



W Y C L I F F E

GOLF & COUNTRY CLUB

2023 Rules & Regulations



Table of Contents:

GENERAL CLUB FACILITIES RULES	10
<i>Wycliffe Clubhouse (561) 964-9200</i>	
FOOD & BEVERAGE	20
<i>Dining, Event, Card Room Reservations (561) 964-9200</i>	
GOLF	22
<i>Golf Pro Shop (561) 641-2000; Golf Starter (561) 964-4837</i>	
<i>Golf Course Conditions (561) 641-2000; Fax (561) 641-3180</i>	
RACQUET SPORTS/BOCCE	32
<i>Tennis Pro Shop (561) 641-1080</i>	
<i>Tennis Court Time Reservations (561) 642-2881</i>	
FITNESS CENTER	34
<i>Thryve Fitness (561) 472-6534</i>	
SPA	36
<i>Thryve Spa (561) 472-6534</i>	
CARD ROOMS	37
<i>The Concierge (561) 964-9200</i>	
SOCIAL ACTIVITIES RESERVATIONS	41
<i>Wycliffe Clubhouse (561) 964-9200</i>	

TELEPHONE NUMBERS

Accounting (561) 964-9200

Fax (561) 642-6422

Guardhouse - South (561) 966-9300

Guardhouse – North (561) 642-0069

Security Registration of Guests (561) 963-7121

Wycliffe Website - www.wycliffecc.com

WYCLIFFE GOLF AND COUNTRY CLUB HOMEOWNERS' ASSOCIATION, INC.
Rules and Regulations Adopted December 19, 2022

These Rules and Regulations amend, replace, and supersede all previous Rules and Regulations adopted by the Association (including those Rules and Regulations adopted by the Country Club before the effective date of the merger). All capitalized terms have the same meaning as in the Fourth Amended and Restated Declaration of Covenants, Conditions and Restrictions for Wycliffe Golf and Country Club Homeowners' Association, Inc., (hereinafter the "Declaration") and the Second Amended and Restated Bylaws for Wycliffe Golf and Country Club Homeowners' Association, Inc (hereinafter "Bylaws"), all as recorded in the public records of Palm Beach County, Florida at Official Records Book 33552, at Pages 94-183.

**Section I – Rules and Regulations applicable to the use of:
The Property Generally**

- A. Recreational Activities.** Recreational activities are restricted to areas designated by the Board of Directors.
- B. Owners' Responsibility for Others.** Owners are responsible to the Association for any damage to Common Property or Club Facilities by their guests, tenants, renters, lessees, employees, children, family members, invitees, vendors, or pets. Owners shall be liable for all charges for damage along with any reasonable costs to the Association, including charges for recovery of attorneys' fees and costs involved in enforcement resulting from actions of such persons.
- C. Speed Limits and Traffic Signs.** Speed Limits and traffic signs are posted throughout the Property pursuant to Article V, Section 6 of the Declaration. Any person violating any Traffic Regulations as defined in the Declaration or as otherwise set forth herein, depending on the severity of the violation, may be subject to the Associations disciplinary procedures which may include fines and/or suspensions.
- D. Resident Conduct.** Association residents are required to conduct themselves reasonably, responsibly, and respectfully to both residents, guests and employees and may not act in a manner that damages the Association's brand.
- E. Membership Roster.** No Owner may permit the use of the membership roster and the information contained in it for any purpose whatsoever except for appropriate communication relating to Association matters. It may not be loaned or used as a source of mailing, advertising, and/or solicitation, including for commercial purposes, for any reason unrelated to an Association matter.
- F. Pets and Animals.** Owners may keep companion pets or animals such as birds, domesticated cats, fish, dogs and other small mammals. No Owner may keep exotic cats, non-human primates, horses, fowl, reptiles, obnoxious animals or other farm livestock zoo-type animals, or animals not generally known to be capable of domestication on the Property. The determination of what is or what may be an obnoxious animal, fowl or reptile shall be made by the Board of Directors in its sole and absolute discretion. Pets must be on a leash or carried, or otherwise under the control of their owners or caretakers when on Common

Property or Areas of Common Responsibility. Failure to do so may be deemed a nuisance. Pets are not allowed on the Club Facilities. It shall be the Owner's obligation to remove and otherwise dispose of their pet's waste material into their personal waste bins. Failure to remove and dispose of a pet's waste material shall be deemed a nuisance. The Board of Directors shall have the right to order the removal of any pet that, in the Board's sole and absolute discretion, is considered a nuisance, and the removal shall be done without compensation to the Owner. In such event, the Board shall give written notice thereof to the pet owner, and the pet shall immediately thereafter be permanently removed from the Property.

The Board of Directors shall have the authority to adopt and amend Rules and Regulations defining what types of pets and animals shall be permitted, restricting dangerous breeds, and determining what weight limitation at maturity, if any, each type of permitted pet or animal shall have.

An Owner, by purchase of a Unit, agrees to indemnify the Association, as well as the Association's officers, directors, employees, agents, independent contractors, and insurers, and hold the Association, as well as the Association's officers, directors, employees, agents, independent contractors, and insurers, harmless from and against loss or liability of any kind arising from the Owner having any animal on the Property. District Associations may further restrict the keeping of pets and animals within Districts.

- G. **Vendors.** Only the Association's management employees may direct Association vendors' activities.
- H. **Car Carrier Trailers and Moving Vans.** No car carrier trailers are allowed to enter the Property at any time. Moving vans or moving tractor trailers may enter the Property, but they may not block Streets in any way or prohibit, or otherwise impede emergency vehicle access, including to any Unit. This shall also include school buses or similar vehicles that are otherwise required to be allowed access into the community.
- I. **Physical and Verbal Abuse Prohibited.** The physical or verbal abuse of any person is prohibited anywhere on the Property. The General Manager shall, in his or her sole discretion, determine whether conduct constitutes physical or verbal abuse.
- J. **Meetings.** Members may attend Members' meetings, Board of Directors' meetings, and certain kinds of committee meetings to the extent expressly permitted to do so by the By-Laws or Florida Statutes. However, any Member who is disruptive, disorderly, or disrespectful may be required to leave by the person chairing the meeting. Members may sign up to speak on any or all designated agenda items or, at the discretion of the person chairing the meeting, may otherwise be recognized to speak. However, Members' remarks must be concluded after no longer than three minutes.
- K. **Recreational Activities on Bodies of Water.** Fishing, swimming, boating, and/or other recreational activities in lakes, canals, waterways, and golf course water features is prohibited except with the Association's prior approval. However,

fishing from the Common Property shall be permitted in areas designated by the Association for fishing in Article XIV, Section 1(EE) of the Declaration.

- L. **Delegation to General Manager.** Except as prohibited by the Governing Documents or by law, the Board of Directors shall have the authority to delegate any and all authority and obligations identified herein to the General Manager.

Section II – Rules and Regulations applicable to the use and occupancy of Common Property, Conservation Areas, District Associations, Streets, and Units

I. General Rules.

- A. **Exterior Work.** No building, repair, maintenance, landscaping, or lawn work shall be performed outside of the Unit's fully enclosed Improvements before 7:00 a.m. weekdays and before 8:00 a.m. weekends nor continue after 7:00 p.m.
- B. **Unit Occupancy.** No Unit may be occupied on a permanent basis, as determined in the sole discretion of the General Manager, by more than one family comprised of the Owners, their children, parents, or unrelated persons occupying the Unit as single household, unless otherwise specifically permitted by the Board of Directors, General Manager or by law. The number of persons occupying a Unit cannot exceed the number permitted by applicable laws, codes, and ordinances.
- C. **Interior Window Treatments.** No reflective windows or reflective window tinting are allowed, unless approved by the Modifications Committee.
- D. **Perimeter Ficus Hedges.** Perimeter Ficus hedges around the Property's perimeter (along Lake Worth Road, Route 441, and 50th Street West) will be maintained as determined by the Association. No Owner, resident, or District Association has the right to trim, apply any chemicals, or otherwise alter the Ficus hedges without the Association's prior consent.
- E. **Lakes, Canals Lake Banks, and Bulkheads.** The Association has the responsibility for maintenance of all lakes, canals, lake banks, and bulkheads. No Owner, resident, or District Association has the right to alter, repair, or maintain any lake, canals, lake bank, or bulkhead without the Association's prior consent. No boats of any type may be used in the lakes or other bodies of water located on the Property except as may be needed by the Association or by its agents for maintenance purposes.
- F. **Rights of Way.** Golf carts must give the right of way to pedestrians walking upon shared cart paths and to motor vehicles traveling upon the Streets, including at cart path crossings. Rights of way shall follow the following priority on Streets: Motor vehicles are first, pedestrians are second, bicycles and similar non-motorized personal transportation devices are third, and golf carts are fourth.

G. Parking.

- a) Automobiles may not be parked anywhere other than in Association parking lots when on Club Facilities. Automobiles may not be parked overnight in the parking lots without permission from the General Manager. Automobiles and golf carts parked in clubhouse entryways or grass areas may be stickered and/or towed at the owner's expense.
- b) Self-parking is not permitted in valet-designated areas after 10:30 a.m. This rule does not apply to parking in spaces designated for handicapped or disabled persons.
- c) Association Members with qualifying disabilities may be permitted to park their cars in the porte-cochere circle area in front of the Lobby entrance before 10:30 A.M., when there is no valet available in that area. The entrance should not be blocked when parking.
- d) The Association is not responsible for damage or theft of automobiles or their contents.
- e) Members involved in bus transportation activities must park in the rear of the main Clubhouse parking lots and not in the lots that front The Grille.
- f) Only those to whom a "Handicap" permit has been personally issued by governmental authorities having jurisdiction may park in handicap parking areas, provided the permit is properly displayed.
- g) Golf carts and bicycles may only be parked or stored in areas designated for their parking or storage.
- h) Parking in fire lanes is strictly prohibited
- i) Upon entering the Property, a conspicuous sign clearly states which side of the street a vehicle may be parked. Street parking that does not comply with the sign is prohibited. As a guide, for odd numbered months (January, March, May, etc.), parking is on the side of the street that contains odd numbered houses, and, for even numbered months (February, April, June, etc.), parking is on the side of the street that contains even numbered houses.
- j) The Association shall have the right but not the obligation to enforce any covenants and/or rules promulgated by a District Association pertaining to parking within the District Association. Additionally, all traffic and/or parking signs on the Property are required to be observed by motorists and by motor vehicle owners.
- k) No vehicles may be parked on any street overnight except as may be specifically permitted by a District Association's covenants or rules within the District Association. No automobile, truck, or other motor vehicle may be parked at any time so as to block traffic, nor may any such vehicle park in any area where the Association has designated that parking is prohibited. Parking on the Common Property other than Streets, shall be allowed only in designated parking areas. Any vehicle that is parked in violation of the Governing Documents may be towed at the Owner's expense. Boats are not permitted to remain on any lawn or on Common Property.

2. Golf Carts.

- a) Wycliffe Golf and Country Club Homeowners Association, Inc. has the authority to create, modify and enforce rules that apply to all golf carts operated on Association Property including the golf courses, common areas, sidewalks, roads, parking areas and shared cart/pedestrian paths.
- b) Association Members (Platinum, Gold, Silver and Non-Amenity), their families and guests, and their lessees are required to operate golf carts, whether Club-owned or Member privately-owned, in accordance with the following rules relating to the operation of golf carts on and off the golf courses. Association Members are responsible for their family members', guests', and lessees' adherence to the rules.
- c) All golf carts must be operated in accordance with the following rules and regulations.
- d) Members of all classifications must register their privately-owned golf cart with the Association.
- e) Violation of Rules – Golf cart rules may be amended from time to time. Violation of these golf cart rules may result in the imposition of Association's disciplinary procedures, which may include but is not limited to loss of golf privileges, suspension of Association membership privileges, and fines.

3. Rules Applicable to Use of Golf Carts Operated Throughout Association Property.

- a) Golf carts must be driven on shared paths wherever they exist; traffic signs must be obeyed.
- b) Golf carts are not to be driven on or through parking lots, unless licensed as a motor vehicle.
- c) Pedestrians and motor vehicles shall always have the right of way at all crossings, roadways, and shared paths. Golf cart operators must use common courtesy when operating a golf cart, and must yield to or stop for pedestrians, motor vehicles, bicycles, maintenance equipment, etc.
- d) Golf carts are permitted on the golf courses or golf course paths only when playing golf, and not for recreational purposes. There shall be no cutting through the golf courses.
- e) Golf carts must use the tunnels under Lake Worth Road between East holes #1 and #2, and between East holes #5 and #6 to access the north and south sides of Association property.
- f) Golf carts may only be used during daylight hours, unless equipped with night-time lights and brake lights.
- g) Privately-owned golf carts must be stored in accordance with Association and local District Association rules. Storage on Association Property is not allowed.
- h) Cart occupancy is limited to two riders per standard golf cart. Four persons are permitted on approved four-seater carts, which must comply with all

Association rules. Only two riders are permitted, however, in a single golf cart on the golf courses. All riders must be seated so as not to hinder the cart driver from operating the golf cart safely.

- i) Each operator of a golf cart on Association property must possess a current, valid driver's license issued by a state or government authority and must operate the cart in compliance with any restrictions placed on the license. Violations are subject to immediate disciplinary action to preserve the safety of all members.

4. Insurance.

Each owner of a privately-owned golf cart shall maintain a minimum of \$100,000 of personal liability insurance coverage which shall include coverage for property damage and bodily injury for operating the golf cart within the Wycliffe Golf and Country Club Homeowners Association, Inc. property by the Association Member, their family members, guests, and lessees. An annual decal for placement on the golf cart shall be issued by the Association upon providing proof of insurance.

5. Damages.

Operation of a golf cart, either Club-owned or privately-owned, shall be at the risk of the Member operators and their passengers. Members who allow non-members to operate a golf cart are responsible for the same. Cost to repair a Club-owned golf cart which is operated by a Member, their family members, guests, or lessees, shall be charged to the account of the Member. All persons using a golf cart, either Club-owned or privately-owned, shall be held fully responsible for all damages, including to the cart, other golf carts, or other property, that are caused by use of the golf cart by the Member, their family members, passengers, guests and lessees, and the Member shall reimburse the Association for all damages sustained by the Association by reason of such use.

6. Indemnity.

Each person using a golf cart on Association property agrees, by virtue and as a condition of owning and/or operating a cart on Association property, to accept and assume all responsibility for liability connected with the operation of the golf cart, and expressly indemnifies and agrees to hold harmless Wycliffe Golf and Country Homeowners Association, Inc., its affiliates, officers, Board of Directors, employees, representatives, agents, and Members, from and against any and all losses, liabilities, damages, costs and expenses, whether direct or consequential, including injury or death or damage to property, resulting from or related to the person's, their family members', passengers', guests', and lessees', use, ownership or operation of the golf cart.

7. Golf.

Cart Standards:

- a) Association Member-owned golf carts must be maintained properly, be in good operating condition and comply with all golf cart requirements as may be established by the Association from time to time. Any new privately-owned golf cart must be equipped with lights. Golf carts may only be used during daylight hours, unless equipped with night-time lights and brake lights.
- b) Association Member-owned golf carts must display the last name(s) of the owner on the front of the cart in easily visible lettering. Names or initials in like-sized and coordinating lettering, may be added to one or both sides, or to the front of the cart. A tasteful pinstripe of matching color may be added to the side of the cart.
- c) Privately-owned carts must be two passenger, four wheeled, electrically operated, and, if used for golf, be equipped with sand buckets or other receptacles, and space for two sets of golf clubs. Four-seat carts and conversion kits must be approved in advance by the General Manager at his/her sole discretion and shall otherwise conform with all Association rules pertaining to ownership and operation of golf carts. Four persons, except for on the golf courses, are permitted on approved-four seat golf carts.
- d) Association Member-owned golf carts must be white, tan or beige in color with appropriate coordinating trim and course appropriate tires. Members must apply in advance and in writing to the General Manager for approval to be exempted from the Club's standard color rule noted above. An exception may be granted by the General Manager, at his/her sole and absolute discretion from time to time, provided that any requested color exception is from the standard factory color palette of the manufacturers of Club Car or E-ZGo golf carts and shall be limited to the following colors within those respective palettes:
 - Navy/Dark Blue
 - Gray
 - Deep Red
 - Dark Green
 - Platinum /Silver
- e) Any approved exception to the standard Club preferred white, tan or beige colors shall be provided in writing from the General Manager. The approved form shall be provided to the member's cart supplier in advance of placing the order. Any costs associated with remedying non-compliance with this rule shall be the sole responsibility and at the sole expense of the Association Member.
- f) Advertising, signage, decals, or ornamental or other accessories or modification is not permitted except with the advance written consent of the General Manager.

- g) Replacement or Refurbishment – Association Members who wish to replace a golf cart with a new one shall adhere to the above rules. Members who wish to refurbish an existing golf cart with a new color or a conversion kit must continue to adhere to the above rules and should seek appropriate approval as if the refurbishment were a purchase of a new cart.

8. Towing.

No vehicle may block a Street in a way that prevents another vehicle, including emergency vehicles, from passing it without going off the Street. A vehicle parked in violation of this rule may be towed or moved without any effort to contact its owner. A vehicle with a “W” sticker on its windshield that obstructs the normal flow of traffic, obstructs access to or from a Unit or other building, or is parked overnight on a Street without specific authorization from either the Association or the applicable District Association or in a place which is a safety hazard, may be towed. However, before it is towed, the Association must make at least two attempts to contact the vehicle’s owner without success; or if notice to the owner is successful, then without the vehicle’s owner having had the vehicle promptly moved. If any other vehicle (without a “W” sticker) is parked overnight on a Street without specific authorization from either the Association or the applicable District Association, it may be towed without any prior effort to contact the vehicle’s owner.

9. Transponders.

The Association will issue and install transponders only to residents who own or lease vehicles with registrations issued to a Wycliffe address or to persons who own a home within Wycliffe and who present a Wycliffe membership card issued to them. Lessee will be issued transponders at their non-refundable expense upon presentation of a properly approved and executed lease for a Wycliffe residential property. The transponder will be operational during the term of the said lease. Certain Association agents or employees may be issued transponders. Transponders will not be distributed to any District Association property manager, care givers, or other household help. Any resident driving a company vehicle, employer loaner vehicle, or employer take home vehicle will not receive a transponder for the vehicle and will be required to enter the community by way of the “visitor’s” lane located at the community front gate unless the resident produces a letter from his or her employer stating that said vehicle is for the resident’s sole and exclusive use. Owners found not to be in compliance with the Governing Documents may have their transponders suspended.

10. Traffic Regulations.

- a) The Association’s Traffic Regulations are set forth in Article V, Section 6 of the Declaration. This Section “L” applies to vehicles and golf carts and includes regulations pertaining to improper parking, failure to stop at a Stop sign, and speeding. “Improper parking” is defined as parking on the incorrect side of the street, overnight street parking, parking in front of fire hydrants, blocking roadways and sidewalks, blocking driveway entrances (except for one’s own driveway), parking on another Unit’s lawn without permission from the Owner,

parking on any paver sections in front of the Clubhouse's main entrance when the valet is not on duty, and, on Mondays through Saturdays other than on national holidays from 8:00 a.m. to 5:00 p.m., parking in front of mailboxes.

- b) The penalties for improper parking may include a fine pursuant to the Association traffic fines schedule and/or the improperly parked vehicle being towed at the vehicle's owner's or operator's expense.
- c) Parking in spaces reserved for persons with disabilities without authorization may result in towing and/or fines pursuant to the Association's traffic fines schedule.
- d) Traffic penalties will be tracked for three years, with offenses older than three years being removed from the ongoing record. Example: a first offense speeding violation that occurred on February 1, 2021 will trigger a second offense if the driver is cited for speeding any time through January 31, 2024. But if the second time a driver is cited for speeding occurs on or after February 1, 2024, the offense will be treated as a first offense.
- e) Towing costs and expenses as well as towing company storage fees shall be borne solely by the towed vehicle's owner or operator.

11. Architectural Control Design Guidelines.

Prior to commencing any exterior Unit modification, a completed application, must be submitted to the Master HOA, then will be forwarded to the district Modification Committee for approval. After approval the application will be returned to the Association for signatures. Hurricane protections, house colors, and other exterior Unit Improvements must conform to the Architectural Control Design Guidelines. If the Guidelines are amended at any time, existing hurricane protections, house colors, and other Unit Improvements shall be grandfathered. However, Unit alterations and/or exterior modifications will not be approved by the Modifications Committee and may not be made unless they conform to the then-current Guidelines.

12. Generators.

Association approval is not required for a portable generator stored in a Unit's garage or in a screened-in enclosed patio with a suitable tarpaulin cover. No generator intended as a Unit fixture shall be installed without the prior written approval of the Modifications Committee. When in operation, all generators must be located so that the exhaust fumes will not enter open doors or windows. A generator may not be operated inside a garage. Fixed generators must be screened from view. No fuel tanks other than propane tanks may be installed underground.

13. Open Houses.

Open houses of homes that are available for sale or for rent are not permitted. Open Houses are defined as when the Homeowner and/or real estate agent, or other similar person(s) invite the general public to view the property.

14. Well Specifications.

Below are the requirements for well installations (irrigation only):

- a) Wells must be drilled to a minimum depth of 100 feet to eliminate potential rust contamination of surface facilities.
- b) Prior to installation, the Owner must provide a copy of the contract including a drawing of the system, showing the disconnection and isolation of the city water system from the irrigation system. There must be a physical air break between the city water system and the irrigation system. In lieu of this drawing, the contractor may substitute the following statement in the contract: "The city water system will be disconnected and capped so there is no connection between the city water system and the irrigation system." There will be a physical air break in any case. After installation, the Owner must submit a letter signed by an officer or principal of the drilling company certifying that the Association's specifications have been met. The letter certifying that specifications have been met must be signed by an officer of the drilling company.
- c) The Owner must include in his/her application a statement holding the Association harmless from any and all liability for any damages caused by the installation and operation of the well.
- d) The system must include at least a one horsepower pump and a 110-volt time clock, or a 1 ½ horsepower pump and a 220-volt time clock.
- e) Owners must install a rust preventive system.
- f) After installation, water quality analysis samples shall be provided to the Association quarterly for a period of one year to confirm that the water has a maximum iron content of 0.5 ppm.
- g) If it is determined by the Board of Directors at any time that water is not rust free (0.5 ppm iron content), the Owner must take remedial action at the Owner's own expense.

Section III – Rules and Regulations applicable to the use of: Club Facilities

A. GENERAL CLUB FACILITIES RULES

- A.1 The Board of Directors has established these rules and policies regarding use and operation of Club Facilities, fee schedules, and the availability of Club Facilities to various membership classifications, their guests, and companions and lessees.
- A.2 The Club Facilities shall be open on such days and during such hours as the General Manager may establish from time to time.

- A.3 Association Members are required to conduct themselves reasonably, responsibly, and respectfully to Association Members, guests, and employees.
- A.4 The Board of Directors may impose disciplinary action for violations of the Governing Documents, including rules and regulations by Members as well as their family members and guests. Such disciplinary action may include, but is not limited to, suspension of Association Membership rights without any refund of annual dues, fees, assessments, or other charges. The following actions are, among others, deemed to be violations:
- a) Submitting inaccurate or false information on membership forms.
 - b) Unauthorized use of a Membership Card or inviting a Member known to be suspended to use Club Facilities for any reason.
 - c) Failing to pay accounts when due (See Section C. Membership Cards and Payment of Accounts).
 - d) Failing to comply with directions from the Association's employees.
- A.5 Except as permitted by the Board of Directors:
- a) Commercial advertisements shall not be posted or circulated in the Club Facilities, nor shall non-Association related business be solicited or transacted on Club Facilities or on Association stationery. Notices require prior written approval by the General Manager before posting.
 - b) Members may not use the Club Facilities for any commercial activity.
- A.6 Alcoholic beverages may not be served, sold, or consumed on the Club Facilities during those hours prohibited by Florida laws, nor served or sold, either for on or off-premises consumption to those persons prohibited from purchasing or consuming alcoholic beverages under such laws.
- A.7 Use of Club Facilities.
- a) Non-Amenity Members may not use the Club Facilities or be the guest of a Member. Private functions, public elections, and District events are exempt from this restriction.
 - b) Animals are not permitted on Club Facilities except for Assistance Animals as required by law or during a special event which permits dogs to attend specifically, such as the Dog parade. "Assistance Animals" as defined by Federal and Florida law must be registered with the Association. Each Assistance animal's owner shall present the appropriate certification and any other lawful proof requested by the Association. Once an assistance animal is registered with the Association, it may accompany its owner to all places where he or she may go, in accordance with law. However, an assistance animal must always be under the control of its handler, as defined in the relevant statutes, and may neither be fed from the table in any place where the Association provides food nor be placed upon or be allowed to be upon any table or other furniture. There are only two types of Assistance Animals that will be permitted: (1) "service animals," as defined by Federal and Florida Statutes; and (2) other trained or untrained animals that do work, perform

tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities (“emotional support animals”).

- 1) The Association’s rules and policies pertaining to Assistance animals may be updated and/or amended at any time to reflect changes in the law.
 - c) Golf carts, maintenance vehicles and medically approved conveyances are permitted on golf courses, cart paths, the “staging” area and other Club Facilities. Bicycles and other wheeled vehicles may not be ridden, but may be walked through the staging area, and may be ridden on shared cart paths and other clubhouse grounds, unless otherwise restricted by signs.
 - d) Walking or jogging is not allowed on the golf courses or on non-shared golf cart paths.
 - e) Members and their guests may not access private property from Club Facilities without the owner’s consent.
 - f) Performers, entertainers, and speakers are not permitted on Club Facilities without the prior written consent of the Association Events that include performers, entertainers, and/or speakers may not be held on Club Facilities absent the prior consent of the General Manager.
 - g) Food and beverages consumed in the Association’s Clubhouse or adjacent area must be furnished by the Association’s Food and Beverage Department. Members may bring their own bottled wine provided that the wine is not currently stocked by the Association. A per bottle corkage fee will be charged to the Member’s account. Corkage fees are listed on The Wine Selection Menu.
 - h) Card playing on Club Facilities is restricted to designated card-playing areas and only during the hours established by the Association. Playing is limited to Members, their guests, and approved companions.
 - i) Cover-ups to mid-thigh, shirts, except at poolside, must be worn over bathing attire at all times on the Club Facilities. Shoes must be worn in the clubhouse at all times.
 - j) Cell phone use, except in emergencies, must neither interfere nor interrupt another Member’s enjoyment of the Club Facilities. Persons using the Club Facilities must set their cell phone ringers to vibrate or turn them off. Texting and emails are permitted if the phone is silent.
 - k) Smoking (cigarettes, cigars, pipes, electronic cigarettes, and marijuana) is prohibited everywhere in the clubhouse; all verandas, Golf and Tennis Pro Shops, tennis viewing pavilion, pool area, driving range, staging areas, and other golf practice facilities.
 - l) Littering, including smoking materials, is prohibited on Club Facilities.
 - m) Members may not borrow Association property or equipment unless approved by the Association’s management.
- A.8 Use of Wycliffe logo and typeface are prohibited except with the prior written consent of the General Manger.

- A.9 Employees working at the Club Facilities are under the supervision of the General Manager and no Member or guest shall reprimand, attempt to discipline, or send any employee off the Club Facilities. Employees working at the Club Facilities who are not rendering courteous and prompt service should be immediately reported to appropriate Department Heads or, in their absence, to the General Manager.
- A.10 An Association Member who attends an event taking place on Club Facilities acknowledges that videos and/or photographs may be taken and, therefore, consents to the publication by the Association in its website and in other Association publications of photographic or other video images of the Member at the event. A Member wishing to opt out of this consent must complete an opt-out form at the Association's office.
- A.11 Conference rooms and food and beverage areas are available to authorized organizations subject to availability and appropriate fees. Activities other than meetings must be coordinated through the Catering or Activities Department.
- A.12 Lightning and Inclement Weather.
- a) For player safety, the Thor Guard Lightning Prediction and Warning System monitors and predicts the probability of lightning strikes occurring in the immediate area of the golf courses, clubhouse, bocce courts, tennis courts, pickleball courts, and pool area.
 - b) In the event the hazard level reaches a probability percentage deemed unsafe, an air horn system will automatically activate to sound an "alert" signal: *one long blast*. When the single, long blast sounds, all players and employees must immediately leave golf courses, practice facilities, pool area and tennis courts.
 - c) Players must proceed to the nearest shelter, such as the clubhouse, maintenance barn, pro shops or rest rooms and remain therein until the system sounds an "all clear" signal: *three 5-second sounds*.
 - d) Notwithstanding the foregoing, and whether the warning system operates properly or not, it is the sole and absolute responsibility of each Member and guest to take appropriate safety precautions in threatening and/or inclement weather.
 - e) An orange strobe light is located at the southwest corner of the clubhouse pool. When the warning sirens go off, the strobe light will start flashing at the pool and will remain flashing until the all-clear sirens go off. Anyone in the pool, should immediately get out of the pool and seek shelter in the clubhouse. Please check to see if the pool strobe light is flashing before or during use of the pool.
 - f) In consideration of persons using the Club Facilities, they shall be deemed to release and hold the Association as well as its officers, directors, Members, employees, agents, and insurers harmless from and against any claims, causes of action, damages, or injuries of any kind whatsoever sustained as the result of lightning or inclement weather, regardless of whether the Association's safety warning systems function as intended.

A.13 Tunnel Between Holes 1 and 2 of the East Course and Bridge.

- a) Other than the residents of the seven homes abutting the cart path along the 18th Hole of the East Course, who may be permitted to use the bridge and cart path under conditions approved by the Association's General Manager, only those engaged in playing golf or those on the maintenance staff in the pursuit of their assignments, may use the bridge.
- b) Other than those engaged in playing golf or those on the maintenance staff in the pursuit of their assignments, no one may use the cart path in the tunnel beneath Lake Worth Road (between Holes 1 and 2 of the East Course).

A.14 Attending Caregivers.

Attending caregivers are prohibited from going onto and/or using the Club Facilities except for the restaurants—unless a reasonable accommodation has been granted by the Association.

A.15 Charities.

Wycliffe-based charities are defined as those charities which primarily draw upon the Association's Members for membership and support. This rule involves only those charitable events which utilize either or both golf and racquet facilities.

- a) The General Manager shall set limitations upon the type and number of golf, tennis, and other charitable events that are permitted to occur from November 1 through April 30.
- b) Each event must include a food component, priced at no loss to the Association. The user charity shall be responsible for all costs including, but not limited to, food, dining room labor, cart rentals, golf and tennis labor, benefits and valet services. Notwithstanding the aforesaid, the Association's management shall have the authority to make an exception.
- c) From May 1 through October 31, non-Club based charities may be permitted unlimited use of the same facilities on Monday afternoons only, subject to availability and the consents of the General Manager, and further subject to the conditions set forth in item number, except that these events shall be priced to assure a profit.
- d) No charity may solicit funds on Association property (by any means whatsoever), except on the day of the actual event. Prior notification by the Association of such events shall not be considered a solicitation. Solicitation of funds through a raffle on Association property shall be done only on the day of the said event.

A.16 Association Member Organizations.

- a) The Association may not sponsor a commercial enterprise.

- b) A Member cannot benefit commercially from being part of any Association Member Organization.
- c) The Wycliffe name, trademark or brand may not be part of the official name of an Association Member Organization unless approved in advance by the General Manager.
- d) Any new Member Organization that intends to use the Club Facilities must register at the Administration Office and any such use shall be approved in advance by the General Manager.
- e) A list of the “Wycliffe Member Organizations” will be posted. Except for the Photography Club, the Art Club, and the Wycliffe Stiffs, no Member Organization shall have the word “Wycliffe” in its name.

A.17 Code of Conduct for Traveling Teams.

- a) Only Members in good standing may play on teams representing the Association. Each person who is on or accompanies an Association traveling team is an ambassador from the Association to the host community. Traveling team members’ conduct represents the Association and therefore the Association expects each traveling team member to adhere to the following code of conduct when representing the Association on traveling teams. Each traveling team member will:
 - 1) Conduct himself or herself in a sportsmanlike manner.
 - 2) Be respectful of volunteers, officials, teammates, competitors, and host club personnel.
 - 3) Refrain from using abusive conduct or language, such as profanity.
 - 4) Treat the premises and equipment of the host club with care.
- b) Though dress code violations are not included as conduct violations, traveling team members should be informed in advance and remember to adhere to the host club’s dress code.

A.18 Enforcement.

Violations that occur outside of the Association’s premises are not subject to the Association’s ordinary enforcement procedures. Complaints lodged by other Team Players or host personnel will be reviewed by the appropriate Association staff member as determined by the General Manager (by way of example only, tennis team violations by the Director of Racquet Sports golf team violations by the Director of Golf; etc.). The person whose conduct is the subject of the complaint will have an opportunity to present an explanation and/or defense. The Director may impose appropriate sanctions, such as suspension or removal from the team, among others, but may not employ fines or suspensions from activities outside the sphere of the Department.

B. LOSS OR DESTRUCTION OF PROPERTY

- B.1 The Association shall not be responsible for loss or damage to property left or stored at the Club Facilities, except when caused by the act or omission of an employee.
- B.2 Association property may not be removed from the Club Facilities without the consent of an authorized employee. If Association property is damaged, destroyed or lost by a Member, guest or companion, the Member shall be held financially responsible for its repair or replacement and may be subject to further disciplinary action.

C. MEMBERSHIP CARDS AND PAYMENT OF ACCOUNTS

- C.1 A photo ID Membership Card indicating both Membership account number and Membership classification will be issued to each eligible Member and/or approved resident companion. No Membership Card may be transferred to others for use. Presentation of Membership Cards is required before using the Club Facilities.
- C.2 Association Members are responsible for and shall pay all charges incurred by their guests and approved companions.
- C.3 Association Members are responsible for all charges incurred by the lessee, which are not timely paid pursuant to the customary billing procedures of the Association.
- C.4 Dues, charges, fees, assessments, and applicable sales tax must be charged to the Association Member's account. Invoices are rendered monthly. The account is deemed delinquent if payment is not received by 5:00 p.m. on the last calendar day of the month.
- C.5 For Unit closings on or before January 31, the outgoing Member pays one month of the annual dues and annual capital reserve fees. For closing after January 31 and before February 28, the outgoing Member pays 1/3 of the annual dues and annual capital reserve fees. For closings that occur after February 28, the outgoing Member is responsible for the entire annual dues and annual capital reserve fees. The new Members will pay pro-rated dues and capital reserve and other applicable fees from the actual date of closing. Applicable sales tax shall apply.
- C.6 If an account is delinquent, the Association, at its option, may take whatever action it deems necessary to effect collection, including without limitation, the following:
 - a) If delinquent more than 90 days, Association Membership privileges may be suspended until the entire amount due is paid in full.
 - b) In the event of litigation between the Association and the Association Member, his successors or assigns over delinquent obligations, the prevailing party, shall be entitled to reimbursement of reasonable attorney's fees, costs, and expenses incurred in connection with the litigation. If the Association Member shall fail to pay such amounts, the Association may enforce its right hereunder in any manner permissible under its Governing Documents and

at law or in equity and shall have a claim against the Member for and to secure payment of such amounts.

D. MAILING ADDRESSES

- D.1 Association Members shall be deemed to have received Association mailings ten days after the same are mailed to the address on file with the Association.
- D.2 Members wishing to receive mail at a different address must notify the Administration Office in writing of their desired mailing address. If a Member does not provide written notice of a desired mailing address, then the Association may assume that the Member's mailing address is the Member's Unit address.

E. SERVICE CHARGE/GRATUITIES

- E.1 The Association has set the pay rates of food and beverage service staff contemplating that they will not be paid tips. A food service charge is added to each Member's monthly statement. These funds are used to directly offset related payroll costs to food and beverage service staff. The Association also has established a holiday fund that is paid by Association Members. The holiday fund is distributed to eligible employees in December. Members shall not, therefore offer nor shall employees accept payments, gifts, or gratuities. Massage therapists, nail technicians, estheticians, make-up artists, and valet (at the time of service) and golf cart special services are exempt from this rule.
- E.2 Events and functions held on Association premises, as determined by the General Manager, other than those managed and sponsored by the Association, will be charged an applicable service charge.

F. IMMEDIATE FAMILY AND OTHER HOUSE GUESTS

- F.1 For purposes of these Rules and Regulations (as distinguished from any of the other Governing Documents), "immediate family" includes the following: mothers, fathers, children, grandchildren, and their spouses.
- F.2 Members must register house guests and immediate family in the Administration Office or at the concierge to receive temporary Membership Cards with specified dates. The Association will extend charge privileges to those in possession of such cards and the Member will be responsible for all charges incurred. The Member is further responsible for his/her guest's behavior and adherence to Association dress codes.

G. USE OF FACILITIES IN GENERAL

- G.1 Any person(s) who are inexperienced swimmers must be accompanied by an experienced swimmer in the pool area.
- G.2 Any person(s) who are loud or disruptive on the Club Facilities will be required to leave.

- G.3 Any person(s) who are unable to read and understand signs posted on the Club Facilities must be accompanied at all times by another person who is able to read and understand signs, if such sign relates to the safe use of same.

H. COMPANION CARD POLICY

- H.1 Resident Companion: A Resident Companion is an individual with or without equity membership (but not a Non-Amenity member) who shares an Association Member's residence in the Association household. Once a Member designates a Resident Companion, the designation may be changed once more annually with formal notice to Management and without the need for Board of Directors' approval. However, an Owner that is a corporation may change its designated Resident Companion no more than once annually with formal notice to the Management and without need of Board of Directors' approval. Members may have no more than one such designee at any given time. Those who choose to benefit from this policy are obligated to pay the monthly family classification service charge and the yearly family food and beverage minimum. No more than two persons per household pursuant to this policy may have Membership privileges. Accordingly, if a household consists of two persons, each of whom is entitled to Membership privileges, no Resident Companion is permitted.
- H.2 Daily Guest Companion: A Member who qualifies under H.1 but has no Resident Companion on file with the Association may each day invite only one Daily Guest Companion, an individual without Equity membership but not a Non-Amenity Member, and pay no guest charges other than for food, beverages, and certain fee specific services. The Daily Guest Companion must initially be registered in the Administration office and subsequently signed in at the applicable (golf, tennis, etc.) center prior to play. A person may not be a Daily Guest Companion of one Association Member while being the house guest of another Member or Non-Amenity Member or be a Daily Guest Companion of another Member during the same calendar month. Members who avail themselves of Daily Guest Companions will continue to pay the monthly single classification service charge and the yearly single food and beverage minimum.
- H.3 Companion Benefits.
- a) Resident Companions are entitled to full membership privileges, including time parity with other Association Members based on their host's classification of Membership. Resident companions may have guests.
 - b) Daily Guest Companions have free use of the Club Facilities based on the Association guest rules and the rights of the host's Membership classification. Such companions may not, however, have guests of their own.
 - c) Proof of residency of each Resident Companion shall be required in the form of two kinds of identification indicating the Resident Companion's name and that their primary FL address is the same as their host. Acceptable forms of identification are as follows: voter's registration card, Florida driver's license, checking account detail, utility bill, insurance statement, or USPS change of address.

H.4 Companion Card Application Procedure.

- a) Only eligible Members in good standing may apply for a Companion Card. The Member must remain in good standing, or the card will be voided.
- b) The Companion Card shall otherwise remain valid through December 31 of each year.
- c) The Member's signature on the Application Form shall signify both full acceptance and understanding of this Policy and of the applicable rules.

H.5 Companion Card Enforcement.

- a) Violations include but are not limited to a Member: making false statements on the application; providing false information; selling, loaning, or otherwise transferring a card; using an invalid card; failing to obtain a card before extending companion privileges; and violating the Governing Documents and Rules and Regulations by the Member or his or her companion.
- b) Penalties will be assessed to the Member (and Companion, if warranted and possible), starting with the initial violation. In the event of a violation, the Companion Card may be immediately deactivated, and the Member may become subject to the Association's disciplinary procedures which may include a fine and/or suspension.
- c) Requests for exceptions to any of the above must be made in writing to and approved by the General Manager.

I. PRIVATE FUNCTIONS

- I.1 Association Members are encouraged to use Clubhouse Facilities for private functions. The Catering Department should be contacted for available dates and arrangements.
- I.2 Private functions on Club Facilities shall be catered solely by the Association. Outside caterers may, under special circumstances and subject to the consent of the Association's management, be permitted.

J. DINING ROOMS

- J.1 Watermark is available to all Association Members on an open and equal basis, may require reservations, and may require the use of a lottery system to determine who shall receive reservations. The Grille is equally available, operates on a first-come-first-serve basis and reservations may be required in management's sole discretion.
- J.2 The General Manager determines days and hours of operation for food and beverage areas.
- J.3 Association Members are obligated to fulfill annual food and beverage minimum requirements. This requirement is subject to annual Board of Directors' review and modification.
- J.4 The following are included in the reduction of the minimum requirement: bar charges; Association Member food and beverage charges for regular breakfasts,

lunches and dinners; food, beverage and bar charges at the Pavilion/Pool/Food Truck area; Happy Hour charges; Association-sponsored events and parties which include a food and beverage component charged to an individual check (including guest charges).

- J.5 The following are not included in the reduction of the minimum requirement: Seder dinners; New Year's Eve Party; Community parties; private parties or events; various Association and recreational league food and beverage activities; restricted or invitational events such as, but not limited to, member-guest functions.

Note: There is no limit on the number of times a guest may be entertained in the various dining facilities, providing the facility of choice is open to guests.

J.6 Miscellaneous Rules.

- a) Changing tables is not permitted without the consent of Dining Room Management.
- b) A sharing fee may be charged for sharing an a la carte menu selection at lunch. A sharing fee will be charged at dinner equal to the least expensive entrée listed on the dinner menu.
- c) If an Association Member is dissatisfied with an entrée selection, a substitute entrée only will be provided and priced accordingly. No credit will be issued.
- d) Association Members may bring their own bottled wine providing said wine is not currently stocked by the Association. A per bottle corkage fee will be charged to the Member's account. Corkage fees are listed on The Wine Selection Menu.
- e) Private events and functions held on Club Facilities, as determined by the General Manager, are subject to a service charge. This rule does not apply to Association-managed and controlled events.
- f) Association Members may entertain a maximum of (20) guests in all dining facilities (brunches, lunches, meet and greet, dinners, etc.) without incurring a service charge on their total bill. Thereafter, a service charge of 20% may be added.

K. FOOD & BEVERAGE DRESS CODE

Recognizing that a dress code cannot reasonably be expected to identify all forms of appropriate and inappropriate attire, the dress code at the Club Facilities establishes minimum standards. Inherent in this policy is the understanding and expectation that Association Members, their family members, and guests will always be neatly attired. Please help us avoid any inconvenience or embarrassment by adhering to the letter and spirit of the dress code.

The Association's staff is empowered to assist Members and their guests to comply with the Dress Code policy and to refuse admittance or service to anyone not wearing appropriate attire. Non-compliance may result in the imposition of disciplinary action.

Note: The dress code does not apply to young children. They must, however, be tastefully attired. During holiday periods, Management is allowed to make exceptions.

K.1 Proper shoes (not golf shoes) must be worn on the upper level of the clubhouse, except for the Grille and Verandas where golf shoes with soft spikes may be worn. Soft spike golf shoes, dirt and grass free may be worn on the lower level.

K.2 Visors, sun hats, baseball caps with bills facing forward can be worn until 5:00 p.m. in the Club Facilities. No hats of any kind are permitted in any dining facility or lounge after 5:00 p.m., unless designated for specific events.

K.3 Association Members and guests are asked to refrain from wearing sweaty clothes in any dining facility.

K.4 Dress Code Types

(a) CD - Casual dress:

Attire for Gentlemen:

Shorts, slacks, presentable denim, collarless shirts, sweaters, turtlenecks, mock turtlenecks, polo shirts, sandals.

Attire for Ladies:

Shorts, leggings, slacks, skirts, dresses, presentable denim.

(b) CP - Casual Plus:

Attire for Gentlemen:

Slacks, presentable denim, sweaters, turtlenecks, polo shirts, leather sandals.

Attire for Ladies:

Dress shorts, leggings with appropriate length top, slacks, skirts, blouses, dresses, presentable denim.

(c) CC - Country Club:

Attire for Gentlemen:

Slacks, full front button-down collared shirts, sweaters, turtlenecks, closed toe shoes.

Attire for Ladies:

Leggings with appropriate length top, slacks, skirts, blouses, dresses.

(d) F - Formal:

Attire for Gentlemen:

Slacks, Suit jacket or sport jacket with full front button-down collared shirts, sweaters, or turtlenecks under jacket. Tie is not required.

Attire for Ladies:
Blouse, slacks, skirts, dresses.

M.5 Dining Facility Dress Code- Unless otherwise specified for a particular event:

The Grille: Casual (CD) at lunch; No t-shirts at dinner

The Grille Veranda and Pavilion: Casual with swimsuit cover ups and fitness attire at lunch, (CD) at dinner

The Cliffe: Casual (CD)

Flavours: Country Club (CC) No blue jeans permitted

Watermark: Designated dress code per event; No shorts except for Sunday Brunch.

Note: Please refer to event flyers for appropriate dress.

L. GOLF

L.1 General Golf Rules.

The Rules of the United States Golf Association, together with its Rules of Etiquette, and with local rules that neither conflict nor violate the above, shall be the rules of the Association. Decisions of the Director of Golf shall be final.

All new Platinum and Gold Association Members, prior to play on the course, must attend a golf orientation session with a member of our Golf Professional Staff to become familiarized with our programs, services, and rules. A golf staff member will contact the Member to schedule a convenient time to meet, review this information and answer any questions.

- a) The Golf Professional Staff is authorized to enforce the Golf Rules and may implement temporary rules as may be necessary during peak periods of play, tournaments, special events or course closures.
- b) Players may use the golf courses and the practice facilities only during designated hours of operation as established by the Director of Golf, the Director of Agronomy and/or General Manager.
- c) Singles and twosomes, when permitted to play, have no special standing on the course to pass other players. The Golf Professional Staff may combine singles and twosomes with other players at their discretion during peak periods of play.
- d) Fivesomes or more are not permitted on the golf courses, except with the prior permission of the Director of Golf or the General Manager.
- e) Each player must have a separate bag and a set of golf clubs.
- f) Players shall start play from those tees as directed by the Starter or the Golf Professional Staff
- g) Range balls shall not be used on the golf courses. Range balls are to be used solely on the driving range and in the practice facilities and may not be removed from the practice facilities.

- h) Practice is not permitted on the golf courses, except in the presence of a member of the Golf Professional Staff. Hitting multiple shots from the same location is considered practice. Practice is permitted only at the practice facilities.
- i) Chipping is not permitted on any putting green, except for special circumstances as determined by the Director of Golf.
- j) Players must limit their search for a ball only to their own ball. The search for a ball that is presumed to be lost or out-of-bounds shall be limited to 3 minutes in accordance with USGA Rules of Golf. Ball-hawking or fishing for golf balls is not permitted.
- k) No alcoholic beverages may be carried on a golf cart nor consumed on the golf courses or practice facilities.

L.2 Golf Facilities Access.

- a) Access to the golf course and practice facilities is based on Association Membership classification. Times below are subject to scheduled maintenance, tournaments, league play and other events. Members may not access the golf courses or practice facilities during any Club designated closure for maintenance, safety or for any other reason.
- b) The Director of Golf shall determine, at his/her absolute sole discretion, whether any person who is inexperienced (including, but not limited to children) must be supervised by a member of the Golf Professional Staff or other designee when playing on the golf courses or using the practice facilities.

Platinum Association Members: Platinum Members have unrestricted access to the golf courses and practice facilities. Platinum Members have first priority for tee times.

Gold Association Members: Gold Members have the same access to the golf facilities as Platinum Members, except that they have second priority for tee times. Tee times for Gold Members may be booked, subject to priority and availability, as follows:

From November 15 through April 15:

Weekdays - **After** 12:30 p.m. – Monday through Friday.

Weekends – **After** 12:00 p.m. - With payment of the appropriate fee.

From April 16 through November 14: Same access as Platinum Members (including weekends, with no additional fee).

Silver Association Members: Silver Members have no golf privileges, except under certain circumstances as noted in the Bylaws.

L.3 Tee Time Requests.

- a) Association Members may make tee time requests using the Chelsea Tee Time System via the Wycliffe mobile App or the Wycliffe website. Please contact the Golf Shop to obtain your username and password.
- b) Members may make tee time requests up to 30 days in advance.
- c) The deadline for tee time requests is four days prior to desired date of play (e.g., Sunday for a Thursday tee time).
- d) Tee time requests can be submitted for multiple groups and linked together. Each such group must have a minimum of 3 players. All player names and Association Member numbers shall be provided. Requests for multiple groups can impact desired course and time request availability.
- e) Changes to requests may be made online via the Chelsea system prior to creation of the daily tee sheet.
- f) A Golf Shop associate or the Starter must make any tee time changes once the daily tee sheet has been published.
- g) If a Member needs to make a tee time change on the day of play, the Starter can be reached to complete the request. If the Starter is not available, please call or visit the Golf Shop to make any changes.
- h) A tee time request using a Member name that is known not to be playing to manipulate the tee time allocation system will have the requested tee time removed. Such practices will be monitored by the Golf Professional Staff. The Director of Golf is authorized to initiate disciplinary action which might result in restrictions to Member access to the golf facilities or such other restrictions as warranted under the circumstances.
- i) Guests are not permitted before 12:00 p.m. However, for Immediate Family* guests, unrestricted tee times may be scheduled prior to 12:00 p.m. on Monday, Thursday, Saturday, and Sunday mornings, subject to availability. Tee times for Immediate Family guests may be scheduled after 12:00 p.m. on all days.

**Immediate Family includes the following: Fathers, Mothers, children, grandchildren, and their spouses.*

L.4 Guest Rules – Golf.

- a) Only Platinum and Gold Association Members and their approved Resident Companions may have guests.
- b) Member hosts must accompany their guests and family member guests when using the golf facilities, except with the prior approval of the Director of Golf.
- c) The Member host is responsible for registering all guests, including Immediate Family guests, in the Golf Shop prior to play. Guests may be registered for either a 9 or 18-hole round. Signed charge slips must be presented to the Starter to enable access to the golf course and practice facilities. The Starter may not register guests.

- d) After Golf Shop hours, Members must register any guest with the outside staff prior to play, regardless of the number of holes to be played.
- e) All guest fees shall be charged to the host Member's account. Failure to register and pay the appropriate guest fee in violation of the above shall result in the imposition of disciplinary action pursuant to the Association's disciplinary procedures.
- f) Immediate Family: Unrestricted tee times may be requested on Monday, Thursday, Saturday, and Sunday morning, subject to availability. Tee times may be scheduled after 12:00 p.m. on all days.
- g) All other guests are considered Daily or House Guests.
- h) All guest play is subject to availability. Any exceptions must be approved in advance by the Director of Golf or his/her delegate. Policies regarding the scheduling of guest tee time reservations and guest play may be amended based on circumstances as determined by the General Manager from time-to-time.

L.5 Golf Check In.

- a) All players must have a starting time prior to play.
- b) Association Members with private carts and paid trail fees must check-in with the starter 20 minutes prior to their scheduled tee-time.
- c) All other Members, and Members playing with a guest, must register in the Golf Shop 30 minutes prior to tee time, and authorize payment of applicable golf fees, guest fees or cart fees to their member account.
- d) Failure to check-in on a timely basis could result in deferral or loss of tee time until an open tee time is available.
- e) After Golf Shop hours, Members must register and check-in their guest with the outside staff prior to play, regardless of the number of holes to be played.

L.6 Posting Scores.

- a) Handicaps are computed in accordance with current USGA recommendations as overseen by the Golf Professional Staff. Association Members are responsible for keeping an accurate score and posting timely and accurate scores in the GHIN system after each round played. As directed by the Men's and Ladies' Golf Associations from time to time, scores may be posted by the Golf Professional Staff. The Golf Professional Staff shall monitor compliance and the Director of Golf, in consultation with the Handicap Chairperson of the respective Golf Committee, is authorized to adjust a Member's handicap and/or restrict tournament participation as appropriate.
- b) Members can post their golf scores online on the Wycliffe website from a home computer, or by downloading the GHIN mobile App to a smartphone.
- c) Members with existing GHIN numbers are instructed not to create a new GHIN profile with a new GHIN number. Instead, the Member can e-mail

their existing GHIN number from the other club(s) to the Director of Golf, who will merge the accounts.

L.7 Golf Cart Rules.

Golf Cart Usage on the Golf Course:

- a) Golf carts may be operated on the golf courses and golf course cart paths **only** when the course is open for play and the operator is playing golf.
- b) Players must use golf carts while playing a round of golf. Walking and/or the use of a push/pull-cart is not permitted, except as permitted under Walking Guideline rules below or with the consent of the Director of Golf. Pace-of-play rules must be maintained.
- c) Only two persons and two sets of golf clubs are permitted on the golf courses in any single golf cart, except as otherwise directed by the Director of Golf or the General Manager.
- d) Golf carts must use the tunnels under Lake Worth Road between East holes #1 and #2, and between East holes #5 and #6 while playing golf to access holes on the north and south sides of Association property.
- e) Wherever possible, cart paths should be used. When 90-degree rules are in effect, golf carts shall be driven on and off the fairway and cart path by the shortest route possible to and from the player's ball. Signs indicating "Cart Path Only," "Course Closed," "Keep Off," etc. must be strictly obeyed.
- f) Carts may not be driven through marked penalty areas, flower beds, preservation areas, between any greenside bunker and the green, or private property. Please avoid wet areas, especially after rain.
- g) Carts must never be driven onto roughs or fairways of Par 3 holes, unless allowed by Disability Flag rules (for example on #4 East) unless approved by the Director of Golf.
- h) Golf carts without a Disability Flag shall not approach a green any closer than the (green/white) directional stakes or other marker and must exit the fairway and/or rough at least 30 yards from the green toward the cart path in the absence of directional stakes.
- i) Golf carts are not permitted to be driven on or through parking lots. Golf bags of Members or guests arriving by automobile must be dropped off and picked up at the specified bag drop location. A golf staff person must accompany Members and/or guests to cars in the parking lot if it is necessary to bring clubs to an automobile after a round. The Director of Golf or a staff designee may make exceptions to this rule to facilitate bag handling at tournaments or as volume demands.
- j) Association-owned golf carts are for use on the golf courses only, and must not be driven to homes, parking areas or off Association property. The Director of Golf or its designee may make exceptions to this rule to allow Association-owned golf carts to be taken to a Member's home under special circumstances.

- k) Electronic Devices - Association Members must be courteous and ensure that electronic devices, including cell phones and Bluetooth speakers taken onto the course do not distract other players. Cell phone usage should be kept to a minimum. Members must not play music loudly or in any way that would interfere with the enjoyment of other players in the group or elsewhere on the property. Music should not be played if there is at least one player in a group who does not want music played.

Cart Fees and Trail Fees:

- a) An Association Member who has paid a trail fee, and their spouse/companion may use their privately-owned golf cart on the golf courses at no daily charge.
- b) A Member riding in an Association-owned cart must pay a daily cart fee unless the Member owns a private cart for which the trail fee has been paid.
- c) A Member and their spouse/companion who has not paid a trail fee may use their privately-owned golf cart or an Association-owned cart on the golf course subject to payment of the daily cart fee rate for each player.
- d) A Member who rides in another Member's privately-owned golf cart must pay the daily cart fee rate unless that Member has paid a trail fee.

Disability Provisions Applicable to Golf Carts:

- a) Association Members who are disabled may seek and, if qualified, obtain a reasonable disability accommodation to any of the Association's restrictions, rules and policies provided there is a linkage between the Member's medical needs and the restriction, rule, or policy.
- b) Member with a medical disability may request in writing the use of a distinctive flag to display on a golf cart (a "Disability Flag"). To be eligible, a member must have a treating physician or therapist attest in writing or must submit a copy of their current state issued Handicap Parking Permit. Each valid request shall be valid for as long as noted on the permit registration, subject to periodic verification at the Association's discretion. All requests shall be submitted in writing to and approved by the Director of Golf. Members who reside outside the U.S. may present their country's equivalent disability form as certification.
- c) The issuance of a Disability Flag to a Member or guest may be granted by the Director of Golf under special circumstances or in connection with an accommodation which has been granted.
- d) The following shall apply to carts with Disability Flags, unless special accommodations have been made:
 - 1) Carts with Disability Flags must remain on cart paths at all teeing areas.
 - 2) Carts with Disability Flags may proceed through fairway green/white directional stakes, if any, and approach no closer than 10 yards of any green, staying on the fairway. After play on the green is done, golf carts must then exit via the fairway back through the directional stakes and then toward the cart path.

- 3) Golf carts are not allowed on the rough within 30 yards of the green, except that the Director of Golf may permit closer access on designated holes (for example on the right of 8 East green).
- 4) A golf cart with a Disability Flag must never be driven between a green and a green-side bunker regardless of the distance between the green and the bunker.
- 5) Disability Flag holders must remain on cart paths whenever "Cart Path Only" is announced, posted on a sign, or communicated via the Association's mobile App. In other words, Disability Flag privileges are suspended on those days.

- 6) Members physically able to golf only from a seated position may be given an accommodation allowing them to use single-rider golf carts equipped with tires that will not damage the golf courses and which adhere to the Association's Golf Cart Standards related to colors and other rules related to golf cart usage.

L.8. Walking Guidelines.

Association Members must check in with a member of the Golf Professional Staff and inquire about walking availability. Walking privileges are only available after 3:00 P.M. with the permission of the Director of Golf. Notwithstanding this restriction, at the discretion of the Director of Golf, players may be permitted to walk the course at any time pursuant to the following:

- a) Members and/or guests may use a push/pull cart or may choose to carry their bag.
- b) Members and/or guests must have a sand bottle to fill divots (available in the cart barn).
- c) Member cart fees and/or guest fees, as applicable, apply regardless of whether the Member or guest is walking or riding, subject to rules governing Trail Fees.
- d) Players choosing to walk must adhere to pace of play guidelines, faster players must be allowed to play through.

L.9 Course Conditions.

- a) The Director of Agronomy, General Manager and/or Director of Golf is authorized to determine when the golf courses and practice facilities are fit for play, or when the courses may be played under limitations such as "cart path only" conditions.
- b) Daily course conditions are listed on signs located near the Starter's Booth and at Holes #1 and #10 on each course, on the Club website, mobile App and on Channel 63.

L.10 Safety.

Members must always follow required safety procedures. They must immediately leave the golf course and practice facilities and proceed to the nearest shelter when the Thor Guard Warning System horn sounds due to dangerous weather. Players may not re-start play or practice until the warning system horn sounds three times in succession which indicates "all clear."

L.11 Rain Check Policy.

When play is terminated by rain, a credit for that day's green/cart fees will be prorated based on the number of holes played as follows:

- a) 0 – 4 holes = 18-hole rain check
- b) 5– 12 holes = 9-hole rain check
- c) 13 or more holes = no rain check

L.12 Tournaments.

- a) Refunds will not be paid once a player tees off in an Association approved tournament unless it is cancelled.
- b) A Player who leaves the golf course prior to completing a round is subject to suspension from future tournaments.
- c) Prize credits won in MGA, WGA and Club sponsored tournaments and golf events may be used only to purchase merchandise in the Golf Shop.

L.13 Tipping.

Members and their guests shall not, offer, nor shall employees accept payments, gifts, or gratuities. The only exception with respect to the Golf Department is that tipping is permitted in connection with cart wash or other permitted special cart services provided by the outdoor staff. Any associated fees for these services shall be charged to the Member's account.

L.14 Golf Dress Code Policy.

Association Members are reminded that their attire and behavior, and that of their guests regardless of age, must always reflect proper country club and golf attire standards. The dress code policy will be monitored and enforced by all Golf Department employees.

Proper dress as outlined below is required for the golf courses and all practice facilities (driving range, putting greens, and short-game practice area). Any deviation from the dress code will result in the Member or guest being asked to leave the golf course or practice facilities.

Permitted Attire:

- Men & Boys: Golf slacks or shorts tailored and no shorter than 5" from mid- knee.
- Men & Boys: Golf shirts with collars and full or mock turtleneck tops designed for golf. Shirts must be tucked in.
- Women & Girls: Golf slacks and golf skirts (including skorts) or shorts with a minimum 7" inseam.

- Women & Girls: Golf shirts with collars and full or mock turtleneck tops designed for golf. Sleeveless shirts must have a collar unless it is a traditional sleeveless or V-neck shirt designed for golf. Golf Shirts with sleeves may be collarless.
- Men, Women, & Children: Hats and caps must be worn as designed, with bill facing forward. Soft-spike or spike-less golf shoes or sneakers are allowed.

Attire Not Permitted:

- Blue Jeans or denim of any kind
- Cutoffs or pants that are frayed
- Warm-up or sweat suits
- Men's tee shirts
- Tank tops
- Sport jerseys
- Undergarment tops
- Women's halter tops or strapless tops
- Tennis, jogging, gym or track shorts
- Leggings or sport tights
- Other items deemed inappropriate at the discretion of the Golf Professional Staff

L.15 Pace of Play.

- a) The Association shall establish pace of play guidelines that all players and groups must follow. Each group and each player in a group shall be responsible for maintaining an appropriate pace of play to maximize the enjoyment of all players. The pace of play guideline calls for a 4 hour and 16 minute 18-hole round on both courses.
- b) The Golf Professional Staff together with the assistance of the Player Assistant (Ranger) will monitor pace of play and are authorized to determine if a group is out of position on the course based on pace of play guidelines, golf course volume and the composition of groups on the course, and to take appropriate action to correct the situation.
- c) A group will be issued a warning by a Ranger or a member of the Golf Professional Staff about a group's not meeting the pace of play guidelines. On the second warning, the group may be removed.
- d) It is a group's responsibility to maintain an appropriate pace of play and keep up with the group immediately in front. If a group loses a clear hole and it is delaying the group behind, it should invite the group behind to play through, regardless of the number of players in that group. Where a group has not lost a clear hole, but it is apparent that the group behind can play faster, it should, as a courtesy, invite the faster moving group to play through.

L.16 Priority on the Course.

- a) When split tees are in effect, groups teeing off on their first hole on Holes #1 or #10 have priority over groups making the turn to play the 10th hole of their round. No cut-ins are permitted.
- b) A group stopping play during a round may lose its position. When stopping, a group or player must receive permission from the Starter or a member of the Golf Professional Staff before resuming play.

L.17 Infraction Procedures.

Infractions are subject to Association's disciplinary and enforcement procedures (including the filing of a grievance), which could result in, is but not limited to fines and/or suspensions. If the Director of Golf elects not to pursue disciplinary action through the Association's grievance procedures, the Director of Golf is authorized to implement, at his or her sole discretion, such informal Golf Department sanctions as appropriate under the circumstances. The following is a guideline of infractions that may result in informal sanctions.

For first offenses of the following types, the Director of Golf may implement informal sanctions which may include suspension of the violator's Chelsea tee time reservation rights for up to 30 days (which includes precluding any other Member from adding the violator to that Member's reservation); suspension of the violator's participation in any tournament, social golf activities, lessons, or clinics for up to 30 days; suspension of the violator from a Wycliffe golf traveling team for up to 30 days; and suspension of the violator from participation in the Club's reciprocal program:

- a) Hitting into the group in front.
- b) Removing range balls from the practice facilities or using range balls on the course.
- c) Cutting in front of any group without permission.
- d) Failing to care for the course (for example, including but not limited to, failing to fill divots, repair ball marks, and rake bunkers, slamming a club into the turf, flagpole, etc., throwing a club, and removing a ball from the cup with a putter head).
- e) Failing to observe course signs, roped off areas, markings, and disability flag rules and all rules and guidelines related to operating golf carts. See Golf Cart Rules above.
- f) Trespassing on a homeowner's property.
- g) Being disrespectful, including using abusive language, to an Association Member or a staff member and disobeying a staff member's direct request.
- h) Wearing attire not permitted on the golf courses or practice facilities.
- i) Failing to sign-in and register for use of the golf courses.
- j) Improperly using the tee time reservation system.
- k) Playing golf while on suspension.

- l) Playing golf, using the practice facilities, or operating a golf cart on a course when the course is closed for any reason.

L.18 Lessees.

Lessees, with approved golf privileges determined by their lessor's membership classification and payment of appropriate fees, are subject to the above comprehensive Golf Rules in the same manner as all Association Members including, but not limited to, attendance at a mandatory orientations session, Golf Course Access, fees, Dress Code Policy, Infraction Procedures, and all Golf Cart Rules.

M. RACQUET SPORTS/BOCCE

M.1 Tennis Rules.

The Rules of the United States Tennis Association, together with its Code and with local rules that neither conflict nor violate these shall be the tennis rules of the Association. Decisions of the Director of Racquet Sports shall be final.

M.2 Conduct.

- a) Players must display proper conduct and respect to other players and staff.
- b) Inappropriate behavior, including but not limited to, verbal abuse, fighting, loud and/or boisterous play and use of and or profanity may result in the imposition of the Association's disciplinary procedures, which may include, but is not limited to, fines and/or suspensions.
- c) When a group asks a tennis pro to play tennis with them, that group will be charged the group lesson rate for the pro's time, at the sole discretion of the Director of Racquet Sports.
- d) No alcoholic beverages may be consumed in or at the tennis and pickleball facilities.

M.3 Tennis Court Assignments.

- a) Group captains should check with the Tennis Pro Shop if there is a question about court assignments. Players must remain on their assigned court for the duration of their court time. If they wish to change courts, they must check with the Tennis Pro Shop before making a court change.
- b) A group that does not appear for its reserved court time will receive a warning from the Tennis Staff for its first offense in season (November 1 through April 30). Subsequent offenses may result in not being able to play during prime time (9:00 a.m.- 10:30 a.m.) The Pro Shop staff must be always notified if a group or person with a reservation is unable to play.
- c) A group having a reserved court time, and having played in accordance with that reservation, and having then received another court time as a "walk on," must relinquish that "walk on" court to a group having no reserved court time that day but wanting to play.
- d) Players vacating courts early must notify the Tennis Pro Shop immediately.

- e) Players must not stand either behind or alongside their designated court until five minutes before their court times. Courts must be entered and exited only through designated gates, and not by walking across other courts.

M.4 Tennis Guest Policy.

- a) Fees: current daily guest fees (other than for Daily Companion Guests) will be charged to the Association Members' accounts.
- b) Members are responsible to register guests at the Administration Office and then at the Pro Shop prior to play.
- c) House guests must register in the Racquet Sports Pro Shop and sign guest charge slips prior to play.
- d) For play after-hours, registration is required by 12:00 p.m. on the day of play, or by emailing the Pro shop tennis.department@wycliffecc.com with guest name and Member number.
- e) Guests with temporary Guest Cards, other than Daily Guest Companions, may use the facilities in the absence of their host.
- f) Hosts must accompany their guest(s) during tennis play, unless exceptions are granted by the Director of Racquet Sports or the Head Pro.

M.5 Limitations.

- a) Registered guests may play in social mixers and round robins, provided space is available (48) hours in advance of the event.
- b) Registered guests may always play in foursomes other than at 9:00 a.m. (or earlier) year-round.
- c) Same-day reservations may be made for any play period from November 1 through April 30. Reservations may be made two days in advance from May 1 through October 31.
- d) If courts are available on the day of play, a member of the tennis professional staff may, in his or her sole discretion, allow a guest to play at 9:00 a.m.
- e) Registered guests may play only two times per month unless exceptions are granted by the Director of Racquet Sports or the Head Pro.

M.6 Proper Racquet Sports Attire.

- a) Proper racquet sports clothes and shoes must be worn at all times on all courts. Cut-offs, jeans, men's tank tops, hard-soled shoes, running shoes, cross-training shoes and non-tennis sneakers are not permitted.
- b) Men and boys must wear shirts with collars or racquet sports - related collarless shirts during play.
- c) The Racquet Sports Pro Shop staff shall have the final say as to what constitutes proper attire. Those improperly attired may, at the staff's discretion, be required to leave the courts.

M.7 Rain Policy.

If, in the opinion of the Racquet Sports Staff, rain has rendered some courts unplayable, court conditions will be posted on the Wycliffe App. In the event of closure, the following shall go into effect:

- a) All reservations shall be cancelled, and a rain list shall be established for the 7:30 and 9:00 a.m. time slots. The Racquet Sports Staff, at its discretion, may thereafter cancel reservations and create a rain list for the 10:30 a.m. time slot.

Note: Signing up on the rain list may only be done in person on an individual basis in the Pro Shop. One may not, therefore, sign up for others.

- b) The Racquet Sports Staff shall attempt to notify group captains of the closings.
- c) As courts become playable, individuals or groups (if signed up) shall be called in the order of appearance on the list. Those called must be ready to play. Those not ready will be moved to the bottom of the list.
- d) No one may play on courts deemed unfit for play or scheduled for maintenance.

M.8 Pickleball Rules.

- a) Guest play: All guests must pay the current fee per person to use any of the pickleball courts daily.
- b) For play after-hours, registration is required by 12 noon day of play, or by emailing the Pro shop at tennis.department@wycliffecc.com with guest name and Member number.
- c) Dress code: All players must follow the appropriate dress code. Apparel must be racquet sports-appropriate and only approved types of footwear may be worn. Approved types of footwear include only flat-soled tennis/athletic shoes. Bare feet, sandals, running shoes, dress shoes, cleats, or golf shoes are not permitted.
- d) USAPA Compliance: All competitive pickleball play must observe and comply with the rules and standards set forth by the United States of America Pickleball Association.
- e) Play priority: Pickleball league play and Wycliffe Racquet Sports Department events will have priority and take precedence over all other activities, including regular pickleball play. Regular pickleball play will have priority and take precedence over all other sports court activities.
- f) Rules and Procedures: Unless otherwise stated, Wycliffe Golf and Country Club Homeowners' Association, Inc. and Wycliffe Racquet Sports Department Rules and procedures will be in effect for all activities and uses of the Sports Court.

N. FITNESS CENTER

Although exercise may be beneficial, it may create undue stress on the human body, which can result in serious injury and/or trauma. The more strenuous the exercise, the more dangerous it may be. The Association assumes no risk of liability whatsoever for

use of the Fitness Center, the Group Fitness Studio, Pilates Studio, or for using the services of one of the Association's personal trainers, fitness, or Pilates specialists, or any of the Association's fitness equipment. In consideration of the Association making its Fitness Center available for use, persons using the Association's Fitness Center shall be deemed to hold the Association as well as its officers, directors, employees, agents, independent contractors, and insurers harmless from and against any losses, damages, whether direct or consequential, including injury or death that persons using the Fitness Center may sustain from their use of the Fitness Center. It is strongly suggested that each user consult his/her physician to determine whether they are healthy enough to use the Fitness Center, fitness equipment, or participate in any fitness program.

N.1 General Rules.

- a) All users are required to sign in prior to use. The time limit for all cardio equipment is 30 minutes. Towels are provided and they must be left in the appropriate bins at the end of each session. Participants may have beverages in containers that are covered and unbreakable. Food is not allowed.
- b) The Fitness Staff may impose time limits on the use of specific equipment during peak usage.
- c) Persons who are unable, in the opinion of the Fitness Staff, to conduct themselves appropriately in the vicinity of fitness equipment and among those exercising in the Fitness Center, may be excluded from entering the Fitness Center.
- d) Perfumes, cologne, oils, or scented lotions should not be worn.
- e) Disinfectant wipes should be used to wipe down equipment after use.
- f) Phone ringers should be placed on silent. Calls should be made and taken outside of the Fitness Center.
- g) There is a four-hour cancellation policy for services to avoid the prevailing service charge.
- h) Chewing gum is prohibited while working out.
- i) Persons, in the sole discretion of the fitness staff, who are not experienced with using fitness equipment and who are not accompanied by an adult must speak with a personal trainer or a member of the Fitness Center staff before working out and/or using any equipment in the Fitness Center.

N.2 Proper Attire.

- a) Soft-soled athletic shoes (aerobic or cross-training) must be worn at all times. Clay impacted tennis shoes, street shoes, golf shoes, boat shoes and open toe shoes are not permitted.
- b) Proper athletic wear including shorts of mid-thigh length, closed-toe sneaker and tank tops are acceptable. Sports bras and spandex shorts are not permitted.
- c) Swimwear and/or undershirts are not permitted.

N.3 Orientation.

- a) First-time users must receive an equipment orientation by the staff before using equipment on their own. Such orientation must be pre-scheduled.

N.4 Personal Fitness Training.

- a) Only Association personnel may provide personal training, Pilates or swimming lessons.
- b) Training services will be charged to the Association Member's account.

N.5 Aerobic Studio and Pilates Studio.

- a) Aerobics studio is capacity limited. Those interested in participating in Aerobics studio classes must register directly at reception, or on the Wycliffe mobile App.
- b) Only aerobic or cross-training footwear is permitted. Clay-impacted tennis, street, golf, open toe shoes, or black soled footwear are not permitted.
- c) For safety reasons, no one may enter an aerobics class more than five minutes after the class has begun.
- d) Only unbreakable, covered beverage containers are permitted. No food is permitted. Beverage containers must be left on the shelves near the door.

N.6 Fitness Center Guest Policy.

a) Requirements:

- 1) Members in good standing may have guests. Guests and daily guest companions must present temporary ID cards at the Fitness desk before using the facilities.
- 2) Guests and companions must present cards/passes to use the Fitness Center.
- 3) Members are responsible for guest charges and conduct
- 4) Classes are on a space-available basis for guests at the published rates. Guests are required to present their guest ID cards at the reception desk.

b) Limitations.

- 1) Guests who are not experienced with using fitness equipment must speak with a personal trainer or a member of the Fitness Center staff and obtain an orientation before working out and/or using any equipment in the Fitness Center.

c) Time Use Restrictions.

- 1) Times restrictions, if any, may be determined by the General Manager from time to time.

O. SPA

Only Association personnel may provide massage, facial, waxing, nail, and make-up application services.

O.1 Etiquette.

Association Members and guests are required to:

- a) Check in at the reception desk prior to appointments.
- b) Arrive fifteen minutes prior to scheduled appointment in order to familiarize themselves with the spa environment.
- c) Wear appropriate attire: shirts, cover-ups, shorts, slacks, skirts, and shoes.
- d) Silence cellular phones upon arrival.
- e) Leave jewelry at home.
- f) Follow the four-hour cancellation policy to avoid being fully charged for the services scheduled.

O.2 Guest Policy.

- a) Association Members in good standing may have guests.
- b) Guests must complete appropriate forms before services are rendered.
- c) Guests may use the Spa without the presence of the Member.
- d) Appointments for guests will be scheduled using host Member's account number.
- e) Limitations: Persons who are unable, in the opinion of the Spa Staff, to conduct themselves appropriately in the vicinity of dangerous chemicals and heating elements and among those receiving services in the Spa, may be excluded from entering the Spa or partaking in any services.

P. CARD ROOMS

- P.1 During daytime hours, from 10:00 a.m. to 4:00 p.m. Card Rooms will be available as follows: The East Card Room may only be used by women, and the West Card room may only be used by men, except on Sundays when both will be co-ed. Both East and West Card Rooms will be designated for co-ed play after 4:00 p.m. Special exemptions may be granted by the General Manager from time to time. Card rooms will be available for events in accordance with any schedules posted by management.
- P.2 Reservations are strongly suggested for card play.
- P.3 Individual's own food and beverages, including alcohol, are not permitted, except for those provided by an Association attendant. Exceptions may be granted by the General Manager from time to time.
- P.4 October through May, guests are not permitted in the West Card Room on Monday, Tuesday, and Thursday, nor in the East Card Room on Monday and Wednesday.
- P.5 An outside guest may be invited only four times a month even if invited by different Members during the same month. A Member is limited to bringing three outside guests at one time to the Card Rooms.
- P.6 Members are responsible for the conduct of their guest and compliance with the Card Room rules.

- P.7 The Card Rooms will close at 10:30 p.m. nightly.
- P.8 Only manual card shufflers are allowed in the Card Rooms.
- P.9 Violations may be subject to the enforcement rules and procedures of the Board of Directors and Covenant Enforcement Committee.
- P.10 The General Manager has the authority to levy a guest fee if warranted in the card room at his/her discretion.

Q. LOCKER ROOMS

- Q.1 The Association is not responsible for holding personal items in storage.
- Q.2 Sharing a locker is not permitted.
- Q.3 The Association is not responsible for storing golf shoes left for servicing. Shoes should be picked up by end of day. Place the name and locker number (if you have one) in the shoes. If a Member has a locker, shoes will be placed therein.
- Q.4 No one may create a disturbance or loiter unnecessarily in locker rooms.
- Q.5 A fee will be charged for locker replacement keys where applicable.
- Q.6 Saunas and Steam Rooms:
- a) Use may be restricted by signs posted in or around the sauna and steam room.
 - b) The sauna and steam rooms are available during posted hours of operations.
 - c) Showers must be taken before entering either a sauna or steam room.
 - d) Towels must be placed on benches before sitting down.
 - e) Glass containers are prohibited.
 - f) No items may be placed on heating elements.
 - g) Those persons on medication for seizure disorders, cardio-vascular disease, high blood pressure, or any other chronic diseases should not use either a sauna or steam room without a physician's approval.
 - h) Pregnant women should consult their physician before using either a sauna or steam room.

R. POOL/POOL AREA

- R.1 General Rules.
- a) The pool is open from dawn to dusk. Unless the Association makes a specific exception, anyone at the pool after dusk will be asked to leave.
 - b) Use of the pool and pool area are restricted to Association Members, their registered guests, and approved companions.
 - c) Use of the pool facilities is at users' own risk.
 - d) Lounge chairs and Cabanas are available on a first come, first served basis and may not be reserved.

- e) Pool towels are limited to two per person during the designated holiday periods. Towels are checked out from the pool attendant with your membership card or guest pass. Towels should be returned to the attendant or designated bins upon leaving the pool area.
- f) All persons must shower before entering the pool.
- g) No glass containers are permitted at the pool area at any time.
- h) Individual's own food and beverages, including alcohol, are not permitted, except for those provided by an Association attendant. Exceptions may be granted by the General Manager from time to time.
- i) Food can only be consumed in designated Pavilion area. Beverages can be consumed within fenced pool area, but not while in the pool or on the wet deck. (The Wet deck is considered the 4-foot area from the edge of the pool).
- j) In accordance with our Club Facilities' non-smoking policy, smoking of any substance, including vaping and e-smoking is strictly prohibited.
- k) Rafts, water balls, or other equipment are not permitted, except when used in a staff-supervised activity.
- l) Diving, running, pushing, dunking, and jumping are prohibited.
- m) Scuba equipment, except masks, may not be used, except as part of an organized course of instruction.
- n) Headphones must be used with audio equipment at all times.
- o) Skateboards and rollerblades are prohibited.
- p) Persons using the pool area and its restrooms are expected to keep them clean by properly disposing of towels, cans, paper plates, and other disposable items.
- q) Association Members are responsible for damage to Club Facilities and violations of rules by their guests.
- r) Cover-ups are required at all times inside the clubhouse.
- s) Signs posted in the pool area must be observed.

R.2 Proper Attire.

- a) Swimmers must wear bona fide swimming attire. Cut-offs, jeans, and Bermuda shorts are not considered swimwear.
- b) Cover-ups, shirts, and shoes must be worn when coming to or leaving this area.

R.3 Children.

- a) It is the responsibility of each Association Member to ensure that children brought to this area understand and obey all rules.
- b) Individuals who are inexperienced swimmers, including children, must be supervised at all times by an adult or an experienced swimmer while in the pool. The Fitness Director or his or her designee may determine, at his/her

- absolute discretion, whether any person (including, but not limited to children) must be supervised by a member of the pool staff or other adult designee while in the pool or using the pool area facilities.
- c) Children in diapers are not permitted in the pool without wearing special waterproof swimsuits. These suits may be purchased at the Fitness Center.

R.4 Activities.

- a) Scheduled activities (e.g., aquatic-exercises) have priority during their designated times in portions of the pool.

S. WHIRLPOOL

S.1 Rules.

- a) The whirlpool is open from dawn to dusk.
- b) Showering is required before entering.
- c) Children who are not experienced using a whirlpool must be supervised at all times by an adult or by a responsible person who is experienced using a whirlpool.
- d) Pregnant woman and/or individuals on medication should consult their physician before use.
- e) Signs posted in the whirlpool area must be observed.

**APPENDIX I TO PART III:
THE ASSOCIATION FACILITIES PROCEDURES**

A. SOCIAL ACTIVITIES RESERVATIONS
(561) 964-9200

- A.1 Reservations for all activities must be called in by each Association Member by calling the concierge at (561) 964-9200 or by using the Wycliffe App.
- A.2 Reservations for activities may also be made online by using the event calendar on the Association's website.
- A.3 Cancellations cannot be accepted for an activity unless there is a wait list or unless the event has made the minimum attendance.
- A.4 Lottery forms must be filled out by each Member.

Note: Groups larger than four cannot be guaranteed seating together.

- A.5 Outside theater tickets must be reserved on the Theater Lottery Form and returned by the date listed. Each Member must fill out and sign his/her own form. Once the lottery form deadline has passed, cancellations cannot be made unless there is a wait list for the event and no refunds will be given. Members will be notified of the outcome of the lottery. The Member's account will be charged in the month of the event. Please contact the Activities Department before the Lottery Drawing date if unable to attend, and your Form will be removed from the drawing.
- A.6 Showcase Series tickets must be reserved on the Showcase Series Lottery Form and returned by the date listed. Each Member must fill out his/her own form. You may submit your lottery form stapled to the form of another member/s for up to a total of four people. Forms must be submitted together for the group to be valid. This will guarantee the same lottery outcome for the group. Seating will be arranged in pairs only. Once the Lottery Form deadline has passed, cancellations cannot be made unless there is a wait list for the event and no refunds will be given. Members will be notified of the outcome of the lottery. The Member's account will be charged in January for the entire series. Please contact the Activities Department before the lottery deadline if you are unable to attend and your Form will be removed from the drawing.

B. SPECIAL EVENTS RESERVATIONS
(561) 964-9200

- B.1 Reservations for special event dinners may be made either by lottery form or by calling the concierge, or as listed on the posted flyers.

- B.2 Cancellations of reservations for Association functions must be made no later than (48) hours prior to the date of the function, unless otherwise specified.
- a) If not cancelled, the account of each Member of the party involving tables of six or more will be charged half of the price of the event for himself/herself and his/her guest.
 - b) In the case of parties of four Members, if one couple cancels their reservation with less (48) hours' notice, the other couple will not be charged.
 - c) The person making the reservation for a group may cancel the reservation for all or part of the group.
 - d) If there is a waiting list for an event and a replacement can be found in time, then the Member(s) cancelling their reservation in less than (48) hours will not be charged.
 - e) Each no-show will be charged for the entire amount of the event.
 - f) In the case of an illness or other type of emergency, charges will be up to Management's discretion.
- B.3 Special procedures may be put into effect for each New Year's Eve Party, Seder dinners, and other functions, as determined by Management.
- B.4 The Association reserves the right to cancel a function if reservations are not at an acceptable minimum.

C. GOLF TEE TIME RESERVATION PROCEDURES

Golf Shop: (561) 641-2000

Tee Time Reservations: Wycliffe.chelseareservations.com or Wycliffe App
or
(561) 642-2881

See N. Golf section above for all rules pertaining to golf activities.

Access to the golf course and practice facilities is based on Association Membership classification.

Platinum Members have unrestricted access to the golf courses and practice facilities. Platinum Members have first priority for tee times.

Gold Members have the same access to the golf facilities as Platinum Members, except that they have second priority for tee times. Tee times may be booked, subject to priority and availability, as follows:

From November 15 through April 15:
Weekdays - After 12:30 PM – Monday through Friday.

Weekends – After 12:00 PM - With payment of the appropriate fee.

From April 16 through November 14: Same access as Platinum members (including weekends, with no additional fee).

Silver Members have no golf privileges, except under certain circumstances.

Tee time Reservation Procedures:

Guests are not permitted before 12:00 p.m. However, for Immediate Family guests, unrestricted tee times may be scheduled prior to 12:00 p.m. on Monday, Thursday, Saturday, and Sunday mornings, subject to availability. Tee times for Immediate Family guests may be scheduled after 12:00 p.m. on all days.

- a) Members may make tee time requests using the Chelsea Tee Time System via the Wycliffe App or the Wycliffe website at wycliffe.chelseareservations.com. Please contact the Golf Shop to obtain your username and password.
- b) Members may make a tee time request up to 30 days in advance.
- c) The deadline for tee time requests is 4 days prior to desired date of play.
- d) Changes to requests may be made online via the Chelsea system prior to creation of the daily tee sheet.
- e) The tee time schedule is published 4 days in advance at approximately 10:00 am. The schedule is posted on the Chelsea system via the Club's website, the App, or can be viewed in the Golf Shop.
- f) A Golf Shop associate or the Starter must make any changes once the tee sheet has been published.
- g) If a Member needs to make a change on the day of play, the Starter can be reached at (561) 641-2000 (option #3) between the hours of 7:00 am to 2:00 pm. If the Starter is not available, please call or visit the Golf Shop to make any changes.
- h) Members are encouraged to cancel any tee time as soon as possible to make the tee time slot available to others.

Members can check the course conditions for the day (including restrictions such as "cart path only") by checking www.wycliffecc.com (click on **golf**, then click on **course conditions**), or via the Wycliffe mobile App (click the **three bars** on the bottom right of the screen, go to **golf** section, click **course conditions**), or by checking channel 63 on the TV, or by calling (561) 641-2000, option #2.

Tee Time – Phone Numbers:

- (a) Chelsea Tee Time System: 561-642-2881 *24 HOURS A DAY* Follow prompts
- (b) Starter: 561-641-2000; option #3 - 7:00 AM – 2:00 PM
- (c) Golf Shop: 561-641-2000; option #5 - 7:00 AM – 5:00 PM (peak season); 7:00 AM – 3:00 PM (off-peak)

Golf Shop Hours of Operation:

- (a) Peak Season 7 am – 5 pm Monday – Sunday
- (b) Off-Peak Season 7 am – 3 pm Monday – Sunday

D. RACQUET SPORTS COURT RESERVATIONS

(561) 641-1080

- D.1 Association Members may make reservations for court times of 7:30, 9:00 or 10:30 a.m. through the Chelsea Time Request system. Reservations may also be made on the internet at www.wycliffecc.com or voice mail at (561) 641-1080 by group captains following the instructions below. Reservations may be linked to include groups of four, eight, twelve or sixteen through one designated captain.
- D.2 Court time requests may be submitted up to seven days prior to the date of play. The deadline for court time requests is 11:00 a.m. three days in advance of the desired date of play. All subsequent time requests must be made by calling the Pro Shop at (561) 641-1080.
- D.3 Court and court times will be listed on the Wycliffe App. or by calling the Pro Shop during hours of operation at (561) 641-1080.
- D.4 Players should plan to arrive at the main Tennis Veranda at least (15) minutes before game time. You may check the Game Boards for the listing of games and courts for that day when arriving at the Tennis area.
- D.5 Players must wait at the veranda until five minutes before their scheduled court time.
- D.6 Refer to Tennis Section O.7 above for rain list and “no show” policies.

E. THRYVE FITNESS RESERVATIONS

(561) 472-6534

- E.1 Fitness service appointments may be made by calling the Fitness Center or by using the Wycliffe App.
- E.2 Cancellations must be made no later than four hours before the scheduled appointment to avoid a full-service charge for the scheduled service. Neither a refund nor a credit is given for an appointment missed, but not cancelled.
- E.3 Services will be rendered for the balance of the scheduled time of an appointment if the Association Member arrives late, but full time for services will be charged.
- E.4 Services are charged to Member’s account.

F. THRYVE SPA RESERVATIONS
(561) 472-6534

- F.1 Spa and Salon service appointments must be made by contacting Thryve.
- F.2 Cancellations must be made no later than four hours before the scheduled appointment to avoid a full-service charge for the scheduled service. Neither a refund nor a credit is given for an appointment missed, but not cancelled.
- F.3 If the Member arrives late to an appointment, spa services will be rendered for the balance of the appointment time, but full-service charges will occur.
- F.4 Spa appointments will be confirmed the day prior to scheduled appointment.

**Section IV – Rules and Regulations applicable to:
Grievance Procedures**

A. All Filed Grievances are Subject to these Rules

A1. Role of the General Manager.

- (a) The General Manager shall have the authority, but not the obligation, to investigate any and all evidence of violations of the Governing Documents or Rules and Regulations, infractions or insubordination of staff, grievances of Association Members, and threats to the health, safety, and welfare of persons on the Property. This authority shall not be limited by whether or not a complaint has been filed pursuant to this Section of the Rules and Regulations. If appropriate, as determined in the sole discretion of the General Manager, the General Manager may file a complaint pursuant to this Section of the Rules and Regulations.

A.2 Complaint.

- (a) Each party bringing a grievance will be called “Complainant” and each person against whom a grievance has been brought will be called “Respondent.” A grievance may be brought only against a Member of Wycliffe or a family member, guest, tenant or vendor of a Member and may only be brought by: (1) a Wycliffe employee or contractor; (2) a Wycliffe Member; (3) a family member, guest, tenant or vendor of a Member; and/or (4) the Association, General Manager, or any other person authorized by the Board of Directors and/or General Manager. Before bringing a Grievance, a complainant may seek assistance from the General Manager or the Director of the Department that is related to the Grievance. If the matter is not resolved by the Department Director, the aggrieved party may seek relief through the formal grievance process. The 14-day deadline for filing a complaint will be paused during the time it takes for the Department Director to resolve the issue, but not longer than 14 days after the matter is first submitted to the Department Director.

- (b) If the complaint is filed by a Member against another Member, the complaint must be filed within 14 days after the alleged violation. If the complaint is filed by a Wycliffe employee or contractor, the complaint must be filed within 30 days after the alleged violation, unless an extension of such time period is expressly authorized by the President or General Manager.
- (c) The filed complaint must include: (1) the name(s) of the Complainant, (2) the name(s) of the Respondent(s), (3) the location at which the incident occurred, (4) the date the incident, (5) a description of the conduct that allegedly violated the Governing Documents or Rules and Regulations, and (6) all known witnesses to the incident. The complaint shall be delivered to the Association's main office. The General Manager shall deliver a copy of the complaint to the Respondent, together with a copy of Section IV of the Rules and Regulations, and notify the Respondent that the Respondent may file a written response to the complaint within 14 days, along with such supplementary information as the Respondent may wish for the Covenant Enforcement Investigation Committee (CEIC) to consider in its investigation.
- (d) If the grievance cannot be resolved informally, the General Manager shall submit a copy of the complaint and any response and supplementary information provided by the Respondent to the CEIC.
- (e) CEIC: Upon receipt of a complaint, the chair of the CEIC (or in the absence of the chair, the co-chair) shall appoint one or more members of the CEIC to investigate the factual allegations involved in the complaint. The CEIC investigators do not represent the Complainant, the Respondent(s) or the Board. The investigators' role is to investigate the incident and report the results of their investigation to the Board of Directors. No person shall be entitled to a copy of the CEIC Report. The investigators are not precluded from attempting to resolve the matter before it comes before the Board for formal action, however the parties may not agree to a penalty without Board approval. The investigation should be completed as soon as possible but not more than 21 days following the CEIC's receipt of the complaint, unless the period is extended by the General Manager.
- (f) Once the investigation is complete, the CEIC shall notify the General Manager of the results of the investigation so that the alleged violation can be added to the agenda to be considered by the Board at a properly noticed meeting.

A.3. Role of the Board:

- (a) At a properly noticed Board meeting, the Chair of the CEIC shall present the results of the investigation. After hearing the results, the Board determines whether the Respondent(s) committed one or more violations. If it is determined that one or more of the violations were committed, the Board shall then determine the appropriate remedy which may include one or more of the following:
 - 1) Reprimand and Warning Letter.

- 2) Fines.
 - 3) Suspension of rights to use the Association's common areas and facilities for a specific amount of time.
- (b) If the Board, approves a fine, suspension, or other penalty following the Board meeting, the General Manager shall send a written Notice of the Board's Decision ("Notice of Decision") to the Respondent via regular and certified mail at the Respondent's last known mailing address as provided to the Association. If the penalty approved by the Board is a fine or a suspension, the Notice shall advise Respondent of his/her right to a hearing before the Covenant Enforcement Committee (CEC). The Notice of Decision shall include a description of the violation and the penalty approved by the Board.
- (c) The Respondent may accept the penalty imposed by the Board by signing a waiver of appearance at a CEC hearing which was attached to the Notice of Decision. Upon the CEC's receipt of such a waiver, the CEC shall conduct its review and issue its ruling.
- (d) Exceptions: Suspensions of common area and use of facilities (including transponders) or voting rights due to a member's failure to pay fees, fines, or other monetary obligations to the Association (for 90 days or longer) shall be handled by the Board at a properly noticed Board meeting without the involvement of the CEC or requirement for a CEC hearing, as authorized by Section 720.305, Florida Statutes.

A.4. Role of the CEC.

- (a) Pursuant to FL Statute 720.305 (2)(b), the CEC's sole responsibility is to decide by majority vote whether to confirm or reject the penalty approved by the Board against the Respondent(s). If the CEC does not confirm the penalty by majority vote, the penalty may not be imposed.
- (b) The CEC shall conduct a closed hearing at an agreed upon date, time, and place upon at least 14 days' written notice and pursuant to the requirements of 720.305, Fla. Statute. Unless the Respondent has accepted the penalty imposed by the Board, the CEIC representative in attendance shall read the report previously read to the Board and may answer any of the CEC's questions about the report. The General Manager or another designated Association representative may attend the Hearing and provide any additional information requested by the CEC. The Respondent shall be given the opportunity to present his or her arguments and evidence, including witness testimony previously given to the CEIC, and the CEC may question any of the Respondent's witnesses. If the Respondent has brought an attorney to the hearing, the attorney may assist the Respondent with making arguments and presenting evidence. At the conclusion of the hearing, or within a reasonable time thereafter, the CEC shall decide by majority vote of its members present at the hearing whether to confirm or to reject the fine or suspension.

- (c) Following the hearing, the CEC shall submit a summary or a written report to the General Manager which shall include a confirmation or rejection of the penalty approved by the Board.
- (d) The Association shall keep a record of the final decision of the Committee for reference in any future proceedings.

A.5. Notice of CEC Determination

If a fine or suspension is approved by the CEC, the General Manager, on behalf of the Board, shall provide written Notice of the CEC Determination via regular and certified/return receipt mail to the Respondent(s), at their last known mailing address as provided to the Association. If applicable the Notice shall include: the amount of the fine and/or start date and duration of the suspension approved by the CEC and if applicable, the deadline for paying any amounts due.

A.6. Deviation permitted.

If the processes and procedures set forth in this Section IV(A) are deviated from, any fines and/or suspensions imposed by the Association shall nevertheless be valid and enforceable provided that the process and procedure used to adopt the fines and/or suspensions complied with Fla. Stat. §720.305, as amended from time to time.

A.7. Delegation permitted.

The Board of Directors, in its discretion, may approve guidelines and/or a schedule containing commonly recurring violations and those fines and suspensions that it deems appropriate to address such violations, and, unless prohibited by Chapter 720, Florida Statutes, the Board of Directors may delegate levying fines and suspensions for those commonly recurring violations to any committee, subcommittee, or personnel. However, no such delegation may be made to the CEC. If made, such delegation shall be deemed equivalent to Board action and treated as Board action in all manner and respect.

A.8. Exception for Delinquency Suspensions:

Suspensions imposed as the result of an Owner's and/or Member's Delinquency are not required to be submitted to the Grievance Procedures of this Section IV(A) and may instead be imposed pursuant to the alternative procedures set forth in Fla. Stat. §720.305, as amended from time to time.



Menu of Fines

Each resident shall have the right to receive a **WARNING** for their first traffic offense. Thereafter, all fines below will be enforced after a **WARNING** has been issued. Payment is expected within **TEN (10) DAYS** at the Administration Office unless an Appeal has been filed requesting a Hearing with the Covenant Enforcement Committee.

1. **ALL IMPROPER PARKING** \$25.00 fine and/or vehicle/golf cart will be towed.

Improper parking shall be defined as being on the incorrect side of street parking as well as parking in front of fire hydrants and mailboxes. Blocking driveway entrances (except for one's own driveway) and parking on the grass is also prohibited.

2. **HANDICAP PARKING**

- A. **FIRST OFFENSE** \$100.00 fine and/or vehicle/golf cart will be towed

- B. **SECOND OFFENSE** \$100.00 fine and/or vehicle/golf cart will be towed plus 90-day suspension of transponder privileges

3. **STOP SIGNS**

- C. **FIRST OFFENSE** \$25.00 fine

- D. **SECOND OFFENSE** \$50.00 fine

- E. **THIRD OFFENSE** \$75.00 fine

4. **SPEEDING**

- A. **FIRST OFFENSE** \$25.00 fine

- B. **SECOND OFFENSE** \$50.00 fine

- C. **THIRD OFFENSE** \$75.00 fine

ALL SPEEDING FINES ARE DOUBLED IF THE SPEED IS MORE THAN 45 MPH.

ALL TRANSPONDERS IN THE HOUSEHOLD SHALL BE SUSPENDED FOR TRAFFIC FINES NOT PAID AND WILL BE TURNED ON UPON PAYMENT.