



## **Orientation Policy**

- All new homeowners/tenants are required to attend an orientation with a member of the Wellington office staff. To schedule orientation please stop by the Wellington office or call the office at 352-666-6888 x 207.
- Once the new resident schedules orientation with the office, the office will notify the guard of the new owner by providing the address purchased, the new owner name, and date of scheduled orientation.
- All new owners must bring a copy of their closing paperwork to orientation to allow the office staff to confirm new ownership.
- All paperwork required to be in the residents file will be filled out during orientation.
- During orientation new residents will be provided with current copies of the Wellington Rules & Regulations Manual and the Wellington Architectural Control Policy Manual, along with any additional information deemed necessary by the Wellington office staff. A brief overview of these documents will be provided. Any Governing Documents are to be obtained from the seller (otherwise they are available on the Wellington Homeowners website or can be purchased from the office for \$25.00).
- In order for new residents to receive their vehicle gate entry barcode, they must first complete orientation.
- New residents who are current/previous owners/tenants do not need to go through orientation again; however, they must fill the required paperwork out for the new address prior to their barcodes being transferred to the new address.

Some things for new residents to know:

- Copies of your license(s) must be made at orientation
- Vehicle barcodes are \$8.00, Resident Keys for the amenities are \$4.00, and Swipe Keys to enter before and after clubhouse hours are \$10.00. (Cash or Check only)
- Office staff must be presented your vehicle registration to confirm vehicle ownership to receive your barcode.