



**HIGHLAND WOODS
GOLF & COUNTRY CLUB
RULES & REGULATIONS**

Version 1.8

SEPTEMBER 1, 2019

FACILITIES.....	3
<i>Golf Course</i>	3
<i>Golf Shop</i>	3
<i>Tennis Courts</i>	3
<i>Pools</i>	4
<i>Bocce Courts</i>	4
RULES AND REGULATIONS	4
<i>Vehicle Use and Parking</i>	4
<i>Membership</i>	5
<i>Membership Cards</i>	5
DELEGATION OF RIGHTS TO USE COMMON AREAS	5
<i>Use of the Golf Course</i>	5
<i>Extended Family Club Usage Plan</i>	6
<i>Guest Fees & Privileges</i>	6
<i>Suspension of Privileges</i>	7
CLUBHOUSE RULES AND REGULATIONS.....	7
<i>Employees of the Club</i>	7
<i>Cell Phone Policy</i>	7
<i>Attire for Clubhouse and Dining areas</i>	8
<i>Use of the Club</i>	8
GOLF COURSE.....	9
<i>Tee Time Policies</i>	9
<i>Men's Day and Ladies' Day Tee Time Policies</i>	10
<i>No Show and Unauthorized Play Fees</i>	10
<i>Golf Course Rules</i>	10
<i>Disabled Persons</i>	12
<i>Attire for Golf Course and Golf Practice Facilities</i>	12
<i>Golf Club Storage</i>	12
<i>Electric Golf Cart Operation</i>	12
<i>Walking Golfers</i>	13
<i>Junior Play</i>	14
<i>Golf Courtesy and Etiquette</i>	14
<i>Improve the pace of play – adopt ready golf</i>	14
<i>No Hunt Areas</i>	15
<i>Golf Handicaps</i>	15
<i>Guest Rules</i>	16
<i>Tournament & Club Events</i>	16
<i>Shotgun Start Procedures</i>	16
<i>Golf Awards Policy</i>	16
TENNIS	17
<i>Tennis Rules</i>	17
<i>Tennis Dress Code</i>	17
<i>Tennis Etiquette</i>	17
BOCCE.....	18
<i>Bocce Rules</i>	18
<i>Bocce Dress Code</i>	18
<i>Bocce Etiquette</i>	18
SWIMMING POOLS.....	19
<i>All Seven Pools</i>	19
FOR SALE AND OPEN HOUSE SIGNS.....	20
INCIDENT REPORTING	21
DISCIPLINARY ACTIONS.....	22
CHANGES TO RULES	22
KEY PHONE NUMBERS	22
CHANGE HISTORY FOR THE RULES & REGULATIONS.....	23

The following rules and regulations have been adopted pursuant to the provisions contained in the Highland Woods By-laws and are administered by the Highland Woods Board of Trustees and the General Manager. It is the intent of the Board of Trustees to provide these rules and regulations so that everyone will obtain maximum use and enjoyment of the facilities. The General Manager will enforce these rules and regulations to assure you the courtesies, comforts, and services to which you are entitled. All those using the facilities should know and understand these rules and regulations and cooperate with the Board of Trustees and the General Manager in the implementation of them. While in good standing, members have the right to enjoy the social and recreational facilities offered by the Club.

FACILITIES

Golf Course

Highland Woods Golf & Country Club is a private member owned 18-hole, (par72) championship golf course designed and built by the noted architect Gordon Lewis. Mr. Lewis used xeric principles to preserve the integrity of the natural terrain of the Southwest Florida coast while creating this wonderful course. Men's tee-to-green distances range from a challenging 6,971 yards from the Black tees (73.8/133), 6,314 yards from the Blue tees (70.4/124), 6025 yards from the Blue/White tees (68.9/121), 5,866 yards from the White tees (67.4/121), 5537 yards from the White/Gold tees (67.4/110) and 5,204 yards from the Gold tees (65.9/106). Ladies' tee-to green distances range from 5204 yards from the Gold tees (70.1/126) and 4,645 yards from the Red tees (67.2/115). The course is one that can be enjoyed by beginning and intermediate golfers, as well as the golfer who is seeking a true challenge.

The course is situated among natural preserves and waterways of Bonita Springs, Florida. Course facilities include an aqua-driving range, short game area, 2 practice putting greens, and two course comfort stations. In addition, a snack bar, water station, and comfort station are located at the course's Golf Shop starting area.

Golf Shop

Our Golf Shop staff is available to assist you in all your golfing needs, from private lessons to golf clinics, personal club selection and golfing attire. Our staff is always ready to enhance your enjoyment of the Club and your game.

Tennis Courts

There are four lighted hard surface tennis courts with windscreens. Court time is set aside for regularly scheduled play as posted and for occasional special events. At other times the tennis facility is available for open play without advance reservation. The lights for night play should be turned off when play is completed. The light switches are located on the side of the concession building. A ball machine is available upon request at the Golf Shop.

Pools

There are seven swimming pools in Highland Woods Golf & Country Club. The main pool located near the Clubhouse is approximately 63 feet long by 32 feet wide and has an approximate depth of 3 feet at the shallow end and 6 feet at the deepest point. Six other pools are conveniently located throughout the Condominium and Verandas neighborhoods. Each of these pools is approximately 40 feet long by 20 feet wide and surrounded by a ten foot wide deck. All pools are heated to maintain a temperature of about 84 degrees. The main pool area also boasts a Jacuzzi, for your health needs and relaxation. Water aerobics sessions are available most days of the week for both men and women. Members in good standing are welcome to use any of the seven pools.

Bocce Courts

There are two lighted Bocce Courts. Court time is set aside for regularly scheduled League play as posted and for occasional special events. At other times the Bocce Courts are available for open play without advance reservation, through the HW website. The light switches are located on the side of each court and on the pergola support posts closest to the golf practice facilities.

RULES AND REGULATIONS

The rules and regulations of the Highland Woods Golf & Country Club as described here are designed to protect the rights and privileges of Club members, their families and guests, and to protect Club property. These rules have been formulated to acquaint the members of the Club with the services available to them and the proper use of the facilities.

Vehicle Use and Parking

Highland Woods Golf and Country Club is a residential golf community where pedestrians, bikers and golf carts are frequently encountered. Vehicle operators are requested to take extreme care as they drive through the community. The maximum speed limit throughout the entire community is 20 mph.

1. Parking areas are marked in a manner that provides maximum use with a minimum of inconvenience. No parking on the grass is permitted. Persons found to be parking improperly will be warned. Repeat offenses will result in the removal of the offending vehicle at the owner's expense.
2. No boat, trailer of any kind, camper, mobile home, motor home, bus, truck camper, pick-up truck, recreational vehicle of any kind, and disabled, inoperative or unlicensed vehicle shall be permitted to be parked or stored overnight in the Community unless kept fully enclosed inside a structure or with prior approval of the General Manager. For the purposes of this paragraph only, an open carport shall not be deemed a structure. Residents of the Heathermoor and Terrace Condominiums may park a pick-up truck in their assigned carport subject to the approval of their Neighborhood Association.

3. Members, and guests of members who wish to temporarily park (*overnight or in excess of 12 hours*) a boat, trailer of any kind, camper, mobile home, motor home, bus, or truck camper, in any of the parking areas under Master Association jurisdiction must receive a parking pass from the Club's General Manager. Vehicles without the parking pass are subject to towing at the owner's expense.
4. Privately owned or privately leased golf carts are not permitted on Highland Woods Golf & Country Club property including the golf course except for a temporary medical necessity. Written approval from the Board of Trustees, obtained through the General Manager may be requested to allow the use of a private golf cart for the period that a medical necessity exists. The Board of Trustees will periodically review the request and determine if the use is no longer required.

Membership

There is one type of membership: Owner Equity Members. Owner Equity Members and their guest are entitled to use all of the Club's facilities. Further, all members are encouraged to use and promote the Club's facilities for a variety of special occasions.

Membership Cards

All members, transfer members and eligible members of their families are issued membership cards. These cards are to be carried at all times while using the Club's facilities. Loss of the card should be reported to the Club's office at which time a replacement card will be issued for a fee.

DELEGATION OF RIGHTS TO USE COMMON AREAS

Use of the Golf Course

1. Each equity owner is entitled to only one regular membership. Golf course privileges for each such membership shall be limited to the members of one (1) "family." For purposes of defining golf course use rights under this section only, "family" means one natural person, a married couple, not more than two related or unrelated individuals who customarily reside together as a single housekeeping unit, or not more than two persons who are not related to each other by blood, marriage or adoption, and who customarily reside and live together as a single housekeeping unit. The decision as to whether two persons customarily reside and constitute a single family shall be a matter for the Board of Trustees in its sole discretion. Further, custodians minor children, or college or graduate students, who reside as part of the "family" on a full time basis during such times as the student is not enrolled in a college or university, shall be entitled golf privileges subject to rules adopted by the Board of Trustees. If a Living Unit is owned by two or more natural persons who are not a family as described above, or is owned by an entity which is not a natural person, the owner shall be required to select and designate one (1) family as defined above to utilize the membership. Changes in such designation, when there is no change in record legal title to the Lot or Living Unit, shall be limited to one change per twelve (12) month period.

2. When members and their immediate families are not in residence, they may temporarily transfer their right to use the Club Common Areas to guests or lessees, **provided** an executed Transfer Application is submitted to the Club no more than 30-days in advance of the expected occupancy date, the transfer fee is paid, and the application is approved by the General Manager. The application is available in the Administration Office. Each member shall be financially and legally responsible for the actions and debts to the Club of any person whom the member has delegated his right to use the Club Common Areas.
3. During the period specified on the Transfer application form, the Equity Owner's privileges are rescinded.
4. The transfer member must reside in the unit for which the privileges are delegated.
5. Equity Owners may transfer Club privileges a maximum of twelve times per year. The minimum rental period is thirty (30) consecutive days. Neighborhood Association Governing Documents may require longer minimum leases.
6. A transfer of privileges will only be approved if the Homeowner's account is current in any billings and assessments.

Extended Family Club Usage Plan

This is not a transfer of membership. Rather, it is an extension of the family membership during the off season as stated below.

This plan is for immediate family of the owner. "Immediate" family means mother, father, brother or sister, son, daughter-in-law, daughter, son-in-law, and grandchildren only.

- The effective plan dates are: May 1 through October 31.
- The Member will be required to provide a pre-arrival authorization form to the Administration Office.
- An administrative fee set by the board will be charged to the member for the extended usage authorization.
- All facilities of the Club are open to the visiting family.
- The Member will be billed for all charges.
- The family members using the Club will be issued a temporary ID card.
- The golf cart fee will be the prevailing rate.
- Visiting family members will not have reciprocal privileges.

Guest Fees & Privileges

1. An individual who is the guest of a member or a transfer member is entitled to use the Clubhouse, Restaurant, Golf Course, Swimming Pools and facilities under rules established by the Board of Trustees and the General Manager.
2. The General Manager or any other management person employed by the Club may deny guest privileges to any individual when in their opinion it is in the best interest of the Club to do so.

Suspension of Privileges

1. If a member is delinquent in paying an assessment as provided in the Master Association documents, a suspension of privileges will be invoked until all monies are paid. If the delinquent member previously transferred privileges to a lessee or guest, those privileges will be suspended until the member pays all monies.
2. Disciplinary action including suspension of privileges may be taken for infractions of rules and regulations.

CLUBHOUSE RULES AND REGULATIONS

1. Slow, unsatisfactory, improper service or any inattention to duty should be reported immediately to the manager on duty.
2. All comments, suggestions or concerns relating to the Club's facilities or service should be brought to the attention of the General Manager.

Employees of the Club

1. The General Manager directly supervises the Clubhouse/Restaurant and is responsible for the conduct and appearance of all employees.
2. Members or guests shall not reprimand employees of the Club. Any improper conduct on the part of the employees should be reported to the General Manager.
3. Complaints regarding specific employees should be made in writing addressed to the General Manager. The complaining member will be notified of the corrective action, if any, that was taken.

Cell Phone Policy

Cell phones are not to be used in the Club House, Golf Shop, Fitness Center, Community Room, Tennis Facilities, Bocce Courts, Golf Course and All Golf Practice Areas, and All Pool Areas.

The above will not apply to emergency situations.

Cell phones will be placed in the off or vibrate mode.

None of the above will apply to Highland Woods Staff while they are communicating on a cell phone on business matters.

Violations of this policy may result in suspension of member privileges by the Board of Trustees.

Attire for Clubhouse and dining areas

Proper attire is to be worn in the Clubhouse and dining areas at all times. Members and transfer members are responsible for appropriate dress for themselves and their guests. The General Manager, or Manager on duty, is responsible for enforcement. Anyone not properly attired will be denied access to the clubhouse area. Repeat offenders of this code will be referred to the Board of Trustees for appropriate action.

1. Clubhouse/Clubhouse Dining areas:

- a. Casual Country Club dress including proper golf attire is permitted.
- b. Prohibited clothing includes: blue denim, denim that is torn, fringed, ripped, thread bare or contains bleach areas; bathing attire; gym jogging or coaching shorts; (acceptable length of shorts and Ladies skirts must be no more than five (5) inches above the knee); cargo shorts or pants (cargo is defined as loose fitting pants or shorts that feature pouch pockets stitched on the outside along the legs); cut offs; mesh shirts; tube or halter tops; and any attire that is torn for effect or is any way revealing.
- c. The determination of what is proper shall at all times be at the discretion of the General Manager,
- d. Gentlemen are required to remove their hats while in the Clubhouse Dining Room and Grill Room areas to be served. Gentlemen may wear golf shirts with collars and/or mock turtle neck shirts with a 1-inch minimum collar.
- e. Main Dining Room - After 4 pm: only Evening Country Club Casual is permitted. Gentlemen must wear long pants.
- f. Grill Room at all times: Proper golf course attire is permitted.

2. Special Events:

- a. In some instances, dress for special Club sponsored events will be in exception to the guidelines. The General Manager will identify specific dress for each such event.

Use of the Club

1. Members, transfer members, and guests shall at all times conduct themselves in an orderly fashion.
2. Parents, grandparents and/or guardians are responsible for the conduct of their minor children in the Dining Room and Clubhouse. Should their conduct become disruptive, they will be asked to leave the premises.
3. The hours of operation of the various Club facilities shall be determined by the General Manager and may be adjusted seasonally.
4. Gambling is not permitted anywhere on club property.
5. Card playing is permitted in the Clubhouse in the areas provided for this purpose and such other areas of the Club as deemed practical and feasible by the General Manager.

6. Subscriptions, petitions, or notices, other than those related to Club affairs, shall not be distributed or posted on any Club property without prior approval of the General Manager.
7. The cost of replacing any property of the Club when broken, damaged or removed by a member, transfer member, guest of any member or their families, shall be billed to the responsible member or transfer member.
8. No food or beverage shall be brought into the Clubhouse or golf course unless purchased from the Club or authorized by the General Manager.
9. Smoking is permitted only in designated areas.
10. The Club is not responsible for any loss or damage to any personal property of any owner or transfer member or their families or guests.
11. The Club will comply with all Federal, State, and Local laws pertaining to the sale and service of alcoholic beverages. Instances of intoxication by members or transfer members or their families or guests may be subject to disciplinary action. Employees of the Club may refuse service of alcoholic beverages to any customer who appears impaired.

GOLF COURSE

The policies and rules concerning golf course operations have been adopted to ensure maximum enjoyment and safety for all golfers. All members and transfer members should take pride in their Club and Golf Course, and be considerate of fellow golfers to realize that objective. For example, all members and transferees should be aware that according to the Highland Woods Master Declaration, paragraph 3.1(E), use of the golf course for jogging, cycling, rollerblading, walking pets or other activities not directly related to the playing of golf is prohibited.

Tee Time Policies

Members and transfer members may book advanced tee times, up to seven days, through use of the computer based Chelsea Tee Time Reservation System (Chelsea). Chelsea tracks member and transfer member's daily play history on a 14-day rolling basis and assigns tee times in order of the play history. That is, preference for tee times is given to individuals with a lower play history. Any tee times, not assigned by Chelsea, are available on a first come, first served basis by calling or visiting the Golf Shop, two days in advance.

Please consult the Chelsea Tee Time Instructions, available in the Administration Office or Golf Shop, for a complete description of and operating instructions for the Chelsea system. Other general information regarding Chelsea and tee times follows.

1. The play history for transfer members when they first arrive and use the system is the average play history of the most recent previous month for all players in the Chelsea System. No transferred member has a zero play history, initially.
2. Five digit member identification numbers for members who have delegated their play and use privileges (through the Transfer process) to a transfer member are removed from Chelsea during the term of the transfer. A member who has transferred golf use rights is not allowed to play golf, under any circumstances, during the term of the transfer!
3. Use of another member's or transfer member's identification number, for any purpose, is strictly forbidden. Violator's are subject to disciplinary action including loss of privileges.
4. Guests of members or transfer member are counted against the play history of the member or transfer member.
5. The average play history of the individuals in twosomes, threesomes and foursomes is used to determine the average play history of the group for purposes of tee time reservations.

Men's Day and Ladies' Day Tee Time Policies

Requests for tee times on Men's Day, Ladies' Day and other announced tournaments will be handled through the Chelsea system with the exception of all pre-registered events. All pre-registered events will be handled through "manual sign-up" and the Golf Shop staff will manually enter players. The Golf Shop staff may enter late (stand-by) players to fill-in openings or may remove players that have canceled. However, once the pairings have been established by the Chelsea system, the Golf Shop staff will not change team assignments nor tee assignments to accommodate individual player requests.

No Show and Unauthorized Play Fees

1. No Shows – A golf fee in the amount set by the Board of Trustees will be charged to a player who does not call the Golf Shop to cancel an assigned tee time.

- a) Players must cancel **at least 2 hours** prior to their tee time to avoid being assessed the No Show Fee (telephone calls to the Golf Shop prior to its morning opening will be recorded on an answering machine)

2. Unauthorized play - A golf fee in the amount set by the Board of Trustees will be charged to a player who does not check in at the Golf Shop prior to playing on the golf course or registers in the Golf Shop under another member's name.

Rangers are authorized to control play in the late afternoon and evening hours by checking golf shop receipts for all walkers.

Golf Course Rules

1. Use of the golf course is supervised by the Head Golf Professional and Golf Shop staff. The General Manager will oversee the golf operation on a daily basis.
2. Players must report to the Golf Shop, and must be prepared to present their photo ID membership

cards to the Golf Shop attendant to identify them as a qualified member or transferee. Players without their membership card will not be permitted to play unless proper identification can be established. Players must report to the Starter to gain access to the golf course. Players must be ready to commence play when the Starter calls them or lose their starting time. In the event of such loss, the players may not play until an open tee time is available.

3. Hours of Play: The Golf Shop hours are determined by the Head Golf Professional. The golf course is open from 7:20 AM until dark, unless otherwise posted. Golf carts must be returned by sunset or 7:30 PM, whichever occurs first. There shall absolutely be no play prior to 7:20 AM on either the front or back nine. This will permit maintenance crews to complete their early morning work.
4. USGA Rules of Golf shall apply. Local rules are printed on the scorecard. Temporary rules or Special Notices will be posted on the Golf Shop bulletin board or on the carts and USGA Rules of Etiquette shall apply.
5. The Golf Course Superintendent will determine cancellation of play, alterations to normal course rules or routing based on course conditions.
6. All play must start on Number 1 or Number 10 tee unless otherwise directed by the Golf Shop staff.
7. Practice golf activities shall be limited to those areas of the Golf Course designed for such activities. Practice is prohibited on regular greens and fairways of the golf course. Please report any such activity to a Ranger, the Golf Shop or the General Manager, or any club employee
8. Certain days and times may be established by the Head Golf Professional, after consultation with the General Manager, during which the course shall be reserved for Men's and Ladies' golf days and special events. Please refer to the procedures and eligibility requirements available in the Golf Shop.
9. Damage to any private property, outside the boundaries of the golf course, whether caused by accident or purposely, shall be the responsibility of the person causing the damage. In the event that a person's struck golf ball damages a living unit, car, etc. in any way, that person is responsible for contacting the owner of the property immediately. If the unit is unoccupied, the person causing the damage should make note of the address and leave all required information with the Golf Shop personnel.
10. Ball hawking (searching for lost golf balls) is not permitted, except when associated with current play. Any persons who violate this rule are subject to disciplinary action, including loss of playing privileges.
11. Players shall not enter into any lake or pond water but may retrieve their ball from the perimeter.
12. No range balls may be used on the golf course other than on the driving range or practice areas designed for such activities. Range balls must not be removed from the practice areas.
13. No personal coolers, food or beverage shall be brought onto the golf carts and Golf Course at any

time.

Disabled Persons

1. General guidelines for the use of handicap flags are available in the Golf Shop.
2. The Head Golf Professional, prior to issuance of a handicap flag, may request a valid Doctor's note stating the nature of the disability.
3. When a handicap flag is issued, it shall be attached to the golf cart and that cart is then permitted to be driven in normally restricted areas such as close to, but not on, greens and tees. See Guidelines for details.
4. If disabled persons need any assistance, the Golf Shop staff will provide it.
5. Permission to use a handicap flag, when normal cart operations are restricted may be denied.

Attire for Golf Course and Golf Practice Facilities

Suitable and appropriate golf clothing and golf shoes with non-metal spikes must be worn by members, transfer members, and guests playing the Golf Course and practice facilities. Golf Shop personnel including Starter/Rangers have the responsibility and the authority to see that this provision is enforced.

1. Prohibited clothing includes: denim and jeans of any type; bathing attire; gym, jogging or coaching shorts; short-shorts (acceptable length of shorts and Ladies skirts must be no more than five (5) inches above the knee); cargo shorts or pants (cargo is defined as loose fitting pants or shorts that feature pouch pockets stitched on the outside along the legs); cut offs; mesh shirts; tank tops, tube or halter tops; and any attire that is torn for effect or is any way revealing or deemed inappropriate.
2. Proper golf attire includes Men's Mock turtle neck shirts with a 1-inch minimum collar and Ladies dress shirts without collars. Men's golf shirts must have a collar and must be tucked in at all times.
3. Members are responsible to see that their guests adhere to this dress code. Any players not conforming to the dress codes outlined above will be asked to change before being allowed to play.

Golf Club Storage

Club storage and cleaning services are available. Contact the Golf Shop for further information.

Electric Golf Cart Operation

1. No more than two players and two golf bags per cart is allowed. Non-playing riders may be allowed with specific approval from the Golf Shop.
2. No cart shall be released to anyone without authorization from the Golf Shop.
3. Golf carts must be kept on the cart path on all par 3 holes.
4. Individuals operating electric carts must have a valid driver's license.
5. Carts are never permitted on the shoulder or surface of any tee, green or bunker. All carts must return to the cart path at the warning post on all Par 4 and Par 5 holes.
6. The Golf Course Superintendent shall determine when golf cart operation is prohibited or restricted to paths only.
7. Golf carts shall not be driven on the rear and side yards of any housing units adjacent to the golf course. These areas are private property and the golfer is responsible for any damage to sprinklers, grass and foliage.
8. Anyone operating a golf cart while intoxicated or in an unsafe manner will be asked to leave the Golf Course and will not be allowed to operate a golf cart.

Walking Golfers

1. The Head Golf Professional will establish tee times and policies for walkers when the use of an electric cart is not mandatory.
2. All walkers must check in with the Golf Shop prior to playing. Each player will be given a walking receipt.
3. When using a pull cart, it must remain off the putting surface, tees, and bunkers, or on the cart path.
4. Walkers are required to properly care for the Golf Course by carrying a container of sand and fill divots or permission to walk may be denied.
5. Rules and policies for walkers are subject to change at the discretion of the Head Golf Professional.

Junior Play

1. Juniors, under 16 years of age, are not allowed to start play, or use the practice area unless accompanied by an adult golfing member.
2. The Head Golf Professional may waive playing restrictions for Juniors provided they are able to assure the Head Golf Professional that they have adequate knowledge of golf and golf etiquette.
3. All complaints concerning Junior play on the Golf Course shall be made to the Golf Shop.

Homeowners shall not correct or reprimand players.

Golf Courtesy and Etiquette

Golf is a game where courtesy and etiquette should always be observed. The following policies should be strictly adhered to for the maximum enjoyment of everyone using the Golf Course. Players should assist one another accordingly.

1. All divots must be filled with sand. Carry sand with you if "inside the ropes", on the par-three holes, on "Cart Path Only" days, and when walking the course.
2. Ball marks on greens must be repaired.
3. Sand traps must be raked and smoothed after play.
4. After finishing a hole, place the flag in the hole and leave the green area immediately. Proceed to the next tee before recording your scores.
5. Twosomes and threesomes shall accept other members to fill their group.
6. Please be respectful of private property surrounding the golf course. Under no circumstances shall carts be driven on, or any shot played from a homeowner's property.
7. The action of hitting a ball into the group ahead to signal them to speed up play is strictly forbidden and an obvious threat to the player's safety. Any instance of this behavior should be reported to the Golf Shop or a Ranger as quickly as possible. Violators will be subject to strong disciplinary action, including loss of playing privileges.
8. A foursome has the right-of-way, versus any other combination of players, at any time. However, a foursome should allow faster foursomes to play through if the hole ahead is open.
9. Members are requested to follow these rules and to urge others in their playing group to do the same. Infractions should be reported in writing to the Head Golf Professional.

Improve the Pace of Play - Adopt Ready Golf

All players should make every effort to keep play moving. Some thoughts for improving the pace of play:

1. Always keep up with the group ahead. Any group that fails to maintain their position on the golf course may be warned by the Ranger and/or asked to pick up and move to the next tee.
2. On the tee, play ready golf.
3. Between tee and green, always take appropriate clubs and be ready to hit when it is your turn.

4. No more than one cart (2 players) should look for a lost ball from that cart. The other cart should proceed to the remaining balls.
5. If your cart partner's ball is close to yours on the fairway, position the cart so both of you can approach your ball at the same time. If not, drop your cart partner at his ball and proceed to your ball to hit.
6. Don't use more than 3 minutes looking for a lost ball. "If you can't see it, you can't hit it."
7. On the green, do not wait to determine your putting line. Line up your putt and be ready to putt when it is your turn.
8. When finished playing a hole, proceed immediately to the next tee and then mark your score.

No Hunt Areas (IMPORTANT)

The areas posted as "NO HUNT" zones in front of No. 12 tee and on the left sides of both Nos. 12 and 13 fairways are there to protect the environment and specifically, the Gopher Tortoise habitat (Turtle Preserve) that is protected by the state.

1. At preserve areas, all persons, including golfers, are prohibited from entering except for authorized maintenance activities. Penalties for non-compliance can be as severe as temporary golf course closure by State Officials.
2. Please obey the **NO HUNT** signs and **DO NOT ENTER THESE AREAS AT ANY TIME**.
3. If your ball is hit into the **NO HUNT** area in front of No. 12 tee, there is a drop area on the other side that should be used under penalty of one stroke. The **NO HUNT** areas on the left side of both Nos. 12 and 13 are played as a lateral hazard with a one-stroke penalty.

NO HUNT = NO ENTRY = NO BALL HUNT = NO HIT

Golf Handicaps

1. To establish an accurate and legitimate handicap, players are required to post all 18-hole scores in the handicap computer located in the Golf Shop, or the computer located in the hallway outside the Grille Room. Scores from other courses should be recorded along with the appropriate course and slope ratings.
2. To be eligible for tournament play, an authorized USGA handicap may be required as deemed necessary by the Head Golf Professional.

Guest Rules

1. All guests must be registered with the Golf Shop before playing.
2. Guests must be accompanied by at least one member in each twosome, threesome, or foursome.
3. Guests must have a set of clubs. Rental sets are available in the Golf Shop.
4. Guests pay fees as posted in the golf shop.

Tournament & Club Events

1. Scheduled Club events, including Men's and Ladies' Day, take priority on the course.
2. Handicaps for Club events will be taken from the "Home Handicap" shown in the Handicap Computer.
3. In Club tournaments, when the Golf Shop assigns starting times, the participating players must start at the appointed time.

Shotgun Start Procedures

1. All players must check in prior to tee time at the bag drop area. If not checked in, a stand-by player may replace you. Stand-by players will be allowed to register no more than one hour before tee time.
2. After checking in, all carts must be placed in hole-assignment positions in the staging area.
3. Ten minutes prior to tee time, all players must be seated in their carts ready to commence play.
4. Ten minutes prior to tee time, a golf staff member will make any announcements relative to that day's play.

Golf Awards Policy

All golf awards (shop credit) will be programmed into the Golf Shop computer redeemable under your name and member number. The Golf Shop Staff will be able to pull up your name and number and identify how much golf award money you have accumulated.

All golf awards (shop credit) will expire on June 30th each year, except those issued in the month of May. There will be no exceptions to this rule.

TENNIS

Tennis Rules

Members, transfer member, and their guests shall have the right to use the Club tennis courts any time the courts are open. The daily hours of operation are from 8:00 AM to 10:00 PM. The General Manager may vary hours of operation depending upon the season, weather, or when club activities occur. Courts are not to be used when nets are lowered.

1. The code (revised 1985), as published by the United States Tennis Association, shall govern play.
2. The General Manager will determine the playability of the courts.
3. A member or transfer member must accompany playing guests. Guests will not be permitted to participate in certain Club sponsored activities, which will be announced on the bulletin board.
4. The tennis court lights must be turned off at the conclusion of play.

Tennis Dress Code

All players must wear proper tennis apparel, including non-marking tennis shoes.

1. Men: Tennis shorts, shirts and/or appropriate warm-up suits are to be worn at all times. No running shorts, workout attire, or swimming attire will be permitted. Under no circumstances will players be allowed to play bare-chested.
2. Women: Tennis shorts, skirts, dresses and/or appropriate warm-up suits are to be worn at all times. No running shorts, workout attire or swimming attire will be permitted.
3. Anyone not conforming to the dress codes outlined above will be asked to change clothing before being allowed to play tennis.

Tennis Etiquette

Proper tennis etiquette and consideration of other players should be observed at all times.

1. Players or spectators are not allowed to walk through or behind a court while a match is being played. Please walk around the outside of the courts and enter your assigned court through the gate provided.
2. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
3. Distracting or interfering with players while a match is in progress is prohibited.
4. The General Manager will enforce these rules.

BOCCE

Bocce Rules

Members, transfer members, and their guests shall have the right to use the Club Bocce courts any time the courts are open. The daily hours of operation are from 8:00 AM to 10:00 PM. The General Manager may vary hours of operation depending upon the season, weather, or when club activities occur. The Rules of Bocce are posted at the Bocce Courts.

1. A member or transfer member must accompany playing guests. Guests will not be permitted to participate in certain Club sponsored activities, which will be announced on the bulletin board.

Bocce Dress Code

Suitable and appropriate golf clothing must be worn by members, transfer members, and guests playing on the Bocce courts. During League play, Team Captains have the responsibility and the authority to see that this provision is enforced. At all other times, HW staff has the responsibility and the authority to see that this provision is enforced.

1. Prohibited clothing includes: blue denim, denim that is torn, fringed, ripped, thread bare or contains bleach areas; bathing attire; gym jogging or coaching shorts; (acceptable length of shorts and Ladies skirts must be no more than five (5) inches above the knee); cargo shorts or pants (cargo is defined as loose fitting pants or shorts that feature pouch pockets stitched on the outside along the legs); cut offs; mesh shirts; tube or halter tops; and any attire that is torn for effect or is any way revealing.
2. Proper golf attire includes Men's Mock turtle neck shirts with a 1-inch minimum collar and Ladies dress shirts without collars. Men's golf shirts must have a collar and must be tucked in at all times.
3. Members are responsible to see that their guests adhere to this dress code. Any players not conforming to the dress codes outlined above will be asked to change before being allowed to play.

Bocce Etiquette

1. Proper bocce etiquette and consideration of other players should be observed at all times.
2. Players or spectators are not allowed to walk across a court while a match is being played.
3. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
4. Distracting or interfering with players while a match is in progress is prohibited.

5. The General Manager will enforce these rules.

SWIMMING POOLS

Members, transfer member, and guests are entitled to use the pools during daylight hours only, unless otherwise posted. There is NO lifeguard on duty so you swim at your own risk. The General Manger is responsible for the operation and safety of the pools. The General Manager may suspend the pool privileges of any adult or child who does not comply with the following rules and regulations:

All Seven Pools

1. All pools are equipped with telephones to use for emergencies. In case of an emergency dial 911.
2. Florida State Board of Health Rules concerning swimming pools must be followed
 - a) Persons with open sores, cuts or communicable disease may NOT enter the pool.
 - b) Animals are not allowed in the pool area.
 - c) Persons must shower before using the pool or after applying suntan lotion.
 - d) Children who are not toilet trained are prohibited from using the pool unless wearing approved pool diapers.
3. Safety rules:
 - a) Children under 12 years of age may use the pool only when accompanied by a parent or a responsible adult.
 - b) Children who are unable to swim will not be permitted in the pool unless taking swimming lessons or unless accompanied by a parent or a responsible person over 16 years old.
 - c) Children who are not properly supervised by a parent or a responsible person over 16 years of age may be asked by the General Manager to leave the pool,
 - d) No running, pushing, wrestling, or other unruly behavior will be permitted in the pool area.
 - e) No glass or breakable containers are allowed in any part of the pool area.
 - f) All accidents, however minor, must be reported to the General Manager.
 - g) Nothing may be taken into the pool that will pollute the water or is hazardous.
4. General Rules:
 - a) Pool users are not to bring mats, chairs, furniture, or other equipment into the pool area.
 - b) Proper swimming attire shall be worn in the pool area.
 - c) Swimmers arriving from outside the pool area should wear suitable cover.
 - d) Trash containers must be used for the disposal of paper cups and other refuse.
 - e) Persons using radios or any other sound equipment must use earphones.
 - f) Swimmers must lower pool umbrellas when no longer needed to prevent damage due to strong winds.
 - g) No one is allowed in the filter area or on the railings and walls.

The Club does not assume any responsibility for the safety and/or personal belongings of anyone using the pool.

FOR SALE and OPEN HOUSE SIGNS

The Master Association will permit professionally lettered "For Sale" and/or "Open House" signs that meet the following restrictions:

- 1) For each Veranda unit, Villa, and Single Family home, one (1) "For Sale" sign is permitted, subject to the following specifications:
 - a) The sign shall be six (6) inches high and twenty-four (24) inches wide, set between 4"x 4" posts eighteen (18) inches high above ground level. (For Verandas with space limitations, the sign may be mounted on a single center post with overall height not more than eighteen (18) inches above ground level).
 - b) The sign shall have green lettering on a cream background. The posts shall be painted matte dark green.
 - c) The sign shall be located on the street-side lawn at least ten (10) feet from the street pavement. The sign for a Veranda unit shall be located in the median adjacent to that unit's garage or, if no median (e.g., Bldg. 9 & 16), in the lawn across from the unit's garage.
 - d) So long as located within the dimensions of a sign permitted in a) above, a sign reading "Price Reduced" or "Sale Pending" may be added to the permitted "For Sale" sign.
- 2) For Terrace and Heathermoor Condominiums, a properly constructed "chain sign" with the heading "Units For Sale" will be installed on the street side of the building; beneath the heading are attached small signs with unit number and phone number for the units which are for sale. Such chain signs must meet the following specifications:
 - a) The heading portion of the chain sign shall be six (6) inches high and twenty-four (24) inches wide, set between 4"x 4" posts. The attached signs shall be four (4) inches high and eighteen (18) inches wide.
 - b) The sign shall have green lettering on a cream background, with posts painted matte dark green.
 - c) The overall height of the chain sign shall be five (5) feet above ground level.
 - d) The sign shall be located at least twenty-five (25) feet from the street pavement.

Construction and installation of the basic chain sign will be at the expense of the Master Association; each attached small sign and related hardware shall be provided by the owner/agent of the unit offered for sale.

- 3) One approved "Open House" sign may be placed in the front (street side) of the property on the day of the Open House, with notification of address provided to the gatehouse. The "Open House" sign must include the agent's name in small print, for identification purposes. For

Veranda, Terrace, and Heathermoor Condos, the "Open House" sign may include the unit number. No directional signs are permitted. The "Open House" sign must be removed as soon as the Open House hours are over. Any "Open House" sign not removed as required is subject to confiscation by management.

"Open House" signs are standardized (green lettering on white background) and can be purchased through the Highland Woods Administration Office.

- 4) Signs shall be placed in an upright vertical position and maintained in good condition. No banners, flags, balloons, or any other eye-catching materials or objects may be displayed to embellish the sign permitted by the Master Association. No signs of any kind are permitted on the golf course side of any property, and No "Take One" boxes are permitted.

Detailed specifications for approved sign construction, including drawings, are available in the Clubhouse Administration Office, along with the name of a recommended sign company that has these specifications on file.

INCIDENT REPORTING

Procedure for reporting rules infractions at Highland Woods Golf & Country Club.

1. **Rules infractions occurring on the Golf Course should be reported in person or telephoned directly to the Golf Shop at (239) 498-0553**
2. **Incidents occurring on the Master Association Common Grounds should be telephoned to the Administration Office at (239) 495-9332**
3. **After hours Golf Course incidents should be noted and reported to the Golf Shop the next day.**
4. **Incidents considered "serious" and require immediate attention should be reported to the General Manager at (239) 289-0624.**
5. **Criminal activities involving Master Association property, observed by owners, should be reported to 911 with a follow-up to the Administration Office and/or the General Manager.**

Minor infractions (e.g. failure to repair ball marks or not sanding divots): Ranger will be called to speak to the group.

Major infractions (e.g. entering the tortoise preserve): Golf Shop employee will handle.

If an infraction occurs when only one Golf Shop employee is present, the Golf Shop will be locked and that staff member will deal with the infraction.

Note: Under no circumstance should an Owner or Lessee confront the person/s observed committing a rules infraction.

DISCIPLINARY ACTIONS

The following infractions will be brought to the attention of the General Manager for disciplinary action.

1. Failure to comply with the Rules and Regulations as set forth.
2. Repeated violation of the Rules or knowingly violating any of the Rules.

Disciplinary action may include suspension of all rights to use Highland Woods Golf & Country Club facilities.

CHANGES TO RULES

These rules may be changed from time to time by the Board of Trustees. Changes will be posted in the Clubhouse lobby.

KEY PHONE NUMBERS

Administration & General Manager 495-9332
Golf Shop 498-0553
Restaurant 495-0500
Gatehouse Gatekeeper 498-2948

CHANGE HISTORY for the RULES & REGULATIONS

Date	Version	Change Description
Jun 1995	0.0	Baseline version Rules & Regulations released.
Nov 2000	1.0	First revision released in small green binders
Aug 2001	1.1	For Sale Sign section incorporated.
Dec 2001	1.2	Incident Reporting section incorporated. Club identified as "Private".
Mar 2002	1.3	Extended Family Club Usage Plan section added.
Sep 2002	1.4	Clarification to wording to prohibit private golf carts in Highland Woods.
Sep 2002	1.4	Revision of certain sections to incorporate language from the revised Highland Woods Governing documents and minor changes to the Swimming Pools and Tennis sections.
Nov 2006	1.5	Revised Dress Code for Clubhouse and Golf Facilities
Nov 2006	1.5	Added Cell Phone Policy
Nov 2006	1.5	Added Clarification of Extended Family Club Usage Plan
Nov 2006	1.5	Added Fee for No Show and Unauthorized Golf Play
Nov 2006	1.5	Revised Golf Course Tee yardage, rating and slope and add Blue/White tee yardage, rating and slope
Sep 2010	1.6	Added Bocce Information
Jan 2018	1.7	Revised Dress Code for Clubhouse, Golf and Bocce
Sep 2019	1.8	Revised Dress Code for Clubhouse and Bocce