

SUNSTONE

WELLEN PARK



AMENITY GUIDELINES

Sunstone at Wellen Park
18200 Grand Prosperity Drive
Venice, Florida 34293

OVERVIEW

Hours of Operation

Lifestyle Director & Clubhouse Manager Hours: Tuesdays - Saturdays: 10:00am - 6:00 pm

Clubhouse & Fitness Center Hours	Daily	5am to 10pm
Pool/Spa Hours	Daily:	5am to 10pm
Pickleball/Bocce	Daily:	Dawn to Dusk
Event Lawn/Bark Park	Daily:	Dawn to Dusk

Amenity Center Use: For Private Events, Community Sponsored Events/Activities, HOA and CDD

Any group of 6 or more will be deemed as a private party and must adhere to the private rental policy.

***All hours of operation are subject to change. Sunstone at Wellen Park HOA and Management team maintains the right to close the facilities due to any unforeseen circumstances.*

Operating Calendar and Holidays

The Clubhouse Manager will NOT be on site the following days: The Amenity Center will remain open.

- Thanksgiving/Day After
- Christmas Eve/Christmas Day
- New Year's Eve/New Year's Day
- Easter
- Will take an additional day off for the following holidays (Memorial, July 4th and Labor Day)

Inclement Weather

We will make every attempt to remain open during times of inclement weather; however, the facilities will be closed if the conditions are determined to be a threat to the residents and staff. The Amenity facility is not a designated emergency shelter.

Maintenance Days

In an effort to achieve the highest standards of facility cleanliness and safety, there will be times when certain areas of the facility will be shut down for improvements, cleaning, and preventative maintenance. Resident understanding and patience is appreciated as efforts are made to improve and maintain the cleanliness, safety, and aesthetics of the facility. Whenever possible, maintenance days will be planned in advance and residents will be notified.

Animals

Only service dogs with visible labels will be always allowed in/on amenity grounds.

Facility Access and Eligibility for Use

*Policies/rules may be changed at the discretion of the HOA

All residents, living in our community and designated tenants; hereinafter, called "residents," are entitled to use the community amenities as long as they are in good standing.

Non-resident owners who have delegated the right to use the community amenities to a tenant must contact the Home Owner's Association (HOA) Manager regarding the rental application process. Once approved by the HOA, the owner must provide written authorization, a listing of tenants and a copy of the lease to the Clubhouse Manager. Owners Fobs will be turned over to the tenant. Owners will NOT be allowed to use the facility during time of lease to tenant. Renters will have to purchase transponders for the gate and also fobs if they are not turned over by owner.

The management reserves the right to suspend a resident's use of the amenities for failure to follow the policies and procedures, posted rules and regulations, directives of staff on duty, and for a resident's failure to pay any amounts owed to the HOA.

Disclaimer

Homeowners and guests using the facilities do so at their own risk. The safety of our residents and guests of our community is a primary concern. All persons using the facilities do so at their own risk and agree to abide by the rules for use of the facility. Sunstone at Wellen Park and Amenity Facility Management Company assumes no responsibility and shall not be liable for any accidents, personal injury, or damage to, or loss of property arising from the use of the facilities or from the acts, omissions or negligence of other persons using the facilities. Residents are responsible for their actions and those of their guests.

Access Fobs

*Policies/rules may be changed at the discretion of the HOA

Use of the amenity areas is restricted to residents and their guests. A fob is necessary to gain entry to the amenity areas. Initial access fobs, are provided at closing, any additional fobs and/or replacements for lost or damaged fobs are available from the HOA for a fee of \$50.00 per item. Only checks written out to Sunstone at WP HOA can be accepted for payment. This access fob system protects you and the facility from unapproved non-resident entry. Under no circumstance should a resident or tenant provide their access fob to an unapproved non-resident to allow them to utilize the amenities. Vehicle transponders follow the same policy.

Guest Policies

*Policies/rules may be changed at the discretion of the HOA

Clubhouse, Pool, Spa and Pool Area:

Adult Resident will be able to bring up to 4 guests with them to the facility unless the facility has been rented for a private event or function. These guests must be accompanied by an adult resident (18 years or older). Residents 16 to 17 years old, who are visiting the facility without their families, may bring one guest in this same age group or older.

Fitness Center:

Due to the size of the Fitness Center, adult resident will be able to bring up to 2 guests with them to the facility. These guests must be accompanied by an adult resident (18 years or older). Residents 16 to 17 years old, who are visiting the facility without their families, may bring one guest in the same age group or older.

Outdoor Play Areas (Pickleball & Bocce Ball):

Adult Resident will be able to bring up to 4 guests with them to the outdoor amenities. These guests must be accompanied by an adult resident (18 years or older). Residents 16 to 17 years old, who are visiting the facility without their families, may bring one guest in the same age group or older. Residents and guest under 16 must be with an adult at least 18 years old.

PROGRAMS, ACTIVITIES AND SERVICES

Program Descriptions

We are pleased to offer residents a wide variety of programs and activities designed to meet the needs of residents in all ages, interests and skill levels.

Each year, the staff will evaluate and improve upon existing programs, as well as, continually add new activities. The format of each program or activity will be structured to most effectively provide participants with a positive recreational experience of the highest caliber.

Program Calendars, Flyers and Website

Residents can easily find information on programs and events by picking up the monthly calendar, flyers, and program guides. Information on programs will also be posted on community bulletin boards, website and sent via email to residents who have provided an email.

Program Registrations

Programs will be open to residents only. Residents may be required to register for programs. Programs may also require a surcharge and space may be limited. If space is available after the residents only date (if posted) residents will then be able to invite a guest.

Registration dates and deadlines will be advertised each month.

Private Rental Usage Guidelines and Request Form

Private Rental Request and Waiver Forms are utilized for private rentals of specified indoor areas available for private functions. Only residents are able to reserve the specified space. Residents must read, agree and give payment before a request will be approved. Cash is not accepted for Private Rentals.

Program Fees and Payment Types

A variety of complimentary and fee based programs will be offered to residents. Fees for programs and events are occasionally required to offset the cost of instruction, supplies, equipment, and entertainment. Full payment must be made at the time of registration.

Program Changes, Cancellations, Refunds and Credits

Program refunds and credit may be granted on a case-by-case basis. Refunds and credits after the program registration deadline or after a program begins may not be approved.

The staff will notify residents and members if there is a need to change or cancel a program. If a program is cancelled, residents may be issued a refund or credit.

RSVPS and Registration Deadlines

Most programs, events or activities will require advanced registration or an RSVP to allow the staff to plan effectively. To avoid the unnecessary cancellation of a program, register by the posted deadline.

Late registrations may be accepted on a case-by-case basis. Due to the nature of some programs, events and the availability of space, late registration may not always be feasible.

Waiting Lists

Some programs may have maximum registration limitations. In the event a program is full, a waiting list will be created. If there are cancellations in the program, the residents on the waiting list will be contacted. This waiting list will also be utilized to determine if an addition program can be offered.

Resident Clubs and Interest Groups

Our facilities will host many interest group and activity club meetings and social events. Clubs and interest groups will be resident-managed and self-supporting. The staff will help to facilitate meetings and assist in the development and promotion of activities developed by the clubs. Any resident wishing to develop an interest group or club should contact the Clubhouse Manager to talk about that specific program.

Meeting and event dates will be subject to facility availability. All clubs must be open to any resident. Guests may be permitted to attend club functions on a limited basis with permission from the Clubhouse Manager.

Program Suggestions and Ideas

Your Lifestyle Director & Clubhouse Manager is constantly striving to improve programs and services offered to the community. Residents are encouraged to submit ideas and suggestions for upcoming programs. Please contact your Lifestyle Director & Clubhouse Manager.

FACILITY FEATURES AND USAGE GUIDELINES

Community Amenities Overview

Sunstone at Wellen Park offers residents a wide variety of resort style amenities and services including:

- Fitness Center
- Group Fitness Instruction Room
- Heated, Resort Style Pool
- Spa
- Event Kitchen
- Event Lawn
- Social Hall
- Bocce Ball Court
- 4 Pickleball Courts
- Bark Park
- Full-Time Lifestyle Director & Clubhouse Manager
- Exterior Veranda Space
- Outdoor Social Bar

General Facility Policies and Guidelines

*Policies/rules may be changed at the discretion of the HOA

The following usage guidelines have been established to maintain the facility and ensure the safety and enjoyment of all residents and their guests. Specific rules for each area are included in this guideline.

General Facility Policies

1. All residents are entitled to utilize the amenities if they meet all eligibility requirements.
2. Residents must always have in their possession, their access fob for identification and to enter and utilize the amenities.
3. In the Amenity Center, Fitness Center, Outdoor Areas, Bocce Ball Courts, Pickle Ball Courts, Pool, Spa and Pool Area, residents under the age of 16 must be accompanied by an adult resident (18 years or older).
4. Residents are encouraged to speak to their physician before engaging in physical exercise. All residents utilize the amenities at their own risk.
5. There is an assumption of risk and liability to utilizing the amenity areas.
6. Apart from the pool and wet areas where bathing suits are permitted, residents must be properly attired with shirts and shoes to utilize the amenities. Shoes and a cover up are required when entering the clubhouse.
7. Bathing suits and wet feet are not allowed inside the clubhouse. The outdoor Cabana Restrooms are designed for the convenience of residents enjoying outdoor amenities.
8. Food and drink will be limited to designated areas only. At least 4ft from the pool perimeter.
9. Smoking within the Amenity Center Grounds is not permitted under any circumstance.
10. All Private Events where alcohol is to be served will require a licensed and insured vendor of alcoholic beverages. They must provide proof of this to the Clubhouse Manager and HOA prior to the event.

11. Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the facility.
12. Staff are to be treated in a courteous and considerate manner. No associate shall be reprimanded or harassed in any way by an individual using the Amenity Center, or on HOA property.
13. Use of profane or inappropriate language is prohibited. You will be asked to leave the amenity center grounds.
14. Bullying, fighting, and vandalism are prohibited.
15. Anyone who verbally threatens the physical well-being of another person, or who engages in behavior which may be dangerous, create a health or safety problem, create a hostile environment, or otherwise disturb others may be reported to the local law enforcement agency.
16. Excessive noise that will disturb other residents and guests is not permitted.
17. Any type of harassment or disrespect to staff or other residents is prohibited.
18. Residents are responsible for cleaning up after themselves and helping to keep the amenity areas always clean.
19. Residents are encouraged to let the staff know if an area of the facility or equipment needs cleaning or maintenance.
20. All equipment and supplies provided for use of the amenities must be returned to good condition after use.
21. Apart from service animals, resident's pets are not permitted at the Amenity Center including Open Outdoor Areas (bocce, pickleball). Service animals MUST have a label (leash, vest, etc.) attached to them so that other residents know they are a service animal. Pets are only permitted in the dog park.
22. Skateboards/Scooters are prohibited on the Amenity Center property.
23. Bicycles, scooters, roller skates, rollerblades and skateboards are not permitted inside the Amenity Center. This includes within the pool gates.
24. Bicycles and other vehicles are to be parked in designated outdoor areas only. Not allowed within the pool gate area or front entrance of clubhouse.
25. NO outside instructors are allowed for personal use. Only community sponsored instructors are allowed on Amenity Center Grounds with contractual agreement with the HOA.
26. To prevent disturbance to others, use of mobile devices is limited while in the facility. Residents and guests are asked to silence devices while in the facility. If you must answer a phone call, please excuse yourself from the area where residents are present.
27. The facility and staff are not responsible for lost or stolen items. Staff members are not permitted to hold valuables.
28. All found items should be turned in to the staff for storage in the lost and found. Items will be stored in the lost and found for up to seven days.
29. Residents are encouraged to assist the staff in the enforcement of the usage guidelines. Residents may notify the staff on duty if an individual is violating usage guidelines.
30. Weapons of any kind are not allowed on HOA property.
31. The amenities are equipped with closed circuit televisions for monitoring and recording purposes only. They are not intended to be used as safety prevention. The facility is monitored 365 days (24/7).
32. Overnight parking at the Amenity Center is not permitted. Residents may request an overnight Amenity Center parking pass for a visiting guest, by contacting the Clubhouse Manager in advance. A parking permit MUST be present on the vehicle while it is on property. Passes can be issued for 2 nights' maximum.
33. Vehicles may only park at Amenity Center front door for loading and unloading for 15 minutes maximum. This path is designed for maintenance and emergency vehicles.
34. Policies are subject to change as deemed necessary after approval by the HOA.
35. Gambling with money is NOT permitted on Amenity Grounds.

Fitness Center

*Policies/rules may be changed at the discretion of the HOA

The Amenity Center offers a Fitness Center with cardiovascular and strength training equipment along with free weights. The Amenity Center grounds may also be utilized for a variety of group exercises classes.

Usage Guidelines

1. All residents are encouraged to consult their physician before beginning an exercise program.
2. Residents under the age of 13 are not permitted inside the Fitness Center for ANY REASON and may not under any circumstance use ANY of the Fitness Equipment.
3. Residents between the ages of 13 – 15 must always be accompanied by a parent/guardian to utilize the fitness room.
4. Residents ages 16 and older may utilize the fitness center independently and have access to a fob.
5. Adult residents (18 years and older) may have 2 guests while using the Fitness Center.
6. Residents between the ages of 16 and 17 may have one guest of the same group or older while using the Fitness Center.
7. Appropriate attire including shorts, shirts and closed-toed athletic footwear must be worn at all times in the fitness center. No black soled shoes or cleats.
8. All equipment must be wiped down before and after use with wipes and/or spray provided.
9. If a resident or guest is waiting, cardiovascular equipment utilization is limited to 30 minutes.
10. If a resident or guest is waiting for the weight equipment, individuals should allow others to “work in” between sets.
11. Stacked weight equipment should not be slammed while lifting.
12. All free weights should be put back in the proper area after use.
13. Food is not permitted in the Fitness Center.
14. Water or other sport drinks must be contained in non-breakable spill-proof containers.
15. When using cell phones in the Fitness Center, please keep your phone ringer on vibrate, and accept/make calls outside of the building.
16. Personal music devices are permitted if used with headphones ONLY.
17. All instructors are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the management company.
18. All concerns, equipment malfunctions, and maintenance needs should be reported to the staff.
19. All other general facilities and guest policies apply.
20. Residents are responsible for cleaning up after themselves.

Amenity Center Pool, Spa, Pool Area, Covered Veranda, Event Lawn & Fire Pit

*Policies/rules may be changed at the discretion of the HOA

We are pleased to provide our residents with a fantastic aquatic amenity area. Each adult resident may bring up to 4 guests unless prior approval was discussed with the Clubhouse Manager. The pool, spa, pool area, covered patios and fire pit will not be allowed to be rented.

Usage Guidelines

1. Swim at your own risk. The pool areas are not supervised by lifeguards.
2. In the event of an emergency, call 911.
3. The pool area is open daily (Please see posted times) No one is permitted in the area at any other time unless a specific event is scheduled.
4. Fob MUST be used to gain access.
5. No one under the age of 16 is allowed in the pool area alone unless accompanied by an adult (18 years or older).
6. Residents between the ages of 16 and 17 may have one guest of the same group or older while using the Pool area.
7. Anyone under the age of 10 must be directly supervised by an adult (18 years or older) in the water, or from the deck area always.
8. No aquatic apparatus or toys allowed at any time in the spa.
9. Do not use the spa if you are ill. Pregnant women should consult a physician before using the spa.
10. All swimmers must shower before initially entering the pool.
11. Please be cautious of the lap lanes when residents or their guest are swimming laps.
12. Flotation devices, such as rafts, rings, or floating play items are limited in size to 6ft by 3ft (during times when the pool is not busy). They are NOT allowed during community sponsored pool deck parties or events unless otherwise stated. Swim aids and aquatic exercise equipment are permitted. Noodles are always allowed.
13. Small balls or toys should be kept at a minimum when other bathers are present.
14. Bicycles, scooters, roller skates, rollerblades, roller shoes, skateboards and anything with wheels, are not permitted on the pool deck.
15. Glass containers or breakable objects of any kind are not permitted in the pool area, pool restrooms, covered patios and spa. This includes any areas where people will walk barefoot.
16. Food and drinks are not permitted near the perimeter (within 4 feet) of the pool area but are permitted in designated areas including the covered patios and the seating areas of the pool deck.
17. Residents are responsible for cleaning up after themselves.
18. Smoking in these areas is prohibited.
19. Excessive noise that will disturb other residents and guests is not permitted. Please use personal devices with headphones. Bluetooth speakers or radios are not permitted unless with headphones.
20. Persons with open cuts, wounds, sores or blisters may not use the pool.
21. People that are ill with diarrhea cannot enter the pool.
22. No person should use the pool with or suspected of having a communicable disease, which could be transmitted using the pool.
23. Appropriate swimming attire (swimsuits) must be always worn. No thong swimwear is permitted at the facility. Please reserve risqué swimwear for the beach or private use. Should the swimsuit you choose NOT cover all the appropriate parts, you may be asked to leave the facility. This is a family pool in a community setting.
24. Swim diapers are recommended for use by infants/children that are not toilet trained.
25. Animals are not permitted in the pool or wet areas apart from service animals.
26. Dives, flips, back jumps, or other dangerous actions from the side of the pool are prohibited.
27. No running or horseplay is allowed in the pool, covered patios or other wet areas.
28. Only authorized staff members are allowed in the filter rooms, chemical storage rooms and staff office area.
29. Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them, this also includes the covered patios. The furniture is not to be removed from the pool deck. All furniture at the pool is

- first come, first use, please be considerate to fellow residents. Do not save unless actively using them.
30. Please return pool furniture back to the location you originally took it from.
 31. No explicit lyrics when using personal devices.
 32. The pool may be closed due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
 33. The pool and pool area will be closed during electrical storms or when rain makes it difficult to see any part of the pool or pool bottom clearly. The pool will be closed at the first sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool deck immediately when instructed to do so by the staff.
 34. All swim instructors are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the management company.
 35. Pool policies may be changed at the discretion of the HOA.
 36. All other general facilities and guest policies apply.
 37. Pool is heated during certain months. The HOA and Board has discretion as to when the heaters are turned on and what the temperature is set at.
 38. The maximum capacity for the pool is 73 people.
 39. Maximum capacity for the spa is 6 people.

Bark Park

*Policies/rules may be changed at the discretion of the HOA

1. This park is for the use of residents and their pets only.
2. Owners are legally responsible for their dogs and any injuries caused by them.
3. Puppies and dogs must be properly licensed, inoculated and healthy to use the park.
4. Animals must always wear a collar and ID tags.
5. Owners must clean up after their dogs.
6. Dogs showing aggression towards people or other animals must be removed from the park.
7. Animals exhibiting a history of aggressive behavior will not be permitted.
8. Puppies using the park must be at least four months old.
9. Owners must not leave their dogs' unattended or allowed out of sight.
10. Children under the age of 16 are not permitted in the park unless actively supervised by a parent.
11. Dogs in heat are not allowed inside the park.
12. No food, beverages, glass, sharp objects or weapons are permitted inside the park.
13. Owners must carry a leash at all times. Dogs must be leashed before entering and prior to leaving the park.
14. Violators will be subject to removal from the park and suspension of park privileges.

Social Hall

*Policies/rules may be changed at the discretion of the HOA

The facility contains common social areas that are open for the use of residents and their guests during HOA events, Communities activities, non-private functions and for private rentals ONLY (by Residents).

Usage Guidelines

1. Private Event Rentals require completion of an indemnification agreement, a security deposit, and a specified rental fee.
2. A schedule of activities will be posted and updated by the staff.
3. No one under the age of 16 is allowed in these areas alone unless accompanied by an adult resident (18 years or older). Residents between the ages of 16 and 17 may have one guest of the same group or older while using the Social Hall and attached areas.
4. The Social Hall offers Wi-Fi for residents convenience, password can be obtained from the Lifestyle Director and Clubhouse Manager.
5. Animals are not permitted anywhere on the Amenity Campus other than Bark Park (dogs only). Service animals are the only exception and must have a visible label that indicates that they are a service animal.
6. The Social Hall is the ONLY area available for Private Event Rentals.
7. Profanity is prohibited.
8. Residents are responsible for cleaning up after themselves.
9. Food and beverages are allowed.
10. All other general facilities and guest policies apply.
11. Residents MUST notify the Clubhouse Manager if they would like to host a Residents event for the residents of the entire community.

Bocce and Pickleball Courts

*Policies/rules may be changed at the discretion of the HOA

Usage Guidelines

1. Courts are available for use by residents and their guests on a first come first serve basis only.
2. Courts may only be reserved for a community approved program or event.
3. The courts are available from dawn to dusk daily.
4. A schedule of activities will be posted and updated by the staff.
5. When other players are waiting, bocce and pickleball court use should be limited to 1 hour.
6. No one under the age of 16 is allowed in these areas alone unless accompanied by an adult (18 years or older). Residents between the ages of 16 and 17 may have one guest of the same group or older while using any of the courts.
7. Bikes, rollerblades, roller shoes, skateboards and equipment with wheels are not permitted on the courts.
8. Ball of any kind should not be hit against any of the fences. This includes baseballs.
9. All players shall be dressed in appropriate attire, which includes shirts, tennis shoes, shorts, or warm-up suits. These items must always be worn. Hard and/or black soled shoes are restricted from all the courts. Swimsuits may be worn when playing bocce.
10. The rules established by the United States Tennis Association and United States Pickleball Association should be strictly always followed and adhered to by all players.
11. Smoking in the court areas and bocce ball is prohibited.

12. Food and gum are not permitted on the courts. Beverages must be in a non-breakable spill-proof container.
13. NO GLASS whatsoever on Pickleball Courts or Bocce.
14. Profanity, fighting and disruptive behavior will not be tolerated.
15. No furniture will be allowed on the playing surfaces.
16. All bocce and pickleball instructors are Independent Contractors that must be approved, certified, insured and must have a contractual agreement with the management company.
17. All other general facilities and guest policies apply.

FORMS

Private Event Rental Agreement

Residents who would like to rent one of the rental spaces must execute a Private Event Rental Agreement. Approved fees and a security deposit are required. This information is available at the Clubhouse Managers office. RESIDENT ONLY 18 and older.

Resident Club Form

Residents must fill out a form to begin a resident club. Resident Clubs must be approved by the Clubhouse Manager to be advertised via the Monthly Newsletter. All clubs are for residents only and must be open to all residents. Approval depends on facility availability.

CONSEQUENCES FOR GENERAL FACILITY POLICY AND GUIDELINES VIOLATIONS

Policy Enforcement

*Policies/rules may be changed at the discretion of the HOA

Please be aware that staff must protect the rights and privileges of rule-abiding residents and that inappropriate behavior will not be tolerated. All patrons are responsible for compliance with the rules and regulations established for the safe operations of all the facilities. For severe violations or anyone continuing to violate any of the amenity center rules, individual(s) may be refused access to the Amenity Center and its grounds. The staff reserves the right to ask residents, members, or guests to leave the facilities and suspend their privileges and/or fobs. The staff retains the full right to contact the local law enforcement agency and have violators trespassed permanently from any HOA property.

Depending on the severity of the violation, the individual(s) may be asked to leave the facilities until a consequence is determined. If a minor is involved in a violation, a parent or guardian will be contacted, and a written warning may be issued. Documentation of incidents will be kept on file.

Any appeals will need to be made in writing to the HOA. Appeals will be reviewed at the next regularly scheduled HOA meeting from the date the appeal was received.

Consequences

*Policies/rules may be changed at the discretion of the HOA

1. *Warnings:* The violation will be brought to the attention of the individual(s) involved. If the behavior continues, the violator will be asked to leave the property.
2. *Suspensions:* All suspensions will be treated on a case-by-case basis. The consequences and decision outcomes will be determined by the management. While suspended from HOA property, fobs for residents will be deactivated. Any suspension of privileges from HOA property, which resulted from Policy and Guideline violations, may be issued as follows:
 - 3 days
 - 7 days
 - 1 month
 - 3 - 6 months
 - Indefinite