



THE COVE

— AT WEST PORT —

Resident Handbook



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Welcome to The Cove at West Port!

We are pleased to welcome you to the 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 the residents. 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 with the casual elegance and comfort of home!

This Resident Handbook has been designed to provide you with the information you need to begin utilizing the many facilities and programs available to you as a resident of The Cove at West Port. The information in this handbook has been established to maintain the proper utilization of all areas while providing residents with a safe and enjoyable experience.

The Cove at West Port provides residents with the following amenities:

- *Access to an Onsite Community Manager*
- *Access to an Offsite Lifestyle Manager*
- *Resort Style Pool*
- *Flex Lawn*
- *Sports Courts (including Four Pickleball Courts and Two Bocce Ball Courts)*
- *Fenced Bark Park*
- *Fitness Center and Movement Studio*

We are delighted that you have decided to become a part of The Cove at West Port and we look forward to seeing you at our upcoming programs and events!

Welcome Home,

The Cove at West Port Team



The Cove at West Port

The Cove at West Port is a master homeowners' association (HOA.) All homeowners, by virtue of buying a home in The Cove at West Port, automatically become members of the HOA, and are obligated to pay their monthly association dues. The HOA is dedicated to maintaining the beauty and integrity of the community. The HOA is responsible for maintaining the common property and enforcing the provisions of the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for The Cove at West Port, which are designed to maintain and enhance the character of the community.

The Cove at West Port works in conjunction with the Access Management team who oversee the financial responsibilities of the HOA. The HOA provides the following services:

- Design Review Guidelines for modifications to 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 about maintenance, development, and operations are welcome and should be directed to the Community Manager at CoveAtWestPort@AccessDifference.com.

Design Review

One of the most appealing aspects of The Cove at West Port is the beautiful blending of architecture and environment. The developer, Forestar has established a professionally staffed Design Review Department to help guide the building process and assure long-term community quality. The goal is to protect the beauty and desirability of The Cove at West Port community via the use of design guidelines and specific native landscaping requirements. In addition to the review of new construction, approval is needed for exterior additions or renovations to existing homes and landscape. Design Review forms may be obtained on the community website or by contacting the Community Manager.

The following is a sample listing of desired changes to be reviewed:

- Exterior 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 Materials
- Storm Shutters
- Lawn Ornaments/Statues
- Exterior Building Modifications (including changes within a lanai)
- Signage
- Color Approval
- Flags & Flagpoles
- Accent Lighting
- Door Replacement
- Recreation Equipment
- Golf Carts for use on community streets

IF YOU ARE UNSURE ABOUT YOUR PLANNED HOME IMPROVEMENT, CONTACT THE DESIGN REVIEW DEPARTMENT PRIOR TO BEGINNING WORK.

Landscape

At The Cove at West Port, landscaping is an essential element of design, and the theme is one of natural elements focusing on the use of native plant materials.

The HOA provides basic lawn maintenance for common areas and individual homes with each resident responsible for doing their part in helping to maintain the integrity of the community. The landscape maintenance service provided by the company hired by the HOA provides the essential basics in landscape care and is not a “concierge gardener” service that provides personalized care addressing individual homeowner preferences. Individual homeowner landscape issues and concerns should be addressed directly through the Sunnygrove Landscaping portal: <https://sunnygrovemaintenance.com/?assoc=7910>.

Community Wide Lawn Standards

- Lawns will be maintained at a height that is based on sound horticultural principles for the turf, considering seasonal and other climatic variables.
- All edges including driveways, sidewalks, curbing and plant beds will be edged to maintain a consistently groomed appearance.



- Debris will be blown off all hard surfaces such as driveways and sidewalks during each landscape service.
- Weed control will be provided for all plant beds, brick paver driveways and sidewalks.
- Dead palm fronds will be removed during scheduled pruning services.
- All trees (hardwoods) and ornamental shrubs and groundcovers will be pruned according to sound horticultural practices.
- Fertilization of turf and ornamental plant material will be done with formulations, frequencies and rates designed to address site-specific nutritional needs. All fertilization will be performed in accordance with state and local ordinances governing the use of such materials which includes the Charlotte County Nitrogen and Phosphorus ban from June 1 through September 30 of each year.
- Pest control of turf, trees and ornamental plant material will adhere to an Integrated Pest Control Program (IPM) that is conducted in accordance with all state and local ordinances governing the use of such materials. All pest applications will be done under the direction of a State Licensed Certified Pest Control Operator.
- Beds will be mulched to generally maintain a two-inch (2") layer of mulch which will generally be accomplished during the fall and winter months.

Article IX Sections 1 and 2 in the CCRs address HOA and Owner responsibilities for maintenance.

Irrigation

The entire irrigation system is checked for proper operation monthly, but issues can arise between checks. Residents should report all sprinklers that are broken, out of adjustment and spraying paved surfaces or waterways directly to Sunnygrove Landscaping through the portal: <https://sunnygrovemaintenance.com/?assoc=7910>. All watering is scheduled by the HOA or its vendors to be run in accordance with Charlotte County and South Florida Water Management District water restrictions with rain sensors installed on each home and each common area controller. Currently the irrigation is scheduled to water twice a week. Irrigation schedules change as new homes are added to the system and you may view the schedule on the Sunnygrove Landscaping portal.

Rain sensors need a certain amount of rain to activate so it would not be unusual to see sprinklers running while it is raining or the day after a significant rainfall event. Residents are encouraged not to adjust the controllers mounted at each home as programming has been set with consideration for water restrictions and pressure throughout the entire community.

Site Clean-Up

All landscaped areas shall be inspected on days of service and excess debris removed. All



landscape waste will be disposed of off-site.

Lake Guidelines

To preserve a healthy balance of vegetation and wildlife, please adhere to the following guidelines:

- No chemicals, grass clippings or any foreign substances should be introduced into any lakes or natural areas.
- No privately owned boats or watercraft are permitted in any lake.
- Fishing is allowed in community lakes from your property or the waterfront park only. Do not enter private property to gain access to a lake. Practice catch and release only. Fishing licenses may be required by the State of Florida.
- No swimming is allowed in any lake. Exercise caution when around lake banks, as we do have an active alligator population.
- Property owners should not enter the marsh or wetland areas, which are a part of the storm water management system.
- Flow ways, control structures and outfall pipes should be left clear and unobstructed. Property owners are not permitted to make any modifications or create any blockage to such flow ways.
- Introduction of fish and other animals, wild or domestic, is strictly prohibited.

Our lakes are maintained to the highest level using a professional lake management company. There may be occasions when some visible algae or other aquatic weeds make an appearance. This occurrence is not a sign of an unhealthy lake, but a natural part of the lake system. Sunnygrove does not maintain the lakes, so if you have any questions or see problems with the lakes, contact the Community Manager at CoveatWestPort@AccessDifference.com.

Storm Water Management System

The Cove at West Port lakes are not only beautiful, they are functional. The Cove at West Port storm water management system has been permitted by the South Florida Water Management District to provide for flood control and to meet state water quality standards. Lake levels are designed to fluctuate throughout the year. Where possible, storm water flows are routed through vegetation, swales, and berms where the absorption of nutrients and the filtration of sediments and organic debris begin. The flow rate through the lakes is based on the way water naturally behaved on the property prior to development. This maintains the natural groundwater table and preserves that natural “hydro-period” or the amount of time it would take the land to drain naturally.

Road and Traffic Regulations

The Cove at West Port roadways are privately owned, allowing 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 and skateboards and 3 wheelers may not be operated on any roadways, bike/walking paths or any of the common areas within The Cove at West Port. Motorcycles, motorized scooters, and mopeds



properly licensed by the DMV are permitted on the roadways only. Vehicles may not be parked on private streets within the property with the exception of construction and service vehicles.

The Cove at West Port staff vehicles and resident service vehicles parked in front of a house being serviced may be parked between 8:00 AM – 5:00 PM, Monday through Saturday only. **NO OVERNIGHT PARKING IS PERMITTED.** All vehicles must be properly registered according to state requirements. Golf carts must be registered with the HOA. Contact the Management Company for additional information.

The community has a 25-mph speed limit.

Gate Access

The Cove at West Port is a private, gated community. The goal of gated entries is to limit access to the community to residents and designated visitors. Residents will be given two (2) transponder decals for their vehicles to use at each entry gate and two (2) FOBs to use at the gates and amenities after closing on their home. Additional and replacement transponders and FOBs will cost \$25 each. Contact the Community Manager 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.

The Cove at West Port is equipped with a DoorKing Telephone Entry System that will provide communication for your guests from the gated entry to your home by use of the local telephone network. If you have questions regarding the use or operation of this system, instructions can be found on the community portal, or you may contact the Community Manager.

Resident Entry Lane

Residents may enter through the resident-only lane by using their transponder vehicle decal OR through the left lane by using their FOB. **(Once a transponder is affixed, they cannot be moved from one vehicle to another. A \$25.00 fee will apply to all new transponders purchased.)**

Visitor Entry Lane

The Visitor Entry Lane is the left entry lane.

Operating Instructions for Visitor Phone Entry Unit

Guest Instructions

Your name and/or phone number have been programmed into the telephone entry system under a specific DIRECTORY CODE. This directory code can be from 1 to 4 digits long. When a guest comes to visit you, they will look up your name in the directory. Your DIRECTORY CODE will be shown to the right of your name. Your guest will enter this code on the system keypad which will cause the system to place a call to your home or cell phone. If your guest already knows your directory code, they can simply enter the code on the keypad without having to look up your name. Instructions on the telephone entry systems guide guest usage of the system and how to locate and call the resident they wish to visit. The systems utilize A and Z scroll buttons that a guest will use to locate the resident. Pushing the A button will cause the resident directory to scroll up while pushing the Z button causes the resident directory to scroll down. Holding these buttons down will cause the system to scroll or page through the resident directory rapidly through the alphabetical



listing of all residents.

When the desired resident's name is displayed on the page, the A and Z buttons are used to move the PUSH CALL cursor up and down. When the PUSH CALL cursor flashes on the desired resident's name, the guest then presses the CALL button, and the system will connect to the resident's home or cell phone. The guest may also enter the directory code on the system keypad to place the call. If the resident's line is busy, the system will emit a busy signal. If this happens, the guest can press the # key or the CALL button to hang up and then try again.

Resident Instructions

Resident control is limited to opening the gate in response to a call from a guest.

Responding to a Guest Call

When communication is established, the resident has the option to open the gate by pressing the 9 key on their telephone, OR to deny access by pressing the # key. If access is granted, the resident will hear a confirmation tone indicating that the gate has opened followed by the system automatically hanging up.

Residents should always press the # key if they wish to deny a guest access. If the resident hangs up to deny access instead of pressing the # key, the telephone entry system will remain online until its programmed talk time expires or until it detects a dial tone.

Some phones may emit a short tone rather than a continuous tone when keys are pressed. This may cause the telephone entry system to not respond when phone keys are pressed. If this happens, simply press the key twice in rapid succession to open the gate.

Pedestrians

All pedestrian gates have been equipped with an entry pad operated by a resident's FOB.

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.

Keeping Your Home Secure

Even though our community is gated, it is important that you take precautions to ensure the safety of your home and the community. The HOA has a few suggestions that may help make your home safer.

- Don't have a false sense of security because you live in a gated community. Use the same precautions you would in any neighborhood.
- Keep home and vehicle doors and windows locked, including garage doors, and 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. Open garage doors and unlocked vehicles invite wrongful activity.
- Keep your garage door down when you are not coming or going from your home. This not



only keeps out unwanted guests but helps to keep critters and wildlife out of your garage.

- Do not attach your garage remote to the visor. It is recommended you store it in your console or glove compartment.
- Do not leave valuables in your car. Items on the dash or seat are an invitation to steal.
- Do not assume people can't get into your home; they can if they really want to.
- Keep your eyes open and beware of any suspicious activity in the neighborhood; do not hesitate to call the Charlotte County Sheriff's Office (CCSO.) The police cannot be aware of patterns or concerns if they are not contacted. The non-emergency number for the CCSO is (239) 252-9300. Always call 911 first in an emergency.
- Educate neighbors to keep criminal activity down within the community.
- Alternate your daily routine to make it difficult for others to know when you will be home.
- Do not allow strangers into your home. Identify visitors before opening your door.
- Make sure the vendors you've hired to come to your home are reputable.
- Schedule repairs so you know when to expect the repair person's arrival. Beware of people coming to your door unexpectedly stating they are there to make repairs.
- Every outside door should have a light to illuminate visitors.
- Because well-lit areas deter criminal activity, it's a good idea for outside lights to be on in the evening, whether someone is at home or not.
- 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.
- Have a neighbor pick up the mail and/or newspapers if you are going away for a short period of time. Ask your neighbors to store your trash cans and/or recycling bins, too.
- Don't put packaging of high value purchases at the curb for trash pickup - cut the packaging into smaller pieces so as not to advertise.
- Remember, people keep neighborhoods safe! Get to know your neighbors.

For those who may be leaving for extended periods of time

- Contact the post office, the Management Company, and the HOA controller for changes of address.
- The Charlotte County Sheriff's Office will conduct patrols for out-of-town residents upon request.
- Stop newspaper deliveries.
- Unplug your automatic garage door when you leave.
- All doors and windows should be securely locked.
- Have at least two light timers set to turn the lights on and off in a logical sequence.



- Leave a radio on in the garage or inside your home.
- Leave the refrigerator on, but do not leave any food in it or in the freezer.
- 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 the event of a lightning strike.
- Turn down the volume on your home phone so it won't ring endlessly for outsiders to hear and know you're not home.
- Lock your vehicle and do not leave valuables in the vehicle if left in the driveway.
- Get to know your neighbors so they can help watch your home or hire a home watch service.

Education and vigilance are key to safe neighborhoods - don't rely on limited access gates. This is not a "secured" community. Do not assume that people cannot access our community. Do not facilitate crimes of opportunity.

The Cove at West Port Connections

Wireless Access at The Cove at West Port

Residents and guests of The Cove at West Port may access the wireless internet connection at the Social Center, Fitness Center, Sports Courts, and Pool using the "Guest" network. No password is needed.

The Cove at West Port Community Website

The Association utilizes the website, <https://engage.goenumerate.com/site/4679/home.php> as the vehicle to communicate to all residents. The site allows residents the opportunity to:

- Find out about upcoming activities, events, and other important community news.
- Locate community governing documents.
- Find Architectural Design Review (ARC) forms.
- Access community contact information.

The HOA assigns each resident a unique login and password in addition to providing you with directions about how to access the website. If you haven't received your login and password, contact the Community Manager at CoveatWestPort@AccessDifference.com.

To log in to the member only section of the website: (1) Use your member # as shown on your monthly statement; (2) the password for your account has been set to your last name with only the first letter capitalized. If your last name has less than 6 characters you will need to add numbers to reach 6 characters (Ex: Smith1 or Cho123;); (3) If you are not identified as a Homeowner in our database, you will not be permitted access. Contact your Community Manager with questions about this process.



Administrative

Resident Contact Information

Each resident is responsible for notifying the management company and the HOA controller with their mailing address and any changes as to where the resident wishes all communication, notices, and assessment billing to be sent.

Leasing Your Property

Residents who intend to lease their property personally or through a rental agency must fill out the necessary paperwork and mail completed copies to the Community Manager's office. Completed paperwork must include tenant access form(s), copy of the lease agreement, and a non-refundable transfer fee. The lease must be approved by the management company.

A homeowner may lease their home according to The Cove at West Port Community Declaration (See Section 12.22 for more details.) Please review the important documents if you are considering leasing your home. No lease agreement may be for a term of less than one (1) year.

Decorations

No decorative objects including, but not limited to, birdbaths, light fixtures, sculptures, statues, weathervanes, or flagpoles shall be installed or placed within or upon any portion of The Cove at West Port without the prior written approval of the Architectural Control Committee (ACC.) Notwithstanding the foregoing, holiday lighting and decorations shall be permitted to be placed on the exterior portions of the home and on the lot in the manner permitted hereunder commencing the week before Thanksgiving and shall be removed no later than January 15th of the following year. The ACC may establish standards for holiday lights and decorations at its sole discretion, including, without limitation, additional time periods and holidays during which owners may place lighting or decorations on exterior portions of the home. The ACC may require the removal of any lighting or decoration that creates a nuisance (ex. Unacceptable spillover to adjacent homes or excessive travel through The Cove at West Port.)

Except as otherwise provided in Section 720.304(2)(b,) Florida Statutes (2019,) and subject to the requirements of such provision, no flag poles are permitted without prior written approval of the ACC.

Fitness Center General Information

Hours of Operation

The Fitness Center is open 24 hours a day, 7 days a week. Your FOB will always open the outer door to the amenities center and residents will have access to the Fitness Center & Movement Studio, locker rooms/rest rooms, and water fountains. Other access doors will be locked at their designated times.

Inclement Weather

The Fitness Center will remain open except under extreme conditions, at which time residents will be alerted by the management team.



Maintenance Days

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

Social Center General Information

Facility Location and Layout

The Social Center features:

- Fitness Center & Movement Studio
- Resort Style Swimming Pool
- Sports Courts: Pickleball Courts & Bocce Ball Courts
- Restrooms & Showers
- Refillable Water Bottle Station & Water Fountains
- Social Center with Catering Kitchen
- Game Room

Facility Access and Eligibility for Use

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

The HOA reserves the right to suspend a resident'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 resident's/tenant's failure to pay any amounts owed to the HOA.

All residents are required to sign a general liability form at closing.

Disclaimer

Homeowners and guests using the facilities do so at their own risk. The safety of our residents and guests 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. Residents are responsible for their actions and those of their guests. A liability waiver must be completed and signed by each resident before access to any of the HOA's amenities will be granted.

Comments and Suggestions

Our staff always strive to improve service to the community. Resident suggestions and ideas are essential to our continued success. Residents can voice their suggestions and concerns by speaking to our staff or sending an email to CoveAtWestPort@AccessDifference.com.



Policy Enforcement

Staff must protect the rights and privileges of rule-abiding residents and inappropriate behavior will not be accepted. All users are responsible for compliance with the rules and regulations established for the safe operations of all the facilities. Anyone continuing to violate HOA house rules will be refused access to the Social Center and its amenities in accordance with HOA guidelines. The staff reserves the right to ask residents to leave the facilities and suspend their privileges until the HOA can make an official ruling.

Social Activities

A wide variety of complimentary and fee-based programs will be offered to residents to encourage neighbors to meet neighbors and make a community connection. Activities will be open to residents and their guests. On some occasions activity invitations may be extended to the public. Planned activities may include informative and educational presentations, training classes, craft classes, adult socials, community potlucks, family movie nights, and sports/recreational activities. Events are also planned around holidays.

Program Fees and Payment

Fees for programs are occasionally required to offset the cost of instruction, supplies, equipment, entertainment, food, and beverages. Full payment must be made at the time of registration. Payment methods may vary depending upon the program. Contact the Lifestyle Manager at CoveatWestPortLifestyle@AccessDifference.com for information about program fees and payment.

Program Changes and Cancellations

The Lifestyle Manager will notify residents if there is a need to change or cancel a program.

RSVPs and Registration Deadlines

Most programs will require advanced registration or an RSVP to allow the staff to plan effectively. To avoid the unnecessary cancellation of a program, you are asked to register by the posted deadline. Late registrations may be accepted on a case-by-case basis. Due to the nature of some programs and the availability of space, late registration may not always be feasible.

Waiting Lists

Some programs will have maximum registration limitations. In the event a program is full, a waiting list will be created. If there are cancellations in the program, the residents on the waiting list will be contacted. This waiting list will also be utilized to determine if an additional program can be offered. Residents are encouraged to cancel if unable to attend a particular program. This allows for full utilization of limited spaces.

Community Events

Throughout the year, the Lifestyle Manager and volunteer resident Social Committee will plan and organize Community Events and all residents are invited to attend.



Reservations are required by the deadline provided. Some events may be restricted to a certain number of attendees depending on the time of year and usable space for the event and a wait list will be established when necessary. If a cancellation is received, those on the wait list will be contacted in the order they were received.

Cancellations must be received no less than 48 hours prior to the scheduled start of an event, or the resident must pay the per person expense for the event. Cancellations more than 48 hours prior will be issued a full refund.

Resident Clubs and Interest Groups

Our facilities will host many interest groups, activity club meetings, and social events. Clubs and interest groups will be resident-managed and self-supporting. The staff will help to facilitate meetings and assist in the development and promotion of activities developed by the clubs. Any resident wishing to develop an interest group or club can do so on the community website by clicking on “Groups” under the “For Residents” tab or by contacting the Lifestyle Manager to receive information.

Meeting and event dates will be subject to facility availability. All clubs must be open to all residents of the community. Guests may be permitted to attend club functions on a limited basis with permission from club members.

Program Suggestions and Ideas

The staff continually strives to improve programs and services offered to the community. Residents are encouraged to submit ideas and suggestions for upcoming programs by speaking with the Lifestyle Manager or sending an email to: CoveAtWestPortLifestyle@AccessDifference.com.

Facility Features and Usage Guidelines

General Facility Usage Guidelines

Members and guests shall abide by all rules and regulations to ensure the safety and enjoyment of all residents. Specific rules for each area are outlined under their own section in this packet.

- The facilities shall be open during the hours and days established by the HOA.
- All areas are open for resident use unless a structured program, event or private rental takes place.
- A schedule of activities will be posted on the website and updated by the staff.
- Residents under the age of 16 must be accompanied by an adult when using the amenities. Additional age requirements may apply as listed in the usage guidelines for specific areas.
- Residents are encouraged to speak to their physician before engaging in physical exercise. All residents 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.



- Bathing suits and wet feet are not allowed indoors except for the men's and women's restrooms.
- Except for the pool and rest rooms where bathing suits are permitted, residents must be properly attired with shirts and shoes to utilize the amenities.
- Food and drink will be limited to designated areas only.
- Consumption of alcohol is prohibited unless it is during an event or private rental function. Residents under 21 years of age may not consume alcohol on property at any time.
- Anyone that appears to be under the influence of drugs or alcohol will be asked to leave the facility.
- Residents are responsible for cleaning up after themselves and helping to keep the amenity areas clean at all times.
- No glass containers are allowed on the pool deck.
- Excessive noise that will disturb other residents and guests is not permitted.
- Smoking is permitted in designated areas only, and all waste must be disposed of in the appropriate receptacles. Smoking inside is not permitted under any circumstance.
- Use of profane or inappropriate language is not permitted.
- Residents are encouraged to let the staff know if an area of the facility or a piece of equipment needs cleaning or maintenance.
- All equipment and supplies provided for use in the amenities must be returned in good condition.
- With the exception of service animals, pets are only permitted in designated areas, and they are not permitted indoors or on the pool deck unless at an authorized event.
- Bicycles, skateboards, rollerblades, and other vehicle use are limited to designated outdoor areas only.
- To prevent disturbance to others, use of cellular telephones is limited while in the facility. Residents and guests are asked to keep ringers turned off or on vibrate while in the facility.
- Be considerate when using perfumes, lotions, and after-shave. Many people are allergic to the additives used in these products.
- The HOA 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.
- Residents are responsible for the actions of their guests. Please inform your guests of HOA Rules and Policies.
- Commercial advertisements shall not be posted or circulated in the HOA, nor shall solicitations of any kind be made at the HOA facilities without written permission of the Board of Directors.
- The Cove at West Port facilities shall not be used for functions or fund-raising efforts for the benefit of a political cause except as specifically permitted by the HOA.



- The Social Center shall not be used in connection with organized religious services or other activities except as specifically permitted by the HOA.
- No parking will be allowed on grassed areas. “No Parking” and “Handicap” signs must be observed. Violators may be towed at the owner’s expense.
- Guests of a private party are only permitted to use designated HOA facilities reserved as part of the private party. Private party guests are not permitted to utilize other HOA amenities such as the Fitness Center and Sports Courts prior to, during or after the event.
- Only specified areas are available for private rentals. (See Rentals section)
- Gambling is not supported by the facility.
- Rules are subject to change as deemed necessary by the HOA’s Board of Directors.
- Residents are encouraged to assist the staff in the enforcement of these usage guidelines. Residents may notify the staff if an individual is violating usage guidelines.

Movement Studio

- The Cove at West Port offers a Movement Studio for residents to enjoy structured programs and classes. Residents are permitted to use the studio for their personal use for solo stretching, exercise, etc. when not in use by a structured program.
- Classes are scheduled based on the interests of the residents and the availability of instructors. Information on class dates, times, and fees is available on the website.
- Water or 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 and athletic shoes must be worn at all times.
- The music system may only be utilized as part of a structured and supervised program.
- Residents between the ages of 12-15 may participate in group exercise classes when accompanied by a parent/guardian.
- Residents 16 years and older may participate in a group exercise class independently.
- All other general facility rules apply.

Fitness Center

- Use of Fitness Center is at your own risk. The HOA and management company are not liable for any accidents or injuries that may occur.



- Residents may book personal trainers on their own and at their own risk and bring them to the Fitness Center as their guest.
- Residents 16 years of age and older are permitted to use the Fitness Center unaccompanied provided they have a signed waiver on file. They are also permitted to have one (1) guest present that must be 16 years or older.
- Residents between the ages of 12-15 must always be accompanied by a parent/guardian to utilize the fitness room. Residents under the age of 12 may not use the fitness room.
- Closed-toe athletic footwear must always be worn. 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.
- If a resident/guest is waiting, cardiovascular equipment utilization is limited to 30 minutes.
- If a resident/guest is waiting for the weight equipment, individuals should allow others to “work in” between 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.
- All other general facility rules apply.
- Fitness Center facilities are open 24 hours a day and 365 days a year.

ResortPool

WARNING: Failure to follow these rules may result in serious injury or death!

Health and Safety

- **THERE IS NO LIFEGUARD ASSIGNED TO THE POOL AREA. ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK.**
- **DIVING IS NOT PERMITTED.** Back dives, back flips, back jumps, or other dangerous actions are prohibited.
- The pool area is open from dawn to dusk only. No one is permitted in the pool or on the pool deck at any other time unless a specific event is scheduled.



- All children 4 years old or younger must be supervised by a responsible individual (16 years old or older) within arm's length when on the pool deck or in the pool.
- All children, regardless of age, using inflatable armbands (eg. 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 of the child.
- The pool is for The Cove at West Port residents and their guests only.
- All swimmers MUST shower before entering the pool.
- Residents are responsible for the actions of their guests.
- Proper swim wear is required, which does NOT include jeans, cutoffs, or thongs.
- NO PETS (except Service Dogs) are allowed in the pool or on the pool deck.
- NO GLASS is permitted anywhere in the pool area.
- The use of TOBACCO products is prohibited in the pool area.
- Food is NOT allowed in the pool area except in designated eating areas. Drinks in non-glass containers are permitted.
- Audio equipment must be used with personal headphones in pool and cabana areas.
- Inappropriate behavior such as running, pushing, wrestling, excessive splashing, standing, or sitting on shoulders, or spitting of water is NOT allowed and may result in expulsion from the pool area.
- Children, ages seven and older, MUST use their gender appropriate changing room.
- Private parties cannot be accommodated without prior written authorization from the HOA and/or management team.
- All children who are not reliably toilet trained MUST wear rubber lined swim diapers or approved swimmers' diapers while in the pool, as well as a swimsuit over the 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 using the pool.
- Swimming is permitted only during designated hours posted at the pool, and such hours are subject to change at the discretion of the HOA. All persons swim at their own risk and must adhere to swimming policy rules at all times.
- No rough play, sports activities or profane language permitted.
- Trash must be placed in receptacles around the pool deck.



- The Association 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 an adult 16 years of age or older.
- Persons unable to swim 25 yards without stopping and unable to handle themselves well in the water are not permitted in water above their shoulders.
- To prevent accidental loss or damage, we recommend that personal pool toys be left at home.
- The pool temperature will be maintained at a set temperature always controlled by the staff.
- Only authorized staff members are allowed in the filter rooms, chemical storage rooms, 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 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 sound of thunder or sighting of lightning and will remain closed for thirty 30 minutes after the last sighting. Everyone must leave the pool deck immediately when instructed to do so by the staff.
- Towels must be used on chaise lounges and chairs.
- All other general facility rules apply.
- The staff has the authority to enforce more stringent rules than those listed here to ensure the health, safety, and comfort of all residents and guests.
- Residents and/or guests not abiding by these rules may be asked to leave the facility and may be subject to suspension or termination of facility privileges.

Pool Closings

In addition to Charlotte County and the State of Florida Health Code Standards, the pool will be closed for the following reasons:

- Operational and mechanical difficulties that affect pool water quality.
- During severe weather conditions and warnings (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 determined period of time following any mishap that results in feces or vomiting in the pool water.

Pickleball and Bocce Ball Courts

- The Pickleball 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 am and close at 10:00 pm. *There will be no power to the lights by the Pickleball and Bocce Ball Courts after 10:00 p.m.*
- **Confirmed reservations take priority for Pickleball and Bocce courts.**
- Residents 13 years of age and older are permitted to have: up to three (3) registered guests per household present while utilizing the Pickleball or Bocce Ball Courts, all of whom must be 13 years of age or older.
- Play at your own risk.
- Pickleball and Bocce Ball Courts are for The Cove at West Port residents and their guests only.
- No roller-skates, rollerblades, skateboards, scooters, or bicycles permitted on or around the sports courts.
- Play limit is 1 ½ hours for doubles and 1 hour for singles when others are waiting.
- Courts are for Pickleball and Bocce Ball play only unless designated otherwise by the Lifestyle Manager for scheduled events.
- No food, breakable containers or intoxicants allowed in the Pickleball or Bocce Ball court area.
- The association and its board are not responsible for lost or stolen items.
- Proper attire and shoes required on courts.
- No profane language or unsportsmanlike conduct permitted.
- No smoking or pets allowed.
- Trash must be placed in receptacles.
- All other general facilities rules apply.



Event Lawn and Outdoor Areas Usage Guidelines

- Enjoy at your own risk. Golfing is not permitted on the lawn. Badminton, frisbees, paddle ball, and toss games are acceptable. Horseshoes are not permitted.
- The event lawn is available for use by residents and their guests only on a first come, first served basis. Private rentals may be reserved through the staff following the rental policies. (See the Facility Rental Section)
- The event lawn may only be reserved for a community approved program or event.
- A schedule of activities will be posted on the website and updated by the staff.
- Bikes, rollerblades, skateboards, and equipment with wheels are prohibited.
- Chalking or marking outdoor areas must be approved in advance and proper marking materials must be utilized.
- Pets must be kept on leash and residents must pick up and dispose of pet waste in appropriate receptacles.
- Profanity, fighting or disruptive behavior will not be tolerated.
- Amplified sound systems and DJs are prohibited unless it is an approved program, event, or private rental.
- Residents must clean up after themselves and dispose of trash in the appropriate receptacles.
- All other general facility rules apply.

All Cove at West Port policies apply to guests. All policies are subject to change.

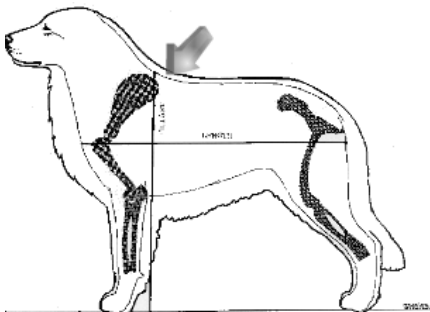
BarkPark

- Park hours: Dawn (½ hour 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 two dogs per person (owner/handler) are allowed.
- All dog handlers must have a leash in hand at all times.
- Be responsible for your pet by not allowing your dog to dig.
- Residents and their pets may utilize the dog park at their own risk. Owners are responsible and liable for the actions and behavior of their dogs at all times.
- No one under the age of 16 is allowed in the area alone unless accompanied by an adult. Residents are not permitted to drop off their children/grandchildren without supervision by an adult.
- Only friendly, 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.
- No female dogs in heat are allowed.
- Only dogs 4 months and older are allowed.
- Dogs must be legally licensed, vaccinated and wearing current tags.
- Dog's owners/handlers must keep their dogs(s) in view at all times.
- Any dog bite is the owner's responsibility and must be immediately reported to Charlotte 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 residents enjoying the park.
- Dog owners/handlers must immediately pick up their dog's feces and properly dispose of them in pet waste 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 is allowed including birds.
- All other general facility rules apply.

Small Dog Bark Park

- All dogs must be under 18 inches in height. Height is measured to the top of the shoulder blade with the dog standing with all legs up and below their body.



- All other general facility rules apply.
- All other bark park rules apply.



Walking/BikePathRules

- No motorized vehicles are permitted other than necessary Community Association maintenance vehicles.
- Stay to the right except when passing.
- Pass on the left with caution using an audible warning such as, “passing on the left.”
- In consideration of and for the safety of others, do not walk or ride three or more abreast.
- When rounding blind corners, bikers and rollerbladers should slow down and use caution.
- When approaching two-way traffic, bikers and rollerbladers should slow down and use caution.
- HOA rules require that all dogs must be leashed while walking. Please use a short leash while on the bike paths. Longer leashes can become tangled with other path users and could cause injury.
- In consideration of others, always pick up after your pets.
- Paths may be used from dawn until dusk.
- Pedestrians have the right-of-way. Bicycles, in-line skaters and other "wheeled" travelers must yield to pedestrians.
- All events, races, and competitions must be approved programs.
- Proper control must be maintained at all times. Speed should be restricted to safe levels appropriate for existing path conditions.
- The staff should be notified if any path requires maintenance, or any strange behavior is witnessed.

These rules were written in accordance with The Cove at West Port Rules and Regulations and applicable Charlotte County Ordinances for the benefit, enjoyment, and safety of all residents and their guests. We appreciate your compliance.

FacilityRentals

Facility Rental Areas and Fees

For the convenience and enjoyment of our residents, our community offers designated areas for private rentals: the Social Center, Game Room, and Event Lawn. Residents renting a room/area for special events must adhere to the following:

- The resident is responsible for bringing in their own food and beverages.
- The resident signing The Cove at West Port reservation form has complete responsibility and liability for the event and the actions and conduct of their guests. The resident must be present throughout the duration of the party and will be the sole contact for any questions or issues that may occur during or after the event.



- The reservation policy is in effect and used solely for resident's private parties. It is not intended for resident's family members or friends who reside outside our community.

Facility Rental Procedure

Residents interested in renting an indoor or outdoor space may obtain a rental request and agreement from the website and should submit to the lifestyle management staff at CoveAtWestPortLifestyle@AccessDifference.com. The documents will contain specific facility policies and procedures. A refundable deposit will be required to reserve any indoor or outdoor space on the community calendar.

Guests of a private party are only permitted to use designated HOA facilities reserved as part of the private party. Guests are not permitted to utilize all HOA amenities such as the Fitness Center and Sports Courts prior to, during or after the event.

Payment / Deposit

Payment is required at the time of reservation.

A reservation is not confirmed until a reservation form is signed by the appropriate staff member and the payment is made in full.

The reserving resident is responsible for any damage caused by them, their guests, or outside vendors. The resident will be held liable for all costs related to replacing/repairing the damaged items/area.

Cancellations and "No Shows"

Failure to cancel a party in the Social Center or on the Event Lawn less than three (3) days in advance of the scheduled date will result in forfeiture of your deposit. For a "No Show" party, your deposit will be forfeited.

Emergency Procedures and Equipment

Emergency Procedures

- In the event of an emergency, the facility is equipped with a first aid kit, fire extinguisher and two AEDs.
- If an accident or injury occurs, the staff should be notified immediately.

The following equipment is available in specified areas within the community:

Emergency Fire Extinguisher Location

- In the hallway to the Fitness Center and rest rooms



First Aid Kit Location

- In the hallway to the Fitness Center and rest rooms.

Procedure for Use

1. Notify a staff member that first aid is required.
2. If a staff member is not on duty, utilize the first aid supplies as necessary.
3. Dispose of any used first aid supplies in appropriate trash receptacles.

AED Locations

- In the hallway to the Fitness Center and rest rooms.
- On the outer wall by the entrance to the rest rooms on the pool deck.

Procedure for Use

1. Follow CPR steps with the victim.
2. If the victim is not breathing and you do not hear a heartbeat, open the AED.
3. Send someone to call 911.
4. Follow instructions provided by the AED. The AEDs will provide voice instructions.