ESPLANADE®

AT ARTISAN LAKES

MEMBER HANDBOOK

www.esplanadeartisanlakeslifestyle.com

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Welcome to Esplanade at Artisan Lakes

We are pleased to welcome you to our community, and we look forward to introducing you and your family to the wide variety of programs, special events, and quality leisure experiences that define the exceptional lifestyle enjoyed by our members. Our team takes great pride in providing amenities maintained to our high standards of excellence and an atmosphere that is always warm, welcoming, and friendly. Our goal is to provide exceptional service and amenities along with luxurious, resort-style living that provides the casual elegance and comfort of home!

This Member Handbook has been designed to provide you with the information that you need to begin utilizing the many facilities and programs available to you as a member of Esplanade at Artisan Lakes. The information in this handbook has been established to maintain the proper utilization of all areas while providing members with a safe and enjoyable experience. NOTE: this handbook is a summary of the rights and obligations of Members of Esplanade at Artisan Lakes HOA. This document does not replace or supersede the governing documents. The governing documents are in a folder in the documents section of the Esplanade at Artisan Lakes website, www.esplanadeartisanlakeslifestyle.com.

Esplanade at Artisan Lakes provides members with the following amenities*:

- Access to the full-time, onsite Lifestyle Management Team
- 25,000 sq. ft. Amenity Facility
- Fitness Center with Group Fitness/Movement Studio
- Indoor Catering Kitchen
- Expansive Covered Lanai
- Resort-style Pool and Spa/Jacuzzi
- Resistance Pool
- Barbecue/Picnic Area
- Fire Pit
- Sports Courts
- Walking Paths
- Fenced Bark Parks
- Adventure Isle Playground

We are delighted that you have decided to become a part of the Esplanade community and we look forward to seeing you at our upcoming programs and events!

**This Member Handbook will continue to be updated, as construction and development of the amenity facilities continue. This includes the development of the future amenity center and its components.*

Artisan Lakes Master Association, Inc. and Esplanade at Artisan Lakes Community Association, Inc.

The Artisan Lakes Master Association, Inc. is the master homeowners' association (Master HOA) for the Artisan Lakes communities. Esplanade at Artisan Lakes Community Association, Inc. (HOA) is a separate association. All Esplanade members, by virtue of buying a home in Esplanade, automatically become members of the Master HOA; therefore, the quarterly dues are paid to **both** Associations. The Master HOA is dedicated to maintaining the beauty and integrity of the Artisan Lakes entrance, monuments, lakes, and parkway. The Esplanade HOA is responsible for maintaining the common property in Esplanade and enforcing the provisions of the Declaration of Covenants, Conditions Restrictions and Easements for Esplanade, which are designed to maintain and enhance the character of the Esplanade community.

The HOA is the custodian of the Esplanade community and works in conjunction with the Troon Lifestyles Management team who oversees the financial responsibilities of the HOA. The HOA provides the following services:

- Design Review Guidelines for modifications to the exterior of your home
- Common Area Maintenance including landscaping, parks, roadways, and streetlights
- Home Landscape Maintenance
- Gated Entry Operations
- All community amenities, programs, and facilities
- Property management and administrative services

Questions on maintenance issues along with development/operations issues are welcome and should be directed to the Community Manager.

Design Review

One of the most appealing aspects of Esplanade is the beautiful blending of architecture and environment. Taylor Morrison has established a professionally staffed Design Review Team to help guide the building process and assure long-term community quality. The goal is to protect the beauty and desirability of the Esplanade community via the use of design guidelines and specific native landscaping requirements.

In addition to reviewing new construction, approval is needed for exterior additions or renovations to existing homes and landscape. Architectural Review Committee (ARC) documents may be downloaded from the member section of the community website at https://www.esplanadeartisanlakeslifestyle.com. Approval of ARC applications can take up to 45 days and an approved application is valid for one year.

The following is a partial list of some, but not all, of what must be reviewed:

- Paint Colors
- Screen Enclosures
- Screen Doors
- Landscape Renovations

- Satellite Dishes
- Roofing Changes
- Pools and Spas
- Fence Additions
- Accessory/Decorative Structures and Awnings
- Solar Panels
- Driveway Expansions and Materials
- Storm Shutters
- Lawn Ornaments/Statues
- Signage
- Exterior Building Modifications (including changes within a lanai)
- Flags and Flagpoles
- Accent Lighting
- Door Replacement
- Recreation Equipment, if visible

If you are unsure about your planned home improvement, contact the HOA Community Manager prior to beginning work.

Initial Use Restrictions - Exhibit C

The following list of articles are in the Initial Use Restrictions - Exhibit C from the Community Declaration of Covenants, Conditions, Restrictions, and Easements for Esplanade at Artisan Lakes. Please refer to the document for the content of each article.

The document can be found at https://www.esplanadeartisanlakeslifestyle.com. Click on the HOA tab, then click on Documents, HOA Governing Documents, Handbook, and then Use Restrictions and Land Standards.

1. Single-Family Use
2. Nuisance
3. No Improper Uses
4. Leases
5. Removal of Sod and Shrubbery; Alteration of Drainage, Etc.
6. Addition of Landscaping; Alteration of Drainage, Etc.
7. Antenna and Aerial
8. Garbage and Trash
9. Radio Transmission
10. Signs
11. Animals and Pets
12. Clothes Lines
13. Temporary Buildings, Etc.
14. Lakes
15. Fences
16. Drainage or Utility Easements
17. Additions and Alterations
18. Increase in Insurance Rates
19. Mining, Drilling, or Excavation
20. Maintenance of Property
21. Subdivision and Partition
22. Casualty Destruction to Improvements
23. Common Area
24. Lake Maintenance Easement
25. Boats, Recreational Vehicles and Commercial Vehicles
26. Vehicular Parking
27. Window Décor
28. Hurricane Shutters
29. Landscaping, Lawn Décor, and Improvements
30. Basketball Backboards
31. Water Supply
32. Sewage Disposal
33. Yard Sales
34. Powered Vehicles
35. Compliance with Governing Documents
36. No Implied Waiver
37. Certain Rights of Declarant
38. Board’s Rule-Making Power

Be advised that these Initial Use Restrictions may be amended from time to time by the HOA Board of Directors.

ESPLANADE AT ARTISAN LAKES

COMMUNITYWIDE LANDSCAPE STANDARDS

At Esplanade at Artisan Lakes (EAL), landscaping is an essential element of design with the landscape theme being a natural, less formal design focusing on the use of native plant materials. The “sub-tropical” climate in southwest Florida is unique compared to the rest of the continental United States. As a result, the selection of landscape plants is limited to those species that are commercially available and that can best tolerate the hot, humid, and oftentimes extremely dry conditions over an extended period of time.

According to the Declaration, the HOA is responsible for lawn maintenance and each member is responsible for doing their part in helping to maintain the integrity of the community. While landscape maintenance services are provided by one primary vendor, the landscape maintenance service provided by the HOA provides the essential basics in landscape care and is NOT a gardener-level of service that provides a daily or even weekly level of personalized service that would address individual member preferences or needs. Individual member landscape issues and concerns must be addressed by submitting a customer service request (see instructions below). The landscape contractor and Community Manager will work within the guidelines to manage costs and maintain overall positive results.

The Landscape Modification Standards can be found at
https://www.esplanaadeartisanlakeslifestyle.com.
Click on the HOA tab, then click on Documents, HOA Governing Documents, Handbook, and then Use Restrictions and Land Standards.

Submitting a landscape customer service request:

The Mainscape Customer Service Department is available Monday through Friday from 8:00 a.m. to 5:00 p.m., with the exception of holidays and special circumstances. Choose a channel to direct your request to a customer service representative:

Website: https://www.mainscape.com/customercare (photo downloads not available)
Email: CustomerService@Mainscape.com (attaching photos is available)
Phone: (800) 481-0096

The information needed to input a request:

- First and Last Name
- Address/Location of the problem
- Property/Community Name
- Phone Number
- All details about the reported issue
- Email Address (Optional: only if the person would like to receive a copy of the request sent to the operations team)

If you would like to submit a request outside of normal business hours, you may do so by email or through the website at any time. They will be attended to on the next business day.

For an irrigation emergency, there is an option on the mainline voicemail to be directed to an on-call representative. This line is available 24/7 for emergencies only. An irrigation emergency is water running for over two hours.

COMMUNITY GENERAL INFORMATION

Road and Traffic Regulations

All of Esplanade's roadways are privately owned, allowing us to maintain within Esplanade a limited access program through the gated entries. All vehicles should be prepared to stop at any time and to yield to bicyclists and pedestrians who have the right-of-way. Privately owned ATV's, motorized scooters, motorized skateboards and "3 wheelers" may not be operated on any roadways, sidewalks or any of the common areas within the Esplanade community. All bicyclists are to obey motor vehicle laws. Motorcycles, motorized scooters, and mopeds properly licensed by the Department of Motor Vehicles are permitted on the roadways only, **NOT** Sidewalks. [which is correct?] Vehicles may not be parked on Esplanade streets except that construction and service vehicles, Esplanade staff vehicles, and member service vehicles parked in front of a house being serviced may be parked between 8:00 a.m. – 5:00 p.m., Monday through Saturday only. All vehicles must be properly registered according to State requirements. Golf carts must be electric in power **and registered** with Resort Amenity. Only licensed drivers can operate motorized vehicles within the Esplanade property. Please email the Community Manager should you need additional information.

Speed limit signs are posted throughout the community. Esplanade has adopted a **15-mph speed limit**. We request that you adhere to all posted speed limit and stop signs within the community for the safety of all members and guests.

The Community Association does not make any representations or warranties, expressed or implied, with regard to the effectiveness of any security measures undertaken within the community.

Gate Access

Esplanade is a private, gated community with limited access. Members will receive two gate access cards after closing. Members may purchase a sticker transponder after closing on their home, as well as additional access cards. The cost of additional access cards or to replace a lost card is currently $10 per card, and members can purchase up to two additional cards per household with proof of address. Please contact the team at the Resort Amenity for assistance.

Note: The gate's vehicle entrance is not mechanically designed for pedestrians. For your safety when walking or riding your bicycle, please use the pedestrian gates. (See below)

Esplanade has been equipped with the Envera System that will provide communication for your guest from the gated entry to your home by use of the local telephone network. If you have any questions regarding the use or operation of this system, please contact the Lifestyle Manager.

Entry Lane

Members can enter through the gate by presenting their proximity access card two to three inches away from the small proximity reader mounted on the median located in the lane marked “Member”. Members who wish to bypass the proximity card reader can do so by purchasing a sticker transponder. Transponders may be purchased for $15 by contacting the team at the Resort Amenity. (Once installed, transponders cannot be moved from one vehicle to another and the $15 fee will apply to all new transponders purchased.)

Operating Instructions for Visitor Entry Kiosk

Guest Instructions
Guests must use the "Visitor" lane on the left side. Visitors will pull up to the Envera kiosk, where a voice will prompt them to insert their driver’s license, or any government-issued ID into the system for verification. A virtual attendant will be available 24 hours a day, 7 days a week, for any questions you or your guests may have.

Member Instructions
By logging onto the MyEnvera website or Smartphone App, members may maintain their profile and add/maintain visitors to their guest list. Log on with the username and password received from Envera. The information submitted will be saved to the Member’s account. Members may also schedule guests over the phone by calling Customer Service: 877-936-8372, option 3. Information will be updated by the Customer Service agent. Please call the Envera Customer Service line for any questions.

Service Companies and Vendors
Service companies and vendors will be admitted with the Member’s approval through the guest kiosk. County workers in marked vehicles will be admitted into the community by showing their credentials to the virtual agent. For those vendors who are not in marked cars, Members need to add them to their “Guest List” to allow access. Admitted service companies and vendors are not permitted to solicit.

Pedestrian Gates

All pedestrian gates have been equipped with a manual keypad with a four-digit combination that will be changed periodically for added measure. Members can obtain the current security code by contacting the Lifestyle Team. The HOA will change the pedestrian gate codes at a minimum of once per year at the annual membership meeting. The Association also reserves the right to change the codes more frequently as needed.

Keeping Your Home Secure

Even though our community is gated, it is important that Members take precautions to ensure the safety of their home and community. The HOA would like to make suggestions that may help make your home safer:

- Don't have a false sense of security just because you live in a gated community. **Use the same precautions as you would in any other residential area**.
- Keep home, vehicle doors and windows locked, including garage doors. Activate your alarm system when you go out – daytime or evening. If you do not have an alarm, make sure you lock all windows and doors, including screened doors.
- Keep your garage door down when you are not coming or going from your home.
- Do not attach your garage remote to the visor. It is recommended to store it in your console or glove compartment.
- Remove valuables from your car.
- Be aware of your surroundings and of any suspicious activity in the neighborhood. If you see something, say something. Call the Manatee County Sherriff's Department--the police cannot be aware of patterns or concerns if they are not contacted. The non-emergency number for the Manatee County Sherriff's Department District 3 is 941-747-3011. Always call **911** first in an emergency.
- You should identify visitors before opening your door. Do not admit strangers into your home.
- Make sure the vendors you have hired are reputable. Schedule repairs so you know when to expect the repair person's arrival.
- Because well-lit areas deter crime, it is a good idea for outside lights to be on during darkness. Every outside door should have a light to illuminate visitors.
- Have your sliding glass doors inspected to determine if they can be lifted out of the tracks and removed to gain access to your home. If so, a locksmith may be able to provide options for additional security.
- Ask a neighbor to pick up the mail and/or newspapers if you will be away. Have a neighbor to store your trash cans and/or recycling bins.
- Remember, people keep neighborhoods safe! Get to know your neighbor.

For those who may be leaving during the summer months or for any major length of time, please note the following:

- Contact the post office and the Community Manager for change of address.
- Manatee County Sheriff's Department will conduct additional patrols for out-of-town Members upon request.
- Stop newspaper deliveries.
- Unplug your automatic garage door when you leave.
- All your doors and windows should be securely locked.
- You should have at least two light timers that have been set to turn the lights on and off in a logical sequence when you are away from your home for an extended time.
- Leave a radio on in the garage or inside your home.
- Leave the refrigerator/freezer on but toss perishable food.
- Leave the dishwasher door open to prevent mold growth caused by residual moisture.
- Turn off the water to the washing machine and the water heater.

- Unplug the water heater or flip the circuit breaker. Also unplug the clothes dryer, computer(s) and/or other electrical equipment, which could be susceptible to damage in case of a lightning strike.
- Turn down the volume on the house phone so that constant ringing will not portray absence.
- Get to know your neighbors so they can help watch your home, or hire a home watch service.

The Community Association does not make any representations or warranties, expressed or implied, with regard to the effectiveness of any security measures undertaken within the community.

Esplanade Connections

Esplanade Community Website
Members will have access to the Members section of the Community Website. Please visit www.esplanadeartisanlakeslifestyle.com and use the following steps to register your account:

Username: first letter of your first name + last name (e.g. John Smith = jsmith)
Registration Code:
This will take Members to the registration page where email and contact information is entered. If Members do not wish to share personal information in the Member directory, please uncheck the box at the bottom. Please contact the Lifestyle Manager if there are any questions about the Community Website.

Email Communications
For community updates and lifestyle event communications, please contact the Lifestyle Team to be added to the email list for communications.

Wireless Connections
Members of Esplanade may access the wireless internet connection at the Resort Amenity, Fitness Center, and Resort Pool

Wireless connection: Artisan Lakes Guest / There is no password required.

Administrative

Member Contact Information

Each Member is responsible for logging into their account on the Association's website and updating their mailing address and any changes as to where the Member wishes all communication, notices, and assessment billing be sent.

Leasing Your Property

Members who intend to lease their property, personally, or through a rental agency must fill out the necessary paperwork and provide completed copies to the Community Manager 15 days prior to occupancy for approval. Completed paperwork must include tenant access form(s), copy of lease agreement, and a non-refundable processing fee. The Board may adjust the processing fee, from time to time without amending the Use Restrictions. The Master HOA also has the right to adopt additional rules and regulations governing the leasing of Esplanade homes.

A Member may lease their home in conjunction with the Initial Use Restrictions Exhibit C, Article III Section (b) of the Declaration. Please review these important documents if you are considering leasing your home.

Throughout the term of the lease, the Member's access to the amenities is transferred to the tenant. The tenant is required to contact the Lifestyle Team to initiate access privileges. There will be a charge to the tenant to purchase access card(s) for the gates and Resort Amenity. The tenant's access to the community and amenities will be provided for the period designated on the signed Tenant Information and Property Access Form. Upon expiration of that term, access will be denied.

If you intend to renew a lease, do so in accordance with the Use Restrictions which require an updated, fully executed Tenant Information and Property Access Form submitted to HOA management.

RESORT AMENITY GENERAL INFORMATION

Emergency Procedures

- Call 911 immediately in case of a major health emergency.
- In the event of an emergency, the facility is equipped with a first aid kit, fire extinguishers and an AED.
- If an accident or injury occurs, the staff should be notified immediately.

Emergency Fire Extinguishers-Locations

- Wall in Resort Amenity hallway near women's restroom – East Entrance
- Wall in Resort Amenity's Main Room near storage closet
- Wall in area before entering men's and women's locker room – West Entrance
- Wall between gym and water fountains
- Outside wall near east doors of Resort Amenity's Main Room
- Entrance of Fire Pit

First Aid Kit

- Main desk in reception area of Resort Amenity.
- Notify a staff member that first aid is required.
- If a staff member is not on duty, utilize the first aid supplies as necessary.
- Dispose of any used first aid supplies in appropriate trash receptacles.

AEDs-Locations

- In Fitness Studio mounted on the wall next to the fitness studio desk.
- Outside of the locker room doors on the left wall.
- Outside by Pickleball and Tennis Courts.
- Send someone to call 911.
- Follow CPR protocol with the victim.
- If the victim if not breathing and you do not feel a heartbeat, open the AED.
- Follow voice instructions provided by the AED.

Hours of Operation

The Resort Amenity is open 7 days a week: 7:00 a.m. to 10:00 p.m. The access card Members receive after closing will be the same card used to access designated areas at the Resort Amenity. Purchasers who have not yet closed are welcome to use the Resort Amenity during staffed hours and they will receive their access cards after closing.

Operating Calendar and Holidays

The facility will not be staffed on the following days:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- And any day deemed necessary by the Board or the Management Company

Inclement Weather

We 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 Members and staff.

Maintenance Days

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. Member 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 so Members are notified.

Facility Information

Locations and Layout

The Resort Amenity features:

- Fitness Center
- Movement Studio
- Event Room
- Kitchen
- Coffee Bar
- Card and Craft Room
- Billiards Room and Library
- Treatment Room
- Covered Lanai
- Resort Style Swimming Pool, Spa and Resistance Pool
- Fire Pit and Fireplace
- Bocce Courts
- Tennis Courts
- Pickleball Courts
- Bark Parks
- Playground

Facility Access and Eligibility for Use

All Members in good standing (Member owners, Members of households living in our community and designated tenants) are entitled to use the community facilities and amenities.

Resort Amenity reserves the right to suspend a Member's/tenant'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 Member's/tenant's failure to pay any amounts owed to the HOA.

Disclaimer
Members and guests using the facilities do so at their own risk. The safety of our Members and guests of our community is a primary concern. All people using the facilities do so at their own risk and agree to abide by the rules for use of the facility. The community, its agents and employees assume 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. Members are responsible for their actions and those of their guests. A liability waiver must be completed and signed by each Member and their guests before access to the Resort Amenity is granted.

Comments and Suggestions

Our staff is always striving to improve service to the community. Member suggestions and ideas are essential to our continued success. Members are encouraged to voice their concerns and suggestions in a positive and constructive manner.

Policy Enforcement

Please be aware that staff must protect the rights and privileges of rule-abiding Members, and that inappropriate behavior will not be admitted. All users are responsible for compliance with the rules and regulations established for the safe operations of all the facilities. Anyone continuing to violate resort amenity rules will be refused access to Resort Amenity and its amenities in accordance with Resort Amenity rules and regulations. The staff reserves the right to ask Members and guests to leave the facilities and suspend their privileges until the Board is able to make an official ruling.

Guest Policies

REMINDER: All Esplanade policies and guidelines apply to Guests. Guest policies are subject to change without notice by the HOA Board.

Guests are defined as follows:
House Guests are guests staying at a resident's house overnight and have complete access to all amenities within Resort Amenity and Community with or without the resident present. House guests must first register and sign a liability waiver at the Resort Amenity prior to receiving their guest pass. When using the amenities, guests must have a valid ID, their guest pass and the resident's access card on their person.

Day Guests are defined as guests visiting you and not staying in your home. Day Guests must sign a liability waiver at the Resort Amenity and must remain in the company of the resident host when using the amenities.

All guests (House and Day guests) must register with the Lifestyle Team and sign a liability waiver prior to accessing the Amenities. Groups with 10 or more guests per household must advise the Lifestyle Team.

Please note: We request you ask your party guests to carpool to help with the impact of parking at Resort Amenity so our Members will have ample parking.

To ensure all Members and guests can experience the community's amenities, groups with 10 or more guests enjoying the covered lanai or pool area must use only 2 tables and no more chairs than there are number of individuals in the group.

Social Activities

A wide variety of complimentary and fee-based programs is offered to Members to encourage neighbors to meet other neighbors and make a community connection. Activities will be open to Members on a first come, first served basis and if they wish to bring a guest they can call the Lifestyle Team to inquire about available seats. On some occasions, activity invites may be extended to the public. Monthly planned activities may include informative and educational presentations, training classes, craft classes, adult socials, community pot lucks, family movie nights and sports/recreational activities. Events are also planned around holidays.

Event Fees and Payment

Fees for events are occasionally required to offset the cost of instruction, supplies, equipment, and administrative expenses. Full payment must be made at the time of registration. Payment methods may vary depending upon the program. Please see the Lifestyle Team with any questions on event fees and payment.

Event Changes and Cancellations

The staff will notify Members if there is a need to change or cancel an event.

Registration Deadlines

All events will require advanced registration by the Members to allow the staff to plan accordingly. To avoid the unnecessary cancellation of the event, register by the posted deadline. Late registrations may be accepted on a case-by-case basis by contacting the Lifestyle Team. Due to the nature of some events and the availability of space, late registration may not be possible.

Waiting Lists

Some events will have maximum registration limitations. In the event a program is full, a waiting list may be created. If there are cancellations, the Members on the waiting list will be contacted. This waiting list will also be utilized to determine if an additional event can be offered. If a Member can no longer attend the event or outing, they need to use the interactive calendar to cancel their reservation. This allows for full utilization of limited spaces.

Event Refunds and Credits

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

Member Interest Groups and Clubs

Our facilities will host many interest groups, club meetings and social events. Clubs and interest groups will be Member-managed and self-supporting. The Lifestyle Team will help to facilitate meetings and assist in the development and promotion of activities organized by the community Members. Any Member wishing to develop an interest group or club should contact the Lifestyle Team to receive information and an application.

Meeting and event dates will be subject to facility availability. Interest groups or club leaders should contact the Lifestyle Team to request information on availability. All clubs must be open to any Member of the community.

Signature Event Policy

EAL will organize and hold Signature Events for the residents of Esplanade where all closed residents are invited to attend. These events require advance planning to ensure adequate space is accounted for and space is limited. Reservations are required and deadlines will be established for each event. After the reservation deadline, the Lifestyle Team may maintain a waiting list for instances where a cancellation is received.

The allowances for attendance are nontransferable. Waiting list reservations will be on a first-come, first-served basis. Each household is allotted two attendees for each Signature Event. Signature Events are reserved for attendees 18 years of age or older, unless otherwise specified in the promotion of the event.

Cancellations must be received no less than forty-eight (48) hours prior to the scheduled start of the event. If a cancellation is received in a timely manner, those on the waiting list will be contacted in the order they were received and placed on the list. Total event capacity may be affected due to COVID-19, or other restrictions, the time of year and/or the availability of usable space for the event. If a Signature Event does not reach full capacity by or after the reservation deadline, it will be announced that future Esplanade residents that are under contract will be allowed to attend on a first-come, first-served basis.

The HOA Board of Directors reserves the right to amend this policy as deemed appropriate.

Event Suggestions and Ideas

The staff is constantly striving to improve programs and services offered to the community. Members are encouraged to submit ideas and suggestions in a positive and constructive manner for upcoming events by contacting the Lifestyle Team.

RESORT AMENITY FEATURES AND USAGE GUIDELINES

General Usage Guidelines

Members and guests shall abide by all rules and regulations to ensure the safety and enjoyment of all Members. Area-specific rules for each area are outlined below.

Members are responsible for the actions of their guests. Please inform your guests of Resort Amenity Rules and Policies. A “responsible individual” is presumed to be able to recognize and understand the Resort Amenity’s rules, regulations, guidelines, and act in an appropriate manner while on Resort Amenity property in all situations.

Members may notify the staff if an individual is violating usage guidelines.

- The Resort Amenity is open daily 7:00 a.m. to 10:00 p.m..
- All areas are open for Member utilization unless a structured program, event, or private rental is taking place.
- Members must always have their access card for identification and to enter and utilize the amenities.
- Members are responsible for cleaning up after themselves and helping to keep the amenity areas clean.
- A schedule of activities will be posted in the Resort Amenity and Esplanade events will be emailed to Members.
- Individuals under the age of 14 must be accompanied by a responsible individual when using the amenities. Additional age recommendations and requirements may apply as listed in the usage guidelines for specific areas.
- Members are encouraged to speak to their physician before engaging in physical exercise. All Members utilize the amenities at their own risk. Assumption of risk and liability waiver forms must be signed and on file before utilizing the amenity areas.
- Wet swimsuits, clothing and shoes/feet are not allowed indoors except for the men’s and women’s pool area locker rooms.
- Except for the pool and locker rooms where swimsuits are permitted, Members must be properly attired with shirts, cover-ups, and shoes to utilize the amenities.
- Food and drink will be limited to designated areas only and **must be kept at least four feet from the edge of the pool.**
- No alcoholic beverages will be served or sold at the Resort Amenity in any manner prohibited by law.
- Individuals under 21 years of age may not consume alcohol on the property at any time.
- **No glass containers will be allowed on the pool patio or under the covered lanai.**
- Excessive noise that will disturb other Members and guests is not permitted.
- Smoking/vaping is not permitted at the Resort Amenity.
- Use of profane or inappropriate language is not permitted.

- Members are encouraged to let the staff know in a constructive manner if an area of the facility or a piece of equipment needs cleaning or maintenance.
- All equipment and supplies provided for use of the amenities must be returned in good condition. Members may be held financially responsible for any damage.
- Except for service animals, pets are only permitted in designated areas, and they are not permitted indoors or on the pool deck unless it is an authorized event.
- Bicycles, skateboards, rollerblades, and other vehicle use are limited to designated outdoor areas only.
- All programs and services including personal training, group exercise, and instructional programs will be conducted by someone with appropriate certification and approved by the Lifestyle Manager.
- To prevent disturbance to others, use of cellular telephones is limited while in the facility. Members and guests are asked to keep their ringers turned off or on vibrate.
- Please be considerate when using perfumes, lotions, and after-shave. Many people are allergic to these products.
- The facility and staff are not responsible for lost or stolen items. Staff Members are not permitted to hold valuables or bags for patrons.
- 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 one month, at which point a notice will go out to Members that the items will be discarded if not picked up by the specified date.
- Commercial advertisements shall not be posted or circulated in the Resort Amenity, nor shall solicitations of any kind be made at Resort Amenity facilities without written permission of the Board of Directors.
- Esplanade facilities shall not be used for functions or fundraising efforts for the benefit of a political cause except as specifically permitted by the HOA Board.
- The Resort Amenity shall not be used in connection with organized religious services or other activities except as specifically permitted by the HOA Board.
- No parking will be allowed on grassed areas. All “No Parking” and “Handicap” signs must be observed. Violators may be towed at the owner’s expense.
- Guests of a private party are only able to use the reserved areas as part of the private party. Private party guests are not permitted to utilize other amenities such as the Fitness Center and Sports Courts prior to, during or after the party.
- Only specified areas are available for private rentals.
- NO gambling is sponsored by the facility. Any activity must be agreed upon and self-managed by the participants.
- Rules are subject to change as deemed necessary by the HOA Board of Directors.

Resort Amenity Areas

The Resort Amenity contains social areas that will have structured programs at specific times of the day and will also be open for Member use. Reservations for multi-purpose rooms and gathering areas can be made by contacting the Lifestyle Manager.

Billiards Lounge

Rules of the game will be determined, agreed upon and self-managed by the players. All other general facility rules apply.

Card and Craft Room
The card and craft room is a great environment for you and your friends to enjoy some friendly competition and get creative. Members may store their projects in designated cabinets at their own risk.

Treatment Room
Members are provided with a treatment room to book spa treatments. Members and their guests may book services during scheduled operating hours from our list of approved and licensed therapists. A treatment menu is available at Resort Amenity. Appointments must be scheduled 48 hours in advance with a 24-hour cancellation policy.

Fitness Center/Movement Studio

Fitness Center

The Fitness Center is open 24 hours a day and 365 days a year.

- Agreement and Release of Liability Form must be completed and signed to gain access to the fitness center.
- Forms are available from the Lifestyle Team.
- Use of fitness center is at your own risk. The HOA is not liable for any accidents or injuries that may occur.
- Members and their guests may book personal trainers during scheduled operating hours from the list of **approved and licensed personal trainers**.
- Individuals under the age 14 must be accompanied by a responsible individual to utilize the fitness center.
- Closed-toe athletic footwear must always be worn in the fitness center. To maintain clean and sweat-free equipment, clothing must cover any part of the body exposed to direct contact with the equipment.
- All equipment must be wiped down after use with the wipes and/or spray provided.
- Cardiovascular equipment utilization is limited to 30 minutes if a Member/guest is waiting.
- If a Member/guest is waiting for the weight equipment, individuals should allow others to “work” in between your sets.
- Water or other sport drinks must be contained in non-breakable spill-proof containers.
- Personal music devices are permitted if used with headphones and played at a volume that does not disturb others.
- Free weights must be restacked in the appropriate location after each use.
- Stacked weight equipment should not be slammed while lifting.
- Staff members may offer Members basic guidance on the proper and safe utilization of the equipment. Group fitness orientations are also available as part of the scheduled program calendar.
- All other general facility rules apply.

Group Exercise Movement Studio

- Esplanade offers a Movement Studio for Members to enjoy structured programs and classes.
- Classes are scheduled each month based on the interests of the Members and the availability of qualified instructors. Information on class times, dates, fees, and instructors are available in the HOA monthly calendar as well as posted in the Resort Amenity.
- Water or other sport drinks must be contained in non-breakable spill-proof containers.
- All equipment must be wiped down after use with the wipes and/or spray provided.
- Proper attire must be worn.
- The music system may only be utilized as part of a structured and supervised program.
- Individuals under the age of 14 must be accompanied by a responsible individual to participate in group exercise classes.
- All other general facility rules apply.
- If you need to take or make a phone call, please exit the Fitness Studio.

Resort Pools/Spa

WARNING: Failure to follow these rules may result in serious injury or death. *Note: The "wet deck" area refers to the four-foot area surrounding the edge of the pool spa and resistance pool.*

Health and Safety

There is no lifeguard assigned to the pool area. All persons using the resort lap pool, resistance pool and spa do so at their own risk.

DIVING IS NOT PERMITTED. Back dives, back flips, back jumps, or other dangerous actions are prohibited.

All persons under the age of 14 years old must be supervised by a responsible individual when in or around the pool and wet deck. All persons, regardless of age, using inflatable armbands (e.g., water wings) or any approved Coast Guard flotation device MUST be supervised one-on-one by an adult who is in the water and within arm's length.

Resort Pool

- The pool areas are open from dawn to dusk only. No one is permitted in the pools at any other time unless a specific event is scheduled.
- Pool is for Esplanade Members and their guests only. Members are responsible for the actions of their guests.
- All swimmers MUST shower before entering the pool.
- Pool towels provided by the Lifestyle Team are limited to **one** per person. Please bring additional towels with you if you need more.
- Proper swim wear is required, and does NOT include jeans, cutoffs, bras, underwear, or thong style bathing suits.
- No pets (except service animals) are allowed on the pool deck.

- Food and drink are not permitted in the pool, spa or resistance pool and must be kept at least four feet from the edge of the pools. It is recommended that all food and drink remain at the tables and chairs. No glass is permitted anywhere in the pool area or under the covered lanai.
- The use of tobacco and/or vaping products is prohibited.
- Audio equipment must be used with personal headphones in pool and cabana areas.
- Inappropriate behavior such as but not limited to running, pushing, wrestling, excessive splashing, standing, sitting on shoulders, or spitting of water is NOT allowed and may result in expulsion from the pool area. No rough play, sports activities or profane language permitted.
- Private parties cannot be accommodated without prior written authorization from the HOA.
- Any persons experiencing incontinence must wear protective swimwear such as a containment brief or swim diaper.
- Infants and toddlers who are not toilet trained must wear protective swimwear such as containment brief or swim diaper.
- People with open cuts, wounds, sores, or blisters may not use the pool.
- No person should use the pool with or suspected of having a communicable disease which could be transmitted in the pool.
- Swimming is permitted only during designated hours posted at the pools, and such hours are subject to change at the discretion of the Management Team.
- The Resort Amenity staff has the authority to enforce more stringent rules than these to ensure the health, safety, and comfort of all participants. Participants not abiding by rules may be asked to leave the facility and may also be subject to suspension or termination of facility privileges.
- Lap lanes are designated by the tile markings on the pool bottom and are to be used by persons swimming laps or water walking. Lap lane swimmers are encouraged to share the lane and circle swim.
- All Members and guests are required to clean up after themselves. Trash must be placed in the appropriate trash receptacles.
- The HOA and its Board are not responsible for lost or stolen items.
- Scheduled activities take precedence over individual use.
- Flotation devices are permitted, but their use by non-swimmers requires direct supervision in the water by a responsible individual.
- Persons unable to swim 25 yards without stopping and unable to manage themselves well in the water are not permitted in water above their shoulders.
- Only single person floatation devices are permitted. Pool toys, such as, but not limited to, balls, frisbees, and water guns, etc. are strictly prohibited.
- The pool temperature will be maintained at a set temperature controlled by the staff.
- Only authorized staff Members are allowed in the filter rooms, chemical storage rooms, first aid station and staff office area.
- Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them.
- The pool may close without advanced notice due to weather warnings, fecal accidents, chemical balancing, or general maintenance and repairs.
- 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 sighting of lightning and will remain closed for 30 minutes after the last sighting. Everyone must leave the pool deck immediately when instructed to do so by the staff.
- Pool bathing load: 66
- All other general facility rules apply.

Spa

- Spa is for Esplanade Members and their guests only.
- Members are responsible for the actions of their guests.
- Shower before entering the spa.
- Persons under the age of 14 must be supervised by a responsible individual when in and around the spa and wet deck.
- It is recommended that persons under the age of 5 not use the spa.
- No roller-skates, rollerblades, skateboards, scooters, or bicycles are permitted in spa area.
- No rough play or profane language is permitted.
- No food, drinks, tobacco, glass, or animals are permitted in the spa or on the spa deck.
- Electronic equipment must be used with headphones.
- Trash must be placed in proper receptacles.
- The HOA and its Board are not responsible for lost or stolen items.
- Alarm indicates spa pump is off. Do not use unless advised otherwise.
- Pregnant women, small children, people with health problems, people using narcotics, alcohol or other drugs that cause drowsiness should not use spa without first consulting a physician.
- Maximum use in spa is 15 minutes.
- The maximum water temp is 104 degrees F.
- Spa bathing load: 5
- All other general facility rules apply.

Resistance Pool

- The resistance pool is meant for fitness. When the resistance pool is being utilized for swimming, no walking is allowed. When the resistance pool is being utilized for walking, no swimming is allowed.
- If a Member wishes to use the resistance pool for fitness and another Member, family or guest are using it for leisure, they must step to the side to allow for the Member to workout.
- Persons under the age of 14 years old must be supervised by a responsible individual when in or around the resistance pool and wet deck area.
- Absolutely no climbing, jumping, diving or other dangerous activities on or from the center plant bed or from the sides of the resistance pool.
- Only single person floatation devices that are used for fitness purposes are permitted.
- Pool toys, such as, but not limited to balls, frisbees, and water guns, etc. are strictly prohibited.
- All other general facility rules apply.

Pools and Spa Closings

In addition to Manatee County and the State of Florida Health Code Standards, the pool will close without advanced notice for the following reasons:

- Operational and mechanical difficulties effecting pool water quality.
- During severe weather conditions (heavy rain, lightning, and thunder).
- When visibility to the pool bottom is compromised (deck also closed).
- For 30 minutes following the last occurrence of thunder or lightning (deck also closed).
- For a period following any mishap that results in feces or vomit in the pool water.

Fire Pits and Fireplace

All persons under the age of 14 years old must be supervised by a responsible individual when using or are around the fire pit. To start the fire in the fire pit or fireplace, please see the Lifestyle Team.

If the Lifestyle team is not available or it is after staffed hours, please follow the instructions below to start the fire pit or fireplace.

1. When using the fire pit, obtain key from under the left side of the concierge desk. Insert the key into the gas switch opening on the right side of the fire pit or the left side of the fireplace.
2. It will fit securely into the key opening (square shapes should align).
3. Turn the key clockwise to open the gas valve.
4. Using the timer at the entrance of the fire pit or on the left side of the fireplace, turn the dial past the 15-minute mark on the timer to ignite and light the fire pit/place. The timer can be set to a preferred length of time and will shut off automatically.
5. Please return the key to the front desk area after you are finished with your use.

Sport Programs

The pickleball and tennis courts can be lit by a timer. For the comfort of your neighbors and due to noise levels, the courts will be open at 7:00 a.m. and close at 10:00 p.m. If timer expires and lights turn off, it will take up to 20 minutes for power to resume.

There will be no power to the lights by the pickleball, tennis and bocce courts after 10:00 p.m.

Pickleball Courts

- Play at your own risk.
- Pickleball courts are for Esplanade Members and their guests only.
- Members shall be responsible for the conduct of their guests.
- No roller skates, rollerblades, skateboards, scooters, or bicycles permitted on the courts.
- Play limit is one and one-half hours for doubles and one hour for singles when others are waiting.
- Courts are for pickleball play only unless designated otherwise by the Lifestyle Team for scheduled events.
- No food, breakable containers or intoxicants allowed in the pickleball court area.

- The HOA and its board are not responsible for lost or stolen items.
- Proper attire and athletic shoes are required on court.
- No profane language or unsportsmanlike conduct is allowed.
- No smoking or vaping or pets allowed.
- Members and guests are responsible for cleaning up after themselves and placing trash in the proper receptacles.
- Confirmed reservations take priority for pickleball courts.
- All other general facilities rules apply.

Tennis Courts

- The tennis courts are for the use of Members and their guests.
- Members shall be responsible for the conduct of their guests.
- Proper tennis attire is required at all times. Colors are permitted. However, cut-offs, swimsuits, gym shorts, or running shorts are not permitted. Shirts will be worn at all times. Smooth-soled shoes are required.
- Proper tennis etiquette should always be observed. Excessive noise, racquet throwing, or profanity is strictly prohibited. Please refrain from loud conversations that interfere other Members in the area. Please refrain from walking through another court unless granted permission to do so.
- No glass containers of any kind are permitted on the tennis courts.
- All other general facility usage guidelines apply.

Event Lawn, Patio, and Outdoor Areas Usage Guidelines

- The event lawn and patio areas are available for use by Members and their guests only on a first come, first served basis. Private rentals may be reserved through the staff following the rental policies.
- The patio areas may only be reserved for a community-approved program or event.
- The patio grills may be utilized by Members on a first come, first served basis.
- **Members are responsible for cleaning the patio grill after use.**
- All persons under the age of 14 years old must be supervised by a responsible individual when using or are around the grills.
- Bikes, rollerblades, skateboards, and equipment with wheels are prohibited.
- Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be utilized.
- Profanity, fighting or disruptive behavior will not be tolerated, and violators will be asked to leave.
- Amplified sound systems and DJs are prohibited unless it is an approved program, event, or private rental.
- Members must clean up after themselves and dispose of trash in the appropriate receptacles.
- All other general facility rules apply.

Community Parks

Playground

- Members may utilize the playground at their own risk.

- Signage with usage guidelines, age, height, and/or weight requirements for the playground equipment is posted on or near the playground.
- Members are responsible for the behavior of their children.
- Persons under the age of 12 must have supervision by a responsible individual while using the playground. Young people must remain in the sight of the responsible individual(s).
- Proper footwear is required and no loose clothing, especially with strings, should not be worn.
- The mulch material is necessary for reducing fall impact and for good drainage. Do not pick it up, thrown, or kick mulch for any reason.
- The following are not allowed around the playground equipment: food, drinks, or gum; pets of any kind; stick, wooden or metal bats; ropes; roller skates, rollerblades, or skateboards; hard balls such as baseballs, golf balls, etc.
- Playground equipment is for all children. They should take turns and play cooperatively.
- No climbing on the playground structure inappropriately or jumping from any high climbing bar or platform.
- Slides: Climb the ladder and go down the slide one at a time in a sitting position and feet first; wait until the person before you finishes sliding; slide inside the tunnel slide, do no climb on top; no clogging the tunnel slide; no running or climbing up the slides.
- If anything is broken with the equipment or someone is injured, notify any adult and/or the Lifestyle Team immediately.

Bark Parks

- Park hours: 30 minutes after sunrise to 30 minutes past sunset. The park will be closed when there is standing water.
- All dogs must be under the owner's/handler's control. Only three dogs per person (owner/handler) are allowed. All dog handlers must always have a leash in hand.
- Be responsible for your pet by not allowing your dog to dig.
- Members and their pets may utilize the dog park at their own risk. Owners are always responsible and liable for the actions and behavior of their dogs.
- No one under the age of 16 is allowed in the area alone unless accompanied by an adult. Members are not permitted to "drop off" their children/grandchildren without specific supervision from an adult.
- Only friendly and non-aggressive dogs are permitted in the dog park. If a dog becomes unruly or plays rough, it must be leashed immediately.
- Owners must use caution when bringing toys, frisbees, and balls to the park, as this may solicit protective and territorial behavior which may result in fighting.
- Dogs in heat are not allowed.
- Only dogs that are legally licensed, vaccinated and wearing both current tags are allowed.
- Dog's owners/handlers must always keep their dogs(s) in view.
- Any dog bite is the owner's responsibility and must be immediately reported to Manatee County Animal Control. Parties involved must wait for an officer to respond, except in the case where immediate medical care is needed.
- Dogs must not be allowed to bark incessantly or to the annoyance of the other Members enjoying the park.

- Dog owners/handlers must immediately pick up their dog's feces and properly dispose in trash receptacles.
- **Aggressive dogs are not allowed at any time.** An aggressive dog is defined as a dog(s) posing a threat to human beings or other dogs. Owners (handlers) are legally responsible for their dog(s) and any injury caused by them.
- Dogs must be on leash when entering and exiting the park.
- Food, bottles, glass, and sharp objects are not allowed.
- No feeding of any wildlife or birds are allowed.
- All other general facility rules apply.

Private Rentals

Private Rental Areas and Fees

For the convenience and enjoyment of our Members, our community offers designated areas for private rentals: (the event center/ballroom, event lawn, and patio). Members renting a room/area for special events must adhere to the following:

- Under no circumstances will private party reservations be granted on national holidays.
- If the attendance for the special event is less than 50 people, the Member may bring in his or her own food and beverages.
- If the attendance for the special event is more than 50 people, the Member must have the event catered by a Lifestyle Manager's approved caterers.
- Any Member who is in good standing with the HOA wishing to have the exclusive use of the Resort Amenity, event room, and event lawn, must pay the appropriate fee and submit a security deposit.
- The Member signing the Esplanade reservation form has complete responsibility and liability for the event and the actions and conduct of their guests. The Member must be present throughout the duration of the party and will be the sole contact for any questions that may occur during or after the event.
- The reservation policy is in effect and used solely for "Member's" private parties. It is not intended for Member's family Members or friends who reside outside of our community.

Private Rental Procedure

Members interested in renting an indoor or outdoor space may pick up a rental packet from the Lifestyle Team. The rental packet will contain specific facility policies and procedures. A deposit will be required to reserve any indoor or outdoor space on the community calendar.

Please note: We request you ask your party guests to carpool to help with the impact of parking at the Resort Amenity so our Members will have ample parking.

Guests of a private party are only able to use the designated spaces reserved as part of the private party. Guests are not permitted to utilize amenities such as the resort pool, fitness studio and sport programs prior to, during, or after the event.

Payment / Deposit

A $500 refundable deposit is due to reserve the space upon approval from the Lifestyle Team and Board. The deposit will be cashed and refunded pending no damage to the room(s) or the property. Payment is due in full one (1) month prior to the event date. Please contact the Lifestyle Manager to discuss a payment plan.

Deposits must be paid by check. Room fee can be paid via credit card or check.

Note: A reservation is not confirmed until a reservation form is signed by Management and the deposit payment is made.

The reserving Member is responsible for any damage caused by them, their guests, or outside vendors. The Member will be help financially liable for all costs related to replacing and/or repairing the damaged property / items.

Cancellations and "No Shows"

Failure to cancel a private rental at the Resort Amenity more than seven days in advance of the scheduled date will result in forfeiture of your deposit. For a "no show" party, your deposit will be forfeited.