

Santa Rosa Golf and Beach Club

CORPORATE OPERATIONS POLICY MANUAL

PREFACE

Rev. 3/2012

A. SYNOPSIS

The Santa Rosa Golf & Beach Club Board of Director's (hereinafter called the Board) operates the Corporation as prescribed by the Articles of Incorporation and the Corporate Bylaws. In addition to the foregoing guidelines, the Board promulgates from time to time Corporate Operations Policies (COP's). These COP's establish rules and regulations to cover other matters or situations not specifically delineated in the Bylaws but nevertheless required for the efficient and consistent day to day operation of the Club. The COP's may be revised from time to time by a majority vote of the Board at a properly convened meeting.

B. ORGANIZATION

- i) Statements of COP's are organized in functional categories to provide ease of reference and identification. These functional categories are:
- ii) Section 1: General. This section contains policies pertaining to the general overall operation of the corporation and is numbered in the series 1-1, 1-2, 1-3, etc. as required.
- iii) Section 2: Vue on 30a Restaurant and the Terrace. This section contains policies pertaining to the Club's public restaurant, Vue on 30a and its adjacent Terrace, which is also used for dining and special events. These policies are numbered in the series 2-1, 2-2, 2-3, etc. as required.
- iv) Section 3: Golf Club. This section contains policies pertaining to the Golf Course, Tennis Courts, Pro Shop and all activities associated thereto and are numbered in the series 3-1, 3-2, 3-3, etc. as required.
- v) Section 4: Employee Manual. Incorporated by reference.
- vi) Each section of the Policy Manual addressing the aforementioned functional categories will contain a Contents list followed by specific policy statements setting forth the COP's.

C. APPLICABILITY

COP's apply to anyone using the facilities of the Santa Rosa Golf & Beach Club in any capacity. Specifically included are Members, dependents of Members, guests, employees and lessees of Club facilities.

D. ENFORCEMENT

The Board Members as well as the Managers of various Club activities and others so designated by the Board are hereby empowered to enforce all rules and regulations established in the COP's. Those so empowered should be thoroughly familiar with all pertinent policies and should keep abreast of policy changes.

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COP 1 - 1 MEMBERSHIP ELIGIBILITY It shall be the policy of the Board that:

- A. All persons accepted for Membership in any Membership category must meet the full Membership Requirements of Article II, Section I of the Bylaws which states, "Membership in the Corporation may be held and owned by the incorporators and such other natural persons who may be approved for Membership." and Section 4, which states, "All Memberships shall be held in the name of one person, the Member."
- B. This policy defines "such other natural persons" as married persons with one Membership or a single individual with one Membership.
- C. Businesses, cooperatives, corporations, or other non-living entities may own a Membership in the Corporate categories but the Membership must be held in the name of an individual (Natural Person).
- D. A person wishing to become a Member may obtain a Membership application form from the Club office.
  - 1. The applicant must complete the form and have it signed by two (2) Members in good standing.
  - 2. If a waiting list is in place, a pre-application waiting list form must be completed.
  - 3. By signing the Membership application, all applicants for Membership in any category will authorize a credit and criminal background check. Without this signature and authorization, the application is not considered complete.
- E. An ex-spouse of an Equity Member, who no longer has spousal privileges due to a divorce or legal separation, may apply for a separate Social or Equity Membership. If the application is submitted within thirty (30) days of the court order of dissolution or separation, Social Membership could be immediately approved for temporary Membership pending approval by the Board, and the application for Equity Membership could be approved by the Board as soon as an Equity Membership becomes available.

COP 1 - 2 OTHER MEMBERSHIP CATEGORIES

It is the policy of the Board of Directors that the only category of Membership that can vote for Directors of the Club or on changes to the Bylaws of the Club are Equity and Regular Members.

**A. Senior Membership**

- 1. A Senior Member is entitled to all of the rights and privileges of Membership in the Club as those of an Equity Member except that they cannot vote and they are not entitled to an Equity refund.
- 2. A current Equity Member who is at least 75 years old and has been an Equity Member for at least 10 years is eligible for one of 30 (total at any one time) Senior Memberships.
- 3. The dues of the Senior Member will be frozen at the amount of dues they are paying at the time of their transfer.
- 4. To complete their change of status an Equity Member must sign a contract ending their rights to their Equity refund at the time of their transfer to Senior Membership in the Club.
- 5. The Membership is transferable to the spouse of the Member but cannot be bequeathed or in any other way passed on to a child or grandchild.

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6. Senior Members will not be assessed for Capital or Operating Assessments.
7. All applications under this program will be reviewed and approved by the Board of Directors.

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**B. Junior Membership**

1. Junior Membership is available to persons between 21 and 40 years of age who are approved by the Board of Directors for Membership in the Club.
2. Initiation Fee for a Junior Membership is set by the Board from time to time and is non-refundable.
3. Dues are 60% of Equity Dues from age 21 to 35 and 75% of equity dues from age 36 to 40.
4. Junior Members receive a 20% discount in the Pro Shop and for all Food and Beverage purchases.
5. Junior Members are required to meet a Food and Beverage Minimum charge as set from time to time by the Board of Directors.
6. Charges for carts and other voluntary services are at the Equity Membership rate.
7. Junior Members are entitled to enter all Club sponsored events providing only that priority is given to Equity Members.
8. Upon reaching 40 years of age the Junior Member must transfer or upgrade to another Membership category with Memberships available. (Upgrade to Equity Membership is only possible if an Equity Membership is available)
9. Transfer to Social requires payment of the difference between the Initiation Fee paid for Junior Membership and the current Social Membership Initiation Fee at the time of transfer and dues change at the beginning of the month following the Junior Members 40<sup>th</sup> Birthday.
10. Transfer to Equity Membership requires the Junior Member to pay the difference between the Initiation Fee paid to the Club for the Junior Membership and the current Equity Initiation Fee. Dues are increased to current Equity Dues at the beginning of the month following the Members 40<sup>th</sup> birthday.

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**C. Golf Membership**

Golf memberships are no longer being offered in the membership plan.

**D. Corporate Membership**

Corporate Membership is a Membership owned by a Corporation but held in the name of an individual who is an officer, owner or employee of that Company. The individual in whose name the Membership is held must be approved for Membership.

1. Corporate Membership may be transferred to another Officer, owner or employee as needed by the Corporation. The transfer fee will be set by the Board of Directors. The named individual must be approved for Membership by the Board.
2. Corporate Memberships shall be available with or without full Golfing privileges.

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**E. Social Membership**

Social Membership is a Membership for which an initiation fee has been paid by the Member who shall enjoy the facilities of the club, who shall pay all use fees at the same rate as paid by guests of Equity Members, who shall have no voting rights and who shall have no equity interest in the property of the Corporation. Social Memberships are limited to 15 rounds of golf per year at the Guest of Equity Member Rate and shall pay a walking fee that will be determined by the board. Such Memberships shall terminate upon the resignation or death of the Member unless it is passed on to a surviving spouse or significant other.

Rev. 02/17

COP 1 - 3 CONVERSION OF AN EQUITY MEMBERSHIP TO A SOCIAL MEMBERSHIP

It shall be the policy of the Board that:

1. A Member owning an Equity Membership shall request that his/her Membership be offered for sale by placement on the "Memberships for Sale" list in accordance with Bylaw Article II, Section 13. Effective August 1, 2000, the cost of the conversion from Equity Member status to Social Member status shall be at the then current Social Membership initiation fee.
2. In lieu of Paying the Social Initiation Fee the member may waive his existing right to be placed on the membership for sale list, this present-day sale amount may be deducted from the prevailing initiation fee. Exceptions, based on original initiation fees paid, would be at the discretion of management; however, reported at monthly board meetings.

Rev. 09/09

COP 1 - 3a CONVERSION OF A SOCIAL MEMBERSHIP TO AN EQUITY MEMBERSHIP

- A. Effective May 1, 2001, a Social Member wishing to become an Equity Member must advise the Club in writing of the desired conversion request. It shall be the policy of the Board that an existing Social Member may convert their Membership to an Equity Membership and the total amount paid for that Social Member's initiation fee shall be applied toward the current price of an Equity Membership.

Rev. 02/17

COP 1-3b Conversion of Memberships - General

It shall be the policy of the board that:

- A. A member can only convert from one membership category to another a total of two times.
- B. If an equity member converts to a social member and then elects to convert back to an Equity membership the initiation fee paid for the Social membership will not be applied to the prevailing Equity Membership initiation fee. Exceptions, based on original initiation fees paid, would be at the discretion of management; however, reported at monthly board meetings.

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Rev. 3/14

COP 1 - 4 VOLUNTEERISM It shall be the policy of the Board that:

- A. The concept of volunteerism, often described as a unique feature of the Club, be nurtured and Members continuously encouraged to voluntarily donate time, effort and money towards the success of the Club.
- B. Any member may contribute money to the club's Giving Fund that shall be spent at the discretion of the Board unless the monies are designated for a specific use or project. A member may also donate furniture, fixtures or assets to the club memorializing a deceased member. Prior to donating this type of gift the Board must approve the donation and where it will be located and it must be consistent with the surroundings of the desired location.

Rev. 05/08

COP 1 - 5 INDEBTED, BARRED AND EXPELLED MEMBERS It shall be the policy of the Board:

- A. Any indebted, barred or expelled Member who ceases to participate in Club activities and leaves the Club owing money to the Club (either dues or charges), and any individual who has been expelled or barred from the Club by the Board, will be permanently barred from the premises and from participating in any Club activity in any capacity, guest, walk-in, or otherwise.
- B. The Board by two-thirds may pursue any and all legal means necessary to collect unpaid amounts, including any late fees and interest, owed by a suspended or expelled Member to the Corporation.
  1. The Corporation shall be entitled to recover from the Member any and all costs and expenses, including attorney fees, for the efforts expended in attempting to collect any unpaid balance due and owing the Corporation.
  2. All disputes between any Member or former Member and the Corporation must be brought to court in Walton County, Florida.

Rev. 06/11

COP 1 - 6 SUSPENSION OR CANCELLATION OF MEMBERSHIP It shall be the policy of the Board:

- A. Membership may be suspended or canceled by a two-thirds vote of the Board for any or all of the following reasons.
  1. Failure to pay dues, fees, assessments or accounts as described in Bylaws, Article VI, Section 9.
  2. Activities prejudicial to the best interests of the Corporation.
  3. Violations of Club Standards of Conduct (COP 1-17).
  4. A consistent pattern of non-compliance with the rules and regulations of the Corporation.

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- B. A member being considered by the Board for expulsion will be notified in writing to that effect and will be given 30 days to respond to the Board, personally or in writing. (In some instances, a warning letter from the Board to the recalcitrant Member may be appropriate prior to consideration for expulsion.)
  - C. In the event the expelled Member owns an Equity Membership, he must relinquish that Membership as provided in Bylaws Article II, Section 13. Expelled Members in any other Membership category will receive no compensation. For Corporate Memberships the Corporation may put forward another designee for approval by the Board.
  - D. A suspended Member loses Membership privileges during the suspension period, but is still a Member who is required to pay regular dues and assessments.
  - E. The Board by two-thirds may pursue any and all legal means necessary to collect unpaid amounts, including any late fees and interest, owed by a suspended or expelled Member to the Corporation.
    - 1. The Corporation shall be entitled to recover from the Member any and all costs and expenses, including attorney's fees, for the efforts expended in attempting to collect any unpaid balance due and owing the Corporation.
3. All disputes between any Member or former Member and the Corporation must be brought to court in Walton County, Florida.

Rev: 04/14

COP 1 - 6 A MEDICAL HARDSHIP LEAVE

It shall be the policy of the Board:

- A. In the event that a catastrophic medical condition arises for a member, spouse or immediate family of a member, a petition to the Board for a medical hardship leave may be made, whereby all dues and fees are suspended for a stipulated period of time. The Board may grant the temporary membership leave on a case-by-case basis by a majority vote under the following stipulations:
  - 1. During this time the member, spouse or family member may not use any of the club facilities.
  - 2. The medical hardship leave must be a minimum of 8 months and not more than 12 months.
  - 3. Not more than 6 members may be on medical hardship leave at any time.

Rev: 04/15

COP 1-6 B MILITARY LEAVE

It shall be the policy of the Board:

- A. In the event that a Member is serving in active duty in the military and is required to move away from the Club as part of their service, he/she may petition to the Board for military leave where by all dues and fees are suspended for a stipulated period of time. The Board may grant the temporary leave on a case-by-case basis by a majority vote under the following stipulations:

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1. During this time, the member, spouse or family member may not use any of the club facilities.
2. The military leave must correspond with the relocation assignment.

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COP 1 - 7 CHRISTMAS OPEN HOUSE It shall be the policy of the Board that:

- A. The Annual Christmas Open House will be held the second Sunday in December under the direction of the General Manager.
- B. The Annual Christmas Open House will be open to all Members in good standing, bonafide houseguests of the aforementioned and prospective Members as identified by the Membership Committee. Additionally, prominent nonaffiliated locals may be invited at the pleasure of the Board.

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COP 1 - 8 CORPORATE ORGANIZATION

- A. The Santa Rosa Golf and Beach Club (hereinafter called the Club) is a semi-private, Equity Member owned Club whose principal business is providing facilities for dining, golf, beach, swimming, tennis and social activities for its Members. The Club is governed by an elected Board of Directors consisting of nine Members, all of whom must hold Regular or Equity Membership in the Club. The officers of the Club - President, Vice-President, Secretary, and Treasurer - are elected annually from among the nine directors. The Board shall also maintain a list of Standing Committees, noting their respective responsibilities. The Standing Committees will be advisory only to the Board and the General Manager. All Committee requests for funds for projects go to the General Manager for presentation to the Board. All request forms from the Committees shall be presented to the Board for approval. After approval, the General Manager is responsible for implementing those items and such other requests that the Board may deem necessary to improve the Club's operation and service to its Members. The Standing Committees shall remain in existence for the life of the Board that establishes them. The recommended Standing Committees are:

1. Executive Committee
2. House & Social Activities Committee
3. Membership Committee
4. Finance Committee
5. Golf, Tournament, Handicap and Rules Committee
6. Green and Grounds Committee
7. Policies Committee
8. Planning Committee

- B. The attached organization chart reflects the manner in which the Club is organized and shows the relationship of the various departments and Standing Committees.

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- C. The Executive Committee, chaired by the President will consist of the President, Vice-President, Secretary, and Treasurer. The Finance Committee will be chaired by the Treasurer. All other standing committees will be chaired by a Member in good standing, selected by the President with the advice and consent of the Board. The Chair of each committee shall be responsible for selection of Committee Members with the advice and



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consent of the President. It is suggested that Standing Committees will meet on a monthly basis, except the Policies Committee which should meet at least once a quarter. The Committees will submit written reports to the Board of Directors on committee activities. Committees may submit proposed annual budgets for Board approval by January 1st of each year. The General Manager or a designee from staff will be an ex officio Member of all committees and is expected to attend all committee meetings. Each committee is responsible to the Board for its advisory duties which are as follows:

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1. Executive Committee: It is responsible to the Board for:

- a. Assures that the day-to-day administration and operation of the Club is carried out in accordance with the Bylaws and COP's.
- b. Establishes and monitors the implementation of personnel policies, salary schedules and related procedures with input from the General Manager.
- c. Responds to Member communications, suggestions and complaints.
- d. Refers all claims and litigation involving the Club to the appropriate source (i.e. legal counsel) for handling.
- e. Suspends the General Manager upon completion of an appropriate investigation.
- f. Recommends termination of the General Manager to the Board of Directors upon completion of an appropriate investigation.

2. House & Social Activities Committee: It is responsible to the Board for:

- a. The oversight of activities of the Beach Club, including the swimming pool and beach related matters:
- b. Annually submits to the Finance Committee budget assumptions of house/social projects and activities.
- c. Coordinates with the General Manager to assure that approved house/social projects proceed in an orderly and timely fashion.
- d. Receives, considers and communicates to the General Manager and the Board of Directors comments and suggestion from the Membership involving house/social activities.
- e. Develops, promotes and monitors social events and activities.

Rev. 11/99

3. Membership Committee: It is responsible to the Board of Directors for:

- a. Develops plans, including marketing strategies, to attract new Members and proposes new categories and membership rates to the Board.
- b. Monitors market conditions, competition, and membership demographics and recommends appropriate action, as required.
- c. Reviews applications for Membership and prepares recommendations for action to the Board of Directors.
- d. Assist the General Manager and admin staff in any way possible to promote Membership sales and activity.
- e. Reviews on a continuing basis all COP's and Bylaws that deal with Membership criteria, standards of conduct for Members and maximum number of Members by category and make recommendations to the Policies Committee.

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4. Finance Committee: It is responsible to the Board of Directors for:
- a. Reviews and recommends to the Board the annual Operating Budget, including a Capital Improvement Budget, prepared by the staff and General Manager.
  - b. Develops and maintains and analyzes data concerning the financial conditions and results of the Club's operations and reports such data to the Board.
  - c. Monitors and reviews Club fiscal records, and advises regarding methods and procedures.
  - d. Initiates, reviews and reports to the Board results of all audits, internal and external.
  - e. Continually reviews Club insurance policies and coverage and recommends changes to the Board as necessary.
  - f. Reviews cost, inventory, and management control in all departments with the assistance of the General Manager and the Controller and assures corrective action when necessary.
  - g. Negotiates loans, lines of credit or any other financial transactions, as approved by the Board.

Rev. 07/14

5. Golf Committee:  
The committee is responsible for creating and maintaining interest in all golf and tennis activities. It also includes tournament, handicap and rules.
- a. Along with the Golf Professional establishes rules governing local play based on accepted regulations of the U.S.G.A., keeping modifications to a minimum.
  - b. Monitors and enforces Club policies along with the Golf Professional and the General Manager pertaining to golf and tennis and all related rules.
  - c. Develops the annual golf and tennis tournament schedule along with the Golf Professional.
  - d. Consults with the General Manager to coordinate activities and assures proper efficiency in all events requiring Clubhouse facilities or materials.
  - e. Assists the Golf Professional in all Member events, to include handicapping, formatting, and course set-up.
  - f. Reviews needed capital improvements and appropriate enhancements of Clubhouse facilities. Each capital need will be reviewed with the General Manager and shall be submitted to the Planning Committee for consideration.
  - g. Reviews along with the General Manager & Golf Professional policies governing golf and tennis privileges for all Members and guests and recommends changes to the Board.
  - h. The Handicap and Rules Committee shall be licensed by the USGA and shall be organized by means of USGA approved bylaws (incorporated here by reference). The Committee shall be responsible for enforcing the rules of golf and administering the USGA Handicap (GHIN) System at the Club. As per the Bylaws of the Committee, a Member of the Club Board of Directors shall be a Member of the Committee. The General Manager or Golf Professional is an ex-officio Member.

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6. Green and Grounds Committee:  
This committee shall review the maintenance and improvements of all grounds and golf course proper.
- a. Monitors along with the General Manager & Golf Course Superintendent the

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maintenance and appearance of all Club grounds and golf and tennis structures.

- b. Reviews with the General Manager & Golf Course Superintendent the golf course grounds project schedule throughout the year.
- c. Reviews needed capital improvements and appropriate enhancements of golf course, tennis, common grounds, parking areas, maintenance equipment and course related structures. Each capital improvement will be reviewed with the General Manager and submitted to the Planning Committee.

Rev. 5/13

7. Policies Committee: It is responsible to the Board for:

- a. Reviews on a continuous basis the Corporate Operations Policies making sure that the policies in place are current and adequate in describing rules and regulations not specifically delineated in the Bylaws but are required for the effective, efficient and consistent day-to-day operation of the Club.
- b. Any changes recommended will be brought by the Policies Committee chairman to the Board for a vote.
- c. The Policies Committee Members shall include representatives from the Executive Committee and other persons deemed appropriate by the committee chairperson. The President shall appoint the committee chairperson.
- d. The Chairman shall act as the parliamentarian on questions concerning Club bylaws, corporate policies and Robert's Rules of Order and interpretations may be reviewed by the Board for concurrence or approval.

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8. Planning Committee: It is responsible to the Board for:

- a. Reviews and updates Vision and Mission Statements for the Club and recommends suitable changes to the Board
- b. Creates and maintains a 5 and 10 year Capital Plan for the Club.
- c. Works with the Finance Committee to propose funding of the plan.
- d. Recommends the 5 and 10 year Capital Plan to the Board.
- e. In cooperation with the Policies Committee, reviews policies and the COP's, as necessary, to assure consistency with approved plans.

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COP 1 - 9 HONORARY LIFETIME DIRECTOR It shall be the policy of the Board:

From time to time to recognize certain Members for extraordinary and meritorious service to the Club. Members so honored will be designated HONORARY LIFETIME DIRECTORS and will be encouraged to provide advice and counsel on Club activities on a continuing basis. Only Boards subsequent to the one the President sits on can appoint that President as an Honorary Lifetime Director. It is recommended that an annual meeting of the Lifetime Directors be organized by the incoming President of the Club in March or April each year.

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COP 1 - 10 STANDARDS OF DRESS It shall be the policy of the Board that:

- ~~A.~~ No swim attire is permitted inside Vue on 30a restaurant. Swimwear may be worn on the Terrace with an appropriate cover-up. No hats are to be worn by male patrons while inside the restaurant.
- B. Appropriate swimwear suitable for a family atmosphere is permitted at the pool facility and

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beach area. No cutoff jeans, thongs, see-through suits or unlined shorts are permitted.

- C. The General Manager is the final authority on what is permissible in all areas according to his interpretation of the above Standards of Dress.

Rev. 7/97

Rev. 10/14

COP 1 - 12 ADMINISTRATION PROCEDURES It shall be the policy of the Board that:

- A. All Membership information shall be located in the Administration offices. This shall be the central location of Membership sales and all material pertaining thereto. No original Club documents or records, unless they are going to permanent storage, shall be removed from the Administration offices. If necessary, copies may be made for reference purposes.

- B. Statements shall be produced by the 3<sup>rd</sup> day of each month and electronically communicated to the Members. If an individual member has a specific situation which requires a hard copy be sent via first class mail, such requests must be made to and approved by the Board and an administrative fee may be charged.

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- C. All personnel files shall be located in the Administration office and kept up to date at all times. Paychecks shall be distributed every other Friday. Department payrolls must be reviewed and approved by the department manager by 9am on the Wednesday preceding the Friday to be paid. There will be no advances on pay unless under unusual circumstances and pre-approved by the General Manager.

- D. Deposits shall be made to the appropriate accounts daily or as often as required. All bank deposits shall be made from the Administration office and all checks disbursed from the same. All Club bank accounts shall be reconciled upon receipt of bank statements.

- E. A safety deposit box shall be maintained and contain important original documents. A list of such documents shall be maintained in the Club Administration office and shall be validated annually. Access to the box shall be limited to Club Officers and the Club General Manager.

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COP 1 - 13 PAYMENT OF DUES AND CHARGES It shall be the policy of the Board that:

- A. Each Member shall be rendered a bill for dues in advance and current charges including assessments as of each month end.

- B. Payment of assessments, dues and charges shall be due upon delivery of the monthly billing. Any dispute, question, or concern regarding the billing must be made known to the Club within 10 days of receipt; otherwise the charges will be presumed to be correct.

- C. An equity member can accrue up to \$3,500.00 of charges on their active account; social and all other membership categories can accrue up to \$2,000.00. At the General Manager's discretion, the limit for any member can be increased to accommodate a member's special event charges, large golf equipment purchases and other special circumstances.

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- D. Member statements will be issued by the 3<sup>rd</sup> business day of each month with full payment due by the 15<sup>th</sup> of the month. Electronic forms of payment will take place on the 15<sup>th</sup> of the month.
- E. Any amount not paid in full by the last day of the billing month shall be subject to a penalty of 1.5% of the balance due. The past due amount plus penalties will be included in the subsequent month's billing.
- F. A certified letter shall be mailed to the delinquent Member prior to the 5<sup>th</sup> business day of the subsequent month notifying the Member that failure to pay the delinquent amount in full including interest by the 20<sup>th</sup> of that month will result in suspension of club charging privileges.
- G. Dues and penalties shall accrue monthly. If the bill in arrears is not paid in full within 60 days, the Board may pursue any and all legal means necessary to collect the amounts due as described in COP 1-6 (E) including possible expulsion of the Member. To reinstate an account that was sent to collections, the balance must be paid in full and electronic payment is required going forward. If an account becomes delinquent by 60 days past due three times, electronic payment is required going forward.

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- H. In January of each year a member has the option of pre-paying their dues for the entire calendar year. Payment of annual dues may only be done through check, cash or ACH withdrawal. By doing so the member will receive a food & beverage credit equal to the amount of one month dues in their membership category that, when used, will draw down the annual F&B minimum.

Rev. 7/15

- I. Purchases of any kind at any club outlet are to be placed on the members club account or cash in order to receive the member discount. Purchases made with any other form of payment will not receive the member discount.
- J. There will be a \$35 charge for any checks returned to the club for insufficient funds.

Rev. 05/08

COP 1 - 14 PETS ON CLUB PREMISES It shall be the policy of the Board:

To ban all pets from Club property, including the Club's access to the beach. This shall apply whether or not the pet is leashed. Pets are not compatible with recreational activities and will not be brought on Club premises by anyone, including Members, guest and employees. Guide and Service dogs are permitted.

Rev. 05/08

COP 1 - 15 PRIVATE GOLF CARTS It shall be the policy of the Board that:

Privately owned golf carts are not allowed on the golf course. Golf Carts driven to the golf course or Beach Club shall be parked in places approved by the General Manager.

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Rev. 03/16

COP 1 - 16 USE OF CLUB FACILITIES It shall be the policy of the Board that:

- A. Club facilities (which include the Golf Club, golf course, tennis courts, the Club's restaurant, Vue on 30a, the adjacent Terrace and the Beach Club pool and beach facility) are for the use of Club Members, their immediate families and their guests.
- B. Of those Club facilities, Vue on 30a restaurant, the Terrace, the golf course and tennis facilities are open to the public as well as to all Members.
- C. The Beach Club's swimming pool and deck are for the exclusive use of Members, Members' immediate families and their registered guests. The Club-owned beach is reserved to the extent possible for the sole use of Club Members, Members' immediate families and their registered guests.
- D. The Terrace is not an extension of the pool deck and is to be used only for seated dining at Vue on 30a restaurant. The Terrace is accessible to Members and their registered guests from the pool area for dining purposes if proper cover-ups are worn over swim attire.
- E. Immediate Families are defined as grandparents, parents, children (over 24) and grandchildren.
- F. Guests are defined as non-Members who are permitted to use Club facilities under the following conditions:
  1. The Member is responsible for the actions and the consequences of those actions, of his/her immediate family and guests while they are on Club property.
  2. To gain access to the private Beach Club pool and beach facilities, guests will be required to be sponsored and pre-registered by a host Member.
  3. Members and their guests at the private Beach Club are to abide by the policies and guidelines as presented in Addendum 1, *General Pool and Beach Usage Guidelines*, and Addendum 2, *Pool Access Guide*. These addendums are considered a part of these COPs.
- G. Suspended, Barred, and Expelled Members are not permitted to use the facilities under any circumstances.
- H. Use of Golf and Tennis Facilities
  1. Individual guests, other than immediate family members, are limited to the use of golf and tennis facilities for seven (7) days in a calendar year.
  2. Immediate families of a Member may use the golf and tennis facilities up to fifteen (15) days in a calendar year.
  3. Guests may exceed these limits for Golf provided they are Members at another local Golf Club and this is verified and approved by the Head Professional or General Manager. Guests must be accompanied by the Member once they have exceeded the play limits in subsections 1 and 2 of this section.
- I. Use of Private Pool and Beach (The Beach Club) Facilities.
  1. Members must abide by the policies and guidelines as presented in Addendum 1, *General Pool and Beach Usage Guidelines* and Addendum 2, *Pool Access Guide*. These addendums are considered a part of the COP's.
  2. All persons are prohibited from providing prepared and/or privately catered food and/or beverages at function in or on Club facilities, except on the beach. Any person utilizing the Club's facilities is required to use food and/or beverages prepared or supplied by the Club staff.
  3. Social Members are entitled to full use of Pool and Beach Club facilities. Social Member golf fees will be as defined in Club By-Laws and COP's.
  4. Children under the age of 16 must always be accompanied by a responsible adult. Exceptions to any of the above may be made by the General Manager.

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Rev. 03/12

COP 1 - 17 STANDARDS OF CONDUCT It shall be the policy of the Board that:

- A. A feeling of cordiality and goodwill will be encouraged and maintained within the Club Membership.
- B. This policy reinforces the principle underlying the Club's philosophy, which is to provide facilities and a pleasant environment for the use and enjoyment of its Members and their guests.
- C. In furtherance of said policy, no Member shall intentionally threaten, intimidate, insult, abuse or make false claims against a fellow Member, a guest or a Club employee either verbally or in writing.
- D. To enforce the above policy any Member may report to the President any Member (or Members) who may have conducted activities prejudicial to the best interests of the Corporation (COP 1 - 6) or may have violated Club Standards of Conduct as set forth in COP 1 - 17. Such report must be in writing and will include detailed description of the incident(s), including, but not limited to, date, location and witnesses (if any). A Club employee may report violations of COP 1 - 17 in the manner described above to the General Manager who will determine if the written complaint should be reported to the President. The singular exception to this would be an employee with a complaint, which directly involves the General Manager in which case the employee may report the incident directly to the President.
  - i. Upon receipt of written complaint, the President will bring all written complaints to the Executive Committee for screening of merit of complaint and appropriate action to be taken. If the complaint cannot be adjudicated at this level the President will appoint a committee of not less than three (3) Equity Members to investigate the alleged violation. The accused Member(s) will be advised in writing of the accusation and the date on which he or she will be given an opportunity to explain his or her actions.
  - ii. Following a thorough, impartial investigation the committee will recommend to the Board a course of action under the provisions of COP 1 - 6. Both the accuser and the accused will be informed in writing of the Board's decision.
  - iii. The decision of the Board will be delivered to the accused Member by the Secretary of the Corporation in the form of a certified letter with return receipt requested.
- E. The President, with the advice and consent of the Executive Committee, may occasionally adjudicate minor violations of the Standards of Conduct that are brought to his/her attention (could be by an employee). Recommended remedial action must be approved by a majority of the Board of Directors. Recommendations involving the suspension or cancellation of a Membership are covered specifically in COP 1 - 6 and are not affected by this provision.

Rev. 5/13

COP 1 - 18 SECRET BALLOT VOTING

- A. Materials for electing Members to the Board of Directors shall be emailed with the Notice of Annual Meeting and shall include:
  - 1. The ballot form with procedures set forth in Paragraph B below printed thereon.

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2. The ballot may be conducted electronically and results will be received, counted and maintained by the Membership Director or the following process may be used either in conjunction with an electronic ballot or independently.
  3. A small envelope sized to accommodate the ballot marked "INSERT COMPLETED BALLOT IN THIS ENVELOPE AND SEAL". There shall be no other markings on this envelope.
  4. A slightly larger, stamped envelope pre-addressed to the Club. This envelope shall have the Member's name and address placed in the upper left hand corner with a place for the Member to sign beneath the return address. This envelope shall be clearly marked "THIS TO BE OPENED ONLY BY OFFICIAL JUDGES OF ELECTION".
  5. Upon receipt in the Club Administrative office, such envelopes will be placed in a sealed box to be delivered to the Counting Committee on the morning of the Annual Meeting.
  6. Complete instructions for voting and mailing the ballot.
- B. To preserve the integrity of the process and to make all reasonable efforts to interpret the true intent of all Member's ballots, the judges shall adhere strictly to these procedures:
1. Any ballot with votes for more candidates than the number to be elected will be discarded.
  2. Ballots with votes for less than maximum number to be elected will be acceptable.
  3. Any ballot with an erasure or a mark-over will be discarded unless the Counting Committee can determine conclusively the intent of the voter.
  4. Any ballot that has been damaged or mutilated may be replaced in advance with a new ballot by returning the damaged ballot to the Club office and the Club Administration will maintain records of said replacements.

Rev. 03/12

COP 2 - 1      VUE ON 30a RESTAURANT USE It shall be the policy of the Board that:

- A. Vue on 30a restaurant will be utilized by:
1. Members, Members immediate families and guests as restricted in COP 1 -16 and Addendums 1 and 2, employees per Employee Manual and the general public.
  2. Green fee golfers and non-Members who desire to eat at the Club.
  3. The Beach Club may be reserved for private functions by a non-Member per the Club's current private function package per Board approval.
- B. Members desiring to use the Club facilities for private functions may do so subject to the following rules:
1. Club Sanctioned Group activities regardless of size may use the facility without a surcharge during normal operating hours if space is available.
  2. Members who wish to schedule private parties will be required to pay 50% of the prevailing Member Club rental fee for the event and receive a 20% discount on food and beverage.
  3. The Wedding & Special Events Coordinator will plan Beach Club (pool bar, deck and beach access) use and will ensure that all food and beverage charges and surcharges for private parties reflect appropriate fees, including Club use discounts and the gratuity.
- C. All Member events held at Vue on 30a Restaurant that require reservations must be



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canceled 48 hours prior to the event. Failure to do so will result in a charge to the Member's account for the cost of the event for each reservation made. If the un-cancelled reservation is subsequently filled by another Member or Members, the original Member's account will not be charged. The order in which reservations are received will dictate the order in which reservations are reassigned to that slot. Exceptions to the 48 hour cancellation policy include New Year's Eve or any special function with a specific, advertised cancellation policy.

- D. Members may sponsor up to 4 guests for each Member social event at the restaurant that requires reservations.

Rev. 03/12

COP 2 - 2     BULLETIN BOARD It shall be the policy of the Board that:

Vue on 30a restaurant bulletin board will be used exclusively for Club-related business, activities and announcements. The bulletin board will not be used as a "community" catch-all. All postings on the bulletin board must be approved by the General Manager.

Rev. 7/97

COP 2 - 3     POLITICAL OR PARTISAN ACTIVITY It shall be the policy of the Board that:

The corporation, chartered as the Santa Rosa Golf and Beach Club, Incorporated, will conduct its affairs as a neutral, non-political, non-partisan entity. This COP will be enforced by the General Manager

Rev. 03/12

COP 2 - 4     ARTS AND CRAFTS It shall be the policy of the Board that:

Vue on 30a Restaurant shall not be used for the sale of arts, crafts, or other novelty type items except in conjunction with Club sponsored groups specifically authorized by the Board. Individuals are not authorized to sell anything on Club property.

Rev. 03/12

COP 2 - 5     NON-CLUB FOOD AND/OR BEVERAGES It shall be the policy of the Board:

To prohibit Members, Members immediate families, guests or others from providing privately prepared or privately catered food and/or beverages at private functions in Vue on 30a Restaurant or on the Terrace. Anyone utilizing the restaurant or the Terrace is required to use food and/or beverages prepared by the Club staff.

Rev. 6/99

COP 2 - 6     BEACH USE It shall be the policy of the Board that:

The Club owned beach is reserved to the extent possible for the sole use of Club Members, Members immediate families and their guests.

Rev. 11/99

COP 2 - 7     SWIMMING POOL AND DECK

The swimming pool and deck are for the exclusive use of Members, Members immediate families and guests.

1. Guests and Member's immediate family members must follow the policies and procedures outlined in COP 1- 16.
2. Rules for admittance and use of the pool and deck facility must be observed.

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Rev. 8/14

COP 2-8 Membership Personal Information

The information contained in the SRGBC membership roster is private information and is not intended for commercial use nor is it to be shared with anyone outside the club membership. This applies to both current and resigned SRGBC members. Any inappropriate usage of this information by any member may result in disciplinary action from the Board up to and including expulsion from the Club.

Rev. 05/08

COP 3 - 1 STANDARDS OF DRESS

- A. Persons using the Golf Club facility must meet minimum standards of dress. The following items of clothing are considered inappropriate at any time:
  2. Jeans defined as ladies, men's or children's pants made of denim of any color.
  3. Cut-offs of any kind. (un-hemmed shorts)
  4. Gym shorts, short shorts, or jogging shorts.
  5. Bathing suits.
  6. Tops designed to be worn as undergarments.
  7. Tank tops for males.
- B. The golf course is a spikeless facility. Golf players must wear either golf shoes without metal spikes, flat-soled sneakers, or tennis shoes on the golf course. No ripple soled shoes, high heels, golf shoes with metal spikes or cowboy boots may be worn on the golf course.
- C. Shirts are required in all Golf Club facilities including the tennis courts. All shirts worn by male patrons must have a collar, or turtleneck, or mock turtleneck, and a minimum 1/4 sleeve or more. Female patrons may wear sleeveless tops as long as they are tastefully suited for the activity. Tee shirts may be worn on the tennis courts.

Rev. 05/08

COP 3 - 2 RULES FOR PRO SHOP PERSONNEL It shall be the policy of the Board that:

The following rules will be applied by the Pro Shop personnel:

1. The pro shop and golf course shall open at 7:00 A.M. and close at 7:00 P.M. or sunset, whichever is earlier. Carts shall be in from the course not later than 8:00 P.M. or dusk whichever is later. During inclement weather the Golf Club may be closed at the discretion of the Golf Course Superintendent or General Manager.
2. All players must register at the pro shop prior to commencement of play. All guests must be registered prior to commencement of play. Play shall only commence at hole #1 after proper authorization. Play shall not commence at hole #10 without specific approval of the professional staff.
3. Players shall under no circumstances commence play prior to the time established by the professional staff.
4. Personal guests of Members shall play golf at reduced green fees. Provided the Member

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is present the fees may be charged to the Members account or paid for by the guest with a credit card or cash.

5. Green fees are specifically for 9 or 18 holes. Additional play after 18 holes shall be charged the cart fee only for the additional holes played.
6. See COP 3 – 1: Standards of Dress
7. Non-Members shall not be allowed to use the putting green unless a green fee has been paid, range balls have been purchased or they are accompanied by a Member.
8. No players shall hit when other players are in range.
9. Recreational walking and jogging is not permitted on the golf course.
10. No firearms shall be allowed on the golf course or Club premises without the prior authorization of the Executive Committee.
11. No pets are allowed on the golf course.
12. A PGA, LPGA, CMAA or GCSAA professional shall be allowed to play the golf course on a limited basis without paying a green fee. However, a cart fee shall be paid.
13. Members shall receive a 20% discount on all soft goods and 20% over cost on all equipment purchased and charged at the pro shop except on special marked down items.
14. Rain checks will not be issued if a player begins play while it is raining. Rain checks may be issued on the following basis if play began prior to raining:
  - i. Rain check for 18 holes if player completes less than 6 holes
  - ii. Rain check for 9 holes if player completes less than 14 holes

Rev. 06/08

COP 3 - 3 TRAFFIC PATTERNS It shall be the policy of the Board that:  
The rules governing play shall be as follows:

- A. Foursomes shall be the encouraged form of play. Threesomes and fivesomes shall have the same rights as foursomes; however, fivesomes are only permitted if all players in the group are Members or Guests of Members and it is authorized by the professional staff. Players must let faster players play through. However, onesomes and twosomes shall have no rights regarding such.
- B. Players shall not cut in front of other players interrupting their play.
- C. Tee times: Winter Months
  1. Tee times may be made by Equity Members 7 days in advance.
  2. Tee times by any other category of Member may be made five (5) days in advance.
  3. Tee times by non-Members may be made 3 days in advance. The pro shop personnel shall exercise judgment to give priority for tee times to Members.
  4. If a Member fails to check in at the Pro Shop 15 minutes before his tee time, without

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late notification, the Member will be rescheduled to the next available tee time.

Tee Times: Spring Break, Summer and Fall

1. Tee times may be made up to 30 days in advance.
  2. The golf professional shall oversee the tee sheet to ensure that non-Member play does not prohibit Members from reasonable access to the golf course.
  3. If a Member fails to check in at the Pro Shop 15 minutes before his tee time, without late notification, the Member will be rescheduled to the next available tee time.
- D. The Ladies Golf Association shall have the necessary tee times reserved for their events. The course will otherwise be open for play.
- E. The Men's Golf Association shall have the necessary tee times reserved for their events. The course will otherwise be open for play.
- F. Other groups of Members may reasonably block out tee times for their use providing that they apply to the Golf and Tournament Committee for standing and that the tee times reserved correspond to the number of golfers playing and pose no conflict with other Club activities.
1. **STANDING:** To receive standing:
    - a. A group must have at least eight (8) players.
    - b. Provide and Maintain contact information for the group leader with the pro shop.
    - c. Provide the play days and beginning and ending dates of the required tee times, if applicable
  2. **GROUPS WITH STANDING:**
    - a. Will be monitored to ensure that the tee times allocated are being used.
    - b. The Golf Professional and/or General Manager are authorized to reduce the number of tee times available to the group if they are consistently underutilized. The designated leader of the group will be notified before changes are made.
    - c. Repeated failure to use reserved tee times by a group of 8 players may result in loss of standing.
- G. The speed of play for nine holes shall be two hours and fifteen minutes maximum and for eighteen holes four and a half hour maximum. Players are required to maintain said rate of play or terminate their game.

Rev. 05/08

COP 3 - 4 GOLF CARTS It shall be the policy of the Board that:

The following rules will be applied with regard to golf carts:

- A. Any Member using a golf cart is assumed to have specifically relieved the Club of all liability as prescribed on the Club cart rental release. Non-Members shall sign a release of liability form each time they use a cart. Golf carts shall be operated only by persons holding a valid automobile drivers license.
- B. All non-Members shall be required to take a cart except:

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1. When none are available
  2. After 2:00 P.M. (not applicable on Sunday)
  3. When they are a guest of a Member and the Member is walking and playing with them.
  4. Walking Leagues
  5. Approval of General Manager or Golf Professional.
- C. All carts (pull or electric) must not be taken on the fringes of greens and in no circumstances within twenty feet of the greens. Electric carts must remain on the cart paths around the greens. Carts must not be taken out of the fairway and mowed rough. Specifically they shall not be driven in the sand or rough areas that are not mowed.
- D. Special dispensation, for use of carts by the physically handicapped, may be made by the Golf Professional.

Rev. 07/15

- E. Groups using golf carts are required to use the fewest number of carts for that group while playing and thus are required to pair up with another player in their group prior to play. The applicable golf cart fee (AGCF) is for one seat per golf cart. If a player chooses to ride in the golf cart alone they will pay twice the applicable golf cart rate for the round. For example:

- 4-some.....2 golf carts..... Single AGCF X 4
- 3-Some.....2 golf carts..... Single AGCF X 3
- 4-some.....3 golf carts.....Single AGCF X 2, Double AGCF X 2
- 3-Some.....3 golf carts.....Double AGCF X 3

Rev. 3/92

COP 3 - 5 CHILDREN ON THE GOLF COURSE It shall be the policy of the Board that:

The following rules will be applied with regard to children:

Children under the age of six will not be allowed on the golf course at any time. Children six and older may go out on the course provided they are accompanied by a parent, grandparent, or legal guardian. Children of Members, ten and over, may play with prior approval of the pro shop, only during periods of slow play. Teenagers shall have the standard rights to tee times but be subject to control by the pro shop.

Rev. 05/08

COP 3 - 6 ENFORCEMENT OF RULES It shall be the policy of the Board that:

The following procedures shall be used to enforce Golf Club rules:

The Golf Professional and/or golf course staff shall notify the General Manager of violators of rules infractions. The General Manager will notify the Member of the infraction in writing or verbally at his discretion. After two such notices of violation are sent to one individual, further violations occurring within a period of three years shall be referred to the Board per COP 1 - 17.

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Rev. 9/92

COP 3 - 7 BULLETIN BOARD It shall be the policy of the Board that:

The Golf Club bulletin board will be used exclusively for Club related business, activities and announcements. The bulletin board will not be used as a "community" catch all.

Rev. 7/97

COP 3 - 8 COOLERS

It shall be the policy of the Board to prohibit personal coolers on the golf course.

COP 4 - 1 EMPLOYMENT GUIDELINES:

The Club shall issue to each new employee a copy of its Employee Manual to provide such employee the basic facts about Santa Rosa Golf and Beach Club, its policies, benefits and other pertinent matters. Such topics as "Personnel Management", "Employee Benefits", "Use and Possession of Illegal Drugs" and "Employment Termination" were formerly included in COP's but are now covered in the Employee Manual, which is hereby incorporated in the Corporate Operations Manual by reference.

Rev. 6/03

COP 4 - 2 EMPLOYMENT ELIGIBILITY

- A. Neither a Member nor persons related to a Member by blood or marriage may be considered for employment.
- B. The SRGBC is an equal opportunity employer and will not discriminate because of race, creed, age, religion, marital status, veteran status, citizen status, color, sex, national origin or handicap not impeding the employee's ability to perform the work.

Rev. 02/17

ADDENDUM#1

**GENERAL POOL AND BEACH AREA USAGE GUIDELINES**

The purpose of these policies and guidelines is to provide a safe, positive and enjoyable experience for all Members and their guests while at the Santa Rosa Beach Club's private pool and beach facilities.

DEFINITIONS

The Beach Club – the gated swimming pool and pool deck area and the beach behind both the Beach Club and Vue on 30a Restaurant. All references to "the Pool" include the hot tub.

Member – the registered Member plus their spouse or significant other and any child under the age of 24 years living in the Member's household.

Terrace – The Terrace is not an extension of the pool deck and is to be used only for seated dining at Vue on 30a Restaurant; however, it is accessible to Members and their registered guests from the pool area if proper cover-ups are worn over swim attire.

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Eligible Members –Social, Equity, Golf, Senior, Junior and Regular Members of the Santa Rosa Golf and Beach Club.

BEACH CLUB HOURS OF OPERATION

Shall be established and published by the Club and shall be subject to change depending on utilization of the pool facilities by Members. Unless otherwise posted, general hours are 8:00 a.m. to 8:00 p.m. daily.

The Club reserves the right to restrict designated times during hours of normal pool operations for special events, programs or weddings.

PERSONAL POOL SAFETY AND PROTECTION OF PROPERTY

Anyone who swims and otherwise uses the Beach Club facilities does so at his/her own risk.

Posted rules for use of the pool and deck facility must be observed.

Anyone admitted to the Beach Club premises must conduct himself/herself in a responsible manner and abide by the pool safety rules as posted in the pool area. Host Members are responsible for the actions and the consequences of those actions, of their immediate family and guests while on Club property.

Management and the Pool Monitor, under the supervision of Management, has the full authority to enforce all safety and sanitary measures deemed necessary for the proper operation of the pool and may refuse privileges to whomever, in his or her judgment, violates the safety and behavior rules and pool usage guidelines.

The Santa Rosa Golf and Beach Club is not responsible for any accident or injury resulting from use of play equipment or any activity at the Beach Club nor shall its Member owners, Management, Officers, or Directors or Employees be held liable for any loss, injury or death arising out of the use of the pool, beach or surrounding areas.

The Santa Rosa Golf and Beach Club is not responsible for either the loss of or damage to any personal property of the Members' or Guests' while that property is located on the Club premises.

Children under the age of 16 and minors who are unable to swim must be accompanied at all times while in or near the pool area by a responsible adult 21 years of age or older. The responsible adult will register upon entry to the pool area as the child's designated guardian.

A responsible adult must be in the water with children who are wearing any form of flotation device.

In case of medical emergency, the Beach Club reserves the right to call for an ambulance or other medical emergency personnel if a child is involved and a parent/guardian cannot be located, or is not present. All associated fees and expenses shall be the responsibility of the parent/guardian.

In the event of fecal or other contamination, the pool will be immediately vacated and will remain closed until at least 24 hours after the treatment chemicals have been applied to the water. When the water tests clear of contamination, management may reopen the pool.

The pool and surrounding pool area will be closed during inclement weather. All users are responsible for

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their own safety in the pool and pool area during hazardous weather conditions. Under no circumstances shall the Club, the Member Owners, officers, employees, representatives or agents be held liable for failing to warn users of hazardous weather conditions or the need to vacate the pool and pool deck.

Other safety, sanitary and conduct rules and policies include but are not limited to the following:

Appropriate swimming attire suitable for a family atmosphere is required in the pool area and on the beach. No cutoff jeans, thongs, see-through suits, or unlined shorts are permitted.

No pets or animals of any kind other than Guide or Service Dogs are allowed on Club premises including the terrace and pool deck and the beach.

Swimmers should shower before entering the pool, particularly after coming in from the beach.

All children under two years of age are required to wear an approved swim diaper. These diapers are available in the office for a nominal fee. All diapers must be changed in the locker room and disposed of in the appropriate receptacles.

No spitting, spouting of water, blowing the nose or other activities introducing contamination into the pool are permitted. Swallowing of pool water should be avoided.

Persons are not permitted in the pool if they have a cold, cough, fever, infection of any kind, inflamed eye(s) and/or skin rashes or are wearing bandages.

Rough housing, running, pushing, dunking, towel snapping or other unsafe activities such as flipping, throwing, and sitting on or standing on shoulders are not permitted in the pool or pool area.

No diving into the pool or jumping or standing on the deck furniture or fences is permitted.

Fins, kickboards, boogie boards and large inflatable devices are not permitted in the pool.

No glass containers are permitted in and around the pool or beach area.

Electronic and personal listening devices must be used with headphones.

All trash is to be safely placed in the trash receptacles provided.

No smoking is allowed in or around pool area. Cigarette butt receptacles are provided outside the gates.

Cars and golf carts are to be parked in the designated areas in the parking lot.

**LOST AND FOUND**

Lost items are kept no more than two weeks from the time they are turned into the office.

Toiletries and personal hygiene items such as shampoo, hairbrushes and clothing are discarded daily.



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**FOOD AND BEVERAGES**

No personal coolers or privately prepared beverages or food are allowed at the pool or terrace. Only food and beverages prepared and served by Club staff are allowed.

“Take out” food from outside vendors cannot be delivered or brought into the pool area or terrace.

Personal coolers, chairs and umbrellas may be used only at the beach.

Food and beverages may not be taken into the pool water.

Food ordered from Vue on 30a Restaurant and delivered to the pool area must be consumed at a pool deck table and the trash promptly and completely disposed of into the receptacles provided.

Alcoholic beverages will not be served to anyone without proper ID. Individuals must be 21 years or older to order and consume alcohol on premises.

**ADDENDUM # 2**

**CORPORATE OPERATIONS POLICY MANUAL**

**Rev: 03/2012**

**POOL ACCESS GUIDE**

**Member Access**

Each Club Member, their spouse or significant other, and any child under 24 that lives in that household will have their photograph on file in our software system. If necessary to verify the Member's identity, the Pool Monitor, bartender, server or other personnel can look up a Member's name or Member number on the system to bring up that Member's photo on the screen. Although all Club Members must register with the Pool Monitor upon entering the pool area, they are not limited as to number of accesses in a calendar year.

**Pool Monitor**

A Pool Monitor will be on site throughout the peak season (hours to be determined by demand) and will be responsible to enforce the Pool Access System. This individual will report to the Manager on Duty, but will have authority to handle access issues as they arise. The Pool Monitor should be assertive, diplomatic, intelligent, conscientious, pleasant and a team player and would be responsible for not only administering the access system, but also enforcing the posted pool safety rules and general pool etiquette practices, maintaining the cleanliness of the pool and patio, assisting Pool Bar attendant if needed and whatever else may be required as long as it does not interfere with the primary responsibility of pool access administration. During the off-peak season, the access control will primarily depend on the gate code system and monitoring by office personnel.

**Guest Access Guidelines**

**MEMBER PASSES & FEES**

Each calendar year, a Membership in good standing will receive 20 complimentary daily passes which will be made available for pick-up in the administration offices at the beginning of each season. Passes are non-transferrable and non-refundable. After the 20 passes are consumed, a \$5 fee will apply for each daily pass. Unused accesses cannot be carried over at calendar year end. Each daily access is good for one person for one day. For example, if a member invites 3 guests for two days, then 6 of the Member's daily access credits are consumed.

A host Member is limited to five (5) non-family member guests total (accompanied or not) on any single day. Exceptions (up to 8 guests total daily) would be at the discretion of Management and would have to be accompanied by the host Member.

Daily guest pass access given to a renter is strictly prohibited. Abuse of privileges by such guests will not be tolerated and could lead to membership expulsion.

**All food and beverage at the pool and guest fees must be charged to the host member's account.** No cash or credit cards will be accepted. The member will assume liability for all charges made by the registered guest to the member's account.

**REGISTRATION OF GUESTS**

Members must pre-register their sponsored guest(s) to provide that individual with charging privileges to the member's account by providing the Office with their names and arrival departure dates. This pre-registration must be done in person by the Member or by phone if the office staff recognizes the Member's voice or by written request from the Member's registered email address or by signed fax.

Both Members and pre-registered guests of Members entering the Beach Club pool area must register with the Pool Monitor. Entry will not be granted without pre-registration or verification of Membership. A guest may be unaccompanied by the host Member; however, they must be pre-registered or access will not be granted. If a Member accompanies their guest(s) to the pool but has inadvertently forgotten to pre-register their guest(s), the Member can register them as they arrive. Everyone must log in individually, not as a group, and shall pay any fees that may be required. The guest's name and their host Member's name will be entered by the Pool Monitor into the database. This database will track how many times that individual has accessed the pool in a calendar year. Each registered guest will receive a dated guest card which indicates authorized access for the entire day. Failure to register or to pay required fees may result in loss of Beach Club privileges for the host Member and their guest(s).

A guest must be 16 years old to access the pool area unaccompanied by an adult. Everyone under 16 years of age, whether a Member or a guest, must be registered by an adult and accompanied by an adult while at the pool. Children 3 years of age and under do not consume a daily pass credit; however, they must still be registered by the pool monitor into the database.

An individual who is going to the beach must register with the Pool Monitor and, they will consume a daily pass.