



BRIAR BAY
COMMUNITY ASSOCIATION

**GUARDHOUSE,
PARKING &
AMENITY USE
RULES AND REGULATIONS**

Applicable to Briar Bay Subdivisions Only

Liberty Bay • Liberty Isles • Sail Harbour
The Tides • Water's Edge

Adopted by the Briar Bay Board of Directors

Briar Bay Community Association

Adopted: May 20, 2026

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INTRODUCTION

Briar Bay is a private residential community. The Board of Directors has adopted the following Guardhouse, Parking & Amenity Use Rules to provide clear standards governing access, traffic safety, parking, and the use of Association-owned common areas and recreational amenities.

AUTHORITY

These Rules and Regulations are adopted by the Briar Bay Community Association pursuant to the Association's Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws, and applicable Florida Statutes, including but not limited to Chapters 720, 810, and 715, Florida Statutes.

All residents, occupants, tenants, guests, and invitees are required to comply with these Rules. Residents are responsible for the conduct of their family members, tenants, guests, and invitees at all times.

PURPOSE OF THESE RULES

The purpose of these Rules and Regulations is to promote the safety, security, and overall well-being of the Briar Bay community; to protect Association property and amenities; and to ensure fair, consistent, and orderly use of all common areas.

These Rules are designed to preserve property values, maintain a peaceful residential environment, and establish clear standards of conduct applicable to all residents, occupants, tenants, guests and invitees.

ARTICLE I

COMMUNITY ACCESS, SECURITY & TRAFFIC SAFETY

1.1. Private Property and Trespassing

Briar Bay is private property. Unauthorized entry is strictly prohibited.

Individuals who enter or remain on Association property without authorization may be considered trespassers and may be subject to prosecution pursuant to Chapter 810, Florida Statutes.

The Association reserves the right to deny entry to, or remove from the property, any individual who fails to comply with Association rules or who poses a safety or security concern.

1.2. Guardhouse Entry Procedures

All persons entering Briar Bay are required to comply with the Briar Bay Association's guardhouse entry procedures.

Drivers must provide their destination within the community upon request. A valid government-issued driver's license is required as a condition of entry. Drivers must remain inside their vehicle while at the guardhouse unless directed otherwise by security personnel. Tailgating is strictly prohibited.

Security personnel are authorized to verify identification, confirm resident authorization, and deny access to any individual who refuses to comply with entry requirements.

Failure to comply with guard instructions may result in denial of entry and, where applicable, suspension of access privileges as authorized by Chapter 720, Florida Statutes.

1.3. Visitor Registration & Resident Access

Residents are encouraged to register their guests in advance through the Association's designated visitor management system. Proper guest registration allows security personnel to efficiently verify authorization and facilitate timely entry into the community.

If a guest is not pre-registered, security personnel will attempt to contact the resident for entry authorization. If the resident cannot be reached or does not provide approval, entry will be denied.

Residents are responsible for ensuring that their contact information on file with the Association and within the visitor management system is accurate and current at all times. Residents must promptly notify management of any changes necessary for access authorization.

1.4. Resident Vehicle Decal & Entry Lane Policy

This requirement is adopted as a reasonable access control measure for the safety and orderly operation of the community's private roadways and gated entry system.

All resident-owned or resident-operated vehicles regularly entering the community shall obtain and properly display a valid Briar Bay resident vehicle decal issued in accordance with Association procedures.

The designated resident entry lanes are reserved exclusively for vehicles displaying a valid resident decal. Vehicles without a valid resident decal shall utilize the designated guest entry lane and will be processed in accordance with visitor verification procedures.

Failure to obtain or properly display a valid resident decal does not exempt a resident from compliance with established access control procedures and will require processing through the guest entry lane in accordance with visitor verification procedures.

Use of the resident entry lane without a valid, properly issued Association decal is strictly prohibited. Tailgating, piggybacking, or attempting to gain entry by following another vehicle through the gate without proper authorization is strictly prohibited.

Any suspension of access privileges or deactivation of credentials shall be implemented in accordance with the notice, hearing, and approval requirements of Chapter 720, Florida Statutes.

1.5. Surveillance and Monitoring

Briar Bay utilizes 24-hour CCTV monitoring at access points and throughout common areas.

Audio and video recording may be in use in common areas to the extent permitted by law. By entering the community, individuals acknowledge and consent to such monitoring to the extent permitted by law.

1.6. Surveillance Recordings – Access & Confidentiality

The Association may utilize video surveillance equipment in certain common areas for security and safety purposes.

All surveillance recordings are the property of the Association and are maintained for legitimate Association purposes, including but not limited to safety monitoring, rule enforcement, incident review, insurance matters, and cooperation with law enforcement.

Access to surveillance recordings shall be restricted to the Board of Directors, authorized management personnel, and security personnel acting within the scope of their duties.

Surveillance recordings are not considered official records of the Association and are not subject to inspection or copying by members except as may be required by law.

The Association may provide surveillance recordings to law enforcement in connection with an official investigation or pursuant to legal process.

The Association reserves the right to determine the manner, duration, and conditions under which surveillance recordings are maintained, reviewed, or disclosed, consistent with the Association's governing documents and applicable Florida law.

1.7. Safety & Incident Reporting

Residents are encouraged to promptly report suspicious activity, safety concerns, or violations of Association rules to security personnel or management.

The cooperation of residents assists the Association in maintaining a secure and well-managed community environment.

In the event of an emergency, residents should immediately contact 911 prior to notifying security or management.

The Association may determine that certain matters are not within the scope of Association enforcement and may instead constitute neighbor-to-neighbor disputes or matters requiring law enforcement involvement.

Residents are encouraged to contact law enforcement directly if they have concerns regarding personal safety, property, or the safety of others.

1.8. Traffic Safety and Speed Control

The safety of residents, guests and children is a priority within the community.

All drivers must obey posted speed limits and stop signs at all times. Vehicles must approach the gatehouse and exit gate slowly and proceed with caution.

Drivers are reminded to be especially vigilant during school hours and after-school hours, as children may be walking, biking, or playing near roadways.

Reckless driving, speeding, failure to stop at posted signs, or other unsafe driving behavior may result in suspension of access privileges and fines as authorized under Chapter 720 Florida Statutes, and referral to law enforcement if necessary.

1.9. Solicitation

Solicitation is prohibited. Individuals engaged in solicitation will not be permitted entry into the community.

No person, including residents, occupants, tenants, guests, or invitees shall engage in door-to-door solicitation, commercial promotion, or distribution of advertising materials within the community without prior written authorization from the Association or the applicable sub-association, as appropriate.

Violations may result in enforcement action, including suspension of amenity privileges and/or referral for fining, as authorized by the Association's governing documents and Chapter 720, Florida Statutes.

1.10. Smoking Prohibition

Smoking, including cigarettes, cigars, pipes, electronic cigarettes, vaping devices, marijuana, or any other inhalation devices, is prohibited within all Association-owned common areas, including but not limited to the guardhouse, clubhouse, fitness center, pool, spa, splash pad, playground, tennis courts, lanai areas, restrooms, and all other common property.

Violations may result in removal from the premises and suspension of amenity privileges pursuant to the Association's governing documents and Chapter 720, Florida Statutes.

1.11. Association Office & Administrative Information

The Association's clubhouse is open daily from 5:00 a.m. to 11:00 p.m., unless otherwise posted.

The on-site management office is open Monday through Friday from 9:00 a.m. to 5:00 p.m., excluding recognized holidays.

Briar Bay Clubhouse & Management Office Address:
3400 Celebration Boulevard
West Palm Beach, Florida 33411

Association Office Phone: 561-686-3600
General Inquiries: mail@briarbay.com

Office hours, contact information, and administrative procedures may be updated from time to time without formal amendment to these Rules.

ARTICLE II

PARKING, VEHICLES & TOWING

2.1. Clubhouse Parking

Parking within Briar Bay is permitted only in designated areas and must comply with all posted signage.

The clubhouse parking lot is reserved for clubhouse and amenity use only. Overnight parking is prohibited without prior written approval from the Association.

2.2. Clubhouse Parking Hours & Enforcement

Parking in the clubhouse parking lot is permitted for authorized clubhouse and amenity use only.

Vehicles may remain parked in the clubhouse lot until 12:00 a.m. (midnight). Vehicles remaining after 12:00 a.m. without prior written authorization may be subject to immobilization (booting) or towing at the owner's expense.

Unauthorized vehicles parked in violation of posted signage or beyond permitted hours are subject to enforcement action pursuant to Florida Statute 715.07.

Campers, trailers, boats, recreational vehicles, semi-trailers, and commercial vehicles are prohibited unless expressly authorized.

Eighteen-wheeler semi-trucks are not permitted within the community. The maximum permitted trailer length is twenty-eight (28) feet. Trailers exceeding this length, including 48-foot and 53-foot trailers, are prohibited.

The Association reserves the right to tow or immobilize unauthorized vehicles 24 hours per day, 7 days per week, in accordance with Florida Statute 715.07. All towing or immobilization costs are the responsibility of the vehicle owner.

2.3. Designated Commercial Parking Spaces

Sixteen (16) designated commercial vehicle parking spaces located behind the clubhouse are reserved for Briar Bay residents who have been approved by the Association and who pay the applicable monthly fee.

These spaces are assigned to specific households and may be used only by the approved resident and the authorized vehicle listed in the commercial parking agreement.

Use of these spaces is governed by a separate Commercial Parking Agreement. Unauthorized use of designated commercial spaces is subject to towing or immobilization.

ARTICLE III

3.1. AMENITY USE – GENERAL PROVISIONS

The Briar Bay clubhouse and all recreational amenities are for the use of members of the Briar Bay Community Association and their authorized guests.

The following sub-communities are members of the Briar Bay Community Association and are authorized to use the amenities:

- Liberty Bay
- Liberty Isles
- Sail Harbour
- The Tides
- Water's Edge

The following sub-communities are members of the Briar Bay Community Association; however, they are separately gated and do not have access rights to the clubhouse and recreational amenities:

- The Cove I
- The Cove II

The use of amenities by individuals who are not authorized members or guests may result in removal from the property and referral to law enforcement, as unauthorized presence may constitute trespass pursuant to Chapter 810, Florida Statutes.

Residents are responsible for the conduct of their guests at all times.

3.2. Key Fob Access Requirement

An authorized Briar Bay key fob is required for entry into the following areas:

- Clubhouse
- Fitness Center
- Pool Area
- Splash Park

- Playground
- Tennis Courts

Key fobs are issued by the Association and may not be transferred, shared, or duplicated. Unauthorized use or misuse of a key fob may result in deactivation and suspension of amenity privileges.

Any suspension or deactivation of access credentials shall be implemented in accordance with Chapter 720, Florida Statutes.

3.3. Pets & Animals

Animals, including pets, are not permitted within the clubhouse or in any Association-owned recreational amenity areas, including but not limited to the fitness center, pool, spa, splash pad, playground, tennis courts, and lanai/patio areas.

Animals must not be brought into or remain in any amenity areas, whether leashed or not, except as permitted by law. This restriction shall not apply to service animals as defined and protected under applicable federal and state law.

ARTICLE IV

4.1. Clubhouse Rules

Proper attire is required at all times. Wet swimwear is not permitted inside the clubhouse. Pool users must dry off before entering the building. Floors may be slippery when wet; residents and guests must exercise caution.

4.2. Clubhouse Multi-Purpose Room Use

The clubhouse multi-purpose room is available for general use by Briar Bay residents during normal operating hours on a first-come, first-served basis. The room may not be reserved during weekdays, except for officially scheduled Board meetings or Association functions.

Private reservations are permitted on Saturdays and Sundays only, subject to availability, payment of applicable fees, and execution of the Association's Clubhouse Use Agreement.

Social gatherings or parties are not permitted in the clubhouse unless properly reserved in accordance with the weekend reservation policy.

Use of the clubhouse is subject to all applicable Rules and the separate Clubhouse Use Agreement.

ARTICLE V

5.1. Fitness Center Rules

Use of the fitness center is at the individual's own risk. Commercial activities are prohibited; however, residents may utilize personal trainers or similar service providers as their invitees, subject to compliance with all Association rules and applicable use restrictions.

Food is not permitted within the fitness center.

Individuals 16 years of age and older may use the gym without supervision. Individuals ages 12–15 may use the gym only when directly supervised by an adult. Children under 12 are not permitted.

Closed-toe athletic shoes are required. Sandals, slides, Crocs, and open-toe footwear are prohibited.

Users must return equipment after use, wipe down equipment, refrain from dropping or slamming weights, and limit machine use to 15 minutes when others are waiting. Cell phone conversations shall be conducted in a respectful and non-disruptive manner. Loud, prolonged or disruptive conversations, including the use of profanity or inappropriate language that may disturb others, are not permitted. Individuals may be asked to lower their voice or step outside if necessary. Failure to comply may result in removal from the fitness center.

Any suspension of privileges shall be in accordance with Chapter 720, Florida Statutes.

ARTICLE VI

6.1. Pool, Spa & Water Features

No lifeguard is on duty. Swim at your own risk.

Pool hours are dawn to 11:00 PM. Bathing load is 135 persons.

All users must shower before entering the water. Glass containers are strictly prohibited. Food is not permitted on the pool wet deck. Beverages must be in plastic or aluminum containers. All food must be consumed in designated areas, including the covered patio.

Children under sixteen (16) years of age must be supervised at all times by a supervising adult while in the pool and water feature areas.

Incontinent individuals shall not enter the pool without appropriate swim diapers.

Coast Guard–approved flotation devices are strongly recommended where appropriate for non-swimmers.

Supervising adults are responsible for maintaining direct, continuous, and competent supervision and visual observation of individuals under their care.

Running, horseplay, diving, and throwing sports objects are prohibited.

Spa bathing load is 8 persons. Maximum temperature is 104°F. Maximum use is 15 minutes. Individuals with medical conditions, including pregnancy, or those under the influence of alcohol or medication, should consult a physician prior to use. Children under sixteen (16) years of age must be directly supervised by a supervising adult while in or around the spa.

ARTICLE VII

7.1. Playground & Splash Pad – Supervision & Safety Requirements

Playground hours are dawn to 11:00 PM. Playground equipment and Splash Pad are intended for children ages 2–12, consistent with typical design and safety recommendations.

Absolutely no running is permitted on the splash pad at any time. The splash pad and playground surfaces may be slippery when wet. Water shoes are strongly recommended.

Food is only permitted and must be consumed in designated areas, including the covered patio.

The splash pad and playground areas are not supervised facilities. The Association does not provide childcare, monitoring, or supervision services.

All individuals under the age of sixteen (16) must be under direct, continuous, and competent supervision of a supervising adult at all times while using or present within the splash pad and playground areas. Continuous visual supervision is required.

No individuals under the age of sixteen (16) shall be permitted to enter, remain in, or use the splash pad or playground area without a supervising adult physically present on site.

Supervising adults are strictly prohibited from dropping off, leaving, or otherwise permitting individuals under the age of sixteen (16) to remain unattended in the splash pad or playground areas for any period of time. For purposes of this Section, a supervising adult shall mean an individual of sufficient age, maturity, and judgment to provide proper care, control, and supervision of the individual(s) under their supervision.

Failure to comply with these supervision requirements may result in immediate removal from the premises, suspension of amenity privileges, deactivation of key fob access, and further enforcement action pursuant to the Association's governing documents and Chapter 720, Florida Statutes.

7.2. Tennis Courts

Tennis courts are for tennis use only and are for residents and their accompanied guests only. Residents may be accompanied by tennis instructors or similar service providers as invitees, subject to compliance with all Association rules.

Proper athletic footwear is required at all times. Courts are open from sunrise to 11:00 PM. Tennis courts shall not be used for commercial activities unless expressly authorized by the Association.

Children under the age of twelve (12) must be accompanied and directly supervised by a supervising adult at all times while within the tennis court area.

No pets, food, glass containers, bicycles, skateboards, roller blades, scooters, or similar devices are permitted within the tennis court area.

Abuse of nets, fencing, or other court equipment is prohibited.

Failure to comply with these rules may result in removal from the premises and suspension of amenity privileges pursuant to the Association's governing documents and Chapter 720, Florida Statutes.

7.3. Commercial Use & Advertising Restrictions

The Association's recreational amenities, including but not limited to the fitness center, pool, and tennis courts, are intended for personal, non-commercial use by authorized residents and their guests.

While residents may utilize personal trainers or similar service providers as their invitees, such use shall be limited to services provided solely to the inviting resident or household and shall not involve services to multiple individuals, groups, or non-residents, and shall not be conducted as a commercial enterprise within the common areas.

No person shall conduct, advertise, promote, or operate any business, commercial activity, or for-profit service within the common areas. The use of Association property, including the name, likeness, images, or amenities of Briar Bay, for marketing, advertising, or promotional purposes is prohibited without prior written authorization from the Association.

No person shall solicit or accept compensation for services conducted within the common areas.

No person shall represent, imply, or advertise that the Association or its amenities are affiliated with, endorse, or are available for use in connection with any private business or commercial activity. The use of amenities for recurring or scheduled business-related activities is prohibited.

The use of amenities for the purpose of attracting clients, conducting group training sessions for non-residents, or otherwise operating a commercial enterprise is strictly prohibited.

This restriction is adopted as a reasonable rule to preserve the intended residential use of the amenities and to prevent unauthorized commercial exploitation of Association property.

Violations may result in suspension of amenity privileges and enforcement action as authorized by the Association's governing documents and Chapter 720, Florida Statutes.

ARTICLE VIII

8.1. Restroom Use Policy

The restroom facilities located within the Briar Bay clubhouse and amenity areas are provided for the convenience of authorized residents and their guests using the clubhouse and recreational amenities and shall be used solely for their intended and lawful purpose.

Restroom facilities may not be used for loitering or for any inappropriate, indecent, unlawful, or non-designated activities, including conduct that interferes with the safety, security, or quiet enjoyment of the premises. Any misuse of restroom facilities is strictly prohibited and may result in immediate removal, suspension of amenity privileges, and referral to law enforcement, as authorized by the Association's governing documents and Chapter 720, Florida Statutes.

For the safety and protection of residents and Association property, common areas adjacent to restroom facilities may be subject to video surveillance to the extent permitted by law.

Authorized security personnel may request identifying information for incident reporting purposes. Law enforcement may be notified as warranted.

ARTICLE IX

CONDUCT, COMPLIANCE & ZERO-TOLERANCE POLICY

9.1. Compliance with Posted Rules and Directives

All residents, tenants, occupants, guests, and invitees shall comply with all posted signage, written Association rules and regulations, duly adopted Board resolutions, and lawful instructions issued by authorized security personnel or Association management.

Any suspension of privileges or deactivation of credentials shall be subject to the notice, hearing, and approval requirements of Chapter 720, Florida Statutes.

9.2. Authority of Security Personnel

Authorized security personnel acting within the scope of their duties are empowered to:

- Enforce Association rules and posted signage
- Request identification for incident reporting purposes
- Direct individuals to cease prohibited conduct
- Require individuals to leave Association property when violations occur

Refusal to comply may constitute trespass under Chapter 810, Florida Statutes.

9.3. Zero-Tolerance Policy for Threatening or Violent Conduct

The Briar Bay Community Association maintains a zero-tolerance policy for threatening, aggressive, abusive, harassing, or violent conduct occurring on Association property.

Conduct shall be considered threatening, aggressive, abusive, or harassing if a reasonable person would determine that such conduct is likely to provoke retaliation, cause unwarranted emotional or physical harm, or unreasonably interfere with another person's right to peacefully use the common areas.

Such conduct may result in immediate removal, suspension of privileges, deactivation of access credentials as authorized under Chapter 720, Florida Statutes. Criminal conduct may be referred to law enforcement and subject to investigation and prosecution under applicable Florida law.

9.4. Damage or Misuse of Common Area Property

No person shall damage, destroy, misuse, deface, tamper with, remove, or interfere with any Association-owned property, equipment, furnishings, landscaping, gates, signage, recreational equipment, security devices, or other common area improvements.

Any person causing damage to Association property will be held responsible for the cost of repair or replacement and may be subject to fines, suspension of amenity privileges, and/or referral to law enforcement as authorized by the Association's governing documents and Chapter 720, Florida Statutes.

Owners shall be responsible for damage caused by their tenants, guests, invitees, or occupants.

ARTICLE X

10.1. ENFORCEMENT

Any deactivation of access credentials, suspension of use rights, or imposition of fines referenced in these Rules shall be subject to the notice, hearing, and approval requirements set forth in Chapter 720, Florida Statutes.

ARTICLE XI

11.1. BOARD AUTHORITY & RULE AMENDMENT

These Rules and Regulations are adopted pursuant to the Association's governing documents and applicable Florida law.

The Briar Bay Board of Directors reserves the right, in its reasonable discretion and as permitted by the Association's governing documents and Florida Statutes, to amend, modify, supplement, rescind, or adopt additional rules and policies governing the use of the community's common areas, access control procedures, parking regulations, and amenities.

Such updates may be made as the Board determines necessary to promote the safety, security, health, welfare, and quiet enjoyment of the community and to protect Association property.

All amendments or additional rules shall become effective upon adoption by the Board and proper notice to the membership as required by law.
