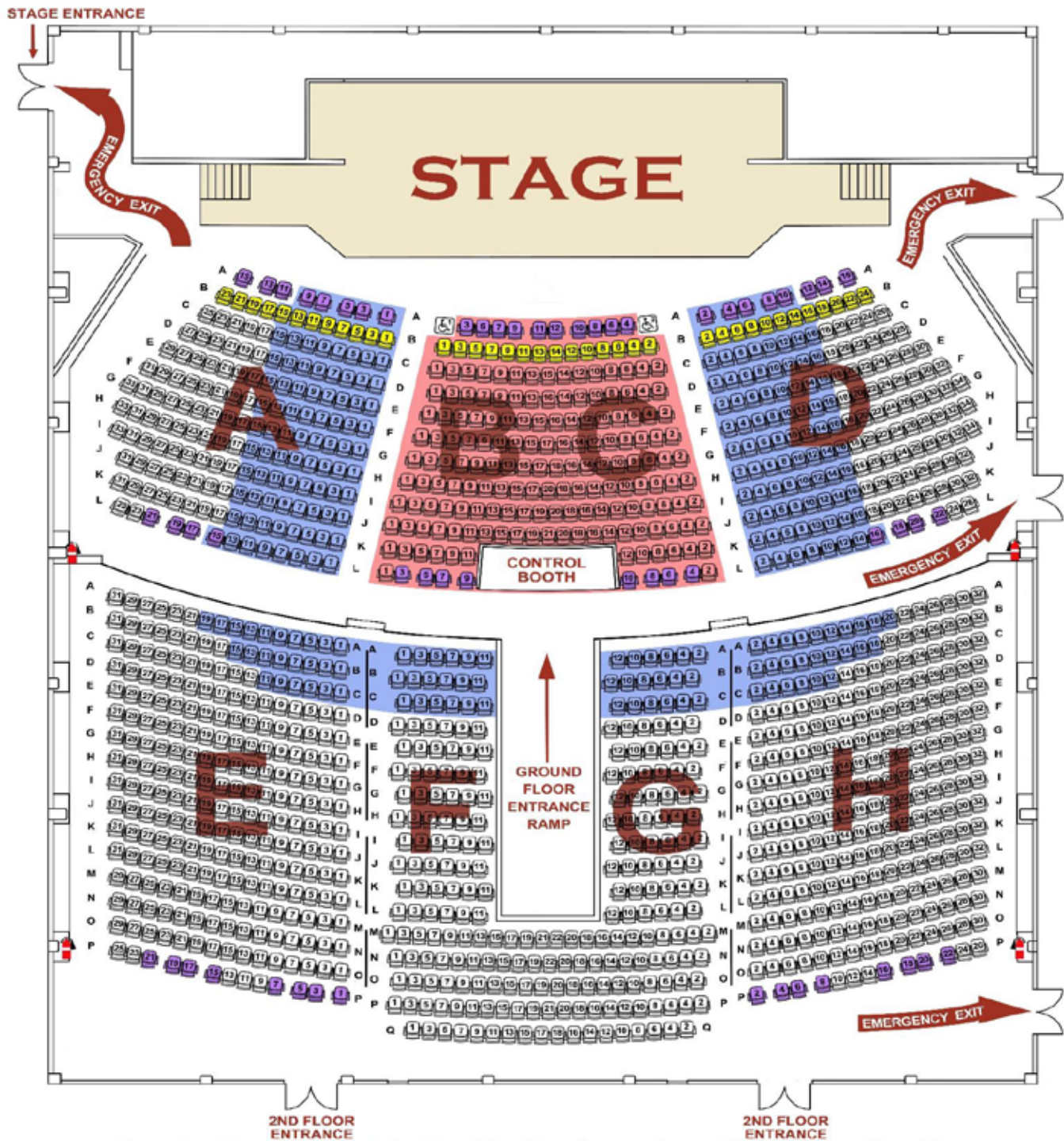
The Ticket Purchase procedure is a convenient, fair and efficient procedure. Everyone has an equal opportunity to get the tickets and seats they request. To purchase tickets:

- Complete the event flyer at the Box Office.
- OR**
- Complete the event flyer by visiting www.kingspointdelray.com. After ordering online, you are requested to pick up tickets at the Main Box Office by 3:00 PM on the day of the first event ticket purchased or at the Box Office one hour prior to show. At this time, it is required to present the order confirmation and a valid Kings Point ID.

THEATRE TICKET PRICING

Ticket prices for General Seating are listed on the flyer. Premium and Preferred Seating may be purchased at an additional cost.

Kings Point THEATRE SEATING DIAGRAM



A, B, C, D, E, F, G, H designates Section Letter

PREMIUM SEATING \$2 MORE ■

PREFERRED SEATING \$1 MORE ■

PHYSICALLY HANDICAP ■ ■ ■ ■ ■

VISUALLY HANDICAP ■ ■ ■ ■ ■

HANDICAP SEATING

Certain seats in the theater have been set aside for handicap seating purposes. These seats will be sold to those residents (and their companions) who have demonstrated a need for handicap seating*. A Companion (non-handicap) pays premium/preferred seating pricing.

**Residents must submit documentation with explanation of their need for specific accommodations.*

***Temporary injuries or conditions cannot be accommodated.*

- The State of Florida requirement will be used as a guideline for determining legally blind status.
- A physician's letter is necessary for consideration regarding handicap seating. Letters should state the permanence of the disability and whether a wheelchair or walker is required.
- These letters can be dropped off or faxed to the Staff Office. Please include your name, local address and phone number on these letters.
- Annually, a re-certification of handicap status will be conducted to ensure continued consideration for handicap seating. Should your status change, please notify the Staff Office so that all records may be updated.
- Handicap seats that are not sold to those individuals on handicap status may be sold to others a week prior to the event.
- Handicap seats will be released on December 1st of each year for Season Shows.

REFUND POLICY

In the event the main act for a stage show is cancelled or replaced, a full refund will be given for a two-week period, determined by management. Replacement of an opening act or a cabaret act will not warrant a refund. All other tickets purchased are non-refundable. Residents are responsible to notify anyone they may have purchased tickets for under their address to inform them of show cancellation and provide them with the refund money.

DANCE RESERVATIONS

Table reservations may be made at the Box Office. One resident may make a reservation for an entire table; however, they must bring in all tickets purchased for the event. Reservations are limited to eight or ten per table for dances held in the Grand Ballroom of the Main Clubhouse. Ten reservations are limited per table for dances held in the Flanders and Monaco Ballrooms. Larger groups will be restricted as to the number of dance floor side tables they may reserve and should make special arrangements with Box Office employees. Tickets for dances must be made in advance, tickets will not be sold on day of event. Dances are closed out the week of the scheduled event to finalize the details.

CLASSES

Many educational and entertaining classes are conducted monthly for the enjoyment of residents and their guests. The Staff Office employees schedule and conduct the day to day operations of these activities. Ideas for new classes should be directed to the Staff Office.

Anyone participating in an exercise or dance class should consult their physician prior to registration. Anyone participating in an exercise class will be asked to complete a Release of Liability Form.

Residents are able to register for classes at the Box Office. Class registration generally begins on the last Monday of the month for the following month's classes. A list of classes being offered and the registration dates will be published in the News & Revues. A registration fee is included in the class price. This fee is non-refundable unless the class is cancelled by management. Classes may be cancelled due to low enrollment or instructor unavailability. Class refunds will be given until the second scheduled class date for the current month.

CLUBS

There are numerous active clubs that meet on a regular basis in the Kings Point Clubhouses. The Staff Office schedules rooms and facilities for club functions. The primary requirement for the formation of a club is that it will be offered to all residents of Kings Point. To form a club the following must occur:

- The club president must come to the Staff Office and complete a Club Officers and Information Form which consists of the following:
 1. Detailed description of club activities.
 2. Number of members – minimum of 10 to form a club.
 3. Membership fee if any, will be described in this form
- Upon approval by the Staff Office, the club president will complete a Room Request Form for scheduling purposes.

Note: Any changes to meeting dates or club status must be communicated to the Staff Office.

CLUB RULES AND REGULATIONS

1. Kings Point Clubs must be open to all Kings Point Residents and must be comprised of Kings Point Residents only.
2. Kings Point Clubs who have food, music and outside community attendees must rent one of the ballrooms and must provide the Staff Office with a list of outside community attendees.
3. When renting a room the staff office must be provided with a list of the outside community attendees prior to the meeting or event.
4. When not renting a room a guest pass for outside communities must be obtained from a guard.
5. Food is not permitted in any rooms except for the Monaco BR, Flanders BR and Grand Ballroom.

6. Clubs wishing to serve light refreshments (*example: coffee*) are required to pay a \$75.00 clean up fee.
7. Any changes to meeting dates, cancellations or club status must be communicated to the Staff Office at least fourteen (14) days in advance.
8. Posting of advertising leaflets, signs, posters or other written materials are prohibited in the Recreational Facilities.
9. Recreational facilities are only for the use of Kings Point Residents and their guests. The recreational facilities shall not be used by any group, club, association, society, party, affiliation or the like, for any religious, political, charitable, fraternal, civic, social or any other purpose without the express written consent of the Recreation area management firm, which consent may be withheld for any or no reason.
10. Campaigning of any sort is not allowed on Recreational facilities. This is to include debates, handing out leaflets in support of specific candidates or political rallies.
11. Advertising in any form for special club events or meetings must include an RSVP with club officer contact information; this will enable club officer to provide to the Staff Office with a mandatory list of guest names at least one week prior to event or meeting.
12. Buying or selling of merchandise is not permitted on Kings Point property.
13. Children under the age of 18 are not permitted in the clubhouses with the exception of a ballroom rental. If a club rents one of the ballrooms, children will be permitted only for the duration of the event and must be supervised at all times and accompanied by a parent or guardian when using the restrooms.
14. Meetings are subject to location and/or time change by Management.

SOCIAL EVENTS

A variety of social events take place in the clubhouse on an ongoing basis. Tickets for many of these events may be purchased in advance at the Box Office or online prior to the social event. Tickets may also be purchased beginning one hour prior to an event, if available. Tickets will be \$1.00 more the night of the show. It is suggested that you purchase tickets in advance to ensure availability and best seat selection. Late arrivals will be denied entry for sold out shows. For non-sold-out shows, late arrivals up to 15 minutes after the show has started will be escorted upstairs and seated in the back of the theatre. Arrivals after this time will be denied entry to the show.

BALLROOM RENTALS

The ballrooms are available to rent for private parties and special functions. Requests should be made through the Staff Office no sooner than six months prior to the desired date. There are special rental fees for resident events.

- A list of guests who will be attending must be submitted 30 days prior to event.
- The rooms are available between the hours of 9:30 AM to 10:30 PM.
- Alcoholic beverages may be served but not sold.
- Please be advised that entry to any event will be denied to a resident whose recreation privileges are suspended at the time of the event.
- Event liability insurance is required.

STAINED GLASS – Appointment only... contact club president

FITNESS CENTER (Main Clubhouse)	Monday – Sunday	8:00 AM -10:30 PM
FLANDERS GYM	Monday – Sunday	8:00 AM -10:30 PM

The Fitness Center is an increasingly popular facility at Kings Point. It is highly recommended that anyone participating in any exercise activity do so with their physician’s approval and attention.

- Use of the equipment and facilities in the Fitness Center is at one’s own risk.
- Proper attire must be worn. Men must wear a shirt. Bathing suits are not allowed for workout attire. Shoes must be closed toed and have rubber soles.
- Please read all equipment instructions posted. Make sure that machine settings are conducive to your individual needs.
- All sports bags should be placed in the storage areas provided.
- Please observe all posted time limits and sign-in procedures for use of the equipment.
- As a courtesy to all, please wipe off equipment when you are finished using it.
- Report any malfunctioning equipment to Staff Office personnel.
- A Fitness Coordinator may be present from time to time to assist residents in the use of the Fitness Center equipment.
- Courteous behavior by everyone is expected at all times. Anyone found damaging or intentionally misusing Fitness Center equipment will be held responsible. Theft of equipment parts will not be tolerated.

TABLE TENNIS FACILITIES

Table Tennis is located in the East Hallway of the Main Clubhouse, next to the Library. Table Tennis balls and paddles may be obtained at the Clubhouse Service Desk during business hours. A Kings Point ID must be surrendered until the return of the equipment. Table Tennis is available on a first come, first served basis. There will be a one-hour time limit if others are waiting to use the tables. The tables may be reserved from time to time for club use.

BILLIARDS ROOMS

Billiards Rooms are located in all three clubhouses. Reservations are not necessary to use these facilities. Table play is on a first come, first served basis. However, a one-hour time limit exists when others are waiting to play. Please observe all posted signs and common courtesies when utilizing these facilities. Do not remove any equipment (*cue sticks, balls, chalk, etc.*) from these rooms. Billiard balls may be obtained:

Main Clubhouse	By surrendering a Kings Point ID at the Service Desk
Monaco Clubhouse	By surrendering a Kings Point ID to the Security Officer at entrance
Flanders Clubhouse	By surrendering a Kings Point ID to the Security Officer at entrance

CARD ROOMS

Card Rooms are available on a first come, first served basis in all three clubhouses for residents and their guests. Reservations are not necessary.

- Gambling is not allowed.

- Eating and drinking is prohibited.
- Please do not utilize extra chairs to accommodate your personal belongings.
- Do not sit on stacked chairs.
- Be aware that from time to time these rooms may be reserved for other purposes.
- Card rooms are kept cool. Please dress accordingly.

ART ROOM (Main Clubhouse)

The Art Room is open to all residents when a class or a club consisting of 20 or more people is not in session. Management is not responsible for any materials left in the lockers or closets. The doors must remain closed at all times. Lockers are available to students, instructors and members of the art workshop. Residents are expected to leave the room neat and clean. Art room storage is for “in progress” work only.

Request for a locker is to be made at the Box Office. A fee will be charged to rent a locker. There is a limit of one locker per person. Flammable products are to be stored in a U.L. approved fire-resistant metal cabinet. Management will open and inspect the lockers from time to time to ensure compliance. Anyone found storing these materials will lose their locker privileges.

LIBRARY (Main Clubhouse)	Nov – Apr	Monday – Friday	9:00 AM - 3:00 PM
	May – Oct	Monday – Friday	9:00 AM – 2:00 PM

Many hard cover and paperback books are available from our fine library. Some are available in large print. Computers and printers are also available for use. As with any library, residents are responsible for the care and return of borrowed books. Past due charges are also collected for the late return of books.

COMPUTER LAB (Main Clubhouse)

WOODSHOP (Main Clubhouse)

The Woodshop is a resident-only state of the art facility where one can create and complete many types of woodworking projects. It can, however, be a dangerous place and great care must be exercised to work safely. Management retains the right to suspend anyone’s use of the woodshop facilities if it is observed or suspected that they are not or cannot use the equipment safely, or do not adhere to general Woodshop rules. Commercial work is prohibited in the Woodshop.

Residents are required to register and complete a “Woodshop Safety” class. Upon completion, the instructor will assess resident’s woodworking ability and issue a Woodshop member card; a colored card allows use of all power tools, a green card does not allow use of power tools. A Woodshop revalidation class is required to be taken every 2 years for a current member.

As a Woodshop member, residents are expected to:

- Ensure Woodshop badge is worn and visible at all times while in the Woodshop.
- Sign a Release of Liability form.
- Sign and acknowledge the important safety guidelines and rules governing the Woodshop.
- Sign in when entering Woodshop.
- Use of power equipment requires two people with a valid colored card (with the exception of a green card) be present in the Woodshop. There are no exceptions to this rule.

SWIMMING POOLS

MAIN CLUBHOUSE

NATATORIUM (Indoor Pool Facility)	8:00 AM – 10:30 PM
RESIDENT POOL	8:00 AM – Closes half hour before sunset
GUEST POOL	8:00 AM – 10:30 PM

BURGUNDY POOL

9:00 AM – Closes half hour before sunset

FLANDERS POOL

9:00 AM – Closes half hour before sunset

MONACO POOL

9:00 AM – 10:30 PM

Five outdoor swimming pools and two whirlpool spas are available in the Kings Point Community. The Natatorium located inside the Main Clubhouse has an exercise pool, lap pool, resistance pool and spa for your enjoyment. The Burgundy Pool, Flanders Pool, Monaco Pool, Main Clubhouse Guest Pool and Natatorium Pools are available for guests with a valid Kings Point ID. Guest passes can be purchased at each of the pools.

- **NO LIFEGUARD ON DUTY, SWIM AT OWN RISK.**
- All bathers **MUST SHOWER** before entering pool. Soaps and shampoos are not permitted in shower facilities.
- Guests under the age of 18 must be accompanied by a resident.
- No one under the age of 18 is permitted in the Natatorium.
- Children under the age of three (3) or children in diapers are not allowed in any pool at any time.
- Security Officers will randomly inspect all pool goers in or out of the Burgundy Pool for proper ID.
- You are asked not to interfere with a class taking place in the pools.
- Bottles, glass and other hazardous objects are prohibited within the pool area. Consumption of food and beverages in the swimming pool or pool deck is forbidden. Please use designated eating areas and smoking areas.
- All animals, with the exception of guide animals for the handicapped, are prohibited from entering the pool area.
- No running, jumping or horseplay is permitted in the pool area or on the pool deck at any time.
- Flotation devices, diving equipment & swimming accessories are not permitted except during approved class or club activities.
- All persons using the facilities will conduct themselves in a courteous manner. No loud radios.
- No reserving chairs, lounges or benches. One chair or lounge per person.
- Do not leave shoes, bathing slippers or other personal items poolside.
- Periodically, a pool may be delayed in opening or closed due to maintenance or safety concerns.
- The pool will close during any severe or dangerous weather conditions.

Lap Swim Procedures In addition to the general pool rules, the following will apply to lap swim:

- Swimmers please select appropriate lane speed for your ability.
- Please modify your stroke to avoid collisions.
- Please be respectful of others. Lap swim lanes are intended for those who wish to swim using any stroke that will not impede another swimmer.
- Split lane swimming is appropriate when there are two people in a lane.
- Swim Counter-Clockwise when there are three or more people in a lane.

- When the pool is busy, it is important to use the lane most similar to your type of swimming.
- When resting on the wall – move to the outside corner to allow other swimmers to pass easily.
- When passing, please be aware of oncoming swimmers. Wait to pass if necessary, to avoid collisions. Whenever possible, wait at corner of wall to allow faster swimmers to pass.

WHIRLPOOL SPAS *(Recreation area pool rules are also applicable to the spas.)*

- **NO LIFEGUARD ON DUTY, SWIM AT OWN RISK.**
- Maximum Use: 15 MINUTES
- Maximum water temperature: 104°F
- No one under the age of 18 is permitted in any of the spas.
- Pregnant women, people with health problems & people using alcohol, narcotics or other drugs that cause drowsiness should not use the spa without first consulting a doctor.
- It is good practice for persons using high temperature spas to be attended by another person out of the spa.

SHUFFLEBOARD COURTS *(Open 7 days a week)*

MAIN CLUBHOUSE	<i>(Enter by the west door)</i>	8:00 AM - 10:30 PM
MONACO CLUBHOUSE	<i>(Located by the pool)</i>	9:00 AM - 10:30 PM
FLANDERS CLUBHOUSE	<i>(Located by the pool)</i>	9:00 AM - Half hour before sunset

Those using the shuffleboard courts are expected to conduct themselves in a courteous manner with regard to the rights of others. Shuffleboard equipment may be obtained:

Main Clubhouse:	At the Shuffleboard Courts
Monaco Clubhouse:	From the Security Officer at the entrance
Flanders Clubhouse:	From the Security Officer at the pool entrance

- When others are waiting, play is limited to one hour.
- Anyone under the age of eighteen (18) must be accompanied by an adult.
- All equipment must be returned immediately after play. Any broken equipment should be reported to the Security Officer.

TENNIS COURTS

SEVILLE COURTS	Monday - Sunday	Sunrise - Dusk
MONACO HAR-TRU COURTS	Monday - Sunday	8:00 AM - 10:00 PM
NORMANDY HAR-TRU COURTS	Monday - Sunday	8:00 AM - Dusk

- Players must wear regular smooth tennis shoes, shirts and tennis shorts at all times.
- All play is limited to one hour. Doubles play is requested when others are waiting.
- Residents and their Guests may use the courts on a first come, first served basis.
- All players must have their Kings Point ID cards or guest passes available upon request.
- Return line brushes and drag mats to proper location on fence.
- No smoking on courts.
- Please use tennis etiquette at all times.

PICKLEBALL COURTS

(Open 7 days a week) 8:00 am - 10:30 pm

Main Clubhouse: Adjacent to the east end of the shuffleboard courts
additional courts are located near the Seville Tennis Courts

BOCCE BALL COURTS

Monaco – *Located across from the Monaco Clubhouse next to the Tennis Courts.*

(Open 7 days a week) 8:00 am - 10:30 pm

Flanders – *Located on the Flanders Pool Deck next to the Shuffleboard Courts.*

(Open 7 days a week) 9:00 am - Dusk

Note: Courts may be reserved from time to time for club use.

GOLF COURSES

EXECUTIVE GOLF COURSE	Monday – Sunday	7:00 AM – Dusk	561-499-7840
PAR 3 GOLF COURSE	Monday – Sunday	7:00 AM – Dusk	561-499-0140

The residents of Kings Point are extremely fortunate to have two 18-hole courses that were designed by world renowned architect Robert Trent Jones, Sr. All of the putting greens have been re-grassed with Champion, the latest technology in Bermuda grass. This grass is found on many PGA Tour courses and is considered by experts to be the finest putting surface currently available. The tees have all been laser leveled to ensure a perfectly flat hitting surface. Many other upgrades and enhancements have been made at both courses. Within the golfing community of south Palm Beach County, the Kings Point courses are recognized to be among the finest kept and enjoyable courses available. The courses are available to our residents as well as to the general public.

The Executive Golf Course is a 3,900-yard, par 60, 18-hole course located adjacent to the Flanders Clubhouse. Holes range from 114 to 388 yards. This course is designed to challenge the better player with water on most holes, and very strategically located traps.

Our Par 3 Golf Course is a 2,100-yard, par 54, 18-hole course located in the Tuscany area. Holes range in length from 60 to 180 yards. The greens are undulating and have a fair degree of slope. This golf course will aggressively challenge one's short game.

GREENS FEES, CART RENTALS, BAG STORAGE

Reasonable fees are established for residents, their guests and the general public. Special rates are available for afternoon play during both winter and summer months. Both courses accept MasterCard, VISA and Discover Card. Bag storage is available at both courses under reasonable terms. Resident rates apply to their guests provided the guest has the appropriate "Guest" photo ID. See the ID section of this procedural guide for information on obtaining "Guest" IDs.

ANNUAL MEMBERSHIPS

Annual memberships may be purchased at the ID Office in the Administration Building. Memberships are available for each course individually or as a combination package. Golf membership benefits include unlimited greens fees and three-day advance tee time reservation.

Membership refunds are given only if the member passes away (certified by a death certificate) or has a permanent disability (certified by a doctor's letter stating the disability). Refunds may only be obtained in the first 6 months of the year and are subject to a 25% administration fee and a prorating of the used portion of the membership. In receiving a refund, the member agrees that he/she will not be allowed to purchase a membership in the future.

TEE TIME RESERVATION Monday - Sunday 6:15 AM -11:00 AM **561-638-2719**

Members are permitted to call three days in advance to reserve tee times. Non-members may call two days in advance. One person may call for the entire foursome but may not request for more than one foursome. Tee time reservations must be made by phone (not in person) and are booked in the order received. Should you not be able to keep a reservation, please call to cancel. Management reserves the right to put aside blocks of tee times for various group play.

GOLF COURSE ETIQUETTE

Rangers, Starters and Security Officers are authorized to enforce all rules and regulations governing the golf courses. Failure to comply with directives issued by the above personnel may result in removal from the golf course and/or loss of membership privileges.

- USGA rules will govern play unless superseded by local rules.
- All pull and/or electric carts must be kept 20 yards from the greens and tees.
- Driving carts between the bunkers and greens is prohibited.
- Fix ball marks on greens and fill all divots with sand.
- Rake sand traps after use.
- Invite faster players to play through.
- Out of bounds: All Par 3 holes are stroke only over green or parallel to green. All other out of bounds is loss of stroke and distance.
- Any ball that rests on a roadway is out of bounds.
- White stakes indicate out of bounds. Red and yellow stakes indicate hazard areas.
- Ball fishing is prohibited other than for your ball in play, two minutes maximum. Rake type retrievers are not allowed.
- Please discard trash properly, use trash receptacles.
- Management reserves the right to determine who is permitted to rent golf carts. Drivers must be 18 years of age and possess a valid driver's license.
- Players must wear proper attire. No tank tops or cut offs. Men must wear shirts with collars and sleeves. Management reserves the right to determine what is and is not appropriate dress.
- All residents, golf members and carded guests must show their ID cards at the Pro Shops each and every time they play.

TRANSPORTATION

FIRST TRANSIT

561-499-7350

The Kings Point Bus System is for the exclusive use of the community's residents and their guests. The buses travel seven days a week from 8:15 AM to approximately 5:15 PM with the exception of paid event nights. There is no charge to ride and the buses are handicap accessible. The Kings Point buses will only stop at or across the street from designated bus stops. Our buses will not stop at other requested locations. The five buses serve the community as follows:

Two buses (the **B/C and D/E Buses**) provide pick-up throughout the community and take residents from their homes to the community's clubhouses. These buses also serve the Oriole Plaza until late afternoon. Residents can transfer to the Shopping Loop Bus from any of the clubhouses.

The **Shopping Loop Bus*** provides transportation to the immediate area around Kings Point. This bus travels to Delray Community Hospital and makes various stops along Military Trail and Atlantic Avenue.

The **Mall Bus*** leaves only from the Main Clubhouse and provides service to the Super Target on Congress Avenue every Saturday and will alternate Wednesdays between the Boynton Beach Mall and The Plaza at Delray.

*The Shopping Loop Bus and The Mall Bus schedules are subject to change.

All five buses leave the Main Clubhouse at the same time on an hourly schedule. Kings Point bus schedules are available at the Clubhouse Service Desk in the Main Clubhouse, the ID Office or by visiting www.kingspointdelray.com. The bus schedules have detailed stop information of the areas served.

Please remember that all scheduled times are approximate. We suggest getting to the bus stop no less than 10 minutes before the scheduled time.

USE OF THE BUSES

All riders must show the bus driver the appropriate Kings Point ID or pass. It is helpful to the bus drivers if you have your Kings Point ID card ready to show before boarding the bus. The following ID Cards are acceptable:

- Resident ID Card
- Lessee ID Card
- Temporary Family Resident ID Card
- Health Aide ID Card
- Guest ID Card

GENERAL BUS AND SAFETY INFORMATION

- Be courteous to your fellow bus riders and your bus driver.
- If the bus is full, please give your seat to someone who may be less able to stand for the trip.

- Riders using walkers or canes should always have preference for available seating.
- Certain seats on the bus are not available for use should someone in a wheelchair need them. Please move to another seat when requested by the bus driver.
- Seats on the lower level of the bus should be saved for those passengers who have difficulty climbing stairs.
- Please refrain from speaking with the bus driver while the bus is in motion.
- **Remain seated** whenever the bus is in motion.
- Motorized scooters are prohibited on the Kings Point buses.
- Walkers must be folded and secured.
- Please do not overload your walkers so they cannot be folded.
- Please cooperate with the drivers.
- Please have consideration for all passengers.
- Walkers and rolling carts must be clear of the aisle.
- Walkers and carts are NOT to be left unattended.
- The safety of all our passengers is our first and foremost concern.

Please observe the following:

- Have your Kings Point ID card ready and show it to the driver as you board the bus.
- Eating, drinking or smoking on the bus are prohibited.
- Please keep packages and personal belongings off the seats and keep them in your lap or below your seat.
- Buses will stop only at designated bus stops or directly across the street from a designated stop.
- When leaving do not walk in front of the bus.

TOUR BUS PROCEDURES

Kings Point clubs, groups or associations may plan group social trips. These trips may be for one day or perhaps for a week or longer. Trip representatives may contact the Staff Office concerning any changes up to 24 hours prior to departure.

- A group leader is responsible for checking parking availability **prior** to scheduling their trip with the bus company and must return a completed form for approval to the Staff Office.
- Tour buses should arrive no more than 15 minutes before the designated pick-up time and should depart within 30 minutes.
- Resident and non-resident vehicles will be allowed to park in designated parking area(s) only.

SECURITY

Monday - Friday 8:30 AM - 4:30 PM (office hours) 561-499-3322

The Security Company has various responsibilities within Kings Point. Primary among these are access management to the community and its facilities, safety of the residents, guests and employees. Security Officers will report any unit, vehicle or posted signs displaying advertising signs anywhere on Kings Point property. All Security personnel are required to perform their duties as directed by and in accordance with Kings Point's policies and procedures. It is essential that all residents and their guests exhibit patience and cooperation to allow Security Officers to perform their community duties.

ENTRY GATES

There are six entry gates to the Kings Point Community. The Monaco and Flanders Gates are manned and open 24 hours a day, every day. The Burgundy and Saxony Gates are resident only gates and are accessible by residents who have purchased a gate control device. All Residents must obtain a gate control device. The Main Gate on W. Atlantic Avenue is open from 7:00 AM to 11:00 PM every day. The Normandy Gate on Jog Road is manned from 7:00 AM to 11:00 PM every day and is accessible until 12:00 AM with a gate control device. Residents and their guests can exit the community through the Monaco gate and Flanders gate 24 hours a day. All other gates are closed at 11:00 PM and reopen at 7:00 AM. Please note the gate arm closes after each vehicle.

Guests, Vendors and Service providers must enter the community through the "Visitor Lane" (*the left-hand lane at all four manned gates*). Entering the guest lane, they must be ready to tell the Officer the name and address of who they are coming to see, provide requested documentation and have their entrance logged in before proceeding. Commercial and Vendor vehicles must have proper and adequate signage on their vehicle or they will be denied access.

After 7:00 PM no delivery or commercial trucks are permitted. (*Excluding emergency vehicles*). Residents should inform their guests and Vendors/Service providers of these policies prior to their arrival at Kings Point. To prevent a major infrastructure collapse, tractor-trailer trucks, overland/interstate and multi-freight haulers (*18-wheelers*) will not be allowed on property.

GATE ACCESS CONTROL DEVICES

Bar codes work at five entrance gates, including Burgundy, Flanders, W. Atlantic, Monaco and Normandy. They are available at the ID Office for purchase and are non-refundable. Bar codes may be purchased by residents and lessees with a Kings Point ID and are able to present a permanent registration showing the vehicle is registered in their name and the permanent license plate is on the vehicle. Barcodes are affixed to your car window and can only be put on by staff employee's. Decals cannot be taped or given to a resident. There is no exception. Bar codes and car decals will not be issued to, motorcycles, company owned or work vehicles with a company logo. Saxony Residents only, with a valid Kings Point ID showing a Saxony address, can purchase an RFID sticker for entrance into the Saxony Gate.

GATE ACCESS REQUIREMENTS

All Kings Point residents and lessees are required to set up a guest list to register permanent and temporary guests in the gate access system. Please visit www.kingspointdelray.com or contact the staff office for additional information.

RENTAL CARS

RFID stickers for rental cars can be purchased at the ID Office in the Administration Building. These stickers work at the Flanders and Monaco gates only. A rental car agreement and a Kings Points ID is required for purchase.

CLUBHOUSE ACCESS

Security Officers are posted at all clubhouse entrances. It is expected that all residents show their Kings Point ID card to the officer as they enter the clubhouse. Security Officers are directed to scan all ID cards and make sure that they are current and not a duplicated card. "Single Resident" IDs will be surrendered to the Security Officer upon arrival and returned upon resident and guest departing. The officer will confiscate any expired or false ID cards. Residents violating these policies risk losing their Recreation Area privileges and barcode access. Guests must also have the appropriate ID card or pass for admission to the clubhouse. Allowing someone access to any of our facilities through an unmanned door is strictly prohibited.

COMMUNITY SAFETY

Security plays a valuable role as the eyes and ears of the community. They often will place the emergency call when notified by others of an illness, injury or other situations on the property. They will assist and control the situation until professional help arrives. Security Officers are not law enforcement or emergency medical services. **911 should be called for any emergency occurring in the home or in the Recreation Area.**

Community safety is a top priority of the Security Company. When needed, Security Officers will direct traffic after large community functions for the safety of drivers and pedestrians. Security Officers routinely performs safety inspections on fire alarm systems, fire extinguishers, first aid kits, emergency lights, emergency exits and other safety related items. Security Officers patrol the Kings Point property to observe any suspicious or unusual activity.

Finally, it is expected that residents obey all posted traffic signs. Yielding to pedestrians in crosswalks is essential for their safety. Being aware of other traffic and pedestrians, driving slow and carefully will prevent accidents from occurring.

PARKING

Overnight parking in Recreation Area parking lots is strictly prohibited except as described on under "Tour Bus Procedures". Parking of mobile homes, campers, buses or other commercial vehicles is not allowed. Rovers are to identify all vehicles parked in violation by placing written violation warning notices on vehicles. Security Officers will report any vehicle that is in violation of "No Back-In Parking Permitted". Vehicles parked in restricted areas will be towed.

From dawn to dusk the parking lot on the south side of the Flanders Clubhouse is reserved for use by residents utilizing the Flanders pool. From dawn until dusk the parking lot on the north side of the Flanders Clubhouse is reserved for use by people utilizing the Executive Golf Course. All others should use the west parking lot across the street from the clubhouse. Security Officers will monitor proper parking of tour buses and passenger cars in designated areas only. These areas will be established on the permit request.

ID OFFICE

Monday – Friday

9:00 AM - 4:00 PM

561-499-3335 Ext.135 & 136

To assure that Kings Point residents and their guests have exclusive access to all recreation facilities, a Kings Point ID or Guest pass is necessary for admittance. Kings Point ID cards remain the property of Kings Point Recreation Area. ID cards, Guest passes and day pass booklets can be obtained at the ID Office located in the Administration Building. Day Guest passes can be obtained at the Security Officer's desk at the **Administration Building** or at the Security Officer's posts inside the Clubhouses.

You will be required to show your ID card for entrance to the clubhouses, purchasing show tickets, signing up for classes, use of the Kings Point buses, pools and golf courses. A Kings Point ID must also be presented before a vehicle sticker or bar code will be issued. Guests must also have an appropriate Guest ID card, Guest pass or be accompanied by a resident who has a Single Resident ID card. Residents are always responsible for the conduct of their guests.

Admission may be refused and ID cards/Guest passes confiscated by a Security Officer if:

- The ID card/Guest pass shown does not belong to the user.
- The ID card/Guest pass has expired.
- The ID card/Guest pass has been tampered with, duplicated or copied.
- Management has suspended the resident's Recreation Area privileges.

A fee is required for each ID card or Guest pass issued which is non-refundable. Fees are determined by the Board of Directors. A price list is posted in the Administration Building lobby or you may call the ID Office for specific information. The first ID card purchased for a resident/lessee must be issued to an individual fifty five years (55) of age or older.

RESIDENT ID CARDS

To issue Resident ID cards to a new owner(s), the ID Office must receive the following:

- A copy of the "Certificate of Approval" from the condominium association's management company approved by an association officer and sealed with the condominium association's seal along with the **Capital Contribution & Processing Fee payable to Kings Point Recreation Corporation, Inc.**
- The previous owner's Resident ID card(s). If the previous owner's ID card(s) cannot be located, a fee must be paid for each outstanding ID before issuing new ID cards.

Maximum of two (2) Resident ID cards will be issued per unit.

SINGLE RESIDENT ID CARDS

A Single Resident card is a second ID card issued to a resident living alone. This card allows the single resident to bring a guest (and only one guest) into the recreation area facilities. The resident must accompany their guest at all times when inside any recreational area facilities. "Single Resident" IDs will be surrendered to the assigned Security Officer upon arrival and returned upon resident and guest departing.

A Single Resident ID may be purchased only if the following requirements are met:

- The “Certificate of Approval” from the association’s management company has only one name, or;
- If two names appear on the “Certificate of Approval” then a copy of a death certificate of the other individual, a copy of divorce decree from the other individual or a waiver of social rights by the other individual must be provided, and;
- Any other outstanding ID cards must be turned into the ID Office.

The ID card issued will show the picture of the resident and will be identified with “Single Resident” on the ID. The resident must show both of their IDs when bringing a guest into any of the recreational facilities.

Residents must not give their Single Resident ID cards to another person. Any resident who allows someone to use their Single Resident ID card to attempt to gain access to recreation area facilities will lose their Resident and Single Resident ID card privileges for thirty (30) days.

LESSEE ID CARDS

To issue Lessee ID cards to a lessee(s), the ID Office must receive the following:

- A rental application from the association’s management company approved by an association officer and sealed with the condominium association’s seal. The names of all lessees must appear on the lease agreement and the rental application.
- All other ID cards issued for the unit must be turned in to the ID office before the Lessee ID card(s) can be issued.

The unit owner’s Resident ID card(s) **will not** be re-issued or another Lessee ID card(s) **will not** be issued until the expiration of the current lease. **No Exceptions.**

Any unit that is SOLD and there is an existing lease on the unit, **AND** the Lessee turns in their ID cards, ID cards can be purchased by the new owner, even if the lease **HAS NOT EXPIRED**.

Should the owner or tenant break the lease and the tenant leaves before the expiration the rules will remain the same, no Resident or another Lessee will receive ID cards until the expiration of the current lease.

Lessee ID cards have an expiration date printed on them; therefore, a lease extension is treated the same as a new lease. All the above steps must be followed; new Lessee ID cards issued and appropriate ID fees collected for the “new” lease.

GUEST ID CARDS

Guest ID cards are available for guests staying with residents in their condominium unit. A Guest photo ID card allows the person to enter all recreation facilities **without being accompanied by their resident host**. As always, the resident remains responsible for the conduct of their guests. One-unit owner must present a valid Kings Point ID before a guest ID can be issued. To obtain a Guest ID card, a resident must accompany their guest to the ID Office. The guest must be prepared to present photo identification with residency of at least 50 miles away from Kings Point. Guests under the age of 18 will not be issued a Guest ID card as no children are permitted in the clubhouses. Proof of age may also be requested before issuance of a Guest ID card.

Note: Residents or lessees sponsoring individuals who are not guests in their units are in violation of the rules and are subject to loss of recreation privileges for thirty (30) days.

Guest ID cards are limited to a thirty (30) day period and have an expiration date printed on them. An additional thirty (30) days may be obtained at an additional cost and with approval from the association. To obtain an extension:

- A form requesting an extension must be picked up at the ID office explaining the additional thirty (30) day procedure.
- The form must be approved by an association officer and sealed with the association's seal.
- Each guest is allowed a **maximum** of sixty (60) days within a twelve (12) month period with the association's approval.

HEALTH AIDE ID CARDS

Health Aide ID cards are issued for residents who are in need of assistance from a Health Aide. The Health Aide ID is for a three (3) month period. The ID will display a photograph of the resident and the Health Aide. The Health Aide must prominently display their ID while in any Kings Point facility. To issue a Health Aide ID, the ID Office must receive:

- A prescription from a physician stating the resident is in need of assistance
- The Health Aide Request form must be returned with a signature and the seal from the resident's association

Health Aides can use the Health Aide ID card to use the Kings Point buses to go shopping for their resident employer. Health Aides cannot use the resident's Health Aide ID card to gain entrance into recreation area facilities without being accompanied by the resident.

TEMPORARY FAMILY RESIDENT ID CARDS

Temporary Family Resident ID cards are issued to accommodate a person residing at Kings Point who is in need of temporary health care assistance from a family member. The card is limited to six (6) month increments and may be renewed upon review indefinitely. Only one card will be issued for a unit. It will have the temporary family resident's picture on it and will have an expiration date. The temporary family resident may utilize this card for access to and use of the recreation area facilities. The following documents are required to have this ID issued:

- A notarized form, which may be obtained at the ID office, stating that the individual is in need of temporary assistance from a family member. This form must be approved by an association officer and sealed with the association seal.
- A prescription from a physician stating the resident is in need of live-in assistance.
- If the resident has a Single Resident ID card, it must be turned in.

Renewals must be approved by an association officer; they will require a new ID to be issued and appropriate ID fees collected.

LOST/STOLEN ID CARDS

If an ID card is lost, a replacement fee must be paid to obtain a new ID card. Should the ID card be found and returned within ten (10) days with the receipt, a portion of the replacement fee will be returned. In case of theft, a police report is required and the replacement card will be issued at a lower cost.

DAY GUEST PASSES

A **Day Guest Pass** is available for visitors over the age of 18 to utilize the Recreation Area facilities when accompanied by a resident. To obtain a Day Guest Pass, residents must accompany their guest to the Security Office located in the Administration Building or to the Security Officer's post inside the clubhouses. There is no charge for the pass.

VEHICLE IDENTIFICATION STICKERS

Vehicle identification stickers are for all resident owned vehicles. Two resident vehicle stickers may be issued per unit, per valid Kings Point ID. If a single person is living in a unit, they are required to purchase a single resident ID in order to receive an additional vehicle identification sticker. A vehicle identification sticker will be issued for each vehicle only if a permanent license plate is on the vehicle and a permanent registration is presented at the ID office showing that the vehicle is registered in the resident's name as well as a valid Kings Point ID card. Vehicle stickers/barcodes are to be issued to passenger vehicles only, no exceptions. Passenger vehicles include SUV's and Mini Vans and trucks. No motorcycles or company owned vehicles with a company logo. A change in license plate or vehicle information requires an update at the ID Office.

NOTE: The ID department must have the correct vehicle information in the event an association officer calls to get the necessary information when a vehicle needs to be moved if a maintenance crew is working in the area.

GUEST CALL IN NUMBER – 561-403-2930

Calling this number enables you to add a temporary guest for 24 hours only to your visitor list. You will be asked for your Kings Point address and your PIN number.

PEDESTRIAN GATE KEYS

Pedestrian Gate Keys that open Burgundy/Sims, Normandy, Monaco and Flanders Gates (on Linton Blvd., across from Publix and Walgreens may be purchased at the ID Office in the Administration Building. A Kings Point ID is required for purchase.

LIFT KEYS

Elevator Lift Keys may be purchased at the ID Office in the Administration Building. (Cash only). A Kings Point ID is required for purchase.

RESIDENT EMAIL BLAST

It is encouraged that all residents and lessees sign up for email blasts to stay current with events within the community. Please visit www.kingspointdelray.com or contact the staff office for additional info.

IMPORTANT PHONE NUMBERS

Administration Office

	561-499-3335 x 160
ID Office	“ “ x 135/136
Security Office	561-499-3322

Clubhouses

Main Clubhouse	561-499-3335
Main Box Office	“ “ x 109
Atrium Box Office	“ “ x 108
Guest Call Center	561-403-2930
Lost and Found	561-499-3335 x 101
Monaco Clubhouse	561-499-3335
Flanders Clubhouse	561-499-3335
Flanders Box Office	561-499-3335 x 112

Community Update Line

561-381-2026

1 – *Special Events/Dances/* **2** – *Shows/* **3** – *Community/* **4** – *Movies*

Golf

Executive Pro Shop	561-499-7840
Par 3 Pro Shop	561-499-0140
Tee Time Reservations	561-638-2719

Restaurants

East End Café	561-381-2028
The Bistro	561-496-7863

Other

First Transit (Buses)	561-499-7350
Kings Point News	561-499-1702
Kings & Queens Salon	561-499-3100
Right at Home, HCA	561-910-1843
Signature Real Estate	561-899-4620
We Care Inc.	561-381-2039

