

Highlands Country Club
Bylaws

NAME AND PURPOSE

The purpose of Highlands Country Club (the “Club”) is to provide, maintain and operate buildings and grounds for the social and recreational use and entertainment of members of the Club and guests. The Club’s Bylaws govern participation in activities and use of facilities offered by the Club. The Club, at its sole discretion at any time, may establish additional Bylaws, modify or rescind existing Bylaws set forth herein. Decisions made by the Club regarding the interpretation and application of these Bylaws shall be binding on all Persons using the Club Facilities.

It is the intent of the Club to limit these Bylaws to the minimum required for the mutual enjoyment of the Club by all its Members and their guests. The enforcement of these Bylaws is placed primarily in the hands of a carefully selected and trained staff for the good of all Members. Our staff’s principal objective is to assure all Members the courtesies, comforts and services to which Members of a semi-private country club are entitled. It is the duty of the Membership of the Club to know its Bylaws and to cooperate with Management and staff in the enforcement thereof.

Highlands Country Club provides its Members the opportunity to enjoy high-quality social and recreation activities in a semi-private environment. The Management of the Club strives to maintain safe and well-kept facilities, and to promote and protect a harmonious atmosphere for members, guests, and Club employees.

ARTICLE 1.

These Bylaws supersede all previous editions.

ARTICLE 2.
GENERAL

The Management of the Club shall have full and complete charge of all Club facilities and properties of the Club. Use of the Club facilities is reserved for Members, eligible Family Members, their guest(s) and individuals or groups specifically approved by Club Management. The right to use various facilities (clubhouse, golf course, tennis, fitness center, swimming pools, and children’s activities center) is determined by the class of Membership held by the Member, as described in these Bylaws.

ARTICLE 3.
HOURS OF OPERATION

The hours of operation of the various Club rooms and facilities shall be determined by Club Management and may be adjusted seasonally as Member usage dictates and will be posted on the Club website. The Club reserves the right to establish, amend, or modify the hours of operation or any component or individual facility thereof.

The Club's Administration Office will be open Monday through Friday except holidays.

ARTICLE 4.
Conduct

- I. All Members, their Family Members, and their respective guests shall abide by these Bylaws.
- II. If any Member, his or her Family Members or any of their respective guests conducts himself in an unbecoming manner or knowingly violates any Club policy or rule, such Person and others responsible will be sanctioned as provided in these Bylaws.
- III. Members, their Family Members, and their guests shall give due consideration of the rights and considerations of others at all times while at the Facilities.
- IV. All food and beverages consumed at the Facilities must be furnished by the Club and consumed only in areas designated by Club Management.
- V. Absolutely no fireworks are permitted at the Facilities unless part of a fireworks exhibit that has been organized and conducted or sanctioned by Club Management.
- VI. Liquor law violations are not permitted at the Facilities. It is illegal for any Person to bring alcoholic beverages onto the Facilities for the purpose of consumption or storage. It is also illegal to remove alcoholic beverages from the Facilities. The Club, at its sole discretion, may refuse to serve alcoholic beverages to any Member, his or her Family members or their respective guests for any reason. Minors may not purchase or consume alcoholic beverages anywhere at the Facilities.
- VII. The sale of tobacco under the age of eighteen (18) is restricted to all Members, Family Members and Guests in accordance with New York State Law.
- VIII. At all times Members, Family members and their guests must adhere to the dress code of the club.
- IX. No food or liquid refreshments may be brought to the Club property except for the Monday night barbeque. No picnic lunches are allowed at the Club Facilities.
- X. No dogs or other pets (with the exception of Seeing Eye dogs) are allowed at the Facilities except under special circumstances with prior authorization of Club Management. A Member is responsible for any damage or injury caused by an animal owned by or brought to the facilities by a Member or his or her Family members, or their respective guests. Any animal, which is brought to the Facilities, shall be kept on a leash or otherwise under control at all times.

- XI. The Club will not be responsible for any damage to or loss of personal property of Members and guests, regardless of the cause.
- XII. Members shall pay for any damage done to any of the club property by themselves or their guests.
- XIII. Automobiles and other vehicles shall be parked in the designated parking areas. At no time will Member or guest vehicles be permitted to park in the traffic circle in the front of the Club.
- XIV. All notices for the bulletin boards must have approval by Club Management prior to posting. Items for the bulletin board may be left at the Club's office for approval and posting.
- XV. No article of any kind shall be exposed for sale, nor shall any subscription paper be circulated or advertisement posted, nor any solicitation of any kind take place, in or about the clubhouse without the express permission of Club Management.

ARTICLE 5.
Parties and Reservations

Certain facilities of the Club may be available for private parties from time to time. Arrangements for private parties or special parties for the Members or public should be made through Club Management in advance. If an unusual number of people are involved, or whenever special services of any kind are desired, Club Management shall establish guidelines regarding notice, operations, additional services, and hours. No performance by entertainers is permitted at the Facilities without the permission of Club Management.

ARTICLE 6.
Club Services and Activities

- I. The Club reserves the right to sponsor various social, cultural and recreational events at which times use by Members may be restricted.
- II. The Club may sponsor various social, cultural and recreational events in which the public may be invited to participate. Activities will be publicized on the Club website.
- III. The Club reserves the right to make the golf course, tennis courts and swimming pool available for tournaments and recreational play at which time use by Members may be restricted.
- IV. Except during special events, only members of the professional staff are permitted to render instruction at the Club. Lessons should be scheduled through the Professionals for Golf, Tennis and Swim Lessons and payment must be received prior to the lesson at the Club's Golf Pro Shop. Lessons not cancelled twenty-four hours in advance will be subject to charge.

ARTICLE 7.
Golf Rules

- I. The United States Golf Association Rules, except as amended by local rules printed on the scorecard or conspicuously posted, shall govern all play and events under jurisdiction of the Club.
- II. The hours of golf course play and pro shop hours will be posted in the Pro Shop and on the Club website and are subject to change, as determined at the sole discretion of the Club and depending on golf course and weather conditions. The Golf Course Superintendent in consultation with the Golf Professional shall determine when the golf course is playable and such decision shall be final and binding on all Persons using the golf course. No golf course play shall be permitted during any period that the course is closed.
- III. All golfers must register at the golf pro shop and pay all applicable guest, cart and usage fees before beginning play. Members are responsible for the payment of fees incurred by their guests.
- IV. No practice is permitted from any of the regular tees, nor on any of the fairways or greens. A practice area is maintained just east of the Pro Shop.
- V. Players shall observe the rules of golf etiquette as adopted by the USGA at all times.
- VI. The Golf Professional and Assistants shall conduct all USGA Handicap administration.
- VII. If lightning is in the area, all play shall cease and players shall return to the clubhouse as soon as possible. All players are responsible for their own safety during hazardous weather conditions. While the Club may, from time to time, attempt to warn players and/or require play to cease, under no circumstances shall the Club be held liable for failing to warn players of hazardous weather conditions or the need to cease play and return to the clubhouse.
- VIII. All players should remain aware of the rights of others. It is the responsibility of each group to keep pace with the group ahead. If a group falls more than one complete hole behind the group ahead, each player in the group that is behind is required to pick up his or her ball and move forward into position, or permit the following match to move forward into position if they state their desire to do so.
- IX. Players looking for a lost ball shall signal the match following to pass and, having given the signal, shall not continue to play until this overtaking match has passed through and is safely out of reach.
- X. Matches holing out on the 9th green , (waiting to play on the first tee) finding more than one match waiting on the 1st (10th) tee, will start alternately with the matches waiting.
- XI. No matches involving more than four players will be allowed except for special Club events.
- XII. No twosomes shall be allowed on the golf course on holidays and weekends prior to noon except when the golf course is not crowded and permission to play has been granted by the Pro Shop attendant. No player shall have more than one (1) ball at any time.

- XIII. All players shall repair ball marks on greens, replace divots, and smooth sand traps before moving to the next tee.
- XIV. A match starting from any tee other than the first has no rights of priority on the course.
- XV. Golf carts shall be assigned at the golf pro shop at the time of registration. Published cart fees are per person; one cart is provided for up to two players, and two carts for a group of three or four players. Players are currently allowed, at the discretion of the Club, to walk and carry their clubs.
- XVI. No vehicles other than golf course maintenance vehicles and golf carts approved by Club Management shall be permitted on the golf course.
- XVII. Golf carts shall be operated with extreme caution and only by Persons sixteen (16) years of age or older with a valid automobile driver's license. Right-of-way must always be rendered to pedestrians.
- XVIII. Golf carts shall remain on cart paths where directed. Drivers must observe and obey all signs, stakes, roped off areas and other markers used to guide carts. Golf carts shall not be driven or parked within thirty (30) feet of any tee, bunker, green, or hazard except on cart paths. When driving golf carts on fairways, care should be taken to avoid soft areas. Golf carts are not to be driven over sprinkler heads.
- XIX. Players must abide by posted signage and remain off the eighth fairway at all times.
- XX. The Club reserves the right to make the golf course available for tournaments, clinics, and other activities at which time use may be restricted.
- XXI. No golf tournaments of any kind, nor play by any group of five (5) or more persons shall be permitted unless approved in advance by the Golf Professional.
- XXII. Players in competition must register in the Pro Shop for each event entered before starting play.
- XXIII. Club Management reserves the right to modify, postpone, or cancel any competition.
- XXIV. Players in the final rounds of Club Championships shall have the right of way.
- XXV. For purposes of golf competition eligibility, an Adult is defined as (1) one who has attained age 17 or (2) a 16 year old who has declared himself as an Adult to the Director of Golf and thereby permanently relinquishes his junior status. All others are juniors. No Adult may participate as a junior in the Parent-Child tournament.
- XXVI. No child twelve years of age or under shall use the practice green unless accompanied by an adult or approved by the Prop Shop attendant.
- XXVII. Only soft spiked golf shoes or other approved shoes shall be worn on the golf course and practice areas.
- XXVIII. Proper attire is required for all players. Golf attire, golf or walking shorts and slacks and skirts (for women) are considered proper attire. T-shirts, tank tops,

- blue jeans, cutoffs, jams, tennis or other athletic shorts and bathing suits are not permitted.
- XXIX. Every player must have a set of golf clubs and a golf bag. No sharing of golf clubs shall be permitted.
- XXX. The Golf Professional is the only individual permitted to render golf instruction at the Club. Lessons should be scheduled through the golf professional. Lessons not cancelled at least twenty-four (24) hours in advance will be subject to charge.
- XXXI. No food or liquid refreshments may be brought to the Club property except for the Monday night barbeque. No picnic lunches are allowed at the Club Facilities.

ARTICLE 8.

Pool

All Members and their Family members must register with the pool attendant upon arrival at the pool area. Member or their Family Members must pay for their guests at the Pro Shop prior to entering the pool area. Member and Guest(s) must present proof of payment to the pool attendant upon entering the pool area. Member will be billed for all charges incurred by their guests, including, without limitation, daily fees, and food and beverage charges.

- I. The pool hours shall be established and published by the Club and shall be subject to change as determined at the sole discretion of the Club and depending on utilization of the pool facilities by the Members. Absolutely no admission to the pool area is permitted when the pool is closed.
- II. The pool and surrounding pool area will be closed during inclement weather. All users are responsible for their own safety in the pool and pool area during hazardous weather conditions. While the Club will attempt to warn users and close the pool when weather conditions dictate, under no circumstances shall the Club be held liable for failing to warn users of hazardous weather conditions or the need to vacate the pool area.
- III. During peak hours (afternoons and weekends), the Club may specify periods for adult swimming and as a rest period for Children. No one under the age of sixteen (16) will be allowed in the pool at that time.
- IV. The Club reserves the right to set aside designated time during hours of normal operation for special events or programs during which time, use by the Member may be restricted.

Swimming Rules

- a. Persons under the age of eight (8) and all minors who are unable to swim are not allowed in the pool area unless accompanied by a parent or other Person fourteen (14) years of age or older who agrees to assume responsibility for the child's safety and behavior, or unless otherwise approved by the Club.
- b. No one is allowed in the pool area unless a lifeguard is on duty.
- c. Non-swimmers may use lifeguard-approved flotation devices but must remain in the shallow end of the pool.

- d. Pool attendants shall have the authority to enforce all rules and regulations and to supervise the general conduct of all Persons in the pool area. Pool attendants shall have the authority to maintain order, reprimand, discipline, restrict, and evict any individual not complying with the rules and regulations as described in the Club Bylaws.
- e. Radios, televisions, and similar electronic devices may be listened to if played at a level that is not offensive to other Members, Family Members, and their guests as determined by the pool staff.
- f. Snorkels, fins, masks, weights and inflatable devices are not permitted in the pool unless permission is obtained from the Pool Manager or their use is required in a class.
- g. Glass bottles, drinking glasses, and sharp objects are not permitted in the pool area.
- h. Bicycles, skateboards and roller blades are not permitted in the pool area.
- i. Running, wrestling, pushing, dunking, ball playing and noisy or other hazardous play will not be permitted in the pool areas.
- j. Lifesaving and pool cleaning equipment should be used only for the purpose intended.
- k. No diapers are to be worn in either pool. Bathing suits are required.
- l. Ladders are not to be used as diving platforms.
- m. Only preschool children shall be permitted to use the baby pool.
- n. Persons are not permitted in the pool if they have a cold, cough, fever, infection of any kind, skin rash, inflamed eye(s), or are wearing bandages.
- o. Persons with physical or neurological disabilities, a history of anaphylactic shock, or a responsible adult accompanying said Person, must advise the lifeguard of such conditions.
- p. All Persons must wear suitable bathing attire while swimming; no cutoffs, dungarees or shorts will be permitted.
- q. No food or liquid refreshments may be brought to the Club property except for the Monday night barbeque. No picnic lunches are allowed at the Club Facilities.

ARTICLE 9.

Tennis

- I. The Director of Tennis is in charge of the courts and all persons using the tennis facilities will do so under his/her direction.
- II. U.S.T.A. rules govern all play on the courts unless contravened by a local rule.
- III. Courts are open each day from 7:30am to sunset, except when undergoing maintenance. In general, grooming of courts will occur before 9am on the weekdays and before 8am on the weekends. Additional grooming will occur as needed during the day. Please cooperate with our court maintenance personnel.
- IV. Courts may not be used when deemed unsuitable for play. Either a sign will be posted or a tape will be placed across the entrances to the courts to indicate when this condition exists.

- V. All Members, Family members, and their guests must register at the Pro Shop before playing tennis. Members are responsible for the payment of any guest fees and/or usage fees before play.
- VI. Adult Tennis Members have precedence on the courts on weekends and holidays, and on all evenings after 5:00pm.
- VII. Tennis Members and Tennis Family members may reserve courts for the weekend only, by calling the Director of Tennis on Friday morning after 9am. Names of all players are required for court reservations. Play during unreserved times, during the week, shall be on a first come, first served basis, with the exception that those who have not previously played that day have priority over Members who already have played. Reservations for singles play is limited to one hour and doubles play to two (2) hours. The Club reserves the right to designate times when play may be limited to less than two (2) hours.
- VIII. All players must register at the Pro Shop at least five (5) minutes before the scheduled starting time. If the party who has reserved a court fails to show or register, the reserved court will be considered open to any waiting Member for play. Court cancellations should be made at least six (6) hours before scheduled playing time. Players who do not notify the staff of any cancellation may be charged a court fee as determined at the sole and absolute discretion of the Club.
- IX. Court #2 may be reserved for private lessons anytime during the week. The court will be available for general use when lessons are not in progress.
- X. The Club reserves the right to make the tennis courts available for tournament and promotional play, at which time use by Members may be restricted.
- XI. Except during special events, only members of the professional staff are permitted to render instruction at the Club. Lessons should be scheduled through the tennis professional. Lessons not cancelled twenty-four (24) hours in advance will be subject to a charge.
- XII. Proper tennis attire and regulation equipment are required at all times on the courts. No cutoffs, jeans, bathing attire, bare feet or shoes other than smooth sole, regulation tennis shoes will be allowed on the courts. Shirts must be worn at all times.
- XIII. Members, Family Members, and their guests are urged to familiarize themselves with the rules of tennis etiquette.
- XIV. No Person shall enter or cross another court while a point is in play.
- XV. Loud or quarrelsome conduct or profanity is prohibited on the tennis courts. No obnoxious behavior will be permitted. The tennis professional and Club management have the authority (a) to enforce all rules and regulations as defined in the Club Bylaws, (b) to supervise the general conduct of all Persons at the tennis courts, (c) to maintain order, and (d) to reprimand, restrict, discipline and evict any individual not complying with the Club Bylaws.
- XVI. No Person shall distract or interfere with players while a match is in progress.
- XVII. All Members, their Family members, and their respective guests must register at the Pro Shop before entering the courts. Members or their Family Members shall register their guests and shall be responsible for the payment of all appropriate charges.

- XVIII. Players and spectators are requested to place discarded ball cans, bottles, papers, etc. in the receptacles provided.
- XIX. No food or liquid refreshments may be brought to the Club property except for the Monday night barbeque. No picnic lunches are allowed at the Club Facilities.
- XX. Tennis Balls will be available for purchase in the Pro Shop. Tennis Balls will be made available to Members free of charge during lessons and clinics. A new can of balls will be provided for the semifinals and finals of the club tournament.

TENNIS TOURNAMENT ELIGIBILITY

- I. Finalists of adult and junior tournaments will play each other for the club championships. The winners will receive "Club Champion" trophies.
- II. One must be 17 to enter an adult category. Exceptions may be made according to the ability of the player and the discretion of Director of Tennis.
- III. Players of tournament matches must register in the Pro Shop before starting play.
- IV. Tournament matches may be scheduled in advance. Courts may be reserved for 1 and ½ hours, but will proceed to conclusion with scheduled matches having precedence over all other play.
- V. Decisions of the Director, with the advice of Club Management, if necessary, are final in all matters pertaining to the tennis courts, their use and interpretation of rules governing tournament play.
- VI. Club Management reserves the right to modify, postpone, or cancel any match or tournament.
- VII. All tournament rounds must be played before or on the scheduled date. All semi-final and final rounds of all tournaments will be scheduled by the Director and posted on the bulletin board. Additionally, players will be notified by email. These rounds must be played on the day and at the time specified. Conflicts are to be resolved by the Tennis Pro and Club Management.
- VIII. Players entering tournaments must be available to play all rounds by the scheduled date and, in particular, the firmly scheduled semi-final and final rounds. Players, who disregard this rule for other than reasons deemed reasonable by Club Management, will be subject to appropriate action.

Note: These rules apply to junior tournaments as well.

ARTICLE 10. Guest Privileges and Fees

- I. No Member shall bring to the Club premises as a guest any person who is currently suspended, who was expelled, or who resigned or was deemed resigned and/or still has an outstanding obligation to the Club.
- II. All Members and their Family members shall be entitled to guest privileges subject to the provisions herein, shall be required to pay applicable guest fees and charges, and subject to such additional restrictions as are established from time to time by the Club. A Member or his or her Family member shall be required to

- register his or her guests in person, prior to using the Facilities. Guests must check in upon arrival at the Club and be accompanied by the Member or Family Member host. All guests are to be registered in the Guest Book.
- III. Member and Guest(s) must present proof of payment to the Tennis Pro and/or Pool attendant upon entering the area.
 - IV. Member will be responsible for all charges incurred by their guests, including, without limitation, daily fees, and food and beverage charges.
 - V. A Member shall be responsible for the conduct of his or her guests and those of his or her Family members at all times while at the Facilities.
 - VI. A person may be permitted to use the Club's facilities as a guest for a total of no more than five (5) separate times in one calendar year. This limitation applies regardless of the number of different Club Member hosts introducing such person as a guest.
 - VII. Guest privileges may be limited during peak periods at the sole discretion of the Club.
 - VIII. Guest privileges may be withdrawn or revoked at any time for reasons considered sufficient at the sole and absolute discretion of the Club.
 - IX. Guest fees and other charges incurred by the guest shall be billed to the Member's Club Account or may be paid for with cash or credit card.
 - X. Guests will be entitled to use the Facilities only in accordance with the privileges of the category of membership of the sponsoring Member.
 - XI. Persons introduced as guests or visitors, who in the judgment of the Club Management are considered objectionable, may be requested to leave the Club Facilities and the Member introducing the same shall be responsible for such guest's removal from the Club Facilities immediately upon request.

ARTICLE 11.

Annual Dues are payable in two installments. The first installment is due by February 28th. The second installment is due May 10th. Any unpaid balances will be subject to a 3% surcharge after May 10th.

A 20% gratuity will be charged on all food and beverage purchases.

All purchases by Members, Family Members and guests must be signed by an authorized user of the Member's account.

Article 12.

(REVOCATION) or (EXPULSION OR SUSPENSION OF MEMBERS)

Club Management shall have the right to censure, suspend, fine, exclude or expel any Member for a violation of the Club Bylaws, or any conduct in the opinion of Club Management that is unbecoming to a gentleman or a lady and prejudicial to the welfare or reputation of the Club, or for willful damage to or destruction of any of the property of the Club. No Member shall be censured, suspended, fined, excluded or expelled other

than for nonpayment of dues or indebtedness to the Club except after such Member has been furnished written notice of the charge against him and has an opportunity to be fully heard thereon at a regular or specifically called meeting of the Club Management.

The Club may be required to expel or suspend from the Membership any Member whose conduct on the Club's premises shall be considered improper, unbecoming or likely to endanger the welfare of the Club. No Member shall be expelled or suspended without being first notified of the charges against them. A Membership may be revoked and the rights of any Person or Persons entitled to Membership may be terminated for any of the following reasons:

- I. Commission of any felony or misdemeanor theft at the facilities;
- II. Sixty day delinquency;
- III. Willful destruction of the Club property, property of a staff member, Member or Family member or their respective guests, or the property of any Person at the facility.
- IV. Fighting or other physical abuse and/or gross verbal abuse of staff, Members, Family members or Guests.
- V. Continued and repeated violations of these Bylaws; and
- VI. Following suspension, if a Member or Family Member again violates the rule described in these Bylaws that led to the previous suspension within twelve (12) months of the infraction, or if the Member or Family Member violates any other rule described herein that would result in suspension within twelve (12) months of the infraction.