

POLICY MANUAL

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

TABLE OF CONTENTS

I. INTRODUCTION

- 1.01 Purpose
- 1.02 Parliamentary Procedure
- 1.03 Notice of Meetings
- 1.04 Definitions
- 1.05 Voting

II. BOARD OF DIRECTORS

- 2.01 Approval Authority
 - A. Budget
 - B. Purchasing
 - C. Checks, Other Disbursements & Access to Safety Deposit Box
 - D. Contracts
 - E. Assets
 - F. Access to Record
 - G. Use of Facilities
 - H. CA Equipment
 - I. Sun City Center Community Association Publication:
“The News of Sun City Center”
- 2.02 Donations and Gifts
- 2.03 Political Activity – election of CA Directors
- 2.04 Public Relations
- 2.05 Board Vacancy
- 2.06 Sexual Predators and Sexual Offenders
- 2.07 Conflict of Interest
- 2.08 Whistleblower Policy
- 2.09 Document Retention

III. MEMBERS

- 3.01 Dues
- 3.02 Membership for Residents of Lake Towers
- 3.03 Late Fees/Liens
- 3.04 Financial Hardships
- 3.05 Age & Family Restrictions
 - A. Enforcement of Age 55 Requirement
 - B. Enforcement of Age Restrictions
 - C. Exceptions
- 3.06 Capital Fund Fee
- 3.07 Exemptions from Capital Fund Fee

IV. COMMITTEES

4.01 Standing Committees

- A. Internal Audit
- B. Budget
- C. Consumer Affairs
- E. Government Affairs
- F. Elections

4.02 Special Committees

- A. Building/Construction
- B. Communications
- C. Entertainment
- D. Search
- E. Transition
- F. Restrictive Covenants
- G. Hospitality
- H. History Society of Sun City Center
- I. Bingo
- J. Fitness Center
- K. Web Site
- L. Long Range Planning

4.03 Other Committees

V. CLUBS AND ORGANIZATIONS

- 5.01 A. Organization
- B. Operation
- C. Criteria for Membership
- D. Obligations of CA-affiliated Clubs
- E. National and 501(c) Organizations

VI. FACILITIES

6.01 Regulations & Requirements

- A. Regulations
 - 1. Political Activities
 - 2. CA-affiliated Clubs & Organizations
 - 3. Fund-Raising
 - 4. Scheduling of Activities
 - 5. Restrictions
 - 6. County, State, and Federal Elections
 - 7. Sales of Tickets at the Kiosk
 - 8. Easels
 - 9. Special Use of Facilities
 - 10. King's Point Use of Bulletin Board
 - 11. Freedom Plaza Use of Bulletin Boards
 - 12. Animals
 - 13. CA Property
 - 14. Entertainment
 - 15. Monitoring of CA Facilities

- B. Requirements
 - 1. Affiliation of clubs & organizations
 - 2. Hours
 - 3. Deposits and Fees
 - a. CA affiliated clubs
 - b. CA holidays
 - c. Non-affiliated groups
 - d. Individual members
 - e. Deposit at time of reservation
 - f. Fees/room availability determined by Board
 - 4. Food preparation not allowed in rooms
 - 5. Clean-up
 - 6. Tipping of CA employees not permitted
 - 7. Alcoholic Beverages
 - 8. Room Capacity Limitations
 - 9. Caterers
- C. Reservations
 - 1. In writing
 - 2. Set-up information required
 - 3. Scheduled time for occupying & vacating room
- D. Schedule "A" - Rental Fees and Security Deposits

6.02 Library

- A. Definition
- B. Finances

6.03 Swimming Pools

- A. Pool Hours - Daily
 - 1. Outdoor Pool
 - 2. Indoor Pool
 - 3. Exercise Pool & Spa
 - 4. Pool Use Restrictions
- B. Health Regulations
- C. Safety Regulations
- D. Scheduling
- E. On-Duty Attendant

6.04 Fitness Center

- A. Fitness Center Hours
- B. General Rules and Regulations
- C. Health Regulations
- D. Safety Regulations
- E. Scheduling
- F. On-Duty Attendant
- G. Personal Trainers
- H. Physical Therapist

- 6.05 Guests/Visitors
 - A. Definitions
 - B. Guest Cards
 - C. Renter Cards
 - D. Guests Private Parties
 - E. Guest Club Fees
 - F. Bingo
 - G. Monday Movies
 - H. Kings Point Club Usage Fee
 - I. Dance Card

VII. MAINTENANCE & CONSTRUCTION PROJECTS

- 7.01 Contracting
- 7.02 Board Standings
- 7.03 Bidding Documents
- 7.04 Payments for Contracted Services
- 7.05 Project Planning
- 7.06 Funding for New Construction
- 7.07 Funding for Design Services and Maintenance Projects
- 7.08 Contracts
- 7.09 Completion

VIII. PERSONNEL

- 8.01 Equal Opportunity Employment

- 8.02 Employment Practices
 - A. Hiring Procedures
 - B. Falsification of Application
 - C. Drug Testing, Physical Examination & Background Check
 - D. Immigration Act Requirements
 - E. Social Security Number (SSN) Privacy and Protection of Personnel Information

- 8.03 Employee Classifications
 - A. Work Week
 - B. Classifications
 - C. Pay Day and Pay Deductions
 - D. Time Card System
 - E. Overtime
 - F. Attendance Requirements
 - G. Personnel Records

- 8.04 Employee Conduct
 - A. Smoking
 - B. Courtesy and Safety
 - C. Prohibited Harassment
 - D. Gratuities
 - E. Personal Telephone Calls
 - F. Conflict of Interest

- G. Dress Code
- H. Political Activity
- I. Children on CA Property
- J. Association and Personal Vehicles

8.05 Employee Evaluation

- A. Evaluation
- B. Pay for Performance
- C. Anniversary Date

8.06 Employee Benefits

- A. Insurance
 - 1. Life
 - 2. Health
 - 3. Workers' Compensation Insurance
 - 4. Supplemental Insurance
- B. Vacation
- C. Holidays
- D. Personal Leave
- E. Funeral Leave
- F. Jury Duty
- G. Individual Retirement Account
- H. Fitness Center
- I. Club Participation
- J. Leave of Absence

8.07 Separation of Employment

8.08 Grievance Procedure

8.09 Whistleblower Policy

8.10 Return to Work Program

IX. VENDORS/CONTRACTORS/LICENSEES

- 9.01 Equal Opportunity Requirement
- 9.02 Political and Religious Activities
- 9.03 Insurance
- 9.04 Amenities
- 9.05 Members who are also vendors, contractors or licensees
- 9.06 Copy of policy given to all vendors, contractors or licensees