



## **NEW MEMBER REGISTRATION PACKET**

Waterlefe Master Property Owners Association, Inc.

995 Fish Hook Cove | Bradenton, FL 34212 | (941) 747-6898

*Updated: May 2025*

**Dear New Member,**

Welcome Home! As a new homeowner in Waterlefe, you become a Member of a very special community. Members of the Waterlefe Master Property Owners' Association are granted access to several amazing amenities and services provided by the dedicated staff that keep Waterlefe great. Your membership includes access to the River Club and all it has to offer including the Tiki Bar, Community Pool, Fitness Center, Library, and activities at the Pointe.

The following New Member Registration Packet is designed to facilitate the seamless transition of new members into the Waterlefe community and its associated systems.

**Membership Card**

As members of the association, you will be issued membership cards that provide identification, access to amenities/pedestrian gates, and a convenient payment method in the River Club. A favorite MPOA amenity is our Fitness Center, located on the ground floor of the River Club. Your membership card will also provide 24/7 access, once you have signed and returned the fitness waiver (included).

**Boat Registration**

Boat registration is required for all boat owners. If you do not own a boat at this time, you do not need to complete the registration form, however; if you purchase a boat in the future, you must register the vessel with the Association.

**Pet Registration**

We ask for your pet information in order to be of assistance in identifying a loose pet in the neighborhood. The association does not limit the breed or size of dogs, however, there is a limit of three pets allowed per household. Per county ordinance and Waterlefe Covenants, you must pick up after your pet and always have them on a leash whenever outside your unit.

**Waterlefe Member Central Registration**

This packet includes helpful instructions on how to register on the official Waterlefe website, <https://waterlefeowners.com/>. You will have access to a community roster, calendar of events, MPOA monthly statement, community news, governing documents and much more. We encourage you to register and take advantage of this very helpful resource.

We are happy you have decided to join our community and we look forward to making your acquaintance and welcoming you to Waterlefe!

***Signed,***

The Waterlefe Association Management Team

**NEW MEMBER REGISTRATION FORM**

The completed form must be submitted prior to or at time of closing.

The Title Company will collect the \$150 New Member Registration Fee at closing.

**PROPERTY INFORMATION**

Address: \_\_\_\_\_ Seller's Name: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Realtor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relocating From: \_\_\_\_\_

**MEMBER INFORMATION**

New Member Resident Status (Circle One): Full Time Part Time Seasonal Rental Property

Primary Owner: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Co-Primary: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Other Phone: \_\_\_\_\_ Other Address: \_\_\_\_\_

Billing and mailings should be sent to (check one): Local Address \_\_\_\_ Other Address \_\_\_\_

Even if you plan to spend some time away from Waterlefe Golf & River Club during the year, do you consider yourself a year-round resident? Yes \_\_\_\_ No \_\_\_\_

Is this property considered rental property? Yes \_\_\_\_ No \_\_\_\_

Are you a Veteran? Yes \_\_\_\_ No \_\_\_\_

**ADDITIONAL OCCUPANT INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**VEHICLE INFORMATION**

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_ State: \_\_\_\_\_

Once you are setup in our system and we obtain a copy of your warrenty deed. You will be able to obtain your gate pass from the front gate manager Monday - Friday from 8am -2pm

**RESIDENT INFORMATION***Please check the box that best describes the member's employment status***Employment Status****Primary****Co-Primary**

Non-working

☐☐

Employed part-time (&lt; 35 hours/week)

☐☐

Employed full-time (35+ hours/week)

☐☐

Primary's Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Co-Primary's Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

**Using a scale of 1 to 5**, where **5** means "very high" and **1** means "little or no", please describe each person's attraction to Waterlefe Golf & River Club**Area of Attraction****Primary****Co-Primary**

Golf

5 4 3 2 1

5 4 3 2 1

Boating

5 4 3 2 1

5 4 3 2 1

Security

5 4 3 2 1

5 4 3 2 1

Health &amp; Fitness

5 4 3 2 1

5 4 3 2 1

Social Programs &amp; Events

5 4 3 2 1

5 4 3 2 1

Dining

5 4 3 2 1

5 4 3 2 1

Neighborhood

5 4 3 2 1

5 4 3 2 1

Family Activities

5 4 3 2 1

5 4 3 2 1

Proximity to Beaches

5 4 3 2 1

5 4 3 2 1

Location

5 4 3 2 1

5 4 3 2 1

How did you find Waterlefe Golf &amp; River Club (i.e. Web, Print Ad, Realtor, Direct Mail, Local Search, etc.) \_\_\_\_\_

Was there a member that we can thank for being influential in your decision to come to Waterlefe Golf &amp; River Club? Name: \_\_\_\_\_

*If offered, I would enjoy the following areas of interest (Please check an area of interest for each homeowner)***Area of Interest****Primary****Co-Primary**

Art

☐☐

Book Clubs

☐☐

Carry Out

☐☐

Wine Dinners

☐☐

Cards/Games

☐☐

Live Entertainment

☐☐

Black Tie Events

☐☐

Family Activities

☐☐

Outdoors/Pool

☐☐

Club Trips

☐☐

Committee Service

☐☐

Board Participation

☐☐

**BOAT REGISTRATION FORM (IF APPLICABLE)***Attach a copy of the Registration Certificate***VESSEL INFORMATION**

Owner Name: \_\_\_\_\_ Name of Vessel: \_\_\_\_\_

Address: \_\_\_\_\_

Boat Location (Circle One):      Home      Marina      Cove

Place of Registration: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Manufacturer of Vessel: \_\_\_\_\_

Overall Length: \_\_\_\_\_ Color: \_\_\_\_\_

**PET REGISTRATION FORM (IF APPLICABLE)**

*\*All dogs must be kept on a leash of a length that always affords reasonable control over the pet  
when outside of the unit. Owners must pick up after their pet.*

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

**PET #1**

Type: DOG CAT

Name: \_\_\_\_\_

Color: \_\_\_\_\_

Breed: \_\_\_\_\_

**PET #2**

Type: DOG CAT

Name: \_\_\_\_\_

Color: \_\_\_\_\_

Breed: \_\_\_\_\_

**PET #3**

Type: DOG CAT

Name: \_\_\_\_\_

Color: \_\_\_\_\_

Breed: \_\_\_\_\_

Agree to keep the MPOA office updated with any changes \_\_\_\_\_(initial)

## ACKNOWLEDGEMENTS

Waterlefe is a deed-restricted community that requires an Application for Residential Change for any modifications to the exterior of your property. By signing below you recognize that you may not make changes to the exterior of your home without submitting an Application for Residential Change first to the Design Review Board.

### **\_\_\_\_\_Acknowledgement of Application for Residential Change**

The undersigned agrees, as attested by the signature(s) below, to have been provided the Declarations, Covenants, Bylaws, Articles of Incorporation and Rules and Regulations, and agree to comply with all provisions therein.

### **\_\_\_\_\_Acknowledgement of Receipt of Documents**

As a member of the MPOA, it is the duty of homeowners to participate in community-wide votes that impact the Waterlefe community. These votes include topics such as Board of Directors elections, large-scale changes that need community approval, and more. Homeowners have the option to vote by mail or in-person as mandated by covenants, but Waterlefe homeowners now have the opportunity to vote electronically for easier access to community decision-making. If you would like to opt-in to vote electronically, please initial below.

### **\_\_\_\_\_Opt to vote electronically**

The MPOA communicates official and unofficial business to the community through a number of methods. The primary methods that homeowners can expect to receive information is through the email address provided to the association, in addition to the official Community Notices bulletin board outside the River Club, and on the official Waterlefe website. To authorize the MPOA to communicate official business with you electronically, please initial below.

### **\_\_\_\_\_Authorization to receive communications electronically**

The Waterlefe website is the online central for all members to access important information and association updates. Member Central shows Waterlefe members their MPOA statement, upcoming events, community news, and the full community roster. The community roster allows homeowners to easily connect with one another by displaying your contact information on the private homeowner-only-accessible side of the Waterlefe website. To authorize the MPOA to post your contact information in the community roster, please initial below

### **\_\_\_\_\_Authorization to include my name, address, telephone number and email address in a community roster**

The MPOA uses emails, newsletters, the website, and social media to communicate new and exciting things happening around the community. Many of these communications are graphic-design centered and include photographs from the community to help advertise the event. To allow MPOA staff to take your photograph and publish in various community publications, please initial below.

### **\_\_\_\_\_Authorization to post photos taken at Waterlefe events on the Waterlefe website, social media or within other community communications**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **MPOA CHARGES AND PAYMENTS**

As a member of the Waterlefe MPOA, homeowners are responsible for paying assessments according to the section of the community you live in. Everyone living in Waterlefe pays the same base MPOA assessments through quarterly payments. Depending on the sub-association or area that a homeowner lives in (Villas, Shores, Sound, Watch, Watch II), they may be responsible for additional fees from the sub-association.

### **Spectrum Internet & TV**

MPOA assessments include a wide array of facility and management services for homeowner convenience. One of such services is a bulk contract with Spectrum that gives Waterlefe homeowners access to cable TV and internet, funded by MPOA assessments. Call Spectrum at 833-416-0868 to set up your new account.

### **River Club Annual Minimum & Holiday Fund Information.**

In addition to association assessments and dues, all homeowners are responsible for meeting an annual River Club minimum spending requirement, currently set at \$500 per year. This minimum applies to all food and beverage purchases (including alcohol) made at the River Club Dining Room, Bistro, and Tiki Bar. Please note that tax and gratuity are not included toward meeting this minimum.

A 20% service charge is automatically added to all food and beverage purchases. Additional gratuity is at the member's discretion.

Your calendar year for the minimum is based on your last name. Please contact the Accounting Office to confirm your specific start and end dates. If the minimum is not met by the end of your calendar year, the remaining balance will be assessed to your account.

Each year, members are also invited to contribute to the Holiday Fund, which is distributed among all staff members (except the General Manager) in recognition of exceptional service

**MPOA PAYMENT AUTHORIZATION FORM**

*Complete one form for each property owned in Waterlefe and attach a voided check with this packet. Note: this authorization only applies to River Club/MPOA charges, not Golf Club*

**Property Address**

Waterlefe Property Address: \_\_\_\_\_

**Homeowner Information**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

**Account Information** *(Please attach a voided check to set-up auto-deductions from your banking account for all monthly dining charges (drawn the following month on the 1<sup>st</sup> to avoid any late fees as all payments are due by the 10<sup>th</sup>). Quarterly HOA assessments will be auto-drawn on the 1<sup>st</sup> of the month of each quarter to avoid late fee charges as all payments are due by the 10<sup>th</sup>.)*

Name(s) on the Account: \_\_\_\_\_

Type of Account: \_\_\_\_\_Checking \_\_\_\_\_Savings

Name of Financial Institution: \_\_\_\_\_

Routing Number\*: \_\_\_\_\_

Account Number\*: \_\_\_\_\_

**Authorization**

I hereby authorize and request Waterlefe MPOA to deduct from my checking or savings at the named Financial Institution as indicated above. By signing this form, I authorize Waterlefe MPOA to initiate payments from the above accounts and to make adjustments, if necessary, for any entry made in error without express written authorization. This authority is to remain in effect until Waterlefe MPOA receives written notification from me or my assigned representative.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **FITNESS CENTER DISCLOSURE, WAIVER, AND RELEASE OF LIABILITY AGREEMENT**

### **Preface**

Please read this agreement carefully, as it contains important legal rights you are waiving. By signing, you acknowledge the following:

- You may be asked to disclose any serious health conditions that could prevent safe re-entry into the Fitness Center.
- You are accepting full responsibility for complying with all social distancing, safety, and sanitation policies established by the Waterlefe MPOA.

### **Confirmation of MPOA's Policies and Procedures**

- Acknowledge and accept the MPOA's Policies and Procedures, attached hereto as Exhibit "A" and incorporated by reference.
- Understand these policies follow the guidelines of the CDC, Florida Department of Health, and Manatee County for health and safety.
- Agree that failure to follow any policies will result in immediate and indefinite revocation of your Fitness Center access.

Furthermore:

- You accept full responsibility for any consequences resulting from your failure to comply with the policies, even if done so unintentionally or by choice.
- MPOA enforces a zero-tolerance policy for any behavior that disregards these rules and will take action as necessary to protect the health and safety of the Waterlefe community.

### **Express Assumption of Risk**

In consideration of being granted access to the Fitness Center, you, the Releasor, which includes your heirs, executors, representatives, agents, successors, assigns, and administrators, hereby:

- Voluntarily assume all risks, both inherent and arising from negligence, associated with the use of the Fitness Center.
- Accept that these risks include, but are not limited to, injury or illness, including exposure to communicable diseases such as COVID-19.
- Release and hold harmless the MPOA and its directors, officers, employees, agents, and attorneys ("Released Parties") from any and all claims related to such risks.

## **FITNESS CENTER DISCLOSURE, WAIVER, AND RELEASE OF LIABILITY AGREEMENT**

### **1. Assumption of Risk**

- You know there are serious risks involved in using the Fitness Center, including:
  - Injury or death, ranging from sprains to permanent disability.
  - Infectious disease exposure (e.g., COVID-19).
  - Injuries from your own actions, others' actions, or even facility staff.
- You agree that using the Fitness Center is voluntary, and you are personally taking on all these risks.
- You accept that injury could impact your income, quality of life, and future activities.

### **2. Release of Claims & Indemnification**

- You give up your right to sue the MPOA or its staff (called the "Released Parties") even if they were negligent.
- You agree to financially cover any injury or damage caused by your actions—or even if it's the MPOA's fault.
- This includes any failure to follow rules (like social distancing or cleaning protocols).
- If a third party (another person) sues the MPOA for something you did, you'll be financially responsible for defending them.

### **3. Financial Responsibility**

- You will pay for any:
  - Injury or illness you suffer.
  - Property damage you cause.
  - Lost or damaged equipment.

### **4. Legal Rights Waived**

- By signing, you are giving up valuable legal rights, including:
  - The right to sue for negligence.
  - The right to go to court outside of Manatee County, Florida.
  - The right to claim you didn't understand this agreement unless changes are in writing.

### **5. Attorney's Fees**

- If you try to sue and lose (or the claim is thrown out), you agree to pay the MPOA's legal fees and court costs.
- This is a mandatory condition for using the Fitness Center.

### **Important Note**

This agreement is legally binding. It's designed to protect the MPOA from nearly all liability and make you responsible for most outcomes, even in situations where the MPOA might be at fault.

**FITNESS CENTER  
DISCLOSURE, WAIVER, AND RELEASE OF  
LIABILITY AGREEMENT**

**Automatic Termination:** Should you fail to abide by the policies and procedures promulgated by MPOA for the Fitness Center in compliance with state, county, and local government standards of social distancing, safety, and sanitation, your rights to use the Fitness Center shall be immediately terminated by the Board for a period of time to be determined by the Board.

**Acknowledgment:** By signing below, I acknowledge that I have read and fully understand the information contained in this document and that I sign this Express Assumption of Risk, Release of Claims and Liability and Indemnification Agreement voluntarily with the knowledge that I am waiving important legal rights.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

## **GUIDELINES FOR USE OF THE FITNESS CENTER**

To ensure a safe, enjoyable, and respectful environment for all, please follow these guidelines when using the Fitness Center:

### **Access and Eligibility**

- Use of the Fitness Center is restricted to Waterlefe residents age 16 and older.
- Residents under 16 must be accompanied by an adult resident.
- Guests must be accompanied by a Waterlefe resident at all times.
- All users must have a signed liability waiver on file with River Club management before use.
- New members are strongly encouraged to schedule a fitness orientation with the community's fitness trainers prior to use.

### **General Conduct**

- Cell phone use is prohibited inside the Fitness Center.
  - Phones should be set to vibrate or mute.
  - Please step outside to make or receive calls.
- Television audio must be through earphones or closed captioning only. Open speaker use is not allowed.
- Practice proper hygiene:
  - Wipe down all equipment after use (cleaning supplies provided).
  - Limit use of cologne or perfumes to avoid allergic reactions in others.
- Appropriate attire is required:
  - Shirts and dry, closed-toed athletic shoes must be worn at all times.
  - Workout towels are recommended.

### **Equipment Use**

- Limit cardio machine use to 30 minutes when others are waiting.
- Return all free weights and equipment to their original location after use.
- Do not sit on equipment between sets—allow others to work in.
- Do not drop, slam, clang, or throw weights on the floor.
- Use equipment as intended for safety and proper operation.

### **Stretching/Yoga**

- Use the exercise studio across the hall for stretching or yoga-style exercises when available.
- Return mats and accessories to the storage rack after use.
- Do not lie on the floor near free weights—it is a safety hazard.

### **Food, Drinks, and Storage**

- No food is allowed in the Fitness Center.
- Drinks must be in capped plastic or aluminum containers—glass is not permitted.
- Use the designated mailbox for keys and small personal items.
- Lockers in the men's and women's locker rooms are for daily use only.
  - Long-term storage is not allowed.
  - Locks will be removed after an initial warning.

## WEBSITE REGISTRATION TIPS

To become quickly operational in our online community, we have put together a short guide for website registration which lists a few important resources that are available to you online. It is important to note that there are two separate web pages that you will access as a resident of Waterlefe:

- **Home Page:** This is our public landing page with links to all Waterlefe amenities, including the Golf and River Club.
- **Member Central:** This is our Members' private homepage. Here you will find helpful information and links/forms for all your needs as a homeowner and member of our Master Property Owners' Association (MPOA)

Here is a step-by-step registration procedure to get your account set-up for the Waterlefe Members website:

### 1. Member Registration

- a. Click on the 'Member Registration' link to complete the Registration form.

### 2. Validation

- a. Enter your name and member number exactly as they appear on your Waterlefe member card in order to be verified as a Waterlefe resident.

### 3. Set Up Username / Password

- a. You will be asked to create a username and password that will be your login to [waterlefe members.com](http://waterlefe members.com) from here on out. Please make sure this is something that is easy to remember but unique to you. Once completed, click "Create User" to finish the registration process.

### 4. Email Confirmation

- a. After the user login has been created you should receive an email with all your information confirming your new account.

On the Waterlefe Members website you will find many resources at your disposal for you to engage with your new community and those residing within:

- Member Central
- Online River Club / MPOA Statement Access
- Waterlefe Community Roster
- River Club Calendar of Events, Activities, Menus, Rules & Regulations.
- Waterlefe Covenants & Policies
- MPOA Committees
- More resources to come later

Email [mpoa@waterlefe fl.com](mailto:mpoa@waterlefe fl.com) or call (941) 747 – 6898 ext. 1 for assistance with Online registration.

*\*Please Note: You will need to use a separate log-in for the Golf Club's website to access your golf information if you are a Golf Club Member. Contact Waterlefe Golf for assistance with Golf Member login.*

**COMMUNITY INFORMATION SHEET****Amenity Hours***Hours of operation subject to change*

<b>Pool</b>	Dawn to Dusk Daily
<b>MPOA Office</b>	Monday 8am - 3pm, Tuesday - Friday 8am - 4pm
<b>Fitness Center</b>	24/7 (with signed waiver)
<b>Community Library</b>	Tuesday 10am-5pm, Wednesday - Friday 9am- 9pm Saturday: 10am - 9pm
<b>River Club Dining</b>	Sunday: 10am - 2pm, Wednesday - Friday: 4pm- 9pm Saturday 5pm-9pm, Sunday: 10am - 2pm
<b>Tiki Bar</b>	Saturday & Sunday 12pm - 5pm ( <i>weather permitting</i> )
<b>Golf Club</b>	Every day: 7am - 6pm
<b>Marina Club</b>	Monday – Friday: 9am - 5pm

**Key Contacts****General Management:****Shana Dam, LCAM, General Manager/COO**(941) 200-4406 | [gm@waterlefevl.com](mailto:gm@waterlefevl.com)**Community Association Management:****Miisha Anderson, LCAM**(941) 200-4410 | [pm@waterlefevl.com](mailto:pm@waterlefevl.com)**Amanda Turk, Executive Assistant**(941) 200-4407 | [mpoa@waterlefevl.com](mailto:mpoa@waterlefevl.com)**Accounting:****Valerie Funk, Comptroller**(941) 200-4408 | [vfunk@waterlefevl.com](mailto:vfunk@waterlefevl.com)**River Club:****Dan Adkins, River Club Manager**(941) 200-4412 | [dadkins@waterlefevl.com](mailto:dadkins@waterlefevl.com)**Tianna Bonet, Member Relations**(941) 253-5333 | [reception@waterlefevl.com](mailto:reception@waterlefevl.com)

<b>River Club Dining .....</b>	<b>(941) 253-5333</b>
<b>Golf Club.....</b>	<b>(941) 744-0393</b>
<b>Marina Club .....</b>	<b>(941) 718-4848</b>
<b>Gate House .....</b>	<b>(941) 708-6866</b>

**Trash Pick-Up***Pick-up dates are subject to change according to Manatee County, including holiday delays***Trash Pick-Up****Monday and Thursday****Recycling Pick-Up****Monday (\*must get container)****Yard Refuse Pick-Up****Wednesday (\*must be bagged & bundled)**