



Forest Highlands Golf Club  
2020 Rules, Information and Fees

# The Forest Highlands Association 2020

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**Yellow highlighting** denotes a change in 2020

# RULES & INFORMATION

## 1.0 INTRODUCTION

The following behavior rules apply to Members, children, and guests on Forest Highlands' property. The rules have been designed to provide a safe, supportive and happy environment at Forest Highlands. The Association Rules contain certain standards for appropriate decorum and behavior, which are expected from all Members, residents and their guests. **Members are responsible for the actions of their family and guests. Unbecoming conduct in relationships with other Members, Association employees or any other member of the community will not be tolerated.** In the event of any conflict between any provision of these Association Rules and any provision of the CC&R's, the Articles, Bylaws, Enforcement Policies and Procedures, or Development Standards, the provisions of these Association Rules shall be deemed to be superseded by the aforementioned.

In the best interest of the Association and at its discretion, the Forest Highlands Board of Directors may temporarily diverge from, suspend or modify an existing Forest Highlands rule or regulation in relation to a specific event or occurrence, when that change has been approved by the Board or Forest Highlands' management.

The General Rules are foundational to our Community. The Board will not tolerate any violation of these General Rules. Infractions of the General Rules will lead to immediate disciplinary action and the Board will take steps to recoup, as Special Assessments, from any guilty party all costs, expenses, damages and other obligations incurred or expended by the Association as a result of any Member(s)' (or family member(s)' or guest(s)') breach of these General Rules. The General Rules are in addition to and not in replacement of, other Rules set forth in these Association Rules. In the event behavior is covered in these General Rules and in a specific rule below, all such rules will apply independently.

The Association is obligated to provide a harassment-free environment for its employees. Failure to do so can expose the Association to extensive liability. Members' behavior can create a hostile work environment. Therefore, every Member must be mindful that her or his behavior to our employees must be respectful and appropriate at all times.

### General Rules

**Employees:** Members must treat all employees, including management staff, with respect. Members may not direct, discipline, criticize, threaten, harass, or ask personal favors of, any employees or otherwise interfere with any employee's job or responsibilities. Members may not say, text, email, or post on any social media any pictures, statements, criticism or disparaging comment about any Association employee. Members may not direct management staff to provide information or produce reports; however, Members may request from the Board or the General Manager the reports mandated by law by following the process set forth by law.

**Language:** Members shall use appropriate language at all times. No foul, vulgar, threatening or demeaning language will be tolerated on the Association property or directed at any other Member or guest or any Association employee.



**Communication:** Any advice, complaint or suggestion regarding employee performance, Association operations, or any other Association business must be submitted in writing and signed by the Member. It may be delivered to the Association's General Manager or to the Board President. ANY OTHER communication of any kind, including without limitation any anonymous communication, communication directed to a particular employee or Member, or broadly circulated communication that criticizes or threatens any employee or Association officer shall not be tolerated and shall be deemed a violation of these Rules. The Association recognizes that Members may discuss among themselves general observations, but any specific or direct communication that violates this Rule, or any widespread communication intended to cast any employee in a bad light will not be tolerated.

**Expenses:** The Association may incur significant expenses as a result of any Member, family member, or guest violating these General Rules or any of the other Association Rules. The Association may pursue to the greatest extent allowed by law and the Association's governing documents restitution from any Members who cause the Association to incur such expenses. Without limiting the foregoing, the Association may assess against any such Member as a Special Assessment the Association's expenses in addressing a Member's violation of any Association Rule.

### **1.1 Warning and Disclaimer of Liability**

The use of the facilities at Forest Highlands (golf courses, practice areas, playgrounds, ponds, pools, streets, etc.) possesses certain inherent risks. Among those risks are potential injuries arising from falls, errant golf balls, traffic accidents, drowning/submersion, the use of maintenance equipment and the like.

By virtue of their membership, the payment of their dues, and the use of the aforementioned facilities, members, for themselves, their families and their guests, acknowledge the existence of these and all similar risks attendant to the use of the facilities. Members also acknowledge being warned to avoid these risks at all times. Members further acknowledge the Association, its directors, officers and employees have taken, and will continue to take every reasonable step to prevent such incidents from occurring.

Therefore, in consideration of the foregoing, and in being permitted to use the facilities, members and their families and guests agree that neither the Association nor its directors, officers, employees, or agents shall be held liable for any injury or death resulting from the use of the facilities whether due to alleged negligence or otherwise.

### **1.2 Unlawful Harassment**

Forest Highlands is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including but not limited to sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. This policy applies without limitation to all members, guests, vendors, and employees of Forest Highlands and its affiliate organizations.

## **2.0 GENERAL**

### **2.1 Code of Conduct**

The following behavior rules apply to members, children and guests. The rules have been designed to provide a safe, supportive and happy environment at Forest Highlands.

Certain violations are considered flagrant and will result in disciplinary action by Forest Highlands' staff and/or the Board of Directors. Actions considered as flagrant include, but are not limited to:

- The use and/or discharge of a weapon (knife, firearm, etc.).
- Exceeding any posted speed limit on the private roads.
- Driving or being in actual control of a vehicle while impaired in any way.
- Driving a vehicle in reckless disregard, or by an underage person, endangering the safety of persons or property.
- Physical assault, verbal abuse, bullying, harassment or intimidation (threatening to cause physical injury or damage to the property of another) of any person including, without limitation, other members, guests or employees of the Association.
- Failure to stop (and provide identification upon request) when directed to do so by the Association's Security Officers or other employees or agents of the Association monitoring speeding or compliance with the Association's Rules pertaining to the use of private roads or club facilities.
- Failure to comply with directions or orders, including providing identification upon request of the Association's supervisory personnel, golf professionals or rangers.
- Offensive language or sexual remarks, advances or touching.
- Making another individual the object of degrading or humiliating jokes.
- Damage to or theft of Forest Highlands' property.
- Loud playing of music or other loud noises/voices prior to 7 a.m. and after 10 p.m. that interferes with surrounding neighbors.
- Refusal to follow instructions of staff members.
- The use, possession or distribution of illegal substances on Forest Highlands' property or at off-site programs.
- Any action that endangers the safety, health or welfare of other individuals.
- Conduct which constitutes a crime under laws of the state of Arizona or the ordinances of Coconino County, Arizona, or the government of the United States.
- Children are permitted access to the Club facilities with the understanding they do not infringe upon another Member's use and enjoyment of the Club.

**If, at any time a person's behavior threatens the safety or welfare of other individuals, that person shall be immediately removed from the activity in which the offensive behavior occurred.**

## **2.2 Club Facilities**

The facilities are referred to herein as “the Club” and “Club Facilities,” as further defined in the CC&R’s, Section 1.22. The golf cart storage area, bag room, golf course maintenance area and water treatment facilities are off-limits to members unless accompanied by an authorized employee. Property belonging to the Association is not to be removed from the facilities.

## **2.3 Use of Facilities by Family Members**

Use of the facilities, as defined in section 3 of the CC&R’s, is reserved for Members only. Immediate Family (defined as Children and Grandchildren over the age of 25) and Extended Family are considered guests. Guests may use the Common Area Facilities only when accompanied by (in the physical presence of) a Member.

Members are responsible for the conduct, rules violation(s) and expenses of any guest and guests of their children using any Common Area Facilities.

Members can authorize unaccompanied guest use of Common Area Facilities by requesting Guest Cards from the Administration Office. 48 hour notice minimum is required to process Guest Card Requests. Please see the Unaccompanied Guest Policy Handbook and Section 2.6 for further details. You can contact the Administration Staff about Guest Cards by sending an email to [pass@fhgc.com](mailto:pass@fhgc.com) or calling (928) 525-9014 during regular office hours. Members who wish to authorized unaccompanied guest use would use one of the following programs:

- Immediate Family Guest Cards are available for Children and Grandchildren of the Designated Member/Spouse who are between the ages of 25 and 34. See section 2.6.
- House Guest Cards are available for Children and Grandchildren of the Designated Member/Spouse who have reached their 35<sup>th</sup> birthday, extended family members and friends of the Designated Member/Spouse.

## **2.4 Use of Facilities by Non-Members**

Non-members MAY NOT use any Common Area Facilities (except for roads) unless accompanied by a Member. This includes Golf Courses, Golf Practice Areas, Putting Course, Pools, Tennis Courts, Clubhouses, Restaurants, Recreation and Children’s Centers, Fitness Center, Sports Park, other parks or Ponds/Lakes. Members are responsible for the conduct, regulation violations and expenses of their guests, children and guests of their children while they are on Forest Highlands’ property.

Exceptions may be made at the sole discretion of the General Manager.

## **2.5 Lease / Rental Information**

As provided in Section 12.17 of the CC&Rs, an Owner may LEASE his Lot, but the Owner is responsible

for assuring compliance by his LESSEE with all the provisions of the CC&Rs, the Articles of Incorporation, Bylaws, Association Rules and Development Standards, all as amended and supplemented from time to time, and shall be jointly and severally responsible for any violations by his LESSEE. Owners are also noticed that they are required to adhere to the Coconino County Zoning Regulations (3.7). No Owner may LEASE less than his entire Lot and the residence situated thereon. Except for a lease to a Member, no Lot shall be leased for a period of less than thirty (30) days. All LEASES must be in writing and must provide that the terms of the LEASE are subject in all respects to the provisions of the CC&Rs, the Articles of Incorporation, Bylaws, Association Rules and Development Standards, all as amended and supplemented from time to time, and that any violation of the CC&Rs or the Association Rules by the LESSEE or other occupants of the Lot shall be a default under the LEASE. At least five (5) business days before commencement of the LEASE term, the Owner shall provide the Association with the following information by filling out a LESSEE Information Form AND a LESSEE/Property Owner Acknowledgement Form which may be found on the Member's Only website at [www.fhgc.com](http://www.fhgc.com) or may be requested from the Administration Office:

- the commencement date and expiration date of the LEASE term;
- the names, telephone numbers and e-mail addresses of each LESSEE and of each other person who will reside on the Lot during the LEASE term;
- a description and the license plate number of the LESSEE's vehicles;
- the address and telephone number at which the Owner can be contacted by the Association during the LEASE term; and
- the name, address and telephone number of a person other than the Owner whom the Association can contact in the event of an emergency involving the Lot.

The LESSEE/Property Acknowledgement Form DOES NOT need to be signed if the LESSEE is a Property Owner or Designated Member.

LEASING a home is defined as, the owner or their representative receiving compensation (monetary or otherwise) for the use of a home at Forest Highlands). The term RENTING or LEASING, for the purposes of the Forest Highlands Rules & Regulations are synonymous.

Failure to have the LESSEE Information Form and the Property Owner Acknowledgement Form on file with the Administration Office at least five (5) business days before the commencement of the LEASE term will be considered in violation of the Forest Highlands Rules & Regulations and subject to the fines and penalties outlined in Section 7.8 of this document.

No person(s) LEASING a house in Forest Highlands may be an unaccompanied guest without the approval of the General Manager. Requests for these exceptions must be made in writing at least ten 10 days prior to the start of LEASE. Supporting documentation from a licensed real estate broker representing the LESSEE is a qualified buyer may be required for review. Additionally, if the LESSEE is considering the purchase of a Special Membership the General Manager may approve the LESSEE to be an unaccompanied guest.

Any Owner who advertises their home for LEASE/RENT in Forest Highlands MUST include the following language in any advertisement or on-line listing (VRBO, Home Away, Airbnb, etc.). This must be conspicuously posted in the main body of the advertisement or listing:

- “Use of any of the common area facilities (Golf Courses, Golf Practice Areas, Golf Course Paths, Putting Course, Pools, Tennis Courts, Clubhouses, Restaurants, Fitness Centers, Sports Park, Ponds/Lakes, disc golf course, playgrounds etc.) IS STRICTLY PROHIBITED by anyone leasing a home unless accompanied by a Forest Highlands Golf Club Member. Renting or leasing a home in Forest Highlands gives you access for ingress and egress to the home only, and use of the roads and walking trail for walking/biking.”

Any Member aware of a violation of the above rules is requested to immediately contact the Security or Administration Office. Any violations of the above Rules and Regulations are subject to fines and penalties as published in Section 7.8 of the Forest Highlands Rules, Information and Fees.

## **2.6 Authorized Unaccompanied Guest Usage of Facilities (Effective May 1 – November 1):**

### **Immediate Family Guests (Children & Grandchildren aged 25-34)**

Immediate Family Guests are defined as children and grandchildren, of the Designated Member/Spouse, who have reached their 25th birthday but not yet reached their 35th birthday. Each Immediate Family Guest who wishes to use the Common Area Facilities unaccompanied must have a valid guest card on their person.

Children and Grandchildren (25-34) and their Spouse are eligible for:

1. Summer - Long Family Guest Card
2. Single Use Family Guest Card:
  - a. One Week (up to 7 consecutive days)
  - b. One Month (30/31 consecutive days)

### **Without an Immediate Family Guest Card, the Immediate Family Guest:**

- Must be accompanied by Designated Member, a Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25) in all Common Area Facilities without restriction except;
- May not be accompanied by Members who are under 12 y/o for Golf, Golf Practice Areas, or Fitness Center.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.

### **With an Immediate Family Guest Card:**

- May be unaccompanied in Common Area Facilities except for Golf and Golf Practice Areas (excluding putting course).
- May Accompany (1) additional non-family \*(spouse, friend, girl/boy friend, etc.) guest in the Common Area Facilities (this guest does not need card)
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.
- May NOT Accompany additional guests (\*beyond one permitted above) in the Common Area Facilities without Designated Member or Designated Member Spouse/Domestic Partner

present.

- May NOT have dining reservations between Memorial Day & Labor Day (walk - in dining ONLY).
- Family Guests must have Family Guest Card in their possession and provide to any staff member upon request.
- All charges **MUST** be placed on Designated Member account. No credit cards, cash or checks will be accepted from any unaccompanied guest.
- While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- Violations of any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in Section 7.8 of the Forest Highlands Rules, Information & Fees
- Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See page 44 of the Forest Highlands Rules, Information and Fees.
- **Fees for Guest Cards are non-refundable.**

### **House Guest Cards**

House Guests are defined as Children and Grandchildren of the Designated Member/Spouse who have reached their 35th birthday, other extended family members and friends of the Designated Member/Spouse.

**No person renting / leasing a home in Forest Highlands may be a "House Guest".**

### **Available House Guest Cards:**

1. Single Day Guest Card (per day up to 6 days)
2. One Week (up to 7 consecutive days)
3. Two Week (8 consecutive days to 14 consecutive days)

### **Without a House Guest Card, House Guest:**

- May be accompanied by Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25) in all Common Area Facilities without restriction except;
- May **not** be accompanied by Members who are under 12 y/o for Golf, Golf Practice Areas, or Fitness Center.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.

### **With a Guest Card, House Guest:**

- May be unaccompanied in Common Area Facilities except for Golf and Golf Practice Areas.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.

- Must have a House Guest Card in possession at all times, and provide to any staff member upon request, for each person (over the age of 12) while using any facility unaccompanied by the Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25).
- May **NOT** accompany additional guests, other than minor children ages 12 and under.
- May **NOT** have dining reservations between Memorial Day & Labor Day (walk - in dining ONLY).
- May **NOT** use dining rooms (excluding bar areas) from Memorial Day to Labor Day during the hours of 5:00pm - 8:00pm on Thursday, Friday or Saturday evenings.
- May **NOT** attend Friday night Cooldown Party unless accompanied by a Member.
- Violations to any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in section 7.8 of the Forest Highlands Rules, Information & Fees.
- All charges MUST be placed on the member account. No credit cards accepted from unaccompanied guests.
- While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See the page 44 of the Forest Highlands Rules, Information and Fees.
- **Fees and Credits for Guest Cards are non-refundable.**

## 2.7 Attire

Throughout the Club property, certain standards of dress are expected of all members, spouses, dependents and guests. While these standards may vary in different areas depending on the purpose and usage of that area, it is expected that all persons will choose to dress in a fashion befitting our Club and in a manner reflecting their respect for other members.

Members should inform their guests of the dress requirements prior to bringing them to the Club, thus preventing an embarrassing situation for them, their guests and the management of the Club. Management is directed by the Board of Directors to refuse service to persons who do not conform to the Dress Code. To preclude the necessity of this action, the Board of Directors asks members to monitor the dress of their children and guests so that they meet the Club's Dress Code guidelines and their appearance is not offensive to other members and guests.

- Hats may be worn by men or women in any area of the Canyon Clubhouse, with the exception of the main Dining Room area.
- Hats may be worn in all areas of the Meadow Clubhouse before 5:00pm daily. After 5:00pm hats are not permitted to be worn in the Meadow dining room.
- Hats and visors worn backwards are not permitted anywhere in the Clubhouse Facilities or Golf

Courses. All hats and visors should be worn with the bill facing forward.

- Golf and tennis attire is permitted in and around the Clubhouses during daytime hours.
- Casual attire in good taste is always acceptable for lunch.
- Nice jeans are acceptable in all dining areas.
- Nice shorts are acceptable throughout the Meadow clubhouse and the Canyon patio and lounge area.
- Athleisure is appropriate attire at the Meadow and the Canyon during the day and in the evenings at the Meadow. Athleisure outfits are yoga pants, tights and leggings that "look like athletic wear" and are characterized as "fashionable, dressed up sweats and exercise clothing". At the Meadow, finished collared shirts are suggested for evening dining.
- For evening dining, the dress code is "country club casual."
- On Friday evenings and some Holiday Events (Memorial Day, 4th of July, Labor Day) at the Canyon Clubhouse, shorts and/or golf attire will be permitted in the Canyon dining room with the exception of hats. The dress code will remain in effect for all other dining periods.
- T-shirts are never appropriate attire in the evening at the Canyon. Please note that some t-shirts may be deemed inappropriate at any time because of their content.
- Cut-offs, bib overalls, coveralls, coaches shorts, gym shorts, sweat pants, sweat suits, t-shirts, halter tops, tube tops, swim suits, exposed mid-riff wear, muscle shirts are never acceptable in any dining room or patio.
- Coaches shorts, gym shorts, sweat pants, sleeved t-shirts, and swim suits are permitted in the Family Recreation Center.
- Please understand Club staff may have to turn away members or guests because of inappropriate attire (Defined as dirty, ragged or torn clothing, which presents an unkempt appearance or are deemed inappropriate in any area of the Club).
- The Club, in its sole discretion, may temporarily suspend or adjust any of the attire guidelines if in its judgment believes it is in the best interest of the membership for a particular event.

Because all rooms of the Clubhouse are used for dining, appropriate attire, conduct and appearance is required at all times. Anyone who is in doubt about appropriate and suitable attire for a specific event or in any particular area of the Club should call the General Manager, Golf Shop or Administration Office. Refusal to abide by the dress code could lead to disciplinary measures, including suspension of Club privileges by the Board of Directors.

## **2.8 Reciprocity**

The Club does not share reciprocity with other clubs; therefore, guests may not sign tickets for services at the Club. Similarly, members may not sign tickets at other clubs to be charged to their Forest Highlands account. Any charges received from other clubs will be returned to the originating club with notification to



the responsible member. However, cash, checks and credit cards are accepted in the Golf Shop for both purchases and guest fees. Guests may use credit cards in the dining rooms or other Food & Beverage outlets when accompanied by a member.

## **2.9 Design and Landscape Review Process**

All architectural and landscaping plans must be submitted through the Administration Office to the Design Review Committee (DRC) for approval. Members making changes to their property or structures must submit plans to the Design Review Committee. There are specific rules governing the Design and Landscaping Review process. Members should contact the Administration Office or access the Member's Only area of the website [www.fhgc.com](http://www.fhgc.com) to receive a current copy of the Forest Highlands Development Standards which contain these rules or for additional information. One such rule deals with landscape irrigation which is limited to low flow emitters. Maximum landscape irrigation shall not exceed 3,000 gallons per month after 24 months from installation.

Members shall be responsible for violations of the Development Standards by their contractors. Any fines levied against the contractor are ultimately the responsibility of the Member.

## **2.10 Business in Homes**

In accordance with the CC&R's Section 12.1, each lot may only be used for residential purposes and none other. No business or commercial building may be erected on any lot and no business or commercial enterprise or other non-residential use may be conducted on any part thereof.

## **2.11 Cell Phones**

Cell phone use is permitted in the lobby areas of the clubhouses, however, those using cell phones are advised to use discretion and courtesy. Cell phones should be placed in the "vibrate" mode when in the clubhouses or on the golf course. To protect the relaxed atmosphere within the club, members may not take or make phone calls while in the locker rooms, bar and eating areas of the club. Texting and reading is permitted but calls may only be made in the designated areas, (ie., Lobby) Please ensure that your guests adhere to our phone policy.

## **2.12 Fires and Barbecues**

No open fires shall be permitted at Forest Highlands (except for "bonfires" organized by the Forest Highlands Recreation Department). Forest Highlands, in conjunction with Coconino County fire officials, may initiate a "Red Flag Alert" during periods of high fire danger. During red flag alert periods, smoking outdoors anywhere on Common Area property is prohibited.

## **2.13 Firewood**

Firewood may be stored in an unscreened area provided it is neatly stacked in an inconspicuous location. It is recommended that wood piles should not be covered at any time. However if they are covered the material must be either clear or dark brown. It should be as far from the house as possible and never against the house or under a deck.

## **2.14 Solicitation**

Solicitation of any type by any person within the boundaries of Forest Highlands is strictly prohibited. This includes door to door canvassing, oral announcements, distribution of printed material or the posting of any type or form of solicitation material. Posting of announcements or solicitation material is permitted by members only on the open bulletin board in the community mailroom. Contractors, businesses or outside service providers may post announcements or solicitations on the enclosed bulletin board in the community mailroom, with the approval of the Director of Security or General Manager.

The Membership Directory containing the names, addresses, telephone numbers, fax numbers and e-mail addresses of the members of the Association located on the [www.fhgc.com](http://www.fhgc.com) website shall be used solely for social purposes.

## **2.15 Pets**

All Coconino County ordinances concerning pets apply to Forest Highlands. Coconino County and Forest Highlands require dogs to be confined within the owner's property by a suitable enclosure, this includes invisible fencing. If a suitable enclosure is not available, dogs shall be restrained by a leash, cord, rope or chain and shall be confined within the boundary of the owner's property. All confirmed dog bites involving Forest Highlands' members will be reported by Forest Highlands Security to the appropriate Coconino County authorities. Incessant and disturbing barking of dogs is strictly prohibited and is subject to the Coconino County Dog Ordinance.

Pets are not permitted in or around the Clubhouses, tennis courts, swimming pools or the Recreation Center at any time and must be kept off the golf courses, putting greens and practice areas at all times. Dogs are not allowed on the golf courses including cart paths except:

- During the summer season (generally May through October) dogs on leashes may be walked on the cart paths before and after golfing hours (generally before 7:00a.m. and after 7:00p.m.).
- During the winter season (generally November through April) dogs on leashes may be walked on the course.
- At no time are dogs permitted on the sidewalks or cart paths near the Clubhouses or patio eating areas. Temporary dog parking is available at the Peaks Café' (Recreation Center) from 7:00 – 9:00am if picking up coffee or breakfast to go.

**SERVICE ANIMALS:** All service animals actively engaged with their owner are considered an exception to the rules detailed above. Service animals are trained to perform tasks for the benefit of individuals with physical or mental disabilities, including but not limited to, guiding the blind, alerting the deaf, alerting and protecting those prone to seizures, or other tasks directly related to a disability. Pets and other animals

with the sole function of providing comfort, companionship or emotional support do not qualify as service animals under the Americans with Disabilities Act or state law, and must comply with the rules detailed above.

At all times, while on common areas and roads, dogs must be restrained by leashes, and dog droppings must be immediately removed and disposed of in an appropriate manner.

## **2.16 Smoking**

Members must extinguish and discard all smoking materials in appropriate containers. In an effort to provide a smoke-free environment, smoking, including electronic cigarettes, is prohibited inside both the Canyon and Meadow Clubhouses; however, smoking is permitted in designated areas of both clubhouses. Smoking is allowed only at designated areas on the golf courses.

During periods of "Red Flag Alert," no smoking will be allowed anywhere in Forest Highlands except on private property or in private vehicles.

## **2.17 Billing Procedures**

Member statements will be generated in the first week of each month. Such billings will include the current month's dues (which are referred to as "Regular Assessments" under the CC&R's) plus any member charges from the previous month including but not limited to restaurant charges, golf charges, alarm monitoring, House Watch and all fees listed in Section 7.0 of these Rules (which are "Special Assessments" under the CC&R's). Payments of Regular and Special Assessments are due and payable on the 1st of the month in which they are billed and they are delinquent if not received on or before the 25th of the month.

After the 25th of the first month the account is delinquent, a late fee equal to the greater of \$15.00 or 10% of the delinquent amount is assessed to the account. An interest assessment of 1.5% will be applied each month to all delinquent accounts that are unpaid after 30 days. Capital Improvement Assessments are delinquent 15 days after the due date. A late fee equal to the greater of \$15.00 or 10% of the delinquent amount is assessed to the account the first month the payment (including installment payments) is not received within 15 days of the due date. An interest assessment of 1.5% will be applied each month the account is delinquent.

The charge for a returned check or a failed automatic debit through the ACH Program due to insufficient funds is \$35.00.

Member statements are sent out as a PDF by email each month and are available on the Member's Only website. The charge for a paper statement sent by USPS will be \$5.00 per month.

## **2.18 Delinquent Member Accounts**

For delinquent accounts 45 days past due, the Member will receive a written suspension notice stating that in 15 days all rights and privileges to charge additional amounts to their accounts and to use any Clubhouse Facility, Golf Course Facility or other Common Area shall be suspended for as long as any

Assessment, dues, fees, charges or other sums due to the Association by the Member remains unpaid and delinquent. Such notice shall state the amount due to the Association. The notice shall also advise the Member of the Member's opportunity to submit, to the Board, at least five (5) days before the effective date of the suspension, a written statement contesting the suspension and setting forth the Member's position with respect to the suspension. Notwithstanding the submission of a written statement by the Member, the suspension shall become effective on the date set forth in the suspension notice, unless the Board decides that the suspension should not become effective.

For delinquent accounts more than 60 days past due, a notice of lien shall be recorded against the applicable lot and a Special Assessment for reasonable costs and legal fees incurred by the Association in connection with the delinquent account shall be added to the member account. Any Member or Owner whose rights to use Common Areas has been suspended pursuant to this policy shall have the limited right to use the Private Roads within Forest Highlands solely for ingress and egress to the member or owner's lot.

For delinquent accounts more than 90 days past due, the Association may take appropriate legal action to collect the outstanding debt. As provided in Subsection 6.9 of the CC&R's, a delinquent Member shall also be liable for attorneys' fees and other related costs incurred by the Association as a result of such delinquency, and if any suit, action or arbitration proceeding is brought to collect the debt, the costs of the suit and reasonable attorneys' fees will be added to the total amount due.

For individuals with more than one membership account, in the case of a single delinquent membership account, all membership privileges for that individual will be suspended, regardless of the number of member accounts in good standing.

For Special Members with delinquent accounts more than 60 days past due, the Special Member will receive a written termination notice that in 15 days the Special Membership may be terminated as provided for in Subsection 3.3.4 of the CC&R's. Such termination notice shall state the amount due to the Association. The notice shall also advise the Member of the opportunity to submit to the Board at least five (5) days before the effective date of the termination, a written statement contesting the termination and setting forth the Member's position with respect to the termination. Notwithstanding the submission of a written statement by the Member, the termination shall become effective on the date set forth in the termination notice, unless the Board decides that the termination should not become effective.

## **2.19 Repeat Account Delinquencies**

In the event a Member account becomes 60 days past due two or more times in a 12 month period, in addition to the actions that may be taken by the Board pursuant to Sections 2.17 and 2.18 above, the Board may send the Member a written notice stating that all rights and privileges to charge amounts to the Member's account shall be suspended for a period of not less than three months and up to one year regardless of whether the Assessments, dues, fees, charges or other sums due to the Association by the Member are paid in full. This suspension period shall be known as the Charge Suspension. The notice from the Board shall also advise the Member of the Member's opportunity to submit, to the Board, at least five (5) days before the effective date of the Charge Suspension, a written statement contesting the suspension

and setting forth the Member's position with respect to the Charge Suspension. Notwithstanding the submission of a written statement by the Member, the suspension shall become effective on the date set forth in the notice, unless the Board decides that the suspension should not become effective.

Once the delinquent amount has been paid in full, the Member's rights to use any Clubhouse Facility, Golf Course Facility or other Common Area shall be reinstated, but the Charge Suspension shall remain in effect for the period specified in the notice from the Board. During the Charge Suspension, the Member shall pay any charges associated with the Member's use of the Clubhouse Facility, Golf Course Facility or other Common Area to the Association in advance by cash or credit card and no checks will be accepted. Any attempt by a Member to dispute a valid credit card charge made in accordance with the above will result in legal action and further sanctions.

Notwithstanding the above restrictions, a Member may, with prior approval, have the right to charge amounts to their Member account reinstated as long as a credit balance is maintained on the Member account in an amount equal to a minimum of three (3) months of the current Regular Monthly Assessment rate or other amount as determined by the Board. The minimum credit balance must be maintained throughout the entire golfing season or for a period of six (6) months, whichever is greater. If the credit balance falls below the required amount at any point during the Charge Suspension, the Member's right to charge to the Member account will be immediately suspended with no reinstatement allowed until the end of the Charge Suspension. There will be a monthly Administrative Fee of \$50.00 imposed for the weekly monitoring of the credit balance during the Charge Suspension period.

## **2.20 Credit Card Use**

Members may pay their monthly Member statements using credit cards through the 'Member Only' website payment portal. There is a 3% convenience fee charged when paying through the members.fhgc.com payment portal. Members must put all charges on their Member account. Credit cards are accepted in the Golf Shop from Guests for payment of merchandise purchases and guest fees. Guests may use credit cards in the dining rooms or other Food & Beverage outlets when accompanied by a member.

## **2.21 Wireless Internet & Computer Use**

The Canyon and Meadow Clubhouses and the Family Recreation Center are equipped with wireless internet service for member use and convenience. Please be aware that the free WIFI is not secure and use is at the member's own risk. The Family Recreation Center is also equipped with computers and printers for member use.

## **2.22 Federal Express**

Federal Express service is available through the Administration Office. The Administration Office has labels and envelopes for Member use and will gladly call Federal Express to pick up packages. They must be notified no later than 2:00p.m. for same day pick up.

### **2.23 Facsimile / Photocopy / Printer Use**

Members are welcome to use the facsimile machine in the Administration Office. There is no charge for receiving or sending a facsimile transmission, or for printing or photocopying under 20 pages. Facsimiles received or sent in excess of 20 pages will be charged at \$.50 per page. The facsimile phone number is (928) 525-1369. Printing or photocopying more than 20 pages will be charged at \$.15 per page.

### **2.24 Notary**

Notary services are available to members at no charge. Please contact the Administration Office in advance to ensure availability of a notary at (928) 525 – 9014.

### **2.25 Trash Removal**

Homeowner participation in residential trash removal program is mandatory, with monthly fees of \$10.95 (as noted in section 7.6, Water Company Charges).

Trash receptacles may not be over-filled, must close completely, and be wheeled to the end of the driveway no earlier than 24 hours prior to pick up on Monday mornings. Members found to have over-filled trash receptacles that result in scattered trash are subject to a fine. Members are responsible for their guests'/renters' compliance with this rule. Only the approved trash receptacles may be used. The trash receptacle will be wheeled back by the contractor's personnel. To begin service or obtain an additional receptacle, call the Forest Highlands Public Works Office at (928) 525-5244.

For items too large or bulky to fit in the approved trash receptacle, a large dumpster is located next to the water reclamation facility, on the opposite side of the large storage tank from the Public Works office building. This bulk item dumpster is available to members only Monday – Friday from 7:00am – 3:00pm, and Saturday 7:00am – noon. Disposal of construction waste is prohibited. Do not dump hot ashes into any trash receptacle.

### **2.26 Recycling Program: Home Service**

Home Recycling Service is available within Forest Highlands. Since this is a voluntary service, you must opt – in for this service. Sign up with the Public Works department in order to begin recycling pickup curbside. The Home Recycling Opt-In form can be found in the Club Documents & Forms section of the website. Please note that there is a minimum commitment of three (3) consecutive months for home recycling at a cost of \$7 per month. Recycling pickup days are the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month (every other week).

### **2.27 Recycling Program: Community Dumpsters**

Community Recycle bins are available at the Meadow golf course maintenance facility (located behind the Fire Station) and at the Public Works Wastewater Treatment Plant for member use (located off of Paleo

Place). Acceptable items to recycle are: newspaper, cardboard, office paper, junk mail, clean plastic, aluminum and tin. Glass is acceptable ONLY in the bin marked for glass. All other items are prohibited and should be discarded in trash receptacles.

## **2.28 Basketball Hoops**

Portable basketball hoops must be stored in the garage when not in use.

## **2.29 Signage**

Lot identification posts are provided by Forest Highlands Public Works. Individualized homeownership identification devices may be permitted if submitted for review and approval to the Design Review Committee through the Administration Office.

No additional signage of any kind will be permitted, except temporary construction signs by each builder and for sale signs in accordance with the following provisions:

- Only one sign, maximum size 18"x24" with a single 6"x24" rider, may be placed on each property. No additional signs may be placed on the property. The Association has designed a standard Forest Highlands sign and stand. Properties that are For Sale, including those "For Sale by Owner" are encouraged to use the Association designed standard sign. Realtors may use their own rider for each property as long as it conforms to the standard industry size noted above.
- Homeowners and realtors may purchase their own signs using the sign standards noted above or may use one of the Association owned signs. A refundable deposit is required for the use of Association signs.
- The sign should be placed in the front yard near the lot identification posts, parallel to the street. No signs shall be placed in any easement area.
- Signs may not be placed on or attached to any fixed structures such as utility boxes, traffic control signs or any roadside structures.
- Maximum height of the sign shall be 3 feet.
- No other attachments to the sign are allowed, including but not limited to, fliers, tubes or containers, balloons, banners or other promotional materials.
- Signs may not be illuminated.
- Any sign placed, posted or affixed in the common area property will be removed by the Association. A fee of \$25 will be levied against the homeowner for the cost of removal of each sign by the Association.
- For Sale signs must be removed within 24 hours of close of escrow.
- Open House hours are restricted to the hours of 8:00 a.m. through 6:00 p.m. only.
- Homeowners shall be responsible for the maintenance and removal of any sign. Recommended

signage colors are brown PMS 4625 and white (no PMS for white).

### **2.30 Maintenance of Lots and Homes**

All lot and home owners shall maintain their lots and homes in good repair. The accumulation on any lot of trash, debris, compost piles or tree and shrub clippings, shall be removed by the owner at the earliest possible time. Native grasses and tall weeds shall be mowed on a regular basis. **maintained in a manner consistent with the natural environment of the surrounding forest and common area of Forest Highlands. As a reference point, grass and weeds on lots should not exceed knee height. If it is determined grass/weeds on a lot are a fire danger or unmaintained, the owner will be required to cut the vegetation, so it is safe and appears maintained.**

Objects other than yard art that has been approved by the DRC and outdoor furniture, such as children's toys, ping pong tables and the like, shall be stored out of sight of the street, golf courses and neighboring properties when not in use. Outdoor furniture should be kept to a minimum, shall be placed within the building envelope, and shall complement the color of the house and not stand out unreasonably from the natural environment.



### **3.0 SECURITY**

#### **3.1 Compliance Program & Enforcement**

The Association has adopted The Forest Highlands Association Enforcement Policies and Procedures for violations of the Forest Highlands CC&R's, Development Standards, and Rules and Regulations. The Compliance Program provides for notice to the Member of a violation. If the violation is not corrected following such notice from the Association, then the Board of Directors will send a Hearing Notice to the member. The member will be given an opportunity to be heard before the Board of Directors with respect to the violation. Sanctions against the member, including fines or suspension of the Member's right to use the common area facilities at Forest Highlands may be imposed. In determining what sanctions to impose, the Board of Directors may consider such matters as the severity of the violation and whether the Member has previously violated the CC&R's, Development Standards, or Association Rules.

Speeding and parking violations will be assessed fines. Please refer to Section 7.2 for the fee schedule. The offending party is also subject to other action under the Enforcement Policies and Procedures for violations of the CC&R's, Development Standards, and Rules and Regulations. If a citation is received, the appropriate fine will be billed to the monthly member statement. In the event a member wants to appeal a violation, a letter should be written to the Association Board stating why the violation should be waived. The letter must be received within 15 days of the violation in order to be considered.

#### **3.2 Video Surveillance & Audio Recording**

The Association conducts video surveillance of public areas around the grounds. The Association conducts video surveillance of activities at the gatehouse, clubhouses, tennis courts, water treatment facility, and public works area. Any public area of the Association is subject to surveillance, including conference rooms, reception areas, swimming pools, golf courses, dining rooms, kitchens, golf shops, equipment rooms, store rooms, cart barns, etc. Members should not expect privacy in public areas of the Association.

The Association does not conduct video or audio surveillance of restrooms, locker rooms, showers or any place where the Association can anticipate that employees, Members, guests or visitors would be partially dressed or undressed.

The Association also records telephone calls made to the Gatehouse. Members should not expect privacy with regard to calls made to the Association's general telephone line.

By utilizing the Association's public areas, each Member acknowledges that the areas are subject to surveillance.

The Association does not monitor the video surveillance at all times. Members are advised not to expect or rely on constant monitoring. In the event of emergency please follow the Emergency Procedures below.

#### **3.3 Emergency Procedures**

Although the Forest Highlands Security Gatehouse is staffed 24 hours a day, when an emergency arises, the following procedure should be followed to assure a prompt response from emergency personnel:

1. Dial 911
2. Give your full NAME
3. Give your STREET ADDRESS and PHONE NUMBER (i.e. 0000 BEAR HOWARD)
4. Briefly describe the TYPE OF EMERGENCY
5. Stay on the line, if requested by Emergency personnel
6. The Gatehouse monitors emergency radio traffic pertaining to Forest Highlands and will respond for the purpose of support to the emergency personnel, as well as Members/guests.

### **3.4 Weapons**

The use and/or discharge of any weapon at Forest Highlands that could endanger or cause physical harm to any person is strictly prohibited. Such weapons include, but are not limited to: knives, firearms, pellet guns, BB guns, air guns, bows, paint guns, etc. Members are encouraged to contact the Forest Highlands Gatehouse whenever a security or safety risk is observed.

### **3.5 Vehicles**

All vehicles, including electric-powered vehicles that are operated on common area roads must be licensed for public road use and display current license plate at all times. Vehicles must be insured for liability and property damage and must be registered with the Forest Highlands Security Department.

All drivers operating a vehicle within Forest Highlands must have a valid state driver's license. Occupants of a vehicle must comply with seatbelt laws required by the State of Arizona and as recommended by the vehicle manufacturer.

Vehicle use on golf courses, cart paths, walking paths or common areas other than roads is strictly prohibited. This includes the paths behind the Meadow and Canyon Clubhouses.

Utility-Terrain Vehicles (UTVs) with side-by-side seating and similar vehicles registered with Forest Highlands Security will be allowed to operate within the community. All registered vehicles must prominently display an identification decal as required and provided by Forest Highlands Security.

UTVs and similar type vehicles will be subject to a sound test conducted by Forest Highlands Security Staff if a noise complaint is filed against said vehicle. Vehicle engine sound level may not exceed 100 decibels as measured in accordance with Society of Automotive Engineers Test Standard J2825. If a vehicle is not in compliance with required sound level decibels, the vehicle may only be used for the purpose of ingress and egress to a lot.

The operation of UTVs and similar vehicles within Forest Highlands is a privilege and not a right. Operators are expected to obey all Forest Highlands vehicle rules of speeding, parking, noise control, etc. A member or guest who violates any vehicle rule while operating a UTV or similar vehicle will be subject to

penalties as determined by the Forest Highlands Board of Directors. Rule violations by UTVs and similar vehicles will cause that vehicle to be reclassified as an Alternative Vehicle as defined in Rule 3.5 at the discretion of the Board of Directors and will not be permitted to operate in Forest Highlands except for the sole purpose of ingress and egress to a lot.

Guests and/or renters of Members may not bring UTVs/NEVs/ATVs into Forest Highlands. UTV's/NEV's/ATV's may not be parked on a lot unless it is within an enclosed area in accordance with the Association rules. This restriction includes transportation trailers.

### **3.6 Alternative Vehicles**

Alternative vehicles such as snowmobiles, motorcycles, trail bikes, mini-bikes, mopeds, quad runners, All-Terrain Vehicles (ATVs), and all vehicles powered by two stroke engines are prohibited and may not be used or operated within Forest Highlands, EXCEPT that any such vehicle lawfully licensed for use on public roads displaying current license plate and insured for liability and property damage may be used for the purpose of ingress and egress to a lot. All alternative vehicles must be registered with the Forest Highlands Security Department and must be parked and stored in or upon a lot within an enclosed area, in accordance with Association rules.

### **3.7 Speed Limits**

The speed limits on the roads at Forest Highlands are as follows:

- 10 MPH in the Clubhouse parking lots.
- 15 MPH through the Gate House access area, in or around the Mail room, on all roads in the Cottage developments, in all posted "Children Playing" and "Pedestrian" zones.
- 25 MPH on all main roads inside Forest Highlands.
- 35 MPH on Forest Highlands Drive between the Gate House and Mailroom.

Passing any motor vehicle on any of these roads is prohibited. For your safety these speed limits will be monitored by radar and strictly enforced. Please refer to Rules Section 7.2 for fee information.

### **3.8 Parking**

In accordance with the CC&R's, EXCEPT FOR PRIVATE PASSENGER AUTOMOBILES, no other vehicles, boats, trailers (of any type), or commercial type vehicles shall be parked or stored in or upon the common areas, including the private roads, upon a lot, or driveway of a home, except within an enclosed garage. Use of vehicle covers is considered storing a vehicle; therefore, use of covers in Forest Highlands is prohibited. All vehicles including private passenger automobiles are prohibited from parking in the front yard, rear yard or side yard of a residence. Parking of any vehicle at any time in a side-yard driveway is prohibited. Any

vehicle that is inoperable or has expired license plates is prohibited from being parked or stored in a driveway. A private passenger automobile is defined as a four-wheel vehicle such as a sedan, station wagon, sport utility vehicle or a pick-up truck or van not exceeding gross vehicle weight rating of 10,000 pounds. Commercial Motor Vehicles are defined as any self-propelled vehicle used on a highway to transport passengers or business property.

Overnight parking is permitted at the home of a member with a valid guest pass with the exception of motor homes. Motor home parking is permitted at a member's home for the purpose of loading and unloading not to exceed 24 hours. Forest Highlands offers overnight motor home and trailer parking at no charge up to 72 hours at the FH storage facility. Arrangements for the temporary parking must be made by contacting the gatehouse by email at [gatehouse@fhgc.com](mailto:gatehouse@fhgc.com) or by calling (928) 525-9090. All vehicles stored at the Forest Highlands storage facility must be properly licensed and must be registered with the Security Department before being parked. A designated stall will be assigned once the RV vehicle or trailer is registered. Please contact Security at (928) 525-9090 to store your motor home and/or trailer.

Vehicles parked along Forest Highland's roadways should park as far to the right off the paved surface unless posted "No Parking." **During snow storms and when snow plows are in operation, parking on roadways is limited to whichever is less, 30 minutes or the time it takes to clear driveway space for parking.** Parking along Forest Highlands Drive is strictly prohibited. No overnight parking is permitted on Forest Highlands' roads or private roads. Parking within 30 feet of a fire hydrant or on cart path crossing is prohibited.

Parking of any vehicle in Clubhouse lots must be done in a safe manner and within parking spaces. Parking in landscaped or native areas is prohibited. Parking at either Clubhouse circle is limited to loading and unloading only. There are handicap parking spaces available in the Clubhouse parking lots. A handicap license plate or permit to park is required. Tennis court parking is limited to the Canyon Clubhouse parking lot or to the twelve spaces at the entrance of Cottage Lane.

**Parking at the mailroom is only permitted in designated stalls and never overnight or in the access drives for any reason.**

Please refer to Rules Section 7.2 for fee information.

### **3.9 Repeat Offenders**

Forest Highlands' members, immediate family members or guests that violate any three Forest Highlands' CC&R regulations, Rules or Development Standards (not including elements of Section 5 of the Development Standards) within any 18 month period shall be subject to sanctions and/or fines by the Forest Highlands Board of Directors. This rule does not subjugate the existing rule that defines Forest Highlands' "flagrant" violations that provides for possible Board action and/or fines after a single violation.

### **3.10 Alarm Monitoring**

For the protection, safety and welfare of the Membership and our most valuable asset; our Community, all home alarm, gas, and fire detection monitoring shall be done by the Forest Highlands Security

Department. The Alarm Monitoring Program fee is charged to each member account. Please refer to Rules Section 7.2 for the fee schedule.

#### PROTECTION SYSTEMS

At all times, homes are required to have an active alarm system communicating with the Forest Highlands Security monitoring center. There are many means by which alarm signals can be transmitted and received. Some including but not limited to: (1) telephone line, (2) internet IP address, and (3) alarm cell phone monitoring. Alarm systems must be configured to detect fire/smoke and conduct automatic daily testing with the Forest Highlands Security alarm monitoring system. If an alarm system does not successfully complete an automatic daily test, the Security Department will receive a “No Signal” message which will provide an opportunity for the Member to have their system repaired.

Please contact the Security Department if you would like more information on how to change the means by which your alarm signals are currently communicated.

**Disconnection of an active means of communicating alarm signals to the Security Department will be considered a disconnection of the alarm system and the owner will be subject to violation procedures.**

### 3.11 House Watch

The Forest Highlands House Watch program consists of Forest Highlands’ Security Officers conducting walk-through inspections of homes on a weekly basis. **The program does not warranty or guarantee a lack of damage.** The inspections include:

- Check security of all doors, windows, and locks.
- Check water heater setting.
- Check “on/off” status of water and for possible frozen pipes.
- Check house temperature and heat setting.
- Check telephone line to insure alarm transmission.
- Check for any visible water leaks or storm damage.
- Notify homeowner of any discrepancies.
- During the winter months, it is the responsibility of the homeowner to provide clear access to the home in case of snow.

If water leaks or storm damage is discovered, Security will notify the homeowner as quickly as possible. Any repairs and/or cleanup is the responsibility of the homeowner.

A monthly House Watch program fee is charged to participating member accounts for the months the home is on the program. Any changes to the program should be made in writing to the Security Department. For further information contact the gatehouse by email at [gatehouse@fhgc.com](mailto:gatehouse@fhgc.com) or by phone at (928) 525-9090. Please refer to Section 7.2 for fee information.

### **3.12 Service Requests and Key Sign Outs**

Many members make special requests each month that require a Security Officer to make a special trip to a member's home. These requests include, but are not limited to, turning on/off water, adjusting heat in the home or the water heater, turn on hot tubs, etc. In addition, many members keep a copy of the key to their home with the Security Office. This has been convenient for allowing guests, contractors or service companies access to the member's home when the member is away. Each time a key is signed out to a contractor, guest, renter, or service company, a Security Officer must make a special trip to the member's home to disarm/arm the alarm system and perform a security check of the home.

Due to the substantial amount of personnel time and labor dollars required to perform these requests and key sign outs, it is necessary to charge a nominal fee for these special requests and sign out services. Please refer to Section 7.2 for fee information.

### **3.13 Access Control**

Forest Highlands has a computerized access control system that operates via electronic transponders. Forest Highlands strongly encourages all members to have transponders in their vehicles which will help expedite entrance through our gates. Those members' vehicles with working transponders will be granted access to the property through the outside lane, while those members without transponders must stop at the inner lane to confirm name and membership number. If you have a defective transponder, please stop at the Forest Highlands Gatehouse for a replacement.

Members wishing to acquire a transponder for vehicles for the first time may obtain a request form from the Forest Highlands Administration Office or at the Forest Highlands Gatehouse Office. Additional information on the system is available by contacting the Forest Highlands Director of Security at (928) 525-5290.

### **3.14 Guest Access to Homes**

Members planning to have guests or visitors arriving at Forest Highlands are encouraged to register for a DwellingLIVE online account. To arrange for the DwellingLIVE account, please email the Forest Highlands Gatehouse at [gatehouse@fhgc.com](mailto:gatehouse@fhgc.com). Otherwise, please contact the Forest Highlands Gatehouse at (928) 525-9090. Guests or visitors will not be granted access into Forest Highlands without verbal or written authorization from a member. With a DwellingLIVE online account members may access and/or change approved guest lists online. Please contact the Gatehouse for further instructions.

### **3.15 Red Cross CPR**

The Forest Highlands Security Department can arrange for Red Cross CPR classes for members and guests. Classes are offered through Highlands Fire Department. Please check with the Forest Highlands Gatehouse for dates and times. The Security Department has safety brochures on bicycle safety, winter driving tips and wood burning stove and chimney cleaning tips.

### **3.16 Residential Firewise Standards**

The Forest Highlands Golf Club community is a federally recognized Firewise Community/USA. In order to prevent a catastrophic wildfire sweeping through the community the following Residential Firewise Standards have been established:

- Remove dead fuels from the “Defensible Space” of your property.
- Open the tree canopy.
- Use Firewise landscaping alternatives around homes and buildings.
- Maintain your “Defensible Space”. Defensible space typically refers to a 30’ perimeter around the home, but depends on conditions, terrain, etc. Contact Highlands Fire Department at (928) 525-1717 for specific guidance.

### **3.17 Non-Compliance of the Residential Firewise Standards**

The Association will notify the property owner in writing that their property does not meet the Residential Firewise Standards. The Association will also attempt to verbally notify the property owner of the property’s failure to meet the standards. The notice will request that the property owner correct the problem by bringing the property up to the Residential Firewise Standards within ninety (90) days. The property owner will be informed that if the owner wants the Association to bring the property up to the standards, the Association will acquire three (3) commercial bids (selecting the lowest and most time reasonable bid) and voluntarily oversee the tree thinning and fuel removal by a private contractor and assess the cost of the work to the property owner as a Special Assessment pursuant to Section 6.4 of the CC&R’s. The notice will also inform the property owner that if the property owner does not bring the property up to the Residential Firewise Standards or authorize the Association to bring the property up to standards within ninety (90) days from the date of written notice, the Association will have the property brought up to Residential Firewise Standards and the cost will be assessed the property owner as a Special Assessment pursuant to Section 6.4 of the CC&R’s.

### **3.18 Pine Needle and Tree Limb Pickup**

Pine needles that have been bagged and stacked adjacent to the roadway will be hauled away by an approved contractor. Pickups occur on Wednesdays. Please be sure to stack bagged needles as close to the lots’ address marker as possible. The fee for Pine Needle Pickup is listed in Section 7.1.

Periodically throughout the summer, special pickup days will be announced for brush debris and tree limbs. No brush debris or tree limbs may be stacked adjacent to the roadway earlier than 24 hours prior to this scheduled and announced pickup day. A fee for this service is based on volume of material picked up as determined by the service provider and billed to the member account.

### **3.19 Fire Safety**

The Forest Highlands Security will arrange for a Highlands Fire Department representative to conduct a free fire safety inspection of each home and surrounding property. Please call the Forest Highlands Gatehouse Office at (928) 525-9090 for an appointment.

### **3.20 Drones**

The private use of drones is prohibited on Forest Highlands' property with the exception of commercial use and only after approval by Forest Highlands General Manager.



## **4.0 FOOD AND BEVERAGE**

### **4.1 Alcohol**

Forest Highlands conforms to Arizona Department of Liquor statutes, and, as such, it is unlawful to serve, sell or furnish alcohol to an intoxicated person. Sales of packaged liquor goods “to-go” are also prohibited. In addition, **it is unlawful for a member or guest to bring spirituous liquor, beer or wine onto the licensed premises.** This includes all dining areas of the clubhouses, pools, Family Recreation Center, driving range and golf carts. Food and Beverage staff members have a responsibility to enforce laws regarding alcohol service. Any disciplinary action resulting from the implementation of the Club’s policy on alcohol service shall be at the discretion of the Board of Directors. **Limited quantities of wine may be brought into the Canyon and Meadow dining rooms if the Member is part of the Forest Highlands Wine Club. Please check with the Food & Beverage Director for membership availability.**

### **4.2 Service to Minors**

The Club will not sell or serve alcoholic beverages to minors and will not permit the consumption of alcohol by minors on Club premises, with or without parental consent. No one under the age of 21 is permitted to sit at any bar unless accompanied by an adult.

### **4.3 Attire**

Please refer to Rules Section 2.7 on page 9.

### **4.4 Reservations and Cancellations**

Reservations and cancellations are required for all evening dining at the club. **Reservations are used to properly control the number of diners arriving in the dining room during a set period of time. A reservation has nothing to do with available tables in the dining room.** Reservations are also **strongly suggested for any parties of 5 or more for breakfast or lunch** so the staff can have a table properly prepared for a group of that size. For special parties and events, members will be charged full price for the event for each person reserved if they are not cancelled in accordance with the event cancellation policy. Event cancellation policies are listed in the monthly newsletter for each marketed event.

### **4.5 Reservation “No Show” Policy**

There will be a \$10 per person No Show fee for any reservation that is not cancelled. The No Show fee will be in effect for all evening dining service. The No Show fee will be charged onto member accounts the following business day. If the member continues to repeatedly No Show for reservations, the staff will be advised to no longer accept reservations from that member.

#### **4.6 Responsibility of Members**

All members are responsible for their own conduct as well as the conduct of their family and guests. Members are encouraged to comply with the spirit of this policy by assisting in its implementation insofar as fellow members are concerned.

Club members and guests shall not reprimand or abuse staff under circumstances where the staff's judgment indicates alcohol service to an individual should cease.

As part of the Club's internal policies regarding the service and consumption of alcoholic beverages, management will assist in arranging for a member's safe return home. Dependents who request alcoholic beverages may be required to provide proof of age. Any disciplinary action growing out of the implementation of the Club's policy on alcohol service shall be at the discretion of the Board of Directors.

#### **4.7 Off/On Premise Consumption**

The Club's liquor license permits the sale of alcoholic beverages for consumption on the premises only. The Club is not allowed to sell any alcoholic beverages to be consumed off the Club property.

On premise consumption of alcoholic beverages shall be limited to those products purchased from the Club. Club rules and state laws prohibit members, their families or guests from bringing alcoholic beverages on the premises. Violation of this law is a serious offense, which could result in the Club losing its liquor license, and constitutes grounds for sanctions, fines and possible limited access to facilities. Members of the Wine Club are permitted to bring a limited amount of wine to the Clubhouses with pre- approved permission from the Food & Beverage Manager.

#### **4.8 Optional Gratuity**

All service staff are paid above the required minimum wage and the club no longer charges a service fee to compensate the Food and Beverage staff. An "optional" gratuity line appears on all POS tickets for members wishing to reward a service staff member for "outstanding" service. All gratuities will be distributed only to the service staff person designated by the member.

#### **4.9 Catering**

For the convenience of the Membership, the Food & Beverage Department will be happy to assist in planning a party at one of the Clubhouses, in the Canyon Clubroom or in a Forest Highlands home. Arrangements for private catered parties should be made well in advance with the Food and Beverage Department at (928) 525-5227. Please contact the Food & Beverage Department for more information regarding menus and policies. Members having events catered at their homes by a catering company other than Forest Highlands Catering should notify the Safety & Compliance Department and advise them of the number of guests, times and catering company.

Food, alcoholic and non-alcoholic beverages not provided by the Food & Beverage Department of Forest Highlands may not be brought into the Clubhouses.

## **5.0 GOLF**

### **5.1 Use of Golf Courses**

The following rules are established as a guide to assure maximum pleasure for all players using our golf facilities.

- Players must register in the Golf Shop or with the Starter before starting play.
- Starting times may be reserved up to seven days in advance.
- All golfers are required to wear shoes with “non-penetrating spikes” when on the golf courses. Metal spikes are not permitted at any time unless the Board of Directors has given permission for an official USGA/PGA golf event.
- A normal round of golf for a foursome (18 holes) should be played in 4:10 or less. The golf shop staff will monitor pace of play using course marshals and the GPS on the golf cars. They will notify groups of their position and pace throughout the day. Slower groups with open holes will be encouraged to step aside by the golf shop staff so faster groups can play through.
- Repair any ball mark on the green caused by an approach shot. All play must start from the #1 tee. Starting on other tee locations is at the discretion of the Golf Shop.
- Please keep the golf courses clean. Put trash in the receptacles and containers located on the golf courses.
- Each player must have his or her own clubs and bag.

### **5.2 Guest Play**

Guests playing with members will be charged a Guest Fee, and it is the responsibility of each member to register all guests in the Golf Shop. Members can sponsor guests to play unaccompanied after 1:00 pm at the unaccompanied guest rate. Members must call the golf shop to acquire a tee time for their unaccompanied guests. Guest charges will be charged to the member with whom they play or guests may pay by cash or credit card. The privilege of being entertained at Forest Highlands Golf Club for golf, as a registered guest for the day, is limited to eight times per year per individual or four times per month, excluding organized events.

- Monday through Friday, each member may host three guests per foursome after 10:00 am. Saturday, Sunday and holidays, each member or spouse may sponsor only one guest after 10:00 am, and three guests per foursome after 12:00 noon.
- During the shoulder months of the golfing season (Pre-Memorial Day, Post-Labor Day), each member or spouse may host three guests per foursome after 10:00 am including Saturday & Sunday.
- Guests are restricted from play on the golf courses before 10:00 am every day of the week throughout the season.
- No one will be permitted on the golf course, except those playing golf, without permission from the Director of Golf, Golf Professional or General Manager.

### 5.3 Guest Tokens

Guest tokens are issued to members who participate in the Annual Prepaid Assessment Program. Each member who prepays their annual assessment will receive virtual guest tokens on their membership account that can be redeemed for complimentary guest rounds of golf. To qualify for the program, payment for the entire year's dues must be received by the Administration Office no later than January 25 of each year. The following rules apply to the use of guest tokens:

- Members who would like to use a virtual token must inform the Golf staff at the time of purchase to redeem the free guest fee at either the Canyon or Meadow Golf Shop.
- Virtual tokens may only be used for one round of accompanied guest play regardless of whether it is used at the family rate or the full rate (golf cart included).
- Tokens can be used for guests throughout the entire season, any time during the week with the exception of holidays and holiday weekends.
- Virtual tokens do not expire.
- Virtual tokens may be transferred to another member upon written request.
- All other guest rules apply when using tokens.

### 5.4 Golf Courtesy Guidelines

All golfers play at different speeds and even though Forest Highlands has established a pace of play of 4 hours and 10 minutes, many players play at a faster pace and some play at a slower pace. In an effort to improve pace of play and to improve overall enjoyment of playing at Forest Highlands we would like to encourage all members to follow these Golf Courtesy Guidelines.

- Play ready golf when not in tournament competition or when you will not disrupt a fellow players' shot.
- When using a cart the second player should walk to his/her ball with 2-3 clubs to prepare to play once the cart has reached the first players ball.
- After your shot, get in cart and clean and bag your clubs at the next stop.
- Share distance readings with other players.
- Fix ball marks of other players if convenient.
- Declare and play a provisional ball if original ball might be out of play.
- First or second putter should gather and tend the flagstick so all can leave the green together.
- If given a putt, pick it up don't use that as an opportunity to practice. Practice putts should only be taken on a green if there are no players waiting behind your group to play. Practice putting is discouraged if you are not keeping up with the group in front of you.
- If you are playing at your comfortable pace and a faster group comes up behind you and there is an open hole between you and the group ahead, let the faster group play through. This will allow you

to continue playing without feeling pressured and let the faster group continue on at their more comfortable pace.

## 5.5 Use of Facilities by Juniors

Junior golfers are defined as children 17 years of age and under. Juniors may qualify for unrestricted play by meeting the guidelines established by the Professional Golf staff or making arrangements through the Golf Shop for a player evaluation on proper course etiquette and ball striking ability; otherwise they must be accompanied by an adult.

## 5.6 Reserving Tee/Starting Times

Starting times are strongly recommended and may be made in person, by phone or online up to seven days in advance. Members with starting times will have priority over those without. Starting times may be made by one member of the foursome only.

- Beginning Opening Day through Closing Day tee times can be made starting at 7:00am.
- Members making tee times may use an X to hold a position up to 3 days prior to tee time. All names **must** be provided 3 days prior to tee time or the holds will be released to the membership.
- Members making tee times will be required to provide the names of all players in the group. If a player's name is used to hold a position on the tee time and the position goes unused the day of play. The member who reserved the time will be charged the appropriate fee, ie. cart fee and/or guest fee. This policy is for Friday, Saturday and Sunday. Starting times may be made for twosomes, threesomes, and foursomes. In the case of twosomes and threesomes during busy times, the Golf Shop shall have the privilege of assigning other players to the group.
- Fivesomes are allowed with prior approval from the Director of Golf or the Head Golf Professionals.
  - All players in the fivesome must take a cart.
  - Up to four guests may play in a fivesome.
  - Fivesomes must maintain their position with the group in front and/or keep pace with the pace time of 4:10.
  - Fivesomes who do not maintain their position or time on the course will be required to split into a twosome and threesome (no warning – 0 tolerance)
  - If the group is required to split due to poor pace or position these five players will not be allowed to play in a fivesome in the future.
- Members are requested to notify the Golf Shop of any changes in the number of your party prior to play. Please avoid duplication of tee times by designating one member of a foursome to make the tee time.

## 5.7 Cancellation Policy

Between May 27 and September 2, members who have reserved a starting time on a Friday, Saturday or Sunday, or on July 4, will be required to cancel or make accurate player adjustments to their starting times 24 hours in advance. Failure to notify the golf shop of any cancellations will result in an 18-hole cart fee and/or any other applicable guest fee being charged to your account. Cancellations should be made by calling the Golf Shop at least 24 hours before the scheduled tee time that has been reserved. Members failing to cancel tee times or in other ways not complying with golf facilities rules will be subject to disciplinary action as stated in the Enforcement Policies and Procedures of the Association. Please refer to Rules Section 2.1 for further clarification.

Cancellation for Club tournaments will follow the following policy:

- 14 days prior to tournament no charge.
- 7 days prior to tournament half the entry fee.\*

\*Unless the Golf Shop staff is able to fill the vacancy.

## 5.8 Attire

Proper attire and footwear are required on the golf course and practice facilities at all times.

- Cargo pants/shorts that are designed for golf are permitted with the stipulation that all attire must be neat. Cargo pants/shorts that are designed for and intended to be worn for hiking (excessively large and protruding pockets) are not permitted.
- Denim blue jeans, t-shirts, tank tops, halter-tops, tennis skirts, swim wear, gym shorts and cut-off shorts are not permitted on the practice facilities, driving ranges, or golf courses.
- Collared shirts are required, mock turtlenecks with a 1/2" finished collar are permitted.
- Women's "Racer Back" shirts must have a golf shirt type collar.
- Shirts that are designed for and intended to be worn untucked are permitted providing those shirts are neat in appearance. Shirts that are permitted under this rule should have a finished hem that is of consistent/even length.

Members are expected to ensure that their guests and family members adhere to these rules. The Club reserves the right to deny access to the golf course to anyone dressed improperly. Anyone wearing improper attire will be asked to leave the practice area or golf course. Please refer to Rules Section 2.11 for additional club attire clarification.

## 5.9 Non-Cash Tipping

Forest Highlands is a non-cash tipping club. Members wishing to provide a gratuity for a specific service staff person may contact the employees' manager. All gratuities will be distributed only to the service staff person designated by the member.

## 5.10 Use of Golf Practice Facilities

The practice facilities are reserved for members only. Guests may use the practice facilities when preparing for a round and accompanied by a member. Practice balls **are not allowed** for personal use on the golf course.

## 5.11 Cart Path Use

For safety, golf cart paths may be used for jogging, walking and bicycling before and after golfing hours only (generally before 7:00a.m. and after 7:00p.m.). Refer to Rules, Section 2.15 for information on walking dogs on the cart paths.

## 5.12 Use of Golf Carts

Forest Highlands uses directional posts to indicate golf cart access. Access posts are located next to the cart path at the beginning of each fairway to indicate the driving conditions for each hole. Please enter the fairway after the first directional post. From that point, continue up the fairway until the next directional post indicating carts must return to the cart path. Red posts indicate the hole is cart path only. Drive in the rough only when entering and exiting the fairway.

Golf cart operational rules shall be as follows:

- Driving golf carts off the path is permitted except on par 3 holes or holes restricted by the golf course superintendent.
- Members using golf carts are required to obey all directional signs.
- Carts must not be driven in native areas.
- Golf carts are for use on the golf course only.
- Only golf carts owned by the Club will be permitted on the golf course. Privately owned golf carts and GEM cars are not allowed on the golf course.
- Golf carts cannot be reserved in advance.
- Only two (2) riders per golf cart are permitted at any time.
- Persons renting golf carts are responsible for any physical damage incurred to the golf carts during their rental and will be billed accordingly.
- Persons renting golf carts are responsible for all damage to third parties, including members, guests, or Club property, resulting from their negligence.
- **Persons without a valid driver's license may not operate golf carts.** Any accident involving a golf cart, which results in personal injury, or damage to private property or Forest Highlands property, must be reported to the Forest Highlands Gatehouse at (928) 525-9090. Damage to a golf cart must be reported to the Golf Shop.

The Club's Professional Golf staff and the player assistants have the authority to remove any individual from the courses who violate these golf cart rules. They shall also have the authority to recommend to the Board of Directors an individual's golf cart privileges be suspended for repeated or flagrant violation of any of these rules.

### **5.13 Use of Pushcarts**

Pushcarts are allowed on the Meadow Course only. Only Club provided pushcarts will be permitted. To minimize the impact of push cart traffic the following set of rules will apply.

- Push carts should be operated with the utmost respect for golf course conditioning at all times.
- Pushcarts are to remain a minimum of 10 feet from greens surfaces. When near greens, it is preferable to park pushcarts in rough areas, avoiding apron areas.
- In most instances around greens, there is insufficient room between greens and bunkers to accommodate pushcart traffic. When this condition exists, carts are required to utilize the cart paths.
- Pushcarts are to avoid all native and marked hazard areas.
- Pushcarts are to follow all direction from temporary signage or markings. This may include, for example, ground under repair and wet areas.

### **5.14 Handicap Cart Access**

Members who have a state-issued disability parking permit for their car may drive their golf cart on the course at designated areas which have a disability accessible sign. Please bring your state-issued disability permit to the golf shop to register for access to restricted golf course areas.

### **5.15 Lightning**

Silence does not mean safety! Lightning is a severe hazard to personal safety that must be viewed seriously. It is the personal responsibility of all members to be vigilant and know what to do when lightning is near. To assist members in determining when threatening weather is near, we are equipped with a lightning prediction system, which detects electrical activity in the area. When any storm activity that may contain dangerous lightning is detected, a siren on the golf courses will sound.

When the Electrical Storm Identification Device detects a chance of hazardous weather in a 5-mile radius around the Club, the system will automatically activate the Club Alert sirens as a reminder to take the appropriate actions. A solid 15 second blast will sound and it is the responsibility of all members participating in outdoor activities (golf, swim, tennis), to seek shelter immediately! In the case of interrupted activity due to lightning, the most appropriate course of action is to seek shelter in the main clubhouse. The appropriate secondary course of action is to seek shelter at the provided course shelters, restrooms, or maintenance building when open. The practice range and putting green will be closed during a Club Alert occurrence. Members who decide to continue to play will do so at their own risk. When the



“All Clear” sounds players who suspended play have priority on the hole where they left off over players who play during the suspension.

The Club Alert System is not an absolute protection against hazardous conditions. DO NOT RELY ON SILENCE TO MEAN THERE ARE NO HAZARDOUS CONDITIONS. If weather conditions or common sense indicate that conditions are hazardous, take appropriate actions to ensure safety.

While the Club Staff may attempt to warn members and/or require outdoor activity to cease, under no circumstances shall The Forest Highlands Association, its Club management or staff, be held liable for failing to alert members of hazardous weather conditions or the need to discontinue outdoor activity and proceed to a safe area.

The “all-clear” (three short blasts) signal will be sounded when the lightning has left the area. (A minimum of 15 minutes is required, once lightning is no longer detected, before an all clear signal will sound.)

Golfing members affected by inclement weather must inform the golf shop of the intention to suspend or quit the golf round in order for accurate adjustments to be made to golfing charges.

#### **5.16 Immediate Family Guest Rate**

Immediate family may play at a reduced Family Guest Rate between the hours of 10:00am-12:00pm with their family member or after 12:00pm with a member. Family guests who play before 12:00 without their family member will be charged a regular guest fee. Immediate family includes sons, daughters or grandchildren 25 years or older, parents, grandparents, siblings and in-laws. Members’ children and grandchildren under 25 years of age may use the golf course and Clubhouse Facilities as defined in Section 3.2.3 of the CC&R’s. Members’ children who are 25 years of age and older are considered to be Family Guests. All Guest Rules apply to Family Guests. Please refer to Rules Section 7.3 for the fee schedule.

#### **5.17 Choose Up "No Show" Policy**

Members who sign up to play in a Choose Up and then do not cancel by 12:00p.m. the day before the event will be charged \$25.00 for a no show fee. If no shows continue to happen on numerous occasions the member will not be allowed to participate in Choose Ups until further notice by the Golf Committee.

#### **5.18 Handicap Systems and Eligibility for Golf Competition**

An official USGA Golf Handicap System is used at the Club. Members may establish a USGA handicap for an annual fee set by the AGA/AWGA.

To participate in any FHGC event, a member must belong to the FHGC Handicap System. A member must integrate their scores from other clubs that they might belong to (both within and outside Arizona) and have one scoring record.

Upon completion of a round, every golfer with an established handicap will be required to post a score in accordance with USGA guidelines. All rounds of play that are deemed acceptable for posting, must be

posted by the member and are subject to periodic audit by the Handicap Committee. The Committee, at its discretion, may post "penalty" scores for repeat offenders who do not post. Tournament scores will be posted by the Golf Staff.

New members should contact a member of the Professional Golf staff for complete information with respect to the handicap systems.

USGA Rules of Golf will govern all play. It is assumed by the Golf Committee that no member would wish to enter any Club event on any basis that would place the player at an unfair advantage with respect to other participants or give anyone cause to question the player's sportsmanship or sense of fair play.

A Handicap Committee exists to maintain and oversee the legitimacy of all members' handicaps. A handicap may be adjusted by the Handicap Committee for tournament events if the member deviates in any way from the USGA handicap guidelines.

### **5.19 Golf Events**

Golf events and various tournaments are scheduled throughout the season for men, women and juniors. Specific information may be found on the Member's Only area of [www.fhgc.com](http://www.fhgc.com), the Voice in the Pines monthly newsletter, and the annual Calendar of Events.

### **5.20 Caddie Program**

Caddies and forecaddies will be available to those members who would like to walk and enjoy the experience of a caddie. To reserve a caddie or forecaddie, make a request when making the tee time reservation. Minimum notice is 48 hours in advance so the proper arrangements can be made. Members who "no-show" or do not cancel a caddie 24 hours in advance will be charged the appropriate caddie fee. See Rules Section 7.3 for the caddie fee schedule.

## **6.0 RECREATION**

### **6.1 Program Reservations**

Reservations are required for all recreation programs and services and must be made 24 hours in advance of the start time for the specific program or service. If all spaces are not filled by the time the program starts, drop-ins will be accepted on a first come first serve basis. Cancellation of reservations is permitted 24 hours prior to the start time of the specific program. No call / no shows and cancellations less than 24 hours prior to an event will result in a charge of half the program price to the membership account. At the discretion of the Recreation Department, programs may be cancelled due to a lack of reservations. Any program cancelled by the Recreation Department will not result in a charge.

### **6.2 Recreation Facility Guest Use**

Guests using any Recreation Facility (Recreation Center, Family Recreation Center, Children's Center, Fitness Center and pools) must be accompanied by a Member, or be a registered with a valid Guest Card as defined in Section 2.6.

Immediate Family Members (as defined in 2.3), with a valid Immediate Family Guest Card may use all Recreation facilities without paying a guest fee.

House Guests (as defined in 2.6), with a valid House Guest Card may use all Recreation facilities, but will be subject to Guest Fees for use. See Fee Section 7.4.

### **6.3 Kids Camp and Recreation Programs**

Kids Camp is open to children 4 years and older who are out of diapers and are potty trained. Children age 2 and 3, and who are out of diapers and potty trained, may attend Kids Camp with a "Counselor in Training". Please see the Recreation section on [www.members.fhgc.com](http://www.members.fhgc.com) for the specific requirements of all programs. You can also pick up a printed copy of the requirements at the Recreation Center or Administration Office.

Forest Highlands Recreation is not a licensed daycare facility and, as such, is not equipped to handle soiled clothing. Should a child soil clothing, the parents will be contacted to bring a change of clothing and re-dress the child or remove the child from camp.

Campers must be suitably dressed for camp. In the interest of safety, children should wear sneakers or non-marking rubber-soled shoes for outdoor/tennis play. To promote a sense of community and for ease of identification, children are encouraged to wear Forest Highlands camp T-shirts or polo shirts. Clothing that refers to tobacco, alcohol, drugs, sex or violence or that is gang-related is not permitted.

### **6.4 Before and After Care Program / Babysitting Fees**

Be aware of the scheduled starting and ending time for all Recreation Programs. If a child is dropped off or is not picked up within 10 minutes of the beginning or end of a program, a babysitting fee of 1 hour for each child will be charged to the membership account. Refer to Rules Section 7.4 for the feeschedule.

## 6.5 Concierge/Residential Services

The Recreation Department offers several concierge and residential services for the Members of Forest Highlands. All residential services are by appointment only. To request a service or quote for a service please call the Recreation Department at (928) 525-9792.

- Shuttle Service
- Catering / Party Planning
- Tutoring
- Babysitting
- Dog Walking
- Dog Sitting
- House Cleaning
- Tech Support
- Yardwork
- Car Washing
- Handyman Service
- While You're Away
- A Hand Around the House
- Companion Care
- Snow Removal

## 6.6 Meadow Pool Restrooms

Restroom cubbies are available in the Recreation Center for the Meadow Pool to serve as storage space for personal items. Please do not bring valuable items to the Pool or leave them in the Recreation Center restroom cubbies. Forest Highlands Golf Club is not liable for lost or missing items. Males over 3 years of age are not allowed in the ladies restroom. Similarly, females over 3 years of age are not allowed in the men's restroom.

## 6.7 Pool Rules

The pool season usually begins Memorial Day weekend and runs through Labor Day weekend, weather permitting. The pool facilities operate pursuant to the following rules:

- There are no lifeguards on duty! Use of the pool facilities are at the Members' own risk. Members are responsible for the conduct and safety of their children and guests.
- At the first sound of thunder or the sight of lightning, it is **mandatory** that everyone exit the pool. If lightning prediction system sounds, everyone must leave the pooldeck.
- Members, family and guests are required to sign in when using the pools.
- Please use caution in and around the pool at all times.
- Flotation devices are not designed to be lifesaving devices. Supervision of children is required while using these items.
- Members, family and guests are responsible for disposing of trash into the trash receptacles before leaving the pool area. Used towels should be placed in the dirty towel bin.
- Appropriate bathing attire should be worn and should be restricted to the general pool area and locker rooms or Fitness Center. Bathing suit attire is not permitted in the dining rooms or lounges.

Bathing suit attire is permitted in the Family Recreation Center with the use of a towel.

- Children under 12 years of age must be accompanied by an adult (18 years or older) at all times in the pool area and locker rooms.
- No diving is allowed into the pool at any time.
- No running is allowed on the pool deck or splash pad.
- No food or drink is permitted unless it has been purchased from the pool snack bar, the Meadow, the Canyon Clubhouses or authorized by the Recreation Department or Catering.
- No glass of any kind is permitted in the pool area.
- Pool parties are permitted if organized or authorized by the Food & Beverage or Recreation Department.
- Children under the age of 5 years old are not permitted to use the Forest Highlands Jacuzzi/hot tub. Children ages 5-12 years old are allowed to use the Jacuzzi/hot tub under direct adult supervision.

## 6.8 Swim Lessons

Private and semi-private swim lessons are available for Members throughout the season by appointment. Beginning, intermediate and advanced swim lessons are offered. Please contact the Recreation Department for more details. All cancellations of swim lessons must be made 24 hours prior to the scheduled lesson to avoid a non-cancellation charge. Reservations not cancelled 24 hours prior will result in a charge of half the lesson price. Cancellation due to bad weather will not result in a charge.

## 6.9 Tennis and Pickleball

Members are required to sign up on the members.fhgc.com website or with the Tennis staff prior to using the Tennis Courts. Use of the courts is limited during special events, clinics and tournaments. Please refer to the Tennis section of the Calendar of Events for specific information or call the Tennis Pavilion at 928-525-5225. Tennis court parking is limited to the Canyon Clubhouse parking lot or to the twelve spaces at the entrance of Golf Lane. Please do not park along the street or in front of the garages.

Tennis/Pickleball lessons and clinics are available throughout the season. **The Director of Racquet Sports is a USPTA Elite Tennis Professional and a ITPA Pickleball Professional.** Staff Professionals are also available for private and small group lessons. No outside guest Tennis Professionals may instruct lessons while at Forest Highlands. Please refer to Fees Section 7.5 for lesson prices. Lessons must be cancelled 24 hours in advanced otherwise **one-half (½) the lesson price will be charged to the Membership account. No charge for cancellation due to illness, injury or due to weather conditions.** Please contact the Tennis Department for additional information at (928) 525-5225.

## 6.10 Court Attire

Appropriate attire and proper etiquette are required for those players 10 years and older while using the tennis/pickleball facilities. Proper attire includes:

- Court shoes (tennis, cross trainers) with non-marking soles
- Tennis/pickleball shorts or skirts
- Tennis/pickleball shirts, t-shirts, collared sports shirts
- Warm ups and athleisure wear

### **6.11 Court Guest Play**

Guests using the facility must be accompanied by a Member, or have obtained a Guest Card through the Administration Office prior to use, or be enrolled in a program for the benefit of the membership. It is the responsibility of each Member to register all guests with the Tennis Professional. Guest fees will be charged to the membership account with whom they play, to the Sponsoring Member's account, or guests may pay the Tennis Department directly. Refer to Fees Section 7.5 for the guest fees.

### **6.12 Court Reservations**

Court reservations are recommended and take priority over drop-in court play. Reservations can be made online or by contacting the Tennis Pavilion (928) 525-5225 or by stopping by the pavilion to register. Courts are on a first come first serve basis or by registration. Please be courteous to fellow Members when using courts and limit play to a 2hr time slot. Only 1 court can be registered at a time by a Member free of charge. If a Member wishes to book additional courts, a court booking fee will be applied. The booking fee will be charged to the Membership account at the time the courts are reserved in the following instances:

\*If a Member books more than one court per Membership

\*If a Member books courts for a USTA match.

In the situations outlined above, be advised that the following provisions apply:

1. A maximum of three courts may be booked for any one event.
2. A maximum of three weekend days may be booked for such events in any one summer season.
3. Such events can never be booked on holiday weekends.
4. The booking fee is fully refundable when: (A) the booking is cancelled more than 24 hours in advance of play; (B) the courts are not playable at the beginning of the reserved time for any reason including inclement weather; or (C) if, from the beginning of the reserved time, less than one hour and five minutes has lapsed and play is halted for any reason, including inclement weather. However, if more than one hour and five minutes have passed from the beginning of the booking time, the member has had more than 50% use of the reserved time and therefore the full booking fee shall not be refunded for any reason.
5. In addition to the booking fee, there is a \$10 guest fee per invited non-member player, which

will be charged to the member's account.

**Please refer to Rules Section 7.5 for the fee schedule.**

### **6.13 Prohibited Court Use**

Skateboards, roller skates, roller blades, and bicycles are not permitted on the Courts at any time. Bicycles must be placed in the bike rack away from the Courts.

### **6.14 Tennis / Pickleball Ball Machines**

Forest Highlands offers a tennis and a pickleball ball machine for rent. Please refer to Rules Section 7.5 for the fee schedule. Contact the Tennis Pavilion to schedule the use of the machine or book online.

### **6.15 Fitness Center**

The Forest Highlands Fitness Center is a full service wellness center featuring a variety of cardiovascular equipment, weights, fitness classes and personal training information for members to accomplish their fitness goals. Guests must be accompanied by a Member or be able to show a valid Guest Card to use the Fitness Center. Members, family and guests are required to sign in when using the Fitness Center. Please include the Member number when signing in a guest and the guest fee will be billed to the member's account. Please refer to Rules Section 7.4 for the fee schedule.

- Proper workout clothing and closed toe shoes are required.
- Wipe down machines and put equipment back after using.
- Use the Cardio Theater headphones when watching the televisions. Volume on televisions is not permitted.
- Cell phones may be used for texting, listening to music, or internet usage. However, please use headphones or keep cell phones in silent mode, and refrain from talking on your cell phone in the Fitness Center.
- Please do not slam weight stacks or barbells. This can damage the equipment and is disruptive to other exercisers.
- Fitness Center Age Requirement: No child under 10 years old is permitted to use the Forest Highlands fitness center. **Ages 10-13 years old are permitted under direct adult supervision.**
- Overhead music may be requested at the discretion of the Forest Highlands Fitness staff.
- When the fitness center is busy, please limit the use of cardio equipment to 30 minutes.
- Members are allowed to use the Flex Room for their work out needs any time except when a class is in session

## **6.16 Personal Training, Massage Therapy & Facials**

Several outstanding Personal Trainers are available for one-on-one training. Personal trainers who are not contractors of the Club are not permitted to utilize the Club's facilities to train Forest Highlands' Members. The Recreation Department has many great massage therapists and estheticians for facials that will be available by appointment to offer a variety of massages/facials to be performed in the Forest Highlands massage rooms located downstairs in the Meadow Clubhouse. For more information, prices, and availability on Personal Trainers, Massage Therapists, or Estheticians please contact the Fitness Center at 928-525-5298 or the Recreation Department at (928) 525-9792. All personal training, massage services and facials are by appointment only. Sessions must be cancelled 24 hours in advanced otherwise the full price of the session will be charged to the members account.

## **6.17 Common Areas**

The common areas are for the enjoyment of members, their families and guests (all guests must be accompanied by a member or have a valid Guest Pass on their person). The children's playgrounds are located on Bear Howard near the #3 Hole of the Canyon Course and at the Recreation Center at the Meadow Clubhouse. The Bear Howard playground provides slides, swings and other play structures. A picnic table is provided. Additional picnic tables, a volleyball/badminton net and basketball court are located at the Canyon Family Park on Doc Raymond.

### **Rules to abide regarding all Common Areas, Parks, and Playgrounds:**

- Camping is not permitted on any of the common areas unless scheduled by the Club.
- The golf course lakes may not be used for boating, kayaking or swimming.
- Youth refreshment stands or used golf ball concession stands are discouraged and must not be located on roadways, cart paths or other common areas. Any stand situated on private property must have the property owner's approval.
- Members using skateboards, roller skates and roller blades must stay off the main roads. Proper safety equipment is encouraged.
- The clubhouse area, golf cart paths and tennis courts are off-limits to the aforementioned activities.

**6.18 The Meadow Loop Walking and Biking Trail** is for the enjoyment of all members. Please be courteous of everyone using the trail. The Meadow loop trail is an approximate 3.25 mile loop. The Trail Head is located at the Sport Park where there is a sign with a map and parking available. The trail can be used for many diverse activities including walking, bicycling, jogging, hiking, stroller use, and dog walking. There are four total dog bag dispensers along the trail. The stations include benches and trash cans as well as the dog bag dispensers. It is important to share the trail and be courteous to others.

- Motorized and electric vehicles are prohibited on the Meadow Loop Trail
- Skate boards are prohibited on the Meadow Loop Trail.



- Always stay to the right, which allows others to pass and prevents interference with oncoming traffic.
- If bicyclists are riding during dusk or dawn, headlights and proper reflectors are required.
- Bicyclists should alert others with a bell or by voice when passing from behind.
- Bicyclists should control their speed and maintain a safe distance.
- Members are allowed to walk their dogs on the Meadow Loop Trail. Pets must be leashed, and owners must dispose any animal waste. Pet owners found to have pets not on a leash or not properly disposing of animal waste will be subject to a fine.
- Please contact the Recreation Department at 928-525-9792 if any dog bag dispensers are empty or damaged.

### **6.19 Meadow Sports Park**

One full and two half-court basketball courts, a sand volleyball court and playing field are located at the Meadow Sports Park on Len Huck Drive. This area is also available for picnics, fishing, yacht boat racing and barbecues. The common area parks and pools may be used by members for private functions. Advance reservations are required by contacting the Recreation Department at (928) 525-9792 or the Catering Department at (928) 525-5227.

### **6.20 Fishing**

The pond at the Bartlett Covered Bridge Park and the pond at the Sports Park are periodically stocked with fish. The ponds are available for fishing, picnics, remote control boats or barbecues. Fishing on #9 and #18 on the Canyon Course and #5, #8, and #14 on the Meadow Course is permitted during non-golfing hours only. Practice the “catch and release” method. All fishers are required to clean up hooks and lines before leaving. Fishers found to have not cleaned up hooks and lines will be subject to a fine. The ponds are considered a restricted area during the winter and all activity is prohibited.

### **6.21 Walking**

When walking on the streets, pedestrians are advised to walk single file on the side facing oncoming traffic. Walking paths are available in the Meadow for your safety and enjoyment.

### **6.22 Biking**

When riding a bicycle within Forest Highlands, please stay on the right hand side of the road, traveling with traffic and adhere to all traffic signs. Biking is allowed on the cart paths before and after golfing hours, (generally before 7:00 am and after 7:00 pm). The following tips are recommended for your safety:

- Wear an approved helmet

- Be visible, wear bright clothes
- Use lights at night
- Stay in a single file formation
- Accompany children on bikes

## **6.23 Dog Park**

### **Forest Highland's "Paw-Ground" off-leash facility**

- Forest Highlands Recreation Department manages this facility for your enjoyment and benefit.
- As a user of this facility, you are responsible for yourself and your dog and must abide all rules and regulations.
- USE AT YOUR OWN RISK
- Aggressive dogs are not allowed. Owners must remove dog at first sign of aggression. Owner is liable for injuries or damage.
- Female dogs in heat are not permitted.
- Dog owner is responsible for immediate clean up and disposal of pet waste.
- Dogs must be leashed entering and exiting the off leash facility. Gates must be kept closed at all times.
- Dog owners must be in attendance with dogs at all times and carry a leash.
- Dog should be under voice control (dog should come when called by owner)
- No dog treats or food allowed in facility.
- Any Damage done to the facility must be reported to the Recreation Department. Any needed repairs will be billed to the member's account.
- Dog must have a current license and vaccinations. Identification and permit tags must be worn at all times. Dog registration through the Recreation Department is highly recommended.
- Children 12 years of age and under must be accompanied by an adult.
- Dog owners who fail to comply with these rules will be asked to leave and may be reported. For more information or questions please contact the Recreation Department at 928-525-9792

# FEES

## 7.0 FEES

### 7.1 Association Fees

New Owner Capital Contribution .....	\$50,000.00
Membership Transfer Fee .....	\$1,500.00
Monthly Assessment .....	\$950.00
Natural Gas Tap-In Fee (new) .....	\$3,000.00
Natural Gas Tap-In Fee (conversion) .....	\$2,000.00
NSF Check.....	\$35.00
Paper Statement Fee .....	\$5.00
Pine Needle Pickup .....	\$3.75 per Bag

### Guest Cards

Family Guest Card One Week (up to 7 consecutive days) .....	\$25.00 per card per person
Family Guest Card One Month (30/31 consecutive days) .....	\$100.00 per card per person
Family Guest Card Summer Season (May 1 – November 1).....	\$300.00 per card per person
House Guest Card Single Day (per day up to 6 days).....	\$15.00 per day per person
House Guest Card One Week (up to 7 consecutive days).....	\$100.00 per card per person
House Guest Card Two Week (8 to 14 consecutive days).....	\$200.00 per card per person

### 7.2 Security Charges

**Special Services Request** (Key sign-outs involving disarm/rearm of alarm, escort visitors, thermostat adjustments, water on/off with valve inside home, etc.)

Members on House Watch .....	2 free per month, then \$10 per event
Members not on House Watch.....	\$10 per event
Special Services extended events (water on/off at street, mailbox lock change, etc.) .....	\$20 per event

### Speeding

First .....	Warning
Second .....	\$50.00
Third.....	\$100.00
Fourth or more .....	\$250.00

### Parking

First .....	Warning
Second .....	\$25.00
Third.....	\$50.00
Fourth .....	\$100.00

House Watch .....	\$50.00 per month
Alarm Monitoring .....	\$27.50 per month
Transponders.....	\$20.00/Standard   \$60.00/Specialty
RV/Trailer Parking (cost determined by size) .....	\$40 or \$50 per month

### Trash Clean Up (Within 12-month period)

First .....	\$50.00
Second .....	\$150.00

Third.....Submitted to the Board of Directors for fine review

**Alarm responses (repeat trouble/false alarm signals not addressed by member within 14 consecutive days)**

First ..... Security will record and contact member  
Second ..... Security will record and contact member  
Third/recurring.....Members' failure to take action will result in a \$25.00 response charge, per false/trouble signal until action taken by the member

**7.3 Golf Charges Guest Fees**

18 Hole Unaccompanied Guest Fee \*plus forecaddie \$100 .....\$225.00 (Mon-Thurs after 1:00pm)  
18 Hole Accompanied Guest Fee .....\$140.00  
(Fri-Sun all day & Mon-Thurs before 2:00 PM)  
18 Hole "Seasonal" Accompanied Guest Fee.....\$100.00  
(Pre Memorial Day, Post Labor Day & Mon-Thurs. after 2:00 PM)  
9 Hole Accompanied Guest Fee .....\$70.00

**Immediate Family Guest Fees**

18 Hole Unaccompanied Family Rate .....\$140.00  
9 or 18 Hole Accompanied Family Rate ..... Half the applicable Guest Fee above  
9 or 18 Hole Junior Rate (under the age of 18) .....\$32.50

**Twilight Golf Fees – Monday – Thursday after 2:00pm (excluding holidays)**

Twilight 18-Hole Guest fee .....\$100  
Twilight 9-hole Guest Fee ..... \$50  
Twilight 18-Hole Family Guest Fee .....\$50  
Twilight 9-hole family guest fee .....\$25

**Cart Fees**

18 Hole Cart Fee .....\$25.00  
9 Hole Cart Fee .....\$15.00  
18 Hole Four-Bagger .....\$15.00  
9 Hole Four-Bagger .....\$8.00  
18 Hole Push Cart Meadow Golf Course.....\$11.00  
9 Hole Push Cart Meadow Golf Course.....\$6.00

**Club Storage**

Seasonal.....\$100.00  
Monthly .....\$30.00

**Locker Rental**

Seasonal.....\$70.00  
Monthly .....\$25.00

**Caddie Fee for 18.....\$40.00 per bag + gratuity**

- Members who "no-show" or do not cancel a caddie 24 hours in advance will be charged the appropriate caddie fee.

**7.4 Recreation Charges**

Full Day Kids Camp (Pre-Registered at least 24 hours in advance).....\$50.00

\*includes lunch. Camp packages available.

**Babysitting Fee**

First Child .....\$15.00 per hour

Each Additional Child .....\$2.00 per hour

Additional \$5.00/hour if the babysitting job goes past midnight

**Facility Use Guest Fees:**

Pools

Per Day per person ..... FREE

Fitness Center

Per Day per Person ..... FREE

**Concierge Fee** .....\$30.00

Concierge "Day Of" Fee (in addition to normal fees when 'day of' service requested) .....\$15.00

**7.5 Tennis / Pickleball Court Fees**

Ball Machine .....\$10.00 per hour

Ball Machine Season Pass .....\$100.00 per season

Daily Guest Fee Per Person.....\$10.00

Court Booking Facility Fee .....\$40.00

**7.6 Water Company Charges**

Trash Service (mandatory for all homes).....\$10.95 per month

Recycling Service (opt-in).....\$7.00 per month

**Monthly Meter Charge (no water included)**

¾" Meter.....\$35.00

1" Meter .....\$70.00

**Residential Commodity Charges (per 1,000 gallons)**

First 6,000 gallons.....\$2.50

6,001 – 15,000 gallons .....\$3.20

Over 15,000 gallons .....\$4.50

**Service Charges**

Establishment .....\$25.00

Establishment (after hours) .....\$50.00

Reconnection (delinquent) .....\$50.00

Meter Test (if correct) ..... Time & Materials Cost

Re-Read (if correct).....\$10.00

NSF Check .....\$35.00

**7.7 Wastewater Reclamation Charges**

Utility Transfer Fee (existing home) .....\$4,000.00

Sewer Tap-In Fee (new construction) .....\$4,000.00

**Monthly Sewer Charges**

Base Monthly Usage Charge .....	\$40.00
Residential Commodity Charge .....	\$2.50 per 1,000 gallons

**7.8 Violations of the Guest or LEASING Policies including violations of the FH Rules and/or CC&R's by Guests or LESSEES:**

First Offense .....	Up to \$1,000.00
Second Offense .....	up to \$2000.00 & Loss of use of Common Area facilities for 30 days*
Third + .....	up to \$3000.00 & Loss of use of Common Area facilities for 90 days*

**\*Loss of use of Common Area Facilities penalties may, at the discretion of the Board of Directors, be administered during the summer season (May – October) and may span two summer seasons.**

# HOURS OF OPERATION

## GOLF SHOPS & STARTING TIMES

### May & September

Golf Shop Open Daily ..... 7:00am-6:00pm  
Starting Time Weekdays .....8:30am  
Starting Time Weekends Only .....8:00am

### May 25 – September 2

Golf Shop Open Daily ..... 7:00am-6:00pm  
Starting Time Weekdays .....8:00am  
Starting Time Weekends Only .....7:30am

### October

Golf Shop Open Daily ..... 8:00am-6:00pm  
Starting Time Weekdays & Weekends .....9:00am  
Canyon Course closed on Tuesday until 12:00 noon  
Meadow Course closed on Wednesday until 12:00 noon

## POOLS

### Canyon Pool..... Open May 21 - September 7

Open Daily..... 6:00am-7:00pm  
Cleaning ..... 5:00-6:00am  
Lap Swim.....6:00-8:30am & 3:00-7:00pm  
Splash Dance..... 8:30-9:30am  
Open Swim..... 9:30am-5:00pm  
Canyon Pool closed on Tuesday until 8:30am for maintenance

### Meadow Pool ..... May 21 -September 7

Open Daily..... 9:00am-8:00pm  
Lap Swim ..... 9:00-10:00am  
Open Swim..... 10:00am-8:00pm  
Meadow Pool closed on Wednesday until 10:00am for maintenance

### Dog Park Hours of Operations: May 1 – October 29, 2020

Open Daily..... 7:00am-7:00pm

## FITNESS CENTER

Fitness Center ..... (928) 525-5223  
Open Daily..... 6:00am-8:00pm

## TENNIS

Tennis Pavilion ..... (928) 525-5225  
Open Courts ..... 7:00am–Dusk

**RECREATION**

**Family Recreation Center**..... (928)-525-9792

**Hours of Operation: September-April**

Game Room Open until 5:00pm Sunday-Thursday, 8:00pm Friday and Saturday

Game tables will not be playable before 11:00am daily

Children under 10 years must be accompanied by an adult 18 years or older

Children 10 years and above can be in the Family Recreation alone

**Hours of Operation: May-August**

Game Room Open until 9:00pm Sunday-Thursday, 10:00pm Friday and Saturday

Game tables will not be playable before 11:00am daily

Children under 10 years must be accompanied by an adult 18 years or older

Children 10 years and above can be in the Family Recreation alone

**Peaks Café** (located in the Meadow Family Recreation Center)

Open Daily..... 8:00am- 4:00pm

Using the honor system there will be morning coffee (8:00am-12:00pm), “grab and go” refreshments and snacks available. Please fill out a ticket, and take the treat or drink of your choice!