POLICY MANUAL

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

TABLE OF CONTENTS

| I. | INTRODUCTI | ON |
|----|------------|----|
| | | |

- 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
 - D. Contracts
 - E. Assets
 - F. Access to Records
 - 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
- 2.04 Public Relations
- 2.05 Board Vacancy
- 2.06 Sexual Predators and Sexual Offenders
- 2.07 Conflict of Interest
- 2.08 Complaint Policy
- 2.09 Document Retention

III. MEMBERS

- 3.01 Dues
- 3.02 Membership for Residents of Sun 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. Website Committee
- C. Entertainment
- D. Search
- E. Transition
- F. Restrictive Covenants
- G. Hospitality
- H. History Society of Sun City Center
- I. Bingo
- J. Fitness Center
- K. Long Range Planning
- L. Pool
- M. Fundraising
- N. Grant

4.03 Other Committees

V. CLUBS AND ORGANIZATIONS

- 5.01 A. Organization
 - B. Operation
 - C. Criteria for Membership
 - D. Obligations of CA-affiliated Clubs and the CA Board
 - E. National and 501(c)(3) 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. 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
 - 16. General Etiquette and Code of Conduct

Table of Contents Page 2 – 5/14/2025

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
- 4. Exceptions for 501(c)(3) organizations
- 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

VII. 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 Design Services Projects
- 7.07 Contracts
- 7.08 Project Progress & 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

X. CAPITAL CAMPAIGN FUNDING

10.01 Naming Rights Policy

Appendix A – Areas

Appendix B – Approval Form

Appendix C - Gift Agreement