

## RV LOT PROCEDURE

### **RV1. Scope**

RV1.1 This procedure has been established to provide a methodical approach for assigning parking space in the RV Lot to Fairfield residents for their recreational vehicles only and to preserve the facilities in a neat and orderly condition.

RV1.2 This document refers to residents and owners of a parcel that is current on its assessments and if they are not the same party, then only one party, the resident, may use the RV facility.

Resident is entitled to apply for one site and is permitted the placement of *one unit per household*, if it will fit according to the site's length and width limitations, providing the RV is registered to the owner/resident's name or owner's grantor trust or 100% owned company, such as an LLC and registered to the Fairfield address. If it is registered in a company name, owner must certify in writing that he/she is the 100% owner of the company and the vehicle is not used for commercial/business purposes and used only for the owner's personal recreational purposes; proof of residency in Fairfield may be required. Non-resident owners who lease or rent their dwelling forfeit their right to use of the Fairfield amenities, including but not limited to tennis courts, RV Lot, pools, exercise room, Clubhouse.

RV1.3 Vehicles classified as recreational vehicles (RVs) shall include motor homes (Class A & C), travel trailers, fifth-wheel travel trailers, pickup truck campers, tent trailers, boats and boat trailers, ATVs and trailers, and utility trailers used for recreational purposes. Vehicles not described herein cannot be parked in the RV Lot.

RV1.4 Special circumstances (e.g., hardship, military service) will be addressed on an individual basis.

RV1.5 Purpose of the RV Lot is to provide residents with parking space for their road-worthy, active recreational vehicles (defined in Article 1.3). It is not for storage of inactive or inoperative vehicles, and NOT for any other vehicles not herein defined.

RV1.6 RV site vacant for a consecutive nine (9)-month period will be declared Open and reassigned.

### **RV2. Responsibility**

RV2.1 The Fairfield Board of Directors are responsible for maintaining and repairing the RV Lot, in accordance with the Declaration of Covenants Article III, and with the Articles of Incorporation Article IV, Sections 4.2.1, 4.2.2, 4.2.4, 4.2.5, 4.3.3, 4.3.4.

RV2.2 The RV Lot Administrator will assist the Board of Directors in complying with Article IV Section 4.3.3 of the Articles of Incorporation through the Master Association Facilities Committee.

RV2.3 The RV Lot user is responsible for obtaining a copy of and abiding by these Procedures.

RV2.4 RVs, including tow trailers, must display a current Florida License Plate. The Property Manager will provide a Fairfield sticker if the vehicle is a motor home.

RV2.5 RV Lot users are responsible for keeping their assigned space clean, with the exception of grass cutting. Grass will only be cut within 2 ft. of a vehicle, so users must clear under and around their vehicles. Amendments, including but not limited to boards, gravel, rock, ground shingles, etc. are not allowed except with the written approval of the Fairfield Board, who will follow St Johns River Water Management's guidelines.

RV2.6 RV must be removed from the Lot at least once in twelve (12) months. It is the RV user's responsibility to drive or pull their unit through the north entry and show the RV to the guard for check-off on the RV Entry Log.

### **RV3. Qualifications**

**RV3.1** Applicant must be a Fairfield resident or property owner of a parcel in Fairfield that is current on its quarterly assessments. Failure of *homeowner* to remain current with assessments will result in revocation of the site in the RV Lot, either owner or renter, if assessments are more than 30 days delinquent. The unit in the assigned site must be removed upon notice or it will be towed at the owner's expense. Applicant must provide copy of current: Vehicle Title, License Plate, and Florida Vehicle Registration Certificate for RV or utility trailer; a State of Florida Vessel Registration for boat; driver's license showing Fairfield address. Name on Registration must be the Fairfield resident and/or property owner, or owner's grantor trust.

#### **RV3.2. Proof of residency may be required.**

RV3.3 Owner of a parcel in Fairfield who does not reside full time in Fairfield must provide proof of residency for more than half the year in Fairfield

RV3. Vehicles registered to a corporation are considered commercial vehicles and are not considered the vehicle of an individual resident unless the written documentation in RV1.2 is provided and the vehicle is not obviously a commercial vehicle vs. recreational vehicle (i.e. dump truck, commercial trailer, etc.).

### **RV4. Application for Site**

RV4.1 Applicant must submit the RV Lot Site Application Form to the Property Manager with all required information. The Form is attached to this document, and is also available at the Gate House and from the property manager.

RV4.2 Property Manager will maintain the documents in the official RV Lot binder, and will provide a copy of the documents and the RV Lot Site Application Form to the RV Lot Administrator (if used). The Administrator, or property manager, will assign a space which will be determined by the size of the unit and criteria shown on the layout of the RV Lot.

RV4.3 Property Manager will inform the resident of the assigned site number, or if an appropriate site is not available, their position on the RV Lot waiting list.

RV4.4 Residents wanting to know space availability should contact the RV Lot Administrator or the Property Manager.

## **RV5. Site Assignment**

RV5.1 Site assignment will be determined by size and length of unit. One site and one unit only will be permitted per household. RV unit must be parked in the owner's assigned site. The RV Lot Administrator may reassign sites based on site availability, size of RV and impact on egress to and from the Lot.

RV5.2 All vessels (with the exception of non-motor-powered vessels less than 16 feet in length, non-motor-powered canoes, kayaks, racing shells or rowing sculls), regardless of length, must be registered through the local Tax Collector's Office..

## **RV6. Annual Validation/Re-registration**

RV6.1 Registration renewals are due to the property manager prior to expiration and current tags must be on unit(s).

## **RV7. Violations**

RV7.1 The Property Manager will send a one-time 30-day written notice of infraction (resident and/or homeowner) advising they are not in compliance, stating the reason. If non-compliance continues, the matter will be referred to attorney by the Board. Expenses incurred will be the homeowner's responsibility.

RV7.2 There is no opportunity to appear before a Grievance committee because fines are not involved.

RV7.3 If Entry Log reveals that RV has not been removed at least once in twelve (12) months, a one-time 30-day notice to vacate will be sent. Thereafter the matter will be referred to attorney. **There will not be an opportunity for compliance in this situation – the site must be vacated.**

RV7.4 If legal action becomes necessary, resident **PERMANENTLY** forfeits their right to use the RV Lot for the remainder of their residency in Fairfield.

RV7.5 If site is vacant for a consecutive nine (9) month period, the site will be classified as 'Open' and reassigned.

RV7.6 If User is a renter, the homeowner is responsible for their tenant(s) and any and all costs incurred as described herein.

## **RV8. Towing**

- a) Property Manager will contact towing company.
- b) Towing company driver will require the Property Manager or representative to sign a document that allows the towing service to remove the vehicle from the property.
- c) Vehicle will be towed to towing company's Private Property storage lot.
- d) Towing service will notify St. Johns County Sheriff's Office.
- e) Vehicle owner will be responsible for towing and storage charges.

## **RV9. General**

RV9.1 It is the right of the Master Association to charge reasonable admission and other fees for the use of any recreational facility or other improvement situated on any Common Property. Fairfield Declaration of Covenants, Article IV, Section 4.2.2.

RV9.2 Reports - Property Manager and RV Lot Administrator will update the RV Lot Inventory Sheet on a quarterly basis. This report will include action recommended to correct deficiencies. A copy of this report will be provided to the head of Access Control and to the Board member with oversight responsibility for the RV Lot.

RV9.3 **Access to RV Lot. Residents of Fairfield with an assigned site are the only individuals authorized to obtain the key to the gate and enter the RV Lot**, except for vendors picking up an RV to be taken for repair if the resident submits the request in writing authorizing the key to be issued and stating the resident will be responsible for any damages caused by the vendor, including failure to lock the gate. *Vendor will be required to provide his Florida Drivers License to the guard for photocopying for Fairfield's records.*

RV9.4 **Key to RV Lot.** The key to the RV Lot is available from the Access Control Officer, who will verify site assignment and note all entries on a specific log sheet for the RV Lot.

RV9.5 Vehicles, including RVs, cars, trucks, vans, etc., parked improperly outside or inside the RV Lot and not in accordance with this procedure, may be subject to loss of privilege to the RV Lot.

RV9.6 Resident's RV may be parked in the Clubhouse parking lot for periods of up to forty-eight (48) hours, generally for the purpose of loading or unloading prior to or after a trip.

RV9.7 **New Resident's RVs or New RVs** may be parked in the Clubhouse parking lot for a single period of up to thirty (30) days to allow resident to apply for a parking space in the RV Parking Lot. Beyond this 30 day allowance, regardless of whether or not a space is available in the RV Parking Lot, resident must remove the unit from the Clubhouse parking lot.

RV9.8 **Site alterations** and/or additions are strictly prohibited without approval of the RV Lot Administrator.

RV9.9 **Mechanical repairs** usually performed by an RV dealer, boat dealer, or a car dealer/repair shop are prohibited on common areas. Routine maintenance by the RV owner such as inside/outside cleaning is permitted.

RV9.10 **"For Sale" signs** are prohibited from being displayed in the Clubhouse parking area on RVs, cars, trucks, vans, etc.

RV9.11 Occupancy or sleeping in vehicles and RVs is prohibited when parked in the RV Lot. *St Johns County Codes apply, specifically Sec. 2.04.04*

RV9.12 Use of auxiliary power units such as generators is prohibited when vehicles are parked in the Clubhouse Parking Lot unless vehicle/RV is parked on the westerly side of the lot (next to the RV Lot).

RV9.13 Guest RVs are prohibited from being parked within the RV Lot. Parking of guest RVs is permitted only in the Clubhouse parking lot. Refer to Section 5.5 and 5.6 of Operating Rules for more details.

**RV LOT SITE APPLICATION – For Recreational Vehicles Only**

Site assignment will be made by the RV Lot Administrator based upon space availability and size of unit. RV Lot Procedures are included in the Fairfield Operating Rules and can be obtained from the Property Manager or from the Fairfield website, [www.fairfield-pv.com](http://www.fairfield-pv.com).

Date of Application: \_\_\_\_\_  
 Name of Unit’s Owner (*must be Fairfield resident*): \_\_\_\_\_  
 Name of Second Owner, if applicable: \_\_\_\_\_

Fairfield address: \_\_\_\_\_ Renter: \_\_\_\_\_ Owner: \_\_\_\_\_

Telephone Nos: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of RV: \_\_\_\_\_ Length: \_\_\_\_\_ Brand Name: \_\_\_\_\_  
 (Boat and Trailer, Travel Trailer, Car Trailer, Utility Trailer, Motorhome)

Documentation Required: Registrations for all units (e.g, boat and trailer), and Drivers License reflecting Fairfield address.

***TAGS - St Johns County Land Development Codes apply, including but not limited to Sec. 2.04.03 Parking, Repairing and Storage of Certain Vehicles Without Current License Plates and Recreational Vehicles: Vehicles without current plates shall not be parked or stored on any residential property other than in a completely enclosed building.***

**Name on Registrations must be the same as above and owner of unit must be a resident of Fairfield.** Proof of residency is required by providing RV owner’s registrations and drivers license to validate their Fairfield residency. If renter, lease agreement may be required. Attach copies of all documents to this application and submit to the Property Manager.

**Access to RV Lot is by resident only with an assigned space.** RV Lot key is available from the Access Control officer, who will note name, site number, and date on the RV Lot log sheet.

**Registration renewals -** Current registrations must be provided prior to expiration; current tags must be on units. All vessels (with the exception of non-motor-powered vessels less than 16 feet in length, non-motor-powered canoes, kayaks, racing shells or rowing sculls), regardless of length, must be registered through the local Tax Collector's Office. Failure to maintain current registrations will result forfeiture of the right to use the Lot. **Validation of Use** at least once in twelve months is required by driving RV through North Entry and have guard validate this on the RV Lot Entry Log.

**The undersigned hereby releases Fairfield Ponte Vedra Association, Inc. (FFPVA) from liability and agrees to indemnify FFPVA and hold harmless FFPVA employees, representatives and agents for any personal injuries, losses, damages or costs incurred due to natural disaster, burglary and/or activity such as but not limited to egress, parking and storage of recreational vehicles/units in the Association’s Recreational Lot. Signature of Applicant attests that they understand the complete RV Lot regulations:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_