



**HOMEOWNERS ASSOCIATION OF
HIGHLAND LAKES, INC.**

GOLF RULES AND REGULATIONS

Revised 9.25.09

The Golf Rules and Regulations are a part of Section 3 Activities of the Homeowners Association of Highland Lakes, Inc. Policy and Procedure Manual. The complete Manual is available for review at the Highland Lakes Clubhouse and at www.highlandlakeshoa.com

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GOLF RULES AND REGULATIONS

Association rules and regulations have been developed to enhance the golfing pleasure of each member, qualified renter and guest. Each player is responsible for understanding and following these standards.

I. DEFINITIONS

- A. Homeowner/Association Member: A person whose name is on the deed or is the trustee of a residence held in trust.
- B. Permanent Resident of Highland Lakes: A person who has been assigned all the privileges of Highland Lakes by the owner of the property.
- C. Qualified Renter: A person whose lease of a residential unit is of at least a 91 day duration and who has owner's signed permission to have access to all amenities.
- D. Guest: A non-member playing with a member or qualified renter.

II. BAG TAGS

- A. Bag tag applications must be submitted to the Highland Club Office for approval. Renters upon application approval by the Highland Club Office will be required to make a \$25.00 refundable deposit for each bag tag.
- B. Bag tag must be in view and attached to your golf bag when playing.
- C. Lost bag tags will be replaced upon application and a \$5.00 fee paid to the Highland Club Office.
- D. Bag tags shall not be loaned to anyone.
- E. New residents and renters issued a 60-day temporary bag tag must complete a Practices and Procedures Class within 60 days.

III. RULES FOR GUESTS OR MEMBERS/QUALIFIED RENTERS

- A. Guests are permitted to play only when accompanied by a member or qualified renter, who shall be responsible for the guest's conduct.
- B. Active military personnel are exempt from golf guest fees after 3 P.M. The guest must present active duty military ID in person
- C. The guest of a single homeowner may play only when accompanied by the homeowner in whose name the secondary bag tag has been issued. The homeowner shall be responsible for the guest's conduct at all times.
- D. Purchased guest tags must be in sight on guest's golf bag.

IV. DRESS CODE

- A. Proper golfing attire must be worn, all tops must have sleeves or collars. No tank tops, undershirts, jogging or swim shorts, halters or swimsuits are permitted.
- B. Only golf shoes, with soft spikes or nobby soles should be worn. Golf Sandals, Tennis or Running shoes with flat soles are permitted. **STREET SHOES ARE PROHIBITED.**

V. SECURING A TEE TIME THROUGH THE LOTTERY BY COMPUTER OR BY CARD

- A. Members may either request a tee time thru the website www.highlandlakeshoa.com, click on golf, click on T-Timez system access up to seven (7) days in advance of the day they wish to play. They can do this from their home computer or they may use the computer provided in the starters building or the computer in the library.

Detailed instructions can be found in the Highland Lakes Telephone Directory or on the golf page of the website.

- B. Those members who still wish to fill out a card will find them in the starters building and they should deposit them by 9:00 AM, two (2) days before play.

The lottery is run two (2) days before play. Computer requests do not get an advantage over card requests. All requests are processed at the same time.

Anyone who makes changes, additions or deletions to the lottery pages, that are not authorized, are subject to penalty.

VI. REQUEST FOR SPECIAL BLOCK AND CLUB SCRAMBLE TEE TIMES

- A. All requests for club or block scrambles must be submitted to the golf committee for approval at their monthly meeting.
- B. Once approved all scramble organizers must work with the lottery chairperson to secure their times.
- C. Special scrambles will only be scheduled in the afternoon after 12 P.M. (noon)

This rule does not apply to the association scrambles that are held during the year.

VII. LEAGUE PLAY

- A. Wednesday is designated as Men's League Day and Thursday as Women's League Day. Open Golf commences at 3:00pm or 1 hour after the last league start time, **whichever is later.**
- B. On league days sign ups will only be allowed 15 minutes before the course is scheduled to open for regular play – players must report in person – no phone reservations will be accepted.

- C. The golf committee chairman or his designated representative has the authority to open the golf course for play on Wednesday (Men's League day) and Thursday (Ladies League day) when the course is not being used for league play.

VIII. GENERAL REGULATIONS

- A. Only members, renters and guests are allowed on the golf course. Staff and golf maintenance personnel have golfing privileges on designated days and times. See Policy GOLF – PERSONNEL PLAY, Section 3.
 - 1. All players must be 16 years of age.
 - 2. No caddies are allowed
- B. No spectators will be allowed to either ride in the golf cart or walk with the player.
- C. Prior to using the course, golfers must check in with the starter. When no starter is present, golfers must sign in at the starter's counter on a designated sign-in sheet.
- D. Each player must have his/her own set of clubs with bag tag prominently displayed on a golf bag. Three club minimum.
- E. Starters will assign players with others as required.
- F. Players must report 20 minutes before tee time and be prepared to play or they may forfeit their time and placed on the wait list. Walk-ins are accepted but they must be ready to play.
- G. When it is necessary to cancel the tee time for your group, please access Tee Timez on the HL website at www.highlandlakeshoa.com up until midnight before you are scheduled to play and delete your group from the system. If you decide on that day that you or your group cannot play you are required to call the starters building and cancel
- H. All play shall start at the #1 tee of assigned course.
- I. Ball must be placed on tee when teeing off each hole as well as drop areas. Tee markers shall not be moved by golfers.
- J. Playing more than one (1) ball is not permitted.
- K. Do not hit into golfers or maintenance workers in front of you if there is any possibility that you can reach them.
- L. Rangers may move faster players through or ask slower players to advance to next hole. Slower players should let faster players play through.
- M. Players must repair ball marks, divots and rake out footprints in sand traps. Please return rakes to the inside of sand traps. All players are required to carry sand on their carts and repair their divots in the fairway.
- N. No ball hawking is allowed at any time. Rake-type retrievers are not permitted. There is a two-minute maximum for finding ball in rough or water.

- O. If play is terminated at the end of nine (9) holes, the Starter must be notified. Always notify the Starter when crossing over between courses.
- P. Damage to private property, including broken windows, must be rectified by the responsible golfer.
- Q. Abusive or offensive language or actions will not be tolerated.
- R. Pets, bicycles, mopeds, etc. and/or any licensable or licensed vehicle, having wheelbase wider than 48 inches, and/or weigh more than 1500 pounds are not allowed on courses or in or around the Golf Buildings. All carts are required to have golf course tires. Maintenance vehicles are excluded.
- S. Residents and guests are permitted to walk on golf cart paths ONLY when courses are closed for play. Residents and guests on golf courses are there at their own risk.
- T. Deliberate disturbance of wildlife, such as alligators, turtles, and birds is not permitted.
- U. Only designated rest room facilities shall be used.
- V. The retrieving of golf balls from private property is a privilege to be granted by the homeowner. It is not the golfer's right. No pull or riding carts are allowed on private property and hitting balls from private property is strictly prohibited.
- W. Chipping is not allowed onto the practice putting green.
- X. No littering is permitted on the golf course at any time, especially cigarette butts and food wrappers.

IX. RULES OF PLAY

- A. USGA Rules govern all play unless modified by local rules.
- B. If your ball lands inbounds, but it is so close to the out of bounds stakes that you have to stand on a homeowners property to hit, you are required to move it out far enough in bounds so that player is standing completely in bounds.
- C. White stakes define out of bounds exception: #4 Red, curbing on golf course side of Loch Road defines out of bounds. Bushes behind #9 Blue green is considered a hazard. Go to drop area, one (1) stroke penalty.
- D. FREE DROPS: Man Made Objects; Fences on the course, pump houses, cart paths, sprinkler control boxes, and wood bulkheads. One (1) club length relief, also line of sight relief from fences and buildings. If ball is not found it is considered a lost ball and must be played as such. **NOTE: On league days, league rules apply.**
- E. If a ball crosses a hazard including the red line and then bounces back into the hazard, the player may drop his ball two (2) club lengths from the spot his ball last crossed the hazard no closer to the hole. One (1) stroke penalty.

- F. Please allow swing and stance relief around all newly planted trees. 4
- G. Pine needles that are placed around base of trees by the grounds crew are considered ground under repair, free lift no closer to the hole.
- H. Any ball that plugs on the golf course except in a hazard can be lifted and dropped no closer to the hole, ball may not be cleaned. If the hole is designated “cart path only” the ball may be cleaned. **NOTE: On league days, league rules apply.**
- I. If after being hit, a player’s ball comes to rest on a teeing area or drop area, the player shall drop the ball off these areas with no penalty.

X. RAIN CHECK

- A. If a member and paid guest(s) were unable to complete nine (9) holes because of inclement weather conditions, they will be issued a rain check for another day, subject to the following.
 1. No cash refunds will be given.
 2. The starter will determine if the player(s) were not able to complete 9 holes because of inclement weather, he will issue that player a certificate to present to H.O.S. They (H.O.S.) will issue a rain check to the homeowner.
 3. Rain Checks will only be good for ninety (90) days from date of issue. Original guest tags must be turned into H.O.S when redeeming the rain check. Rain checks are transferable.

XI. COURSE CLOSINGS

- A. Courses are playable during the hours established by the golf committee. **All courses will be closed ½ hour before sundown.**
- B. The Golf Course Superintendent or his assistant will have the authority to close all courses due to weather and/or course conditions. ALSO to determine if the CART PATH ONLY RULE needs to be implemented. NOTE: In their absence the Golf Committee Chairman or his designated representative will have this authority.
- C. When play is canceled due to weather conditions or for any other reason, the players scheduled to play during this time will lose their starting times. When play is resumed, players scheduled in the lottery will be able to resume play.

XII. GOLF CART RULES

- A. Golf carts are intended for use on the courses only. *See VIII GENERAL REGULATIONS, Section R. for proper width and weight.* The owner(s) of the golf cart bear the responsibility, and liability, if any, while driving golf carts to and from the golf course and while on the courses. Off course violations should be reported to the Homeowner’s Association Board of Directors.
- B. All golf carts are required to be outfitted with the following equipment (County Ordinance): efficient brakes, reliable steering apparatus, safe tires, rearview mirror, front and rear reflective warning device, orange warning flag and a slow moving vehicle sign in the rear of the cart.

NOTE: Pinellas County Ordinance clearly states that carts can only be driven to the golf course for the purpose of playing golf. Carts cannot be used to come to the clubhouse for any other purpose. Non-compliance with this section of the ordinance is considered a moving violation by Pinellas County statutes.

- C. A golf cart permit and numbered identification sticker is required. Permit issuance is contingent upon applicant being compliant with these rules. Permits are revocable for rule violations. The permit must be visibly attached to the front left of the golf cart. You will receive directions on where to place the large identification stickers when you obtain your new golf permit and stickers at the beginning of the year.
- D. Permits are not transferable without prior approval of the Highland Club Office, except in the following instances:
 - 1. **Transfer from one owner to another:** Transfer requests are to be submitted in writing by the golf cart owner and must include the name and address of the new golf cart owner. There will be no charge to transfer a permit from one owner to another owner when a cart is sold to a member of the Association.
 - 2. **New cart transfer:** A person purchasing a new cart may transfer his existing permit from his old cart to the new cart. The original permit must be returned to the Highland Lakes Clubhouse and at that time submit a transfer request in writing.
 - 3. **New permits midseason:** New golf cart permits issued in midseason will be prorated on a quarterly basis, rounding to the beginning of the quarter in which the request is processed if the cart owner did not have a permit in the preceding year. (i.e. a person obtaining a permit in August would be charged for two quarters, or from July 1st).
 - 4. **Refunds:** Golf cart permit refunds will be allowed for people permanently leaving Highland Lakes. The refund will be prorated for the period remaining in the quarter in which the request is made (i.e. a person requesting a refund in August would be refunded for one quarter, or from October 1st). You must return your original permit to the Highland Lakes Clubhouse along with your request for a refund.
 - 5. **Lapsed permits:** Anyone who has previously been issued a cart permit in the preceding year must pay for the full year regardless of the date of application.
 - 6. **Turned in permits:** If you turn in your golf cart permit and receive a refund and later in the same year request a new golf cart permit, you will be charged from the time you turned in the original permit to the end of that year.
 - 7. **Selling golf cart and not transferring to a new owner:** People selling their golf carts and not transferring the permit to a new owner or to a new cart may request a refund. The refund will be prorated as noted above for people permanently leaving Highland Lakes. They must turn in the original permit along with the request for a refund.
 - 8. **Golf cart permit replacements:** If a person loses their golf cart permit, a new permit will be issued and the person will be charged a \$5.00 processing fee.
- E. Golf carts are to be used by permit holders only. Applications for dual ownership must be made at Highland Club Office. Two permits are required.
- F. Occupancy of carts is restricted to two (2) persons and two (2) bags.
- G. Use of golf carts is limited to two (2) carts per foursome. Three (3) golf carts per five some or six some are permitted in League play and Scrambles.

- H. Golf carts are not permitted on courses other than for playing golf, when courses are open for play.
- I. Golf carts, pull carts and carry bags are not allowed on tees or greens. They must stay at least 30 feet from tees and greens.
- J. Golf Carts must not go past signs on fairways or rough indicating “Go to cart path”. When green posts are not in place, and signs are not indicated, remain 30 feet from the greens when approaching the green from any direction.
- K. All golf carts, on all holes may advance in the rough, otherwise, 90-degree rule applies. All motorized carts may be restricted to paths when conditions warrant. Pull carts are excluded from cart path only restrictions.
- L. Golf carts must be operated in a safe manner at all times. The only time golf carts are permitted to travel against the flow of play are:
 1. After hitting O.B. and returning to the tee.
 2. Picking up a forgotten club.
 3. Medical emergency.
 4. Storm/lightning conditions.
 5. To course before course is open.

Even under the above conditions it is the driver’s responsibility to make sure that no players are hitting towards him/her.

XIII. RENTAL GOLF CARTS

- A. Highland Lakes has two rental carts. Members will not be allowed to rent a cart unless they have a confirmed tee time. Reservations cannot be made before noon on the day that your tee time is published. Golf Cart reservations are subject to Tee Time Verification. Contact front desk for further information.
- B. Between October 1 and May 1 each unit is only allowed to rent one (1) cart at a time.
- C. Guests will drive the rental golf carts at their own risk

XIV. PROCEDURES FOR HANDLING RULE VIOLATIONS

The complaint box will be checked Monday-Friday by the Homeowner Services Department. Homeowner Services shall assign a log number and respond back in writing to the complainant advising of receipt and that a copy of the complaint has been provided to the Golf Committee Violation Chairman.

Rule violations will be considered valid when submitted within 7 days of infraction on a proper form (available from starter) and signed by complainant. The Golf Committee’s Violations Chairman shall contact the member, complainant and witnesses to thoroughly investigate all complaints.

If the Violation Chairman and/or the Golf Committee feels action is warranted, one or more of the following may occur.

- A. The Violation Chairman can issue a verbal warning or a letter of reprimand.
- B. If a member who has committed a violation does not respond after (3) three telephone calls from the Violations Chairman, the Association will lock that members bag tag and they will not be able to secure a tee time through the computer until such time that they contact the Violations Chair and deal with the violation.
- C. The member could be asked to surrender his original bag tag and will be issued a temporary tag allowing play. He or she will be required to attend a Practices and Procedures class. Once the class is completed and documented the original bag tag will be returned.
- D. In addition the member could be restricted from playing golf until after 3 P.M. for a period to be determined by the Golf Committee. This will include league days.

Prior to implementing 'B' or 'C' above, the Golf Committee shall write to the member offering a meeting with the entire Golf Committee. No member of the Golf Committee shall sit on a violation hearing involving a member of his/her family. The member shall be offered the opportunity to provide witness testimony at that time. If the member accepts a stipulated sanction, he or she, without admitting guilt, waives his right to a hearing as required by State Statute 720.305(2). If the member does not choose to accept the stipulated sanction, the Golf Committee shall request that the Board of Directors convene a Violations Review Committee as provided in Association Bylaws, P.1.02, Article XI, Committees, Section3 – Violation Review Committee, An Ad Hoc Committee to consider a loss of playing privileges for a designated period of time.

Adopted:

Revised: 11/1/92, 11/1/93, 2/4/94, 11/1/94, 1/26/95, 1/96, 4/29/97, 1/14/99, 11/12/99, 9/22/00, 10/26/01, 1/25/02, 12/10/02, 5/23/03, 8/26/05, 4/28/06, 9/22/06, 4/25/07, 6/22/07, 9/28/07, 10/26/07, 5/16/08, 6/27/08, 9/26/08

Reaffirmed: 11/21/96

Golf Committee Chairman

Date

President Board of Directors

Date