

# Sunset Island Reference Handbook For Renters

Version 2009-4

To assist you in having an enjoyable stay at Sunset Island, we would like to share the following information with you about the resort. While we have tried to cover many aspects of your stay on the Island, circumstances can change and some rules may be modified or introduced that are not reflected in this overview. Your patience, cooperation and understanding are much appreciated by all of us at Sunset Island.

**By entering Sunset Island you and the members of your party are agreeing to waive any and all liability on the part of Sunset Island Community Association ("SICA") and Sunset Island, LLC for anything that might happen to you, the members of your party, or your property, and you agree to assume all liability for your actions.**

## Upon Your Arrival



Sunset Island is a private resort community that is guarded 24 hours per day. Access is tightly controlled for the benefit of all who have permission to be on the Island. The rental company/owner that rented your unit to you should have registered your name on a master list of guests who will be coming to Sunset Island on the day of your planned arrival. Upon your initial arrival, the security guard will provide you with instructions

for obtaining your parking passes and rental information. If you are arriving when the management office is closed, please obtain a temporary parking pass at the entry guardhouse. This pass will allow you to park at select locations on the Island until the management office reopens the following day. The guardhouse is located at the entrance to the Island on 67<sup>th</sup> Street. Please have your lease agreement, a driver's license or other form of ID available and have the unit number you are staying in handy.

Upon receiving instructions from the security guard, please go directly to the Island management office to obtain your rental package, which contains parking passes, facility passes, ID bands and important information about the Island.

There is a fee for the rental packages, as follows:

<u>Unit Type</u>	<u>Fee</u>
Condominium	\$50
Townhome	\$75
Single Family Home	\$75

The fee can be paid in advance, or upon arrival at the management office, by cash, check or credit card. To pay in advance, please contact your rental company or call the management office at (410) 520-0044. The management office is open Sunday through Thursday from 8:00 am until 4:30 pm; Friday and Saturday from 8:00 am until 6:00 pm.

## **ID Wrist Bands**

Your rental package includes ID wristbands for each member of your party 12 years of age and over. The bands should be worn when using Island facilities such as the Interactive Fountain, Private Beaches, or when entering and leaving the Island by foot. The wristbands will permit the Island security to easily identify you upon your return to the Island or when using Island facilities.

## **Parking**



Like many resort communities, **parking at Sunset Island is limited.**

If you are renting a Condominium Unit, you will receive two parking passes. One green pass is for a designated space in the parking garage of the building your unit is in, and a second yellow pass allows parking on the clamshell spaces along the roads.

If you are renting a Townhome or Single Family Home, you will receive three green parking passes. These passes allow parking on the driveway behind your unit or in the garage of your unit. The parking permits should be hung from the rear view mirror and must be visible when you are on Sunset Island. Parking on asphalt

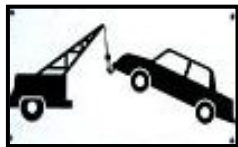
surfaces is strictly prohibited. Please do not block alleyways. As you'll see below, improperly parked cars may be ticketed or towed. Additional parking and parking passes are not available at Sunset Island. Extra vehicles will need to park on a side street in Ocean City or in one of the municipal parking lots in town.

### ***About that Clam Shell Parking.....***



Sunset Island was designed to promote a pedestrian friendly environment. To ensure your own safety, please walk on the brick sidewalks, not the streets. Kindly be advised that parking is not permitted on any paved street in Sunset Island, only in the clam shell parking bays if you have a proper pass. **We have been advised by the**

**Ocean City Fire Department that fire and life safety on the Island can only be assured if the streets remain clear of parked vehicles. Cars found parked in the street or with improper passes will be subject to ticketing, TOWING and fine.** We would greatly appreciate your help and cooperation to maintain a safe and enjoyable environment at Sunset. If you have extra vehicles please see security for a list of municipal parking lots located off of Sunset Island but throughout the Town of Ocean City.



If your car is towed, you may retrieve it at the Public Safety building located at 6501 Coastal Highway. You may call Town of Ocean City to see if the vehicle has been impounded at 410-723-6610.

You will be responsible for any fees associated with your vehicle being towed.

### **Vehicles**



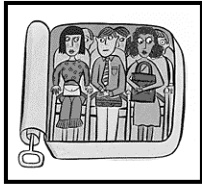
No trucks, jet skis or jet ski trailers, boats or boat trailers, campers, RV's or oversize vehicles are permitted on the Island. Passenger vehicles only, please. Municipal parking lots that can accommodate this type of vehicle are located throughout Ocean City. Contact the Town of Ocean City at 410-524-0391 or the OCPD at 410-524-0391.

## Pets



**Animals and pets, except for service animals, are prohibited in all Sunset Island rental properties.** We would be happy to recommend area kennels should you require assistance.

## Occupancy



Sunset Island follows strict occupancy limits for the rental homes on the Island. Occupancy limits are the lower of either; **a)** the number set by your unit owner in a rental agreement, or **b)** the maximum number listed below:

<u>Unit Type</u>	<u>Occupancy Limit</u>
Condominium	8
Townhome	12
Single Family Home	12

Your cooperation is appreciated.

## Island Facilities

### Clubhouse, Fitness Center and Pools



Sunset Island is the proud home to one of the finest clubhouse and pool facilities on the East Coast. The facilities include an indoor pool, outdoor pool, fitness center and outdoor cafe. Each individual, over the age of three (3), must scan a facilities pass at the entrance to the clubhouse in order to gain entry to the clubhouse and pools. The rental package provides you with six (6) facilities passes. Additional passes are available for purchase at the management office.

The total number of passes available for any rental unit cannot exceed the maximum occupancy limit of the unit you are renting (up to two more are available for condos, and up to six more are available for towns and singles). Additional passes cost \$70 per pass, per week.

In season the Clubhouse hours are from 6 a.m. to 8 p.m. All pools are open from 10:00 a.m. to 8:00 p.m. daily in season.

Please be advised that the clubhouse, fitness center and pool facility are monitored via a video surveillance system.

## Clubhouse Rules

The Sunset Island Clubhouse is an asset and resource of the Sunset Island Community Association ("SICA"). Please enjoy your visit to the Clubhouse and comply with the following rules to ensure a pleasant experience for all of our members and guests.

**By entering this facility you are agreeing to waive any and all liability on the part of Sunset Island Community Association ("SICA") and Sunset Island, LLC for any personal injury, damage, or death to you or your property and you agree to assume all liability for your actions. If you suffer from any health conditions or are uncertain about the status of your health, please consult a physician before using the facility.**

## General Rules

- All participants utilizing the clubhouse must present a valid facilities pass to gain entry to the clubhouse.
- **Children under the age of 15 must be accompanied and supervised by a responsible adult** (18 years of age or older)
- Admission will be denied to anyone presenting false identification. Any person who is discovered "after the fact" to be in possession of false identification will have their Clubhouse privileges revoked.
- Out of respect for others, no abusive or profane language please.
- Shoes, shirts and pants must be worn in the Clubhouse at all times.
- Wet bathing suits are not permitted on the second (2<sup>nd</sup>) floor of the Clubhouse.
- No person shall interfere with any Sunset Island employee acting in the course of his or her official duties. Violators shall be subject to indefinite suspension.
- Sunset Island Community Association is not responsible for personal items either lost or stolen.
- No one may operate a radio device while in the Clubhouse, other than a personal listening device such as an Ipod or Walkman while exercising in the fitness room.
- Food and drinks are restricted to the hall and lounge areas of the Clubhouse.
- Illegal drugs or firearms are strictly prohibited. (Persons who appear to staff to be under the influence of alcohol or drugs will be refused admission to the Clubhouse.)
- Smoking is not permitted in the Clubhouse.
- Skateboarding is not permitted in or around the clubhouse or anywhere on Sunset Island or in the Town of Ocean City.
- Pets are not permitted in the Clubhouse.

- Arguing, fighting, creating a commotion, saving of seats, or other such inappropriate activity, either inside the Clubhouse or on Sunset Island Community Association property, is strictly prohibited. Participants who participate in such activity shall be subject to indefinite suspension.

The Sunset Island Community Associations reserves the right to amend or augment its rules without prior notice to participants.

## Fitness Center Rules

Kindly be advised that no one under the age of 15 is permitted in the fitness center.



- Proper gym attire is required. Shirts and athletic shoes are required to be worn at all times. No sandals or flip-flops will be permitted. No wet clothing is permitted on the upper level of the clubhouse.
- Please be courteous to others and limit your time on the equipment to no more than 20 minutes when others are waiting.
- Towel service is not available in the Clubhouse. Paper towels are available. Please wipe down equipment as necessary.
- Personal listening devices such as Ipods or Walkmans are permitted. Openly played radios and CD players are not.
- Food and beverages, other than bottled water, are not permitted
- Use of the facility and equipment is available to you only if you agree that it is solely at your risk. Sunset Island Community Association, Inc. ("SICA"), and Sunset Island, LLC make no representations or warranties as to the safety or reliability of the equipment and are not responsible for injury or death from any cause including improper use of the equipment or equipment failure.
- Please do not drop or bang weight stacks on the machines or on the floor.

### **Want to work out but still enjoy the great outdoors?**

Work – Out Classes are offered on the Beach in front of the clubhouse. Monday – Wednesday and Friday at 9:00 a.m. there will be different types of workout classes from boot camp, pilates, to yoga and other fun exercise classes. If you are interested in trying a new type of exercise or want to stay fit while you are here, then stop over. There are charges for the classes.

Jeannie Dark has been in the fitness business for sixteen years and will be facilitating the classes on the beach. Jeannie is Certified as a Personal Trainer, Group Fitness Instructor and Spinning® Instructor. Jeannie's enthusiasm for fitness will reel you in and keep you coming back for more! Contact Jeannie to set up a personal training session or small group training at 410.726.5276.

## Pool Rules

These pool guidelines and rules have been established by the Sunset Island Community Association for the safety of our owners and guests and to protect the facility. By enforcing these rules we hope to provide the best swimming experience for everyone using the pool. ***Please honor the rules and respect the pool staff.***

### General Pool Rules

- No one is allowed in the outdoor pools unless a life guard is on duty.
- No outside food or drink is permitted on the pool deck area. Food and drinks may be purchased from the Island Time Café & Bar. Soda and bottled water may also be purchased from the vending machines. Coolers are not permitted.
- No smoking within the pool facility, the pool facility includes all pools, pool decks and the clubhouse facility.
- Children under the age of two (2) are not permitted in the main pool.
- Children, who are over the age of two (2) and are not potty-trained, must wear rubber pants and swim diapers prior to entering the pools.
- No changing of diapers on pool deck. Changing tables are available in the locker room facilities.
- Children under the age of 15 are not permitted in the pool facility without a responsible adult present.
- No offensive or profane language.
- Please shower before entering pools. Showers are available on the first floor of the clubhouse and at the beach entrance.

### General Pool Rules Continued

- No wet bathing suits permitted in the clubhouse other than in the locker room & vending areas. Access to these areas is prohibited from the main lobby entrance.
- No glass containers on pool deck, no running, no diving.
- No persons with open wounds, large bandages, or other signs of potentially transmittable illness are permitted in the pools.
- We are not responsible for lost or stolen items. Please do not leave valuables unattended.
- Homeowners and Renters will not be allowed to reserve chairs, tables or lounges if the people do not intend to stay in the pool area.
- Any abuse of alcohol will not be tolerated.
- **The Association reserves the right to introduce additional rules as deemed necessary for proper operation of the pool facility and protection, health and safety of all pool patrons.**

### Pool Admission

1. All persons entering the pool facility must present an authorized facility pass in order to gain access to the pool facility. Children three (3) years old and under do not need a pass.

2. Additional facility passes are not sold at the clubhouse but can be purchased from the association management office during business hours. The management office is open seven days a week for your convenience.
3. Entrance to the facility must be at the front entrance. If exiting the facility from the rear gates an attendant will give you an identifying hand stamp for re-entry that day. Owners can re-enter the back gate with an owner's facility pass or the stamp.
4. Strollers and wagons may be brought on to the pool deck but are not allowed in the clubhouse areas, please ask an attendant to assist at the stairs if needed.

### **Supervision**

1. Children under the age of 15 must be accompanied by a responsible adult. (18, or older) The adult must remain at the pool facility for the duration of the child's visit.
2. Children under the age of two (2) years old are only permitted in the baby pool.
3. Child Carriers such as car seats, strollers, etc., are permitted on the pool deck as long as the responsible adult stays within arms reach.
4. The lifeguard will call Adult Only swims. For the hours and times please see the lifeguard staff.

### **Pool Attire**

1. Appropriate swim attire is required. No cut-offs, swimsuits or t-shirts with inappropriate designs, logos, slogans or profanity. T-shirts may be worn for sun protection.
2. Swim suits with built-in flotation for younger children are not allowed unless coast guard approved.
3. Life jackets must be coast guard approved.
4. Regular diapers are not allowed. Children who are not potty-trained and over the age of two (2) years old, must wear rubber pants and swim diapers prior to entering the pools.
5. Parents will be held responsible for costs associated with cleaning the pool if their child is determined to be the cause of fecal contamination.

### **Pool and Deck Safety**

1. Rough play, pushing other people, dunking, riding, and similar activity is not permitted. No sitting, standing or diving off another's shoulders or raised hands. Fighting will result in immediate ejection from the pool facility.
2. No diving or flipping into the pool from the deck edge, stairs, concrete bench in center of pool (Island) or from another's shoulders or raised hands.
3. No running.
4. No glass, except for prescription eyewear is allowed on pool deck.
5. No chairs in pool.
6. None of the following are permitted in the pool facility: gum, hardballs such as racquetballs, tennis balls, footballs, water guns/squirt guns, outside food or drink, coolers or containers, water wings, floating toys, rafts.

7. Noodles, and coast guard approved life jackets and flotation devices are permitted. At the discretion of the lifeguard, diving toys will be allowed.
8. Volleyball is allowed at the lifeguards' discretion and with a pool issued ball only.
9. All food and beverage must be three feet away from pool.

#### **Pool Closing Guidelines in the Event of Inclement Weather**

1. In the event of threatening weather the outdoor pools will be closed. The lifeguard may be required to close the indoor pool if weather conditions (such as thunder and lightening) so require.
2. Upon the sight of lightening or the sound of thunder, the outdoor pools shall be cleared for 30 minutes. If conditions persist, the pools shall remain closed until 30 minutes have passed since the last episode of lightening or thunder.
3. Management is authorized to close the pool at their discretion.

**Kindly be advised that SICA reserves the right to deny any person admission to any of the community facilities, including the clubhouse, fitness center, pools and interactive fountain, for health, safety or disciplinary reasons in the sole and absolute judgment of SICA, its employees or its contractors. Violators of any rules may have privileges suspended indefinitely.**

Swimming Lessons are available for a fee. Please contact Sandy McAllister at 410-726-6507 for more information.

#### **Island Time Café & Bar**



The Island Time Café & Bar is located bay front on the west end of the clubhouse and provides a full menu ranging from burgers and sandwiches to salads and evening fare, with a full bar. We greatly appreciate your assistance in maintaining a clean and neat dining area. **The Island Time Café and Bar will be open from Memorial Day to Labor Day from 10:00 a.m. to 9:00 p.m. depending on weather and staff availability. Off-season hours may be available and will be published at the clubhouse.**

### Sunset Island General Store



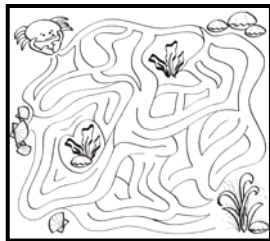
The Sunset Island General store is located on Fountain Drive West at the base of the clock tower. The store serves fresh coffee, bagels, donuts, hand dipped ice cream, and will have other fresh food items in addition to a wide variety of necessities.

The store will be open from May 22, 2009 to Labor Day and the hours will be posted on the front door. Off-season hours maybe available.

Sunset Island is a private resort community. However, all Ocean City codes and laws are enforceable. This includes the prohibition of open containers of alcohol on any common area. The General Store and the Island Time Café and Bar will provide areas where alcohol consumption is permissible. Please do not leave these areas with open containers of alcoholic beverages.

Alcoholic beverages are prohibited on the marina, private beaches, interactive fountain or other common areas. Only Alcoholic beverages served by the café are permissible at the pool and clubhouse.

### Island Path System



A path system is being constructed around the perimeter of the Island, made of boardwalk and natural materials. **Some portions of the path system run along the very edge of the Island. There are no railings in these areas, and serious injury can occur if proper precautions are not taken. Please use care when you or your children are on the path system. Children should always be accompanied by a responsible adult when using the path system.**

## Interactive Fountain



The Interactive Fountain, located in the central plaza on Fountain Drive West, is a favorite venue for all ages. The fountain operates daily from early May through late October. The daily schedule varies depending on weather (winds) and regular maintenance requirements. A couple things to know about the Interactive Fountain:

- Regular hours of operation are from 10:00 a.m. to 4:00 p.m. and 6 p.m. to 10 p.m.
- The fountain utilizes a closed water system with water treated by chlorine and other chemicals, much like a swimming pool. If you have reactions to chemicals in pool water, please do not enter the Interactive Fountain.
- **The fountain contains a series of water jets that eject water at varying pressures. No Infants or Toddlers are permitted in the fountain.**
- No persons with open wounds, large bandages, or other signs of potentially transmittable illness are permitted in the Interactive Fountain.
- No food, no drinks, no glass containers, no smoking.
- No bicycles, skateboards, scooters, roller blades, razors, etc
- Please, no rocks or other hard or sharp objects in the fountain area or on the fountain surface.
- No owners' pets, including service animals, are allowed in the fountain.

This area is monitored by a video surveillance system.

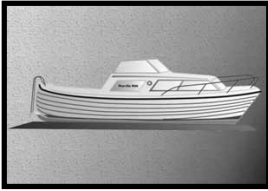
## Island Beaches



There are 3 small beaches on Sunset Island. The beaches are located around the perimeter of the Island and are accessible via the path system currently being constructed. For the 2009 season, the main beach, located adjacent to the Clubhouse and Pool facility, and the North Side Beach, located at the north end of Fountain Drive West, are open for regular use. The beach adjacent to the clubhouse can be accessed directly from the pool area. Beachgoers will receive a hand stamp upon leaving the pool area and must display the stamp upon returning to the pool. When returning from the beach patrons are required to rinse thoroughly in the outside shower. The beaches are regularly maintained.

- Please dispose of any trash in the trash receptacles on exit from the beach.
- No fires are permitted on the beach.
- No fireworks are permitted on the beach or anywhere on Sunset Island.
- **PLEASE BE AWARE THAT THE BEACHES ARE NOT GUARDED! SWIM AT YOUR OWN RISK.**

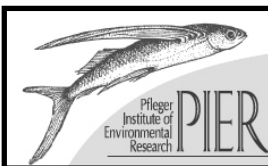
### Boat Slips



The boat slips located along the south side of the Island are private and available for rent to Sunset Island Owners and Guests. If you are interested in renting a slip during your stay you can receive an application by calling the on site management office at 410-520-0044. If you have questions about the boat slips contact (240) 499-6895 for more information or visit the website at [www.sunsetislandmarina.com](http://www.sunsetislandmarina.com). Boat slips are available for weekly or seasonal rent on an as available basis. Boat slip rentals during the summer months cost approximately \$350 per week. The boat slips are limited to boats that are no larger than 26'. Because the boat slips are a private facility, access to the docks is limited to those who have leased the slips. **If you have not rented a slip, please do not venture onto the docks.** Your cooperation is appreciated. **Crabbing and fishing is only permitted at the crabbing and fishing pier and not along the boat slips or docks on the south side of the Island.**

The boat slips at Sunset Island do not have boat or jet ski rentals. Boat and jet ski rentals are available at Advance Marine (410) 723-2124 as you are leaving Sunset Island on the right hand side. There are several other locations in Ocean City that offer boat rides and rentals and you can check out any local marinas or the Ocean City Visitors Guides for more information.

### Bayside Pier



A hundred foot pier is located at the end of Sunset Island Drive extending a short distance in to the bay. The pier is the only location on the Island where fishing and/or crabbing is permitted.

- When using the pier, please clean up any trash, fishing lines, hooks, bait etc. when finished and dispose of properly.
- Shallow water – no swimming or diving in this area.
- No boat, jetski, or watercraft access or mooring is permitted.
- **Any equipment left unattended on the pier will be discarded.**

Environmental Protection Areas



Sunset Island has several Wetland Protection Areas around the perimeter of the Island. In order to help these plant and animal habitats thrive we ask all residents and guests to never enter an area marked with a Wetland Protection Sign or sectioned off with dune fencing.

Wildlife on the Island is abundant. Please respect the wildlife by not feeding any wild animals including, ducks, geese, pigeons, or fox. We appreciate your help in this matter.

Trash Collection



Trash is collected by the Town of Ocean City on Tuesdays and Fridays. Trash containers located in the garages of the Towns and Singles should be put along the alleyways behind the homes by 6:00 am, and returned promptly after trash pick-up. Trash containers are not permitted to be on the streets after 6:00 pm on the day of pick-up. Please be sure to get all of your trash into the containers and close the containers. Open trash, or trash in plastic bags placed on the street is not permitted. If your trash container is missing or damaged, please call your rental company or Ocean City Department of Solid Waste at (410) 524-0318, for replacements.

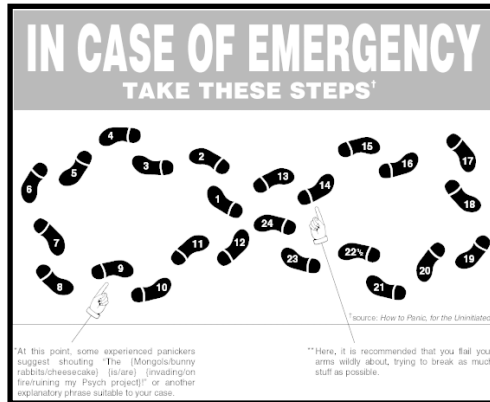
The condominium buildings have trash chutes located next to the elevators. All trash should be sent down the trash chute before your departure. Trash too large for the chute must be placed in the dumpster located in the garage.

## Recycling



If you wish to recycle, each of the condominium buildings has recycling containers at the entrance to the trash rooms in the garage. Individual homes do not currently have street side recycling, however, guests and renters are encouraged to use the condominium recycling containers as they leave the Island. Thanks you for keeping Sunset Island beautiful.

## In Case of Emergency



Sunset Island is located within the city limits of Ocean City, Maryland, and city laws and ordinances are in effect on the Island. Ocean City Police and Ocean City Fire and Rescue Services have jurisdiction on the Island. **If you have a life safety, fire or police emergency please call 911 immediately.**

## Construction Activity



Sunset Island is an active construction site at the moment. Construction activities will generate noise and other nuisances during the day. Please exercise care during your stay to avoid any unsafe conditions that might exist. **Please stay out of units that are under construction and out of the areas where construction is occurring.** We appreciate your patience and cooperation as we complete the build-out of the community.

## Sunset Island Community Code



The owners of the units in Sunset Island have all agreed to a series of covenants that govern several aspects of the community. Kindly be advised that these covenants extend to you and your guests and your use of the property.

Several important covenants are summarized below:

- **Skateboarding is not permitted** anywhere on Sunset Island or in Ocean City. There is a skate park on 3<sup>rd</sup> street in Ocean City.
- No offensive activity shall be allowed on or within any Living Unit or any other part of the Community, nor shall anything be done therein or thereon which may be or become an annoyance or nuisance to the neighborhood or other residents.
- Renters and Guests are not permitted to bring animals or pets onto the Island.
- Except for parking within garages, no commercial vehicle or vehicle displaying commercial information (including vans used for commercial purposes), truck, trailer, camp truck, recreational vehicle, bus, horse trailer, boat, boat trailer, jet ski, jet ski trailer, or other similar vehicles, machinery or equipment of any kind shall be kept upon the Property or upon the public or private streets within or adjacent to the property.
- Trash, garbage and recycling containers shall not be permitted to remain in public view except on days of collection and after 6:00 p.m. on days prior to collection. Trash shall be stored in closed durable containers. Except on days of collection or after 6:00 p.m. on days prior to collection, all trash, garbage, and recycling containers shall be kept in the garages or rear yards of the Living Units.
- No play equipment, including, without limitation, basketball backboards, basketball hoops and other equipment associated with either adult or juvenile recreation shall be erected upon a Living Unit or attached in any manner to a Living Unit.
- Bed sheets, plastic sheets, tablecloths, towels, newspapers, or other similar window treatments shall not be hung or placed in or on any window within a Living Unit.
- No drying or airing of any clothing, bedding or similar materials shall be permitted outdoors within the Property, and clothes-hanging devices such as lines, reels, poles and frames are prohibited.
- **Only toilet and facial tissue should be flushed down the toilets.** All other items should be disposed of in the trash.

## Who should I call for.....



The Sunset Island Community Association is responsible for the community facilities on the Island. However, the Association is not responsible for matters pertaining to the rental of your unit.

### Rental Unit Matters

- If something is wrong within your unit (no hot water, toilet is clogged, no electricity etc.), or
- Cleaners didn't show up, or
- Lost the keys to your unit.....

Then please call your rental company.

### Community Facility Matters

If, however, you have questions about

- The pool or clubhouse
- Would like to buy more facilities passes
- Matters pertaining to Island facilities.....

Then please call the management office at (410) 520-0044.

### **An important note about use of the Island Facilities:**

**Our goal at Sunset Island is the satisfaction of our residents and guests. To that purpose we wish to remind all guests that living in an attached unit or condo building requires increased levels of sensitivity to one's neighbors. Guests should be cognizant that other residents are often located next to and/or under one's unit and should consider this fact in their daily activities. Please make every effort to keep intrusive noise to a minimum.**

**Kindly be advised that the Association reserves the right to deny any person admission to the any of the community facilities, including the clubhouse, fitness center, pools and interactive fountain, for health, safety or disciplinary reasons in the sole and absolute judgment of the Association, its employees or its contractors.**