



Timber Greens Community Association, Inc.
6333 Timber Greens Boulevard
New Port Richey, FL 34655

MAJOR RULES AND REGULATIONS & GENERAL INFORMATION POLICIES

Updated and approved by the Timber Greens Community Association, Inc.
Board of Directors on Friday, April 3, 2020

Bolded & italicized text shown on Page 15, Major Rules Infractions shows Major Rules and Regulations Enforcement of Timber Greens Rules and Regulations, Penalties policy changes approved by the Timber Greens Community Association, Inc. Board of Directors at the regular meeting on Friday, April 3, 2020. This manual dated April 3, 2020 supersedes the Board approved Major Rules and Regulations and General Information Policies dated January 15, 2020 and any others before it.

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MAJOR RULES AND REGULATIONS AND GENERAL INFORMATION

This document is the fifth in a series that all unit owners should have in their possession and be very knowledgeable of its contents. The preceding four documents include the Master Declaration of Covenants, Conditions and Restrictions, the Articles of Incorporation, the Bylaws, and the Architectural Review Policy Manual.

GENERAL INFORMATION

- A. Member(s) is defined as: Property owners subject to monthly assessments.
- B. Member(s) must, in person, register all Guests who desire to use the Association's facilities and pay any applicable fee. Guests may be restricted from use of certain facilities or attendance at certain events. **GUESTS MAY NOT SELF-REGISTER.** Members are to ensure their Guests comply with all rules and regulations.
- C. Smoking is prohibited in ALL Timber Greens buildings.
- D. Public urination is prohibited anywhere within the Timber Greens Community.
- E. The Association will not tolerate abusive, offensive, or threatening language or action to anyone under any circumstances.
- F. Door-to-door solicitation by business, service, charitable, religious organizations, or others is prohibited. If a Member should encounter such activities, call Community Patrol immediately.
- G. Members are jointly responsible for ensuring those under the age of twenty-one (21) attending any event do not consume alcoholic beverages.
- H. The 19th Hole Bar and Grill, inclusive of the Clubhouse rooms and pool area is licensed as a food and beverage service facility. The Association is accountable and responsible for all food and drink consumed in these areas. Personal alcoholic drinks or other beverages may not be brought into or consumed at the Clubhouse under any circumstances. Non-Members may not bring coolers, food, or drinks not acquired from the Clubhouse or the 19th Hole Bar and Grill onto the golf course.
- I. All Association facilities including, but not limited to the golf course, golf course cart paths, Clubhouse, ponds, retention areas, roadways, sidewalks, buildings and their contents, may only be used for their intended purpose. The golf course is not to be used for any purpose after sunset including ball hawking, practice, sightseeing, walking dogs or other pets, evening strolls and bike and golf cart rides.

The intended purpose of the golf course and its golf cart paths is for use by golfers registered at the Golf Pro Shop for their assigned tee time. The golf course is not to be used for any other purpose including ball hawking, practice (unless approved by the Golf Pro Shop), sightseeing, walking dogs or other pets, evening strolls, and bike and cart rides. The cart path from the Starkey Blvd Wilderness gate past the maintenance building and from the end of Green Needle past Conservation Drive between Hole 17 and River Crossing Blvd through the tunnel to Scenic Pines Court is dual purpose for both golf and intercommunity travel and can be used by carts, bikes, walkers, etc. for such purpose.
- J. The speed limit for all motor vehicles on Timber Greens roadways is not more than 20 MPH. Motor vehicles must yield to golf carts where the golf cart path crosses Timber Greens roadways. River Crossing Blvd. and Starkey Blvd. are not Timber Greens roadways and vehicles will not yield to golf carts. All Members and/or golfers shall use extreme caution when using the tunnel under River Crossing Blvd. and when crossing Starkey Blvd.
- K. No one without a valid driver's license is permitted to drive a golf cart whether rental or privately owned on Timber Greens Community Association common grounds.
- L. Unless permitted by law, no gambling is permitted on TG Community Association common grounds.
- M. No pets allowed in the Clubhouse, on the patio, or on the pool deck.

- N. As ownership and operation of personal drones is becoming an adult recreational activity, issues such as areas of operation and personal privacy have become a concern. The above section I. prohibits utilizing any association facilities for purposes other than what they were intended for. Therefore it is prohibited to operate a personal drone within the confines of Timber Greens Community Association.

Dress Code

For everyone's enjoyment of the lifestyle in Timber Greens, a dress code is of the utmost importance. All Members and Guests when on Association property (all property not owned by individual Members) must wear, at a minimum, a shirt or top, shorts, and footwear. No bare feet allowed other than poolside.

Clubhouse

Minimum dress code for the Clubhouse is as follows: Shorts must be mid-thigh or longer. Men's collarless shirts are permitted, provided they are not underwear-type, tank tops, or have offensive wording on them. Women's tops may be sleeveless, but no strapless tops, bare midriffs, or halter-tops are permitted. Shoes, sandals, sneakers, or other appropriate footwear is required. Only spikeless golf shoes are permitted. Each event at the Clubhouse may have its own dress code, which will be noted on the advertisement for such.

Wet pool attire is not permitted in the Clubhouse at any time. When in pool attire within the Clubhouse, a cover-up and shoes are required. Workout clothing must be worn in Fitness Center only.

Bicycles, Tricycles and Pedestrians

- A. Bicycles, tricycles, roller blades, skates, skateboards or other mechanical devices, except golf carts, may not be ridden or walked anywhere on the golf course, cart paths, or any sidewalks within Timber Greens. Bicycles and tricycles parking at the Clubhouse must be parked in the designated areas.
- B. People who walk around Timber Greens should use sidewalks where available and may not walk on the golf course and cart paths. Certain sections of the sidewalks and cart paths share use equally with golf carts and pedestrians.

Tennis & Pickleball

- A. Players must wear proper tennis attire (tennis shoes required - NO swimsuits).
- B. Reservations should be made on the tennis court bulletin board. Hours of play are from 7:30 A.M. until 10:00 P.M. Tennis Association events take precedence over individual play. Reservations are limited to two (2) hours for doubles and 1½ hours for singles.
- C. Place all trash into receptacles.
- D. Smoking is not permitted on the tennis courts.
- E. Lights must be turned off after night play.
- F. See tennis court bulletin board for other reservations and other information.
- G. All rules of play and etiquette are to be observed.
- H. Use of the tennis facilities is at one's own risk.
- I. Use of tennis ball machine is for Tennis Association members only.
- J. Pickle Ball at Timber Greens will continue. All residents who wish to partake in this game are free to do so on our tennis court markings, when time is available and only with the patriot paddles and onyx 2 balls. All those players wishing to play with other equipment are encouraged to use suitable locations outside of Timber Greens.

Courts Reserved for Tennis Play

Sunday	None
Monday	8:00 am – 10:00 am 2 courts
Tuesday	8:00 am – 10:00 am 2 courts
Wednesday	None
Thursday	8:00 am – 10:00 am
Friday	8:00 am – 10:00 am 1 court
Saturday	8:00 am – 10:00 am

Courts reserved for Pickleball Play

9:00 am – 11:00 am
10:00 am – 12:00 pm
4:00 pm – 7:00 pm
8:00 am – 10:00 am Men's 4:00 pm – 7:00 pm
4:00 pm – 7:00 pm
8:00 am – 10:00 am
1 court
None

All non listed times are open play

Bocce Ball

- A. Dress code shall be the same as the minimum Clubhouse dress code except that only flat bottom shoes or sneakers are allowed on the Bocce court.
- B. Reservations should be made on the Bocce court bulletin board. Hours of play are from 7:30 A.M. to 10:00 P.M. Bocce league events take precedence over individual play. Reservations are limited to one (1) hour.
- C. Smoking is permitted around the Bocce court; cigarette butts are to be deposited in receptacles.
- D. Lights must be turned off after night play.
- E. See Bocce court bulletin board for other reservations and information.
- F. All rules of play and etiquette are to be observed.
- G. Equipment taken from the Bocce court storage shed must be returned to the shed. The shed must then be locked.
- H. Use of the Bocce court is at one's own risk.

Pool and Spa Rules

The safety and enjoyment of the community are the primary concerns in the operation of the pool and spa. If courtesy and consideration for others is displayed by compliance with these rules and regulations, then those concerns will be achieved. The following restrictions and requirements are for everyone's safety and to reduce maintenance costs. Management and Community Patrol will monitor the area.

- A. There is no lifeguard on duty; therefore, use of the pool and spa is at one's own risk.
- B. Diving into the pool or spa is strictly prohibited. Excessive splashing or noise, running, jumping, horseplay, or throwing of any objects, such as balls, is not permitted in the pool area.
- C. Pool hours are posted at the pool. The pool area and spa may be closed occasionally for short periods of time for cleaning, periodic maintenance, or activities. Holidays are excluded.
- D. Food may not be consumed on the pool deck other than when the pool has been closed for an Association event that includes food service. Drinks in non-breakable containers only are permitted on the pool deck. Food and drink may be purchased at the 19th Hole Bar and Grill and consumed on the upper pool deck. Smoking is not permitted on the pool deck. Water is provided by the Association.
- E. The spa is a therapeutic device. Children under the age of twelve (12) years old are not permitted its use.
- F. A shower must be taken before entering the pool or spa. Poolside showers are provided for this purpose.

- G. If using lotion, please use protective coverings, i.e., towels on tables, chairs, or lounges in use.
- H. Untrained, diapered, or incontinent individuals must wear swim diapers or snug fitting plastic pants over diapers or an appropriate swimsuit with sewn-in plastic diapers.
- I. For everyone's safety and enjoyment, no flotation devices are allowed in the pool except noodles, arm swimmies, and children's safety vests, and those devices prescribed by a physician. The noodle is not to be used by individuals for any purpose other than as a flotation device.
- J. Guests who have not reached the age of sixteen (16) must be accompanied by an adult at all times.
- K. Any electronic devices, such as iPods, may be used only with earphones.
- L. Individuals with cuts, diarrhea, open sores, infections, or bandages are not permitted use of the pool or spa.
- M. Management or Community Patrol may demand any uncooperative or unauthorized individual leave the pool area.
- N. Proper bathing attire is required at all times. No nudity is permitted in any common area.
- O. Health and Safety
 1. The pool will be tested daily by an authorized and trained individual.
 2. The PH and chlorine levels will be posted in a visible area at the pool each day.

Fitness Center

- A. The Fitness Center is for Members only who have paid an annual fee for its use.
- B. Members must clean equipment after each use.
- C. Use equipment at one's own risk. Members must sign in and have their Fitness Center entry key with them.
- D. Wear proper athletic shoes when using equipment.

19th Hole Bar and Grill

Individual service may be limited or restricted from time to time due to Association social functions or events.

Guests

Guests are persons who have been invited to use the Association's facilities by a Member of the Timber Greens Community Association. All Guests must be accompanied by their host Member while using any of the Association's facilities. Requests for an unaccompanied Guest must be submitted in writing to the administrative office, prior to the Guest's arrival. Residents may call the Golf Pro Shop in lieu of writing or filling out a form to arrange for their unaccompanied guest to play per day at the guest rate. The request letter or form shall list the names of the Guest(s), the Guest's hometown, the dates of the visit, whether the Guest(s) will be residing in Timber Greens, and whether the Guest(s) may charge purchases to the Member's account. The form must be signed by the host Member. Unaccompanied Guest requests will be distributed to the Community Patrol, the Golf Pro Shop, and the Food and Beverage department. It is the Member's responsibility to ensure Guests comply with the Major Rules and Regulations for the Clubhouse and the golf course. Host residents will be held responsible for the conduct of their guests and for all indebtedness to the Club incurred by their guests. Guest use is a privilege, not a right. The right of use and enjoyment is granted only to residents. Guests may be restricted from the use of certain facilities at certain times. Timber Greens Community Association may revoke or deny the privileges of any Guest at any time, with or without cause.

Guests under the age of twelve (12) must be accompanied by a Member or Tenant at all times, and are prohibited from using certain facilities.

Tenants

As stated in the documents, Tenants may have use of the facilities in lieu of the Member, provided the Member has executed a Waiver of Use and paid the appropriate fee.

Personal and Group Events

- A. No commercial, profit making, religious, or fund raising events may be conducted on Association property unless approved by the Board of Directors or the General Manager.
- B. All personal events planned by Members, i.e., weddings, birthdays, anniversaries, get-togethers, reunions, outings, etc., must be placed on a function sheet and approved by the General Manager at least seven (7) days in advance. A deposit established by Management may be required. Any committee or Association of Timber Greens wanting to run an event for a charitable endeavor must submit their proposal to the Timber Greens Board of Directors for approval. Such events may include, but not be limited to: card games, raffles, and tournaments.
- C. The Member(s) holding the function is (are) responsible to ensure that those Guests under the age of twenty-one (21) attending the functions do not consume alcoholic beverages.
- D. Every Member granted use of the facility is responsible to ensure it is set up according to their needs and returned to its normal condition after the function.
- E. Proof of insurance coverage and indemnity of the Association may be required for use of all Timber Greens facilities.

Vehicle Parking

- A. No vehicle shall park within the Community except on a paved parking surface, driveway, or within a garage and may not block a sidewalk. Neither trucks nor other vehicles, which are primarily used for commercial purposes (other than those temporarily on business) nor any trailers, may be parked within the Community, except for the Clubhouse parking lot.
- B. Boats, boat trailers, campers, travel trailers, mobile homes, recreational vehicles, and the like, may be parked in the Member's driveway for a maximum of eight (8) hours within a 24-hour period for purposes of loading and unloading only. Visiting Guests with General Management approval will be allowed to park these vehicles for a period not to exceed three (3) days in the Clubhouse parking lot. On request, Management may approve special permission for a period longer than three (3) days.
- C. Exceptions to this section deal with hosting a house party. In the event several Guests are invited to a Member's home for a gathering of any kind, Community Patrol should be notified in advance of the event, and provided with the approximate times of the event. This will be the responsibility of the event's host.
- D. **Effective September 1, 2019**, all vehicles, including golf carts, shall not park under the Portico at the front entrance to the Clubhouse. During inclement weather however, golf carts will be allowed to park under the Portico with the following conditions:
 - A twenty-foot wide drive-through area must be kept clear to allow for emergency vehicle access and there must be a clear six-foot walkway from the drive-through area all the way to the front doors. When the inclement weather ends, golf carts must be removed from the Portico. Management reserves the right to move unattended golf carts parked under the Portico.

Vehicle Stickers

The purpose of this vehicle sticker policy and procedure is to make Timber Greens as safe a community as possible. It is understood no matter what procedure is adopted, it will not totally keep out negative elements. Ultimately, it is the responsibility of the Members themselves to provide the final security. The policy is planned to strictly limit the issuance of stickers to automobiles domiciled in Timber Greens, and to have each sticker numbered for the purpose of identification and responsibility.

This covers the issuing of stickers and the responsibilities of the Members as well as our Community Patrol.

- A. All Member vehicles must have a current, numbered windshield sticker in order to enter through the right gate of the main grounds of Timber Greens. Member is defined in the *Master Declaration of Covenants, Conditions and Restrictions for Timber Greens*, Article I, Section 10, located on page two (2).
- B. All Members must complete the Timber Greens Community Association Automobile and Emergency Registration

form:

1. Indicating each vehicle's identification and registration as proof of address
 2. Volunteer emergency contact data
- C. The stickers are issued at the front desk in the Clubhouse.
- D. They are to be applied on the lower inside left (driver's side) of the windshield at dashboard level. This allows Community Patrol to see the sticker easily upon entering the gate.
- E. Only Member vehicles domiciled in Timber Greens for either a partial-or full-year will be issued stickers. To this end the following must be verified:
1. Proof of vehicle registration showing a Timber Greens address
 2. A valid driver's license
 3. In the case of an out-of-state registration, a Member must offer proof the vehicle is owned by a Member and domiciled in Timber Greens for a portion of the year.
- F. New or different vehicles must go through the same process. However, a Member will need to show evidence the old vehicle sticker has been destroyed by bringing in a portion of the old sticker.
- G. All stickers have been numbered and entered into a database, so Community Patrol can identify the owner in the case of an emergency.
- H. Procedure to follow at the main entrance to Timber Greens:
1. Stickered vehicles should enter through the right lane only.
 2. Visitor's vehicles should enter through the left lane in order to be identified.
 - a. If a Member has scheduled a service or a visit to one's residence, one should call ahead to inform Community Patrol.
 - b. If a visitor or service person attempts to enter Timber Greens without prior notification of Community Patrol, the person whom they intend to see will be called for verification.
 - c. If the visitor cannot be verified, they will be refused entrance.
 - d. Visitors with temporary residence in Timber Greens will be issued a visitor's pass for a period up to thirty (30) days, renewable for no more than thirty (30)-day increments.
 - e. Visitors who have other business at Timber Greens, such as classes or special events (golf outings or entertainers, etc.), will have to identify the purpose for gaining entrance to Timber Greens and should be verified by an official document.
 - f. In the event a vehicle has no sticker, the vehicle will be pulled to the left lane and the driver will have to present a driver's license and vehicle registration. This information will be verified in the Member database.
- I. Community Patrol will advise each visitor entering of the **20 MILE PER HOUR** speed limit and record the license tag number as well as the time entering.
- J. Failure to follow these procedures will result in Management administering the Enforcement of Timber Greens Rules and Regulations policy as defined at the end of this document.

Water Restrictions

All Members of Timber Greens should have an equal opportunity to water their personal property with re-claimed water. In order for this to take place, Members must follow current Pasco County and SFWMD regulations concerning water usage.

Mail Box Tubes

Use of the mailbox tubes is restricted strictly to the business of Timber Greens. Specific use of the mail tubes by Timber Greens Management or the Board of Directors includes, but is not limited to, Weekly Flyers, Green Scene, and Board of Directors campaign literature. Use by members shall not include: any solicitation of funds other than those sponsored by Timber Greens Committees or sanctioned groups; commercial literature or advertising; or political campaign literature.

Food Preparation

Under no circumstances will there be food prepared in a private home and sold at Timber Greens through entry fees or admissions to events. Only food prepared at Timber Greens or by a licensed caterer will be paid for and consumed at Timber Greens. However, food may be brought into the Clubhouse and common areas for personal consumption such as potlucks, etc.

Committee Membership

The Timber Greens Board of Directors greatly appreciates all the volunteerism by Community Members. It is important for all those serving to maintain a creative and positive approach to issues and initiatives on the various committees as well as to the Board of Directors

Lamp Posts

Member lamp posts must be illuminated after dark.

Cable Television

Timber Greens Community Association, Inc. is presently under a mandatory bulk cable contract with Spectrum, which provides both cable television and internet services throughout the entire Community. This contract enables Members to have cable television and internet services for a greatly reduced rate that is established by the Board of Director's during each year's budget process.

All Members have the right to utilize any number of cable providers. However, all current bulk Spectrum users and all homes that change ownership on or after November 1, 2018, will be required to pay this monthly fee.

HOMEOWNERS REQUIREMENTS

Leasing or Renting

Homes or villas may be leased or rented from Members, providing the Member(s) waives the right of use and enjoyment of the common areas and the facilities to the Tenant(s) who resides at the Member's lot. Additionally, the lease or rent agreement must be in writing and meet the following restrictions:

- A. The minimum period for any single lease must be three (3) months. No other lease may be signed during the three (3) months if the Tenant vacates the premises early.
- B. The Lessee must be fifty-five (55) years of age and no person residing on the premises shall be under the age of eighteen (18).
- C. A copy of the lease and pertinent information concerning the Lessee shall be filed with the General Manager, who may request a personal interview with the Lessee.

Sale of Home or Villa

Prior to the sale or closing of sale of any home or villa, the current Member shall first arrange for the prospective buyer to receive a current, updated copy of all documents of Timber Greens Community Association. The General Manager of Timber Greens may request an interview with the prospective buyer.

Length of Stay

From time to time, Occupants may have visitors stay on the premises overnight. No one under the age of eighteen (18) may stay longer than four (4) consecutive weeks within a six (6) month period.

Qualifications for Right-to-Inhabit

The Master Declaration states that one (1) Occupant of the home or villa must be at least fifty-five (55) years of age. However, in the case of death of the fifty-five (55) or older Occupant, the remaining Occupant(s) may live in the dwelling as long as they see fit if they were the spouse or Guest for a minimum of ninety (90) days prior to the death.

Identification of Occupants

Each home or villa Occupant must register with the General Manager. An Occupant is defined as any person 18 or older who intends to dwell in the home or villa on an indefinite basis. The registration will consist of providing a copy of the Occupant's driver's license or other official proof of age.

Noise Abatement

Noises created within residential areas that exceed 55 decibels are prohibited from Timber Greens during the following times:

Monday through Saturday from 10:00 pm and 7:00 am.

Sunday before 10:00 am or after 5:00 pm Sunday evening.

Garage/Estate Sales

The Master Declaration for Timber Greens states, "No trade, business, profession or other type of commercial activity shall be carried on upon any lot." This includes garage sales. The Association will permit an annual Community-wide garage sale at a predetermined location if Member volunteers come forward to organize and run the event. However, an estate sale may be permitted under certain conditions. Certain firms will run such an estate sale for a Member. An on-site estate sale must be approved by the General Manager and Community Patrol. Some firms may provide an off-site location where the property may be displayed and sold. The Clubhouse front desk personnel can provide information to Members who wish to consider this option.

POLICY FOR CLUBHOUSE USE

Purpose:

To establish a policy for the use of Timber Greens Clubhouse for all activities. This is to include both Member activities and the commercial use of the Clubhouse.

Forms

- A. A function sheet will show date and time, purpose, contact person, billing address, number of participants, and charge per person for activity.
- B. A rental agreement form for activity is to include deposit amount and charge for Clubhouse room.

Procedures

- A. Each and every activity held at Timber Greens Clubhouse must be registered at the Clubhouse front desk by filling out an activity function sheet. Along with the function sheet, a contract will be completed for all activities that include a room charge.
- B. After completion of the function sheet, all responsibility of managing the activity will be directed to appropriate staff or committee, including registering the participants, organizing food and beverage (if needed), marketing the function, supervising the sale of tickets, and attending the activity (if necessary).
- C. Weekly or monthly function groups will need to reserve the Clubhouse area for the time and duration of the activity.
- D. Fees for use of the Clubhouse for commercial use or for-profit functions will range from \$50.00 to \$500.00 depending on length of activity, size of activity, and amount of food and beverage supplied by Timber Greens. The amount of the charge will be at the discretion of the General Manager. No for-profit functions held at Timber Greens shall have the endorsement of the product or service by the Management of Timber Greens.

Fees for use of the Clubhouse by residents for non-commercial purposes will be free except for possible set-up or cleaning fees to be determined by the General Manager.

- E. Miscellaneous amenity classes such as dance classes, water aerobics, arts and crafts, Tai Chi, ceramics, cards, etc., for Members carry no charge other than fee charged by instructor. It is worth noting that these classes are amenity items for the benefit of Members, but Member's Guests may attend classes. Non-Members are not allowed to participate. For any amenity class for which a fee is charged, and could put the Members at risk, the instructor must have:

1. Certification and /or license in said activity.
 2. Liability insurance covering said activity.
 3. Appropriate first aid or life-saving instruction.
- F. Any person or organization paying for use of rooms for specific events will be entitled to one (1) flyer containing details of the event. The front desk personnel will arrange distribution of the flyers.
- G. Except for the annual Community garage sale, all Member activities are to be a not-for-profit function. In the event an organization wishes to produce a profit from an event, a separate policy will apply. The Timber Greens Policy for Organizations Generating Income is maintained by the General Manager and must be reviewed and complied with by the organization or individual seeking to make a profit.
- H. Once the time of the activity, fees, and number of participants is established the front desk personnel will be responsible for activity ticket sales.
- I. For activities that include instruction or participation, the front desk personnel will not be responsible for collecting the entry or admission.

Regular or Standard Event Reservations Policy

Regular events include, but are not limited to casual dinner nights, pool parties, Happy Hour, and Sunday brunch. Reservations may be made by a resident for a maximum of twelve (12) Members or Guests. All Member and Guest names must be provided at reservation sign-up and a table location should be chosen at that time. The Member making the reservation assumes the responsibility of informing the Members their names are on the reservation list. All Member Guests are welcome at these events. The Association may bill no-shows at full price for reservations not canceled twenty-four (24) hours prior to the event. Emergency cancellations will be negotiated on their own merit.

Special Events

Special events may include, but are not limited to, the New Year's Eve party, the Members Ball, fashion show, and other designated events advertised on a flyer as Special Event. These events are expected to be sold out and are offered to Members only on a first-come, first-serve basis. Special reservation times, which will be strictly enforced, will be established on the advertising flyer, Members may make reservations for a maximum of ten (10) persons. All names and lot numbers must be provided at reservation sign-up. A table assignment may be requested but not guaranteed. Table size may be limited for special events. Members may invite a Guest who is not a Member. The Association assumes these types of events will have a waiting list after the advertised maximum number of reservations has been reached. Canceled reservations may not be given to a friend if any openings arise because reservation openings will be filled from the waiting list. The flyer will indicate a sign-up time, which will be strictly enforced.

Cancellation Policy for Regular, Standard, and Special Events

Timber Greens Management reserves the right to cancel an event that has not met the minimum reservation capacity, so as to prevent the Association a monetary loss.

Outside Events

These events may include, but are not limited to, trips to Tampa Bay Performing Arts Center, the Show Palace, and other outside events for which tickets must be purchased by Timber Greens in advance of the actual activity. This type of event is advertised via flyer, the Timber Greens website or the Community cable channel. There will be designated reservation sign-up and cancellation times. After the advertised cancellation time has expired, the Member will be charged and pay Timber Greens for the event at full price. Should the Member not be able to attend the outside event, the Member will be responsible for finding replacements and be reimbursed by the replacement.

Policy for Organizations Purchasing or Leasing Equipment

Purpose:

To establish a policy for organizations to earn more than the cost of a particular show or event in order to purchase, lease or otherwise obligate equipment that will benefit the organization and Timber Greens.

Procedures

All activities will follow the policies outlined in the reference documents.

For all organizations wishing to earn more than the cost of a particular event to purchase equipment benefitting Timber Greens, the statement in the above procedures section, Item G, of the Timber Greens Policy for Clubhouse Use applies. It states, "Except for the annual Community-wide garage sale, all Member activities are to be a not-for-profit function. Prices of the tickets are to cover all costs and expenses. The Chef and the General Manager are to be included when determining the price."

- A. These organizations will use the Timber Greens accounting procedures to maintain all funds received from Members, exclusive of the organization's dues. Each organization will have a line item in the statement of income of Timber Greens financial reports. No outside or personal checking accounts will be used. Timber Greens allows no cash transactions unless the attendees donate cash upon exiting the event.
- B. The function sheet and the budget will be completed with the General Manager not fewer than sixty (60) days before the performance date.
- C. The organization will specifically identify the equipment to be purchased in a budget submitted to the General Manager who in turn shall submit the budget to the Timber Greens Board of Directors before the end of the calendar year. This budget should include at least a written estimate of the make, model, cost, and place of purchase or acquisition.
- D. The estimated cost will be included in the cost of the admission (or tickets) and presented to the General Manager. This will be shown as a separate line-item of the budget that accompanies the function sheet. If this cost is to be generated over the span of multiple events, the amount per show will be itemized in the annual budget and each performance budget and shall be reflected in the function sheet submitted to the General Manager.
- E. The purchase price or lease of the equipment is to be generated and spent within the same calendar year. These monies will not be considered to be a profit. If the purchase or lease is not to be made within the same calendar year, the money MUST be designated for a specific item and purchase or lease price.
- F. If the organization decides to change the item to be purchased or leased, they will specifically identify the revised equipment to be purchased or leased in a new budget to be submitted to the General Manager, who will then submit the requested change to the Timber Greens Board of Directors. The budget will include at least a written estimate of at least the make, model, and cost.
- G. The equipment shall not be ordered, purchased, leased, delivered, or in any way confirmed until the complete cost is generated. If this is to be a combination of funds generated by an organization(s) and monies to be approved by the Timber Greens Board of Directors, then the Timber Greens Board of Directors may approve the funds at the next scheduled Board meeting prior to the equipment purchase or lease.
- H. The purchase, delivery, installation, etc. of any equipment will be at the discretion of the General Manager. Approval will be in writing prior to the purchase or lease.

CODE OF CONDUCT FOR ELECTED OR APPOINTED OFFICIALS, ALL VOLUNTEERS, AND RESIDENTS OF TIMBER GREENS

Purpose:

The purpose of the following policy is to achieve an inclusive decision-making process, avoid conflicting interest and other ethical problems and foster careful and reflective procedures in the Board of Directors and their appointed committees, which contribute to the operation of Timber Greens Community Association, Inc.

Meetings

All regular and special meetings shall be posted and open to all Members, with minutes taken as required by law.

- A. Copies of approved minutes of all formal meetings must be kept on file and made available to all Members. Minutes shall include an accurate recording of each motion, a synopsis of the ensuing discussion, if any, and a roll call of the votes, when requested.
- B. Any member of any Board of Directors or a committee in formal session can ask for a roll call vote on any motion or resolution at such meeting immediately before or after a vote is taken on the resolution or motion.
- C. Timber Greens Community Association Members will be encouraged to attend and take part in all such meetings and the Board of Directors and all committees should make it easy and convenient to do so.
- D. Timber Greens Community Association Members elected to committee positions who find themselves lacking the time or unable to perform their duties should arrange to step down and be replaced by an appointee of the Board of Directors.

Personal Agenda and Conflict of Interest

Elected or appointed volunteer Members should never use their authority, position or influence for self-service.

- A. All Members should always disclose a personal situation that might cause even a perception of a conflict of interest. Elected or appointed volunteer Members should abstain from either discussing or voting on matters where they have a personal interest. The situations considered to improperly influence an elected Member include, but are not limited to:
 - 1. Financial involvement, including family sources of income, stock ownership, the possibility of future financial considerations, favorable impact on a representative property to a greater degree than other properties.
 - 2. The interests or presence of friendships, past or present business relationships, or relatives.
 - 3. Any issue that directly or personally involves the elected representative.
- B. Elected or appointed volunteer Members should not try to influence other representatives to cast a vote favorable to their own interests.
- C. Elected or appointed volunteer Members whose occupations or other interests conflict with Board or committee activities should arrange to step down and be replaced by an Appointment of the Board of Directors.

Legal Interests of Homeowners

Elected or appointed volunteer Members should always put the interests of the Members first, so long as those representations are not illegal.

- A. An elected or appointed volunteer Member’s obligation to the Members is fiduciary; it is more important than their own interests.
- B. Elected or appointed volunteer Members will not arbitrarily impose a requirement of an individual Member not required of all Members.
- C. Elected or appointed volunteer Members will not accept favors from people seeking their vote or support.
- D. Elected or appointed volunteer Members should always endeavor to decide all issues and disputes on the merits, not personalities.

Monies

- A. All expenditures of Timber Greens Community Association monies must be in accordance with applicable rules of the Association and all other funds acquired by leagues, clubs, or organizations of Timber Greens shall be spent for the purpose acquired unless voted otherwise at a formal meeting of the appropriate organization.
- B. No monies collected shall ever be appropriated for personal purposes.
- C. Any events that conduct a 50/50 drawing on Timber Greens property must present an accounting to the management of the club the first business day following the event. This accounting must be signed by two persons running the event and include the number of tickets sold, total monies collected, total monies paid out, to whom the monies were paid and where the donation portion will be allotted.

Audience Comments

Anyone speaking from the audience shall be asked to identify any personal financial or business interests they have in the issue to which they are speaking, beyond considerations of the value of their home. This may take the form of an announcement at the beginning of the meeting.

GOLF RULES AND PROCEDURES

USGA Rules

USGA rules will prevail as modified by local rules.

Eligibility

Each player must have an earned current USGA Handicap to play in any tournament. Timber Greens offers its members a USGA handicap service through the Association.

Cancellations

Cancellations must be made a minimum of one (1) day in advance. Players must call the Golf Pro Shop by 7:30 A.M. of the morning of the tee time in the event of an emergency. Failure to do so will result in a charge of a \$5.00 fee to the player's account.

Golf Rangers

Golf Rangers may be on duty to help regulate play and enforce golf cart regulations. The Golf Rangers have full authority on the golf course to enforce all rules and speed of play.

Tournament Cancellation

The General Manager or Head Golf Professional may cancel or change a tournament prior to an event as long as sufficient time is permitted to inform participants.

Slow Play

If a complete hole is open in front of a player, and the group behind is being held up, a player must invite the group behind to play through.

After Hours Play

Use of the golf course after closure of the Golf Pro Shop must be registered by close of the Golf Pro Shop on the following day. Failure to comply will result in the current charge for an eighteen-hole round of golf.

Ball Hawking

Players are permitted to hunt for their lost balls while playing a round of golf and keeping those other balls found in the process. However, it is forbidden to hawk golf balls any place, at any time on the golf course.

Rain Checks

Rain checks are issued only in the case of inclement weather, illness or emergencies at the time and date of play. No rain checks will be issued on any date after the date of play. The following procedures will apply to rain checks:

- A. If six (6) or fewer holes of eighteen (18) are played, a rain check for eighteen (18) holes will be issued. If 7 –12 holes of eighteen are played; a rain check for nine (9) holes will be issued. If 13 - 18 holes of eighteen are played, no rain check will be issued.
- B. If a club-sponsored event is canceled due to weather conditions, the Head Golf Professional determines if a rain check will be issued for the cost of that event.

Use of Golf Facilities

The following regulations are set forth for the orderly management and maximum enjoyment of the facilities:

- A. No person shall be permitted on the golf course unless properly registered with the Golf Pro Shop.
- B. Every player is required to have their own bag and clubs.

- C. Only approved, appropriate golf attire will be permitted on the golf course and practice areas. No swimwear, short shorts, cut-offs, denims, tee shirts, tennis wear or tank tops are permitted.
 - 1. Only spikeless golf shoes are permitted.
 - 2. Only sleeved shirts with crew neck or collars, and golf shorts or slacks for men are permitted.
 - 3. Women's tops may be sleeveless, but no strapless tops, bare midriff or halter-tops are permitted.
- D. Players must start on the tee designated by the Golf Pro Shop and play the holes in consecutive order. Players stopping for any reason other than to use the rest room facilities forfeit their position on the course and must check back with the Golf Ranger who will designate time and tee for resuming play.
- E. Fivesomes are not permitted on the course unless authorized by the Golf Professional.
- F. No practicing is allowed anywhere on the course unless authorized by the Golf Pro Shop.
- G. No one under the age of twelve (12) is permitted on the course unless previously qualified by the Golf Professional as to playing ability. Play must be with an adult.
- H. Damage to persons or property: Timber Greens Community Association, Inc. is not liable for any personal injury or property damage caused by Members, Guests or the public using the golf course or practice areas.
- I. Existing Member green fees are used for all special invitational-type tournaments sponsored by the Men's Association, Women's Association, couples or Nifty Niners.
- J. The reclaimed water pond on Hole #6 is absolutely off limits. Intrusion into this area will result in immediate loss of golf privileges. The intruder will be held responsible for the cost of all resultant damage.
- K. Golfers will be allowed to walk the course regulated by the following Rules:
 - a) Playing period: Availability as approved by the Pro Shop
 - b) Time: Preferably after 4:00PM or as scheduled by Pro Shop
 - c) All walking players should check-in at the Pro Shop as normal and follow the same rules as all other players regarding pace of play and allowing faster players to play through.
 - d) Determination of which nine holes to play shall be established by Pro Shop.
 - e) Greens Fee for the walking golfer will be the current nine-hole green fee rate for the particular season
 - f) Residents and guest only are permitted to walk.
 - g) Walkers may have a carry bag or use a pull cart and are required to carry a sand bottle for divots.

Said rules will begin on January 1, 2017.

Starting Times

- A. In order to provide the utmost playing pleasure for all Members, the Golf Pro Shop reserves the right from time to time to establish rules governing access and starting times with respect to the golf course.
- B. Tee time service provides Members the opportunity to request tee times for themselves and their guests starting ten (10) days in advance. Tee times remaining seven (7) days prior to play will then become available to others of the public as well as Members and their Guests.
- C. Tee times requested should clearly state the number and names of players. As a courtesy to other Members, please cancel or request changes as soon as possible
- D. The Golf Pro Shop controls all tee times and may fill a group if necessary.
- E. All players are expected to be ready to tee off ten (10) minutes before the starting time.

Golf Carts

- A. Members may personally use privately owned electric golf carts of the type and model approved by the Golf Pro Shop, provided all rules outlined on the Trackage Agreement and this document are followed.
- B. All privately owned golf carts must be registered with the Golf Pro Shop and an annual trackage fee must be paid by the Member. Privately owned golf carts may be used on the golf course without paying an annual trackage fee, but an individual round-of-golf cart usage fee will apply.
- C. No one without a valid driver's license is permitted to drive a golf cart, whether rental or privately owned on Timber Greens golf course.
- D. No more than two persons are permitted on a golf cart while in play.
- E. The Timber Greens Association has no responsibility for the storage, service, insurance or repair of any Member-owned golf cart.
- F. The assigned trackage fee sticker with cart identification number must be clearly located on Member-owned carts.
- G. No more than two (2) carts are permitted on the course for three (3) or four (4) golfers, and no more than one (1) cart is permitted on the course for one (1) or two (2) golfers unless approved by the Golf Pro Shop.
- H. Golf carts must stay on cart paths where indicated. Use the ninety degree (90⁰) rule where practical.
- I. Carts are not permitted within thirty (30) feet of the greens. Observe cart signs near the greens.
- J. Golf carts, whether owned or rented, are never to be driven on to private property.
- K. Golf carts are not permitted to be driven between or on tee boxes.
- L. **Effective September 1, 2019**, all vehicles, including golf carts, shall not park under the Portico at the front entrance to the Clubhouse. During inclement weather however, golf carts will be allowed to park under the Portico with the following conditions:

A twenty-foot wide drive-through area must be kept clear to allow for emergency vehicle access and there must be a clear six-foot walkway from the drive-through area all the way to the front doors. When the inclement weather ends, golf carts must be removed from the Portico. Management reserves the right to move unattended golf carts parked under the Portico.

Use of Flags Due to a Disability or Medical Condition

Players who require golf cart privileges due to the above listing must provide a written application to the Golf Pro Shop, accompanied by a copy of a state Handicapped Parking Permit or a valid letter from a doctor stating the request for the privilege. By submitting a request in writing with the correct documentation, a Member will be put on a list allowing the use of a Blue Disability Flag. Such flags shall be distributed through the Golf Pro Shop and no other type of flag shall be allowed. The use of this flag does not have spousal, partner or Guest privileges.

Where other carts are restricted to cart paths only, golfers in this category are allowed special privileges for following the 90-degree (90⁰) rule, but must avoid driving in wet or soft areas, sand traps, on greens and tee boxes, or damage the course in any way. Carts must remain at least thirty (30) feet (10 yards) from the green. Failure to comply with these rules will result in the loss of flag privileges.

Frost and Water Delay Policy and Procedures

The Golf Course Superintendent and Head Golf Professional will determine if a delay is warranted and communicate such a decision immediately to the Golf Pro Shop. Additionally, a recheck of conditions will be performed every fifteen minutes and the Golf Pro Shop will be updated accordingly

For shotgun or special events: when the course is not able to be opened on time due to water or frost conditions, tee times will be shifted downward (later) and started at the end of the delay. On these days, if necessary, the end of the tee sheets will be canceled.

On other days that have full tee sheets, tee times directly affected by the delay may be canceled and the remaining tee times resume as scheduled. On these days, every effort should be made to accommodate the golfers canceled, by doubling up all twosomes and filling in every tee time.

ENFORCEMENT OF TIMBER GREENS RULES AND REGULATIONS

The Board of Directors (BOD) of the Timber Greens Community Association has the statutory authority to enforce the governing documents and the rules and regulations of the Association. The governing documents cover deed covenants and rules and regulations and encompass the use of various amenities such as the pool, golf course, Clubhouse, tennis & pickleball courts, safety, Community Patrol, or the administering of certain other policies, which if not followed, would cause undue harm to the Community.

It is important there be an established, documented enforcement procedure that includes the process of initial violation notification, expected results, penalties for noncompliance and an appeal process that is uniformly enforced. The following is meant to establish a standard, consistent, enforcement means across all policies including architectural:

Infractions can be committed by a Member, non-Member, Member Guest or a Tenant. In all cases, the Member is fully responsible for the actions of their Guests or Tenants; therefore, the remainder of this document will refer to all these groups as Members.

Reporting an Incident

The infractions may be reported verbally or in writing through these channels:

1. Incident reports from Community Patrol
2. Reports from Golf Rangers via the Golf Pro Shop
3. Reports from Management of Clubhouse activities or the 19th Hole Bar& Grill
4. Reports to Management by Members
5. Written reports from BOD authorized Committees while administering their charters

Investigation

Each infraction will be investigated by Timber Greens Management to the fullest extent to ensure decisions are not made using hearsay, rumor, innuendoes, or third party information. When an infraction has been determined valid, it will warrant several different possible avenues of address, depending on the nature and severity of the incident. It is always the intention to solve the issue with the simplest method. Documentation of all infractions (alleged or proven), discussions, and penalties will be mailed to the Member and placed in the Member's file.

Penalties

Major Rules Infractions

*In the event of a valid infraction to any Major Rules and Regulation, a Member may **immediately** be subject to fines up to \$100.00 per incident or a loss of specific or all privileges. Architectural infractions will follow the process as outlined below.*

Architectural Infractions

In the event of a valid infraction to the ARC rules, a letter or letters will be sent to the Member and a copy of same will be placed in their file. The following defines the intent of each of the four letters:

Exception Letter **(Exhibit #1)**

This letter will be sent to Members who have made changes to their property without submitting an ARC request to have the changes authorized. If a request is not submitted, a first letter will be sent.

First Letter **(Exhibit #2)**

The violation letter will be mailed via regular mail to the Member. The letter will specifically cite the infraction, giving the Member thirty (30) days to correct the infraction and notify the Management it has been corrected.

Second Letter **(Exhibit #3)**

In the event the first letter does not achieve the expected results within the thirty (30) day period, a second letter will be mailed to the Member indicating the infraction was not corrected and allowing an additional fifteen (15) days for compliance.

Third Letter **(Exhibit #4)**

In the event the second letter does not achieve the expected results within the fifteen (15) day grace period, a third letter will be mailed to the Member. This letter will allow an additional fourteen (14) days to complete the infraction as fines will commence on the fifteenth day. The third letter will outline the monetary fines for non-compliance. Fines will be levied at \$100 per day with a maximum of \$1000.00.

The Member has right to appeal this decision to the Timber Greens Board of Directors.

Repeat Offender

A repeat offender is a Member who has received a letter or letters about a discrepancy and has acknowledged it is corrected. However, if in a future survey the same infraction is observed and is recorded again on a subsequent tour, as NOT being corrected, then the Member will be sent a third letter (Exhibit #4) to request the discrepancy be corrected, or a fine will be imposed.

Architectural Review Policy

The Architectural Review Committee has established parameters to ensure the Timber Greens Community maintains a high standard of conformance and appearance. As defined in this document, there is a process of communication, both verbal and written, in the attempt to achieve the proper results after infractions have occurred. This process is the same for architectural review, except for the some of the contents of the notice violation letters. As a result, examples of these letters are also contained herein as 1. First notice violation letter is (Exhibit #2), 2. Second notice violation letter is (Exhibit #3), and 3. The third notice violation letter is (Exhibit #4).

Architectural Review Request Denials

In the event a request for change is denied by either a Village Sub-Association Architectural Review Committee, and then by the Master Association Architectural Review Committee, or by the Master Association Architectural Review Committee where a Village Sub-Association has no jurisdiction, the requester has the right of appeal. The individual may appeal directly to the Board of Directors or to a committee of peers as appointed by the Timber Greens Board of Directors. The appeals committee will make recommendations to the Timber Greens Board of Directors to mutually settle the dispute. In all cases, the Board of Directors will make the final decisions.

Appeal Process

Any contention of charges or fines by the Member must be in writing. The Member has an opportunity for a hearing before a committee of at least three (3) members of Timber Greens Community Association appointed by the Board of Directors who are not officers, Directors, or employees of Timber Greens Community Association, or the spouse, parent, child, brother, or sister of an officer, Director, or employee. If the committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed. However, the committee should make recommendations to the Timber Greens Community Association Board of Directors to mutually settle the dispute.

All the policies in this enforcement document are in compliance with Florida Homeowners' Associations laws.