

Heritage Bay Golf & Country Club

Rules and Regulations

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Reviewed By: 

Approved By: 

Heritage Bay Golf & Country Club

Rules and Regulations

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FOREWORD

The following Rules and Regulations have been adopted, and will be administered by the Heritage Bay Golf & Country Club Board of Directors (hereafter referred to as the BOD).

The Rules and Regulations of Heritage Bay Golf & Country Club (hereafter referred to as the Club) are designed to protect the rights and privileges of our Members, their families and guests, to protect Club property and reduce Club liability. Enforcement of these rules and regulations will be placed in the hands of management whose primary responsibility is to provide our Members all of the courtesies, comforts and services to which they are entitled. It is the duty of those using our facilities to understand and adhere to the rules and regulations, and cooperate with the BOD, management and staff in the enforcement thereof. Members who witness violations of the Rules and Regulations are encouraged to report such violations to the manager on duty.

GENERAL POLICIES

POLICIES

All policies shall be in effect unless amended by the BOD, who may change policy without notice. They apply to and are binding upon all Owners, transferees and guests and are designed to protect the rights and privileges of all who reside in Heritage Bay.

Please note that the Heritage Bay Declaration and Bylaws should be consulted regarding any issues not specifically addressed by the Rules and Regulations.

MEMBER PRIVILEGES

The owners of each Living Unit are entitled to only one golf membership. Use rights in the Club Common Areas, including the golf course, for each such membership, is limited to the persons comprising one family. For this purpose, "family" means one natural person or not more than two natural persons who are not related to each other by blood or adoption, who customarily reside and live together and otherwise hold themselves out as a single housekeeping unit. Furthermore, the biological or adopted children of only one of the persons is

entitled to golf privileges if such a child is 21 or younger, unmarried and not cohabitating with anyone, does not have custodial children and resides with the owner on a permanent basis, or in the case of a college or graduate student, at such times as the student is not enrolled in a college or university. (See section 4.2 of the Declaration, as amended).

TENANTS

There are two types of Tenants.

Transferee – One who rents a unit from a homeowner and to whom the homeowner has transferred privileges. Transferee Tenants must register with the Administration Office upon arrival. Transfers must be for a period of 30 days or more.

Non-transferee – One who rents a unit from a homeowner and to whom the homeowner has not transferred privileges. A Non-transferee Tenant is limited to lodging only and is not entitled to utilize any of the club or common facilities. Rentals must be for a period of 30 days or more.

TRANSFER OF PRIVILEGES

1. A completed transfer form, signed by the owner, must be received and approved by the Administration Office no less than thirty (30) days in advance of the transfer. Property Management approval must be received in order to transfer privileges.
2. A processing fee, currently \$325 (subject to change at the discretion of the BOD), must accompany the completed transfer form.
3. Transfer of privileges will only be approved if the Owner's account is current in all HOA and Master Association fees and charges, including annual assessments, special assessments, minimums and monthly billing.
4. During the time specified on the transfer form, the owner's membership privileges are rescinded.
5. An owner may not transfer his membership privileges for less than 30 days.
6. The transferee must be residing in the unit for which the privileges are transferred.

7. Privileges for the use of the club amenities are transferable only to one individual, his/her spouse and children age 21 or less who satisfy certain conditions set forth in the Declaration.

TRANSFER OF PRIVILEGES PROCEDURE

Homeowners who plan to rent their units must follow rules established in the Master Association documents and Neighborhood Association Governing documents. Transfer forms are available in the Administration Office. The form must be submitted no less than thirty (30) days prior to the start of any lease, to the Administration Office. The Neighborhood Association property management company may also require separate forms and a background check. Please contact the appropriate property management company for information regarding these forms. The Club will make its best efforts to process the proposed transfer and notify Owner/Rental Agent of its status within 14 days of receipt of the transfer form and Property Management approval. If the fully completed form is filed less than (30) days prior to the start date of the lease, the Club will endeavor to process the transfer in a timely manner. However, the transfer may be rejected if adequate time is not available for proper processing (see item D on page 6). No transferee or non-transferee tenant may move into a rental unit without rental notification to the Neighborhood Association Board of Directors and no lease may be for less than thirty (30) days. Please contact the Administration Office for additional information at (239) 353-7056 x108.

The Club will not approve a transfer if:

- (A) The requirements of section 5.31 of the Heritage Bay Declaration have not been satisfied. No unit may be leased or rented for a period of less than thirty (30) consecutive days. Landlord is obligated to sufficiently assure the Board that no Home will be occupied by any sexual offender or predator or anyone who has been arrested or adjudicated as a sexual offender or predator. Neighborhood Covenants may establish stricter standards for particular Neighborhoods.”
- (B) The Application on its face, or the conduct of the applicant, indicates the person seeking approval intends to conduct himself in a manner

inconsistent with the Heritage Bay Declaration, Bylaws and/or the Rules and Regulations.

- (C) The person seeking approval as a tenant has a history of disruptive behavior or disregard for property rights of others as evidenced by his conduct in other housing situations.
- (D) The Owner has failed to provide a completed Application in a timely manner.
- (E) All HOA and Master Association assessments, fines and other charges against the unit and/ or Owner have not been paid in full.
- (F) The Owner is in violation, or has violated in the past, provisions of the Rules and Regulations related to leasing or ensuring Tenant conduct in compliance with covenants, restrictions, and rules and regulations of the Community.

GUEST PRIVILEGES

An individual who is the guest of a Member or of a Transferee is entitled to the use of the clubhouse, golf course and other facilities under rules established by the BOD. An individual who has paid a daily guest fee for use of the golf course is also entitled to the use of the clubhouse. The General Manager or any other management personnel employed by the Club may deny guest privileges to any individual when, in their opinion, it is in the best interest of the Club to do so. The owner has financial and legal responsibility for the actions of his or her tenants, licensees, invitees or guests and for the actions of the guests, licensees, and invitees of his tenant.

MEMBERSHIP CARDS

All members, transferees, and applicable members of their families (spouse and children age 21 or less who satisfy certain conditions set forth in the Declaration) shall be issued membership cards. Membership cards for all members shall include a picture of the member. These cards are to be carried at all times while on Club property. Loss of cards should be reported to the Administration Office, at which time a replacement card will be issued for a nominal fee. Cards are not transferrable. Improper use of the card will result in immediate deactivation of all

cards associated with the membership and if any card is reactivated a reactivation fee of \$25 will be charged.

HERITAGE BAY COMMUNITY EMERGENCIES

During business hours, please call the Access Control Office at (239)919-4452 or the Administrative Office at (239)353-7056 x108. After business hours, please call the Gate House at (239)455-6392.

LIFE THREATENING EMERGENCIES

Please call 911 and the Gate House at 239-455-6392 so that the Guard Attendant may direct emergency services/vehicles to the appropriate address. AED's (automatic electronic defibrillators) are available on the golf course from the rangers, at the fitness center, at all community pools and in the main dining room. Heritage Bay staff has been trained in CPR and the use of AED's.

PETS

Pets are generally limited to cats or dogs and a maximum of two pets per household. No pit-bull or pit-bull like breeds are allowed. Pets cannot be left unattended on a lanai or in garages. Pets must be on a leash when outside. Owners must clean up after their pets. Pets, except for service animals certified under ADA guidelines, are not permitted in the clubhouse, fitness center and pool areas, on the tennis courts, pickleball courts or golf course. No pets/animals are ever allowed in the pools.

EMPLOYEES OF THE CLUB

Members, Tenants and their guests are to be respectful of Club employees and are not permitted to reprimand Club employees or in any way interfere with the management of the Club. Complaints regarding specific employees should be addressed to the General Manager.

SERVICE

Slow, unsatisfactory or improper service should be brought to the attention of the Manager on duty immediately. Comments and suggestions are always welcomed and should be brought to the attention of the appropriate department manager.

VISITOR ACCESS

All visiting vehicles will be logged in by the visitor's driver's license upon arrival at the Immokalee Road Gatehouse entrance. A current driver's license for each non-resident vehicle will be scanned for security purposes. **A pass will be issued for that day only.** Members may request a pass for a longer duration for relatives or guests staying with the Members. Please note that packages, documents, luggage, keys to homes/vehicles will not be accepted by the Guard Gate Attendants.

USE OF THE CLUB

1. Members, Tenants and guests shall at all times conduct themselves in an orderly fashion. Heritage Bay is a Golf and Country Club. Proper manners and conduct must be adhered to at all times while on Heritage Bay property.
2. The hours of operation of the various Club facilities shall be determined by the General Manager and may be adjusted seasonally as Member usage dictates.
3. In order to safeguard against unauthorized charges, we require that all charge tickets be signed by Members and Transferees .
4. Gambling is not permitted in the Clubhouse, Chickee Hut area or in the main pool area in accordance with state liquor law regulations.
5. Subscriptions, petitions or notices concerning Club affairs shall not be distributed or posted by any Member or Tenant, unless authorized by the General Manager
6. Subscriptions, petitions or notices not concerning Club affairs shall not be distributed or posted by any Member or Tenant without prior approval of the General Manager.
7. Owners are responsible for the conduct of their residents, tenants and guests at all times. No one is allowed to engage in any activity other than golf on the golf course....no jogging, pet walking, Frisbee, ball playing, practice golf, etc.

8. The cost of replacing any property of the Club, broken, damaged, or removed by Members, Tenants, guests or any member of their families shall be charged to the Member. This includes signage removed or destroyed in/around pool and common areas.
9. No food or beverage shall be brought into the clubhouse or consumed on Club premises unless purchased from the Club or authorized by Club Management.
10. Decorations for private parties must have the approval of the General Manager or the Club Operations Manager.
11. Personal Property should not be left unattended on the Club property. The Club is not responsible for lost, damaged, or stolen property.
12. Rollerblading and skateboarding are not permitted around Clubhouse, tennis center, fitness center, parking lots, golf course or if a nuisance or causes interference with local street traffic.
13. Card playing is permitted in the clubhouse in the areas provided for this purpose and other areas as deemed practical and feasible by the General Manager.
14. Cell phone use is not permitted in the Dining Room, Grille Room, Fitness Center workout area, Tennis Courts, Pickleball Courts, Board Room and Card Room and is discouraged on the golf course. An exception to this policy will be made for emergency phone calls only. Please be considerate of others when using your cell phone.
15. Suspensions and/or monetary fines may be assessed for violation of the Master Association and Home Owners Association Documents, at the direction of the BOD if approved by the Compliance Committee.

MASTER ASSOCIATION DUES

In accordance with the Master Association documents, an annual assessment against each living unit shall be assessed on the first day of each calendar year. Assessments are payable annually by January 1. Written notice of the annual assessment will be sent to all owners at least thirty (30) days prior to the due date. Unit owners should update their mailing/billing address. Annual dues not received by the Club by January 1 will be assessed a finance charge of 1.5% per month.

ANNUAL FOOD AND BEVERAGE MINIMUM

Each Heritage Bay unit owner is required to spend \$750 for food each calendar year. Alcohol is included under the meals minimum. Bulk sales of alcohol or food are prohibited. The BOD may adjust the \$750 minimum. All Member statements, distributed the first week of each month, will show the unspent balance remaining for the year. Any unspent balance remaining from the \$750 minimum as of December 31st will be billed on the December statement with payment due and payable by January 31st.

The “per unit” annual food minimum may also be satisfied through use by the registered Transferees and applicable family members who reside in a unit. All food charges must be signed to the Member account in order to be tracked properly.

THEFT & LOST AND FOUND

The Administration Office as well as the Golf Shop has a “Lost and Found”. However, Heritage Bay is not responsible for the safekeeping of valuables and other personal property. Our storage areas are not guaranteed to prevent theft and our insurance company does not cover replacement of any personal items such as money, jewelry, clothes, shoes, etc. stored in lockers, golf bags, etc. Lost and Found items, if not claimed within 60 days, may be discarded.

MEMBER INJURIES

When on Heritage Bay property (golf course, clubhouse, fitness center, tennis and pickleball center and other common areas), Members, Transferees and guests will be financially responsible for all medical or liability claims resulting from any negligent act on their part. Currently, Members, Transferees and all guests are required to sign a Fitness Center liability waiver. It is the responsibility of the Member to maintain adequate insurance coverage.

Please call 911 first in case of any medical emergency and then notify the Gatehouse at (239) 455-6392.

Trash and Recycling Receptacles

Trash and recycling receptacles are not to be placed outside overnight, since this will attract wildlife, particularly bears. Placement of trash and recycling receptacles should not be in streets or bicycle lanes.

PARKING

Clubhouse parking areas are marked to permit maximum use of space with minimum inconvenience. Parking is not permitted on grass areas around the Clubhouse or any areas identified by “No Parking” signs. No parking is allowed between the hours of **11PM to 5AM** in clubhouse parking lots, satellite pools or on community streets. Residential parking is not permitted in club or pool parking spaces at any time. Club access parking along Gator Bay is prohibited. **Parking in the circular drive and under the covered portico adjacent to the clubhouse is strictly prohibited in accordance with state fire regulations.**

No commercial vehicles shall be parked in the community except those temporarily present on business. No boat, trailer, camper, mobile home, bus, disabled, inoperative, or unlicensed motor vehicle may be parked in the community except for loading and unloading purposes, and then only for a maximum of 12 hours, unless it can be housed in a closed garage. Parking for longer periods of time may be permitted, but only with the prior written approval of the General Manager.

No repairs, maintenance, or assembling or disassembling motor vehicles may be performed except for emergency repairs or within a garage.

No motor vehicle shall be parked anywhere other than paved roads or other areas designated for that purpose. Parking on lawns or landscaped areas is prohibited.

Any vehicle parked in violation of this policy will be subject to a fine or towed away at the owner’s expense.

SPEED LIMIT

The Club has a posted speed limit of **25 MPH** throughout the community. Everyone is required to adhere to this speed limit and to obey all traffic control signs. Please note that radar detection devices are used to monitor traffic in the community and fines may be issued for violations as outlined in the Traffic and

Parking Violations Policy. **Please come to a complete stop at all stop signs and show caution at all cart path crossings.**

PRIVATE GOLF CART OPERATION

All private golf carts driven in the community must be registered with the Administration Office. Private golf carts are not allowed to be driven on the golf course. Parking on lawns or landscaped areas is prohibited.

Individuals operating private golf carts or similar vehicles in the community must be at least sixteen (16) years of age and have a valid driver's license.

WALKING AND JOGGING, OTHER SPORT ACTIVITIES

No walking, jogging, biking, skateboarding, rollerblading or pet walking is allowed on the golf course or cart paths at any time. Please contact Access Control at (239) 455-6392 to report any violations. There are designated bicycle lanes in the community for bike riders.

LAKES

Fishing is allowed at the individual's own risk, on a "catch and release" basis only. In no event is fishing allowed or permitted on lands abutting the golf course property or on or off bridges or other similar structures. Children must be accompanied by an adult when walking along the edge of a lake. Feeding or taunting alligators is prohibited and subject to a \$500 State of Florida fine.

WARNING: ALLIGATORS AND OTHER WILDLIFE MAY OCCUPY THE LAKES, AND THE ASSOCIATIONS, THE CLUB, OR THE CDD IS NOT LIABLE FOR ANY DAMAGE OR INJURY CAUSED BY SUCH WILDLIFE.

ATHLETIC LOCKERS AND CLUB STORAGE

A limited number of athletic lockers are available on an annual basis and Golf club storage is available on an annual basis. Please check with the Golf Shop for additional information.

DRIVING RANGE

The driving range and putting greens are open during posted operating hours only. The golf course dress code applies to the driving range and golf practice areas. Members and Transferees must accompany guests using the range at all times. Please observe posted rules daily. Range balls must not be removed from the practice area or used on the golf course. As a courtesy, players with tee times have priority on the driving range.

ADJOINING COMMUNITY (THE QUARRY)

Heritage Bay has an adjoining Community on the West side named “The Quarry”. The two communities are connected by Siesta Bay Blvd. As a result members of Heritage Bay have access into The Quarry, and Members of The Quarry have access into Heritage Bay. However, it is important to note that the facilities for each community are not common, and Heritage Bay members are not to use the facilities of The Quarry unless they have specific approval of the Management Team of The Quarry, or are guests of a member of The Quarry. This same principle also applies to Quarry members. This is important to ensure we maintain a strong positive relationship with our neighbors.

SPECIFIC POLICIES

SMOKING

Smoking is prohibited in all enclosed areas of the Club, including the pools, clubhouse, fitness center, golf shop, tennis shop, and restrooms. Smoking is also prohibited on the clubhouse patio, at the Chickee Hut, inside all fenced pool areas, on the tennis courts, pickleball courts, golf driving range, golf practice areas and main golf cart staging area. Smoking is allowed on the golf course. However, because of the close proximity, smokers are requested to ask their golf cart partner if smoking in the cart is acceptable before proceeding. Smoking includes use of electronic or “e” cigarettes, also known as “vaping”, and use of any similar electronic smoking devices whatsoever that emit vapors of any kind.

WEAPONS

Weapons are prohibited in Heritage Bay common buildings and all pool areas.

DRUGS

Use of drugs for non-medical purposes is not permitted on Club property.

FIGHTING

Fighting is not permitted on Club property, unless in self-defense.

FOOD AND BEVERAGE

ALCOHOL

It is the intent of the Club to comply with all Federal, State and local laws pertaining to the sale and service of alcoholic beverages. Instances of intoxication by Members, Transferees or guests may be subject to disciplinary action.

Employees of the Club will refuse service of alcoholic beverages to any customer who, at their discretion, appears impaired to the level that the individual may

injure oneself or others at/or following leaving the area or who is abusive in language or threatening in demeanor.

FOOD AND BEVERAGE HOURS OF OPERATION

The Food & Beverage hours of operation change seasonally, and will be posted on the Heritage Bay website, weekly newsletter, calendar, and on the weekly e-blast.

RESERVATION AND CANCELLATION POLICY

Dining Room reservations are strongly advised and may be made by calling (239) 353-7056 x107. While the Club accepts credit cards, Members are encouraged to charge purchases to their membership accounts. If plans change, please call the Dining Room to cancel reservations so others may be accommodated.

Reservations for Member social events will be accepted on a first-call basis until the event is sold out. Reservations will normally be accepted one month in advance of all events. A "wait list" will be used to replace any cancellations. The "table starter" can make a reservation for up to 8 members; if there are over 8 members in your group you must have a second person with you to make the reservation. When making reservations you must provide names and membership

numbers for all members of the reservation. Cancellations for Member social events must be made at least 72 hours in advance to avoid being charged for that event. You may cancel a reservation by calling (239)353-7056 x107.

PRIVATE PARTIES

The Dining Room may be booked for private parties, providing there is no conflict with Club operations or functions, by calling the Banquet Sales Manager at (239)353-7056x110.

MEETINGS

Due to the large numbers of groups wishing to use Club facilities, all groups are required to reserve space and time with the Administration Office. Space will be reserved on a "first call" basis. The reservation must specify any set-requirements prior to the meeting. The Club reserves the right to re-assign function rooms and limit space of any group.

DRESS CODE

When using the clubhouse, Members, Transferees and guests are required to dress in an appropriate manner using good taste. Complying with the dress code is required at all times. This includes the Members' Meetings and all Board Meetings. It is the responsibility of Members and Transferees to ensure that their guests are aware of and comply with the dress code. Management and Staff will enforce the dress code including refusal of service, and requesting any person(s) not compliant to leave. The BOD and Compliance Committee will address infractions.

The dress code throughout the Clubhouse is country club casual. This requires gentlemen to wear collared shirts, dress shorts or slacks. Women and children are required to wear similarly appropriate attire.

Swim attire, cut-offs, frayed or ripped denim, tee shirts, tank tops, and gym attire are not allowed in the Clubhouse. Blue denim is not allowed in the Main Dining Room. If a buffet has been set up in the Main Dining Room, and persons wearing blue denim have been seated in the Grille Room, such persons cannot partake in the buffet since they would need to enter the Dining Room while dressed

inappropriately. Gentlemen may not wear hats or caps in the Dining Room or Grille Room at any time unless required by a medical condition.

Going “shirtless” while exercising or biking through the community is not appropriate. Everyone should be properly attired when using club facilities and common areas.

In some instances, dress for special “Clubhouse Sponsored Events” will be an exception to the normal dress code. The announcement of any special Clubhouse event will include any exceptions to the normal dress code policy.

GOLF

GOLF COURSE RULES

In setting rules for use of the golf course, the BOD is in no way attempting to restrict the enjoyment obtained from playing our course. It is however, necessary to follow certain rules to ensure maximum enjoyment and safety for all golfers. It is hoped that pride in our Club, together with the thoughtfulness and consideration we afford our fellow golfers, will make enforcement of any rules unnecessary.

1. The rules of the United States Golf Association (USGA) govern play, except when local rules take precedent. Refer to the scorecard for local rules.
2. Use of the golf course is controlled and supervised by the Director of Golf. The Director of Golf, in consultation with the General Manager, Golf Advisory Committee and in certain cases the BOD may establish certain days and times during which the golf course may be reserved for men’s and women’s golf days and special events. Non-golfers are not permitted on the golf course.
3. All players must register at the Golf Shop before playing the golf course.
4. The Director of Golf and Course Superintendent shall determine when the course conditions prohibit play or require cart restrictions.
5. All play must start on designated number one tee unless authorized by the Golf Shop staff.
6. No more than four (4) players per group are permitted unless authorized by the Director of Golf.
7. Each player must have a set of clubs and golf bag when playing the course.

8. Practice golf activities shall be limited to the driving range, chipping green and putting green. Practice is strictly prohibited on the golf course.
9. All paper, bottles, cans, cigarettes and cigars and other trash should be placed in your golf bag or cart until you reach a trash receptacle. No coolers are allowed on the golf course unless supplied by the Club.
10. Members who are experiencing problems with mobility must request a "Handicap Flag" from the Golf Staff. Please understand and respect the fact that this privilege is only for the player experiencing mobility problems.
11. Ball hawking is not permitted at any time due to concerns regarding pace of play, safety and security. The Club employs licensed and bonded firms to retrieve golf balls from our ponds.
12. Walking, jogging, skateboarding, rollerblading, bicycling, pet walking and ball playing are not allowed on the golf course or cart paths at any time.
13. There are alligators, snakes, and other wildlife in the ponds and Common Areas throughout the community. Please use caution around these areas. Florida State Law prohibits the feeding of alligators. **DO NOT APPROACH ANY ANIMALS AT ANY TIME.**
14. Range balls are to be used on the driving range or the short game practice area only. Range balls may not be taken from the practice areas for any reason.
15. Members should arrive at least 15 minutes prior to their scheduled tee time to allow sufficient time to check in at the Golf Shop and with the Golf Starter.

LIGHTNING PREDICTION

Lightning is a severe hazard that must be considered a serious risk. The Heritage Bay Community is equipped with a lightning detection system. There are two audible warning signals: One (1) Long blast means lightning is imminent and you should take cover immediately. Three (3) short blasts mean the lightning danger has passed and you can resume outdoor activities. During lightning delays, the golf courses, tennis and pickleball courts and all swimming pools will be closed until the all clear alarm has sounded. Anyone outdoors in the community must seek shelter immediately. Places to seek shelter during the lightning include: clubhouse, maintenance building, on-course buildings and automobiles. Places to avoid during lightning: open areas, water, tall trees, metal fences, overhead wires

and power lines, elevated grounds and golf carts. Do not use cell phones or radios during periods of lightning danger.

OPERATION OF HB ELECTRIC GOLF CARTS

1. Individuals operating electric carts must be at least sixteen (16) and have a valid driver's license.
2. Carts are restricted to two riders and two bags.
3. During normal operating conditions, the 90 degree rule is always in effect. Carts are to remain on cart paths until reaching a point adjacent to where the ball lies. At that point, carts may drive across the fairway directly to the ball and should return to the cart path on the same line after the shot has been played.
4. Carts are never permitted on the shoulder or surface of any tee, green or bunker. Ropes indicate areas where the Golf Course Superintendent restricts cart traffic.
5. The Director of Golf and Golf Course Superintendent shall determine when the golf cart operation is prohibited or restricted to cart paths only.
6. Carts must remain on the cart path on all par 3's at all times, unless the player has a handicap flag.
7. The driver of the cart always assumes responsibility for returning carts in the same condition as when the cart was taken. The driver of the cart is also responsible for any damage that occurs through the operation of the cart.
8. All golf carts must come to a complete stop at all cart path crossings. Golf carts do not have the right of way in traffic.
9. Golf carts are not allowed in the parking lot at any time unless authorized by the Director of Golf.
10. Golf carts must be returned to the cart attendants immediately following play.
11. Golf carts must remain on golf course property. Carts may not be taken to residences.

GOLFERS WALKING THE GOLF COURSE

Walkers are permitted to play on the golf course after 4:00 pm (hours subject to change seasonally). Walkers must register at the Golf Shop prior to play. Failure to register prior to play will result in suspension of golf privileges. Walkers must carry a sand bottle to replace divots. Walkers must begin play at the first tee of the designated walking course. Walkers cannot enter the golf course from their home sites. Walkers must adhere to all golf rules and proper etiquette. Each day, one golf course will be designated as the “walking course”.

DRESS CODE-GOLF COURSE/DRIVING RANGE/PUTTING GREENS

Gentlemen must wear collared shirts and shirts must be tucked in. Men’s shorts must be Bermuda length and no cargo shorts are allowed. Ladies’ shirts may be collarless and have sleeves, or have collars and be sleeveless. No denim of any color is allowed at any golf facilities. Any golfer not conforming to the dress code will be required to change prior to play.

TEE TIME POLICIES

The Chelsea Automated Tee Time System is in operation at Heritage Bay in order to provide equity and fairness for every Member and Transferee. You may access the Chelsea System on golfheritagebay.com. Please note the following which will provide maximum benefit to all Members.

1. All tee times will be made by membership number.
2. A Member must schedule tee times for a guest and the guest must play with the responsible Member.
3. Vacancies on the printed Chelsea tee sheet will be filled on a first come first serve basis.
4. Members whose names appear on the Chelsea tee sheets may not substitute a guest in place of a member.
5. Once Chelsea tee time sheets have been printed, only the Member can cancel their tee time.
6. Notice of tee time cancellation must be given by 3:00 pm of the previous day. During the period November 1 – May 1, failure to do so will result in the following additional points and/or penalties:

Cancellations after 3:00 p.m. day before play	Play Points Assigned	Optional Penalty
1 st Offense	1 Play Point and Letter	No Option
2 nd Offense	2 Play Points	Payment of 18-Hole Cart Fee
3 rd Offense	4 Play Points	2 Play Points and Cart Fee
4 th Offense	6 Play Points	4 Play Points and Cart Fee
5 th Offense	10 Play Points	No Option

7. Member tee times may be requested 10 days in advance.
8. Members should advise the Golf Shop of their email address for tee time confirmation.

Additional information on the Chelsea Automated Tee Time System is available in the Golf Shop

JUNIOR PLAY

1. Children, 18 through 21 years of age who satisfy certain conditions set forth in the declaration, are entitled to the same privileges as their parents.
2. Juniors, under the age of 18 are NOT allowed to start before 3:00 pm (during season Nov. thru April) unless they are accompanied by an adult golfing Member. Juniors must register their age with the Golf Shop prior to play.
3. Golf rules, dress code and etiquette will apply to Junior Players at all times.

GOLF COURTESY AND ETIQUETTE

Golf is a game where courtesy and etiquette should always be observed. The following policies should be strictly adhered to for the maximum enjoyment of everyone using the golf course.

1. Please repair all ball marks on greens and sand all divots in the fairway.
2. Please rake your tracks while leaving a sand bunker. Rakes should be placed outside the bunkers away from the edges.
3. After finishing a hole, place the flag in the hole and leave the green immediately. Proceed to the next tee, do not remain parked alongside of the green; mark your score at the next tee.

4. Please be respectful of private property surrounding the golf course. Under no circumstances shall electric carts be driven on, or any shot played from, areas other than golf course property.
5. Slow Play – Players are required to maintain a pace of play that keeps them up with the group in front of them. The focus should be on golf play. Rangers and/or golf shop staff routinely monitor the speed of play and are required to enforce the following policy for the pleasure and enjoyment of the entire field.

First Offense:

The group has fallen behind the group in front of them and has fallen behind the allotted time limit for their position on the course. The GPS will advise you when you are 7 minutes off the pace. You may also receive a warning from the computer informing you that you are behind in pace or out of position. You will be prompted to get back into position.

Second Offense:

The ranger will observe whether there has been any improvement in position/time and will advise if any steps need to be taken.

Third Offense:

If the ranger observes that there has been no improvement in position/time he will escort your group to a position directly behind the group in front.

GOLF HANDICAPS

Golf handicap service is provided for Members and Transferees for an annual fee of \$25.

To establish an accurate and legitimate handicap, players are required to post scores after each completed round of golf. The handicap computer is located in the Golf Shop. Scores may also be posted on-line at www.ghin.com with instructions for the posting of scores available in the Golf Shop. To be eligible for tournament play, an authorized U.S.G.A. handicap may be required as deemed necessary by the Director of Golf.

TENNIS RULES

Members, Transferees and their guests shall have the right to use the Club courts at any time the tennis courts are open. The Operating hours will depend on the season, weather and utilization of the facility; call the Tennis Pro Shop at 304-5911, for more information. Courts are not to be used when nets are lowered.

1. The code, (revised 1985) as published by the United States Tennis Association shall govern play.
2. Playing guests must be accompanied by a Member or Transferee.
3. No food or beverage shall be brought onto the Club tennis premises unless purchased from the Club or approved by Club Management.
4. Courts are not to be used for any purpose other than tennis or pickleball.
5. Courts may be reserved at any time by calling the tennis shop at (239) 304-5911. It is not necessary to reserve courts to play; however, if you don't reserve a court you must play on a first come first serve basis.
6. Tennis shoes (soft soled shoes only) must be worn at all times. (Black soled shoes or jogging shoes are not allowed)
 - Men must wear tennis shorts and/or appropriate warm-up suits.
 - Women must wear tennis shorts, skirts, dresses or appropriate warm-up suits
 - Tank tops, tee shirts, running shorts, and bathing suits are not permitted.
7. All players are expected to observe tennis etiquette on and off the Club courts.
8. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
9. No person shall cross another court while play is in progress, but shall wait until the point is over.
10. No person shall distract or interfere with players while a match is in progress.
11. Please check the bulletin boards located at the tennis courts and in the Fitness Center for updates on organized tennis activities, including Round Robin competitions.
12. The tennis courts are reserved for Round Robin play on a regular schedule, See bulletin boards for updates.

PICKLEBALL RULES

Members, Transferees and their guests shall have the right to use the Pickleball courts at any time the courts are open. The operating hours will depend on the season, weather and utilization of the facility; call the Tennis Pro Shop at (239)304-5911 for more information. Courts are not to be used when nets are lowered.

1. Playing guests must be accompanied by a Member or Transferee.
2. No food or beverage shall be brought onto the Club Pickleball premises unless purchased from the Club or approved by Club Management.
3. Courts are not to be used for any purpose other than Pickleball.
4. The Pickleball courts have a cushioned surface. All shoes must be clean, especially from clay off the tennis courts.
 - a. Men must wear tennis shorts and/or appropriate warm-up suits.
 - b. Women must wear tennis shorts, skirts, dresses or appropriate warm-up suits.
 - c. Tank tops, tee shirts, running shorts and bathing suits are not permitted.
5. All players are expected to observe proper etiquette on and off the Club courts.
6. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
7. No person shall distract or interfere with players while a match is in progress.
8. Please check the bulletin boards located at the tennis courts and in the Fitness Center for updates on organized Pickleball activities.
9. The Pickleball courts are reserved for specific play on a regular basis. See bulletin board for updates.

SWIMMING POOLS AND SPA

Members, Transferees and their guests are entitled to the use of the community swimming pools during the hours of dawn until dusk, unless otherwise prohibited. There is NO lifeguard on duty. Swimming is at one's own risk.

Florida State Board of Health Rules concerning swimming pools must be followed.

1. Persons with open sores, cuts or a communicable disease may NOT enter the pool.

2. Animals are NOT allowed in the pool areas, except for service animals certified under ADA guidelines. No pets or animals are ever allowed in the pools.
3. Persons must shower before using the pool.
4. All persons using Pool furniture must cover the furniture with a towel when using suntan lotions. The use of these lotions could stain or damage the furniture.
5. Bathing suits or proper bathing attire only. No street clothing, such as cut-offs, denim, etc. are allowed.
6. Children under the age of 12 must be accompanied and supervised by an adult.
7. Babies may use the pool with appropriate swim diapers.
8. No running or loud noises are allowed in the pool area.
9. No glassware or food is permitted in the pool area.
10. No inflatables, other than swimming aids for small children, are allowed in the main pool. Floats are allowed in satellite pools. No balls, Frisbees or squirt guns are allowed in any pool.
11. Placing personal items on chairs and chaise lounges to save for persons not in the pool area is prohibited.
12. Persons using radios, iPods or other music devices must use earphones.
13. Pool depth is measured in feet. NO jumping or diving is allowed.
14. Emergency telephones (direct 911) lines are located at each community pool.
15. Roll down umbrellas before leaving the pool area.
16. The hot tub is to be used only by adults and children age 12 and above. All children using the hot tub must be supervised by an adult. Maximum use of the hot tub is limited to 15 minutes.
17. All pools close at dark.
18. When lightning prediction alarm sounds, the pools are closed until the all clear is given.
19. No smoking is allowed inside all fenced in areas of the pools.

FITNESS CENTER RULES AND DRESS CODE

All Members, Transferees and their guests are entitled to the use of the Fitness Center. Hours: Staffed 9am-3pm Monday –Friday, Saturday and Sunday 8am-1pm. Staffed hours are subject to change. Card access is 5am-10pm daily. All

Guests will be charged \$5/day fee or a \$25/week fee. This fee can be changed by the BOD. Guests must present a card provided at the fitness center to use the facilities.

1. Use of the equipment should be in accordance with manufacturer's recommendations.
2. Use of the Fitness Center and equipment is at one's own risk. The Club accepts no liability for injuries. A Fitness/Activities waiver must be completed and signed before using the facilities.
3. A basic orientation of the facility and equipment is offered and recommended prior to using the facility.
4. All Members, Transferees, and guests must sign in upon entering the fitness center.
5. No glass of any kind is permitted in or around the Fitness Center.
6. No food is permitted in or around the Fitness Center.
7. No children under the age of 16 are allowed in the Fitness Center. Children 16 to 18 years of age must be accompanied by a parent or legal guardian over the age of 18.
8. Individuals planning to use these facilities are urged to consult their physician and have an exercise program arranged.
9. Fitness/walking shoes and proper attire – no bathing attire – must be worn when using the fitness equipment. Sandals, flip-flops, or any open toed shoes are not allowed.
10. Use of the equipment should be limited to thirty (30) minutes when another individual is waiting to use that particular piece of equipment. Equipment should be cleaned after each use. Disinfectant wipes are available in the Fitness Center.
11. Cell phone use is not permitted, except for texting or use of the cell phone as a sound device with headphones. Personal sound equipment may not be used without headphones.
12. Please check the bulletin board in the Fitness Center for scheduled classes throughout the year.
13. The group exercise room is open for individual use only when scheduled classes are not in session.
14. Use of personal trainers is limited to those on staff at the club. Other private trainers are not allowed access to the fitness center.
15. Report any injuries or defective equipment to fitness staff immediately.

RULE ENFORCEMENT

Management personnel of the Club have full authority to enforce the Rules and Regulations. Any violation of such should be reported to management.

DISCIPLINARY ACTION

In situations where individuals do not observe the rules and regulations as outlined in this booklet, and as per the documents governing Heritage Bay Master Association and individual Home Owners Associations, it may be brought to the attention of the General Manager for referral to the BOD. It is understood that Members are responsible for the actions of their guests and tenants.

REQUEST FOR RECORDS

To request official club records please use the following form, which may also be downloaded from the Heritage Bay website.

**HERITAGE BAY GOLF & COUNTRY CLUB
NAPLES, FLORIDA**

I. Identification of Requestor

Name of Requesting Member _____

Requesting Member's Address for Responses, Decisions and Communications _____

Phone #'s: Day _____ Evening _____

II. Records Requested

I hereby request that the following official records of the Heritage Bay Golf & Country Club be:

_____ Made available for inspection _____ Made available for copying

Provide description of records requested. _____

NOTE: Certain records are not accessible by Members (see Florida Statutes section 720.303(5)).

III. Agreement to Pay Fees

I agree to pay the fees that may be charged by Heritage Bay pursuant to Florida law for complying with my request.

IV. Signature of Requestor

Signature of Requestor _____ Date _____

Please send to:

**HERITAGE BAY GOLF AND COUNTRY CLUB
Attn: General Manager
10154 HERITAGE BAY BLVD
NAPLES, FLORIDA 34120**

Heritage Bay will disclose the member accessible official records requested on this request form within 10 business days after the receipt of this request form, unless the 10 day period is extended as provided by law, the request is denied or additional time is required to obtain requested documents (e.g., storage, management company, etc). All extensions and denials will be in writing and will state the reasons therefore.