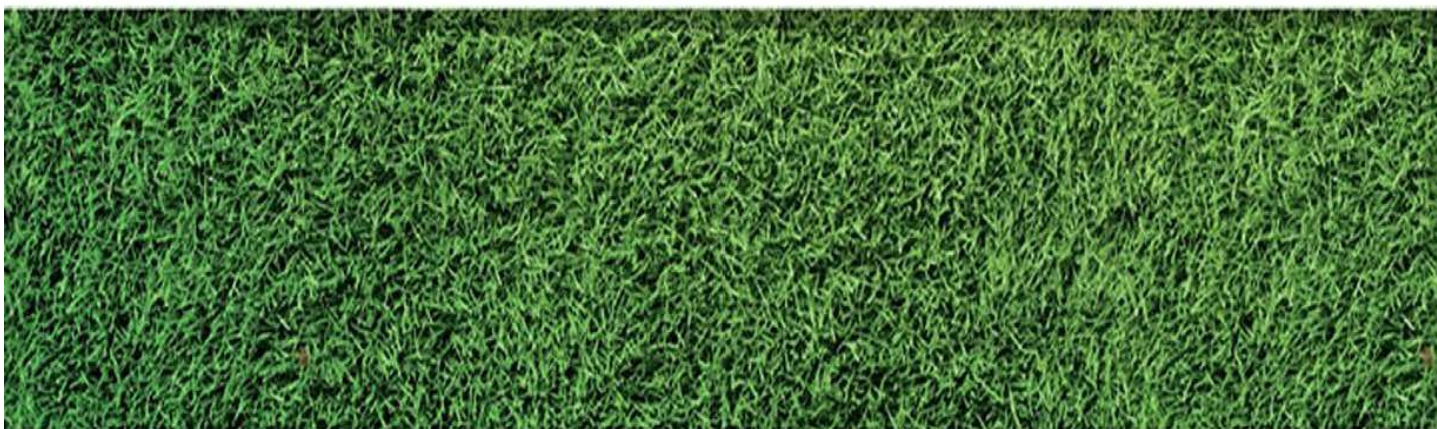


COLUMBIA HILLS  
GOLF • FAMILY • FRIENDS

---

## HANDBOOK & GUIDELINES

---



[WWW.COLUMBIAHILLS.COM](http://WWW.COLUMBIAHILLS.COM)



# HOW TO USE YOUR CLUB

A Note from Fred Ode.....	3
Membership.....	4
Contact Information.....	6
Website – Member Portal.....	7
Hours of Operation.....	8
Schedule Club & Golf Events.....	13
Parking & Accessibility.....	14
Golf.....	15
Reciprocal Golf Network.....	20
Private Club Network.....	21
Facilities & Other Amenities.....	22
Private Parties & Events.....	25
 <b>GUIDELINES &amp; BYLAWS.....</b>	 26

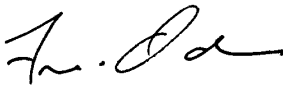
## A NOTE FROM FRED ODE – PRESIDENT/OWNER OF COLUMBIA HILLS:

As an avid golfer and long-time member of Columbia Hills, I was excited when the Club I loved, a place rich in history and filled with cherished memories of golf, family, and friends, went up for sale. I saw this as an opportunity – a calling some would say – to combine my passion for golf and business and create a special “home” that my family and others could enjoy for years to come.

When Kathy Ode and I took over the Club in March of 2014, we immediately got to work. Not only did we begin aesthetic updates and improvements to the course and Clubhouse, but we also worked to make this the most welcoming, comfortable, and truly unique Club in Northeast Ohio. Our long-term vision centers on continuing to improve, because your Club should be so much more than a golf course, swimming pool, or restaurant. It should be your special place for golf, family, and friends!

We are happy to have you as a member of Columbia Hills and we hope you make this your home away from home. I look forward to seeing you at the Club and on the course and we hope you’ll take advantage of all the fun we have to offer this season. Please feel free to contact us with any questions you may have.

Thanks,

A handwritten signature in black ink, appearing to read "Fred Ode". The signature is fluid and cursive, with a large initial "F" and "O".

Fred Ode  
Owner / President

# YOUR MEMBERSHIP WITH COLUMBIA HILLS

## Your Member Number

Your member number is your key to all amenities at the Club. This number can be used by everyone in your immediate family. This number is also used for billing and charging and should be given whenever you'd like something charged to your account.

## Using Your Member Number

Sign your name and member number whenever you use the facilities.

## Membership Privileges

Depending on which membership package you've signed up for, your privileges include:

- **Golf Package:** all-inclusive membership includes unlimited usage of the facility and all its amenities: golf, pool, Clubhouse, dining, driving range, and social events. Membership extends to the spouse and children (ages 26 and younger) living in the household.
- **Social Package:** membership includes unlimited usage of the facility and some amenities: pool, Clubhouse, dining, driving range, and social events. Additionally, social members can use the golf course five times a year with a driving range and practice area access all season. Membership extends to the spouse and children (ages 26 and younger) living in the household.

## Billing

Statements are emailed or mailed near the 1<sup>st</sup> of each month. You can access your statement at any time online as long as you are logged in – see the Website section for details. The dues charged on the statement are for the following month. For example, the July 31<sup>st</sup> invoice will include August dues, as well as July's usage charges.

Any questions or concerns? Please contact Lynne Cook by emailing [lynnecook@columbiahillsgolf.com](mailto:lynnecook@columbiahillsgolf.com) or by calling 440.236.5051 ext. 2111. Please have your member number ready.

- All memberships include an 18% gratuity on all food and beverage purchases at the Club. March–December there is a \$225/quarterly food minimum (paid quarterly) applied to regular Golf and Social memberships. The first quarter contains the month of March alone at \$75. Please note items that count toward the food minimum are non-alcoholic beverages and food. If the Club is unable to provide food services, no food minimum will be charged.
  - Excludes some Corporate Family memberships and Extended Family memberships.
  - Includes food items & non-alcoholic beverages anywhere at the Club.
- To see your food minimum balance, log in to your billing statement and click profile on the left.

\*We reserve the right to adjust the gratuity, food minimum, and other billing standards at any time. You will be notified when any change is made.

## PAYMENT

Columbia Hills Golf & Swim Club accepts Visa, MasterCard, Discover, and American Express with a 2.5% surcharge added. Payment online can be made by ACH without a fee. You can pay your bill online any time that is convenient for you. If you would like to pay statements by Credit Card over the phone, contact Lynne Cook by emailing [lynnecook@columbiahillsgolf.com](mailto:lynnecook@columbiahillsgolf.com) or by calling 440.236.5051 ext. 2111. Otherwise, a check with the account number, member number, and primary phone number is accepted. All payments are due by the last day of the month and can be sent to:

LYNNE COOK  
COLUMBIA HILLS  
16200 East River Road  
Columbia Station, OH 44028

# CLUB CONTACTS & CLUBHOUSE EXTENSIONS

## OWNER/PRESIDENT:

Fred Ode | [FredOde@ColumbiaHillsGolf.com](mailto:FredOde@ColumbiaHillsGolf.com) | Cell: 440-773-7625

## GENERAL MANAGER:

Mark Hennie | [MarkHennie@ColumbiaHillsGolf.com](mailto:MarkHennie@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2116 | Cell: 440-666-6604

## MEMBERSHIP DIRECTOR:

Lynne Cook | [LynneCook@ColumbiaHillsGolf.com](mailto:LynneCook@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2111 | Cell: 440-403-5581

## HEAD GOLF PROFESSIONAL:

Mike Jaeger | [MikeJaeger@ColumbiaHillsGolf.com](mailto:MikeJaeger@ColumbiaHillsGolf.com) | 440-236-8277 ext. 2530 | Cell: 330-241-3155

## ASSISTANT GOLF PROFESSIONAL:

Jerry Hawks | [JerryHawks@ColumbiaHillsGolf.com](mailto:JerryHawks@ColumbiaHillsGolf.com) | 440-236-8277 ext. 2529 | 440-308-5440

## WEDDING COORDINATOR:

Jennifer Miller | [JenniferMiller@ColumbiaHillsGolf.com](mailto:JenniferMiller@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2110

## CLUBHOUSE MANAGER:

David Rhoades | [DavidRhoades@ColumbiaHillsGolf.com](mailto:DavidRhoades@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2113

## DINING MANAGER / RESERVATIONS:

Danielle Castro | [DanielleCastro@ColumbiaHillsGolf.com](mailto:DanielleCastro@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2339

## DIRECTOR OF DINING & EVENTS:

Danielle Drury | [DanielleDrury@ColumbiaHillsGolf.com](mailto:DanielleDrury@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2112

## EXECUTIVE CHEF:

Robert Harrison | [RobertHarrison@ColumbiaHillsGolf.com](mailto:RobertHarrison@ColumbiaHillsGolf.com) | 440-235-5051 ext. 2233

## GREENS SUPERINTENDENT:

Seth Namestnik | [Seth@ColumbiaHillsGolf.com](mailto:Seth@ColumbiaHillsGolf.com) | 440-236-8901

## MAINTENANCE MANAGER:

Dan Dick | [DanDick@ColumbiaHillsGolf.com](mailto:DanDick@ColumbiaHillsGolf.com) | 440-236-5051 ext. 2334

Clubhouse: 440.236.5051

Pro Shop: 440.236.8277

Pool: 440.236.3381

Halfway House: 440.236.5119

Wedding Coordinator: Ext. 2110

Golf Course Maintenance:

440.236.8901

Fax: 440.236.5054

Dining Reservations: Ext. 2339

Event Reservations: Ext. 2112

Head Golf Professional: Ext. 2530

Men's Locker Room: Ext. 2427

Women's Locker Room: Ext. 2440

# WEBSITE & ONLINE MEMBER PORTAL

## Website Overview

The Columbia Hills website offers the most recent information regarding the Clubhouse, Course, and Pro Shop, as well as news about our members. In addition, you have access to your billing statements and balance online using the Online Member Portal.

## Member News

Columbia Hills is very much a member-driven club, and we want to hear what's going on with you! We encourage you to share any accomplishments you reach during your membership by emailing [info@columbiahillsgolf.com](mailto:info@columbiahillsgolf.com).

## Columbia Hills Member Portal Set Up and Login Instructions

The Online Member Portal allows you to view the food minimum, previous statements, and current account balance, as well as pay your bill online any time you'd like. You can set up your Online Member Portal by following the instructions below:

PLEASE BE SURE TO USE CHROME AS YOUR BROWSER

- 1. CLICK OR TYPE LINK:** Go to <https://www.columbiahillsgolf.com>
- 2. ENTER YOUR E-MAIL:** Enter your e-mail address and click 'SUBMIT.'
- 3. ENTER VERIFICATION CODE:** You will be prompted to enter a verification code (which you will receive in your e-mail inbox). Enter your username (which is your e-mail address); then copy and paste verification code from your e-mail.
- 4. CREATE NEW PASSWORD:** Create your new password and confirm it in the second field. Keep in mind that this account will have access to your billing statements.
- 5. YOU'RE DONE:** Log in to the Members Only Area with your e-mail address and new password.

## Fore Tees Step by Step Instructions

The app is very easy to use. Once you start using it, you'll be comfortable in no time. This is a mobile app and can be downloaded to your smartphone or tablet.

Download the Fore Tees App from the Apple App Store or Google Play Store.

When you open the app, you will be prompted to enter your credentials. You will need to request this information and it will be emailed to you.

Your credentials are unique and will only be required the first time you launch the application.

# HOURS OF OPERATION

## Clubhouse Hours

Clubhouse hours are dependent on the season, weather and events scheduled. Please see the website for specific hours or call the Clubhouse or Pro Shop for hours of operation throughout the year.

## Dining

Historically, food service has been unavailable January and February. We will have limited-service hours for March, April, November, and December. Hours of operations will be set each season. Refer to the Dining page of the website ([columbiahillsgolf.com/dining](http://columbiahillsgolf.com/dining)) for this season's hours or call the Clubhouse.

During the prime season (May – September), food service is traditionally available Tuesday through Saturday from 11:00am – 9:00pm. Sunday dining hours are from 11:00am – 7:00pm. We anticipate little or no changes to these times each year. All other months may have limited hours of operation.

## Halfway House Hours

The Halfway House will be open daily between Opening and Closing Day. Hours vary so please contact the Pro Shop for specifics.

## Golf Course

The course opens at 8:00am during the week and closes at dusk. Tee times are not scheduled until 8:00am any day of the week. During the weekends between **Men's Opening Day** and **Men's Closing Day**, respectively, tee times are first come, first serve from 7:00am – 8:00am. Columbia Hills is gender neutral. Any play restrictions that exist are mainly based on member classification.

\*See Tee Time Availability under "Tee Time." Times and restrictions are subject to change each season.

# PRO SHOP HOURS

7:00am - Dusk

# PARKING & ACCESSIBILITY

## Parking & Valet

Parking is available at the bottom of the hill. Valet is available during most regular hours of operation. If valet is not available, especially during the shoulder seasons, golf carts will be located in the valet lot. Please park your own car and drive a golf cart up to the Pro Shop.

When a valet is on duty:

- Leave your keys in the car.
- Release the trunk if your clubs are being unloaded.
- The Pro Shop staff and valet will return your clubs to your car.
- Please verify with the valet that the correct clubs have been loaded into your car.

\*Gratuities are accepted and appreciated.

Please note that the left side of the upper driveway on the side of the pool is designated as a fire lane. Please do not leave your car in this area.



## Handicapped Accessibility

A ramp is available for accessibility needs into the Clubhouse. Wheelchair accessible bathrooms are located adjacent to the Parlor and in the Ballroom.

Please contact our staff if additional assistance is needed.

## GOLF

### Pro Shop

The Pro Shop carries a full line of quality, fashionable golf equipment, apparel, and accessories. Members receive special discounts. Inquire in the Pro Shop.

Our demo clubs are available for you to try at any time. We also provide custom club fittings scheduled with a golf professional upon request.

Each winter the Pro Shop offers a Winter Golf Equipment Tune-Up, remember to schedule yours with the Pro Shop beginning in November.

Purchases of merchandise or food can be charged via member account or credit card. We accept Visa, MasterCard, American Express, and Discover.

### Guest Play

We encourage you to extend an invitation to your family and friends!

- Family Guests – extended family of a member
  - 18 holes - \$40 green fee plus \$30 cart fee
  - 9 holes - \$25 green fee plus \$17.25 cart fee
- Outside Guest – coworker, colleague, friend, or other association to a member
  - 18 holes - \$60 green fee plus \$30 cart fee
  - 9 holes - \$35.25 green fee plus \$17.25 cart fee

Guests are not permitted before 8:30am on Saturday or Sunday. A single guest is not permitted to play at Columbia Hills more than 5 times during one calendar year.

## LESSONS

Lessons are available from our PGA Staff, please inquire at the Pro Shop.

Lessons are scheduled from 30 minutes to an hour. We also have playing lessons in which timeframes vary. Call the Pro Shop to schedule lesson appointments 440.236.8277.

## TEE TIME

Tee times are highly recommended on the course. They are available after 8:00am and run every 10 minutes. We ask that you wait until the #1 flag has been pulled before teeing off. This helps the pace of play flow efficiently. To see regulations regarding pace of play, please refer to the Guidelines & Bylaws

Times and restrictions are subject to change at the Pro Shop's discretion. Please call the Pro Shop for details.

## Arriving at First Tee Time

- Check in with the Starter outside the Pro Shop: you will be advised of any special course rules for that day.
- Outside Service Staff will load your clubs on your golf cart.
- The starter will notify you of your tee time.

## At Turn

- You are welcome to stop in the Clubhouse or Pro Shop to pick up a drink. Be careful not to spend too much time or you may lose your place on the course.
- You can call in a food order from your cellphone on the 8<sup>th</sup> hole and it will be ready for you at the turn at hole 9. Call: 440.236.5051 ext. 2337.

## Finishing the Round

- Drive your cart to the Pro Shop.
- Please check to make sure you have all personal belongings before leaving your cart.
- Outside Staff will greet you and ask if your clubs are staying here for storage or if you are taking them with you.
- Outside Service Staff will take your clubs to the bag room for storage or to valet for pick up as you leave.
- Please remember to enter your final score into the GHIN mobile app upon completion of your round.

## DRIVING RANGE

The range opens an hour before the first tee time and closes at dusk. The range will close early on Thursday and Sunday nights to prepare for mowing the next day.

## Short Game Practice Area

This area is located above the driving range. The area opens an hour before the first tee time and closes at dusk.

- Short game fairway is for pitch shots.
- Greens may be used to practice putting and greenside chip shots.
- When hitting from practice bunker, do not hit balls onto the green.

## CLUB STORAGE

You have been assigned a rack in our bag room subject to availability. You may leave your clubs in the bag room after a round. We will store them until your next round. A bag tag will be prepared for you with your name and bag rack number.

## GOLF CARTS

We offer the most advanced electric golf carts. Each cart is supplied with the following:

- Two towels for use during each round.
- Sand and seed bottles fill divot areas when the actual divot cannot be replaced.
- Scorecard and pencil.

Cart safety is important to us. Keep carts off hills and away from greens and tees. Stay on the cart path as often as possible. Please follow all cart signs while operating the golf carts.

You may carry your clubs at any time. A walking fee of \$11.00 for 9 holes and \$17.00 for 18 holes is charged. Junior Golfers under the age of 19 may carry their own bag at any time without a fee.

## HANDICAPS

Upon completion of your round, please enter your final score into the GHIN mobile app. It is highly recommended that you enter your scores hole by hole. It is important that all members take accountability for themselves and other members to ensure accurate scores are posted after each round of play. Accurate handicaps protect the integrity of our golf events. The Pro Shop can assist with this procedure at any time.

## JUNIOR GOLF

We have an exciting Junior Golf Program open to children and grandchildren of members. The Junior Golf Program is designed to teach juniors how to play the game, as well as learn the life skills that golf can teach – discipline, character, integrity, teamwork, and strategy.

The six-week program begins in late June and takes place at 7:30 am each Thursday. We discuss the rules of golf, proper etiquette, and the importance of honor, integrity, and character.

The program is divided into 6 groups based on skill set and interest:

- One hole
- Three hole
- Five hole
- Nine hole
- Championship Nine hole
- Young Women's Golf Association (5 holes)

Each group is assigned a marshal to supervise the play organized by the Golf Professionals. Upon completing the holes, refreshments are provided. Golf Professionals then conduct a group clinic and work individually with each junior golfer.

All parents and grandparents are asked to marshal a group twice a year to ensure junior golfers are practicing proper etiquette.

## RECIPROCAL GOLF NETWORK

The Reciprocal Golf Network allows our golfing members to enjoy membership privileges at various clubs within the area. Our network currently includes (others may be added during the year – check with the Pro Shop):

- Avon Oaks Country Club (cart fee only)
- Wooster Country Club (cart fee only)

Members have dining privileges at all participating clubs. Golf members will have access to golf and social facilities. Social members will have access to social facilities. Any purchases should be made with a Credit Card.

Schedule tee times at any of the above clubs by calling the Pro Shop at 440.236.8277.

## PRIVATE CLUB NETWORK

Columbia Hills Golf & Swim Club belongs to The Private Club Network (which consists of hundreds of private clubs throughout the United States and Canada). As a golfing member, you have access to these clubs. This is most used when going on vacation or business trips. To use the network, the desired private club must be over 100 miles away from Columbia Hills Golf & Swim Club and be a golfing member.

To set up tee times visit [www.privateclubnetwork.com](http://www.privateclubnetwork.com) or call 1.800.547.0838.

## FACILITIES & OTHER AMENITIES

Membership to Columbia Hills Golf & Swim Club entitles you to use of the following facilities and amenities:

Outdoor Patio	Board Room	Women's Locker Room
Members' Dining Room	Columbia Room	Men's Locker Room
Grill Room	Halfway House	Pool
Pub	Parlor	Pool Snack Bar

### Dining

- **Outdoor Patio** – This is our most popular casual dining area. Overlooks the 9<sup>th</sup> hole and 18<sup>th</sup> fairway, with ample seating.
- **Members' Dining Room** – This is a quiet, more upscale casual dining area located straight through the lobby doors.
- **Grill Room** – This is a family-friendly area for all social conversations. Located downstairs, it is adjacent to the Men's Locker Room. Large screen TV's, bar, a pool table, darts, and shuffleboard table create a sports bar atmosphere.

- **Pub** – This area is moderately relaxed located adjacent to the Members' Dining Room. Most used to kick back after a round of golf. It includes a bar, and television screen.
- **Board Room** – This is an enclosed area perfect for meetings and private family gatherings. Located adjacent to the Parlor, and seats approximately 14 people, with a television for presentations.
- **Columbia Room** – This is an extension to the Members' Dining Room. Well-suited for any type of occasion. Located adjacent to the Parlor and Board Room. This area seats approximately 24 people with couches and television area.
- **Ballroom** – This is for your larger parties up to 220. This area is located adjacent to the Members' Dining Room and overlooks the 18th fairway. Includes a bar, dance floor, and private bathrooms with a private entrance.

## Reservations & Cancellations

We kindly ask that you make a reservation when dining with us whether it be for the Patio, Columbia Room, Grill Room, Boardroom or Main Dining Room. This assists us in providing quality service to all members and their guests. Reservations for evening dining are required. Reservations for Sunday brunches – when available – are also required. Please call 440.236.5051 x2339. We ask that you provide one hour's notice when cancelling dining reservations

## Menu

Our Chef's Menu is available in any of the dining areas of the Club. You can see this menu by visiting <http://www.columbiahillsgolf.com/dining/our-menu>. Children's menus are also available for children 12 and under.

We are happy to prepare items for anyone with special dietary concerns. Please inform our staff when necessary.

## Locker Rooms

Lockers are assigned to Golf members only. All children MUST be attended to by an adult when going into the locker rooms. Items are not permitted for storage on top of the lockers.

Please inform the Pro Shop if you are bringing guests, they are welcome to use the lockers marked guest in each of the locker rooms.

## Services

- Full shoe cleaning and polishing for golf and street shoes is available.
  - Place shoes in front of locker for service, shoes will be returned to the locker once completed.
- Spike replacements – paid in cash only.
  - Non-metal or non-ceramic spikes are required on the course.
- Personal care amenities are always available in the bathroom, shower, and locker rooms.
- Shower towels are provided – showers are located at the back of the locker room.

\*Gratuities are accepted and appreciated for Locker Room Services.



## Pool

The pool is open Memorial Day to Labor Day.

- Tuesday - Thursday: 11:00am – 7:00pm
- Friday - Sunday: 11:00am – 8:00pm
- Mondays: POOL CLOSED
- Memorial Day & Labor Day – Weekends only

\*Hours are subject to change due to events. We will notify you in advance of any changes.

Towels and shower facilities are available at the Pool House.

## Snack Bar

- Tuesday – Friday: 11:00am – 6:00pm
- Saturday and Sunday: 11:00am – 7:00pm

The Snack Bar includes a limited dining menu from inside and concession items.

## Members & Guests

Members, members' children living in the home and 26 and under, are free. Everyone must sign in upon arrival. Guests are welcome when accompanied by a member. The Guest Fee is \$7.00 per guest.

Children 12 years old and younger must be accompanied by an adult 18 years or older.

## Lessons

We offer swimming lessons upon request. To set up a time, please contact the lifeguard on duty.

## PRIVATE PARTIES & EVENTS

Members are welcome to reserve rooms at the Club for private parties and events.

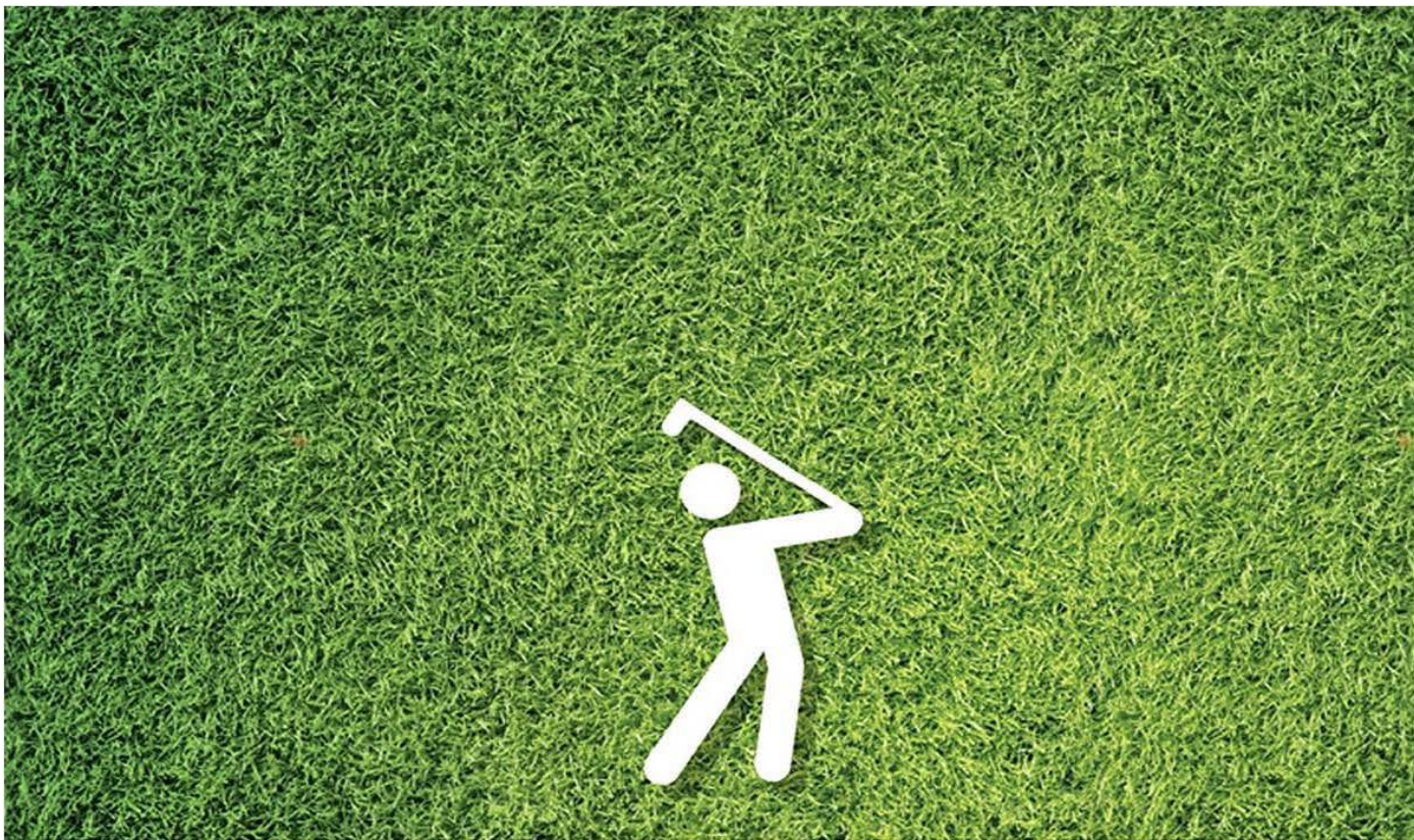
The Club provides a beautiful location and atmosphere for business meetings, showers, weddings, anniversaries, birthday parties, charity events, and so much more. A wide variety of options are available for your social and business needs.

We are happy to work with you to make our facilities become your vision. Food menu, drinks, décor, lighting, etc. can all be discussed with our Event Coordinator. For events, please contact Danielle Drury our Events Coordinator by calling 440.236.5051 ext. 2112 or by emailing [danielledrury@columbiahillsgolf.com](mailto:danielledrury@columbiahillsgolf.com). Please contact Jennifer Miller for weddings by calling 440.236.5051 ext. 2110 or by emailing [jennifermiller@columbiahillsgolf.com](mailto:jennifermiller@columbiahillsgolf.com) to start planning.

## Reservations & Cancellations

In order to transform our facilities to fit your vision, we ask that you provide us with sufficient time to prepare for your event. Contact us at 440.236.5051 with how many people you intend to host at your event.





COLUMBIA HILLS  
GOLF • FAMILY • FRIENDS

---

## BYLAWS

---





# COLUMBIA HILLS BYLAWS

16200 East River Road | Columbia Station, Ohio 44028

[www.columbiahillsgolf.com](http://www.columbiahillsgolf.com)

## CODE OF REGULATIONS

### SECTION 1 – CLUB ORGANIZATION AND CONTROL

Columbia Hills Golf & Swim Club, LLC

The name of this organization shall be “Columbia Hills Golf & Swim Club, LLC” (herein after referred to as the Club) and it shall be a corporation, organized and existing under the laws of Ohio, having its principal place of business in Columbia Township, Lorain Country, Ohio.

#### **Executive Board**

The Executive Board shall have the entire control and Management of the affairs and property of the Club. It shall determine classifications of membership, the qualifications, rights, and privileges thereof, and the commencement, fees and dues to be imposed and shall be empowered to make the rules for the Club. The Executive Board will serve at the direction and pleasure of the Club’s President (Fred Ode), who is the ultimate decision-maker. The makeup of the Executive Board may change from time to time and currently consists of the President, General Manager (Mark Hennie), and the Head Golf Professional (Mike Jaeger).

#### **Management**

Throughout this document, the term “Management” is used in making certain decisions. Management acts at the direction and on behalf of the Executive Board. Management consists of the General Manager, Head Golf Professional, Clubhouse Manager, and certain designated staff members from time to time.

### SECTION 2 – CLASSIFICATION OF MEMBERS

#### **(2.1) Overview**

The Membership of the Club shall be classified as follows: Golf Family and Social Memberships. The Executive Board may, at its sole discretion, grant special membership categories such as Honorary, Non-Resident, Junior, and Senior Retired due to special circumstances, including but not limited to the grandfathering of member classifications under the previous club (Columbia Hills Country Club) or due to special circumstances or requests. The membership classifications are defined immediately below. All applications for membership in any membership classification shall be on forms prescribed and in accordance with the requirements imposed and shall be submitted to the Executive Board. Every holder of a membership shall submit to the Executive Board for enrollment the names of all members of his/her household to be accorded the privileges of the Club under his/her membership and shall be responsible to the Club for the actions and debts of these persons, as well as the abuse of the privileges to be granted.

#### **(2.2) Golf Family Membership**

This all-inclusive membership includes unlimited usage of the facility and all its amenities: Golf, Driving Range, Pool, Clubhouse, Dining, and Social Events. Membership extends to the primary member and immediate family which includes the member’s spouse or significant other, as well as children (ages 26 & under) living in the household. Final approval of any of the family members rests with the Executive Board, which may deny membership to any family member, as well as make exceptions to extend membership to additional family members due to special circumstances.

### **(2.3) Social Membership**

This membership includes unlimited usage of the facility and the following amenities: Pool, Clubhouse, Dining, Driving Range, and Social Events. Additionally, social members can use the golf course five times a year with up to three guests each time. When using the golf course, the member will be responsible for all cart fees, as well as the greens fees for the guests – the member's greens fees are included in the membership. Membership extends to the primary member and immediate family which includes the member's spouse or significant other as well as children (ages 26 & under) living in the household. Final approval of any of the family members rests with the Executive Board, which may deny membership to any family member as well as make exceptions to extend membership to additional family members due to special circumstances.

## **SECTION 3 – FEES, DUES, FOOD MINIMUMS & OTHER CHARGES**

### **(3.1) Golf Family Membership Dues, Fees & Commitments**

New members pay a one-time Commencement Fee of Two Thousand Five Dollars (\$2,500) payable immediately upon acceptance into the Club. Annual dues for a Golfing Member are Seven Thousand Five Hundred Dollars (\$7,500), which may be paid in monthly installments of Six Hundred Twenty-Five Dollars (\$625).

In addition, Golf Members will be required to pay an annual GHIN fee (handicap system) of \$40 for each golfing family member. There will also be a \$25 charge per family for the popular Columbia Hills Day for a raffle ticket, which is typically held in August (all members are eligible to win prizes and do not need to be present at the time of the drawing to win). For each hole-in-one made on the course, there will be a \$5 insurance fee added to your monthly statement - historically this occurs less than ten times per year. (The insurance fund is used to pay for one drink per member on the premises that day along with a Hole-In-One Plaque.) Finally, the Golf Membership will require a monthly (paid quarterly) food minimum as specified below.

### **(3.2) Social Membership Dues, Fees & Commitments**

New members pay a one-time Commencement Fee of One Thousand Dollars (\$1,000) payable immediately upon acceptance into the Club. Annual dues shall be Three Thousand Three Hundred Dollars (\$3,300) which may be paid in monthly installments of Two Hundred Seventy-Five Dollars (\$275). The only additional charge would be an annual charge of \$25 per family for Columbia Hills Day for a raffle ticket, which is typically held in August (all members are eligible to win prizes and do not need to be present at the time of the drawing to win). Social Membership will require a monthly (paid quarterly) food minimum as specified below. Social members have the option to sign up for GHIN (see fees above).

### **(3.3) Minimum Food Charge**

Under existing Club policy, each member, except some Corporate and Extended Family, are required to spend an average of \$75 in food charges (alcoholic beverages not included) each month to be paid quarterly. If a member fails to meet the \$225 quarterly minimum, they will be billed for the balance in the statement following the end of the quarter. For example, if a member spends \$145 in the April – May – June quarter, they will be billed \$80 in their June statement for the deficiency. It is critical to note that the quarterly minimum is an obligation to a member unless they fall under one of the exemptions specified above or have been granted a special exemption. If the Club is closed for a month or part of the month, then the quarterly food minimum will be reduced accordingly in a prorated manner.

### **(3.4) Ladies' Tournament Fee – Optional**

If you are a lady golfing member and join the Tuesday Ladies' League, you will be billed a one-time annual fee of Seventy-Five dollars (\$75). This fee will only be relevant if you want to participate in tournaments and Club sponsored ladies' events such as: Ladies' Club Championship, Two-Lady Best Ball Championship, Ladies' Swinging Skirts Hoopla, all three Ladies' Whack N' Snack events, Ladies' Tuesday League, CWGA Tournament, etc. Please note that in order to join the Ladies' League, you must also join the CWGA for a \$10.00 fee.

### **(3.5) Cart Fees**

There is a \$30 per person cart fee for 18 holes and \$17.25 per person 9 holes. Sales tax will be added to these fees.

### **(3.6) Food & Beverage Service (Gratuity)**

A Food Service charge fee of 18% is to be applied to all members' food and beverage charges. Overhead accounts for 3% with the remaining 15% going to the actual server.

### **(3.7) Men's Locker Room**

A tip of \$3 to \$5 is recommended for each pair of shoes cleaned & shined or for other services provided.

### **(3.8) Ladies Locker Room**

A tip of \$3 to \$5 is recommended for each pair of shoes cleaned & shined or for other services provided.

### **(3.9) Outside Bag Staff**

A tip of \$2 to \$3 is recommended for each bag of clubs cleaned or for other services provided.

### **(3.10) Valet Parking**

A minimum \$3 tip is required. \$3-\$5 is recommended.

## **SECTION 4 – PAYMENT POLICIES**

### **(4.1) Annual Commitment**

Although dues may be paid in monthly installments, they are an annual obligation that is incurred on April 1<sup>st</sup> of each year for the 12-month membership season of April 1<sup>st</sup> through March 31<sup>st</sup>. Unless exempted by the Executive Board, a member will be obligated to meet the annual dues obligation regardless of circumstances.

### **(4.2) Payment Due Dates & Policies**

On or about the 1<sup>st</sup> of each month, the member will be billed for that month's dues in advance and the previous month's charges and fees. Payment will be due on or before the end of the month that the member was billed. If any member is overdue on a payment thirty (30) days after due, then the Executive Board shall advise such member in writing or email of the status of his or her account. If said accounts become sixty (60) days in arrears, the credit of such member may be withdrawn in all departments of the Club. Notice of such withdrawal of credit shall be mailed or emailed to said member. The credit of such member shall be restored only by the Executive Board and only upon liquidation of said indebtedness.

Until credit of said member is restored by the Executive Board, all use of the Club and its grounds shall be denied to said member. If any applicant for membership, or any member, shall fail to pay within the time fixed by the Executive Board any indebtedness to the Club or any amount required by way of commencement fees or dues, such failure shall constitute cause for suspension of credit, or expulsion or suspension from membership, as the Executive Board may decide.

Under any of the actions stated above the member is still responsible for full payment of any monies due and will remain obligated for any dues, food minimum charge or other fees in meeting their obligation for the twelve-month annual membership period.

## **SECTION 5 – GOLF & HANDICAP COMMITTEE**

### **(5.1) Committee Makeup and Authority**

The Golf and Handicap Committee ("GHC") shall consist of the Head Golf Professional, Assistant Golf Professional, the President, and up to five (5) Golfing Members and shall have general jurisdiction over tournaments and any



special golf events and shall have supervision over all matches and tournaments. The Executive Board reserves the right to alter the GHC makeup at any time. The GHC shall have jurisdiction over any dispute concerning tournament playing rules. It shall also have the duty of computing handicaps for all golfing members of the Club. The GHC will compute handicaps according to the U.S.G.A. Handicap System and shall determine in which manner scores will be assembled. The GHC shall have the responsibility for determining the procedure for play on the course including, but not limited to, playing privileges, starting times, golf rules, handicaps, tournament schedule, junior golf, trophies, and prizes. **The Handicap Committee reserves the right within U.S.G.A guidelines to adjust any player's handicap.**

#### **(5.2) Handicapping**

The United States Golf Association Golf Handicap System is used for establishing handicaps. Once you have played and posted scores from a total of 54 holes, made up of any combination of 9 or 18 hole rounds, you will have a Handicap Index the very next day.

While establishing and maintaining a Handicap Index, it is important to adhere to the Rules of Golf and Rules of Handicapping to ensure accuracy. Failure to comply will result in a member being given his or her lowest score of the last 20 rounds played. All handicaps are updated daily and become effective for play the day posted, unless an event is in progress, in which case the handicap used at the start of the event will remain in effect until the conclusion of the particular event. It is requested that any member wishing further information or review of a handicap, contact the Head or Assistant Golf Professional.

### **SECTION 6 – DEATH OR DIVORCE OF MEMBER**

#### **(6.1) Surviving Spouse Election**

Upon the death of a Member in any membership classification, the spouse of such member shall have the privilege of continuing such membership in his or her name, in the same or lesser classification as the deceased member formerly held, without the payment of any additional commencement or transfer fee. However, such spouse shall be required to pay all dues and fees associated with the classification being continued or elected. The Surviving Spouse shall have 180 days from the date of death of the Spouse to make the election to continue membership. At the end of the 180-day period, the right to make the election shall terminate.

#### **(6.2) Divorce**

In the event that a Member and his or her spouse are divorced, the Membership may be transferred in accordance with the terms of a Divorce Judgment Entry. In the event that there is no disposition of the membership by the Divorce Judgment Entry, the membership shall be continued in the name of the primary member of record. The spouse that is no longer the member will no longer have spousal privileges to use the Club unless special arrangements have been made and approved by the Executive Board.

### **SECTION 7 – LEAVE OF ABSENCE, RESIGNATION & CHANGES IN CLASSIFICATIONS**

#### **(7.1) Leave of Absence**

Leave of absence may be applied for in writing to the Executive Board and the issuance of such request is left to the sole and absolute discretion of the Executive Board. A leave of absence granted pursuant to this Section shall in no event exceed one (1) dues year in duration. If a leave of absence has been granted, at the end of each dues year, the member must either (1) return to active membership or resign from the Club, or (2) submit a written request to the Board subject to the provisions of this Section for an extension of the leave of absence.

A leave of absence may be approved by the Executive Board for the following reasons:

- Geographical relocation of employment outside of one hundred (100) miles of the Club

- Incapacitation by illness or accident which would, for a major portion of the golf season (e.g. the period from Opening Day through Closing Day), render the member unable to play golf.
- For good and just cause presented by the applicant
- Military leave (overseas assignment and/or active duty)

The letter of application for a leave for medical reason must be accompanied with a letter from the member's treating physician stating the medical reason and condition requiring such leave and preventing the member from playing golf and giving an estimated date of recovery. The letter of application for leave for good and just cause must explain the applicant's basis for such request. A member on medical leave may reapply for leave if the medical condition requiring such leave continues.

Depending upon the timing surrounding a member's application for medical leave, the Executive Board in its discretion, may consider pro-rating the member's dues for the year.

Any member who has been granted a leave may request restoration to their former membership classification, if then qualified therefore, without incurring commencement fees. Acceptance back to membership will be at the sole discretion of the Executive Board but will not be unreasonably denied.

A member on leave (other than medical) can play as a guest, subject to the usual guest rules.

No leave of absence shall be granted by the Executive Board unless and until all outstanding commencement fees, dues or any other Club charges have been paid in full by the applicant.

A leave shall terminate when the reason for the leave no longer exists and upon timely notification by the member on leave to the Executive Board. If the major portion of the year's golf season remains at the time of the leave termination and the membership status is reactivated, the member shall pay the full yearly dues for such year. If less than a major portion of the golf season remains, the Executive Board may approve prorating the dues for the remainder of the year.

#### **(7.2) Regression in Membership Classification**

There shall be no regression in membership except as otherwise provided herein and except that a member may apply in writing to the Executive Board of extenuating circumstances requiring regression in membership by said member. Any such application for regression in membership must be submitted by March 31<sup>st</sup> for effect in the following Membership year. There will be no regression in membership during the current fiscal year. The Executive Board shall have full discretion in approval of all regressions in membership application and their decision shall be final. Notwithstanding the above, a regression in membership may be considered as a substitute for a Golf Member that has requested a medical leave of absence.

#### **(7.3) Changes in Membership Classification**

A member shall not be permitted to make any change in membership classification unless he has satisfied all of his obligations in his current or prior classification including, but not limited to, outstanding monies due to the Club. This will also need to be approved by the Executive Board.

#### **(7.4) Resignation of Membership**

Any member in good standing seeking to resign from membership in the Club will submit his/her resignation in writing to the Executive Board. Such resignations should be submitted by March 31<sup>st</sup> and will take effect for the following Membership year.

### **SECTION 8 – DISCIPLINARY ACTIONS**

#### **(8.1) Discretion of Executive Board**

The Executive Board, upon its own motion, shall make and prescribe rules of conduct for the government of all

members and all persons upon the Club's property and may enforce such rules and fix penalties for their violation. If the conduct of a member or any of the member's family or any guest shall appear to the Executive Board to be disorderly, ungentlemanly, unladylike, or in violation of any of the Club's rules, prejudicial to the interest or character of the Club or contrary to its Regulations or By-Laws, and if the nature of the offense in the opinion of the Executive Board reprimand such member, or suspend such member from all privileges of the Club, for a period of not more than one (1) year or may expel such member from further membership in the Club. A member may be reprimanded, suspended, or expelled from the Club, with or without cause, without prior notice, but such member shall be promptly furnished a written notice of the charges made against such member and of the disciplinary action taken by the Executive Board, and shall be given an opportunity to be heard personally before them in his/her behalf within thirty (30) days from the date of such action by the Executive Board.

## **SECTION 9 – COURSE SCHEDULE & AVAILABILITY**

### **(9.1) Playing Times Calendar for Different Classifications & Guests**

At the discretion of the Executive Board, the following calendar of playing times and privileges may be altered from time to time due to special events or other circumstances. Wherever practical, sufficient advance notice will be provided to the membership.

### **(9.2) Other Playing Time Specifications**

The Course may be closed to non-participating members on special days as designated by the Executive Board.

If, in the opinion of the Club Professional and the Greens Superintendent, the Course is unfit for play, a sign will be posted indicating that the Course is closed. No one will be allowed to play.

### **(9.3) Guest Fees**

Guest fees are \$40 before Opening day and after Fall Round-Up. Between and inclusive of those dates, the guest fee is \$60. The immediate family guest fee is \$40 at all times. Guests are allowed unlimited play per day. Rain checks will be given at the discretion of the Pro Shop.

All golfing members in good standing shall have golf privileges which they may extend to guests for the use of the golf course subject to the payment of the established greens fees, and observance of any rules as may be established from time to time regulating time of guest play; and further providing such guest(s) are accompanied by a member of the Club.

### **(9.4) Golf Guest Rules & Restrictions**

Members who have golf guest privileges shall not introduce more than three (3) golf guests in anyone (1) day. At least one (1) regular Club member shall be required to be in each playing foursome or lesser group. Golf privileges shall not be extended to a non-member individual more than five (5) times during a calendar year. Guests playing in a multiple round event shall be considered to have played only one (1) time (i.e., the invitational, including the practice round). All guests must be registered in the pro shop prior to play. Club Members will be held responsible for the conduct of guests whom they introduce. Special exceptions may be made to this rule as stated in the bylaws.

### **(9.5) Multiple Foursome Exception**

With the approval of the Executive Board as communicated through the Head Golf Professional, a member may entertain as many as three foursomes as long as arrangements are made in advance with the Head Golf Professional.

### **(9.6) Non-Golf Guest Policy**

Club Members shall have the privileges of inviting guests without limit to the use of the Club House facilities with exception of restricted Club functions. Guest privileges to scheduled Club functions shall not be extended to an individual more than (5) times per calendar year. Club Members will be held responsible for the conduct of guests whom they introduce.

## **SECTION 10 – ADDITIONAL RULES & REGULATIONS**

### **(10.1) Alcohol Policy**

The Executive Board, on advice of counsel, has adopted a policy concerning excessive consumption of alcohol on Club premises.

Each Member is responsible for the conduct of himself, family members, and guests regarding excessive alcohol consumption on the Club premises, the subsequent operation of a motor vehicle, and consequential misconduct.

The Club cannot and does not assume any responsibility for these acts.

Minors are not permitted at any bar where liquor is served unless accompanied by an adult.

The foregoing policy is intended to safeguard the members, their families, and guests, and to notify all of the position taken by Columbia Hills Golf & Swim Club. Members are expected to accept this policy as protective, and in the spirit in which it was formulated, and adherence will be given for the benefit of all concerned.

### **(10.2) Member Roster / Listing Restrictions**

Members, or Member's employers, or Member's businesses, or Member's relatives shall not use the roster book (or any other member listing) for promotional mailings or solicitations to other Members. The penalty for violation of this provision is to be determined by the Executive Board.

### **(10.3) Clubhouse Availability**

The Clubhouse shall be open to serve members daily except Mondays, during such hours as may be determined from time to time by the Management.

### **(10.4) Men's Dress Code**

Men shall wear golf slacks or Bermuda length golf shorts on the golf course and denim in compliance with the Denim Policy in the Clubhouse. Cut-offs are not permitted. Shirts with a collar must be worn at all times. Mock neck shirts are acceptable as long as they have a wide mock neck (1 ½") and cannot be construed as a t-shirt. Shirts must be tucked in at all times for men on the golf course and in the Clubhouse. An exception to this rule would be men's shirts that are designed and intended to be untucked may be allowed in the Clubhouse. Examples of this type of shirt would be "Hawaii style" shirts (e.g. Tommy Bahama). We ask that male members use proper discretion to this exception to the rule as abuse may require the Executive Board to rescind the exception. What will be considered acceptable in all facets of the male dress code will be left to the sole discretion of the Executive Board as sometime communicated through the General Manager, Head Golf Professional, or other staff member.

### **(10.5) Women's Dress Code**

Women shall wear golf slacks, golf skirts, or Bermuda length golf shorts on the golf course and denim in compliance with the Denim Policy in the Clubhouse. Cut-offs are not permitted. Sleeveless and/or collarless tops that present a neat appearance and are appropriate to the game of golf may be worn. Tank tops, halter-tops, tube tops and T-Shirts are not acceptable. Women may wear their shirts un-tucked as long as it presents a neat appearance. The policy on acceptable attire is loosely based on what are acceptable styles in the golf apparel industry for private country clubs. What will be considered acceptable in all facets of the dress code will be left to the sole discretion of the Executive Board as sometime communicated through the General Manager, Head Golf Professional, or other staff member.

### **(10.6) Denim / Jeans**

Dress denim will be permitted in the Pub/Bar, Grille Room, Main Dining Room, Outside Patio, and Pool. No denim is permitted on the Golf Course or Driving Range. These guidelines can be changed by the Executive Board for certain special dates or events. The dress denim rules will apply to all ages and genders.

Dress Denim is defined as:

- Must be full-length pants; NO denim shorts, miniskirts, cutoffs, or shirts.
- Must not be distressed, acid-washed, or washed-out.
- Cannot be baggy, low-slung, excessively bell-bottomed, torn or frayed.
- Must be worn at normal waist height.
- Must be worn with other clothing that complies with the existing Dress Code

Please note that the Executive Board expects the members to comply with the spirit of these guidelines.

#### **(10.7) Hats**

Hats are not permitted to be worn backwards. Outside of prime dinner hours in the main Dining Room (after 5 PM) or for designated events, acceptable hats may be worn in the Clubhouse. This is a new rule as of the 2015 golf season and is intended to accommodate those individuals that may have “hat hair” and are uncomfortable in their appearance after a round of golf.

#### **(10.8) Clubhouse Dress Code Rules**

Proper attire for men and boys over 12 in the Members’ Dining Room and Ballroom will include long pants including dress denims, appropriate shorts, sweaters, or shirt with collars for men and boys. For ladies and girls over 12, the requirements will be slacks including dress denim, dresses, skirts or equivalent. Special events may require more formal dressing for men, women, boys, and girls. Such designation shall be announced and published in advance of the event, so as to give members sufficient notice of the dress requirement for that event.

#### **(10.9) Bathing Attire Restrictions**

Persons in bathing attire will not be permitted in the Patio or any portion of the Clubhouse other than the Locker Rooms and Grille Room.

#### **(10.10) Guest Dress Code**

Members are responsible for making their guests aware of and enforcing our dress code.

#### **(10.11) Food Serving & Consumption Areas**

Food shall be served or consumed only in the Dining Room, Patio, Grille Room, Pool, or Halfway House unless authorized to be served elsewhere by the Management.

#### **(10.12) Use and Access to Facilities**

The exclusive use of the Clubhouse facilities, property or any portion thereof shall not be granted to an individual member or members for meetings, banquets, golf and etc., without the consent of Management. Only authorized personnel and Management are permitted in the Kitchen.

#### **(10.13) Valet, Bag Staff, Locker Room Attendants & Special Staff**

The parking lot attendants are provided for the convenience of members seeking valet parking. Gratuities to parking lot attendants are approved by the Executive Board. Additionally, special services provided by the locker room attendant, coat room attendant, bag staff or any other employee offering a service can be rewarded by gratuities.

#### **(10.14) Dogs & Animals**

No dogs or other animals are permitted in the Clubhouse or on the Club premises unless specifically approved by Management or the Executive Board.

#### **(10.15) Member Signatures**

Members shall not permit Club employees to sign on their behalf for any Club charges or other documents or registration forms.



#### **(10.16) Supervision of Children**

It is recommended that children under the age of 10 years be supervised by their parents at all times when on the Clubhouse or Golf Course premises. Children under the age of 8 are not permitted in the Clubhouse or on the Golf Course unless accompanied by an adult with whom such children must remain during their stay at the Club. Notwithstanding these age specifications, all adults are directly responsible for the actions of any minors under the age of 21 under their supervision whether the adult member is present at the Club or not.

### **SECTION 11 – GOLF COURSE RULES & REGULATIONS**

#### **(11.1) Golf Cart Rules**

- Obey all signs on the Course.
- Use asphalt Cart paths wherever possible.
- Anyone under the age of 21 must have a valid driver's license to operate Golf Carts.
- No Carts on tees, or on the slopes of the tees
- If you see any violators, please report them to the Management.
- Take Carts around all bunkers and adjacent to the greens.
- Exercise extreme caution when crossing narrow bridges.
- No more than two riders in any Cart at any one time
- No one shall ride on the back of a Golf Cart at any time; all riders/drivers must be properly seated.
- Guests may operate the Cart. Members will be responsible for the behavior of their guest.
- Members are responsible for damage caused by themselves or their guests.
- Lock parking brake in those carts that have them when Cart is left unattended on a slope.
- Never carry a club while driving or riding.
- Keep the Carts in rough at all times, except when crossing fairways unless special directions are posted prior to the round of golf.
- Respect the soft condition of the turf; stay out of low areas when the ground is soft.
- Carts shall not be stopped or left any place on the course where they constitute an obstacle.
- Carts shall stay behind anyone playing a shot.
- The Club will not be responsible for any bodily injury (or damage to any property) which may be incurred while using a Golf Cart on the Club premises.
- Carts must be used when available, except as provided immediately below.

#### **(11.2) Walking Policies – Children & Young Adults**

Children under 18 years of age may carry their bag anytime with no charge. Upon requests exceptions to this policy may be granted by the pro shop for college age children.

#### **(11.3) Player Responsibility on Course Care & Maintenance**

- Please use waste receptacles placed on all tees; do not clutter the course.
- Replace divots on the course or when appropriate fill the divot with sand.
- Ball marks on the green must be repaired.
- Smooth out all footprints in the bunkers.
- Do not change the tee markers – this will be done by the Greens Superintendent only.
- Report any discourtesies by any of the Course Employees to the Management
- It is requested that only one foursome at a time be allowed on the first tee.
- Practice putting or chipping is not permitted on the 9<sup>th</sup> green.

#### **(11.4) Playing Rules & Other Regulations**

The Rules of Golf of the United States Golf Association, together with the Rules of Etiquette of Golf as adopted by the USGA shall be the rules of the Club, except when in conflict with local rules or with any of the rules hereinafter stated.

Columbia Hills adopts the USGA rule that allows electronic measuring devices during casual play and tournament play. This includes laser and GPS units that only measure distance.

Columbia Hills will be open to all members and guests from Tuesday through Sunday. All facilities of the Club will be closed on Mondays unless otherwise authorized and directed by the Executive Board. The Club facilities are officially closed on Mondays.

The course and Pro Shop will be open starting at 8:00AM on all days that the Club is officially open for business; except that on weekends, starting with Opening Day through the Fall Roundup, the course and Pro Shop will open at 7:00AM.

Groups may begin play on the back nine at the discretion of the Pro Shop. If a group that started on hole #1 catches up, then that group must be permitted to play through.

#### **(11.5) Reserved Starting Times**

Tee times may be made one week in advance. A member may not request a "standing tee time".

Tee times may be reserved for any time during the week and after 8:00 on Saturdays, Sundays & Holidays.

#### **(11.6) Fivesomes**

Groups may play with 5 players in a group only when conditions exist that will not disrupt play and the group is approved by the Pro Shop. The following guidelines are in place for all fivesomes.

A fivesome is expected to maintain a 3-hour 40-minute pace.

Fivesomes MUST allow faster groups to play through.

The Pro Shop will have the ability to break up a fivesome at any time.

#### **(11.7) Worker Safety**

Whenever any worker(s) is on the course the golfer is required to use extreme caution in hitting their ball, unless he has gained the attention of the worker(s) and the worker(s) is in a safe position and alert to the player hitting the ball. Workers are instructed to wear protective head-gear and be aware of the member's playing activities. Members are respectfully requested to report any infractions of this employee rule to the Head Golf Professional, General Manager, or President.

### **SECTION 12 – PACE OF PLAY**

#### **(12.1) Proper Pace of Play is Critical for the Club to Succeed**

Enjoying your round of golf is of utmost importance to us here at Columbia Hills. One of the easiest ways to increase your level of enjoyment, while improving your overall game, is committing to a faster pace of play. As a guideline, a study performed by the NOGA determined that Columbia's ideal pace of play for 18 holes is **three hours forty minutes or less per round**.

Keep in mind that most experts say a good pace of play not only increases enjoyment of the game, but also improves one's score. Brisk play can keep you loose and ready at all times. Have fun, enjoy your company, and always try to improve. These are the things that make golf great! But let's be conscience of those around us and keep the pace of play moving. If you have any questions or suggestions about how to improve your pace of play, please feel free to share your thoughts with us.

## **SECTION 13 – DINING SERVICES**

### **(13.1) Reservations**

Dinner reservations are always highly recommended. Your assistance will enable Management to provide quality service. Please dial 440-236-5051 ext. 2339.

### **(13.2) Personal Food & Beverage**

Members and their guests are not permitted to bring food or liquor to the Club premises at any time with the exception of items such as energy bars, special replenishment drinks and similar items not for sale at the Club and necessary for proper nutrition. This rule should be self-evident, and we ask members to abide by the spirit of this rule.

### **(13.3) Private Meetings & Events**

Members may reserve areas of the Club for meetings and private parties provided the activity does not conflict with other member activities and pay the appropriate charges. Scheduling of facilities is coordinated through the Events Coordinator or Management.

### **(13.4) Seating**

Members and guests are to be seated for dinner under the supervision of the Front House Manager or appropriate staff member. Special seating requests will be given every consideration based on availability.

## **SECTION 14 - LOCKER ROOMS**

### **(14.1) Men's Locker Room**

- Locker Room service will be furnished at times determined by the Head Golf Professional during the golfing season.
- No Food service to be permitted in the Locker Room at any time.
- No one is permitted to keep liquor in lockers.
- Children under the age of 14 years are not permitted in the men's locker room at any time, unless accompanied by an adult.
- Tipping for special services to the Locker Room Attendant is permitted.
- If available, one locker will be assigned to each primary golfing member.

### **(14.2) Women's Locker Room**

Locker Room service will be furnished at the discretion of the Head Golf Professional with consultation from the ladies' association.

Girls under the age of 14 years are not permitted in the Ladies Locker Room at any time, unless accompanied by an adult.

No food will be served in the Locker Room at any time. Tipping for special services to the Locker Room Attendant is permitted.

If available, one locker will be assigned to each primary golfing member.

## **SECTION 15 – ADDITIONAL AREAS**

### **PARKING**

#### **(15.1) Valet**

Valet Parking is available for the convenience of the members. The Club charges no fee for valet parking. A \$2.00 minimum gratuity is normally considered proper for the valet parking attendant.

#### **(15.2) No Club Liability**

The Club assumes no liability for loss or damage to a member's or guest's automobile or its contents while on Club property after possession thereof is turned over to the Valet Parking Attendant.

#### **(15.3) Proper Parking**

Attendants are instructed to remove cars parked in the driveway, or self-parked in a manner that obstructs normal traffic through the parking areas. The Management may take such action as is deemed appropriate to ensure compliance with this request.

### **(15.4) SWIMMING POOL**

The following rules and regulations are for the protection and benefit of all members. These rules have been established to assure safe and sanitary operation of the pool facilities. Parents are requested to caution their children to observe all rules and obey the instruction of the pool manager and other employees.

#### **(15.5) Pool Season**

The pool season will begin with the Memorial Day Weekend and end on Labor Day. The Executive Board may extend the season outside of these dates under special circumstances or private events.

#### **Days of Operation**

**(15.6) Weekends Only** – During the school year the pool will only be open on weekends (Memorial Day through school closing and school opening through Labor Day).

**(15.7) Full Season Days of Operation** – Between the end of the school year and the start of the school year, the pool will be open 6 days a week (see hours of operation above). The pool will be closed on Mondays with the exception of holidays.

#### **(15.8) Special Limitations**

The pool may not be open if temperature is below 70°F dependent on other conditions such as the weather forecast, wind conditions, etc.

#### **(15.9) Snack Bar Service**

Snack Bar Service will typically be open in accordance with golf course usage.

#### **(15.10) Guests Registration and Definition**

Members and guests are required to register. Members will be charged \$5 per guest at the pool.

Guests are defined as anyone that does not reside at the Member's principal place of residence on a full-time year-round basis and is currently not included in the member's family membership.

#### **(15.11) Guest Rates**

All guests will be charged a fee of \$7.00 per guest.

### **(15.12) Special Rules & Regulations**

For health and safety purposes, all members and guests shall observe the following:

- All swimmers must take a shower in the Bath House before entering the Pool.
- Persons in bathing suits will NOT be admitted to any part of the Clubhouse except the Grille Room once a cover-up is worn.
- Unattended children under 14 years of age will NOT be admitted to the Club Grill, Patio, or any part of the Clubhouse.
- Children over six (6) years are not permitted in the wading pool.
- Children using the wading pool must be accompanied by an adult at all times.
- Children fourteen (14) years or under must yield the use of the swimming pool furniture to adults.
- Children under 14 years of age must be accompanied by a parent or responsible representative at least 16 years of age and registered with the **Snack Shop personnel**.
- Swimming tubes or similar floating objects may be used only when approved by the lifeguard on duty.
- There is No Smoking in the pool area, please use designated areas for smoking.
- Men's and women's locker rooms are reserved exclusively for members and adult guests. Children under fourteen (14) years must take their showers and change in the Bath House.
- RUNNING, PUSHING, AND DUNKING are dangerous not only to participants, but to innocent bystanders, and will NOT be permitted.
- All bathers must wear bathing shoes going to and from the locker rooms.
- Glassware of any type is not permitted in the pool area.
- Members may schedule private pool parties provided the party does not restrict the use of the pool by other members.

## **SECTION 16 – GUNS AND WEAPON RESTRICTIONS**

### **(16.1) Guns and Weapons Restrictions**

Columbia Hills Golf & Swim Club does not permit employees, members, patrons, or any other persons to carry guns, handguns, firearms, ammunition, or explosives ("weapons"), on Club premises or while engaged in Club business, whether on or off the Club's premises. Employees are prohibited from carrying weapons at any time while an employee is working or performing services for the Club, including on assignment at another location or business. This restriction applies even if the employee is licensed to carry a weapon. Even though certain gun laws permit individuals to carry weapons and not be in violation of the law, the Club prohibits employees and other persons from carrying them on the job or on Club premises or in Club vehicles at any time. The Club's premises include its parking lots, and this policy prohibits guns in vehicles parked in Club parking lots, even if the vehicle is not owned by the Club. Employees, members, patrons, or any other persons are forbidden to carry a gun in a personal vehicle while using the vehicle for Club business or during other Club-related activities such as business trips, or while entertaining clients, and/or at business-related social events. Violation of this policy is grounds for termination. Carrying a gun into areas where it is prohibited is also a crime.