Verdana Village Master Association, Inc.

Rules & Regulations

October 1, 2024

THESE RULES AND REGULATIONS MAY BE ADDED TO, AMENDED OR REPEALED AT ANY TIME BY THE MANAGER OR BOARD OF DIRECTORS.

MANAGEMENT CONTACT INFORMATION

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HOURS OF OPERATION

- Management Office:
  Monday to Friday……..… 9:00 AM to 5:00 PM
  Saturday…… Closed
  Sunday……. Closed

- Tennis / Pickleball (Outside Courts):
  Monday to Sunday……... 7:00 AM to 11:00 PM

- Sports Complex:
  - Fitness Center/Movement Studio: Monday to Sunday……. 24/7
  - Sports Center Office: Monday to Friday……. 9:00 AM to 5:00 PM
  - Gymnasium/Basketball: Monday to Sunday……. 7:00 AM to 10:00 PM
  - Indoor Tennis & Pickleball: Monday to Sunday……... 7:00 AM to 10:00 PM
  - Café: Monday to Sunday……11:00 AM to 6:00 PM

- Pool / Spa:
  Monday to Sunday……...… Dawn to Dusk

- Playground / Dog Park / Bocce Courts:
  Monday to Sunday……..……. Dawn to Dusk

- Restaurant (Not complete): ……..T.B.D.

- The Craft Lounge (Not complete):……T.B.D.

RULES AND REGULATIONS

The Rules of Verdana Village Master Association (the "Association") are designed to protect the rights and privileges of the Members of the Association as well as to protect the Association's assets and property. The Rules have been formulated to acquaint the Members of the Association with the proper conduct on, and utilization of, the amenities and common grounds. Neighborhood Associations may adopt rules that are more restrictive than the ones contained herein. It is incumbent upon the Member of such Neighborhood Association to familiarize themselves with any rules promulgated by said Neighborhood Association.

MEMBERSHIP

The family of a member shall be entitled to the same use of the amenities as the member. A member's family shall include spouse/domestic partner, unmarried children and dependent parents of the member, who resides in the member's household.

ACCESS CREDENTIALS

Members 14 years of age and older are entitled to receive a Member ID card (access card) for access to the amenities.

Children under 14 years of age must be accompanied and supervised by a parent or guardian or a responsible adult in the Sports Complex and at the Pool/Spa/Pool Deck. The Sports Complex includes the Basketball Court, Volleyball Court, Indoor Pickleball Courts, Indoor Tennis Courts, Café, and Movement Studio. Children under 14 years of age cannot use the Fitness Center.

VISITOR, CONTRACTOR, AND VENDOR ENTRY

All visitors, contractors, and vendors will be required to present a valid drivers' license prior to gaining access to the community. The Member must ensure the Gatehouse is aware of the visit before entry is permitted. Passes will be approved for no more than three (3) days at a time. USPS, UPS, and FedEx delivery vehicles do not require a visitor pass and are to enter through the resident gate on Verdana Village Blvd.

GENERAL INFORMATION

1. The use and enjoyment of amenities is restricted to Members and their invited Guests only.
2. Any violations of these Rules and Regulations could result in fines and/or the suspension of the use of the amenities for a period determined by the Board of Directors in their sole discretion.
3. Members must have their ID card with them when utilizing the amenities and must be produced upon request.
4. Day Guests must always be accompanied by the Member at all times while using the amenities.
5. All Members and Guests using the amenities are to conduct themselves in a courteous manner with respect for the rights of others to use and enjoy the facilities. Members and guests will enjoy the Club free from

profane or abusive language and obscene gestures. Anyone that appears to be under the influence of drugs or intoxicated may be asked to leave.

6. Parents and Guardians shall be responsible for the conduct of their children at all times.
7. The number of persons using any of the amenities, at a given time, may be limited as needed and determined by the Manager or Staff.
8. All Persons using the amenities will follow the instructions and decisions of the Manager or Staff regarding the use of the facilities, priority of use, and the length of time.
9. Supplemental rules and regulations may be posted by the Manager or designated Staff as needed. All Members and their Guests will be responsible for reading and abiding by these rules and regulations. Rules and regulations posted in any particular area, room, or amenities shall be deemed supplemental to the rules and regulations.
10. Any written or verbal instructions, directions, or requests received from the Manager or Staff will be honored by all persons using the amenities. Persons who fail to comply with the rules will be subject to immediate removal or the Rules Violations Procedures.
11. No signs, advertisements, papers, or other written materials may be posted on the amenity property or distributed within the community without the consent of the Manager or designated Staff.
12. The amenities are designated as NON - SMOKING and NON - VAPING BUILDINGS except in designated smoking areas.
13. Proper attire is required while inside the Sports Complex, Racquet Sports Building, and Restaurant. A shirt and footwear must be worn at all times. Remove wet bathing suits before using the indoor amenities. No one wearing a wet bathing suit will be allowed to sit on the indoor Sports Complex, Racquet Sports Building, and Restaurant furniture. Obscene or indecent clothing will not be allowed in the Sports Complex, Racquet Sports Building, and Restaurant or while using the outdoor amenities, as determined by the Manager.
14. No Outside Food and Drinks are allowed to be brought into the Café / Restaurant /Craft Lounge or the pool deck.
15. No Animals, other than a service animal or emotional support animal are allowed inside the Fenced Pool Area and/or inside any Amenity Building.
16. Parking in the amenity parking lots will be allowed for no more than a continual twenty-four (24) hour period. Trailers, RV's, Boats, and other large vehicles will not be allowed to park overnight in the parking lot.
17. The cost of replacing any property at the amenities or other common areas of the community that is broken or damaged by a Member or their guest shall be charged to the Member.
18. The facility and staff are not responsible for lost or stolen items.

GUEST POLICY

The Board reserves the right to limit, restrict, charge and/or implement or modify the Guest Policy as it deems necessary in its sole discretion in the future.

All guests are required to register at any of the amenity's facilities each time and prior to use of the amenity's facilities. The total number of registered Guests of all Members using the amenities shall not exceed 100 Guests per day.

1. All guests shall either be Houseguests or Day Guests. A Houseguest is defined as a guest residing in a Members residence located in the Verdana Village community. All other guests shall be considered Day Guests.

2. Day Guests:

    a. Day Guests must be registered by the Member with Management and is required to sign the Waiver & Release Form prior to using the amenities.

    b. Members must be present with their Day Guests at all times while using the amenities. When the Member leaves the amenities, their Day Guests must leave with them. No unaccompanied Day Guests are permitted to use the amenities.

    c. Members may register up to (6) six Day Guests per day. Management may waive this limitation from time to time in their sole discretion.

    d. Only (3) three guests per resident are allowed on the outdoor tennis and pickleball courts. Only (2) two guests per resident are allowed on the indoor tennis and pickleball courts.

3. Houseguests:

    a. Houseguests must be registered by the Member with Management and are required to sign the Waiver & Release Form prior to using the amenities.

    b. Houseguests may be issued temporary Guest ID Cards. The Guest ID Card must be returned at the end of their stay or the homeowner will be charged $50.00 per card.

    c. Houseguests are permitted to use the amenities facilities unaccompanied by the Member, provided that the Houseguest has been issued a temporary Guest ID Card and has signed the Waiver & Release Form.

    d. Houseguests are permitted to use the amenities while the Member is out of town, provided that the Member has registered the Houseguest with Management and has signed the Registration Form and the Waiver & Release Form.

    e. Management must be notified of the length of stay of their Houseguests.

f. Houseguests are permitted to use the amenities for a maximum of (15) fifteen days from the date the Waiver & Release Form was signed. Houseguests will need to be re-registered after the expiration of the (15) fifteen-day period.

g. Houseguests must have their Guest ID Card with them at all times while using the amenities.

4. The Member is responsible for the conduct of their Guests while at the amenities. If the manner, deportment or appearance of any Guest is deemed to be unsatisfactory, the Member shall, at the request of the Management, ask such Guest to surrender his or her Guest ID Card and leave the amenities property.

5. Guest privileges may be limited by Management, from time to time, at Management's sole and absolute discretion. Notice of such limitation will be given by Management or the Board of Directors.

FITNESS CENTER / MOVEMENT STUDIO / BASKETBALL / VOLLEYBALL

INDOOR & OUTDOOR RACQUET SPORTS / BOCCE COURTS

1. The Amenities are for use by Members and their invited Guests only. Invited Day Guests may not use the Amenities unless accompanied by a Member. Use of Amenity facilities is "at your own risk". No attendants or supervision of any kind will be provided.

2. Always consult your physician before starting a physical fitness routine. Members and their Guests may use the Amenities at their own risk.

3. Members and their Guests must obtain and complete a Registration Form and sign a Waiver Form from the Manager prior to use of the Amenities.

4. Please consider working out with a "Buddy" after normal business hours.

5. Use of fitness equipment and courts (#19 below) is on a first-come, first-served basis; therefore, please be considerate and limit your time on the equipment. Limit your time on the treadmills, bikes, elliptical machines, tennis ball machine, etc. to 30 minutes when other people are waiting.

6. All audio equipment (radios, iPhone, iPads, etc.) are to be used with headphones.

7. Proper workout attire is required. No bathing suits are allowed. Tank tops or shirts and closed-toe shoes must be worn at <u>all</u> times while using the Fitness Center, Movement Studio, and/or Sport Courts. Sandals and/or Black soled shoes are <u>not</u> permitted.

8. When classes are in session, Members must wait to use the Movement Studio.

9. Members must wait to use the Sport Courts when lessons, leagues, and/or events are session.

10. Wipe down the fitness machines immediately after use. Disinfectant wipes are available in floor canisters located throughout the fitness area. Please notify the Staff if a canister becomes empty. Please notify Management immediately of any equipment problems, and do not use any equipment that is not working properly.

11. Water bottles and drinks are permitted, please keep them in the designated holders. No food is permitted in the Fitness Center, Movement Studio, and Sport Courts (indoor and outdoor).

12. TV's are available for your use. Use common courtesy with the volume so it is not disturbing to others.

13. Please use common courtesy when having cell phone conversations while in the Fitness Center, Movement Studio, and Sport Courts.

14. The Ball Machine on the practice court must be covered after each use.

15. Only balls that have been provided may be used with the Ball Machine. Standard tennis balls are not permitted and will damage the Ball Machine.

16. This is a member only privilege and all ball machine users must sign a waiver and pay the fees for the ball machine club (see Sports Director for details).

17. The court usage priority is member instruction, club sponsored events, member related league play and member related social play. Instruction on the courts is limited to staff only. Any League play must be approved by the Director of Sports.

18. Members can reserve random court reservations 72 hours in advance. All players associated with the reservation for the courts must be listed on Club Website Resevation System (verdanavillagehoa.com) before the start of the reservation. Members must use their own names to reserve a court and play on the courts they reserved.

19. Members and their Guests shall have the right to use the sport courts at any time the sport courts are available for Open Play, at their own risk. Indoor courts members are allowed 2 guests per court. Outdoor courts members are allowed 3 guests per court.

20. Pickleball - Maximum of one indoor reservation per Member per day and one outdoor reservation per Member per day.

21. Tennis - Maximum of one indoor reservation per Member per day and one outdoor reservation per Member per day.

22. Tennis/pickleball court reservations required indoors; outdoor reservations highly recommended – reservations have priority over walk up play.

23. Reservations can be made in 30, 60 or 90 minute increments with a maximum reservation of 90 MINUTES.

24. Reservations must be cancelled when not being used – repeated occurrence of not cancelling reservations may result in loss of reservation privileges.

25. Ball machines and ball hoppers are allowed on tennis/pickleball courts if the adjacent court is empty. However, if other homeowners come onto the adjacent court then the drilling will cease and only 6 balls can be used.

26. Court shoes are required on the courts. No running shoes on the courts.

27. Sport Courts shall not be used for any purpose other than tennis, pickleball, basketball, volleyball, or bocce ball unless otherwise determined and permitted by the Board on a case-by-case basis.

28. Sport Courts may be reserved for use through the court reservation system. Guest policy pertaining to the Sport Courts shall be established by the Board and may be modified from time to time.

29. Do not lean or climb on nets, fences, etc.

30. The Sport Court lights will be automatically turned off at times determined by the Manager.

31. No propping open of any facility doors.

OPEN PLAY PICKLEBALL RULES

1. Players will come in and use the courts until they are full. Once the courts are full, players will stack their paddles in groups of 4 in the order they were waiting.

2. When a match is finished, call out "court". This signifies for the next foursome that are "On Deck" to get their paddles then go to the open court,

3. If waiting for someone that is still playing you must put your paddles at the end of those already down. NO HOLDING a SPOT for a PLAYER.

4. When your game is over Do Not Cut Across other courts that are in play. Proceed to the end line, walking around perimeter to exit the court.

5. Keep in mind play is continuing on the other courts and you want to minimize interruption to play. Exit in a timely manner.

6. NO skipping stacked paddles of less than 4 paddles.

7. Although not recommended, if 4 people want to stay together, when they exit the court they may stack their 4 paddles in the back of the awaiting paddleball groups/line.

8. Please put your name on your paddles. For Safety, it is encouraged to yell "Ball on Court" when a stray ball enters.

POOL / POOL DECK AREA

SWIM AT YOUR OWN RISK

1. Follow all posted Pool Rules.

2. Use of the Pool/Spa/Pool Deck is "at your own risk".

3. Day Guests of all ages must be accompanied by the Member while using the amenities.

4. Use the member swipe card to enter and exit the pool area. Be sure the door or gate closes and locks securely behind you.

5. The pool and spa are available from dawn until dusk.

6. Showering is required before entering the pool.

7. The Pool is heated. Temperature level will be set by Management and may fluctuate depending on the time of day and time of year.

8. No glass items are permitted on the pool deck.

9. No food, drinks, or pool furniture are permitted within 4 feet of pool or spa (Florida Statutes). Members and Guests are required to clean up their area when they are finished.

10. No outside food or drinks are permitted on the Pool Deck, in the Café, and in the Restaurant or Craft Lounge.

11. No animals, other than a service animal or emotional support animal, are allowed inside the fenced pool area and/or inside any Amenity Building.

12. No diving, jumping, or horseplay is permitted. No one is allowed to run on the pool deck.

13. All persons using the amenities will conduct themselves in a courteous manner with regard to the rights of others. All Members and Guests, who do not have regard for others, will be asked to leave the pool area. Members and Guests will refrain from displays of affection not appropriate in a public, family setting.

14. All audio equipment (radios, iPhone, iPads, etc.) are to be used with headphones. No electrical items should be plugged into an outlet anywhere near the pool, spa, wet surfaces or areas exposed to water.

15. Flotation devices such as rafts, innertubes, loungers, etc. are not permitted at any time. Noodles are permitted.

16. Children less than four years of age, who are not toilet trained, must wear rubber pants over their swimwear. No disposable or cloth diapers allowed in the pool. Please use swimmer's diapers.

17. During a thunderstorm with lightning present, the pool area will be considered closed. Quickly seek shelter in a permanent building.

18. Chairs, tables, lounge chairs, cabanas, island daybeds are available on a first-come, first-served basis. They may not be reserved. One chair or lounge is allowed per person. Please do not turn the chairs or lounge chairs on their side.

19. Proper bathing attire is required in the pool and spa. Obscene or indecent attire as determined by the Manager or the Board will not be allowed. Cutoff shorts may not be worn in the pool or spa. Please change into proper attire before entering the Sports Complex, Racquet Sports Building, and Restaurant to use other amenities. Shoes must always be worn when entering the Sports Complex, Racquet Sports Building, and Restaurant. Notify Staff immediately of any water tracked on the floor.

20. The Management Company or Board of Directors may close the amenities at times for special functions.

21. When leaving the pool area, close your umbrella.

22. Persons with open sores, cuts, or communicable diseases may not enter the pool.

23. The Management Company or Board of Directors may block off sections of the pool at times during which the pool will be reserved for water exercise classes and other special functions.

Effective May 24th, 2010 – Florida Statues Mandates that we inform you:

a. Do not swallow pool water, it is recirculated

b. Do not use the pool if you are ill with diarrhea

SPA

1. Follow all posted Spa Rules.

2. Use of the Pool/Spa/Pool Deck is “at your own risk”.

3. Showering is required before entering the spa.

4. Maximum temperature of the spa is approximately 104 degrees.

5. Limit your time in the spa to 15 minutes max.

6. No glass items permitted.

7. No food, drinks, or pool furniture within 4 feet of the spa.

DOG PARK RULES

1. All Members / Guests and pets use the Dog Park at their own risk.

2. The hours of the Dog Park are from Dawn to Dusk.

3. Dogs must be up to date on vaccinations and parasite control (flea, tick and intestinal parasites) in order to utilize the Dog Park.

4. All dogs must enter and exit the Dog Park in a calm orderly manner.

5. Members must pick up after their pets promptly and dispose of all pet waste in approved containers.

6. Members are responsible for the behavior of their dog at all times.

7. Members may not leave while their dog is in the Dog Park.

8. Dogs are to be brought to the park on leashes and released inside the Dog Park, and put under the control of the leash again as they exit the Dog Park.

9. No spike, choke, electric, or prong collars are allowed while dogs are off-leash.

10. No female dogs in heat, or sick dogs, shall be brought into the Dog Park.

11. No smoking / vaping or glass containers are permitted.

12. Members shall control excessive barking.

13. Members shall be responsible for the destruction caused by their dogs, which includes filling in any holes the dogs dig while in the park.

14. Members using the Dog Park will conduct themselves in a courteous manner with regard to the rights of others. All Members, Guests, or dogs who do not have regard for others, will be asked to leave the Dog Park.

ANIMALS

1. No animals are allowed in the pool, spa, or water features.

2. All Emotional Support Animals and Service Animals must have the proper paperwork and be registered with the Association.

3. Service Animals – No amenity access restriction. Must be on a leash.

4. Emotional Support Animal – No amenity access restriction. Must be on a leash.

5. General animals/pets – Not permitted on the pool deck or in any of the amenity buildings.

RESTAURANT & THE CRAFT LOUNGE

1. Shirts and shoes must be worn inside the restaurant and/or bar at all times.

2. No wet bathing suits will be permitted inside the restaurant and/or bar. All members must dry off before entering the food & beverage area.

3. All patrons in The Craft Lounge must be 21 years of age or older. No person(s) under the age of 21 is permitted to be inside The Craft Lounge.

4. Both the Restaurant and The Craft Lounge are not equipped to receive cash payments. No cash will be accepted anywhere on the premises, with the exception of gratuities paid directly to the service staff.

5. In order to dine in the Restaurant or The Craft Lounge, members must have a valid credit card on file with their member account or must submit payment at the time of service. Any member without a credit card on file will not be permitted to charge to their member account.

6. Members must reserve the Private Party Room in the Restaurant in advance through management.

7. All events in the Private Party Room must be approved through restaurant management and will be considered scheduled once proper payment has been received.

8. Members must follow event guidelines stated in the "Facilities Use Agreement" when using the Private Party Room for personal events. This agreement is binding once signed and submitted.

GOLF CARTS

1. Golf carts must be registered with the management office.

2. You must have a driver license to drive a golf cart.

3. Drivers must obey all posted traffic signs.

4. Golf carts operating on roadways must be equipped with efficient brakes, reliable steering apparatus, safe tires, seatbelts, a rearview mirror, and red reflectorized warning devices in both the front and rear.

5. A golf cart may be operated only during the hours between sunrise and sunset, unless the responsible governmental entity has determined that a golf cart may be operated during the hours between sunset and sunrise and the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.

6. Seatbelts shall be worn while operating the Golf Cart.

7. Golf cart use is restricted to the roadways. Driving on grassy areas or in preserve areas is prohibited.

8. Driving a golf cart while impaired is not permitted.

9. Violation of these rules may result in revocation of privileges to operate a golf cart within the community.

10. Members will be responsible for any damages resulting from the use of a golf cart within the community.

11. If a golf cart is involved in an accident, causing injury or property damage the operator must immediately notify the proper law enforcement agency and the management company.

12. The Association is not responsible for any loss or damage relating to the operation of the golf cart.

13. Golf carts operating on the roadway must be properly insured for liability, accidents, and damage to property.

VIOLATION POLICY PROCEDURES

To ensure the use and enjoyment of Verdana Village Community & Amenities by the Members and their Guests, the following policy shall be followed for those Members and their Guests who are NOT adhering to the Rules and Regulations. This policy will be enforced and applied uniformly in a standard way to all Members without prejudice. Members and Guests are expected to act, at all times, in a courteous and respectful manner. Members are responsible for the actions of their Guests and may be issued warnings or receive suspensions for the actions of their Guests as well as their own actions, whether or not the Member participates in or is even present for the offending behavior.

Any Member or their Guest who at any time poses a threat or is otherwise physically or verbally abusive to the other Members or the Staff will not receive written notice, but will be immediately suspended for up to 15 days at the Board or Manager's sole discretion. At the conclusion of the 15 days, the Board may vote to suspend the offender’s use of the amenities for a longer period.

OTHER RULES VIOLATIONS WILL BE HANDLED IN THE FOLLOWING WAY:

RULES VIOLATION PROCEDURES

1st Violation:	**Verbal Warning**
2nd Violation:	**Written Warning**
3rd Violation:	**30 Day Use Suspension**

4th Violation: 60 Day Use Suspension

Any member receiving a verbal or written warning for rules violation will have the violation removed if they receive no further violations within a six (6) month period, following the initial notification.

In suspending, or revoking an offending Member's privileges, the Board may take into consideration the instant behavior of the Member, past violations, any arrests or convictions (whether directly related to the offending behavior or not) and any future risk the Member may pose to the community in general. The suspension or revocation of a Member's privileges to use the amenities does not abate the Member's obligation to pay assessments.
Any person receiving a notice of Rules violation may appeal the violation by notifying, in writing, the Board or Manager within three (3) calendar days and requesting the suspension to be appealed to the Appeals Committee. The Appeals Committee shall be made up of no less than five (3) Members in good standing in the community, that are not related by blood or marriage to any Board Members, or the individual seeking to appeal the suspension.

Appeals Meeting Procedure:

1. Meeting shall be called to order.
2. If not previously appointed by the Board, the Appeals Committee shall select a Chairperson and recording Secretary.
3. Chairperson shall certify that interested parties are in attendance and the Rule violation(s) shall be read.
4. An Association representative shall present cause for suspension, with attendant evidence and testimony.
5. Appellant shall then present evidence and testimony.
6. The Association's representative shall present any rebuttal evidence and testimony.

The Appeals Committee is permitted to direct questions to all parties, representatives, and witnesses. No person may refuse to answer direct questions put to him or her by the Appeals Committee. At the conclusion of the Meeting, the Appeals Committee shall deliberate and deliver a written ruling within 48 business hours and shall notify the offender of same. The meetings of the Appeals Committee are open to attendance by the Members, but there shall be no input from Members unless called to provide testimony.

Appeals Committee is to be the Board of Directors until such time Committee Members have been established.

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