

THE CLUB AT PENNBROOKE FAIRWAYS, INC.

A Not-For-Profit Corporation

RULES & REGULATIONS

2010

Amended & Approved October 11, 2010

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Rules and Regulations

It is the intent of club management and the Board of Directors of The Club at Pennbrooke Fairways, Inc. (The Club) to limit these Rules and Regulations to the minimum required for the mutual enjoyment of The Club facilities by all members, immediate family members, daily fee users and guests. The obligations of enforcing these Rules and Regulations is placed primarily in the hands of a carefully selected and trained staff whose responsibility is to assure members of all the courtesies, comforts and services to which members of this club are entitled. It is the duty of the membership of The Club to know these Rules and Regulations and to cooperate in their enforcement.

General Club Rules

1. The hours of operation at The Club are established and published from time to time by club management considering the season of the year and other circumstances.
2. The General Manager (Club Manager) has full and complete charge of the clubhouse and grounds at all times.
3. Members, household users, and their guests must abide by all rules established by The Club, as amended from time to time.
4. All state and local laws concerning the sale of alcoholic beverages will be strictly enforced. Alcoholic beverages will not be served or sold, nor permitted to be consumed, at The Club during hours prohibited by law. Alcoholic beverages will not be served or sold to any person not permitted to purchase the same under the laws of the state of Florida.
5. All food and beverage consumed at The Club must be purchased at The Club unless otherwise permitted by club management. Outside catering is only permitted with the prior approval of club management.
6. Members may be required to make reservations in advance for special events and club-sponsored parties. A full charge will be levied against those members who fail to honor their reservations for special events and club-sponsored parties or fail to cancel the reservations during the cancellation period. The Club may modify this policy from time to time.
7. Members are not allowed in golf cart storage areas, golf course maintenance areas, kitchen or other service areas of The Club.
8. Members, household users, and their guests may not verbally or otherwise abuse any of the employees at The Club. All employees are under the supervision of management and no member or guest shall reprimand or discipline any employee, request any employee to perform personal tasks while on duty, or send any employee off the club property for any reason. Any employee not rendering courteous and prompt service should be reported to club management immediately. All such reports will be given prompt attention.
9. There shall be no solicitation in the name of, or on behalf of, The Club, nor shall the name or logo of The Club be used for any purpose without the prior approval of the board of directors of The Club.
10. Dogs and other pets, with the exception of service dogs, are not permitted at The Club without the prior approval of management. If permitted, such dogs or other pets must remain under control at all times and the member is responsible for any damage caused by the animal.
11. Parking is permitted only in areas clearly identified for parking. Parking must be confined to spaces designated in the parking lot. Parking is not allowed on the apron of the golf cart garage or entrance to that area.
12. Advertisements in any form are prohibited from any area of The Club and shall not be posted or circulated at The Club or upon club stationery without the prior approval of club management. Petitions may be originated, solicited, circulated or posted at The Club only with the prior approval of club management.
13. The clubhouse is non-smoking.
14. The roster of members of The Club is the property of The Club and may be furnished to members of The Club at the sole discretion of The Board of Directors. The membership roster shall not be used by or given to a non-member for any reason. Unauthorized release of the membership roster by a member is viewed as a serious breach of club policy. Violations will be reviewed by the board of directors of The Club and may result in the immediate termination of membership or other sanctions.

15. All complaints, criticisms, or suggestions relating to the operation of the club must be in writing, signed by the complainant, and addressed to club management or the Board of Directors of The Club.
16. The Board of Directors reserves the right to amend these Rules and Regulations, when necessary, and will notify membership of any changes.

Club Charges and Membership Payments

1. The Club does not allow club charging privileges or the use of club accounts. Therefore, members, household users, and guests must pay charges incurred at The Club by cash, check, credit card, or member account (debit) card.
2. Members are responsible for the payment of all unpaid charges incurred by their household users and guests.
3. Dues and other fees established by The Club will be billed on an annual basis and must be paid in accordance with the established payment schedule. Any member who has not paid the required dues and fees as put forth by this schedule shall be considered delinquent. Delinquent memberships may accrue late fees established by club management. Members delinquent for more than 30 days may be subject to forfeiture of membership in accordance with the by-laws of The Club.

Suspension and Termination of Membership Privileges

1. Membership privileges may be suspended or terminated by The Club or other disciplinary action may be taken which is deemed appropriate by The Club if, in the sole judgment of The Club, the member, household user, or guest:
 - a. submits false information on the Application for Membership, which if had been truthfully disclosed, would have rendered the applicant ineligible for membership privilege;
 - b. exhibits unsatisfactory behavior, deportment or appearance, or acts in any other manner determined not to be in the best interest of The Club or the members;
 - c. fails to abide by Rules and Regulations established for the use of The Club;
 - d. treats the personnel or employees at The Club in an unreasonable or abusive manner;
 - e. fails to accompany a guest when required by The Club;
 - f. engages in conduct that is improper, unlawful or likely to endanger the welfare, safety, harmony, or reputation of The Club or its members; and/or
 - g. fails to pay dues or any other amount owed to The Club in a proper and timely manner.
2. The Club may at any time restrict, suspend, or terminate for cause or reasons described in the preceding paragraph, the privilege of any member, household user or guest to use any or all of the facilities provided at The Club. No such member shall, on account of any such restriction, suspension, or termination, be entitled to the reimbursement of any membership dues or any other fees or charges previously paid to The Club. During the restriction or suspension, dues, fees and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a member in good standing.
3. A member shall be notified of any proposed disciplinary action and shall be given an opportunity to be heard by the board of directors to show cause why the member should not be disciplined in accordance with these rules. If the member desires to be heard, the member must submit a written request for a hearing to The Club within ten (10) days after the date of The Club's notice to the member of the proposed action. Upon receipt of the written request for a hearing, The Club shall set a time and date for such hearing, which shall in no event be less than five (5) days after such request. While the complaint is being considered by The Club, the member shall enjoy all membership privileges to which the member was entitled prior to the notice of proposed disciplinary action.

Loss or Destruction of Property or Instances of Personal Injury

1. Each member as a condition of membership, and each household user and guest as a condition of invitation to use The Club, assumes sole responsibility for his or her property. The Club is not responsible for any loss or damage to any private property used on The Club facilities.
2. The Club shall maintain a lost and found for recovered items for 30 days. Items remaining in the lost and found and not claimed after this thirty (30) day period will become property of The Club.
3. Property or furniture belonging to The Club shall not be removed from The Club without proper authorization. Every member of The Club is responsible for any property damage and/or personal injury occurring at The Club, or at any activity or function operated, organized, arranged or sponsored by The Club, caused by the member, household user or guest. The cost of any repairs or replacements to equipment, furnishings or property of The Club damaged by a member, household user or guest shall be paid by the member.

4. Members, household users, guests, and all other members who, in any manner, make use of, or accept the use of, any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by The Club, or who engage in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by The Club, either on or off The Club, shall do so at his or her own risk. Members agree to release, waive, satisfy and forever discharge club management, The Club and its directors, representatives and agents and immediate family members of each of them from any and all manners of action, causes of action, damages, claims and demands whatsoever, including any claims arising out of negligence, in law or in equity, which the member may have now or at any time in the future, arising out of or resulting from the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by The Club, including without limitation the use of golf carts, or the participation in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by The Club, either on or off The Club facilities. Members shall defend, indemnify and hold harmless The Club and its directors, club management, representatives and agents and the immediate family members of each of them, from and against any and all losses, damages, claims or suits arising out of any personal injury or property damage resulting from the intentional or negligent acts or omissions of The Club.
5. Should any member, household user or guest file a legal action against The Club for any claim and fail to obtain judgment therein against them, the member shall be liable to The Club for all costs and expenses incurred by them in the defense of such legal action, including reasonable attorneys' fees (including fees required in connection with appellate proceedings).

Attire

1. Members shall dress in a fashion befitting the surroundings and atmosphere provided in the setting of The Club. Members must advise their guests of the dress requirements. The standards for golf attire are set forth herein under paragraph 8 of Golf Rules.
2. Gentlemen and ladies shall dress in a fashion compatible with the appropriate occasion when using the restaurant and other club facilities. Shirts and shoes must be worn at all times on the premises of The Club. Hard or steel spike golf shoes are not permitted anywhere on the club facilities.

Mailing Addresses

Each member must file with The Club their mailing address (both postal and internal), email address, telephone and any changes thereto, to which all notices of The Club are to be mailed. Members shall be deemed to have received mailings from The Club ten (10) days after they have been mailed to the address on file with The Club. In the absence of an address filing with The Club, any club mailing may, with the same effect as described above, be addressed as management of The Club believes is most likely to cause its prompt delivery.

Club Services and Activities

1. The Club may provide a variety of social, cultural and recreational events in which all members are encouraged to participate.
2. The Club desires to encourage the use of The Club by members and other persons permitted by The Club for private parties, on any day or evening, provided it does not materially interfere with the normal operation of The Club or with the services regularly available to the members. Members should contact The Club manager for available dates and arrangements.
3. Private parties are not permitted at The Club unless prior approval is obtained from management of The Club. The person sponsoring the private party should be responsible for 1.) the conduct of the guests, or for any damage caused by the guests and 2.) the installation and removal of party décor. The Club may require a deposit prior to the event.

Golf Rules

General Golf Rules

1. The Rules of Golf of the United States Golf Association (U.S.G.A.) together with the rules of etiquette as adopted by the U.S.G.A. shall be the rules of The Club, except when in conflict with local rules.
2. "Cutting-in" is not permitted at any time. Except for scheduled "shotgun" starts, all play shall start at a #1 tee at a specified course as directed by Golf Shop personnel. Under no circumstances may players start play from residences or **without Golf Shop registration**, except that members may start play after the Golf Shop is closed for the evening.

3. Golf Rangers may be on duty to help regulate play and enforce golf cart regulations. The Golf Rangers shall have full authority on the golf course to enforce all rules and speed of play.
4. Practice is not allowed on the golf course. The practice facilities provided by The Club must be used for all practice.
5. Slow play is not tolerated. Foursomes control the speed of play. Twosomes and threesomes should not expect to play through foursomes and should not exert any pressure on the groups ahead. Foursomes should complete an 18-hole round in three hours and thirty minutes. If a foursome or other group of players is unable to maintain adequate speed of play and fails to keep their place on the course, they must allow the following group to play through. Golf Rangers have the authority to stop a slow playing group to allow the following group(s) to play through or to require the slow playing group to pick up their balls and move forward to catch up with the group ahead.
6. All players who stop after playing nine holes for any reason must occupy the next tee before the following players arrive at the tee or they will lose their position on the golf course and must get permission from the Golf Shop or starter to resume play.
7. While playing on the course, players must have their own set of golf clubs.
8. Appropriate golf attire is required for all players on the golf course and practice facilities. Members are expected to ensure that household users and guests adhere to such rules without exception.

	Acceptable	Not Acceptable
Gentlemen	Shirts with collars or crewneck and sleeves, slacks, golf shorts, denim, and shorts four inches or less above the knee	Tank tops, tee shirts, fishnet tops, cut-offs, jams, sweat pants, bathing suits, gym or tennis shorts more than four inches above the knee
Ladies	Dresses, skirts, golf shorts, slacks, golf shirts, shirts with sleeves and high neck, denim, and shorts four inches or less above the knee	Tank or halter tops, tee shirts, cut-offs, bathing suits, sweat pants, short shorts, athletic shorts, tennis skirts, tennis shorts
Shoes	Soft-spike golf shoes, other approved shoes are required on the golf course and practice areas	Use of shoes other than golf shoes must be approved by management. No steel spikes.

This dress code is mandatory for all golfers. Improperly dressed golfers will be asked to change before playing. If you are in doubt concerning your attire, please check with the Golf Shop before starting play.

9. The Course may not be used for any purpose except golf. Any non-golf activities such as picnicking, biking, recreational walking, jogging, walking of pets, and similar activities are not permitted on the golf paths or golf course at any time.
10. If lightning is in the area all golf play shall cease and players should seek appropriate shelter immediately.
11. No beverage coolers which contain alcohol beverages are permitted on the golf course unless supplied by the Club.
12. A rain check policy will be determined by the club management.
13. Twosomes and singles will be grouped with other players, if available, at the discretion of the Golf Shop. Singles have no priority on the golf course and shall be permitted to play only at the discretion of the Golf Shop. Fivesomes are **not** permitted on the golf course.
14. All signs are to be adhered to without exception. Examples: No carts, cart path only, course closed.

15. The Club reserves the right to accommodate requests to have outings from time to time. Notices of these outings will be posted indicating the hours during which the outing will take place.

16. Walking, either carrying your bag or using a pull cart, is permitted except on The Sanctuary. However, based on seasonal demands, club management reserves the right to restrict or prohibit walking and may require the use of powered golf carts during this time.

17. Carefully rake bunkers after use and place the rake inside the bunker.

Hours of Play

The hours of play and Golf Shop hours will be posted in the Golf Shop. Management is authorized to determine when the golf course is suitable for play.

Golf Starting Times

1. All players must have a starting time reserved through the Golf Shop. The staff will assign a starting time depending on availability.
2. Starting times may be reserved by phone during Golf Shop hours. Only one starting time may be reserved per call, unless otherwise approved by club management.
3. Members have a seven (7) day advance sign-up privilege to reserve golf starting times.
4. Persons reserving a golf starting time must give their name and the names of the players in their group at the time of reservation.
5. Starting times must be approved by the Golf Shop. Please notify the Golf Shop of any cancellations as soon as possible.
6. Players who fail to cancel their starting time one (1) hour prior to their scheduled starting time may be charged a no-show fee established by The Club.

Registration

1. All golfers must register in the Golf Shop before beginning play.
2. Failure to check in and register ten (10) minutes prior to a reserved starting time may cause cancellation, set back, or a no-show fee to be charged to the member.
3. Golfers late for their starting time lose their right to the starting time and shall begin play only at the discretion of The Golf Shop.

Handicaps

1. Handicaps are computed in accordance with the current U.S.G.A. approved Handicap System.
2. Handicaps will be required for all club events. All members with a U.S.G.A.-approved handicap may participate in club tournaments. All handicaps submitted may be reviewed by the Handicap Committee.
3. To establish a handicap, a member must have turned in a minimum of five (5) scores.
4. Accurate records are to be kept of scores turned in and recorded for all full rounds played. The Handicap Committee will determine if there are violations by members in turning in their scores.

Golf Cart Rules

1. Golf carts shall not be used at The Club by a member, household user or guest without proper assignment and registration in the Golf Shop.
2. The use of golf carts is mandatory when posted.
3. Golf carts may be used on the golf course when the golf course is open for play. Club-provided golf carts are not to be driven to residences at any time.
4. Each operator of a golf cart must be at least sixteen (16) years of age and have a valid automobile driver's license.
5. Two (2) persons and two (2) sets of golf clubs are permitted per golf cart.
6. Obey all golf cart traffic signs.
7. All par 4's use the 90-degree rule by crossing fairways only at right angles. Par 3 holes are **cart path only**.
8. Always use golf cart paths where provided especially near tee boxes and greens. Except on golf cart paths, do not drive a golf cart within thirty (30) feet of a green, tee box or bunker.
9. Never drive a golf cart through a hazard, tee box or green.
10. Be careful to avoid soft areas on fairways, especially after rain. Use the rough wherever possible.
11. Operation of a golf cart is at the risk of the operator. The cost of repair to a club golf cart which is damaged by a member or household user will be charged to the member or, in the case of damage by a guest, the cost of repair will be charged to the sponsoring member. All players and golf cart operators will be held fully responsible for any and all damages, including personal injury and property damage that are caused by the operation of the golf cart by such players, and shall reimburse the club for any and all damages they may sustain.
12. All players using a golf cart accept and assume all responsibility for liability connected with the operation of the golf cart. All players also expressly indemnify and agree to hold harmless The Club and its directors, officers, employees, affiliates, representatives, and agents from any and all damages, whether direct or consequential, arising from or related to the use and operation of the golf cart by any player.
13. All golfers shall use golf carts except for walkers approved by Club Management for play on the Oaks or Meadows.

Private Golf Cart Rules

1. The right to use a privately-owned golf cart is a non-transferable and non-assignable personal privilege. The use of privately-owned golf carts is available only to members and guests who reside in the Pennbrooke Fairways residential community. Non-members using their cart are permitted to play when paying green and trail fees.
2. Private carts may not be stored on Club property.
3. Privately-owned golf carts must be annually approved by the Club as complying with the appearance, safety and other standards as may be established from time to time by The Club. See item 7 regarding proof of liability insurance.
4. Owners of privately-owned golf carts must complete and sign a trail fee agreement and pay the required trail fee to The Club before the cart is permitted on any golf course.
5. All owners of privately-owned golf carts shall be required to sign a release of liability agreeing to hold The Club and its directors, officers, partners, employees, representatives and affiliates harmless as a result of any loss or damage relating to the ownership or operation of the golf cart. (this appears on the yearly application for member's dues)
6. Members using a privately-owned golf cart will be fully responsible for any and all damages caused by the use or misuse of the golf cart by anyone operating it or otherwise, and the member shall reimburse the club for any and all damages they may sustain by reason of use or misuse, including without limitation, damage to other golf carts and any property of The Club. (this appears on the yearly application for member's dues)

7. An identification number and yearly decal will be issued for the cart when the trail fee agreement, proof of liability insurance, and payment are received. The yearly decals should be placed on the sides of the golf cart in clear view.
8. When a privately-owned golf cart is no longer used in the private cart program, all stickers and decals must be removed. Non-member, privately-owned golf carts without a trail fee receipt from the Golf Shop will not be allowed access to the golf course.
9. Members and non-members with privately-owned golf carts operating on club property are required to ensure that their carts are restricted to licensed drivers who will operate the cart in a safe, prudent manner and in accordance with The Club's rules and regulations.
10. Privately-owned golf carts shall be driven on the golf course only while playing golf.

Golf Course Etiquette

Persons using The Club should do their part to make a round of golf at The Club a pleasant experience for everyone. Here are some suggestions:

1. Play "ready golf". Anticipate the club or clubs you may need and go directly to your ball. Always be near your ball to play promptly, when it is your turn. If a player is delayed in making a shot, it would be courteous for such player to indicate to another player to play.
2. The time required to hole out on and around the green is a chief cause of slow play. Study and clear the line of your putt while others are doing the same. Be ready to putt when it is your turn.
3. Players should ensure that the greens are not damaged by improperly laying down bags, clubs or the flag sticks. Players should ensure that the hole is not damaged by standing too close to it when removing the flag stick or the ball. The flag stick should be properly replaced in the hole before the players leave the green.
4. No one should move, talk, or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
5. When approaching a green, park your cart on the cart path on the best direct line to the next tee. This can save about twenty minutes per round. Never leave the golf cart in front of the green where you will have to go back to it while the following players wait for you to get out of the way.
6. When play of a hole is completed, leave the green promptly and proceed to the next tee without delay. **Do the scoring for the completed hole when you arrive at the next tee.**
7. If you are not holding your place on the course (see General Golf Rule #5) allow the players behind to play through. Do the same if you stop to search for a lost ball.
8. Repair all divots with a generous amount of sand.
9. Repair your ball marks on the greens. If you see un-repaired ball marks repair them also. Remind your playing partners to observe this courtesy.
10. Players are requested to pick up tees after driving. Players should be careful in discarding broken tees since the tees damage the mowers and puncture golf cart tires.