



ESPLANADE™

Golf & Country Club

NAPLES

Residents'
Handbook

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Welcome to Esplanade!

We are pleased to welcome you to our community, and we look forward to introducing you and your family to the wide variety of programs, special events, and quality leisure experiences that define the exceptional lifestyle enjoyed by our 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 all of the information that you need to begin utilizing the many facilities and programs available to you as a resident of Esplanade. 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.

Esplanade provides residents with the following amenities:

- *Access to full-time onsite Lifestyle Manager*
- *Resort Style Pool and Spa*
- *Fireside and Courtyard Seating*
- *Viewing Lawn*
- *Harmony Park & Trinity Garden*
- *Sports Courts*
- *Miles of Walking Trails*
- *Formal events and fitness lawns*
- *Fenced Bark Park*
- *Fitness and Movement Studio*
- *Bahama Bar*
- *Barefoot Beach*
- *Covered outdoor Fireplace*

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

Welcome Home,

The Esplanade Golf & Country Club Team

Esplanade Golf & Country Club

Esplanade Golf & Country Club of Naples is the master homeowner's association (HOA) for the Esplanade community. All Esplanade homeowners, by virtue of buying a home in Esplanade, automatically become members of the Club and are obligated to pay their quarterly association dues. The homeowner's association is dedicated to maintaining the beauty and integrity of Esplanade. The Club is responsible for maintaining the common property in Esplanade and enforcing the provisions of the Amended and Restated Declaration of Covenants, Conditions Restrictions and Easements for Esplanade, which are designed to maintain and enhance the character of the Esplanade community.

The Esplanade Golf & Country Club is custodian of the Esplanade community and works in conjunction with The Pope Properties management team who oversees the financial responsibilities of the association. The association 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
- Club Esplanade including all community amenities, programs and facilities.
- Property Management and Administrative Services

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

Design Review

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

The following is a sample listing of what needs to be reviewed:

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

- Satellite Dishes
- Roofing Changes
- Pools and Spas
- Fence Additions
- Accessory/Decorative Structures and Awnings
- Solar Panels
- Driveway 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

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

Landscape

At Esplanade, landscaping is an essential element of design and the theme is one of natural design elements focusing on the use of native plant materials.

The Club provides basic lawn maintenance for common areas and individual homes with each resident being responsible for doing their part in helping to maintain the integrity of the community. It should be understood that the landscape maintenance service provided by the Club provides the essential basics in landscape care and is not a “gardener” type of service that provides personalized service addressing individual homeowner preferences. Individual homeowner landscape issues and concerns should be addressed to the Community Manager. Stopping one of the many landscape employees in the field is strongly discouraged.

Esplanade’s “Community Wide Lawn Standards”:

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

- Debris is to 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 to 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 Collier County Nitrogen and Phosphorus ban from June 1 through October 1 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 CCR's address the Club and Owner's 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 to the Community Manager. All watering is scheduled by the HOA or its vendors to be run in accordance with Collier County and Southwest Florida Water Management District water restrictions with rain sensors installed on each home and each common area controller. It should be understood that 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 to not make adjustments to 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 trash will be disposed of off-site.

Lake Guidelines

In order 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 lake 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. Please do not enter private property to gain access to a lake. Practice catch and release only please. Fishing licenses may be required by the State of Florida.
- No swimming is allowed in any lake. Please 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. If you have any questions or see problems with the lakes, please call the Community Manager.

Storm Water Management System

Esplanade's lakes are not only beautiful, but they are functional. Esplanade's storm water management system has been permitted by the Southwest 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

All of Esplanade's roadways are privately owned, allowing us to maintain within Esplanade a limited access program through the gated entries. All vehicles should be prepared to stop at any time and to yield to bicyclists and pedestrians who have the right of way. Privately owned ATV's, motorized scooters, motorized skateboards and "3 wheelers" may not be operated on any roadways, bike paths, walking paths or any of the common areas within the Esplanade Community. Motorcycles, motorized scooters and mopeds properly licensed by the Department of Motor Vehicles are permitted on the roadways only. Vehicles may not be parked on private streets within the Properties except that construction and service vehicles,

Esplanade 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 PERMITTED.** All vehicles must be properly registered according to state requirements. Golf carts must be registered with the Club, please contact the Management Company for additional information.

Esplanade has adopted a 25 mph speed limit. We request that you abide by this when driving throughout the community.

Gate Access

Esplanade is a private, gated community with limited access. The goal of the gated entries is to limit entry to the community to our residents and their designated visitors. Residents may purchase a barcode transponder for \$10 or a FOB for \$20 after closing on their home. Please 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.

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

Resident Entry Lane

Residents may enter through the resident only lane by using their barcode, member ID card or with the use of a FOB. **(Once a barcode is installed, barcodes cannot be moved from one vehicle to another and the \$10.00 fee will apply to all new barcodes purchased.)**

Visitor Entry Lane

The Visitor Entry Lane is the left-hand entry lane closest to the gate house. This lane is primarily used for visitors only.

Operating Instructions for Visitor Phone Entry Unit

a. 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. 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 that they wish to visit. The systems utilize A and Z scroll buttons that a guest will use to locate the resident that they are wishing to visit. 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 is flashing on the desired resident's name, the guest can then press the CALL button and the system will connect to the resident's telephone. 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. Residents can avoid missing calls (and guests) from the telephone entry system by ordering call waiting from the local telephone company.

b. Resident Instructions

Resident control of the gate is limited to just opening the door or gate in response to a call from a guest.

c. Responding to a Guest Call

When communication is established, the resident has the option of opening the door(s) or gate(s) by pressing the 9 key on their touchtone telephone, or they can deny access to the guest by pressing the # key on their telephone. If access is granted, the resident will hear a confirmation tone in their handset indicating that the door or gate has opened followed by the system automatically hanging up.

Residents should always press the # key on their telephone 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 on line until its programmed talk time expires or until it detects dial tone.

Some newer type telephones emit a short tone rather than a continuous tone when their keys are pressed. This may cause the telephone entry system to not respond to the pressing of the phone keys. If this happens, simply press the key twice in rapid succession to open the door or gate. If a resident is using a rotary dial telephone, they will grant access to their guest by dialing 9. To deny access, residents with rotary phones must simply hang up.

ABDI Gate Access

In addition to the door king visitor entry system, we also utilize a state-of-the-art Gate Access system allowing residents to control their personal guest list(s). So their visitors can be cleared for access without having to contact the gate house. The system provides numerous options from a web-based platform, including mobile device access to add or delete guests or vendors "on the fly" from a cell phone or tablet.

dialing 9. To deny access, residents with rotary phones must simply hang up.

ABDI Gate Access Instructions

The ABDI Gate Access system can be accessed through your laptop or PC, in addition to other devices including smart phones and tablets. Let's address the laptop and PC option first. Open your web browser (IE Explorer, Chrome, Firefox, etc.) and search for www.gateaccess.net . The site looks like this:

To set up the account for both members of the household, use the following credentials to populate the various boxes you see on the Gate Access home page:

Community Code: ESP

User Name: _____

Password: _____

IMPORTANT: The login credentials used on a laptop or PC are the same as those required to access via a mobile device. If the log-in credentials are changed on the laptop or PC, the new log-in information must be saved/used when accessing the mobile device.

Account information can only be changed on a laptop or PC, not on a mobile device. Once the account is accessed, navigate by the tabs on the toolbar at the top of the page. First, complete the “contact info” section with current telephone numbers and email addresses. Complete each of the sections. Be sure to click “update information” to save changes. NOTE: The vehicle section can only be populated by management. When using devices other than laptops or PC’s, the system requires an “App” to be installed via the Apple store for IO devices, or Google Play for Android devices.

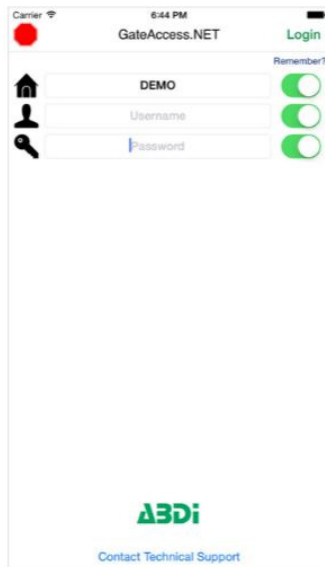
As with the installation of any application for your device(s), an internet connection is required, in addition to the password used for access to either the Apple or Play store(s) to download the free app for your device.

Once the requisite app store is accessed, search for the app listed as:
ABDi gateaccess. The logo for the app looks like this:



Install the app on your device.

Once installed, open the app. It looks like this:



Using the same credentials provided for setting up a laptop or PC, type in the information for the various blocks as needed. Select the “Remember” function to save the login credentials, so they automatically populate the next time the account is accessed.

To add a person to your guest list, click the + icon at the top left side of the page, then choose the “Add Guest” option. Complete the form as indicated, including last and first names, any notes for security, (such as: “please create a 3-day pass for my brother”) and the appropriate date(s) for the guest, whether a one or several days’ period, or select the permanent guest option. Once completed, click the “Add Guest” key at the top right of the page. That’s it! Please contact me if there are any questions.

Pedestrian Gates

All pedestrian gates have been equipped with an entry pad operated by a residents member ID card or 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.

Service Companies & Vendors

Should a service company or vendor arrive at a time when the gate is unmanned, service companies and vendors will be admitted with your approval through our guest call box. Please make sure you are home to let them through the gate. We ask that they use the directory to locate your name and access number. Once they call your home, push “9” on your phone and the gate will open. If you are not home, the vendor can leave a message if you have an answering machine. When the gate is manned be certain to add your regular vendors or maintenance personnel to your ABDI Guest list(s).

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 community. The Club would like to make a few suggestions that may help make your home safer.

- First and foremost, don't have a false sense of security just because you live in a

gated community. Use same precautions as you would in any other area.

- An important precaution is to keep home and vehicle doors and windows locked, including garage doors, and to activate your alarm system when you go out – daytime or evening. If you do not have an alarm, please make sure you lock all windows and doors, including screened doors. Open garage doors and unlocked vehicles are inviting wrongful activity.
- Keep your garage door down when you are not coming or going from your home.
- Do not attach your garage remote to the visor. It is recommended you store it in your console or glove compartment.
- Don't leave valuables in your car. The "pot of gold" sitting on the dash or seat is just an invitation to steal.
- Don't assume people can't get into your home; they can if they choose to.
- Keep your eyes open and beware of any suspicious activity in the neighborhood; do not hesitate to call the Collier County Sheriff's Department - the police cannot be aware of patterns or concerns if they are not contacted. The non-emergency number for the Collier County Sheriff's Department is (239) 252-9300. Always call **911** first in an emergency situation.
- Educate neighbors so we keep criminal activity down within the community.
- Alternate your daily routine; make it difficult for others to know when you will be home.
- We suggest that you do not admit strangers into your home.
- You should 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 persons 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 only going to be away for a short period of time. Ask you 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 in to smaller pieces so as not to advertise.
- Remember, people keep neighborhoods safe! Get to know your neighbor.

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

- Contact the post office, the Management Company, and the club controller for change of address.
- Collier County Sheriff's Department will conduct additional patrols for out of town residents upon request.
- Stop newspaper deliveries.
- Unplug your automatic garage door when you leave.
- All of your doors and windows should be securely locked.
- You should have at least two light timers that have been set to turn the lights on and off in a logical sequence when you are away from your home for an extended time period.
- Leaving a radio on in the garage or inside your home is also recommended.
- 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 case of a lightning strike.
- Turn down the volume on the phone so it won't ring endlessly for outsiders to hear and know you're not home.
- Lock your vehicle and do not leave any valuables in the vehicle if left in the driveway.
- Get to know your neighbor so they can help watch your home, or hire a home watch service if possible.

Education and vigilance is the key to safe neighborhoods - don't rely on the limited access gates, this is not a "secured" community. Do not assume that people cannot access our community. Please do not encourage "crimes of opportunity".

Esplanade Connections

Wireless Access at Club Esplanade

Residents of Esplanade may access the wireless Internet connection at the, Wellness Center, Bahama Bar, and Golf Shop.

Esplanade Community Website

The Esplanade Community Association utilizes the Esplanade Golf & Country Club website, www.naplesesplanade.com as the vehicle to communicate to all residents. The site allows residents the opportunity to:

- Find out about upcoming activities and events
- Locate all community governing documents
- Find Design Review forms
- Access Community Contacts information

The Club assigns each resident a unique login and password in addition to providing you with directions on how to access the website. If you haven't received your login and password please contact the Lifestyle Manager.

In order to login to the member only section of the website. You must use your member # as shown on your monthly statement and password to login. The password for your account has been set to your last name with only the first letter capitalized. If your last name is less than 6 characters long you will need to add numbers to reach 6 characters. (Example: Smith1 or Cho123) If you are not identified as a Homeowner in our database, you will not be permitted access. Please contact your Lifestyle Manager for any questions on this process.

Administrative

Resident Contact Information

Each resident is responsible for notifying The Management Company and the club controller of his or her mailing address and any changes as to where the resident wishes all communication, notices, and assessment billing 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 lease agreement, a non-refundable transfer fee. The Lease must be approved by the Club's Board.

A homeowner may lease their home according to each neighborhood supplement and in conjunction with the Use Restrictions, Article X, Section 10. Please review both of these important documents if you are considering leasing your home. Two weeks (14 days) prior to the commencement of any lease, the completed paperwork with the board's notification is required. The Board may adjust the processing fee from time to time without amending the Use Restrictions. The Master Association shall also have the right to adopt additional rules and regulations governing the leasing of residential units. The Master Association's Tenant Information & Property Access Form will be located on Esplanade Golf & Country Club website.

Throughout the term of the lease, the homeowner's access to the amenities is transferred to the tenant. The tenant is required to contact the Club Office Staff to initiate access privileges. There will be a charge to the tenant to purchase access card(s) for the front entry and amenity center gates. The tenant's access to the community and amenities will be provided for the period designated on the signed Tenant Information and Property Access Form. Upon expiration of that term, access will be denied.

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

Decorations

In order to be considered in keeping with acceptable Club standards all decorations must be considered "basic and conservative". Winter Holiday lights and decorations may be installed up to thirty (30) days prior to the holiday and may remain on full display until January 15th. Lawn ornaments and displays are limited to landscaping beds and may not interfere with the

maintenance of these areas in any way. Decorations for other national holidays must meet the same above criteria and may be displayed no more than fourteen (14) days before said holiday and must be removed within seven (7) days. Celebratory decorations (i.e. New baby, graduation, birthday party, etc.) will be allowed for one day only.

Wellness Center General Information

Hours of Operation

The Wellness Center will be open Monday through Sunday from 8:00 a.m. to 7:00pm. The FOB and member ID card will access designated areas at the Fitness Center after hours. Purchasers, who have not yet closed, are welcome to use the Wellness Center during normal business hours.

Operating Calendar and Holidays

The facility will be closed on the following days:

- Christmas

The facility may also close early on other holidays.

Inclement Weather

We will make every attempt to remain open during times of inclement weather; however, the facilities will be closed if the conditions are determined to be a threat to the residents and staff.

Maintenance Days

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

Facility Locations and Layout

The Wellness Center features:

- Fitness Center
- Movement Studio
- Spa Treatment Rooms
- Covered Fire place area
- Resort Style Swimming Pool and Spa
- Sports Courts
- Performance Training Room
- Barefoot Beach
- Bahama Bar
- Restrooms & Locker Room

- Healthy Café
- Koquina Salon
- Meditation 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 Club 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 Club.

All residents and guests are required to sign a general liability form.

Disclaimer

Homeowners and guests using the facilities do so at their own risk. The safety of our residents and guests of our community is a primary concern. All persons 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 and their guests before access to any of the Clubs amenities will be granted.

Comments and Suggestions

Our staff is always striving to improve service to the community. Resident suggestions and ideas are essential to our continued success. Residents can voice their concerns and suggestions by speaking to our staff.

Policy Enforcement

Please be aware that staff must protect the rights and privileges of rule-abiding residents, and that 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 clubhouse rules will be refused access to the clubhouse and its amenities in accordance with Club guidelines. The staff reserves the right to ask residents to leave the facilities and suspend their privileges until the Club is able to make an official ruling.

Guest Policies

Guests are defined as follows:

House Guests are guests staying at your house overnight and have complete access to all amenities within the Club and Community. Your house guests must first register and sign a liability waiver at the Wellness Center.

Day Guests are defined as guests visiting you and not staying in your home. Day Guests must remain in the company of the resident host during their visit or obtain a guest pass and sign a liability waiver at the Wellness Center.

Groups with 10 or more guests must contact the Wellness staff.

All guests (House and Day guests) must register with the Wellness staff and sign a waiver to receive a guest pass prior to accessing the Amenities.

Policies and guidelines may be modified at any time as approved by the board.

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 invites may be extended to the public. Monthly planned activities may include: informative and educational presentations, training classes, craft classes, adult socials, community pot lucks, family movie nights and sports/recreational activities. Events are also planned around holidays.

Program Fees and Payment

Fees for programs are occasionally required to offset the cost of instruction, supplies, equipment, and administrative expenses. Full payment must be made at the time of registration. Payment methods may vary depending upon program. Please see the Lifestyle Manager for further information on Program Fees and Payment.

Program Changes and Cancellations

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

RSVP'S 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 program, 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 registration if you cannot attend a particular program. This allows for full utilization of limited spaces.

Signature Events

The "Club" will organize and hold "Signature Events" for the members where all members are invited to attend. These events require planning to ensure space as well as limit waste.

Reservations are required due to deadlines established by each specific events scheduling constraints. After the deadline for reservations, the "Club" will maintain a waiting list in the event a cancellation is received. Waiting list reservations will be on a first come, first serve basis. If a cancellation is received, those on the waiting list will be contacted in the order they were received and placed on the list.

Should there still be space available at the "Signature Event," after the reservation deadline, it will be announced that members will be allowed to bring guests. Any member intending to bring a guest must register their guest with the "Club" prior to the start of the event.

Cancellations must be received no less than forty eight hours prior to the scheduled start of the event or the resident will be penalized the approximate per person expense for the event and will be sent an invoice from the corporate office. The fee will be determined by management in order to cover the cost of the event.

Some events may be restricted on the number of attendees depending on the time of year and usable space for the event. Each household is able to have twelve attendees annually for the signature events. These attendees may be either qualified members or guests.

For example, if a household consisting two people wishes to bring two guests to an event, then the resident has to use four out of their twelve passes for the year. If a household consisting more than two people would like to attend, they must understand that they have to use their passes and this may result in having to choose which ones they would like to attend and which ones they will opt out of. Once all twelve passes have been used, residents and guests will no longer be able to attend Signature Events for the rest of the year. If passes are still remaining at the end of the year, these passes will not be rolled over. Every household will reset to twelve passes at the start of a new year.

Program Refunds and Credits

Program refunds and credit may be granted on a case by case basis. Refunds and credits after the program registration deadline or after a program begins may not be approved.

Resident Clubs and Interest Groups

Our facilities will host many interest group and 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 should contact the staff to receive information and an application.

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

Program Suggestions and Ideas

The staff is constantly striving to improve programs and services offered to the community. Residents are encouraged to submit ideas and suggestions for upcoming programs by emailing or speaking with the Lifestyle Manager.

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. Area-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 Club.
- All areas are open for resident utilization unless a structured program, event or private rental is taking place.
- A schedule of activities will be posted in each area 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.
- Residents must have at all times in their possession their Member ID Card for identification and to enter and utilize the amenities.
- Bathing suits and wet feet are not allowed indoors with the exception of the men's and women's restroom.
- With the exception of 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.
- No alcoholic beverages will be served or sold at the Wellness Center in any manner prohibited by law.
- Consumption of alcohol is prohibited unless it is during an authorized 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 will be allowed on the pool patios.
- 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 in the facility 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 is in need of cleaning or maintenance.
- All equipment and supplies provided for use of 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 it is an authorized event.
- Bicycles, skateboards, rollerblades and other vehicle use are limited to designated outdoor areas only.
- All programs and services including personal training, group exercise, and instructional programs will be conducted by someone with appropriate certification and approved by the Community Manager.
- To prevent disturbance to others, use of cellular telephones is limited while in the facility. Residents and guests are asked to keep their ringers turned off or on vibrate while in the facility.
- Please be considerate when using perfumes, lotions, and after-shave. Many people are allergic to the additives used in these products.
- The facility and staff are not responsible for lost or stolen items. Staff members are not permitted to hold valuables or bags for patrons.
- All found items should be turned in to the staff for storage in the lost and found. Items will be stored in the lost and found for up to one month.
- Residents are encouraged to assist the staff in the enforcement of these usage guidelines. Residents may notify the staff on duty if an individual is violating usage guidelines.
- Residents are responsible for the actions of their Guests. Please inform your guests of Club Rules and Policies.
- Commercial advertisements shall not be posted or circulated in the Club nor shall solicitations of any kind be made at the Club facilities without written permission of the Board of Directors.
- Club Esplanade facilities shall not be used for functions or fund-raising efforts for the benefit of a political cause except as specifically permitted by the Club.
- The Wellness Center shall not be used in connection with organized religious services or other activities except as specifically permitted by the Club.
- 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 able to use designated Club facilities reserved as part of the private party. Private Party Guests are not permitted to utilize other Club 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 Club's Board of Directors.

Treatment Rooms:

- Our community provides residents with a treatment rooms to book massages and spa services. Residents and their guests may book treatments during scheduled operating hours from our list of **approved and licensed therapists**.
- A list of spa services will be available at the clubhouse. Appointments must be booked 48 hours in advance with a 24-hour cancellation policy in place.
- All other general facility rules apply.

Group Exercise Movement Studio:

- Esplanade offers a Movement Studio for residents to enjoy structured programs and classes.
- Classes are scheduled each month based on the interests of the residents and the availability of qualified instructors. Information on class times, dates, fees, and instructors is available in the newsletter and posted in the facility.
- Water or other sport drinks must be contained in non-breakable spill-proof containers. For non fitness related classes or groups no liquids other than water or sports drinks will be permitted inside the movement studio.
- 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.

Wellness Fitness Centers:

- Agreement and Release of Liability Form must be completed and signed to gain access to the fitness center. Forms are available at the Club Office.
- Use of fitness center is at your own risk. The ECA is not liable for any accidents or injuries that may occur.
- Residents and their guests may book personal trainers during scheduled operating hours from our list of **approved and licensed personal trainers**.
- Residents 16 years of age and older are permitted to use the fitness center unaccompanied by an adult 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 while utilizing the Fitness Center.
- Staff members may offer residents basic guidance on the proper and safe utilization of the equipment. Group fitness orientations are also available as part of the scheduled program calendar.
- Residents between the ages of 12-15 must participate in a fitness room orientation program and be accompanied by a parent/guardian at all times to utilize the fitness room. Residents under the age of 12 may not use the fitness room unless they are registered in a structured program.
- Closed-toe athletic footwear must be worn at all times in the fitness center. To maintain clean and sweat-free equipment, clothing must cover any part of the body exposed to direct contact with the equipment.
- All equipment must be wiped down after use with the wipes and/or spray provided.
- 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.
- The community offers a personal training program for residents seeking more individualized attention and guidance. Information on trainers, packages, and fees is available in the newsletter and posted in the facility.

- All other general facility rules apply.
- Facility are open 24 hours a day and 365 days a year.

Resort Pools/Spa

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 RESORT LAP POOL, RESISTANCE POOL& SPA DO SO AT THEIR OWN RISK.**
- **DIVING IS NOT PERMITTED.** Back dives, back flips, back jumps or other dangerous actions are prohibited.
- **All children 4 years of age or younger must be supervised by a responsible individual (16 years of age or older) within arm's length at all times when on the pool deck or in the pool.**
- All children, regardless of age, using inflatable armbands (i.e., 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.

Resort Pool at the Wellness Center

- **NO LIFEGUARD ON DUTY - SWIM AT YOUR OWN RISK.**
- Pool is for Esplanade 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 Seeing Eye 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 ECA.
- 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.
- Persons 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 through the use of 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 District. All persons swim at their own risk and must adhere to swimming policy rules at all times.
- **Please note:** We request you ask your party guests to carpool to help with the impact of parking at the Club so our residents will have ample parking.
- The Wellness Center staff has the authority to enforce more stringent rules than those listed here to ensure the health, safety, and comfort of all participants.
- Participants not abiding by these rules may be asked to leave the facility and may also be subject to suspension or termination of facility privileges.
- No rough play, sports activities or profane language permitted
- Back dives, flips, back jumps or other dangerous actions from the side of the pool are prohibited. .
- Lap lanes are designated by the tile markings on the pool floor and are to be used by persons swimming laps or water walking.
- Lap lane swimmers are encouraged to share the lane and circle swim.
- Trash must be placed in receptacles around deck.
- The association and its board are not responsible for lost or stolen items.
- Scheduled activities take precedence over individual use.
- The pool areas are open from dawn to dusk only. No one is permitted in the pool at any other time unless a specific event is scheduled. .
- Flotation devices are permitted, but their use by non-swimmers requires direct supervision in the water by an adult 18 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 controlled by the staff at all times.
- Only authorized staff members are allowed in the filter rooms, chemical storage rooms, first aid station and staff office area.
- Tables or chairs on the deck area may not be reserved by placing towels or personal belongings on them.
- The pool may close 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.
- All other general facility rules apply.
- Towels must be used on chaise lounges and chairs.

Koquina Spa

- Our community provides residents with a salon, spa, and meditation rooms for your relaxation. Residents and their guests may book treatments during scheduled operating hours from our list of **approved and licensed therapists**.
- A list of spa services will be available at the clubhouse. Appointments must be booked 48 hours in advance with a 24-hour cancellation policy in place.
- All other general facility rules apply.

Wellness Center pool/spa

- No outside food or beverage is allowed.
- No containers other than those given out by Esplanade can be used poolside.
- All resort pool/ spa rules apply.
- All other general facility rules apply.
- Pool bathing load: 148
- Wellness spa bathing load: 7

Pool Closings

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

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

Spas

- Spa is for Esplanade residents and their guests only.
- Shower before entering spa.
- Residents are responsible for the actions of their guests.
- Residents under the age of 16 must have adult supervision.
- No roller-skates, rollerblades, skateboards, scooters or bicycles permitted in spa area.
- No rough play or profane language permitted.
- No food, drinks, tobacco, glass or animals in spa or on spa deck.
- Electronic equipment must be used with headphones.
- Trash must be placed in receptacles around deck.
- The association and its board are not responsible for lost or stolen items.
- Alarm indicates spa pump is off, do not use unless advised otherwise.
- Pregnant woman, small children, people with health problems, people using narcotics, alcohol or other drugs that cause drowsiness should not use spa without first consulting a physician.
- Maximum use in spa is 15 minutes.
- Maximum water temp is 104 degrees F

- Towels must be used on chaise lounges and chairs.

Barefoot Beach Fireside Seating

Any residents under the age of 16 will be required to have a parent or guardian present to use the fire pit area. To start the fire in the pit, please see the staff at the Wellness Center. The hours of the Fire Pit are the same as the hours for the Wellness Center.

Sports Courts

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.*
- Residents 13 years of age and older, are permitted to have: up to three (3) guests per household present while utilizing the Pickleball or Bocce Ball Courts all of which must be 13 years of age or older.
- Play at your own risk.
- Pickleball and Bocce Ball Courts are for Esplanade residents and their guests only.
- No roller-skates, rollerblades, skateboards, scooters or bicycles permitted in pool area.
- 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 Community 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 court.
- No profane language or unsportsmanlike conduct.
- No smoking or pets allowed.
- Trash must be placed in receptacles.
- Confirmed reservations take priority for Pickleball and Bocce courts.
- All other general facilities rules apply.

* There will be no power to the lights by the Pickleball and Bocce Ball Courts after 10:00pm
Also note: If timer expires and lights turn off, it will take 20 minutes to power back up.

Tennis Courts

- The tennis courts are for the use of Members of Esplanade Golf and Country Club, their guests, and **students of the Club tennis professional. Other use of the tennis courts must be at the express permission of the Club (GM) or Director of Tennis.**
- All players must check in and register at the Pro Shop prior to their entering the tennis court area. Failure to register can result in suspension of playing privileges.
- Proper tennis attire is required at all times. Colors are permitted. However, cut-offs, bathing suits, gym shorts, or running shorts are not permitted. Shirts will be worn at all times. Smooth soled shoes are required.
- Proper tennis etiquette should be observed at all times. Excessive noise, racquet throwing or profanity is strictly prohibited. Please refrain from loud conversations that interfere with a match in progress on the court next to you. Please refrain from walking through another court unless granted permission to do so.
- Court reservations can be made online at www.naplesesplanade.com or by calling the golf shop at 239-494-8020 up to 3 days in advance and are accepted in 1 and ½ hour time slots. Cancellations must be made no later than 24 hours prior to play.
- Members shall be responsible for the conduct of their guests.
- Children under 12 years of age must be accompanied by an adult.
- No glass containers of any kind are permitted on the tennis courts.
- All other general facility usage guidelines apply.
- Pro Shop personnel shall be responsible for enforcing the above-stated tennis rules, and for collection of court fees.

Event Lawn, Harmony Park, Trinity Garden and Outdoor Areas Usage Guidelines

- Enjoy at your own risk. Golfing is not permitted on the field. Badminton, Frisbees, paddle ball, and toss games are acceptable to be played.
- The event lawn, harmony park and trinity garden are available for use by residents and their guests only on a first come, first serve basis. Private rentals may be reserved through the staff following the rental policies. (See the Facility Rental Section)
- The event lawn, harmony park and trinity garden may only be reserved for a community approved program or event.
- A schedule of activities will be posted in each area and updated by the staff.
- Bikes, rollerblades, skateboards and equipment with wheels are prohibited.
- Chalking or marking the outdoor areas must be approved in advance and proper marking materials must be utilized.
- 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.
- **Smoking is not permitted in the Harmony park and Trinity Garden.**
- All instructors and coaches must be certified and approved by the Community Management Company.
- 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.

REMINDER: All Club Esplanade policies apply to Guests. Guest policies are subject to change.

Community Parks

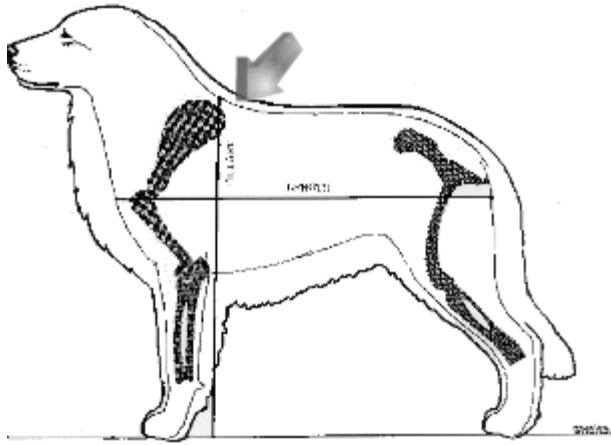
Bark Park

- 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 specific supervision from an adult.
- Only friendly and non-aggressive dogs are permitted in the dog park. If a dog becomes unruly or plays rough, it must be leashed immediately.
- Owners must use caution when bringing toys, Frisbees, and balls to the park, as this may solicit protective and territorial behavior which may result in fighting.
- No female dogs in heat are allowed.
- Only dogs 4 months and older are allowed.
- Dogs must be legally licensed, vaccinated and wearing both current tags.
- Dog’s owners/handlers must keep their dogs(s) in view at all times.
- Any dog bite is the owners’ responsibility and must be immediately reported to Collier 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 in trash receptacles.
- Aggressive dogs are not allowed at any time. An aggressive dog is defined as a dog(s) posing a threat to human beings or other dogs. Owners (handlers) are legally responsible for their dog(s) and any injury caused by them.
- Dogs must be on leash when entering and exiting the park.
- Food, bottles, glass and sharp objects are not allowed.
- No feeding of any wildlife 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.

Bike Path Rules

- 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.
- Community Association 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.

These rules were written in accordance with Esplanade Golf & Country Club Rules and Regulations and applicable Collier County Ordinances for the benefit, enjoyment, and safety of all residents and their guests. Please be sure to familiarize yourself with Esplanade’s Parks and Park rules. If you have any questions regarding our parks, please contact the ECA Property Manager. We appreciate your compliance.

Trails

- Trails are open to all forms of non-motorized transportation unless otherwise posted.
- Trails may be used from dawn until dusk.
- Pedestrians have the right-of-way on trails unless otherwise posted.
- Bicycles, in-line skaters and other "wheeled" travelers must yield to hikers.

- Downhill traffic must yield to uphill traffic.
- 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 trail conditions.
- Faster users should pass on left and announce their intention before passing.
- Trail users must stay on existing designated trails.
- Avoid single-tracks when raining or muddy; traffic on wet trails causes damage.
- Do not disturb vegetation or wildlife.
- The staff should be notified if any trail requires maintenance or any strange behavior is witnessed on the trails.

Facility Rentals

Facility Rental Areas and Fees

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

- If the attendance for the special event is 50 people and under, the resident may bring in his or her own food and beverages.
- If the attendance for the special event is more than 50 people, the resident must have the event catered by the Club's approved caterers.
- Any resident that pays an annual fee wishing to have the exclusive use of the event center/ballroom, event lawn, must pay the appropriate fee and submit a security deposit in the amounts set forth below:
- The resident signing the Esplanade 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, issues that may occur during or after the event.
- **Under no circumstances will private party reservations be granted on holidays.**
- 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 of our community.

Facility Rental Procedure

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

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

Payment / Deposit

Payment is required at time of reservation.

Please note: A reservation is not confirmed until a reservation form is signed with the appropriate staff member and the payment in full is made.

The reserving resident is responsible for any damages 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 ballroom/event center less than 3 days in advance of the scheduled date or failure to cancel a party on the pool patio with less than 24 hours 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 an AED. At all times while the facility is staffed, an individual with first aid, CPR and AED certifications will be on duty to respond to emergencies, accidents, and injuries.
- If an accident or injury occurs, the staff should be notified immediately.

Emergency Equipment: The following equipment is available in specified areas throughout the community.

Emergency Fire Extinguishers

Locations

- On the outside wall under the covered Lanai by outside built in grill.
- In Grand Ballroom on Kitchen wall near the entrance to Card & Craft Room.
- Near Coffee Bar under TV
- Fire Pit area
- By water fountains outside Storage Room in Main Event Room.
- Fitness Room by exterior door.
- Inside main Reception Area to the left of the main doors

First Aid Kits

Locations

- In Fitness Center
- In Interim Golf Shop
- Located at main desk of Wellness Center
- Bahama bar

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.

AEDs

Locations

- In the Interim Golf Shop located on the hallway wall next the restrooms
- In the Bahama Bar located behind the bar
- In the Wellness Center mounted on the wall in the Exercise Room nearest to the restrooms.

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