



HEATHER GARDENS GOLF COURSE

PROCEDURE MEMORANDUM

Adopted July 18, 2019 and Effective August 29, 2019

GOLF COURSE

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Attachment (s):	The Schedule of Fees and Charges

This Procedure Memorandum shall supersede all previous versions of the Procedure Memorandum and Functions and Policy Manuals for the Golf Committee, as well as all previous resolutions, actions and informal practices and policies of the District or portions thereof which may be in conflict with the provisions hereof.

ARTICLE I – BACKGROUND & PURPOSE

The Golf Committee is a standing committee authorized by the Board of Directors (Board) of the Heather Gardens Metropolitan District (District).

The purpose of the Golf Committee is to serve in an advisory role and make policy, operational, and financial recommendations to the Board related to the Heather Gardens Golf Course (Golf Course) to ensure that the Golf Course is cost-effective, safe, well maintained and attractive.

The Golf Committee recognizes that the District and the Heather Gardens Association (HGA) entered into a Management Agreement dated August 23, 2018, as may be amended from time to time (Management Agreement), which authorizes HGA to operate and provide daily management of the Golf Course.

All capitalized terms not herein defined shall be defined as presented in the District's Bylaws or Rules and Regulations.

ARTICLE II - COMPOSITION

The Golf Committee shall be composed of the chairperson (Board member appointed to the Golf Committee by the President of the Board), the Golf Course Superintendent (without vote), the Golf Professional (without vote), the Presidents of the Heather Gardens Ladies Golf Club and Men's Golf Club, or their representatives selected for one year, both of who must be eligible electors of the District, and a minimum of (2) two and maximum of (5) five eligible electors of the District, which is in addition to the representatives of the Heather Gardens Ladies Golf Club and Men's Golf Club.

ARTICLE III – PROCEDURES

Section 1. Committee Chairperson. The chairperson chairs all meetings of the Golf Committee and appoints all Golf Committee members from eligible electors of the District that have applied therefor. The chairperson also counsels with residents, the Golf Professional and the Golf Course Superintendent, the Golf Committee and interested parties regarding the Golf Course. The chairperson reports to the Board.

Section 2. Committee Duties and Responsibilities.

- A. Reviews the Golf Course policies at least once a year and makes recommendations for any policy changes to the Board.
- B. Reviews the District Agent's proposed annual budget for the Golf Course and makes recommendations to the Board prior to its inclusion in the annual budget.
- C. Annually review fees charged for use of the Golf Course and recommend changes thereto, as needed, to the Board.
- D. Annually review rules and regulations applicable to the Golf Course and recommend changes thereto, as needed, to the Board.

ARTICLE IV – RULES AND REGULATIONS

Article VI of the District's General Rules and Regulations regarding Enforcement, Violations, and Penalties is applicable to non-compliance with these Golf Course Rules and Regulations. In addition, the District's General Rules and Regulations are applicable to all Residents, Owners and Users of District Facilities and these Golf Course Rules and Regulations are supplemental thereto.

Section 4.1 Golf Course.

- A. **Hours of Operation.** The Golf Course is open year-round, provided, however, the Golf Course may be closed if weather conditions make play impractical. Additionally, the Golf Course will be closed on Thanksgiving, Christmas and New Year's days and may occasionally be closed for maintenance purposes. Hours of operation will depend on the season and the hours of operation will be posted in the golf shop and on the Heather Gardens website.
- B. **Rain Checks.** Rain checks will be issued to players of the Golf Course as a result of Golf Course closure for inclement weather only if the player has

not completed five holes and did not start in inclement weather. Rain checks expire on December 31 of the year issued.

- C. Discounted/Complimentary Play.** Resident discount cards and gift certificates must be presented prior to play. Valid identification may be required as proof of Heather Gardens residency. Golf Course maintenance employees may be granted complimentary plays limited to two (2) per week as tee times may be available. The Golf Professional, as may benefit the Golf Course operations, may grant complimentary play (green fees only), at his/her discretion, not to exceed a total of 150 for the calendar year and not to exceed 50 rounds per month.
- D. Attire.** Golf attire is to be worn at all times while on the Golf Course. Attire deemed unacceptable for men or women on the Golf Course is: tank top, halter top or bare mid-drift shirts, shorts or denims that are cut, torn or ragged. When using the Golf Course or Golf practice areas, athletic or Golf shoes are required. User's not complying with this attire regulation may be denied permission to play on the Golf Course.
- E. Assumption of Risk.** The District and its agents expressly deny responsibility for the play of any User on the Golf Course. Damage to a person or animal or structure by a golf User's errant shot is an issue between the golfer and the damaged party.

Section 4.2 Golf Course Reservations.

- A.** Resident players may make reservations up to fourteen (14) days in advance. Non-resident players may make reservations up to seven (7) days in advance.
- B.** Players are required to check in fifteen (15) minutes prior to tee time. Failure to do so may result in loss of reservation.
- C.** Individual tee times will not be accepted during men's and ladies' club events, league and/or non-resident tournaments.
- D.** An opening tee time reservation delayed by frost or inclement weather will lose the reservation but will be given priority on the stand-by list.
- E.** A playing adult must accompany individuals under 17 years of age. The Golf Professional has the discretion to waive this rule.
- F.** Minimum play age is 8 years old.

Section 4.3 Golf Cart Rental.

- A. Rental of a golf cart allows the use of a golf cart for one round of golf for each player, not to exceed two players per cart.
- B. A valid driver's license is required for all drivers of golf carts.
- C. No motorized golf carts may be on Golf Course when the golf shop is closed.
- D. The last rental time for a golf cart will be two hours prior to the closing time of the golf shop.
- E. All pull and motorized carts are to be kept off tees, greens, and on paths where a path is roped.

Section 4.4 Golf Clubs, Tournaments, and Leagues.

- A. The golf clubs' tournament chairs shall schedule their tournaments with the Golf Professional no later than March 15, or at the discretion of the Golf Professional.
- B. Tournaments cancelled due to inclement weather may be made up on another date.
- C. Ladies Golf Club tournaments will be scheduled for Wednesday mornings.
- D. Men's Golf Club tournaments will be scheduled for Friday and occasionally on Thursday.
- E. Two-day men's and ladies' golf tournaments may take place at the discretion of the Golf Professional.
- F. Non-resident golf tournaments will be at the discretion of the Golf Professional to be scheduled at times with the least resident play.
- G. Requests for league play must be made no later than March 15 at the discretion of the Golf Professional

Section 4.5 Golf Course Use.

- A. Practicing/playing on the Golf Course is prohibited except in designated areas. Violators shall be reported to Security.

- B.** Players will play one ball only, except where rules of golf allow a second ball.
- C.** Fivesomes are not allowed. The Golf Professional has the discretion to waive this rule.
- D.** No private carts will be permitted except pull-type or non-riding type.
- E.** The Golf shop staff have the authority to complete a foursome with a casual or other player(s), as needed.
- F.** A 9-hole round should be played in two hours. Players who are deemed to be too slow will be asked to speed up and may be removed from the course by the Golf Professional or a security officer. Players are encouraged to use continuous putting and holing out when not interfering with another players' line of play.
- G.** Only the Golf Professional is allowed to give lessons for hire.
- H.** Golf balls in the lakes are the sole property of the District. A player is permitted to recover a ball only if it is easily retrievable without climbing on rocks and without holding up play.

ATTACHMENT 1

GOLF COURSE FEE SCHEDULE

Section 1. Definitions of Rates and Fees.

- A. Golf Discount Card. Cards are issued for 40 plays and do not expire. The card is transferable only to the spouse of the Resident. Refunds are available only on death or disability of the resident. Refunds will be based on the cash value of the unused plays and at the rate in force at the time of purchase.
- B. Golf Play. The measurement by which fees are charged for golfing 9 consecutive holes in compliance with the rules and regulations established by the District. Refunds or credit will not be given for playing less than 9 holes except when rain check policy applies.
- C. Guest Play. A player who is accompanied by a Resident player. Up to three (3) guest players may be allowed per Resident per day. Exceptions may be made by the Golf Professional or his designee.
- D. Junior Play. A player between the ages of 8 and 17 must be accompanied by an adult Player. The Golf Professional has the discretion to waive this rule.
- E. League Play. Players recognized as league members during scheduled League Play.
- F. Non-Resident. A player who does not reside in the District.
- G. Non-Resident 18 Hole Play. Allows a non-resident player two consecutive 9-hole Plays. The first 9 holes will be charged at the Non-Resident rate; the second 9 holes will be charged at the Guest Rate.
- H. Non-Resident Senior. A player who is at least 65 years of age and who does not reside in the District.
- I. Resident. A player who resides in the District. All Heather Gardens Association employees may play at Resident rates.
- J. Super Senior Resident. A player who is at least 85 years of age and a Resident.

Section 2. Golf Rates and Fees. The following rates are the published per 9-hole round of golf unless otherwise indicated, however, specials will be permitted from time to time.

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|-------------------------------------------|-----------------------------------------------------------------------------------------|
| A. <u>Resident Rate.</u> | \$9.00 |
| B. <u>Super Senior Rate.</u> | \$8.00 |
| C. <u>40-play Resident Rate.</u> | \$324.00 per 40 9-hole rounds |
| D. <u>Guest of Resident Rate.</u> | \$12.00
<i>(must be accompanying a resident for rate to apply)</i> |
| E. <u>Non-Resident Rate.</u> | \$15.00 |
| F. <u>Non-Resident Senior Rate.</u> | \$12.00 |
| G. <u>Non-Resident Junior Rate.</u> | \$8.00 |
| H. <u>Non-Resident 18-Hole Play Rate.</u> | \$27.00 |
| I. <u>League Rate.</u> | \$12.00 |
| J. <u>Golf Cart Rental.</u> | \$7.50 per rider |
| K. <u>Pull Cart Rental.</u> | \$4.00 |
| L. <u>Golf Club Rental.</u> | \$7.00 |
| M. <u>Weekday Special.</u> | \$18.00 for 2 players
<i>(Monday – Friday, 12:00 p.m. – 3:00 p.m.)</i> |
| N. <u>Twilight Rate.</u> | \$10.00
<i>(walking only, 6:00 p.m. – 7:30 p.m., must call for advance tee time)</i> |
| O. <u>PGA Instructions.</u> | \$45.00 each
3 sessions for \$115.00 |