

## INTRODUCTION

We are pleased that you have chosen to reside in Silverthorn. We believe that our community, which began in 1994, meets the diverse needs of our varied-age residents. We have achieved much in the years that we have been in existence. One of our major accomplishments has been the expansion of the original Community Center facility to the Complex we have today. The following Operating Guidelines, which form the Rules and Regulations for the operation of the Silverthorn Community Center Complex, have been developed to ensure the safety and comfort of residents while preserving our Homeowner assets.

For many residents, a deed restricted, Homeowner's Association type community is a new way of life which brings with it both benefits and responsibilities. While enjoying your home and the Homeowner's recreational facilities and common areas, it is important to respect the rights of your neighbors and other residents. Homeowner Association living is a pleasant experience when everyone abides by the Homeowner documents, as well as, the adopted Policy and Procedures.

The Silverthorn Community Center, with its surrounding recreational areas is for the enjoyment of all Silverthorn residents, and their guests. To ensure that all residents have access and an ability to enjoy these facilities, these Operating Guidelines have been developed. Please become familiar with these Guidelines, which have been developed to protect your rights as a resident of the community. You are asked to follow other posted rules about the facility, which are designed to help keep Silverthorn the wonderful place it has become.

# COMMUNITY CENTER OPERATING GUIDELINES

## I. SILVERTHORN HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS

The owners of record in the Silverthorn Community elect the Silverthorn Homeowners Association Board of Directors. The five-member Board has a fiduciary duty to ensure that the Declaration of Covenants, Articles of Incorporation, Bylaws, Rules, and Regulations are followed to ensure the safety of the Community's residents and visitors and maintain and protect property values. All Board meeting dates and times are posted on the entrance hallway bulletin board at the Community Center, in the *Traditions* newsletter and on cable Channel 95. The Board of Directors' meetings are open to all residents.

## II. DEFINITIONS

For clarity throughout this document, when the term **resident** is used it shall mean Owner, Lessee, Year Round Resident, Member of the Household, or any persons living in the Silverthorn Community, whichever is appropriate for the issue being explained in the document. The following terms are further defined.

1. **Community Association Manager (CAM)** – The State of Florida licensed manager assigned to the management of the community.
2. **Community Center Staff** – Persons hired to perform assigned duties within the Community Center Complex and to enforce its policies, rules and regulations.
3. **HOA** – Silverthorn/Hernando Homeowners Association, Inc.
4. **Community Center Advisory Committee (CCAC)** - The committee appointed by the Board of Directors to periodically review and develop recommendations for changes to these guidelines and to review requests that are variances to the published guidelines.
5. **Board of Directors** – The five member Board elected by the HOA to govern the community in accordance with the Declaration of Covenants, Bylaws and the Florida State Statutes.
6. **Lessee** – A person who is leasing a residence within the Silverthorn Community.
7. **Owner** – A person who holds legal title to a residential dwelling unit or lot, situated within the Silverthorn Community.
8. **Member of Household** – A person who is residing permanently in a residence.
9. **Overnight Guest** – A person who is residing in the residence for a period of time.
10. **Day-Guest (Family Member)** – A person related to an owner, lessee, resident or member of the household, visiting Silverthorn for a day and who makes use of the Complex facilities.
11. **Day-Guest (Non-Family Member)** – A person not related to an owner, lessee, resident or member of the household, visiting Silverthorn for a day and who makes use of the Complex facilities.

12. **Access Device** – A card, Fob, or such other device as the HOA may utilize to provide access to controlled areas of the Complex during stated operating hours. The controlled areas are the pool area, fitness center, tennis courts and the main Complex building. Each residence will be provided with one Access Device free of charge and may purchase additional devices for nominal cost.

### III. COMMUNITY CENTER STAFF

- A. **Community Association Manager** – The Manager is responsible for the management of the Silverthorn Community property and the day-to-day operation of the Community Center Complex. The Manager is responsible to the HOA Board of Directors and supervises the Office Assistants/Clerks and Maintenance Staff.
- B. **Office Assistants/Clerks/Maintenance** – The Office Assistant (s), Clerk (s) and Maintenance Staff assist the manager in the day-to-day operation of the Community Center Complex and provide clerical and maintenance assistance to the Board of directors. They report directly to the Community Association Manager.
- C. **Community Center Personnel** - reserves the right to ask person(s) to vacate the facility if unable to abide by the policies, rules or regulations after an initial warning.

### IV. SILVERTHORN COMMUNITY CENTER COMPLEX

- A. The Silverthorn Community Center Complex is operated for the benefit and enjoyment of its residents under the direction of the Silverthorn Homeowners Association Board of Directors.
- B. The Silverthorn Community Center Complex is comprised of a junior-sized Olympic swimming pool, pavilion, grill, four tennis courts, basketball court, children’s playground, parking lot, fitness center, locker rooms, three multipurpose rooms, arts and crafts room, library and office.

### V. GENERAL GUIDELINES FOR USING THE SILVERTHORN COMMUNITY CENTER COMPLEX

- A. The following Policies, Rules and Regulations apply to all the facilities at the Silverthorn Community Center Complex:
  1. Residents will be issued one Access Device for use in accessing the Complex facilities. The devices will provide access to controlled area during normal operating hours. Normal operating hours for each area will be posted at the complex and may be subject to change from time to time.
  2. **The Silverthorn Community Center Complex is used at the sole risk of the user.**
  3. Community Center Complex hours will be published in the *Traditions* newsletter, on Channel 95, the Activity Bulletin Boards and at the facility entrance.

4. Age Restrictions: Persons using the Complex facilities under the age of 14 MUST be accompanied by a responsible person 18 years of age or older, **except where otherwise noted.**
5. NO pets shall be allowed at any time on the Complex property, including but not limited to, the former fitness trail area, with the exception of service dogs used by disabled individuals.
6. The Silverthorn Community Center Complex is a smoke-free environment. Smoking is only permitted in designated, outdoor areas.
7. No resident or guest may use the facility in any manner so as to interfere with the rights, conveniences or peaceful enjoyment of the facilities by other persons.
8. Residents are responsible for all behavior, violations and fines which may be imposed against them or their guests.
9. Persons using the facilities are to be respectful toward all other persons at the Complex, including, but not limited to, the Complex Staff. No abusive behavior, profanity, harassment or other improper actions will be permitted.
10. The Complex facilities are for the use of residents and their guests. Loitering is not permitted. No conduct which is improper will be permitted.
11. Alcoholic beverages are not to be consumed on the premises by anyone under the age of 21, and further restrictions on the use of alcohol may be adopted in connection with any particular event or portions of the facility by the Complex Staff. All state and local laws are to be complied with in connection with the use of the facilities.
12. The Complex Staff shall have the right to expel offending parties from the Complex for failure to abide by its rules and/or regulations.

#### **B. Day Guests:**

1. Day Guests at all times must have a resident in attendance while utilizing the Complex facilities.
2. Day Guests will not be able to utilize the Fitness center.
3. The maximum number of Day Guests (Non-Family Members), without prior approval, will be limited to 6 guests per household and must be accompanied by the resident. In the event of heavy usage of the facilities by residents, the Manager or his/her designee may limit the number of Day Guests (Non-Family Members) permitted to use the facilities. This limitation does not apply to those parties that have obtained prior approval for functions or events.

#### **C. Overnight Guests:**

1. Overnight Guests, who wish to utilize the Complex facilities, must have a resident in attendance at all times while using the complex facilities.

## **VI. COMMUNITY CENTER COMPLEX RESERVATION PROCEDURES**

### **A. Use of the Community Center Complex is for residents in good standing with the HOA.**

Residents may reserve areas of the Community Center Complex and are subject to the following procedures and conditions. The Community Center Advisory Committee (CCAC) may consider special requests for the use of these facilities if they deem such use to be in the interest and benefit to the community.

1. Residents must complete a Reservation Request form and submit to the Complex Staff no later than seven (7) business days prior to the event. Consideration to waive the 7-day rule may be given for unforeseen events. The number of attendees must not exceed the posted maximum capacity.
2. Reservations will be honored on a first-come, first-served basis. All HOA activities, which are opened to resident attendance and meet throughout the year, shall be able to reserve on an annual basis.
3. A resident reserving an area of the Community Center Complex will be responsible for repair or replacement of any breakage or damage to any part of the Complex caused by the resident or their guest(s).
4. Any resident reserving an area of the Community Center Complex must be present until all guests have departed.
5. Attendees at all functions must be residents or their invited guests. The total number of non-resident, non-family guests is not to exceed 50% of the total attendance. The host at the function must be a resident and must be in attendance throughout the function. The host is responsible to comply with the 50% non-resident, non-family member guest rule. The CCAC or the Board of directors may approve deviations from this rule if they deem such approval to be in the interest and benefit to the community.
6. No event shall last more than 6 continuous hours, which includes set up and clean up, without prior CCAC approval. To facilitate the closing of the Complex, all tables and chairs must be stored appropriately and a checklist completed by a staff member and the resident that reserved the facility. All scheduled events must end prior to the closing time of the Complex. If a function is scheduled to continue past the normal Operating hours of the Complex, a fee of \$35 per hour, or portion thereof, will be required to cover the expenses of the extended hours. If a function does not end within the normal operating hours, or approved extended hours, a charge of \$100 per hour, or portion thereof, will be collected to cover the expenses of the extended hours. Cleanliness of the facility includes the parking lot area and all trash must be removed.
7. The sale of alcoholic beverages of any type is prohibited. An alcoholic beverage that may be included in the cost of a catered event constitutes a sale and is therefore prohibited.

8. The Gazebo or the Pavilion may be reserved only with the understanding that any resident needing to seek shelter may also utilize the Gazebo. The swimming pool may not be reserved.
9. The use of the Grill may be scheduled with the Complex Office Staff.

## **VII. GUIDELINES FOR INSTRUCTIONAL CLASSES WITH PAID INSTRUCTORS**

- A. The primary use of the Silverthorn Community Center Complex is for the enjoyment of residents and their guests. Included in this intent is the use of instructors paid to run resident requested and supported activities. Advance registration by instructors is required. Up-to-date signed agreements between the HOA and all instructors will be on file at the Community Center office.
- B. Wellness program activities are exclusive to residents over the age of 14. Guests are not permitted to attend Wellness program classes.
- C. Terms of each agreement are to specify the minimum and maximum number of participants each instructor needs to conduct their class; also needed equipment or special areas. Each instructor is responsible for leaving each area neat and clean.
- D. For non-wellness programs, if the minimum number of participants cannot be met by residents, the instructor may make up the minimum with non-residents. Residents must comprise no less than 50% of the class total providing that residents have priority over non-residents when class sizes are limited. In the event of participation by non-residents, the instructor must provide a written proposal for class times, dates, minimum participation requirements, fees and proof of insurance. The CCAC or Board of Directors may approve deviations from this rule if they deem such approval in the interest and benefit to the community.
- E. The CCAC may consider, from time to time, special requests of a community based nature for the use of these facilities provided they are in the interest and benefit of the Silverthorn residents (e.g., Health Screening Blood Mobile, etc.)

## **VIII GUIDELINES FOR SPECIFIC FACILITY AREAS**

### **A. Tennis Courts:**

1. The tennis courts and backboard operating hours will be posted at the complex.
2. **Any person using the Silverthorn tennis courts shall do so at their own risk.**
3. Persons under the age of 9 MUST be accompanied by a responsible person 14 years or older when using the courts or the backboard.
4. Courts will be available during the posted hours for tennis play except when courts are scheduled for CCAC or Board approved league play, or practice, men's and ladies scheduled social group play or practice, or Pro tennis instruction. First consideration for group participation will always be given to Silverthorn residents who express a desire to play and meet a minimum skill level of play.

5. Team practice and league play will utilize attendance sheets that will be returned to the office upon completion of court use.
6. Court reservations may be called in to the Community Center office up to 5 days in advance of play, on a first come, first served basis. Reservations must include residents name, phone number, date, time, and number of players including guest names.
7. Length of play: When others are waiting to play, doubles will be limited to one and one-half (1 1/2) hours of play and singles will be limited to one (1) hour of play. Stated hours include warm up time.
8. The wearing of approved tennis shoes is required (black soled shoes are prohibited). Attire must be appropriate for tennis. No bathing suits, halters, or cut off shorts are allowed. Shirts must be worn on the courts.
9. Courts may be closed to general usage when sanctioned league play, practice or tournaments have been scheduled and authorized by the Board or CCAC.
10. Professional lessons must be authorized by written permission of the Board or CCAC. A fee for court use will be charged.
11. No food, chewing gum or beverages in glass containers are permitted on the courts.
12. Residents, not participating in tennis play, must remain with Day Guests until the registered time has elapsed.
13. Roller skating, skate boarding, bicycle riding, any motorized conveyance, soccer, basketball, hockey or any other non-tennis activity is strictly prohibited.
14. Tennis leagues use must be scheduled seasonally through the Complex staff To ensure that the monthly calendar is posted for league play. Four courts may be set aside for league competition.
15. The Silverthorn Tennis teams must be comprised of 75% Silverthorn residents. The Board may impose a fee for league usage. If a team is unable to meet the 75% criteria, it may request a variance from the CCAC.
16. Manners and sportsmanship are expected of all players and spectators. Consideration of area homes requires that players and spectators refrain from loud, boisterous conduct or profanity when using the courts. Complex staff reserves the right to vacate the courts if players are unable to abide by the policies after initial verbal warning.
17. An Access Device must be utilized to access the courts during all normal operating hours. Access Devices will not operate during other hours. Players without reservations may check with the office to determine court availability. All applicable restrictions contained in Section V and Section VIII.A of this document will apply.

## **B. Junior Olympic Pool, Pool Deck and Pavilion**

1. The pool will be open during hours of operation of the Community Center Complex. Pool will be closed at Manager's or designee's discretion due to inclement weather, outside temperature or during routine pool maintenance.
2. **All persons using the pool or pool area do so at their own risk.**
3. Persons using the pool area may access the area utilizing their Access Device during normal operating hours. The Access Device will not operate outside those hours.
4. Children 14 years of age or younger **MUST** be accompanied by and closely supervised by a parent or responsible adult 18 years of age or older. No more than 5 children under 14 years of age are allowed per supervising parent or responsible adult 18 years of age or older.
5. For hygienic reasons, all persons **MUST** shower before entering the pool.
6. Persons with infectious or contagious health conditions or open wounds **MUST NOT** use the pool or showers.
7. Suntan lotions, creams and oils that are not waterproof, **MUST** be removed before entering the pool.
8. Pool furniture must be covered by a towel or protective covering while in use for hygienic reasons.
9. Glass containers and chewing tobacco and gum are **NOT** allowed in the pool or Gazebo area.
10. Other than life preservers, only pool toys and equipment approved by the Complex Staff will be allowed in the pool.
11. Jumping or diving is prohibited.
12. **Children under 3 years of age and infants are required to wear waterproof protective diapers in the pool at all times.**
13. Running, boisterous conduct or unnecessary splashing is not permitted in the pool or pool area. Ball playing around the pool is prohibited.
14. Persons with wet bathing suits are permitted only in the pool, pool deck, pavilion and pool restrooms.
15. Only recognized swimwear is allowed in the pool. Cut off jeans, shorts or regular street clothes are prohibited in the pool.
16. Radios, stereos, etc. are prohibited unless equipped with ear or head phones. The exception will be during HOA approved activities.



17. At no time shall roller skating, rollerblading, skate boarding, bicycle riding or use of any motorized conveyance be allowed except for wheel chairs used by disabled individuals.
18. Lap swimming will be allowed any time during normal hours of operation of the Community Center Pool. During lap swimming, those involved will attach the provided lane rope effectively setting aside one of two lanes for lap swimming. (The two lanes closest to the tennis courts are set aside for this.) Once the lap swimmers are finished, they will remove lane guide rope placing it back onto the pool deck. This will keep other swimmers from drifting into the lap lanes as well as preventing lap swimmers from drifting out of their lanes. All age restrictions and guidelines contained in **Community Center Operating Guidelines, Section V. General Guidelines for Using the Silverthorn Community Center Complex and Section VIII Guidelines for Specific Recreational areas; Part B. Junior Olympic Pool, Pool Deck and Pavilion** will apply.
19. The gate between the pool and playground area will be kept locked until such time as a **resident parent** signs out a key. This is to provide access to the locker/restroom areas. The gate should be kept locked and only opened when ingress or egress is required. Those exiting the playground area will wash the sand off at the shower area not in the swimming pool. When activities are finished, the gate will be relocked and the key returned to the office. The key will only be available during office hours. All age restrictions and guidelines contained in **Community Center Operating Guidelines, Section V. General Guidelines for Using the Silverthorn Community Center Complex and Section VIII Guidelines for Specific Recreational areas; Part B. Junior Olympic Pool, Pool Deck and Pavilion** will apply.

### C. Fitness Center

1. The Fitness Center will be open during the hours of operation of the Community Center Complex.
2. **Persons using the Fitness Center shall do so at their own risk.**
3. A Liability Release form is available at the Community Center and must be completed prior to using the Fitness Facility.
4. Residents using the Fitness Center must use their Access Device to gain entrance to the Center
5. Children under the age of 14 are not permitted in the Fitness Center.
6. Day-Guests are not permitted in the Fitness Center.
7. Children between 14 and 17 years old must sign up for fitness orientation prior to use of fitness equipment. Orientation will be provided to 14-17 year olds by the HOA Board or CCAC by appointments only. It is recommended that ALL residents utilize the orientation process at their own expense.

8. Proper workout shoes and clothes are required. Shirts and shoes must be worn at all times. Swim wear is prohibited.
9. Please be courteous and wipe down the equipment with the disinfectant that is provided and store all weights and equipment after each use. Please bring a towel for your personal use.
10. Please consult physician before commencing in any exercise program.
11. Equipment use, reservation and utilization regulations are posted in the Fitness Center and must be adhered to at all times.
12. Reservation sign-up sheets may be available for certain pieces of equipment. Specific rules and regulations for the use of these are listed on the individual sign-up sheets posted in the Fitness Center. A sign-up sheet reservation is considered cancelled if the person is more than 5 minutes late.
13. No food or beverages are allowed in the exercise area except water or sport drink in an unbreakable container.
14. Fitness Center may be closed to general usage, from time to time, for special exercise programs. Such programs will not be scheduled during peak usage time.
15. Persons abusing the equipment will be liable for damages.
16. Radios, stereos, etc, are not permitted unless equipped with ear or head phones.

#### **D. Basketball Courts**

1. Hours are 8:00 AM to dusk.
2. Persons using the basketball court under the age of 9 MUST be accompanied by a responsible person 14 years of older.
3. At no time is roller-skating, , rollerblading skate boarding, bicycle riding, use of any motorized conveyance, soccer, hockey or any other non-basketball activity permitted. Children under age 6 can play age appropriate games on the basketball courts provided that they are accompanied by and closely supervised by a parent or responsible adult 18 years of age or older. No more than 5 children under the age of 6 are allowed per supervising parent or responsible adult 18 years of age or older. Conflicts concerning age appropriate games allowed under this section will be determined by the CCAC.
4. No pets shall be allowed at any time on the basketball court.
5. **Any persons using the Silverthorn basketball court shall do so at their own risk.**
6. No climbing or hanging from basketball hoop, backboard, or supporting pole.
7. No food, chewing gum, or beverages in glass containers are permitted on the Community Center Basketball Courts

**8. Radios, stereos, ect. are not permitted unless equipped with ear or head phones.**

**E. Children’s Playground Area**

1. Hours are 8:00 AM to dusk.
2. Age restrictions: This equipment is appropriate for children ages toddler to 10 year of age. All children under 9 years of age must be accompanied by a responsible person 14 years or older.
3. No pets shall be allowed at any time at the Silverthorn playground area.
4. **All persons using this area do so at their own risk.**

**F. Library**

1. Open during Community Center hours of operation.
2. Age Restrictions: Persons using this Community Center facility under the age of 14 MUST be accompanied by a responsible person 18 years or older.
3. The books in the Library belong to the HOA and will be available for residents to borrow, utilizing the honor system. When a book is removed from the library, your name, the title of the book, and the date borrowed are to be written in the sign out book located in the library. Please be courteous to others and return borrowed books within a reasonable time and place on the “return table”.
4. **No food or drink in library.**
5. Room must be left in a neat and orderly condition after use.

**G. Craft/Multipurpose Room**

1. Available during Community Center hours of operation.
2. Age Restrictions: Persons using this Community Center facility under the age of 14 MUST be accompanied by a responsible person 18 years or older.
3. The primary use of the Community Center is for members, residents and their guests to participate in organized functions and activities.
4. Personal craft supplies and projects are not to be stored in the Craft Room.
5. Instructional or personal activities that require the use of flammable or corrosive liquids or materials require prior approval of the Community Association Manager.
6. Room must be left in a neat and orderly condition after use.
7. The use of tape, staples or tacks for decorating purposes is prohibited. Please contact the Manager for guidelines on decorating

## H. Kitchen Area(s)

1. Activities that use the kitchen area require prior approval from the Community Center staff. The kitchen's primary use is for keeping food warm (oven) or heating (microwave).
2. Adults only shall be permitted to use the kitchen appliances.
3. **Any person using the kitchen area(s) shall do so at their own risk.**
4. Area must be cleaned after use and returned to its original clean condition.
5. The use of tape, staples or tacks is prohibited. Please contact the Manager for guidelines on decorating.
6. Kitchen linens that are used must be laundered and returned the next day.

## I. Ball Room/Multipurpose Rooms

1. Available during Community Center hours of operation
2. The HOA Board of Directors or designed reserves the right to provide exercise/aerobic classes on a daily basis. This area may be closed to general use during regularly scheduled exercise/aerobic classes. A schedule of classes will be posted in the calendar and on the activity bulletin board.
3. **All persons using this area shall do so at their own risk.**
4. This area has been equipped with a special biomechanically engineered "aerobic friendly" hardwood floor. Care should be taken when moving chairs and tables to ensure that damage does not occur. **Shoes should be appropriate for the occasion and should not damage the floor.**
5. The use of tape, staples or tacks for decorating purposed is not permitted. Please contact the Manager for guidelines on decorating.

## IX. ENFORCEMENT PROCEDURE

- A. The Silverthorn Community Center Operating Guidelines and the Rules & Regulations for the operation of the Community Center Complex, have been developed to maximize the use of the Community Center for the enjoyment, convenience and safety of all residents, their families and their guests.
- B. Should there be instances of non-compliance to the policies; the following process for resolutions will be followed:

1. Resident's should call attention to incidents of non-compliance they observe by immediately contacting the Complex Staff. If incidents of a criminal nature occur during non-operating hours, they should be reported to the Hernando County Sheriff's Department. Non-criminal activities should be reported to the Complex Staff the next morning.
2. The Complex Staff is authorized, after verification of the complaint, or by observing non-compliant behavior, to give a verbal or written warning to person(s) who are non compliant.
3. Depending on the severity of the violation, the Complex Staff, with BOD authority, may authorize suspension and/or fine in accordance with Florida Statute.
4. The Community Association Manager may attempt to informally resolve disputes for continuing non-compliance.
5. In connection with any violation of the rules and regulations, in the extent that legal action is required; the Association will seek to recover all costs and attorney fees incurred from the responsible person(s).