

HIGHLANDS COUNTRY CLUB  
RULES AND REGULATIONS  
January 1, 2009

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RULES AND REGULATIONS: Each member shall be responsible to be familiar with and governed by the Club's By-Laws, these Rules and Regulations, and the Attachment to the Rules and Regulations (collectively "Rules")..

A. GENERAL:

1. A copy of the Rules will be given to each new member and is available to current members upon request.
2. While on Club property, all members and their guests shall conduct themselves courteously and properly.
4. Complaints concerning the acts of members or guests are to be made directly to the Manager, Assistant Manager, or Staff person on duty, who will log and investigate complaints and take appropriate action. Members should not directly reprimand other members, guests, or employees.
5. Complaints or suggestions concerning the operations of the Club or conduct of staff are to be made in writing to the Board of Directors and signed by the member and either given to the Club Office or deposited in the suggestion box adjacent to the Office. Complaints of a minor nature regarding the conduct of staff may be made directly to the Club Manager or Assistant Manager.
6. Except for using the Main Floor, upon entering the Club, all members, regardless of age, and houseguests not accompanied by a member, must register each member's name, number of guests, and intended activity(s) before using any Club facility. Instructors arranged for by members must be registered as guests and are subject to normal guest fees.
7. Instructors for sport and nonsport activities must be registered in advance at the Club Office.

B. MEMBERSHIP ENTITLEMENT AND PRIVILEGES: As set forth in the By-Laws.

C. GUESTS/HOUSEGUESTS:

1. All guests, except houseguests, shall be accompanied by the sponsoring member. Members are responsible for the conduct of guests and houseguests, and obligations they may incur. No individual guest may use the Club any more than twice in any calendar month.
2. Houseguests must be registered in advance at the Club Office, giving each guest's name, age of minors, and date the houseguest status is expected to expire.

D. DUES AND GUEST FEES: See Attachment for listing of Dues and Fees

1. Dues and Fees are fixed from time to time by the Board of Directors
2. When billed by the Club, all dues, fees, and charges accruing to a member's account must be paid and received by the Club, no later than the 20th of each month.
3. Members shall register with the Club the address of the membership, the name of each member, and the age of each minor member over three (3) years old and shall notify the Club within ten (10) days when persons are added to or deleted from the roll of the registered members and of a change of address.

E. CLUB HOURS AND HOLIDAYS: See Attachment.

F. OF CLUB FACILITIES:

1. The Fireside Room and adjoining Kitchen and Patio may be reserved for use by Hiller Highlands organizations, Club members, and nonmembers.
2. The Spyglass Room cannot be reserved except for Club-sponsored functions. Use of beverage lockers may be available through the Club Office.
3. Except for functions in the Fireside Room, the number of guests that may be sponsored under one membership at any one time is 20 adults or 15 adults and children; the same guest is limited to two visits per month. Members may not combine memberships for entry into the Club exceeding the maximum for a single-member-sponsored function.
4. Members wishing to use the Meadow shall give advance notice to the Club Office. Except if otherwise approved by the Club management, barbecuing is permitted only at the Meadow. Tables may not be reserved in advance and are available on a first come, first served basis.
5. Use of the off-street parking is limited to members only, except that members and guests may use the marked handicapped parking spaces, provided a valid State of California handicapped parking authorization is shown on the vehicle. The Club reserves the right to remove unauthorized parked vehicles at the owner's expense.

G. PROHIBITED ACTS: The following acts are not permitted:

1. Smoking anywhere except on decks, patios, and the Meadow.
2. Drinking of alcoholic beverages anywhere by persons younger than 21.
3. Eating or drinking, except water in plastic or paper containers, within 6 feet of any pool, within tennis enclosures, in saunas, locker rooms, toilet rooms, showers, and exercise room.
4. Using glass of any kind within any pool or tennis enclosure, the Exercise Room, or locker/shower/sauna areas.
5. Entering any pool having an internal or external infection or wearing nonwaterproof sun block, sun tan oil, or bandages or band-aids.
6. Running, jumping, roughhousing, ball playing, or cutting corners within any pool enclosure.
7. Using inner tubes, air mattresses, or other large objects within any pool.
8. Practicing group aerobics or other exercises within any pool on Saturdays, Sundays or holidays, or in the

lap swimming area at any time.

9. Using personal radios, CD players, tape players, or TVs anywhere on the Club's property except through earphones.
10. Wearing swim suits or being barefoot on the Main Floor or at the golf area.
11. Wearing black-soled or black-rimmed shoes or using chairs within tennis enclosures.
12. Wearing golf or similar spiked or cleated shoes within the Clubhouse.
13. Opening the gate between the pool enclosure and Meadow (prohibited by State Law).
14. Bringing pets in the Clubhouse or on the Club's grounds, except seeing eye dogs.

H. AGE RESTRICTIONS FOR USE OF CLUB FACILITIES: See Attachment.

1. LOCKER ROOMS AND SAUNAS:

1. children 5 and younger and handicapped persons, only one person is allowed in each shower stall.
2. All showers are limited to 3 minutes.
3. Persons using saunas must wear swim suits or similar attire or sit on towels.
4. Clothes, sports towels, etc., shall be placed in lockers and not left on benches, floors, or counters.
5. Lockers may be locked using padlocks furnished by members or guests; any locks left on lockers overnight will be cut off and removed by staff.

J. SWIMMING AND THERAPY POOLS: (The swimming pool water temperature will be maintained at approximately 82°f between November 1 and March 31 and 81°f between April 1 and October 31.)

1. Persons of all ages using the swimming, wading, or therapy pools must wear swim suits at all times (no cut-offs).
  2. Swimming instruction sponsored by a Club member is limited to two persons and the instructor.
  3. The Pool Attendant, usually present from 1:00 pm to 6:00 pm between June 15 and September 15, has the authority to enforce the rules governing the use of pools and pool enclosures; members and guests not complying with the rules and the directions of the Attendant will be required to leave the pool enclosures.
  4. Lap (deep) end of pool:
    - a. Lap swimmers have exclusive use at all times except during swim periods, 3:00 pm to 4:30 pm daily between June 15 and September 15.
    - b. Lap swimming must be between lane markers on bottom of pool.
    - c. Lap swimmers are limited to 30 minutes when others are waiting to swim.
    - d. When the Pool Attendant is present, children may be allowed in the lap area of the pool when determined by the Attendant to be accomplished and serious swimmers.
  5. Shallow end of pool:
    - a. The shallow end is reserved for casual swimmers (splashers), private instruction, and water aerobics. Private instruction is limited to one instructor and no more than two instructees, of which one shall be a member.
- b. Children may swim during adult swim periods only if adults are not using the pool and if permitted by the Pool Attendant. Adult swim periods are from 11:30 am to 12:00 noon, 12:30 pm to 1:00 pm, 2:30 pm to 3:00 pm, 4:30 pm to 5:00 pm, and 5:30 pm to 6:00 pm, only when the Pool Attendant is present.

K. EXERCISE ROOM AND EQUIPMENT: Brochures prepared by the exercise equipment manufacturers describing the recommended uses of the equipment are placed in the Exercise Room for guidance in using the equipment.

1. Exercise equipment must not be moved from locations established by the Club.
2. Exercise equipment should be wiped dry after use.

L. TENNIS COURTS: Court 1 is near the swimming pool, Court 2 is adjacent to Court 1, and Court 3 is across Hiller Drive.

1. General:

- a. There are 4 types of play: Unreserved, Prime Time Reserved, and Open.
  - b. Private instruction is allowed only on Court 3.
  - c. Court reservations for the following may be made beginning at 9:00 am each day (see ¶ 5 below). Cancellations must be made to the office at least three hours prior the reserved time. A reservation is forfeited if the court reserved is not in play by the person making the reservations by 15 minutes after the reserved time.
2. Persons using tennis courts must tennis attire, including white-soled tennis shoes; black soled or black-rimmed shoes are prohibited.
  3. Unreserved Play: Members and guests may play at any time, provided the court is not in use and provided the court is relinquished for Open Play or to players with reservations.
  4. Schedule for type of Tennis Play: See Attachment
  5. Reserved Play:
    - a.. The following procedure reserves a court (when courts are in demand): At 8:50 am on the day preceding a reservation, members at the office are assigned a priority according to a die toss; reservations are assigned at 9:00 am in rotation, starting first with a phone request and then a member at the Club.
    - b. Except for play on Saturdays, Sundays, and holidays, reservations may be for one or two hours of play under a single reservation request.
    - c. On Saturdays, Sundays, and holidays, the second hour may be reserved under a separate reservation for doubles play only.
    - d. If a desired time for a reservation is taken, a member may request to be called by the Club if his/her desired time becomes available.
  6. Prime Time Reserved Play: Prime time reserved play is more restrictive than Reserved Play and also requires an advance reservation.
    - a. The following procedures reserve a court (when courts are in demand): Reservations are limited to one hour and are made on Sundays beginning at 9:00 am for the following week. An additional hour, if available, may be reserved after 9:00 am on the day desired for play.
    - b. Back-to-back singles are not permitted.
    - c. Adults have priority of play over children under 18.
  7. Open Play: Open play is allowed on courts 1 and 2 only and requires players to sign up for play at the court during the time of open play.
    - a. Open play is available only to experienced member players (no guests, no novices).
    - b. Doubles play has priority over singles play.

c. Open play is governed by the rules printed on the sign up sheet at the courts.

M. PUTTING GREEN:

1. Only golf or flat-soled shoes may be worn on the putting green.
2. Nongolf activities are not permitted on or adjacent to the green.
3. Pitching to the green is permitted only within a distance of 5 steps from the edge of the green.
4. When several players are present, players should not monopolize the use of the green or use an excessive number of balls.

HIGHLANDS COUNTRY CLUB  
ATTACHMENT TO RULES AND REGULATIONS  
JANUARY 1, 2009

A. DUES AND FEES:

1. Current monthly dues are as follows:
  - a. Single membership \$ 129
  - b. Dual Membership--two persons whose primary residence is at the same address \$148
  - c. Family Membership--Three or four persons whose primary residence is at the same address \$167
  - d. Additional Family Memberships--A fifth person in addition to four whose primary is at the same address \$ 10
2. Guest fees per day are as follows:"
  - a. Weekdays, except holidays--each guest \$ 10
  - b. Saturdays, Sundays, and holidays--each guest \$ 12
3. Houseguest fees per each 7 days or portion thereof--each guest \$ 10
4. There are no fees for guests using the Main Floor or Meadow (except if a part of a paid function in the Fireside Room).
5. Members may purchase 12" guest credits for \$60 no more than three in any calendar year. The credits may be used for a single or group of guests until credits are expired. Unused credits may not be transferred to a succeeding calendar year.
6. Members failing to register guests are charged double the guest fee.
7. Fees for members only for use of Fireside Room:
  - a. Organized general, board, and committee meetings of Club and Hiller Highlands homeowner associations and related organizations are without charge.
  - b. Normal private functions by members only: deposit \$500, \$150 per function and \$5 per person in attendance.
  - c. Small daytime functions by members occurring between 9:00 am and 5:00 pm (including setup and cleanup) on Mondays, Tuesdays, Wednesdays, or Thursdays, except holidays: \$100 per function and \$5 per person in attendance, maximum 20 persons.
8. Fees for beverage lockers in Spyglass Room is set by the Board of Directors.
9. Fee for failure to cancel a tennis court reservation \$ 2
10. Fee paid by instructors for sport and nonsport activities: 10% of instructor's fee in addition (except member instructors) to the normal guest fee noted in subparagraph 2 above.

B. CLUB HOURS AND HOLIDAYS:

Normal Hours: 6:00 am to 9:30 pm daily  
Swimming and Therapy Pools: 6:00 am to 9:00 pm daily  
Tennis Courts: 7:00 am to dark daily  
Thanksgiving Day, Christmas Eve and Christmas Day: closed  
New Year's Day: closed at 5:00 pm

Holidays identified by the Club are the same as by the Federal Government (New Year's Day, Martin Luther King Jr's Birthday, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.)

C. AGE RESTRICTIONS FOR USE OF CLUB FACILITIES:

1. Spyglass Room:
  - a. Persons under 21: not allowed
  - b. Persons between 18 and 21: allowed if supervised by an adult.
2. Locker Rooms: Children over 5 must use locker room of their own sex.
3. Swimming Pool:
  - a. Children 6 to 14: accompanied by an adult.
  - b. Children under 6 and all children unable to swim: accompanied & supervised by an adult at all times.
  - c. *Persons* under 18: not permitted during adult swim periods.
4. Wading Pool: Children 6 and under: supervised by an adult.
5. Therapy Pool: Children under 18: not allowed.
6. Exercise Room:
  - a. Children under 14: not allowed.
  - b. Weight Machine: Children under 18: not allowed.
7. Sauna:
  - a. Children under 14: not allowed
  - b. Children 14 to 18: supervised by an adult.
8. Tennis:
  - a. Children under 12 during Open Play: not allowed
  - b. Children between 12 and 18 during Open Play: must be able to keep the ball in play.
9. Golf: Children under 14: supervised by an adult.

D. SCHEDULE OF TYPE OF TENNIS PLAY: The times allotted for Reserved, Prime Time Reserved, Open Play, and instruction are as follows:

<u>Day &amp; Time Period</u>	<u>Courts 1 &amp; 2</u>	<u>Court 3</u>
Monday, Tuesday, Thursday		
7:00 am to 4:00 pm	Reserved play	Reserved play
4:00 pm to dark	Prime time reserved play	Prime time reserved play
Wednesday		
7:00 am to 1:00 pm	Reserved play	Reserved play
1:00 pm to 5:00 pm	Open play	Reserved play
5:00 pm to dark	Prime time reserved play	Prime time reserved play
Friday		
7:00 am to 4:00 pm	Reserved play	Reserved play
4:00 pm to dark	Prime time reserved play	Prime time reserved play
Saturday, Sunday, Holidays		
7:00 am to 1:00 pm	Reserved play	Reserved play
1:00 pm to 5:00 pm	Open play	Reserved play
5:00 pm to dusk	Reserved Play	Reserved Play