

Forest Highlands



Forest Highlands Golf Club 2024 Rules, Information, & Fees

Revised September 27, 2024

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Yellow highlighting denotes a change in 2024

RULES & INFORMATION

1.0 INTRODUCTION

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Policies and Procedures, or Development Standards, the provisions of these Association Rules shall be deemed to be superseded by the aforementioned.

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

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

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

General Rules

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

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

Communication: The Club encourages feedback and criticism when appropriately delivered. Any advice, complaint or suggestion regarding employee performance, Association operations, or any other

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

Providing Information: When a Member is informed of a violation of these Rules, the CC&R's or Development Standards by another Member, guest or family member, Members are required to share any relevant information upon request of the Forest Highlands administration or Board of Directors about the violation for the health and safety of the community. Failure and or refusal to do so will be considered a violation of Rule 2.1 Code of Conduct. As per Arizona law (A.R.S. 33-1803) any report of a violation made to the Association will NOT remain anonymous. The person reporting an alleged violation must state their first and last name and this information is required to be sent to the party who is accused of the violation upon written request.

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

1.1 Warning and Disclaimer of Liability

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

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

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

1.2 Unlawful Harassment

Forest Highlands is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including but not limited to sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color,

national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. This policy applies without limitation to all members, guests, vendors, and employees of Forest Highlands and its affiliate organizations.

2.0 GENERAL

2.1 Code of Conduct

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

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

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

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

2.2 Communications

Members must adhere to the following requirements when sending emails and other communications that may impact the Club, discuss Club matters, or relate to Club Members or staff.

- a. Members must at all times communicate in a responsible and courteous manner.
- b. Members may not distribute, redistribute, or publicly display emails that inflict damage to the Club's reputation.
- c. Members may not use the Club's Membership Roster for any reason other than social communication with other Members (i.e., to arrange a match, game, or social event). Please refer to Rule 2.14 Solicitation for additional information.
- d. Members may not send "mass emails" to individuals that are not pre-existing social friends.
- e. Members' communications are subject to the Bylaws and these Rules and improper communications may result in disciplinary action.

2.3 Social Media

Members must adhere to the following requirements when using social media that may impact the Club, discuss Club matters, or relate to Club Members or staff. For purposes of these Rules, social media includes but is not limited to **Clubster**, Facebook, Twitter, Instagram, TikTok, YouTube, Nextdoor, LinkedIn, blogs, or any other online forums ("**Social Media**").

- a. Members must at all times use Social Media in a responsible and courteous manner.
- b. Members may not use Social Media to display, or knowingly allow to be displayed, anything improper or likely to endanger the welfare, safety, harmony, or good reputation of the Club, its members, or its employees.
- c. Members may not use Social Media to display, or knowingly allow to be displayed, any information that could be considered confidential Club information, including but not limited to Club policies or communications.
- d. Members' use of Social Media is subject to the Bylaws and these Rules and improper use of Social Media may result in disciplinary action.
- e. Members are responsible for all content they post, including obtaining consent of individuals appearing in photographs, and the Club is not responsible for any Member's content.

2.4 Club Facilities

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

2.5 Use of Facilities by Family Members

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

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

Members can authorize unaccompanied guest use of Common Area Facilities by requesting Guest Cards from the Administration Office. A minimum 48-hour notice is required to process Guest Card Requests. Please see the Unaccompanied Guest Policy Handbook and Section 2.6 below for further details. You can contact the Administration Staff about Guest Cards by accessing the members.fhgc.com site. Find the request form by going to the HOA page then using the Quick Links to find Guest Access. Contact the Administration Office with questions: 928-525-9014. Members who wish to authorize unaccompanied guest use would use one of the following programs during the May 3 – November 3 season:

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

In winter (November – April) no cost is incurred and no card is created, however we do require at least 48 hours' notice to add a guest to the unaccompanied use access list. Members may access the authorization form on the members.fhgc.com site under Quick Links on the HOA page.

2.6 Use of Facilities by Non-Members

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

2.7 Lease / Rental Information

As provided in Section 12.17 of the CC&Rs, an Owner may LEASE his Lot, but the Owner is responsible for assuring compliance by his LESSEE with all the provisions of the CC&Rs, the Articles of Incorporation, Bylaws, Association Rules and Development Standards, all as amended and supplemented from time to time, and shall be jointly and severally responsible for any violations by his LESSEE. Owners are notified that they are required to adhere to the Arizona Revised Statutes 42-5042 that requires a current transaction privilege tax license for property rentals. Owners are required to list the current transaction privilege tax license number on all advertisements and postings. Any listing or posting without a transaction privilege tax license number will be reported to the Arizona Department of Revenue. In addition, Coconino County requires residential rental properties to be registered with the County Assessor. There may be penalties and fines for properties not correctly identified or registered as a rental property with the Coconino County Assessor.

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

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

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

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

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

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

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

- "All leases must be for a minimum of 30 consecutive days unless to an existing Forest Highlands Member. Use of any of the common area facilities (Golf Courses, Golf Practice Areas, Golf Course Paths, Putting Course, Pools, Tennis Courts, Clubhouses, Restaurants, Fitness Centers, Sports

Park, Ponds/Lakes, disc golf course, playgrounds etc.) IS STRICTLY PROHIBITED by anyone leasing a home unless accompanied by a Forest Highlands Golf Club Member. Renting or leasing a home in Forest Highlands gives you access for ingress and egress to the home only, and use of the roads and walking trail for walking/biking.”

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

2.8 Authorized Unaccompanied Guest Use of Facilities (Effective May 3 – November 3):

Members may request guest authorization for unaccompanied guest use of the facilities. There are two types of cards. Most guests fall under the category of “House Guests.” Members may request guest access on the members.fhgc.com website on the HOA page. Find the correct link under “Quick Links.” The summer policy is in effect **May 3 – November 3.**

PLEASE NOTE: To request guest access 48-hours’ notice is required.

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

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

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

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

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

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

With an Immediate Family Guest Card:

- a. May be unaccompanied in Common Area Facilities except for Golf and Golf Practice Areas (excluding putting course).
- b. May Accompany (1) additional non-family *(spouse, friend, girl/boyfriend, etc.) guest in the Common Area Facilities (this guest does not need card)
- c. May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.
- d. May NOT Accompany additional guests (*beyond one permitted above) in the Common Area

Facilities without Designated Member or Designated Member Spouse/Domestic Partner present.

- e. May make dining reservations DAY-OF ONLY. Call for reservations: 928-525-5205 for Meadow, 928-525-1100 for Canyon.
- f. May **NOT** attend Friday night Cooldown Party unless accompanied by a Member.
- g. May use the Fitness Center after 10AM.
- h. Family Guests must have Family Guest Card in their possession and provide to any staff member upon request.
- i. All charges **MUST** be placed on Designated Member account. No credit cards, cash or checks will be accepted from any unaccompanied guest.
- j. While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- k. Violations of any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in Section 7.8 of the Forest Highlands Rules, Information & Fees
- l. Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See page 44 of the Forest Highlands Rules, Information and Fees.
- m. Fees for Guest Cards are non-refundable.**

House Guest Cards

House Guests are defined as Children and Grandchildren of the Designated Member/Spouse who have reached their 35th birthday, other extended family members and friends of the Designated Member/Spouse. **No person renting / leasing a home in Forest Highlands may be a "House Guest".**

Available House Guest Cards:

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

Without a House Guest Card, House Guest:

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

With a Guest Card, House Guest:

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

- c. Must have a House Guest Card in possession at all times, and provide to any staff member upon request, for each person (over the age of 12) while using any facility unaccompanied by the Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25).
- d. May **NOT** accompany additional guests, other than minor children ages 12 and under.
- e. May **NOT** use dining rooms (excluding bar areas) from Memorial Day to Labor Day during the hours of 5:00pm - 8:00pm on Friday or Saturday evenings.
- f. May make dining reservations DAY-OF ONLY. Call for reservations: 928-525-5205 for Meadow, 928-525-1100 for Canyon.
- g. May **NOT** attend Friday night Cooldown Party unless accompanied by a Member.
- h. May use the Fitness Center after 10AM.
- i. Violations to any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in section 7.8 of the Forest Highlands Rules, Information & Fees.
- j. All charges **MUST** be placed on the member account. No credit cards accepted from unaccompanied guests.
- k. While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- l. Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See the page 44 of the Forest Highlands Rules, Information and Fees.
- m. **Fees and Credits for Guest Cards are non-refundable.**

2.9 Attire

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

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

Canyon Clubhouse - Day Dress Guidelines

- a. Cut-offs, bib overalls, coveralls, coaches shorts, gym shorts, sweat pants, sweat suits, t-shirts, halter tops, tube tops, swim suits, exposed mid-riff wear, muscle shirts are **NEVER** acceptable in any dining room or patio at any time of day or night.
- b. Hats may be worn by men or women in any area of the Canyon Clubhouse, with the exception of

the main Dining Room area. All hats and visors should be worn with the bill facing forward.

- c. Athleisure is appropriate attire at the Canyon clubhouse during the day. Athleisure outfits are yoga pants, tights and leggings that "look like athletic wear" and are characterized as "fashionable, dressed up sweats and exercise clothing".

Canyon Clubhouse - Evening Dress Guidelines

- a. For evening dining, the dress code is defined as "country club casual."
- b. Hats and visors are NOT permitted in the Canyon Dining room
- c. Dress Denim (No hole, rips or tears) are acceptable in all dining areas.
- d. T-shirts are NEVER appropriate attire in the evening at the Canyon Clubhouse.
- e. Nice shorts are acceptable in the Canyon Patio and Lounge area. This excludes the Canyon Dining room. *Shorts exception in the dining room is noted below:

*During Friday Evening (Cool-Downs) and Specific Holiday Events (Memorial Day BBQ, 4th of July BBQ, Labor Day BBQ) at the Canyon shorts and/or golf attire will be permitted in the Canyon dining room with the exception of hats. The dress code will remain in effect for all other dining periods.

Meadow Clubhouse

- a. Cut-offs, bib overalls, coveralls, coaches shorts, gym shorts, sweat pants, sweat suits, halter tops, tube tops, swim suits, exposed mid-riff wear, muscle shirts are NEVER acceptable in any dining room or patio.
- b. Hats may be worn by men and women in all areas of the Meadow Clubhouse during the day or evening but all hats and visors need to be worn with the bill facing forward.
- c. Finished collared shirts are strongly suggested for evening dining but suitable T-shirts will be permitted. Please note that some t-shirts may be deemed inappropriate at any time because of their content. (Suitable is defined as not dirty, ragged, torn, or degrading of others. Any clothing that presents an unkempt appearance will be deemed inappropriate in any area of the Club).
- d. Nice shorts and jeans are permitted at the Meadow Clubhouse
- e. Athleisure is appropriate attire at the Meadow Clubhouse during the day and in the evening. Athleisure outfits are yoga pants, tights and leggings that "look like athletic wear" and are characterized as "fashionable, dressed up sweats and exercise clothing".

Family Recreation Center

- a. Coaches' shorts, gym shorts, sweatpants, sleeved t-shirts, and swimwear are permitted in the Family Recreation Center.

The Club, in its sole discretion, may temporarily suspend or adjust any of the attire guidelines if in its judgment believes it is in the best interest of the membership for a particular event. Because all rooms of the Clubhouse are used for dining, appropriate attire, conduct and appearance is required at all times. Anyone who is in doubt about appropriate and suitable attire for a specific event or in any particular area of the Club should call the General Manager, Director of Food & Beverage or Administration Office. Refusal

to abide by the dress code could lead to disciplinary measures, including suspension of Club privileges by the Board of Directors.

Please refer to Rule 5.8 on page 33 for proper attire guidelines for the Golf Courses, Putting Course and Practice Facilities.

2.10 Reciprocity

The Club does not share reciprocity with other clubs; therefore, guests may not sign tickets for services at the Club. Similarly, members may not sign tickets at other clubs to be charged to their Forest Highlands account. Any charges received from other clubs will be returned to the originating club with notification to the responsible member. However, cash, checks and credit cards are accepted in the Golf Shop for both purchases and guest fees. Guests may use credit cards in the dining rooms or other Food & Beverage outlets when accompanied by a member.

2.11 Design and Landscape Review Process

All architectural and landscaping plans must be submitted to the Design Review Committee (DRC) for approval prior to the start of any work. There are specific rules governing the Design and Landscaping Review process. Members may contact the Administration Office or the website at members.fhgc.com to receive a current copy of the Forest Highlands Development Standards which contain these rules or for additional information. One such rule deals with landscape irrigation which is limited to low flow emitters. Maximum landscape irrigation shall not exceed 3,000 gallons per month after 24 months from installation. All requests for approval of plans or work by the Design Review Committee should be made using the online submittal form located on the Member website at:

https://members.fhgc.com/HOA/Design_Review

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

2.12 Business in Homes

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

2.13 Cell Phones

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

2.14 Fires and Barbecues

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

2.15 Firewood

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

2.16 Solicitation

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

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

2.17 Pets

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

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

- a. During the summer season (generally May through October) dogs on leashes may be walked on the **CART PATHS ONLY** before and after golfing hours (generally before 7:00a.m. and after 7:00p.m.).
- b. During the winter season (generally November through April) dogs on leashes may be walked on the

course.

- c. At no time are dogs permitted on the sidewalks or cart paths near the Clubhouses or patio eating areas. Temporary dog parking is available at the Peaks Café' (Recreation Center) from 7:00 – 9:00am if picking up coffee or breakfast to go.

SERVICE ANIMALS: All service animals actively engaged with their owner are considered an exception to the rules detailed above. Service animals are trained to perform tasks for the benefit of individuals with physical or mental disabilities, including but not limited to, guiding the blind, alerting the deaf, alerting and protecting those prone to seizures, or other tasks directly related to a disability. Pets and other animals with the sole function of providing comfort, companionship or emotional support do not qualify as service animals under the Americans with Disabilities Act or state law, and must comply with the rules detailed above.

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

2.18 Smoking

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

Electronic cigarettes are defined as any electronic nicotine delivery systems (also known as e- cigarettes, e- cigars, e-hookahs, and e-pipes) is also prohibited. In addition, no vaping is permitted within the facilities at any time.

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

2.19 Billing Procedures

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

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

account is delinquent.

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

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

2.20 Delinquent Member Accounts

For delinquent accounts 45 days past due, the Member will receive a written suspension notice stating that in 15 days all rights and privileges to charge additional amounts to their accounts and to use any Clubhouse Facility, Golf Course Facility or other Common Area shall be suspended for as long as any Assessment, dues, fees, charges or other sums due to the Association by the Member remains unpaid and delinquent. Such notice shall state the amount due to the Association. The notice shall also advise the Member of the Member's opportunity to submit, to the Board, at least five (5) days before the effective date of the suspension, a written statement contesting the suspension and setting forth the Member's position with respect to the suspension. Notwithstanding the submission of a written statement by the Member, the suspension shall become effective on the date set forth in the suspension notice, unless the Board decides that the suspension should not become effective.

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

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

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

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

2.21 Repeat Account Delinquencies

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

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

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

2.22 Credit Card Use

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

2.23 Wireless Internet & Computer Use

The Canyon and Meadow Clubhouses and the Family Recreation Center are equipped with wireless

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

2.24 Federal Express

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

2.25 Facsimile / Photocopy / Printer Use

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

2.26 Notary

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

2.27 Trash Removal

Homeowner participation in the residential trash removal program is mandatory, with monthly fees of **\$13.25** (as noted in section 7.7, Wastewater Reclamation Charges).

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

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

2.28 Recycling Program: Home Service

Home Recycling Service is available within Forest Highlands. Since this is a voluntary service, you must opt – in for this service. Sign up with the Public Works department in order to begin recycling pickup curbside. The Home Recycling Opt-In form can be found in the Club Documents & Forms section of the website. Please note that there is a minimum commitment of three (3) consecutive months for home recycling at a cost of **\$9** per month. Recycling pickup days are the 1st and 3rd Mondays of the month (every

other week).

2.29 Recycling Program: Community Dumpsters

Community Recycle bins are available at the Meadow golf course maintenance facility (located behind the Fire Station) and at the Public Works Wastewater Treatment Plant for member use (located off of Paleo Place). Acceptable items to recycle are: newspaper, cardboard, office paper, junk mail, clean plastic, aluminum and tin. Glass is acceptable ONLY in the bin marked for glass. All other items are prohibited and should be discarded in trash receptacles.

2.30 Basketball Hoops

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

2.31 Signage

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

The display of political signs is governed by the Arizona Revised Statutes (ARS 33-1808). Political signs are prohibited from being displayed earlier than 71 days prior to an election day and must be removed no later than 3 days after an election day and may not exceed a total of nine square feet.

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

- a. Only one sign, maximum size 18"x24" with a single 6"x24" rider, may be placed on each property. No additional signs may be placed on the property. The Association has designed a standard Forest Highlands sign and stand. Properties that are For Sale, including those "For Sale by Owner" are encouraged to use the Association designed standard sign. Realtors may use their own rider for each property as long as it conforms to the standard industry size noted above.
- b. Homeowners and realtors may purchase their own signs using the sign standards noted above or may use one of the Association owned signs. A refundable deposit is required for the use of Association signs.
- c. The sign should be placed in the front yard near the lot identification posts, parallel to the street. No signs shall be placed in any easement area.
- d. Signs may not be placed on or attached to any fixed structures such as utility boxes, traffic control signs or any roadside structures.
- e. Maximum height of the sign shall be 3 feet.
- f. No other attachments to the sign are allowed, including but not limited to, fliers, tubes or containers, balloons, banners or other promotional materials.
- g. Signs may not be illuminated.
- h. Any sign placed, posted or affixed in the common area property will be removed by the Association.

A fee of \$25 will be levied against the homeowner for the cost of removal of each sign by the Association.

- i. For Sale signs must be removed within 24 hours of close of escrow.
- j. Open House hours are restricted to the hours of 8:00 a.m. through 6:00 p.m. only.
- k. Homeowners shall be responsible for the maintenance and removal of any sign. Recommended signage colors are brown PMS 4625 and white (no PMS for white).

2.32 Maintenance of Lots and Homes

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

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

2.33 Holiday Decorations

Holiday decorations may be installed no earlier than three weeks prior to the holiday, and shall be removed no later than two weeks after the holiday. Please refer to the Development Standards Section 3.13. 6 and 3.13. 7 for the requirements regarding decorative holiday lights and decorative exterior lights for parties and group gatherings.

3.0 SECURITY

3.1 Compliance Program & Enforcement

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

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

3.2 Video Surveillance & Audio Recording

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

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

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

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

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

3.3 Emergency Procedures

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

1. Dial 911

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

3.4 Weapons

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

3.5 Vehicles

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

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

All Utility-Terrain Vehicles (UTVs) with side-by-side seating and similar vehicles operated in Forest Highlands must be licensed for public road use and display current license plate at all times and must be registered with Forest Highlands Security each year. All registered vehicles must prominently display an identification decal as required and provided by Forest Highlands Security.

UTVs and similar type vehicles will be subject to a sound test conducted by Forest Highlands Security. Sound Tests will be conducted for the purpose of registration in accordance with this rule and to address noise complaints. Vehicle engine sound level may not exceed 100 decibels as measured in accordance with Society of Automotive Engineers Test Standard J2825. If a vehicle is not in compliance with required sound level decibels, the vehicle may only be used for the purpose of ingress and egress to/from a lot.

The operation of UTVs and similar vehicles within Forest Highlands is a privilege and not a right. Operators are expected to obey all Forest Highlands vehicle rules of speeding, parking, noise control, etc. A member or guest who violates any vehicle rule while operating a UTV or similar vehicle will be subject to penalties as determined by the Forest Highlands Board of Directors. Rule violations by UTVs and similar vehicles will cause that vehicle to be reclassified as an Alternative Vehicle as defined in Rule 3.6 at the discretion of the Board of Directors and will not be permitted to operate in Forest Highlands except for the sole purpose of ingress and egress to/from a lot.

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

3.6 Alternative Vehicles

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

a. Electric Bicycles and Scooters:

- Electric bicycles, seated scooters, and stand-up scooters are allowed within Forest Highlands. These vehicles do not require state licensing or insurance and must follow Arizona's road rules.
- **Important Restriction:** Electric bicycles without pedals are considered motorcycles by law and are not permitted within Forest Highlands, except for ingress and egress to a lot if licensed for public road use.
- Riders aged 14 and under must wear a helmet. Electric bicycles and scooters are not allowed on sidewalks and may only be used on cart paths before and after golfing hours.
- **Seated Scooters:** These vehicles require a licensed driver, and only one rider per seat is allowed unless designed as a two-seater.
- **Stand-up Scooters:** These scooters must adhere to Arizona's road laws and community guidelines.

3.7 Speed Limits

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

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

Passing any motor vehicle on any of these roads is prohibited. For your safety these speed limits will be monitored by radar, including radar cameras and strictly enforced.

SPEED LIMITS ARE ENFORCED BY USE OF RADAR GUNS AND RADAR CAMERAS. VIOLATIONS ARE SUBJECT TO FINES BASED ON THE SEVERITY OF A VIOLATION(S). Please refer to Rules Section 7.2 for fines and fee information.

3.8 Parking

In accordance with the CC&R's, EXCEPT FOR PRIVATE PASSENGER AUTOMOBILES, no other vehicles, boats, trailers (of any type), or commercial type vehicles shall be parked or stored in or upon the common areas, including the private roads, upon a lot, or driveway of a home, except within an enclosed garage. Use of vehicle covers is considered storing a vehicle; therefore, use of covers in Forest Highlands is prohibited. All vehicles including private passenger automobiles are prohibited from parking in the front yard, rear yard or side yard of a residence. Parking of any vehicle at any time in a side-yard driveway is prohibited. Any vehicle that is inoperable or has expired license plates is prohibited from being parked or stored in a driveway. A private passenger automobile is defined as a four-wheel vehicle such as a sedan, station wagon, sport utility vehicle or a pick-up truck or van not exceeding gross vehicle weight rating of 10,000 pounds. Commercial Motor Vehicles are defined as any self-propelled vehicle used on a highway to transport passengers or business property.

Overnight parking is permitted at the home of a member with a valid guest pass with the exception of motor homes. Motor home parking is permitted at a member's home for the purpose of loading and unloading not to exceed 24 hours. Forest Highlands offers overnight motor home and trailer parking at no charge up to 72 hours at the FH storage facility. Arrangements for the temporary parking must be made by contacting the gatehouse by email at security@fhgc.com or by calling (928) 525-9090. All vehicles stored at the Forest Highlands storage facility must be properly licensed and must be registered with the Security Department before being parked. A designated stall will be assigned once the RV vehicle or trailer is registered. Please contact Security at (928) 525-9090 to store your motor home and/or trailer. Please refer to Rules Section 7.2 for fee information.

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

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

Due to the limited number of spaces available, parking at the mailroom is only permitted in designated stalls for the purpose of accessing the mailroom, and never overnight or in the access drives for any reason.

3.9 Repeat Offenders

Forest Highlands' Members, immediate family members or guests that violate any Forest Highlands' CC&R regulations, Rules or Development Standards (not including elements of Section 5 of the Development Standards) within any 18 month period shall be subject to sanctions and/or fines by the Forest

Highlands Board of Directors. This rule does not subjugate the existing rule that defines Forest Highlands' "flagrant" violations that provides for possible Board action and/or fines after a single violation.

3.10 Alarm Monitoring

For the protection, safety and welfare of the Membership and our most valuable asset; our Community, all home alarm systems are required to be programmed to detect fire/smoke and conduct daily test signals. Additionally, all alarm systems are to be monitored by the Forest Highlands Security Department. The Alarm Monitoring Program fee is charged to each member account. Please refer to Rules Section 7.2 for the fee schedule.

PROTECTION SYSTEMS

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

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

Disconnection of an active means of communicating alarm signals to the Security Department will be considered a disconnection of the alarm system and the owner will be subject to violation procedures. REPEAT TROUBLE/FALSE ALARM SIGNALS or NON-REPORTING ALARM SYSTEMS NOT ADDRESSED WITHIN 14 DAYS AFTER NOTIFICATION BY SECURITY ARE SUBJECT TO FINES. SEE 7.2 FOR APPLICABLE ACTION AND FINES.

3.11 House Watch

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

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

home in case of snow.

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

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

3.12 Service Requests and Key Sign Outs

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

Due to the substantial amount of personnel time and labor dollars required to perform these requests and key sign outs, it is necessary to charge a nominal fee for these special requests and key sign out services. Services requested to be completed on the same day of the request are subject to a higher fee and are not eligible for a free House Watch request. Please refer to Section 7.2 for fee information.

3.13 Access Control

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

Members wishing to acquire a transponder for vehicles for the first time may obtain a request form from the Forest Highlands Administration Office or at the Forest Highlands Gatehouse Office. During the transponder registration process, if your vehicle has a temporary license plate it is important to update records when the permanent plate is installed on your vehicle. Failure to update your records will result in the transponder being disabled after 45 days of installation. Additional information on the system is available by contacting the Forest Highlands Director of Security at (928) 525- 5290.

3.14 Guest Access to Homes

Members planning to have guests or visitors arriving at Forest Highlands are encouraged to register for a dwellingLIVE online account. To arrange for the dwellingLIVE account, please email the Forest Highlands Gatehouse at security@fhgc.com. Otherwise, please contact the Forest Highlands Gatehouse at (928) 525-9090. Guests or visitors will not be granted access into Forest Highlands without verbal or written

authorization from a member. With a dwellingLIVE online account members may access and/or change approved guest lists online. Please contact the Gatehouse for further instructions.

3.15 Red Cross CPR

The Forest Highlands Security Department can arrange for Red Cross CPR classes for members and guests. Classes are offered through Highlands Fire Department. Please check with the Forest Highlands Gatehouse for dates and times.

3.16 Residential Firewise Standards

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

- a. Remove dead fuels from the “Defensible Space” of your property.
- b. Open the tree canopy.
- c. Use Firewise landscaping alternatives around homes and buildings.
- d. Maintain your “Defensible Space”. Defensible space typically refers to a 30’ perimeter around the home, but depends on conditions, terrain, etc. Contact the Forest Highlands Gatehouse at (928) 525-9090 or Highlands Fire Department at (928) 525- 1717 for specific guidance.

3.17 Non-Compliance of the Residential Firewise Standards

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

3.18 Pine Needle and Tree Limb Pickup

Pine needles that have been bagged and stacked adjacent to the roadway will be hauled away by an approved contractor. Pickups occur on Wednesdays. Please be sure to stack bagged needles as close to the lot address marker as possible. There is no charge for Pine Needle Pickup.

Periodically throughout the summer, special pickup days will be announced for brush debris and tree

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

3.19 Fire Safety

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

3.20 Drones

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

4.0 FOOD AND BEVERAGE

4.1 Alcohol

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

4.2 Service to Minors

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

4.3 Attire

Please refer to Rules Section 2.9 on page 10.

4.4 Reservations and Cancellations

Reservations and cancellations are required for all dining periods at the club. Reservations are used to properly control the number of diners arriving in the dining room during a set period of time. A reservation has nothing to do with available tables in the dining room. Dining reservations can **ONLY** be made one week in advance. This gives everyone the same opportunity to make a reservation each week and prevents someone from creating season long reservations.

Reservations must be canceled 24 hours in advance to avoid a per person “Cancellation Fee” of \$10. Last-minute cancellations prevent other members the opportunity to make a reservation when the dining room is already fully booked. Any large party reduction not done within 24 hours will also incur a per person “cancellation fee”. Parties of 6 or more often require 2 tables so a last-minute reduction in party size also prevents another member from using the facilities. (Large parties are defined as 5 or more)

For special parties and events, members will be charged full price for the event for each person reserved if they are not cancelled in accordance with the Event Cancellation policy. Event Cancellation policies are listed in the monthly newsletter for each marketed event.

4.5 Responsibility of Members

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

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

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

4.6 Off/On Premise Consumption

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

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

Wine club members are allowed to bring in a small quantity of wine to the clubhouse. This can only be done in the dining rooms as a part of meal service. The manager on duty needs to be informed whenever outside wine is brought into the dining rooms.

4.7 Optional Gratuity

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

4.8 Catering

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

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

4.9 Ticket Disputes

If you receive an erroneous Point of Sale ticket, the easiest way to resolve the incorrect charge is to reply to the emailed ticket receipt. A Food & Beverage Manager will investigate the ticket and correct any charging error.

5.0 GOLF

5.1 Use of Golf Courses

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

- a. Players must register in the Golf Shop or with the Starter before starting play.
- b. Starting times may be reserved up to seven days in advance.
- c. A normal round of golf for a foursome (18 holes) should be played in 4:10 or less. The golf shop staff will monitor pace of play using course marshals and the GPS on the golf cars. They will notify groups of their position and pace throughout the day. Slower groups with open holes will be encouraged to step aside by the golf shop staff so faster groups can play through **or skip a hole to get back in position.**
- d. Repair any ball mark on the green caused by an approach shot. All play must start from the #1 tee. Starting on other tee locations is at the discretion of the Golf Shop.
- e. Please keep the golf courses clean. Put trash in the receptacles and containers located on the golf courses.
- f. Each player must have his or her own clubs and bag.

5.2 Guest Play

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

- a. Monday through Friday, each member may host three guests per foursome after 10:00 am. Saturday, Sunday and holidays during peak season (Memorial Day through Labor Day), each member or spouse may host three guests per foursome after 12:00 noon.
- b. During the shoulder months of the golfing season (Pre-Memorial Day, Post-Labor Day), each member or spouse may host three guests per foursome after 10:00 am including Saturday & Sunday.
- c. No one will be permitted on the golf course, except those playing golf, without permission from the Director of Golf, Golf Professional or General Manager.

5.3 Guest Tokens

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

- a. Members who would like to use a virtual token must inform the Golf staff at the time of purchase to redeem the free guest fee at either the Canyon or Meadow Golf Shop.
- b. Virtual tokens may only be used for one round (9-holes or 18-holes) of accompanied guest play regardless of whether it is used at the family rate or the full rate (golf cart included).
- c. Tokens can be used for guests throughout the entire season, any time during the week with the exception of holidays and holiday weekends.
- d. Virtual tokens do not expire.
- e. Virtual tokens may be transferred to another member upon written request.
- f. All other guest rules apply when using tokens.

5.4 Golf Courtesy Guidelines

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

- a. Play ready golf when not in tournament competition or when you will not disrupt a fellow players' shot.
- b. When using a cart the second player should walk to his/her ball with 2-3 clubs to prepare to play once the cart has reached the first players ball.
- c. After your shot, get in cart and clean and bag your clubs at the next stop.
- d. Share distance readings with other players.
- e. Fix ball marks of other players if convenient.
- f. Declare and play a provisional ball if original ball might be out of play.
- g. First or second putter should gather and tend the flagstick so all can leave the green together.
- h. If given a putt, pick it up don't use that as an opportunity to practice. Practice putts should only be taken on a green if there are no players waiting behind your group to play. Practice putting is discouraged if you are not keeping up with the group in front of you.
- i. If you are playing at your comfortable pace and a faster group comes up behind you and there is an open hole between you and the group ahead, let the faster group play through. This will allow you to continue playing without feeling pressured and let the faster group continue on at their more comfortable pace.

5.5 Use of Facilities by Juniors

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

5.6 Reserving Tee/Starting Times

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

- a. Beginning Opening Day through Closing Day, tee times can be made starting at 7:00am.
- b. Members making tee times may use an X to hold a position up to 5 days prior to tee time. All names **must** be provided 5 days prior to tee time or the holds will be released to the membership.
- c. Members making tee times will be required to provide the names of all players in the group. If a player's name is used to hold a position on the tee time and the position goes unused the day of play, the member who reserved the time will be charged the appropriate fee, ie. cart fee and/or guest fee. This policy is for Friday, Saturday, Sunday, and Holidays. Starting times may be made for twosomes, threesomes, and foursomes. In the case of twosomes and threesomes during busy times, the Golf Shop shall have the privilege of assigning other players to the group.
- d. Fivesomes are allowed with prior approval from the Director of Golf or the Head Golf Professionals.
 - All fivesomes with 1 or more guests must take enough carts to enable each person to ride.
 - Fivesomes must maintain their position with the group in front and/or keep pace with the pace time of 4:10.
 - Fivesomes who do not maintain their position or time on the course will be required to split into a twosome and threesome (no warning – 0 tolerance)
 - If the group is required to split due to poor pace or position these five players will not be allowed to play in a fivesome in the future.
- e. Members are requested to notify the Golf Shop of any changes in the number of your party prior to play. Please avoid duplication of tee times by designating one member of a foursome to make the tee time.
- f. ****New** Tee Time Waitlist – Auto Fill**

The waitlist for tee times will now be managed and automatically filled by ForeTees. Members who do not get a tee time, or their desired tee time, can do the following to add themselves to the waitlist:

- 1) Click the yellow "Meadow Waitlist" or "Canyon Waitlist" button at the top of the tee sheet.
- 2) Click "Continue With Sign-Up".
- 3) Add the players in the group the waitlist booking, and select the desired time range (ex. 10:00am-12:00pm). Please note regular guest and play restrictions apply.
- 4) Click "Submit Request".

The waitlist for each golf course is separate from one another. Members who do not have a preference of golf course are encouraged to add themselves to both waitlists.

When you are moved from the waitlist to the tee sheet, You are then responsible for cancelling a duplicate tee time within 24 hours of play or you will be charged.

If you are looking for an earlier tee time, you will need to make your request at least 3 hours prior to your currently booked tee time. If your earlier tee time is granted, it is your responsibility to cancel your original tee time, as soon as possible.

Tee times that show up in yellow on the tee sheet with no names are being held for the waitlist. Members that click on a yellow tee time will be adding their group to the waitlist, not to the actual tee time itself.

5.7 Cancellation Policy

Between May 28 and September 3 members who have reserved a starting time on a Friday, Saturday, or Sunday, or on July 4, will be required to cancel or make accurate player adjustments to their starting times 24 hours in advance. Failure to notify the golf shop of any cancellations will result in an 18-hole cart fee and/or any other applicable guest fee being charged to your account. Cancellations should be made by calling the Golf Shop at least 24 hours before the scheduled tee time that has been reserved. Members failing to cancel tee times or in other ways not complying with golf facilities rules will be subject to disciplinary action as stated in the Enforcement Policies and Procedures of the Association. Please refer to Rules Section 2.1 for further clarification.

Cancellation for Club tournaments will follow the following policy:

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

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

5.8 Attire

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

- a. Cargo pants/shorts that are designed for golf are permitted with the stipulation that all attire must be neat. Cargo pants/shorts that are designed for and intended to be worn for hiking (excessively large and protruding pockets) are not permitted.
- b. Denim blue jeans, t-shirts, tank tops, halter-tops, tennis skirts, swim wear, gym shorts and cut-off shorts are not permitted on the practice facilities, driving ranges, or golf courses.
- c. Collared shirts are required and may be worn untucked providing those shirts are neat in appearance, mock turtlenecks with a 1/2" finished collar are permitted.
- d. Women's "Racer Back" shirts must have a golf shirt type collar.
- e. Athleisure outfits such as yoga pants, tights and leggings must be covered by a golf skirt, skort or shorts.

Members are expected to ensure that their guests and family members adhere to these rules. The Club reserves the right to deny access to the golf course to anyone dressed improperly. Anyone wearing improper attire will be asked to leave the practice area or golf course. Please refer to Rules Section 2.9 for additional club attire clarification.

5.9 Non-Cash Tipping

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

5.10 Use of Golf Practice Facilities

The practice facilities are reserved for members only. Guests may use the practice facilities when preparing for a round and accompanied by a member. Practice balls **are not allowed** for personal use on the golf course. **Members taking practice balls for personal use on the golf course or in other ways not complying with golf facilities rules will be subject to disciplinary action as stated in the Enforcement Policies and Procedures of the Association. Please refer to Rules Section 2.1 for further clarification.**

5.11 Cart Path Use

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

5.12 Use of Golf Carts

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

Golf cart operational rules shall be as follows:

- a. Driving golf carts off the path is permitted except on par 3 holes or holes restricted by the golf course superintendent.
- b. Members using golf carts are required to obey all directional signs.
- c. Carts must not be driven in native areas.
- d. Golf carts are for use on the golf course only.
- e. Only golf carts owned by the Club will be permitted on the golf course. Privately owned golf carts, GEM cars or any other vehicle are not permitted on the golf course at any time.
- f. Golf carts cannot be reserved in advance.
- g. Only two (2) riders per golf cart are permitted at any time.
- h. Persons renting golf carts are responsible for any physical damage incurred to the golf carts during their rental and will be billed accordingly.
- i. Persons renting golf carts are responsible for all damage to third parties, including members, guests,

or Club property, resulting from their negligence.

- j. **Persons without a valid driver's license may not operate golf carts.** Any accident involving a golf cart, which results in personal injury, or damage to private property or Forest Highlands property, must be reported to the Forest Highlands Gatehouse at (928) 525-9090. Damage to a golf cart must be reported to the Golf Shop.

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

5.13 Use of Pushcarts

Personal pushcarts, either manual or electric are allowed on either course at no cost. The club does have pushcarts available for rent. To minimize the impact of push cart traffic the following set of rules will apply.

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

5.14 Handicap Cart Access

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

5.15 Lightning

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

When the Electrical Storm Identification Device detects a chance of hazardous weather in a 5-mile radius around the Club, the system will automatically activate the Club Alert sirens as a reminder to take the appropriate actions. A solid 15 second blast will sound, and it is the responsibility of all members participating in outdoor activities (golf, swim, pickleball, tennis).

tennis), to seek shelter immediately! In the case of interrupted activity due to lightning, the most appropriate course of action is to seek shelter in the main clubhouse. The appropriate secondary course of action is to seek shelter at the provided course shelters, restrooms, or maintenance building when open. The practice range and putting green will be closed during a Club Alert occurrence. Members who decide to continue to play will do so at their own risk. When the “All Clear” sounds players who suspended play have priority on the hole where they left off over players who play during the suspension.

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

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

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

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

5.16 Immediate Family Guest Rate

Immediate family may play at a reduced Family Guest Rate with a member. Immediate family is defined as children or grandchildren 25 years or older, parents, grandparents, siblings and in-laws. Members’ children and grandchildren under 25 years of age may use the golf course and Clubhouse Facilities as defined in Section 3.2.3 of the CC&R’s. Members’ children who are 25 years of age and older are considered to be Family Guests. All Guest Rules apply to Family Guests. Please refer to Rules Section 7.3 for the fee schedule.

5.17 Handicap Systems and Eligibility for Golf Competition

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

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

Upon completion of a round, every golfer with an established handicap will be required to post a score in accordance with USGA guidelines. All rounds of play that are deemed acceptable for posting, must be posted by the member and are subject to periodic audit by the Handicap Committee. The Committee, at its discretion, may post “penalty” scores for repeat offenders who do not post. Tournament scores will be posted by the Golf Staff.

New members should contact a member of the Professional Golf staff for complete information with

respect to the handicap systems.

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

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

5.18 Golf Events

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

5.19 Caddie Program

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

5.20 Advanced Tee Time Program

Every Membership account will have **2 Advance Tee Time** requests which can be made throughout the golf season. The ATT program allows members to request a tee time up to 14 days in advance, by email rather than Foretees, any day of the week, Monday-Sunday.

The Pro Shop will reserve 10 tee times per day (5 at Canyon, 5 at Meadow) Monday-Friday, on the hour from 10:00am to 2:00pm. For weekends and Holidays (Saturday, Sunday and Holiday Monday's), ATT's will be limited to 6 times per day, (3 per course) beginning at noon, guest restrictions still apply.

Requests can only be made via email to: ATT@fhgc.com beginning at 7am sharp, 14 days or less in advance of the requested tee time. **If multiple requests are time stamped at 7:00am, a lottery will be conducted for the Advance Tee Times.** The request must list all names and identify status of each player, which course and must include **AT LEAST ONE GUEST'S NAME**. If more requests are received than available ATTs, a waitlist will be created using the email timestamp. If ATTs remain available at the 7day mark, they will be opened to the entire membership on Foretees.

Once an ATT is reserved, it may be cancelled up to 7 days before the date of play and released to the waitlist/Foretees system and be used again at another time. If the ATT is cancelled or guest names are replaced with members between 1 and 7 days, the ATT is considered used. On the day of play any changes from Guest to member will result in the member being charged an Unaccompanied Guest Fee of \$150 per player changed. This should keep the ATT requests limited to those who deem it especially important.

5.21 Golf Shop Credit Book

Members who earn Golf Shop Credit for tournament winnings have an opportunity to use the credit book money to purchase merchandise in either golf shop or for special orders. All credit book money expires every three years. **The next cycle will end December 31, 2024.**

6.0 RECREATION

6.1 Program Reservations

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

6.2 Recreation Facility Guest Use

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

Immediate Family Members (as defined in 2.6), with a valid Immediate Family Guest Card may use all Recreation facilities without paying a guest fee.

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

Immediate Family Members and House Guests (as defined in 2.6) and accompanied Guests sponsored by a Member are prohibited from hosting any competitive camp, sports program/training, or events at the common area facilities without the approval of the Recreation Department. Hosting a competitive camp, sports program/training, or event could result in a charge to the Member responsible or removal from the facility.

6.3 Kids Camp and Recreation Programs

Most Recreation Programs are available to children ages 4+, and 2-3 with CIT or babysitter. Some exceptions may apply. See Calendar of Events or fhgc.com website for specific age requirements. Any programs with less than 4 children in attendance will be rescheduled as a babysitting service for the same time and date, and will be charged at the hourly babysitting rate.

Little Pinecones Camp is open to children ages 2-3 who are out of diapers and potty trained. Children who are 2 years old in Little Pinecones Camp must be accompanied by a “Counselor in Training” if potty trained, or accompanied by a Recreation babysitter if not potty trained.

Kids Camp is open to children 4-6 years old who are out of diapers and are potty trained.

Explorer Camp is open to children ages 7-9, and Crew Camp is open for children ages 10+. Field Trips are available to children ages 7+ who exhibit the maturity and responsibility required to travel off property. Every child will be evaluated by the program Supervisor based on developmental maturity, how well the child follows directions, and if the child is able to stay with the group without constant reminders. If any child old enough to go on Field Trips is evaluated and determined unsuitable to travel off property, they

can be placed into Kids Camp if there's room available.

Forest Highlands Recreation is not a licensed daycare facility and, as such, is not equipped to handle soiled clothing. Should a child soil clothing, the parents will be contacted to bring a change of clothing and re-dress the child or remove the child from camp. If a child who is not potty trained and is attending a program, it is the parent's responsibility to provide the proper supplies.

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

Counselors in Training or "CITs" are 10-13 year old members certified by the Recreation Department to help supervise 2-3 year old participants in Recreation programs. CITs manage their own schedules, and parents must communicate directly with each CIT for scheduling and payment information. CITs must be recertified by Recreation each calendar year to stay on the certification list and parents can contact Recreation for the most up-to-date list of certified CITs. CITs are not trained or certified by the Recreation Department to manage children who are still potty-training or to supervise children outside of official Recreation programming.

Camp Packages are available for purchase through the Recreation Department. Camp Packages expire on December 31st the year they are purchased and are non-transferrable. They cannot be used for evening programs or special events. Camp Packages are non-refundable. Additional cost for field trips will be charged to the Member account.

Please see the Recreation section on members.fhgc.com for specific requirements of all programs including camp package pricing and details. You can also pick up a printed copy of the requirements at the Recreation Center or Administration Office.

6.4 Before and After Care Program / Babysitting Fees

Be aware of the scheduled starting and ending times for all Recreation Programs. If a child is dropped off or is not picked up within 10 minutes of the beginning or end of a program, a babysitting fee of 1 hour for each child will be charged to the membership account, or if available, they will be automatically registered into Extended Care at \$10 per child per hour. Refer to Rules Section 7.4 for the feeschedule.

6.5 Concierge/Residential Services

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

- Shuttle Service
- Catering / Party Planning
- Tutoring
- Babysitting
- Dog Walking
- Dog Sitting
- House Cleaning
- Tech Support
- Yardwork
- Car Washing

- Handyman Service
- While You're Away
- A Hand Around the House
- Companion Care
- Snow Removal

6.6 Meadow Pool Restrooms

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

6.7 Pool Rules

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

- a. There are no lifeguards on duty! Use of the pool facilities are at the Members' own risk. Members are responsible for the conduct and safety of their children and guests.
- b. At the first sound of thunder or the sight of lightning, it is **mandatory** that everyone exit the pool. When the lightning prediction system sounds, everyone must leave the pool deck.
- c. Members, family, and guests are required to sign in when using the pools.
- d. Please use caution in and around the pool at all times.
- e. Flotation devices are not designed to be lifesaving devices. Supervision of children is required while using these items.
- f. Members, family, and guests are responsible for disposing of trash into the trash receptacles before leaving the pool area. Used towels should be placed in the dirty towel bin.
- g. Appropriate bathing attire should be worn and should be restricted to the general pool area and locker rooms or Fitness Center. Bathing suit attire is not permitted in the dining rooms or lounges. Bathing suit attire is permitted in the Family Recreation Center with the use of a towel.
- h. Children under 12 years of age must be accompanied by an adult (18 years or older) at all times in the pool area and locker rooms.
- i. No diving is allowed into the pool at any time.
- j. No running is allowed on the pool deck or splash pad.
- k. No food or drink is permitted unless it has been purchased from the pool snack bar, the Meadow, the Canyon Clubhouses or authorized by the Recreation Department or Catering.
- l. No glass of any kind is permitted in the pool area.
- m. Pool parties are permitted if organized or authorized by the Food & Beverage or Recreation Department.
- n. Children under the age of 5 years old are not permitted to use the Forest Highlands Jacuzzi/hot tub.

Children ages 5-12 years old are allowed to use the Jacuzzi/hot tub under direct adult supervision.

o. The hot tub hours are 8am to 10pm in the summer and 8am to 8pm in the off-season.

6.8 Swim Lessons

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

6.9 Tennis and Pickleball

Members are required to register to play on ForeTees or with the Pro Shop staff prior to using the Tennis or Pickleball Courts. Use of the courts is limited during special events, clinics and tournaments. Please refer to the Tennis and Pickleball sections of the Calendar of Events for specific information. You may call the Tennis Pro Shop at (928) 525-5225 or the Pickleball Pro Shop at (928) 433-3396. Tennis court parking is limited to the Canyon Clubhouse parking lot or the designated spaces at the entrance of Golf Lane. Please do not park along the street or in front of the garages.

Private Tennis/Pickleball lessons and clinics are available throughout the season. Lessons are available for beginner, intermediate and advanced adults, as well as juniors from the age of 4-18 years. No outside guest Professionals may instruct lessons while at Forest Highlands. Lessons must be cancelled 24 hours in advance otherwise the lesson price will be charged to the Membership account. No charge for cancellation due to illness, injury or due to weather conditions.

Cancellation for Club tournaments will follow the following policy:

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

**Unless the Racquet staff is able to fill the vacancy.*

6.10 Court Attire

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

- a. Court shoes with non-marking soles
- b. Tennis/pickleball shorts, skirts, or dresses
- c. Tennis/pickleball shirts, t-shirts, collared sports shirts
- d. Warmups and athleisure wear
- e. NO shirtless play

6.11 Court Guest Play

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

6.12 Court Reservations

Court reservations are recommended and take priority over drop-in court play. Reservations can be made online via ForeTees or by contacting the Tennis Pro Shop (928) 525-5225 or the Pickleball Pro Shop (928) 433-3396 or by stopping by the Pro Shops to register. Courts are on a first come first serve basis or by registration. Please be courteous to fellow Members when using courts and limit play to a 2hr time slot. Only 1 court can be registered at a time by a Member free of charge. If a Member wishes to book additional courts, a court booking fee will be applied. Should members wish to book additional courts for a special occasion, please contact the Racquet Director, Nicole Chambers at (928) 525-5225. The booking fee will be charged to the Membership account at the time the courts are reserved in the following instances:

*If a Member books more than one court per Membership

*If a Member books courts for a USTA match.

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

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

Please refer to Rules Section 7.5 for the fee schedule.

6.13 Prohibited Court Use

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

6.14 Tennis / Pickleball Ball Machines

Forest Highlands offers a tennis and a pickleball ball machine for rent. Please refer to Rules Section 7.5 for the fee schedule. Contact the Pro Shop to schedule the use of the machine or book online via members.fhgc.com, the FHGC app or on ForeTees.

6.15 Fitness Center

The Forest Highlands Fitness Center is a full-service wellness center featuring a variety of cardiovascular equipment, weights, fitness classes and personal trainers, available for members to accomplish their fitness goals. Guests must be accompanied by a Member or be able to show a valid Guest Card to use the Fitness Center. Members, family, and guests are required to sign in when using the fitness center. Guests are FREE and all guests must be either accompanied by a member, or be on the sponsored guest list. Guests may not use the fitness center before 10:00am, including family members. Three guests per member are allowed after 10:00am on weekdays and after 12 noon on Saturday & Sunday. One guest per member between 10:00am-12 noon on Saturday & Sunday.

- a. Proper workout clothing and closed toe shoes are required.
- b. Wipe down machines and put equipment back after use.
- c. Please sign up for Peloton bikes online, up to 24 hours in advance of your ride. Check the daily sign in sheet in the fitness center before using bikes.
- d. Use headphones when watching the televisions on cardio equipment. Use the Audio Fetch app to listen to all other TV's in fitness center with headphones. Volume on televisions is not permitted.
- e. Cell phones may be used for texting, listening to music with headphones, or internet usage. Please keep cell phones in silent mode, and refrain from talking on your cell phone in the Fitness Center.
- f. Do not slam weight stacks or barbells. This can damage the equipment and is disruptive to other exercisers.
- g. Fitness Center Age Requirement: No child under 10 years old is permitted to use the Forest Highlands fitness center. Children aged 10-12 must be under direct adult supervision and may only use the cardio equipment and stretching area (NO WEIGHTS). Teens aged 13-16 years old must schedule a free fitness center orientation with a personal trainer before they can use the fitness center unaccompanied by an adult.
- h. Overhead music may be requested at the discretion of the Forest Highlands Fitness staff.
- i. When the fitness center is busy, please limit the use of cardio equipment to 30 minutes.
- j. Members are allowed to use the Flex Room for their work out needs any time except when a class or private training is in session.

6.16 Personal Training, Massage Therapy & Facials, Fitness Classes

Several outstanding Personal Trainers are available for one-on-one training. Personal trainers who are

not contractors of the Club are not permitted to utilize the Club's facilities to train Forest Highlands' Members. The Recreation Department has many great massage therapists and estheticians for facials that will be available by appointment to offer a variety of massages/facials to be performed in the Forest Highlands massage rooms located downstairs in the Meadow Clubhouse. For more information, prices, and availability on Personal Trainers, Massage Therapists, or Estheticians please contact the Fitness Center at 928-525-5298 or the Recreation Department at (928) 525-9792. All personal training, massage services and facials are by appointment only. Personal Training Sessions must be cancelled 12 hours in advance otherwise the full price of the session will be charged to the member's account. Spa Treatments that are cancelled less than 24 hours in advance will result in a 50% charge and cancelling less than 60 minutes before a spa appointment or "no show" will result in 100% charge.

Fitness Classes

Classes are free for members and guests. However, if a member or guest is signed up for a class and does not cancel within 12 hours of the class start time or is a "no show" there will be a \$10 charge per person per class. The Pilates Reformer classes and Golf Fitness classes incur a fee for attendance, and there will also be a full charge for cancellations less than 12 hours or "no shows".

6.17 Common Areas

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

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

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

6.18 The Meadow Loop Walking and Biking Trail

The Meadow Loop Trail is for the enjoyment of all members. Please be courteous of everyone using the trail. The Meadow loop trail is an approximate 3.25-mile loop. The Trail Head is located at the Sport Park where there is a sign with a map and parking available. The trail can be used for many diverse activities including walking, bicycling, jogging, hiking, stroller use, and dog walking. There are dog bag dispensers

along the trail. The stations include benches and trash cans as well as the dog bag dispensers. It is important to share the trail and be courteous to others.

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

6.19 Meadow Sports Park

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

6.20 Fishing

The pond at the Bartlett Covered Bridge Park (Canyon hole 14) and the pond at the Drew Annan Sports Park are annually stocked with fish. These ponds allow all types of fishing, including live bait, and are available for picnics, remote control boats or barbecues. Ponds on the Meadow Course that are stocked with fish include Holes #5, #8 and #14. Fishing on these lakes is permitted during non-golfing hours only and is strictly limited to artificial flies with barbless hooks and artificial bait with barbless hooks. Spin fishing needs to respect the concepts of fly fishing. Fishing is permitted on all other lakes at Forest Highlands but those lakes are not stocked with fish. These include ponds on Holes #4, #5, #9 and #18 on the Canyon Course. These ponds do not allow bait fishing or barbed hooks and can only be fished during non-golfing hours. All fishers are required to clean up hooks and lines before leaving. Fishers found to have not cleaned up hooks and lines will be subject to a fine. Please practice the "catch and release" method at all ponds. The ponds are considered a restricted area during the winter and all activity is prohibited.

6.21 Walking

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

speed of traffic on Forest Highlands Drive, pedestrians and bicycles are strongly encouraged to use the walking path that runs the length of Forest Highlands Drive and refrain from using the street.

6.22 Biking

When riding a standard bicycle, battery-powered bicycle, scooter, battery-powered scooter, e-bike, e-bicycle, electric bicycle, e-bike, electric bike, or any similar battery powered two-wheeled vehicle that does not have a combustion engine that burns fuel, within Forest Highlands, riders must stay on the right hand side of the road, traveling with traffic and adhere to all traffic signs. Biking is allowed on the cart paths before and after golfing hours, (generally before 7:00 am and after 7:00 pm). The following tips are recommended for your safety [**mandatory for all riders up to and including 14 years of age**]:

1. Wear an approved helmet
2. Be visible, wear bright clothes
3. Use lights at night
4. Stay in a single file formation
5. Accompany children on bikes

6.23 Dog Park - Forest Highland's "Paw-Ground" off-leash facility

Forest Highlands Recreation Department manages this facility for your enjoyment and benefit. As a user of this facility, you are responsible for yourself and your dog and must abide all rules and regulations.

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

FEES

7.0 FEES

7.1 Association Fees

New Owner Capital Contribution.....	\$105,000.00
Membership Transfer Fee.....	\$2,000.00
Monthly Assessment.....	\$1,410.00
Natural Gas Tap-In Fee (new).....	\$3,000.00
Natural Gas Tap-In Fee (conversion).....	\$2,000.00
NSF Check.....	\$35.00
Paper Statement Fee.....	\$5.00
Pine Needle Pickup.....	No Charge

Guest Cards

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

7.2 Security Charges

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

Members on House Watch.....	2 free per month, then \$ 15 per event
Members not on House Watch.....	\$ 15 per event

Special Services Request – Uncommon

(water on/off at street, mailbox lock change, etc.)..... \$20 per event

Special Services Request – “Day Of” Fee

Addition fee to above charges when ‘day of’ service requested is made)..... \$25.00

Speeding

Speed table violation(s) & fines

11- 14 MPH over posted speed limit.....	\$100.00
15 - 19 MPH over posted speed limit.....	\$150.00
20 - 24 MPH over posted speed limit.....	\$200.00
25-29 MPH over posted speed limit.....	\$300.00
30+ MPH over posted speed limit.....	\$500.00

Flagrant violations are subject to Board of Directors Review

Other Traffic Violations

First (if not deemed excessive).....	Warning
Second.....	\$50.00
Third.....	\$100.00
Fourth or more.....	\$250.00

Flagrant violations are subject to Board of Directors Review

Parking

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

Flagrant violations are subject to Board of Directors Review

House Watch.....	\$125.00 per month
Basic Alarm Monitoring.....	\$27.50 per month
Enhanced Alarm Monitoring.....	\$35.00 per month
Transponders.....	\$20.00/Windshield \$45/Headlamp
RV/Trailer Parking (cost determined by size).....	\$40 or \$50 per month

Trash Clean Up (within 12-month period)

First.....	\$100.00
Second.....	\$150.00
Third.....	Submitted to the Board of Directors for fine review

Alarm Responses (repeat trouble/false alarm signals and non-communication alarm systems not addressed by Member within 14 days of being notified by Security)

First.....	Security will record and contact Member
Second.....	Security will record and contact Member
Third and/or Recurring Alarms - Members' failure to take action will result in a \$25.00 response charge per false/trouble signal until corrective action taken by the Member	

U.S. Mail Home Delivery	Once per month - \$15.00
.....	Twice per month - \$25.00

7.3 Golf Charges Guest Fees

18 Hole Unaccompanied Guest Fee *plus forecaddie \$100	\$400.00 (Mon-Thurs after 1:00pm)
18 Hole Accompanied Guest Fee	\$180.00
9 Hole Accompanied Guest Fee.....	\$100.00
18 Hole "Seasonal" Accompanied Guest Fee*	\$130.00
9 Hole "Seasonal" Accompanied Guest Fee*	\$75.00

**Pre Memorial Day Weekend*

Immediate Family Guest Fees

18 Hole Unaccompanied Family Rate	\$180.00
9 or 18 Hole Accompanied Family Rate	\$45 / \$75.00

Junior Rate (under the age of 18)

9 or 18 Hole Junior Rate	\$35.00
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Cart Fees

18 Hole Cart Fee	\$25.00
9 Hole Cart Fee	\$15.00
18 Hole Four-Bagger.....	\$15.00
9 Hole Four-Bagger.....	\$8.00
18 Hole Push Cart	\$11.00
9 Hole Push Cart	\$6.00
Personal Push Cart	No Cost

Children 13 and under will not be charged a cart fee when playing with an adult Member.

Club Storage

Seasonal	\$125.00
Monthly	\$40.00

Locker Rental

Seasonal	\$100.00
Monthly	\$35.00

Caddie Fee for 18 \$75.00 per bag + gratuity

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

7.4 Recreation Charges

Full Day Kids Camp (Pre-Registered at least 24 hours in advance).....	\$65.00
Full Day Kids Camp (Drop-Off day of)	\$70.00

*includes lunch. Camp packages available at reduced rates see website for details.

Babysitting Fee

First Child.....	\$22.00 per hour
Each Additional Child	\$2.00 per hour

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

Facility Use Guest Fees

Pools per day per person	FREE
Fitness Center per day per person	FREE

Concierge FeeVaries depending on Service Request – Contact 928-525-9792

Concierge “Day Of” Fee (in addition to normal fees when ‘day of’ service requested)..... \$15.00

7.5 Tennis / Pickleball Court Fees

Tennis / Pickleball Ball Machine.....	\$15.00 per hour
Ball Machine Season Pass	\$100.00 per season
Daily Guest Fee Per Person	\$10.00
Court Booking Facility Fee.....	\$50

7.6 Monthly Meter Charge (no water included)

¾" Meter	\$35.00
1" Meter	\$70.00
1 1/2" Meter.	\$140.00
2" Meter.....	\$224.00

Residential Commodity Charges (per 1,000 gallons)

First 6,000 gallons	\$2.50
6,001 – 15,000 gallons	\$3.20
Over 15,000 gallons.....	\$4.50

Service Charges

Establishment.....	\$25.00
Establishment (after hours)	\$50.00
Reconnection (delinquent).....	\$50.00
Meter Test (if correct).....	Time & Materials Cost
Re-Read (if correct)	\$10.00
NSF Check.....	\$35.00

7.7 Wastewater Reclamation Charges

Utility Transfer Fee (existing home).....	\$4,500.00
Sewer Tap-In Fee (new construction)	\$4,500.00
Trash Service (mandatory for all homes)	\$13.25 per month
Recycling Service (opt-in)	\$9.00 per month

Monthly Sewer Charges

Base Monthly Usage Charge	\$45.00
Residential Commodity Charge.....	\$2.50 per 1,000 gallons

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

First Offense	Up to \$3,000.00
Second Offense.....	up to \$5,000.00 & Loss of use of Common Area facilities for 30 days*
Third +.....	up to \$10,000.00 & Loss of use of Common Area facilities for 90 days*

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