

## Lot P-35/The Landing Regulations and Policy

**Background:** Whereas previous Melrose Area Property Owners Association Board of Directors (BOD) overlooked original P-35 deed restrictions, The Landing “kitchen” was never brought into compliance with county ordinances, and ambiguous and unrestricted use of “The Landing” facility has caused discord within the Association. The following policies and regulations for Lot P-35 and The Landing have been established in an effort to benefit all. Additionally, to safeguard the general membership’s gateway to the airstrip, the Airstrip Committee (AC) through the Airstrip Executive Committee (AEC) has the responsibility as described in the governing documents of the Association to govern Lot P-35 and P-35 facilities (The Landing). Any further development of Lot P-35 must be in accordance with the deed restrictions and Association governing documents. (NOTE: Lot P-35 is an airport lot owned by the Association.)

**I. Ownership and Governance:** As documented in the Association’s declarations, Lot P-35 and “The Landing” facility are owned by Melrose Area Property Owners Association (MAPOA). As such, Florida State Statute designates P-35 and “The Landing” facility as a COMMON AREA of the Association. P-35 and “The Landing” facility are for the sole use and enjoyment of Association members and their guest. Use of P-35 and “The Landing” facility is governed by the Airstrip Executive Committee as described in the DECLARATIONS OF RESTRICTIONS AND PROTECTIVE COVENANTS ARTICLE XI SECTION 4. Governance as well as reasonable regulations will be founded in the deed restrictions, insurance regulations, Association documents, membership welfare, and private airfield operating regulations.

**II. Event Categories:** Operation of P-35 and The Landing will fall under one of two areas: aviation events and non-aviation events. Events are held for the purpose of community solidarity, normally open to the entire membership, and held at the discretion of the BOD adhering to these rules. However, private events allow association members to lease “The Landing” facility for closed invitational events and are approved by the BOD. All non-aviation events will be contained within “The Landing” facility to reduce the risk of any interference with aircraft operations on taxiways or tie down areas. Non-aviation events require BOD approval. Aviation events include the use of “The Landing” facility as well as P-35 for taxi operations and aircraft parking. All aviation events require AEC approval due to the impact on airstrip operations. Any and all operations that include access to P-35 tie down and aircraft parking areas and require AEC approval, oversight, and adherence to “Melrose Landing Airstrip Regulations”. Private events in either category require necessary approval and lease execution. All events will adhere to policies/regulations set forth in this document and be of lawful use.

**III. Event Coordinator:** All events will have a single point of contact, an event coordinator. The event coordinator will assume all risk and responsibilities for their event and, if required, execute MAPOA lease documents for the event.

**IV. Lease Agreement:** Lease documents will be maintained by MAPOA and executed between the event coordination and MAPOA as required. Private events require lease execution.

**V. Stewardship:** All events contained within “The Landing” facility will be not-for-profit. Funding for events will be the sole responsibility of the event coordinator. Any and all expenses caused by the event will be the sole responsibility of the event coordinator.

**VI. Safety:** Association members’ aircraft have priority at all times. Aircraft may be operating on the grass taxiways and P-35 tie downs during events. Event coordinators are responsible for informing attendees to be vigilant of aircraft and that aircraft have the right of way on the grass taxiways and tie downs. All vehicles must remain in the vehicle parking area except during entry and exit from Lot P-35. Extreme vigilance is required by drivers when entering and exiting due to the crossing of an active taxiway.

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**VII. Scheduling:** Due to the location of “The Landing” facility, scheduling aviation related events take precedence over all event categories. Event scheduling will be coordinated by the BOD.

**VIII. Multiple Day Events:** Multiple day events are permissible and will be approved on a case by case basis.

**IX. Parking:** Parking will be limited to the spaces currently provided near the entrance to “The Landing” facility. Additional parking along the emergency access road is allowed so as not to block emergency access or the aircraft grass taxiways. Except for aircraft, parking on the permanent or temporary tie down area is prohibited.

**X. Access:** Access to “The Landing” facility will be controlled by the BOD and AEC officials. Events will start no earlier than 8 am and must be concluded by 10 pm. Normally access will be allowed two hours prior to any event and “The Landing” facility will be secured within two hours after the completion of any event. “The Landing” facility will be inspected after the event by a BOD or AEC official at their leisure for cleanliness, and damage. Officials will use the attached checklist to ensure “The Landing” facility is secured, clean, and undamaged. Damages or violations to this policy letter will be referred to the BOD for further action.

**XI. Food Preparation and Storage:** Neither cold or hot nor wet or dry food preparation is allowed in “The Landing” facility. No food items of any kind will be stored in “The Landing” facility before or after the event. Interior electrical outlets will not be used to supply power outside “The Landing” facility.

**XII. Cleanup:** The event director is responsible for “The Landing” facility cleanup. Tables will be cleaned and arranged neatly, floor swept, all food items removed, all cookware and utensils removed, and all trash removed from The Landing and P-35. Any residual food, beverages, utensils, cookware, or dinnerware will become community property after the event and removed from “The Landing” facility.

**XIII. Restroom:** Restrooms will be available for use during events. The event director is responsible for the bathroom cleanup. Washing of cooking or eating utensils, dinnerware, or cookware in the bathrooms is prohibited.

**XIV. Penalties/Fines:** The BOD will determine if any penalties/fees should be assessed for infractions or damage to P-35 or “The Landing” facility.

EXCEPTIONS: The Airstrip Executive Committee reserves the right to make exceptions to these policies/regulations if found to be necessary.

THE AIRSTRIP EXECUTIVE COMMITTEE  
12/15/2018

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### Event Coordinator Checklist

1. HOURS OF OPERATION: 8:00 A.M. – 10:00 P.M.
2. NO OBSTRUCTION OF TAXI-WAYS OR RUN WAY
3. TABLES CLEANED
4. FLOOR SWEPT
5. BATHROOMS CLEAN
6. TOILETS FLUSHED
7. UTENSILS REMOVED
8. FOOD REMOVED
9. REFRIGERATOR EMPTIED
10. TRASH REMOVED
11. LIGHTS OUT
12. BUILDING/BATHROOMS SECURE

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#### MEETING WITH EVENT COORDINATOR CHECKLIST

1. Copy of Policy and Regulations
2. Bathroom key location
3. Parking Area
4. Lights and Fans
5. Building Security
6. Questions and Answers
7. BOD/AEC Phone Contact