

**SUN CITY ROSEVILLE COMMUNITY ASSOCIATION
GOLF COURSE ADMINISTRATIVE POLICIES**

Section 1. General

(a) Description. The “Golf Course” includes the 18-hole Timber Creek and the 9-hole Sierra Pines Golf Courses, driving range, practice greens, all golf cart pathways, the Pro Shop, and golf cart parking areas. The golf course is open to the playing public for a fee.

(b) Authority. Golf Course Administrative Policies apply only to the specific use and operations of the Sun City Roseville Golf Courses. In addition, use of the Golf Course is also governed by the Declaration of CC&Rs and certain Association Rules for the Use of the Common Areas. (Excerpts from the Association Rules of general application that apply to the Golf Course appear following these Administrative Policies.)

(c) Amendment of Golf Course Administrative Policies

(i) Proposed amendments or changes to these Administrative Policies shall be considered by the Golf Advisory Committee. Prior to such consideration, the Committee shall conspicuously give notice on its posted meeting agenda.

(ii) The Committee shall provide notice to the Board of any amendment or change which it has approved at least *six (6)* days before a board meeting.

(iii) Any such amendment or change shall be included on the Board agenda for Board consideration. The amendment shall become effective upon approval.

(iv) At any time after prior published notice, the Board may amend, repeal or suspend an Administrative Policy on its own initiative.

(d) Disclosure. The Golf Administrative Policies shall be posted in the Pro Shop and copies made available to the users. A file of the current Golf Administrative Policies shall be maintained in the Library by the Executive Director.

Section 2. Responsibility.

(a) Operations. The Head Golf Professional is responsible for SCRCA golf course operations. This may include, but is not limited to, oversight of Proshop and Golf course *maintenance* operations.

(b) Enforcement. The Proshop Staff and Golf Course Superintendent, or his assistant, have the authority to enforce the Governing Documents and Administrative Policies relating to the use of the Golf Course or Golf Carts. In so doing, they may temporarily deny the privilege of use of the Golf Course as well as following other approved enforcement procedures. Repeated violations, after warning, shall be considered a nuisance and reported to the Director of Community Standards for further enforcement procedures.

(c) Golf Player's Liability. Should a golf player cause damage to any residential property, it is that individual player's responsibility to contact the property owner and negotiate a proper settlement. Golf players shall not enter residential property for the purpose of retrieving any golf ball (CC&R Section 10.05).

Section 3. Code of Conduct.

(a) Pace. Players shall keep pace and play without delay. Faster players shall play through a slower foursome. Practicing is not permitted on the golf courses.

(b) Course Etiquette

(i) Players shall repair ball marks on the green and rake the sand traps.

(ii) Players shall fill divots with the provided seed and soil mixture

(iii) Players shall be aware of the location of other players prior to making a shot and shall shout "Fore" if a shot is heading towards another person.

(iv) Players shall obey the signs which restrict entry to environmentally sensitive areas which are generally bounded by green-topped boundary markers.

(iv) Players shall not play their ball from out-of-bounds or from environmentally sensitive areas.

(v) Players shall not remove balls, other than their own, from the lakes.

(vi) Players shall use the trash receptacles provided at each tee. Littering (including smoking materials) is not permitted.

(c) Golf Clubs. Each player shall use a separate set of clubs.

(d) Dress Code. Appropriate golf attire consistent with current golf fashions shall be worn at all times.

(i) Flat-soled shoes or golf shoes with non-metal spikes shall be worn on the golf courses or practice areas.

(ii) *For men and boys unacceptable attire includes* tank tops, sleeveless shirts, tee shirts, blue denim jeans, dungarees, swimwear, cutoffs, jogging or gym shorts, workout apparel, sweat pants, clothing displaying designs or lettering in poor taste, or any bleached, torn or tattered clothing.

(iii) *For women and girls unacceptable attire includes,* tank tops, halter tops, tube tops, blue denim jeans or shorts or skirts, swim suits, bathing suit bottoms, cutoffs, jogging or gym shorts, sweat pants, workout apparel, clothing displaying designs or lettering in poor taste, or any bleached, torn or tattered clothing.

(iv) The Head Golf Professional or Assistant Golf Professional may make temporary exceptions to this policy for individuals that are unfamiliar with our dress policy.

(v) A copy of this Dress Code Policy shall be posted at the Pro Shops.

(e) Handicapped Flags. Handicapped flags are available at the Pro Shop for use by those who are eligible. Handicapped persons who display these flags are subject to a modified code of conduct. (See Section 12, below). A copy of this code shall be given to each person obtaining a flag.

Section 4. Practice Balls. Balls shall not be removed from the practice range. For each practice session, any unused balls shall be left on the range.

Section 5. Golf Carts

(a) Number Permitted

(i) Only two golf carts per foursome are permitted, unless otherwise approved by the Golf Professional, Assistant Golf Professional, or Golf Course Superintendent.

(ii) No more than two individuals and two sets of clubs are permitted in a golf cart.
(b) Trail Fees. Resident-owned golf carts shall carry either a per-round pass purchased at the Pro Shop or an annual trail fee pass which may be purchased at the Administration Office.

(c) Permitted Driving Areas

(i) Whenever possible golf carts shall be kept on the golf cart paths. When necessary to drive onto the fairway, the "90 degree rule" shall be followed and carts kept a minimum of thirty (30) yards from tees and greens.

(ii) When off the path, rapid acceleration or deceleration is not permitted.

(iii) Driving on environmentally sensitive areas (marked by green topped stakes), suspected soft or wet spots on the turf or on frozen areas of grass is not permitted.

(iv) Pull carts must be kept at least ten (10) feet from the green.

Section 6. Reservations. Each resident may make one tee time reservation per day for play with other residents or their guests by calling the Pro Shop up to eight (8) days in advance. To permit 18-hole play at Sierra Pines, a second tee time may be reserved on the same day, approximately two hours later than the first. Cancellations shall be made as soon as possible.

Section 7. Scheduling.

(a) Club Priority. On scheduled play days of a Chartered Golf Club, priority shall be given to play by members of that club. To maximize play, other resident and public play will also be permitted on a space available basis, at the discretion of the Pro Shop.

(b) Other Club Scheduling. Scheduling play by chartered golf clubs other than their normal play days and the rotation of play among the three nine-hole courses shall be at the discretion of the Head Golf Professional or Assistant Golf Professional.

(c) Shotgun Play. The Golf Professional shall set the start times for shotgun play. When afternoon shotgun play is scheduled, the early shotgun time normally will begin at 7:30 am.

Section 8. Check-in. All players and groups shall check in at the Pro Shop at least fifteen (15) minutes prior to start time.

Section 9. Fees.

(a) Resident Passes. Annual resident passes may be purchased at the Administration Office for a flat fee which is determined each fiscal year.

(b) Resident Rates. Fees for all resident play will be at rates in effect on the date and time of play, either the normal resident green fee or the per-round fee, if any, of the annual resident pass.

(c) Special Fees. Any applicable entry fees or other charges for tournaments, qualification rounds for special events, etc. will be in addition to the normal fees.

(d) Guest Rates. Guests shall be accompanied by a resident or present an Unescorted Guest Pass at check-in at the Pro Shop to be eligible for the resident guest fee rate. The Pass may be obtained in the Administration Office.

(e) Public Fees. Fees for public play are determined by the Association budget. From time to time, the Head Golf Professional may offer temporary discounts to promote public play.

Section 10. Resident Golf Outings

- (a) Scheduling. At the discretion of the Head Golf Professional, and subject to available time based on other priorities as he determines, a group of residents may schedule golf outings on weekdays. Scheduled play and special events of Chartered Golf Clubs will take priority.
- (b) Conditions. A minimum of twelve (12) players shall be required for such outings.
- (c) Fees. Green fees applicable for regular play of individual residents or guests will apply.

Section 11. Public Play

- (a) Reservations.
 - (i) A non-resident may make one tee time reservation per day by calling up to seven (7) days in advance
 - (ii) On non-club, non-tournament days, the Head Golf Professional may reserve a maximum of one tee time per hour for public play. Occasionally, the Head Golf Professional may approve additional tee times during these days. Any time slot not filled by public play 48 hours before the play date will be returned to the general reservation pool.
 - (iii) The customer's telephone number is required to hold the reservation.
- (b) Tournaments.
 - (i) Public shotgun tournaments shall normally begin no earlier than 1 pm.
 - (ii) Tee time tournaments shall normally begin no earlier than noon in daylight savings time months and no earlier than 11:00 am during standard time months.
 - (iii) Occasionally, the Head Golf Professional may approve an earlier start to improve golf course profitability.
 - (iv) In scheduling public tournaments, the Head Golf Professional shall give priority to tournaments that utilize the Association's Food & Beverage service.

Section 12. Handicapped Players Flag Guidelines (adopted February 2002)

- (a) Rules and regulations herein apply to use of the golf course and play of handicapped player's ball and are not applicable to any player not handicapped or not displaying a handicapped player's flag ("Flag").
- (b) Golf carts displaying a Flag are to remain a minimum thirty (30) yards from all greens, and green side bunkers. Such distance is consistent with golf cart regulations for all players.
- (c) Golf carts displaying a Flag are to avoid standing water, heavy traffic areas and use "90 degree rule" to drive to the handicapped player's ball and when returning to cart path.
- (d) Par three holes: Golf carts displaying a Flag are to remain on the cart path as much as practicable. Use "90 degree rule" to drive to handicapped player's ball and when returning to cart path.
- (e) Certain areas of the golf course may restrict the use of a golf cart to designed golf path only, as determined by the Head Golf Professional, Assistant Golf Professional, or Golf Course Superintendent in their discretion ("Restricted Area"). A restricted area shall be designated by signage or other reasonable method and shall allow actual golf play in the restricted areas for all individual players. Handicapped players that properly display a Flag are allowed to use the "90

degree rule” to drive to the handicapped player’s ball and when returning to the cart path.

(f) If the entire golf course is determined to be a Restricted Area, all golf carts, including handicapped, are restricted to golf cart paths only.

(g) Stanchion or roped off areas shall be recognized by handicapped players as being areas of no admittance whatsoever. Such recognition is consistent with golf cart regulations for all players.

(h) Persons desiring a permanent Flag must be a Sun City Roseville resident and have a valid handicap driver’s license/I.D. card, DMV issued license plate or sticker affixed to their private automobile or a valid doctor’s letter/note/statement and make a refundable deposit of \$15.00.

(i) Persons desiring a daily Flag must request such Flag and leave a resident I.D. card, credit card, and make a refundable deposit of \$15.00, and have a valid handicap driver’s license/I.D. card, DMV issued license plate or sticker affixed to their private automobile or a valid doctor’s letter/note/statement.

(j) Flag must be clearly displayed on golf bag or golf cart

(k) If the handicap Flag is lost, stolen, not returned or in any other way not deemed usable by the Golf Pro, the cost of replacing the Flag will be assumed by the individual who checked out the Flag. Cost of replacing Flag is \$15.00.

Section 13. Golf Pass Reimbursement (adopted June 28, 2002, amended July 25, 2003)

Rationale for Policy: Annual passes are intended as an incentive for frequent-play members to use the SCR courses and to provide the SCRCA with a dependable revenue stream for the year.

The pass rates presume residents can assess pass usefulness based upon individual expectations for use during the year, including absences for vacations, travel, use of a second home in another locale, etc... Those who cannot play golf for *an extended period due to health-related reasons* should be eligible for reimbursements.

(a) Conditions

(i) Reimbursements will be considered ONLY for situations involving HEALTH RELATED events directly preventing the passholder from using the SCRCA golf courses during an EXTENDED PERIOD OF 60 OR MORE CONSECUTIVE DAYS. The only eligible reasons for reimbursement include:

- Death or permanent disability of the passholder
- Illness or injury of the passholder

A passholder providing care giving to a spouse is not eligible under this policy.

(ii) For instances of death or permanent disability of the passholder, reimbursements must be requested to the Head Golf Professional with justification and date of occurrence. Written evidence of the event may be required to substantiate the reimbursement, including, in the case of permanent disability, validation by the passholder’s physician that states date of occurrence and reason golfer cannot play golf.

(iii) For instances of illness or injury of the passholder, reimbursements must be requested in writing to the Head Golf Professional with justification, including validation by the passholder’s physician that states beginning date of illness/injury, reason golfer cannot play and

expected length of missed golf play.

(iv) The Executive Director will review all reimbursement requests for needed and required documentation. Reimbursements are subject to the approval of the Executive Director. The passholder may appeal the decision in writing to the SCRCA Board of Directors.

(v) Reimbursements for the gold, silver and bronze passes will be prorated based on the number of days of the medical leave vs. 365 days in a year times the amount of the pass.

(vi) In no event will reimbursements be granted for periods of play missed due to the passholder's voluntary absence from play for extended vacations, voluntary or involuntary suspension of play at Sun City, residence at a second home, sale of your Sun City residence, etc., or for periods of less than 60 days.

(vii) Passholders with a temporary illness or injury at the beginning of a new passholder year wishing to take advantage of the annual pass must purchase one at the beginning of the fiscal year. To continue to be eligible for reimbursement, the passholder shall be required to submit a new medical statement that states the passholder's current medical condition, as provided above.

(viii) The golf pass programs eligible for reimbursement under this policy include the gold, silver, and bronze pass. All other programs, including the annual trail pass, are not eligible.

(b) Payment of Reimbursement

(i) Reimbursements for death or permanent disability will be paid after satisfactory validation of the occurrence.

(ii) Reimbursements for temporary illness or injury will be paid at the end of the medical leave with the receipt of a written release from the passholder's physician that states the date the passholder's health condition no longer prevented play. For passholders still on medical leave at the end of the passholder year, reimbursement will be paid following the end of the fiscal year.

APPLICABLE ASSOCIATION RULES FOR THE USE OF THE GOLF COURSE

The Declaration of CC&R Sections 8.14, 8.20, and 10.05 contain specific restrictions which pertain to golfers and use of the Golf Course. The CC&R provisions are changed only by a vote of the membership. The CC&Rs are enforced by the Board of Directors and the Compliance Committee.

The Association Rules for the Use of the Common Area apply to the general use of all facilities. They are changed only by the Board of Directors. The Golf Committee may propose changes to the Board for Rules relating to the Golf Course. The Rules are enforced by Compliance Committee procedures.

Applicable provisions of the Association Rules for the Use of the Common Area are quoted below.

Section 1.01(c) Cancellations. Persons making a reservation for a tee time, or for the restaurant are responsible for canceling the reservation as soon as possible should they not be able to keep it. This allows others to be offered that time and may avoid a loss in revenue.

Section 1.02(b) Golf Player's Liability. Should a golf player cause damage to any residential property, it is that individual player's responsibility to contact the property owner and negotiate a proper settlement. (CC&R Section 10.05)

Section 1.03 Common Area Open Space and Environmentally Sensitive Areas

(b) Golf Course Golfers shall obey the signs which restrict entry to environmentally sensitive areas which are generally bounded by green-topped boundary markers.

(c) Restricted Entry (ii) Residents shall not enter any portion of the Golf Course or adjacent landscaped areas, except as a golf player or as specifically authorized by Board policy. (CC&R Section 8.14(c))

Section 1.06 Smoking

(b) Smoking Permitted

(ii) Smoking is permitted in other outdoor Common Areas, including the Golf Course

(c) No Littering Littering of smoking materials is not permitted

Section 1.09. Golf Carts

(a) Licensed Drivers All golf cart drivers shall have a valid motor vehicle drivers license

(b) Street Use.

(i) Only golf carts having a City of Roseville permit shall be driven in golf cart lanes on Del Webb and Sun City Boulevards and on residential streets within Sun City Roseville.

(ii) Golf carts do not have the right of way when crossing streets and shall be stopped before a crossing lane is entered.

(c) Parking. Golf carts shall not be permitted to occupy automobile parking spaces unless there are no cart spaces available.

(d) Golf Course Use. Operation of golf carts on the Golf Course is also governed by the Golf Course Administrative Policies.