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8.10.18

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Club policies were revised and approved in January 2017 by the Board of Directors. All policies of the Club may be changed from time to time at the discretion of the Board. Such changes will be noted in the Mulligan or by other written communication. Failure to comply with the rules of the Club will subject the member to appropriate disciplinary action.

“The Board of Directors shall establish and maintain a Club Policy Book for purposes of interpreting the intent of the bylaws.” (Bylaws - Article V, Section 6, Powers, Subsection 2)

Advertising – Advertising is not permitted on the golf course or in the Clubhouse without the approval of the Board of Directors.

Board Members:

President’s Authority - The Club President directs the General Manager, makes decisions which require immediate attention, and has spending authority up to \$5000.(4/25/06)

Board Nominees Confidentiality - In the interest of complying with state laws, candidates for Board positions are required to sign “Acknowledgment of Members of Board of Directors re: Confidentiality Obligations.” (Minutes 11/1/99)

Meet the Candidate – After the candidates have been selected, but before the election, the Board will sponsor one or more activities to allow members to become more acquainted with the candidates and their views on Club related subjects. (e.g. Candidates Night, forum, debate, etc.)

Resumes – When the official ballots are mailed to the members for elections of members to the Board of Directors, resumes for each nominee may be included in the mailing.

Posting of Election Results – The names of the winning candidates, along with the names of all candidates, shall be posted in descending order relative to the number of votes received. Numerical results shall be retained in the Club office and available to members upon request. (Minutes 3/11/02)

Board Meetings

Regular Board Meetings – All Board meetings shall be held at the clubhouse or such other place as may be designated by the Board. Regular Meetings will be held March (Includes Installation of New Board Members), May, July and November. An annual schedule will be posted. (November 2017 Ballot)

Working Board Meetings – May be held as needed. Members may request to attend a Working Board Meeting to present a specific issue, problem or suggestion to the Board.

Executive Board Meeting – Held when the subject matter must be kept confidential (e.g. personnel matters, disciplinary actions, etc.).

These meetings and minutes are closed to the membership. Board members shall not reveal or discuss any content matter considered, or decision made, at the Executive Board meeting with any other person not authorized to receive such information. Violation of this policy shall be grounds for immediate discipline and/or removal from the Board.

Board Meeting Minutes - For all Board Meetings (with the exception of Executive Meetings) the Board President shall assign responsibility to an Individual to be designated as “Secretary”. This individual shall record meeting minutes and manage the process to approve those minutes.

Following the Board Meeting the Secretary shall publish the minutes (dated and marked “Draft”) to the Board Members for review. These individuals shall review the minutes and forward corrections or respond with their approval to the Secretary.

The Secretary shall incorporate the corrections and re-publish to the same group of reviewers who will respond with additional corrections or note their approval. This step shall be repeated until agreement has been reached.

Once agreement on the accuracy of the minutes is reached the Secretary will then mark the minutes “Approved”, date the document and publish to all Board Members as well as to the Club’s Office Manager.

The Office Manager will then Post this document in the Club House and store on the club’s server. In addition, the Office Manager shall keep an email distribution list for members wishing to receive copies of the Board Minutes and will forward the final minutes to these individuals.

For Board Meetings that are open to the membership a sign-in list will be kept of all individuals in attendance. This sign in list shall be attached to the “Approved” version of the meeting minutes. (June 2017)

Budget

Capital Expenses – The Board shall have a Five-Year Capital Expense Budget prepared along with the annual Operating Budget.

Transfer Fees – Transfer fees shall be moved into the “Rainy Day Fund” (April 2016). The Board must approve any transfer of funds to the Operating Budget. (Minutes 4/29/98).

Operating Contingency Reserve – The annual Operating Budget submitted by the Budget & Finance Committee shall have a separate line item for an Operating Contingency Reserve. The amount of this reserve shall be a minimum of one (1%) percent of the total proposed Operating Budget.

Buildings

Construction and Planning of Buildings & Facilities – To achieve continuity and accomplish objectives, the Board may appoint an architectural and planning committee to prepare recommendations of the needs, projecting and financing of buildings and facilities. The Club shall require “as built drawings” for all construction and modernization projects.

Bid Requirement – All building projects/repairs proposed to the Board for approval over \$5,000 shall be accompanied by three bids from licensed contractor’s. (Minutes 3/11/02)

Business Hours – Clubhouse & Pro Shop

Closed Thanksgiving & Christmas

Operating hours of Bar/Kitchen, Office and Pro Shop will be posted on clubhouse bulletin boards. These hours may be adjusted without notice when deemed necessary by Club management.

Please see monthly calendar for dinner service times, Dinner reservations are recommended.

Cart Fleet Operation – The golf carts will be offered for rent to members and guests, and for tournament use. Rental rates will be established for daily or longer-term use. Members may contact the office to arrange the rental plan that best suits their needs. The Golf Professional oversees and manages the day to day operation of the cart fleet.

Member Rental Plans – Prices are available in club business office. As of 12/1/01 three options are available:

- Unlimited plan
- 24 usages per year
- 50 usages per year (1/22/08)
- Daily rental

After enrollment, the annual fleet membership will automatically be renewed the first day of each subsequent calendar year, unless terminated by written notice of member or action of the Board of Directors.

“Unlimited” members are allowed 2 carts at the same time on the same membership (April 2016).

Due to safety and liability concerns, members may not bring a fleet cart from the fleet shed for their use. (Pro Shop staff will stage carts by #1 tee.) While renting a cart, members are responsible for any damage to the cart and such damage is to be reported to the pro shop staff when the cart is turned in.

Rider Fee – There will be a rider fee of \$10 charged to individuals who are neither members of the Cart Fleet nor Private Cart owners for ridding in the Club’s Fleet Carts. Members of the Fleet 24 or 50 ride programs will have rides deducted from their balance. This policy will go into effect on April 1, 2008

Cart Stall Lease – If cart stalls are available, Members may lease stalls. If all stalls are leased a waiting list will be created, and as stalls become available the person who has been on the list the longest shall receive the offer to lease a cart stall.

Memberships that are transferred to a family member may pass along their stall lease to the new membership. Cart stall transfer fees must be paid and lease agreement signed. (Minutes 10/04/04) Only one cart stall per family membership will be permitted.

Cart stalls are the property of the Club and shall not be transferred directly from member to member. Each lessee of a cart stall will sign a lease agreement which sets forth the responsibilities of the Club and the Lessee.

Fees – All fees are established by the Board of Directors. Effective 1/14/91, all cart stall rentals are \$15 per month. All lessees will pay an initial transfer fee of \$100. In addition, all cart owners, whether occupying a stall or housing their cart off the club premises, will pay a one-time cart registration fee of \$45. (minutes 8/29/07)

Trail Fees – Effective 9/1/97, all cart owners are subject to a \$15 per month trail fee. (Ballot 8/27/97, 10/01, 8/27/07)

Unauthorized carts shall be removed from the premises

Shared Cart Stalls – The practice of sharing cart stalls is discontinued effective with the publication of these policies. (09/05) Those members presently registered as “sharing” a stall may continue to do so until such time as either member vacates the stall.

Golf Cart Insurance – Effective 10/01/05, all members who operate privately owned golf carts on club premises must maintain and provide proof of liability and property damage insurance. Policy must also cover injuries that might result from their private cart use and must name Cold Springs as additional insured.

THE CART SHED AREA IS A NO SMOKING AREA

Golf Cart Safety – The Club shall not be held responsible for the safety of the member’s cart while it is being operated on the course or stored in a cart stall on the premises.

Accessing Course from Private Property – Permission to access the course from private property is subject to Board approval.

Course Rules – The following rules apply to the operation of golf carts on the Course. The primary purpose of these rules is to minimize damage to the fairways, tee areas and greens. Only authorized carts are permitted on course.

- Do not drive in areas outlined by white lines. Stay at least 30 feet from tee, trap and greens areas and outside the white line marking the cart restriction from the greens. (Minutes 9/6/02)
- Avoid exiting the cart path where areas of the fairway have been worn by continual use.
- Avoid wet or soggy areas.
- Stay on cart paths on all par threes except Hole #7. (No driving between #7 green and #8

tee.)

- To prevent excessive wear on the center of the fairways, two methods may be used when leaving the cart paths:
- The 90-degree system – Drive your cart on the cart path as close to the ball as practical, then drive directly across the fairway to the ball then back to the cart path using a “U” turn. This method will be used when approaching each ball. When a ball is less than 30 ft. from the cart path, walk to the ball, leaving the cart on the path.
- The 45-degree system – There will be times when the two balls of the cart partners can be reached by exiting the cart path at an approximately 45 degree angle. Upon reaching the first ball make another 45-degree angle turn to the next ball and then return to the cart path.

Golf Carts Maximum Number – No more than two golf carts may be used for each foursome. (The Golf Professional may make an exception to this rule.)

Minimum Age – The minimum age for the operation of a golf cart on the course shall be sixteen (16) years and the operator shall possess a valid driver’s license or a learner’s permit.

Club members are responsible to instruct their guests on the proper use of carts on the course.

Decals / Numbers – All golf carts housed on the golf course shall have a decal to correspond with their cart stall number. Decals are to be provided by the Cart Stall Chairperson. The decal issued will be placed on the driver’s side near the middle of the cart and must be clearly visible.

All members whose golf carts are not housed at the golf course shall have a decal provided by the Cart Stall Chairperson. The decal will be placed on the driver’s side near the middle of the cart and must be clearly visible.

Handicapped Cart Rules – If a member possesses a Handicap placard issued by the State, they may request a “Handicap Flag” from the Board. These members are required to keep carts 30 feet from all greens, tees and traps, while remaining in the rough areas only. (Minutes 11/27/07)

Golf Carts Restricted Use – The Golf Course Superintendent and Golf Professional shall collaborate on any decision to restrict the use of golf carts to cart paths. Any exception requires prior Board approval. A permanent sign, stating the conditions of the course and directions for the operation of carts shall be posted on the 1st tee.

Golf Carts may not be operated on or enter; hazards, as defined by stakes, defined drop areas, areas flagged/roped or designated by an affixed sign.

Charge System – The Club encourages the membership to charge their Pro Shop, Kitchen and Bar purchases to their CLUB ACCOUNT. This is more economical for the Club, and more convenient for the member than using their credit card. However, Club purchases may also be paid by cash, or paid by Visa or Master Charge. Credit card payments are not accepted for member dues payments. (Ballot 6/01)

Check Cashing – Members in good standing may cash checks at the Clubhouse. Guests may cash checks if endorsed by a member. The check amount and any bank fees for returned

checks shall be charged to the member, provided cash is available.

Child Supervision – Children not playing golf, under the age 14 shall not be left without adult supervision in the Clubhouse or on Cold Springs Grounds. (Minutes 7/20/99). Exception: Club Supervised Junior Tournament & events; Golf Coach supervised events,

Club Roster - The Club Roster is for use of members and employees only. Members and employees shall not provide the Club Roster to any unauthorized persons and it may not be used for commercial purposes. The Club Roster shall be updated and available upon request.

Request for uses or the acquisition of the Club Roster not covered by this policy, shall be referred to the Board of Directors.

Roster information shall generally include:

- Names, addresses and phone numbers of all members
- Listing of Board members, Club Officers & Management
- Club phone listings
- A notation that distribution of roster is covered by Club Policies.

Clubhouse

Clubhouse Utilization – The Clubhouse may be used by its members for small personal functions that are made up of members and non-members (e.g. bridge group). However, these activities must be coordinated with the Restaurant Manager. Use of the Club during non-business hours requires prior Board approval.

Clubhouse Rental – To arrange for a member function, the member should contact the Food and Beverage Manager to make reservations and to determine availability of the time and date of function. A mandatory room cancellation charge \$50 is required if reserved and subsequently cancelled within 30 days of event.

Members or outside groups renting the Clubhouse shall sign a Rental of Facilities agreement. “Member Sponsored” functions receive a discount on room rental.

Clubhouse rental fees will be waived for organizations holding tournaments which include food/beverage service.

Seminars and business meetings must be of an informational or social nature with no overt sales or marketing.

Decorations – Decorations for social events are limited to table display and/or free-standing decorations that do not require fastening to walls, windows or ceilings.

Posting of Notices - Posting sheets, notices of coming events, including tournament or personal communications may be displayed on bulletin boards, not interior or exterior clubhouse walls, doors, windows or equipment without prior Board Approval. No advertising or notice shall be posted in the Club or on the premises except in furtherance of official Club-sponsored activities.

Reservations – Notice of Cancellation – Events requiring reservations have reservations and cancellation deadlines. There is a minimum of 48 hours notice required for any cancellation, unless otherwise noted. “No shows” will be charged for functions for which reservations are taken.

Service Area Access – Members and guests are not permitted in the service areas of the Clubhouse (behind bar, kitchen etc.), except members of the Board and members of those committees whose functions involve the service departments.

Code Of Conduct – Members and Staff (Minutes 3/11/02)

- Refrain from any conduct or activity that might bring discredit to our Club.
- At all times, respect the rights of fellow members/staff. Treat others as you would like them to treat you.
- Do your best to create and maintain a climate of trust and mutual respect. Do not engage in speculation about the character and motives of others. If you have a concern about a member or staff, it should be submitted in writing to the General Manager or a Board member.
- View and treat the clubhouse and golf course the same as you do your home. For example, continue to support the “sanding of divots” program.
- Keep in mind that the public perception of our Club is continuously shaped by the collective voices and actions of the members. We have a responsibility to the community to be good corporate citizens, and by doing so, we will continue to merit the support of the community at large.
- Let your mind guide your actions and conversations. Ask yourself, before speaking: It this the truth? Speculation? Axe grinding?
- Will what I say help to build goodwill and friendship or will it contribute a negative atmosphere?
- Avoid “choosing sides” with respect to controversial issues or people. Let our choosing be by way of ballot vote.
- Whenever you have a complaint or problem, try to come up with a positive solution. Solutions help both you and the Club.

Committees Term of Office – The term of office for committees will be one year, commencing May 1st and ending April 30th, with the exception of the tournament committees which term shall commence on the first day of November and end on the following October 31st.

Complaints & Suggestions – Complaints or suggestions relating to policy, management or personnel relationships by members are to be made to the Board of Directors in writing, and shall not be discussed with employees of the Club. Written complaints shall remain on file for a period of 3 years.

Corporate Memberships:

- In order to qualify as a designee of a Corporate Membership the individual must be on the Payroll of that Business. Monthly dues for each designee shall be equal to 80% of the Individual Golfing Membership dues. The Corporation is the guarantor of all charges incurred by the designees and shall submit a deposit of \$1000 at the time of purchase of the membership. (May 31, 2018)

- Spouses & Family are treated the same as the Individual +1, +2 or more Membership Category. (June 21, 2018)

Course Closure

Monday 9-hole Closure Policy – The course may be closed 9 holes on Mondays: The golf course superintendent (in co-ordination with the Club Professional and the General Manager) has full authority to close the golf course or any portion of the golf course, for any reason related to golf course maintenance and/or the safety of members or employees.

Maintenance which requires full course closure shall be scheduled well in advance, and the membership so notified via the Mulligan and/or the monthly calendar, whenever possible. The superintendent has the authority to direct the closure of any particular hole at any time and for any duration for reasons related to work efficiency and/or employee or member safety.

The superintendent's decision to temporarily close a particular hole(s) does not require advance notice to the membership. When the superintendent makes the decision to close a hole(s), he shall notify the Pro Shop and cause a sign to be prominently placed on the T-Box(s) of the hole which has been closed which clearly states "HOLE CLOSED".

The superintendent shall make an effort to schedule course closures and hole closures on Mondays; however, he is not prohibited from directing closures on any other day of the week when that is necessary to safely and efficiently accomplish his maintenance responsibilities. If a hole is going to be closed for more than two days, the Superintendent shall consider the installation of a temporary T-Box or a temporary green. The superintendent may, at his discretion, open the entire course or any part thereof. – (Minutes 10/03 -- Ballot 12/03)

Holiday Operation –On Thanksgiving and Christmas holidays, the Course, Clubhouse and Offices will be closed. The front gate will be secured.

Donation Requests – Donations requested of the Club must be submitted in writing to the General Manager. Charitable organization requests will be granted in rounds of golf only (two or foursome), shall include cart usage, and shall be restricted to play after 1pm. The General Manager may approve those requests from charitable organizations which reside within an approximate twenty-five mile range. Requests not in our locality shall be denied.

Dress Code – The dress code shall apply to all members and guests of the Club while on Club property. Members are responsible for the acceptability of their guest's attire. Pro Shop and Clubhouse personnel shall inform members and guests if they are improperly attired.

Women – Slacks, traditional golf shorts or skirts of appropriate length consistent with current fashion (Fingertip length of individual). Denim or blue jeans in good condition are allowed.

Women's attire not considered appropriate: Short shorts, cut-offs, tennis shorts or skirts, tank tops, halter tops or small straps (Spaghetti style). Rain gear is allowed any

time of the year.

Men – Collared shirts, mock turtlenecks, slacks or traditional golf shorts of appropriate length consistent with current fashion. Denim (blue jeans) in good condition is allowed.

Men's attire not considered appropriate: Short shorts, cutoffs, overalls, tank tops or any tee shirt with screen print on front or back. Rain gear is allowed at any time of the year.

Shoes shall be worn at all times. A neat and clean appearance is required.

Driving Range – Driving range passes will be available to members only. Members may use driving range by purchasing individual buckets at the current member price. (Minutes 1/02)
Range to be closed at 3:30 PM on Mondays during the winter to allow for unplugging balls.

Dues – Effective 1.1.18, the monthly membership dues shall be posted in the office for public review. Delinquent accounts will be assessed \$25 (per month).

EFT: Members will have the ability to pay their monthly dues by Electronic Fund Transfer (EFT) by completing the application form in the business office. Invoices will still be sent by email for the members information.

Employee

Employee Review And COMPENSATION PLANS – The Board may approve a Thanksgiving and Christmas bonus for regular full and part-time employees having a minimum of six (6) months employment and recommendations for approval from their supervisor. Members may donate to the Holiday Bonus during the months of November & December.

Nepotism, Assignment of Related Personnel – To best serve the entire Club and avoid any possible conflict of interest among management personnel and employees, this policy shall be utilized in the employment and assignment of employees.

At no time shall a person be employed or assigned to a position which requires that supervision and/or evaluation of performance be the responsibility of a relative. (The definition of a relative shall be any member of the immediate family or other relative such as aunt, uncle, cousin, etc. regardless of whether it is by birth or marriage).

Employees assigned to perform intermittent or temporary services, which are supervised by a relative, shall not be subject to the conditions/intents of this policy.

Employee Handbook – The employee handbook is to be reviewed annually (Minutes 4/7/98)

Employee Privileges – Club employees, their spouse, and their children under 26, may play golf up to four times per month as a complimentary guest of the Club. Afternoon play is recommended. Advanced reservations shall be made at the discretion of the Pro Shop. Employees may bring a guest one time per month, after 1pm, current green fees will be charged. If invited by a member to play as their guest, green fees shall be charged if the

employee has reached the maximum 4 rounds for the current month. Family members using this privilege must be accompanied by the employee. No non-member employee play during tournaments. Pro Shop staff privileges shall be at the discretion of the Golf Professional. (Minutes 8/28/96, Rev. 9/29/98, 9/30/02, 5/03)

Senior Staff Privileges – This section is specifically limited to include the General Manager, Golf Professional, Golf Course Superintendent and Restaurant / Bar Manager. These personnel are granted non-voting membership privileges. These non-voting, non-dues paying members, shall be excluded from Club Invitational play unless they are also a club member. (5/02) They are permitted to offer complimentary golfing privileges to their guests when such does not interfere with regular member play and when they accompany their guests. They are authorized complimentary use of fleet vehicles during play. (Minutes 10/6/98) In addition, they and their spouses are invited to all major Club social events as guests of the Club. (Minutes 1/19/99, Minutes 5/22/01)

Employees, Alcohol & Illegal Drugs – There will be no consumption of alcohol and/or illegal drugs while on duty. Violators are subject to disciplinary actions. THERE WILL BE NO EXCEPTIONS.

Employee Contact – Employees of the Club shall not be confronted or reprimanded by members or guests. Any employee's misconduct or a complaint about any employee should be reported to the General Manager in writing.

Employee Cash Control – All monies in both the Clubhouse and Pro Shop are to be kept in a safe. Persons collecting and handling monies on behalf of the Club are totally responsible for its safe custody.

Manager Spending Authority – The requesting manager shall present any non-budgeted expenditure over \$1,000 to the Board of Directors for approval.

Equipment – No Club owned equipment, furniture or tools will be loaned to any person without the approval from the General Manager.

Files & Computer Access– As of 9/1/95, no non-Board member without prior Board approval will have access to Club files and/or computer terminals. Any member may request information from the Club in writing. Requests will require Board approval of each separate request unless prior Board approval is given to the Club General Manager.

Food & Beverages– Food or beverages are not to be brought onto Club premises without prior Board approval. Only beverages provided by the Club shall be consumed on the Club premises. The Club's liquor license allows for on-premise consumption only. No alcoholic beverage served at the Club may be carried off premises.

The Club reserves the right to refuse to serve alcoholic beverages to anyone at the discretion of the bartender or member of Club management. No alcoholic beverage shall be served to any member or guest who, in the sole discretion of the Club bartender or member of Club management, appears intoxicated.

Under no circumstances shall the Club serve an alcoholic beverage to a person less than

twenty-one (21) years of age. No member or guest shall be permitted to purchase or otherwise furnish alcohol to a minor for consumption. Any member, who is habitually intoxicated on club premises shall in the discretion of the Board, be suspended for such period as the Board may deem proper or may be expelled.

All charge tickets must be signed when presented. Members are not allowed to sign the name or number of other members to charge tickets.

Frost Delay Policy – Frost Delay Policy – From November 1 of each year until November 15 the First Phase of frost delay policy will become effective as follows: A recorded message at the club Pro Shop will inform callers if a frost delay is in effect. If a frost delay is in effect, golf play will not be permitted until 10:00 A.M. at the earliest (or later if required).

On November 16 the Second Phase will become effective. There will be an AUTOMATIC frost delay EVERY DAY until February 16. Golf play will not be permitted until 10:00 A.M. at the earliest (or later if required). There are to be no exceptions to this policy. (Even if there is no frost)

February 16 through the end of the frost season, the frost delay policy will revert to the “First Phase” as described above.

Every effort will be made to accommodate members who wish to play at other times. However, the Pro Shop is directed limit additional players to avoid congestion.

Pro Shop to open at 9:00 AM Tuesdays (during winter frost delays.) Ladies have 10:00 AM shotgun. (April 2017)

Gate Keys – Private cart stall lessees may purchase a gate key in the office for a \$10 fee.

Green Fees & Reciprocal Fees

Green Fees – All Guest Green Fees shall be paid for by the sponsoring member.

Posting of Greens Fees & Reciprocal Fees – Will be posted in lounges and pro shop.

Reciprocal Players – Must be members of a private club that allows reciprocal play with Cold Springs. They are allowed to bring guests and may play any day. Tee times should be arranged between the two Club Golf Professionals. Our Pro will have control over the amount of reciprocal play.

Outside Tournaments – All participants (members and non-members) shall pay the current green fees in outside tournaments

Exempt From Greens Fees – Green fees will not be charged to participants in the Ladies Invitational, Ladies fundraiser (1 per year), WGANC Golf Tournament, Cold Springs Invitational, Sierra Senior League, or the Men’s Hangtown Invitational, (Minutes 1/13/98, 10/6/98). The week before the Cold Springs Men’s Invitational, and Ladies Invitational, practice rounds are allowed and regular green fees are to be paid. (Minutes

10/6/98)

Guest Play – A guest of a member may have unlimited play on the day he is playing as a guest. Monday through Friday a member may sponsor up to four (4) guests without playing with them. Saturday, Sunday and Holidays the guest must play with a member.

No guest (excepting “bona fide non-local guest”) may play more than one time per month, except for tournaments. A non-local guest is a guest of a Club member who resides seventy-five (75) miles or more from Placerville. (Minutes 8/28/96)

Men’s Guest Day – Men’s guest day is the first Thursday of each month. Guests and their sponsoring members are required to participate in the guest-day tournament. Fee schedule for this event will be posted in men’s lounge and pro shop. (Minutes 4/19/05)

Ladies Guest Day – The two ladies groups shall hold their guest day on the 3rd Tuesday (18’ers) or 4th Tuesday (9’ers) of each month under guidelines as set forth by a vote of their members. Ladies who are not members of the 18 Holers or 9ers may bring a guest on the 3rd or 4th Tuesday of the month.

Guest Conduct – It shall be the responsibility of all members to inform their guests and conduct themselves in accordance with the procedures for the appropriate use and care of the Club’s buildings and facilities.

Out of Town House Guest – A bona fide, non-local house guest of a Club member may pay daily green fees or may purchase a one week unlimited family (husband/wife & children under 21) golfing privileges pass for the price of \$75. (Limit - two per year) A one month family pass is available for \$150 dollars. (Limit - one per year)

Junior Guests – Under the age of 18 yrs. are allowed to play once a week. The start time will be after 1:00 P.M., or at the discretion of the Pro Shop. They must play with an adult member. Green fees for junior guests shall be \$10 per round.

Disabled children - Families who are in good standing with the club and have “Dependent” adult children who are diagnosed with a developmental disability as determined by a qualified physician or psychologist upon submission of a certified document to the club, will be reviewed on a case by case basis to determine continued eligibility under the family membership packet and be allowed to golf regardless of chronological age until otherwise notified.

Grandchildren of Members – Under the age of 18 yrs. are permitted complimentary play with grandparents or with an adult member or may play without adult supervision if they have a “Junior Card”. The start time will be after 1:00 P.M., or at the discretion of the Pro Shop (Minutes 9/30/02)

High School Golf Teams – It is the intent of Cold Springs to support local high school golf. Approved high schools may use Cold Springs for varsity golf matches. Any high school using Cold Springs for practice or match play must adhere to "High School Golf Teams Conditions of Play" (posted in the Pro Shop), or be subject to losing access to the course.

Hazard Stake Removal – Stakes marking the hazards on the course may not be moved or

changed without the approval of the Tournament Committee and/or Course Superintendent.

Hole in One Program – Members may sign up for the “Hole-in-One Program” in the office. Each member in the program will be assessed \$1 to their account each time a hole-in-one is made by a participating member at Cold Springs. For the member making the hole-in-one, the total dollars in the fund (\$1 X number of current members in program) will be credited to their account and may be used for Pro Shop, Bar or Restaurant purchases.

The hole-in-one program is a one year commitment. A list of participating members will be maintained in the office. (Minutes 3/20/01)

Any member who makes a hole-in-one at Cold Springs will have his/her name and date engraved on a perpetual trophy. The trophy shall be maintained in the Club trophy case. A hole-in-one must be attested to by at least one witness.

Job Descriptions – All Board members, Committee Chair and Employees shall have a job description. The Secretary shall retain the originals in the office. The President and Vice President shall have a copy.

Junior Members Orientation – As of 10/1/98, member’s children 16 years of age and under, who wish to use the course without parental supervision must obtain a valid “Junior Card” from the Pro Shop. They will be required to pass a basic rules test, and complete a short orientation by the Pro Shop staff. Cards may be revoked for misuse of course. (Minutes 9/11/98)

Lockers – A limited number of lockers are available in the men’s & ladies locker room. (Fee schedule posted in both locker rooms) Name plates are furnished by the Club. (Minutes 9/30/02)

MAILING – Any mailing to the membership via office or Mulligan is to be Board approved. (Minutes 4/7/98)

Marking & Staking – The Course will be marked during the spring and summer months. The Superintendent will be responsible for staking and marking the course. Tournament Committees are requested to appoint members to help.

Membership Sale & Transfer – (Per bylaws) “Members shall be permitted to sell their membership through the Club, and set their own sale price by complying with the following Policy requirements” And by complying with all other requirements in Article XIV of the bylaws. (Ballot 4/22/05)

- The price each member sets will be kept confidential by the Club.
- A copy of the Membership Seller’s list will be available for members who request to see it. This list will have no sales prices shown.
- Prices may only be changed monthly. (minutes 7/22/08)
- The membership for sale list is, as per bylaw, a method established for those that have made a decision to sell their membership. Therefore, once the membership is listed, it cannot be

removed by the listing member and it will be sold.

- Members who have listed their membership for sale, and based on special circumstances, decide they don't want to sell must submit a letter to the Board requesting removal from the waiting to sell list. This letter must provide the following information:

- a. The reason they listed their membership for sale
- b. The reason they are requesting to be allowed to remove it.

Once a member has been removed from the list and wants to get onto the list again they will be placed on the bottom of the list.

- Members who are on the Sell List will be allowed to bring in their own buyer. By doing so, they immediately have the opportunity to sell their membership to that buyer. (As per Article XIV, section 7.1; a member cannot personally advertise a membership for sale) through June 2018
- The oldest lowest priced membership on the list will be sold first. In the event there are several memberships listed for sale at the same price, then the membership which has been on the list the longest at that price will be sold first.

Privileges When Selling – Dues are due and payable on the first day of each month. However, if the membership is sold between the 1st and the 5th of the month, the new member is liable for that month's dues. If the sale of the membership is finalized after the fifth day of the month, the member selling the membership shall be liable for the payment of that month's dues and will continue to have all privileges of membership for the month.

Family Transfer – A membership may be transferred at once to an immediate member of the same family upon payment of the transfer fee, without going through the Seller's or Buyer's' List procedures. (Minutes 9/10/04)

Categories of Membership New categories of membership were created (Individual Plans). Members that joined prior to the creation of these new categories are "grandfathered" in as "Family Memberships" and will remain in that category. Family Memberships dues will always be priced the same as the lowest tier of the Individual Plans (1 Individual). Individuals that desire to convert from the Family Membership category may transfer to the Individual Plan if they desire to do so. In order to take this step, the member must submit a request to the Club's Office in writing. Once a member has taken this action this action may not be reversed. Should they want to add individuals to their plan in the future they will be required to pay dues consistent with the Individual Plan categories. (11/2017)

Senior membership: Senior members cannot buy out of proprietary membership and then buy into senior.

Waiting to Buy List – If a Cold Springs membership is not available immediately, a "Club

Membership Buyers Waiting List” will be maintained. Persons wanting to become a member must complete a Membership application and pay an application fee of \$1,000. This application fee is Non-Refundable.

A divorced spouse who does not retain the former family golf membership may remain at the top of the buyer’s waiting list for one (1) year after the divorce. During this year they may purchase the next available membership after notifying the office of their readiness to buy.

Member in Good Standing - A Member in Good Standing is defined as a membership that is current on their financial obligations to the club and is not currently suspended for any reason. (July 19, 2018)

New Member Orientation – New members will receive Club Handbook. Included are By-laws, Policies, Roster, Officers & Committees and an Orientation CD. (minutes 6/22/09)

Memorial Plaques – Memorial plaques or similar recognition will be permitted with Board approval.

Mill River Plan – Participation in this program will require a \$5 monthly fee to be included in the Club billing. Members joining Cold Springs will automatically be enrolled. Changes in participation; either enrollment or withdrawal in the plan must be done during the month of December for the following calendar year. No Pro Rated adjustments are allowed.

The 25% discount for participating members will apply to Pro Shop credit, charge or cash purchases. Only participating members will have the benefit of the 25% discount in our member-owned Pro Shop. All proceeds from the “Mill River Plan’ will be applied to Pro Shop revenues.

Mulligan Inserts – A Board approved circular regarding an event at the Club may be included with the Mulligan. No letters or ads will be printed in the Mulligan. There will be a section in the Mulligan to allow notification of new Club Policies and results of any ballots.

Personal Property – The Club will not be responsible for property of members, guests or other persons, which is brought onto Club premises for any purpose whatsoever. The Club assumes no responsibility for automobiles, damage thereto or property left therein.

Petitions – Any petition delivered to the Board, (pursuant to Corporation Code Section 7510 and/or Article X, Section 2), that contains less than 50 member signatures (referred to in this section as “petition”), shall be accompanied by a deposit check in the amount of \$600 to compensate the Club for the cost of mailing the required notices, conducting the special meeting, and/or processing a special ballot.

In the event the subject matter of the petition is approved by the membership at the special meeting conducted or the special ballot submitted in connection with the petition, the deposit shall be returned to the party that submitted the deposit. In the event the petition is not approved by the membership at the special meeting conducted or the special ballot submitted in connection with the petition, the deposit shall be retained by the Club to offset the costs incurred as result of the petition. (Minutes 6/28/99)

Public Use of Facilities – The public is welcome to use Pro Shop and restrooms.

Regulation of Play – Members may call for tee times up to seven days in advance. All members must check in the Pro Shop before starting play. It is the member's responsibility to be on their starting tee, ready to play, at their assigned starting time. All fees must be paid before beginning play. If the Pro Shop is not open when play is started, members must check in at the end of their first nine holes. Course assignment is the responsibility of the Starter.

Groups requesting to play more than a foursome shall require approval of the Pro Shop.

Players are required to use sand bottles in repairing divots, to rake bunkers, to enter and leave bunkers from the low side, to repair ball marks on greens, and refrain from littering.

Range balls are not to be used on the course.

Tee Times - Procedure for scheduling tee times are posted on the bulletin board in the Pro Shop.

Domestic Animals are not allowed on the course or premises. The Board may specifically authorize member's or employee's dogs to disburse geese during play. (Minutes 3/03)

Prohibited Activities – Bicycle riding, walking, jogging, fishing and all other non-golf related activities are prohibited.

Slow Play - A group who has a hole open and a group waiting behind, must call the group behind to play through. Slow players (or groups) reported to not allow through play will be sent a letter from the Board. If a second offense is reported, the Board may restrict the player (players) to off-peak tee times. (Minutes 10/6/98)

Reimbursement – Expenses shall be paid by the Club for representation to meetings and other functions on behalf of the Club when approved by the Board.

Restaurant & Bar Services – To serve the best interest of the Club and its membership, the Club shall maintain a restaurant and bar to be operated within the Clubhouse facilities. The major purpose of the restaurant and bar operations shall be to serve members and guests and to support the social and golfing activities sponsored by the Club.

A concern for the balancing of income and expenditures for these services shall dictate the staffing and operation of the restaurant and bar.

Children in Bar – No one under the age of 21 may sit at the bar. Young people between the ages of 14 and 20 may sit in the bar, but only at the tables. Children under the age of 14 must be accompanied by an adult (18 or older) and may only sit at the tables in the bar area.

Safety – The Club maintains an AED defibrillator and first-aid kits as a courtesy for member and guests. The Club assumes no responsibility for the acts or omissions of any personnel of the Club, member or guest, in the use or administration of such equipment or supplies.

The acceptance by a guest of the hospitality of the Club under the sponsorship of a member or under any circumstances constitutes an assumption of all risks of being on Club property and an agreement to be bound by all Club Rules. A guest's failure to gain knowledge of Club's rules

and regulations shall not be deemed an excuse for lack of knowledge or understanding of the risks and obligations assumed as such guest.

Sand & Seed Bottles – As of 6/1/00, a sand and seed bottle is mandatory for ALL PLAYERS. (Minutes 2/9/00)

Sexual Harassment Policy – The Club has taken an unequivocal stance that sexual harassment is unacceptable, illegal and will not be tolerated. Disciplinary action up to and including dismissal and expulsion will be taken against those individuals determined to be in violation of this policy.

Harassment, sexual or otherwise, of or by Club staff will not be permitted. Sexual harassment includes, but is not limited to unwelcome sexual advances, verbal or physical conduct of a sexual or similarly offensive nature, offensive comments, jokes, innuendoes and other sexually oriented statements.

All employees shall receive the brochure “Sexual Harassment is Forbidden by Law” (provided by the State of CA, Dept. of Fair Employment and Housing) on or before their first day of employment. The office shall maintain records showing receipt of policy by employee.

Members should be aware that they are personally liable in the event a civil suit is filed by a victim of sexual harassment.

Spike Policy – Effective 1/1/99, metallic spikes or any style projected spikes are prohibited. (Minutes 10/6/98)

Tournaments – Members may play after the field in all tournaments with less than 72 players and a shotgun start. Call the Pro Shop to check on the field and/or make a reservation.

In member tournaments, non-participating members may sign up for the dinner following the event. Make dinner reservations in the bar.

Tournament Fees – All members’ tournament fees can be charged to their account. Outside tournaments must be paid in cash/check. Cancellations must be made no later than 48 hours prior to the day of the tournament or fees will be forfeited. (Minutes 4/17/01)

Tournament Committee – The Board hereby authorizes the formation and utilization of a Men’s and Women’s Tournament Committee to plan and conduct both Club and outside tournaments and related activities. Committees will be given previous years’ policies and procedures at the beginning of the term and shall submit any proposed changes to the Board for approval.

Copies of approved Tournament Policies and Procedures are available in the Pro Shop.

The Tournament Committee has been directed by member vote to promote outside tournaments without interfering with member play. (Ballot 8/27/97)

Requests for Tournaments – Request for use of the golf course by groups must be submitted in writing to the Golf Professional or General Manager and approved by the Board. These

tournaments shall be scheduled during non-peak hours, preferably Mondays or Thursday afternoons.

Prizes & Credits

Men's & Women's – 100% of all men's and women's tournament prizes, including table and tee prizes for each and every tournament must be purchased through the Pro Shop. Any exceptions need Board approval. (Minutes 12/29/99, Minutes 1/19/00)

Gift certificates will be redeemed at face value with no discount, unless holder of certificate is a member of the Mill River Plan.

Pro Shop Credit – All Pro Shop credits incurred from November 1 through October 31 must be cleared by December 31 of each year, or they will be forfeited. Anything under \$100.00 can be carried over. Pro Shop credits/gift certificates may be redeemed for merchandise and club repair only, and may not be used for lessons, greens fees or driving range fees. (Minutes 12/11/00) - (Minutes 1/20/04)

Work Party – When approved by the Board President or General Manager, the Restaurant/Bar is authorized to provide food and non-alcoholic beverages to organized work parties and working Board meetings