



HERITAGE BAY
GOLF & COUNTRY CLUB

TRANSFER OF CLUB MEMBERSHIP PROCEDURES

At least thirty (30) days prior to the start date of a Transfer of Club Membership, Heritage Bay Golf & Country Club must be in receipt of:

1. A completed and fully executed Transfer of Club Membership Application
2. A \$500 Transfer Fee

Before a Transfer of Club Membership can be approved, Heritage Bay Golf & Country Club must also be in receipt of the lease approval from the appropriate Neighborhood Association.

HERITAGE BAY TRANSFER OF CLUB MEMBERSHIP APPLICATION

- Always use the current Transfer of Club Membership Application, available on Heritage Bay's website, www.golfheritagebay.com (you do not need to log in as a Member), on the "Membership" page under the "Club" tab.
- Please be sure the form is completed entirely and legibly. *Incomplete, incorrect or illegible Transfer of Club Membership Applications may delay the transfer process.*
- Transfer privileges are available only to Owners in good standing with the Club and their Neighborhood Association.

It is mandatory that the Transfer of Club Membership Application is signed and initialed by the Member, or their authorized agent, confirming that the Member understands and accepts that their Club privileges will be suspended for the period of Transfer they have indicated on the Application.

TRANSFeree INFORMATION

- The Transferee must provide a valid e-mail address on the application, as we will communicate the Transfer exclusively through email.
- Transfers must be for a minimum of **thirty (30) consecutive days**.
- Only the names of the approved tenants who qualify for Membership* are to be entered on the Transfer of Club Membership Application; do not include guests, relatives or occasional visitors.
- Additional information may be required of the Transferee to ensure compliance** with Heritage Bay's governing documents.

** For details on who qualifies for Membership, refer to the Second Amended and Restated Declaration of Covenants ([Click Here](#))*

*** For specific rules and regulations regarding membership transfers, refer to pages 3-6 of the Rules & Regulations ([Click Here](#))*

WHEN TO SUBMIT THE TRANSFER OF CLUB MEMBERSHIP APPLICATION

- Heritage Bay Golf & Country Club must receive the completed Transfer of Club Membership Application and Transfer Fee **at least thirty (30) days in advance** of the start date of the Transfer.

- You can submit the Application and Fee as far in advance as you like.
- **Check or money order stemming from a US Bank are the only accepted forms of payment for the Transfer Fee. Canadian checks, even in US funds, are not accepted.**
- Every effort will be made to expedite Transfer requests submitted less than thirty days prior to the Transfer start date, but we cannot guarantee that the Transfer Membership will be available by the requested start date.

TRANSFER PERIOD DATE CHANGES

- If needed, a one-time change to the dates of a Transfer may be made without a new application and fee.
- A change request that amends the Transfer to less than thirty (30) consecutive days will not be approved.
- A request for a date change must be submitted in writing by the homeowner or their registered agent.
- Change requests must be submitted at least one week prior to the new arrival or departure date.

HOW WILL THE TRANSFER MEMBER KNOW THAT THE TRANSFER HAS BEEN PROCESSED?

- Transfer members will receive **two** e-mails from the Transfer Coordinator, Kathryn Geiman:
 1. A confirmation that the Transfer of Club Membership Application and Transfer Fee have been received.
 2. A confirmation that the transfer has been approved, which includes the details of their Transfer Membership and notice to schedule an Onboarding appointment, during which they will obtain their Member ID Cards and complete any necessary paperwork.

LEASE APPROVAL FROM THE NEIGHBORHOOD ASSOCIATION

- Lease approval from the applicable Neighborhood Association is mandatory for approval of a Transfer of Club Membership.
- This approval requirement includes transfers to family members, non-paying guests and tenants who were approved to rent in previous years.
- Compliance with Heritage Bay's Declaration of Covenants, Conditions and Restrictions is mandatory. (Owner compliance with Use Restriction 5.30 may require the Owner to run a background check on their prospective tenants, if the Neighborhood Association does not.) Two Use Restrictions specifically relevant to Owners leasing their unit are:
 - **5.30 Leasing of Living Units.** No Living Unit may be leased or rented for a period of less than thirty (30) days. Any advertising or listing of a Living Unit for lease or rental shall state that the minimum lease or rental period is thirty (30) consecutive days. Landlord is obligated to sufficiently assure the Board that no Home will be occupied by any sexual offender or predator or anyone who has been arrested or adjudicated as a sexual offender or predator. Neighborhood Covenants may establish stricter standards for particular Neighborhoods. Occupancy of Living Units is controlled by Neighborhood Associations. If authorized by its governing Declaration, a Neighborhood Association may run background checks on any proposed lease.
 - **5.31 Pets and Animals.** Not more than two (2) commonly accepted household pets such as a dog or cat, and reasonable numbers of tropical fish or caged birds may be kept in a Living Unit, subject to other reasonable regulations by the Club or Neighborhood Association. All animals shall be leashed (if outdoors), or kept within the Living Unit and shall not be permitted to roam free. The Club may restrict the walking of pets to certain areas. Pets are not permitted on any golf course at any time. Owners who walk their pets on Club, or Neighborhood Common Areas must clean up after their pets. Commercial activities involving pets, including without limitation, boarding, breeding, grooming or training, are not allowed. The ability to keep a pet is a privilege, not a right. If in the opinion of the Board, any pet becomes the source of unreasonable annoyance to others, or the owner of the pet fails or refuses to comply with these restrictions, the owner, upon written notice, may be required to remove the pet from Club Property. Pets may not be left unattended or leashed in yards or garages or on porches or lanais.

Notwithstanding the foregoing, pit bull and pit bull mix dogs or other recognized aggressive breeds of dogs shall be prohibited regardless of size or weight. A pit bull or pit bull mix dog is defined as any dog that, in the sole and exclusive discretion of the Board, has the appearance and characteristics of being predominately and commonly referred to as a “pit bull” regardless of the opinion of any veterinary doctor. Any Unit Owner who keeps or maintains any pet, in exchange for and in consideration of the privilege to keep the pet, hereby indemnifies and holds the Association and each Unit Owner free and harmless from any loss, claim or liability of any kind of character of whatever nature arising from or related to the keeping or maintain of such pet on Club Property.

- Contact your Neighborhood Association’s management company for their rental requirements.

GATE ACCESS

- It is the Owner’s responsibility to add their renters to their authorized visitors list.
- Instructions for authorizing guests via the automated phone system and online system are on the Access & Emergencies page of Heritage Bay’s website.

MEMBER NUMBERS AND MEMBER ID CARDS

- Members are not to give their Member Number or Member ID cards to their tenants or transferees. Allowing someone else to use your Member Number is a violation of Heritage Bay’s Governing Documents.
- Transfer Member are provided their own specific Member Numbers and Member ID cards.
- Transfer Members’ food and beverage charges are deducted from the Member’s Annual Food & Beverage Minimum. Transfer Members must provide their Member Number to the Club staff to ensure this deduction.

WHAT HOMEOWNERS SHOULD TELL THEIR RENTERS PRIOR TO ARRIVAL

- That they will be required to show a driver’s license upon initial entry.
- Directions to your property from the gatehouse entrance.
- How to obtain the keys or access codes to your property and what to do if they lose their keys.
- Who to call if something in your home does not work or if they need assistance operating appliances.
- That compliance with Heritage Bay’s Rules and Regulations is mandatory. Members are held responsible for the actions of their guests and tenants. The Rules and Regulations are available under “Governing Documents” on the Club tab, Membership page of the website.

Please note: Neither the Club’s Administration office nor the gatehouse keep keys to any properties or information regarding appliances or other issues that arise inside the housing units.

FREQUENT QUESTIONS/REQUESTS RENTERS HAVE ABOUT A PROPERTY THEY WILL BE OCCUPYING:

1. Instructions on how to use the remote controls for your electronic devices and appliances.
2. Who to call about water, electricity and TV issues.
3. Instructions on how to regulate the climate controls.
4. Location of trash bins or dumpster. Schedule of trash and recycling days.
5. Wi-Fi password for your property.
6. Location of water valves.
7. Who to contact if something occurs in your home that needs immediate attention.
8. Location of mailboxes and mailbox keys.
9. Parking and locations for guest parking.
10. Your recommendations for restaurants, shopping, salons, etc.