

# SUMMERFIELD CIVIC ASSOCIATION

## POLICIES and PROCEDURES MANUAL

Sec. E. 5.00  
Approved 4/9/85  
Revised: 4/90, 12/96, 9/98,  
12/02, 9/07, 9/15, 4/17, 9/18

### **ASSESSMENTS AND FEES**

The SCA Board of Directors will establish and enforce such assessment and fee schedules as they deem necessary to operate and maintain the Summerfield facilities. When each year's operating and reserve fund budgets are approved, an annual assessment and fee schedule will be adopted (Policy E. 501).

#### **Assessments for Residents of Houses, Townhouses and Condominiums**

The annual assessment per occupant of houses, townhouses and condominiums is due and payable according to the fee schedule starting on January 2<sup>nd</sup> each year. If not paid by February 15<sup>th</sup>, the owner will be notified in writing and a late fee of \$25.00 per occupant plus interest at the rate of 12% per annum will be assessed. Vacant homes are assessed at the rate of one occupant, regardless of number of previous occupants or number on title.

*"...Each owner of a residential unit, by acceptance of a deed therefor, whether or not it shall be so expressed in such deed or other conveyance, is deemed to covenant and agree to pay the Civic Association each such annual or special assessment and each such assessment shall be the personal obligation of the owner of such residential unit as of the date the assessment is declared due as well as a lien against the residential unit. No owner may avoid liability for the assessments provided for herein by non-use of the community facilities by himself or any occupant of the residential unit against which the assessment is levied." C&Rs, Sec. 2.3.1*

#### **Assessments for Residents of Apartments and at Summerfield Estates**

The annual assessment per occupant at the Apartments and per occupant of the units at Summerfield Estates is due and payable on a monthly basis by the 15<sup>th</sup> of each month. The amount of the fee will be 1/12th of the annual assessment. Payment will be for the persons in all the living units occupied on the first day of each month. The owners of these residential complexes will be responsible for the payment of their respective assessments.

#### **Annual Assessment Refund**

The SCA annual assessment for a second occupant will be refunded on a pro-rated basis when one's residence in Summerfield terminates through death or from moving out of the

property on a permanent basis (such as to a nursing home). Pro-rated refunds will be calculated based on the date of move-out and must be requested in writing.

## **Golf Course Green Fees**

A. Residents: Residents at Summerfield may choose to pay for their golf in one of two ways:

1. Pay the prescribed annual fee for unlimited golf and attach that year's identification tag to their golf bag. New residents will have their annual fee for unlimited golf calculated on a pro-rated basis based upon closing date of their property for their first year only. Annual tags must be purchased and displayed before playing the first round of golf.

2. Pay the prescribed daily green fees for residents and attach that day's tag to their golf bag.

B. Guests: Guests, when accompanied by a resident, will pay the prescribed daily green fees for guests and attach that day's tag to their golf bag. Guests must play in the same foursome with the Summerfield resident to qualify for the guest rate - otherwise, they will pay the public fee.

C. Staff: Summerfield Civic Association employees and employees of the SCA Golf Professional may play complimentary golf provided they work 20 hours or more per week. Guests of an employee will pay the guest rate and must play in the same foursome with the employee.

D. Public: All others will pay the prescribed daily green fees for public play and attach that day's tag to their golf bag. Public annual golf tags are available per policy E. 5.03.

## **Resident Annual Golf Tag Refunds**

There will be no refunds issued for the Resident Annual Golf Tag (effective 1/1/19).

## **OTHER FEES**

### **Golf Cart Permits**

All golf carts used on Summerfield streets must display a current cart permit (whether or not you are playing golf). Permits are to be purchased each year by paying the prescribed annual fee. New residents cart fees will be pro-rated from the date of closing on the property. Residents who purchase a cart before February 15<sup>th</sup> will pay the full prescribed fee. Carts purchased after February 15<sup>th</sup>, (date other fees are delinquent) will be pro-rated. Residents who have purchased cart permits in previous years will be required to pay the full cart fee no matter the time of year the fee is paid. If the resident purchasing the new cart sells their old cart to another Summerfield resident, the original tag will be transferred with the cart and the resident purchasing the old cart must pay a pro-rated fee from the date of purchase. A new permit and number will be issued to the resident replacing the old cart at no charge. No prorated cart fee will be less than \$15. The fee for golf cart permits will not be refunded.

### **Golf Club Storage**

The SCA shall furnish the area and utilities for the storage of golf clubs. The Golf Pro shall establish the annual fee, with approval by SCA Board, and shall retain such fees.

### **Locker Rental**

Lockers are available for use by paying the annual prescribed fee. The fee for new residents will be calculated on a pro-rated basis based on the date of closing on the property. Rental fees are not refundable.