

Brighton Lakes Community Development District
313 Campus Street
Celebration, Florida 34747
Tel: (407) 566-1935; Fax: (407) 566-2064

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Gary L. Moyer, Secretary
Tucker Mackie, Attorney/Registered Agent
Larry Walter, Engineer
Brian Smith, Field Manager

Brighton Lakes Homeowners

Re: Envera at Brighton Lakes

Dear Homeowner:

The Brighton Lakes Community Development District (the "**CDD**") is in the process of upgrading our outdated gates and security equipment with the newest technology available. The gate entry procedure will be changing and Envera Systems ("**Envera**") will install new equipment and function as the new gate access management company for **Brighton Lakes**. In addition to the installation of new gates and security cameras, the part time attendant at the gate will be replaced with a 24 hour virtual guard. There will be a kiosk at each entrance that will allow communication with the guard and cameras from all locations will be remotely monitored by Envera's guards, 24 hours a day.

Envera is aware of and will fully comply with the CDD's unique access constraints due to the designation of our roads as public roadways. Per the instructions posted at each kiosk, visitors can press the green button for access into the community. If a visitor needs assistance, they may push the yellow button to speak to one of Envera's virtual guards. The public may not be denied access; however, Envera will utilize technology to record the make, model, license number, date and time of entry and departure of vehicles. This information will be rapidly recorded to ensure that visitors are not unreasonably detained at the entrance. Security personnel will be encouraged to use their professional judgment in reporting suspicious vehicles and/or persons to proper governmental authorities.

All residents may enter all three (3) gates using the new windshield access stickers ("**Windshield Stickers**"). At the Volta and Kariba gates, visitors and Owners will enter through the same lane; however, at the main gate, Owners may enter through a separate lane. New Clubhouse Access Cards and Windshield Stickers (hereinafter collectively referred to as "**Credentials**") will become available starting Tuesday,

January 3, 2017 during the CDD's business hours (Monday through Friday between the hours of 8:00am and 5:00pm). See below for further details regarding Credential distribution and operation.

The CDD will conduct a "soft" opening with the Envera system on January 10, 2017 from 11:00 a.m. to 6:00 p.m. During this time, an attendant will be located at each gate to ensure all gates are properly operating. If the system operates as expected, the Envera system will be live and fully operational starting January 11, 2017. **Starting January 11, 2017, all Owners will need new Windshield Stickers or must enter the gates pursuant to the above protocol for visitors.**

Resident Community Access – Credential Distribution

Once the Envera system is live, the current resident bar codes will no longer open the Volta and Kariba gates and the current Clubhouse Access Cards will also no longer be active. You must receive new access cards if you wish to enter the Clubhouse facility.

Credentials will be distributed as follows:

1. **New Clubhouse Access Cards** - Two (2) complimentary new Clubhouse Access Cards may be picked up by Owners on or after January 3, 2017 at the CDD's Office located at 313 Campus Street, Celebration, Florida, Monday through Friday between the hours of 8:00am and 5:00pm OR at the Brighton Lakes Clubhouse on the Distribution Date (see 6 below for time and location). The Clubhouse Access Cards are limited to a total of two (2) per household. Owners may request to receive their complimentary cards by mail (only complimentary cards may be sent via mail.). To receive your cards by mail, contact Diana Alvez-Martins at 407-566-4122.
2. **Windshield Stickers** - Two (2) complimentary Windshield Stickers may be picked up by Owners on or after January 3, 2017 at the CDD's Office located at 313 Campus Street, Celebration, Florida, Monday through Friday between the hours of 8:00am and 5:00pm OR at the Brighton Lakes Clubhouse on the Distribution Date (see 6 below for time and location). The Windshield Stickers are limited to a total of four (4) per household. Owners may also receive their complimentary stickers by mail. To receive your cards by mail, contact Diana Alvez-Martins at 407-566-4122.

By order of the Board of Supervisors, Credentials will only be distributed or sold to Owner(s), Owner(s) Representatives and/or Property Managers.

3. The following documentation must be produced at the time of distribution or purchase:
 - a. **Owners** - Must bring identification and proof of ownership (i.e., HUD1/Closing Disclosure, Deed, current tax bill, etc.);
 - i. **If Credential to be given to a Tenant** – Owner must bring a copy of: Owner's identification and proof of ownership (i.e., HUD1/Closing Disclosure, Deed, current tax bill, etc.), together with a copy of the lease and Tenant(s) identification;
 - b. **Property Manager or Owner Representative** - Property Manager or Owner Representative must bring identification and copy of current Property Management Agreement or Power of Attorney, together with a copy of Owner's identification;
 - i. **If Credential to be given to a Tenant** - Property Manager or Owner Representative must bring a copy of: identification, current Property Management Agreement or Power of Attorney, copy of Owner's identification, current lease and Tenant(s) identification;
4. The cost for a replacement Clubhouse Access Card is **\$10.00** each, payable by **Check** or **Money Order only** to "**Brighton Lakes CDD**". They can be purchased at the CDD's Office located at 313 Campus Street, Celebration, Florida, Monday through Friday between the hours of 8:00am and 5:00pm.
5. The cost to purchase replacement or the two (2) additional Windshield Stickers allotted to each household is **\$12.00** each, payable by **Check** or **Money Order only** to "**Brighton Lakes CDD**". They can be purchased at the CDD's Office located at 313 Campus Street, Celebration, Florida, Monday through Friday between the hours of 8:00am and 5:00pm.
6. Community Site **Distribution Date** will be Saturday, January 7, 2017 from 10:00am-4:00pm in the meeting room at the Brighton Lakes Recreation Center. At that time, Owners, Property Managers, or Owner Representatives will be able to pick up their complimentary Credentials and purchase the additional two (2) Windshield Stickers.

Brighton Lakes Residents

December 19, 2016

Page 4

7. Owners, Property Managers, or Owner Representatives may also have their Credentials mailed to their home. Please call the CDD office and make your request.

PLEASE NOTE: In order to receive your Credentials, Owners, Property Managers, or Owner Representatives **must** bring the enclosed Envera Registration form filled out and the documents specified in 3 above. **ALL** copies will be retained by Diana Alvez-Martins for her files and will be considered public records of the District.

If you cannot attend on the Distribution Date or have any questions or concerns, you may contact Diana Alvez-Martins of the CDD office at (407) 566-4122 or email her at Diana.Alvez-Martins@STServices.com.

Thank you for your patience during this transition and the implementation of the new gate system.

Sincerely,

BOARD OF SUPERVISORS

OWNER REGISTRATION FORM

New
 Update
 Delete

PLEASE NOTE: Gate Stickers and Club Habitat Access Cards will only be sold to Owners, Owners' Representatives and/or Property Managers. The following documentation must be produced at the time of purchase:

- a. **Property Owners** - Must bring identification and proof of ownership (i.e., HUD-1/Closing Disclosure, SWD, current tax bill, etc.);
 - i. **If for a Tenant** - copy of: Owner's identification and proof of ownership (i.e., HUD-1/Closing Disclosure, SWD, current tax bill, etc.), together with a copy of the lease and a copy of Tenant(s) identification;
- b. **Property Manager or Owner Representative** - Must bring identification and copy of current Property Management Agreement or Power of Attorney, together with a copy of Owner's identification;
 - i. **If for a Tenant** - copy of: identification, current Property Management Agreement or Power of Attorney, current lease and a copy of Tenant(s) identification;
- c. **Gate Stickers** - are limited to four (4) per household; and
- d. **Access Cards** - are limited to two (2) per household.

Community Name: Brighton Lakes Community Development District ("CDD")

Owner Name: _____	<input type="checkbox"/>	Driver's License	<input type="checkbox"/>	Deed
Owner Name: _____	<input type="checkbox"/>	Property Mgmt. Agt.	<input type="checkbox"/>	POA
Owner Primary Phone: _____		HUD-1/Closing Disclosure	<input type="checkbox"/>	Current Tax Bill
Alternate Phone: _____				
Property Address: _____				
Property Manager/Owner Representative: _____				If Applicable
Tenant Name: _____				If Rental Property
Tenant Name: _____			<input type="checkbox"/>	Tenant Lease
Tenant Primary Phone: _____			<input type="checkbox"/>	
Alternate Phone: _____				
Email Address: _____				

Vehicle Information:

Make	Model	State	Plate Number

Should you have any questions or need further assistance, please contact Diana Alvez-Martins at 407-566-4122 located at the District Office, 313 Campus Street, Celebration, Florida, between the hours of 8:00am to 5:00pm or you can email your questions to the CDD at Diana.Alvez-Martins@STServices.com.

FOR ENVERA USE ONLY:		Credential Type:	(S)ticker	(C)ard
#1 (S) _____	#2 (S) _____	#3 (S) _____	#4 (S) _____	
#1 (C) _____	#2 (C) _____			

BRIGHTON LAKES CDD
Recreation Center Guidelines

RECREATION CENTER GUIDELINES:

- Fitness center is reserved for adult use or children ages 13 to 17 with adult supervision.
- Recreation center hours: Monday-Sunday from 6:00 a.m. to 9:00 p.m.

POOL GUIDELINES:

- Pool hours: Monday-Sunday from dawn to dusk.
- For a complete list of pool rules, please refer to the policies and procedures for the recreation center.

ACCEPTANCE:

I acknowledge the waiver as set forth below and agree to its terms. I have also read and agree to abide by the recreation center guidelines and pool guidelines. I also understand that I am financially responsible for any damages caused by me or my family members.

Signature of Home Owner

Date

NAME OF MINOR(S) USING FITNESS FACILITY:

ADDRESS: _____

HOME TELEPHONE #: _____

EMERGENCY CONTACT #: _____

(Parent or Guardian's work or cell phone numbers)

WAIVER:

I understand that the Brighton Lakes Community Development District assumes no responsibility for injuries or illness that I or my minor child(ren) may sustain as a result of my physical condition or resulting from my participation in any activities, sports, use of the pool, use of exercise equipment, use of the playground or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness that may result from my participation in the activities. I hereby release and discharge the Brighton Lakes Community Development District, its agents, servants and employees from any claims for injury, illness, death, loss or damage that I or my minor child(ren) may suffer as a result of my participation in these activities. I understand that Brighton Lakes Community Development District is not responsible for personal property lost or stolen while participating at the Brighton Lakes Recreation Center, pool and recreational facilities.

Signature of Home Owner Adult Participant

Date