

Timber Pines Community Association, Inc

Resident Handbook

For use by Members/Residents, Renters and Guests

Effective date: December 4, 2023

Timber Pines Community Association

Resident's Handbook

Table of Contents

1. Introduction.....	1.1
2. Definitions.....	2.1
3. Governance.....	3.1
4. Maintenance of Private Property.....	4.1
5. Irrigation of Private Property.....	5.1
6. Architectural Review Policies & Procedures.....	6.1
7. Emergencies and Hurricane Preparedness.....	7.1
8. Security and Personal Safety.....	8.1
9. Use of Community Facilities.....	9.1
10. Use of Community Property by Individual Villages.....	10.1
11. Rentals and Assignment of Use.....	11.1
12. Affidavit of Residency.....	12.1
13. Association Meetings.....	13.1
14. Association Records.....	14.1
15. Recreational Facilities.....	15.1
A. Golf.....	15.1
B. Fitness Center.....	15.1
C. PAW Park.....	15.2
D. Swimming Pools and Spas.....	15.2
E. Woodshop.....	15.2
F. Arts and Crafts Rooms.....	15.3
G. Tennis Facilities.....	15.3
H. Pickleball Facilities.....	15.3
I. Bocce and Shuffleboard.....	15.3
J. Table Tennis (Ping Pong).....	15.3
K. Billiards.....	15.4
L. Horseshoes.....	15.4
M. Fitness Trail.....	15.4

16. Jonas System for Reserving Tee Times and Court Time.....	16.1
17. Fee and Refund Policy.....	17.1
18. Vehicle and Golf Cart Permits.....	18.1
19. Collection Policy.....	19.1
20. Gambling Policy.....	20.1
21. Political Activity (County, State, National).....	21.1
22. Memorial Tree Policy.....	22.1
23. Annual Meeting and Election of Board of Directors.....	23.1
24. TPCA Clubs and Activities.....	24.1
25. Timber Pines Golfer's Handbook.....	25.1

INTRODUCTION

Timber Pines Community Association (TPCA) is guided by a vision statement, **“A premier community designed for the active senior, age 55 and older, and recognized for its quality of management and excellence in residents’ services.”**

The *TPCA Resident Handbook* has been created as an informational guide regarding the policies, procedures, facilities and amenities of TPCA. The *TPCA Rules and Regulations* describes in detail the specific rules and regulations which apply to Members/Residents, Renters and Guests.

Timber Pines publishes the “TPCA Newsletter” which provides information regarding phone numbers and the hours of operation for our facilities. It also contains details about current classes, clubs, activities, TPCA Committees and meetings. In the Newsletter, you can also find an email address for the Board of Directors and the various Department Managers of TPCA. This information is also available on the TPCA website. (www.timberpines.com).

Any forms mentioned herein may be obtained either at the Lodge or on the TPCA website.

2. DEFINITIONS

Administration Offices: Located in the Lodge to conduct day-to-day business of the Timber Pines Community Association, Inc (TPCA).

Affidavit of Residency (AOR): Affidavit signed by the legal owner attesting that a person resides with them.

Assignment of Use: A declaration of transfer of an Owner's use of TPCA community facilities to a Renter.

Children: Guests under the age of eighteen (18).

Citation: Written notice of the violation of a Rule or Regulation issued to a Resident or their Guests by the General Manager, and approval by the Board of Directors.

Community Facilities: The Recreational Facilities, Lodge, Resident Activity Center, Wellness Center, Performing Arts Center, Country Club and PARC Pavilion and such other areas of Timber Pines designated by Management as Community Facilities.

Community Property: All real and personal property owned by TPCA.

Country Club: The Community Facility located at 2340 Grand Pines Blvd.

Enforcement Officers: Persons designated, in writing, by the Board of Directors. Enforcement Officers have the authority to issue Incident Reports and enforce all Rules and Regulations.

Fitness Trail: Designated walking path for use by walkers, bicycles and non-motorized vehicles. Motorized vehicles are not permitted at any time.

Exception: motorized wheelchairs and mobility scooters.

General Manager: A Licensed Community Association Manager employed by TPCA to assist in managing the affairs and carrying out the responsibilities of TPCA.

Golf Cart Permit: This permit is issued for golf carts to be used on Community Property excluding golf courses.

Guest: Person(s) visiting any Resident.

Lodge: The Community Facility located at 6872 Timber Pines Blvd.

Loss of Privileges: An order that denies the recipient the use of all TPCA common areas and facilities, including the use of barcode gate access, for a specified length of time.

Master Documents: Master Declaration of Covenants, Condition, and Restrictions; Articles of Incorporation; and By-Laws of the Timber Pines Community Association, Inc.

Member: Fee simple Owner(s) of a platted subdivision lot whose name(s) appear on the property deed in the official records of Hernando County.

PAW Park: Area located on Timber Pines Boulevard directly across from the Wellness Center.

Performing Arts Center (PAC): The Community Facility located at 2348 Grand Pines Boulevard, adjacent to the Country Club.

Pets: Any domesticated or tamed animal that is commonly kept and cared for as household companions. (See Service Animal)

Pickleball And Recreation Center (PARC): Recreation area including Wellness Center, Pickleball Courts, Basketball/Sports Court and Pavilion located on Timber Pines Boulevard (Between the North and South Gates).

Pickleball Facilities: Pickleball courts and related facilities located at the PARC.

Pool Facilities: Pools and spas and related facilities located adjacent to the Country Club and the Lodge.

Pro Shops: Community Facilities located behind the Country Club and PAC (Grand Pines Pro Shop) and behind the Lodge (Lakes Pro Shop) associated with the management and use of Golf Facilities.

Recreational Facilities: The Golf Facilities, Tennis Facilities, Pickleball Facilities, Pool Facilities, Wellness Center, Shuffleboard Courts, Bocce Courts, Horseshoe Pits, Woodshop, Billiards and such other Community Facilities designated by TPCA.

Renter: Person(s) leasing a residence in compliance with the rental restrictions and executed a binding Rental Agreement and Assignment of Use.

Request for Action – Report of Incident: Initial document reporting violations of Rules or Regulations, safety issues, suggested improvements, repairs needed, etc.

Resident: For the purposes of this document, will include Member(s), Renter(s) and person(s) named on an Affidavit of Residency.

Resident Activity Center (RAC): The Community Facility located at 6850 Timber Pines Blvd.

RV Parking Area (Ocean Pines and Abeline Lots): An area designated by TPCA as a storage/parking area for recreational vehicles, motor vehicles, watercraft on trailers and utility trailers. Refer to *TPCA Rules and Regulations* for registration and other requirements.

Service Animal: An animal that is trained to do work or perform tasks for an individual with a disability. Under the Americans with Disability Act, “comfort,” “therapy,” or “emotional support animals” do not meet the definition of a service animal.

Tennis Facilities: Tennis courts and related facilities located adjacent to the Country Club parking area.

Timber Pines Community Association, Inc. (TPCA): Corporation identified by the Master Documents.

Vehicles: Motor Vehicles include automobiles, golf carts, low-speed vehicles (LSVs), trucks, vans, SUVs, RV’s, motorcycles, motorized bicycles, mopeds, mobility scooters, and TPCA maintenance vehicles.
Non-Motorized vehicles include bicycles, tricycles, roller skates, and in-line skates.

Vehicle ID: Decal with a barcode located on a vehicle for identification by an Access Control Officer or the automatic gate.

Visitor Pass: Pass issued by an Access Control Officer at the entrance gates to an authorized visitor of Timber Pines.

Wellness Center: The Community facility located at 6249 Timber Pines Blvd.

3. GOVERNANCE

Ownership of a parcel within Timber Pines community provides automatic and mandatory membership in the Timber Pines Community Association. TPCA owns all of the common areas; including the land, roads, buildings, recreational facilities and equipment, for the use and benefit of the Members/Residents, their Renters and Guests.

A. Documents

Timber Pines is designated as a Homeowners' Association (HOA) under Florida Statutes. The following, in order of precedence, are relevant to governance at Timber Pines.

1. Florida Statute, Chapter 720, HOMEOWNERS' ASSOCIATIONS
2. Restated and Amended Declaration of Covenants, Conditions and Restrictions.
3. Articles of Incorporation.
4. By-laws for Timber Pines Community Association, Inc.
5. Timber Pines Rules and Regulations that apply to Members/Residents, Renters and Guests.

The Declaration, Articles of Incorporation and By-Laws can only be amended by a vote of the membership.

It is the responsibility of the Board of Directors (BOD) to establish, modify, amend, rescind and approve reasonable rules, regulations, and policies.

It is the obligation of all Members to become familiar with and to follow the Master Documents and the TPCA Rules and Regulations.

B. Structure

Timber Pines is governed by a seven-member Board of Directors who are elected for a staggered three-year term at the annual membership meeting in February. The BOD then votes to elect the Officers: a President, Vice President, Secretary and a Treasurer. The General Manager reports to the BOD through the President. All employees report to the General Manager. The BOD is supported by members of Advisory Committees. Any action taken by the BOD requires a two-thirds (2/3) affirmative vote of the BOD members in attendance at any meeting.

C. Financial

Each year the BOD approves an annual budget for the fiscal year. The fiscal year is July 1st through June 30th. The budget addresses the following three items:

1. **The Operating Fund:** This fund is used to account for financial resources available for the general operations of the Association.

2. **The Asset Acquisition Fund:** This fund is used to accumulate financial resources designated for new capital assets.
3. **The Capital Reserve Fund:** This fund is used to accumulate financial resources designated for future major repairs, maintenance, and replacements of existing assets.

D. Committees

1. Florida Statute 720.305 mandates the establishment of a Fine Committee.
2. TPCA Declaration of Covenants, Conditions and Restrictions requires the appointment of an Architectural Review Committee.
3. TPCA By-laws require the appointment of a Nominating Committee for the election of Directors to the BOD. This committee shall be comprised of a Chairman and at least two (2) other TPCA Members.

4. MAINTENANCE OF PRIVATE PROPERTY

Owners are responsible for the maintenance of their property in a “neat” condition.

“Neat”, as used herein shall require, at a minimum, that the lawn be cut no less frequently than every three (3) weeks in the months of June through October and no less frequently than every four (4) weeks in the months of November through May and fertilized and treated for weeds, insects and diseases as often as needed to control weeds, insect and diseases. Mulched areas shall be kept free of weeds so that its appearance is in harmony with the neighborhood. Trees and shrubs are to be kept trimmed.

If an Owner fails to maintain their property, after giving the Owner at least ten (10) days written notice, TPCA is authorized to undertake such maintenance at the Owner’s expense plus an administrative fee.

Items such as trash cans, wheelbarrows, storage bins, etc. are not permitted to be stored against exterior walls where the items would be visible from the street. Exception: deck boxes are not considered storage bins. Enclosures, approved by Architectural Review Committee (ARC) may be constructed at the side of the house to shield these items from view. Trash cans should not be left at the curbside prior to dusk on the evening preceding pick-up.

For more information see *TPCA Rules and Regulations*, Architectural Review.

5. IRRIGATION OF PRIVATE PROPERTY

A. Irrigation of Private Property

1. Timber Pines received a variance from Southwest Florida Water Management District (SWFWMD). Residents with private wells must also adhere to this schedule as the SWFWMD variance covers **all** water users including those with private wells.
2. The Watering Schedule is assigned by Village. Homes with even addresses are to water their lawns before 8:00 A.M. Homes with odd number addresses water after 6:00 P.M. Household timers must be adjusted accordingly. Hernando County Utilities Department (HCUD) monitors our irrigation schedules through personal inspection, and any violations of the SWFWMD variance may be reported and be subject to a fine by HCUD.
3. Self-governing villages have their own wells for irrigation and have separate variances for their individual use.
4. In the event of drought, all Residents must adhere to whatever schedule is deemed necessary by SWFWMD. **Schedules issued by SWFWMD and/or by HCUD are subject to change as conditions require.**

B. Watering Variance For Selected Timber Pines Villages

SWFWMD may impose temporary watering restrictions. Currently one (1) day per week, per the below schedule.

DO NOT FOLLOW THE SCHEDULE ON YOUR WATER BILL.

The villages listed below have their own wells and are under separate SWFWMD permits and watering variances:

Village	Tract	Units	Water Co.	Type	Village	Tract	Units	Water Co.	Type
Manor Place	2	145	HCUD	Villas	Lake of the Pines	37	52	HCUD	Villas
Pinegrove	6	133	HCUD	Villas	Castle Pines	39	50	HCUD	Villas
Club House	7	32	HCUD	Villas	Pine Lake	45	55	HCUD	Villas
Manor Pines	12	125	HCUD	Villas	Hillside	53	36	HCUD	Villas
Pine Glen	13	89	HCUD	Villas	Forest Glen	58	67	HCUD	Villas
Pine Glen II	13	72	HCUD	Villas	Evergreen	59	32	HCUD	Villas
Natures Place	25	59	HCUD	Villas	Nature's Glen	60/61	115	HCUD	Villas
Woodlands	27	72	HCUD	Villas	Lakewood	62	25	HCUD	Villas
Country Ridge	33	62	HCUD	Villas	Winding Oak	55	19	HCUD	Homes
Oak Ridge	35	44	HCUD	Villas					
Totals		833					451		

Even addresses in villages listed below must water in the morning before 8:00 a.m.
 Odd addresses must water in the evening after 6:00 p.m.

Village	Tract	Units	Water Co.	Type	Wed.	Thurs.	Fri.
Berkshire	5	145	HCUD	Homes	145		
Lake View	8	165	HCUD	Homes		165	
Greendale	9	52	HCUD	Homes	52		
Timber Lake	9	24	HCUD	Homes	24		
Pine Ridge	11	121	HCUD	Homes		121	
Greenbriar	16/17	156	HCUD	Homes			156
Wood Lake	19	19	HCUD	Homes	19		
Rolling Green	20	35	HCUD	Homes	35		
Pines Way	21	133	HCUD	Homes			133
Whisper Green	22	104	HCUD	Homes			104
Pinehurst	23	109	HCUD	Homes			109
Northwoods	24	91	HCUD	Homes	91		
Country Club	26	74	HCUD	Homes		74	
Forest Green	28	92	HCUD	Homes		92	
Tall Pines	29	53	HCUD	Homes	53		
Golf View Estates	30	26	HCUD	Homes	26		
Countryside	32	47	HCUD	Homes			47
Terrace View	34	31	HCUD	Homes	31		
Crystal Lake	36	49	HCUD	Homes	49		
Grand View	38	34	HCUD	Homes	34		
Royal Oak	38	23	HCUD	Homes	23		
Hill Top	40	48	HCUD	Homes	48		
Green Meadows	41	59	HCUD	Homes	59		
Country Greens	42	35	HCUD	Homes		35	
Country Club Estates	43	18	HCUD	Homes		18	
Fairway Lake	46	21	HCUD	Homes		21	
Fairway Lake Estates	46	21	HCUD	Homes		21	
Grand Pines	47	89	HCUD	Homes		89	
Grand Pines Estates	47	26	HCUD	Homes		26	
Lake Forest	48	30	HCUD	Homes			30
Crestview	49	23	HCUD	Homes			23
Village on the Green	50	17	HCUD	Homes			17
Woodfield	54	46	HCUD	Homes			46
Oak Bend	55	22	HCUD	Homes		22	
Spring Lake	56	33	HCUD	Homes			33
Springwood	57	58	HCUD	Homes	58		
Maple Leaf	59	18	HCUD	Homes			18
Lakewood Estates	62	21	HCUD	Homes		21	
Totals		2168			747	705	716

6. ARCHITECTURAL REVIEW POLICIES AND PROCEDURES

Timber Pines Community Association (TPCA) is responsible for regulating the exterior appearance of all homes and lots to best preserve and enhance values and to maintain harmony of external design. Materials and location in relation to surrounding structures, the natural vegetation and topography within the properties are all elements which are considered when a project is being reviewed by the Architectural Review Committee (ARC).

The purpose of Architectural Review is to assure that no exterior modifications or changes shall be made to dwellings, improvements upon home sites, landscaping or trees, unless they are maintained in a safe condition and conform to the Master Declarations and the Architectural Review Rules and Regulations. The goal of these regulations is to protect our property values and preserve the pride we have in our community. These rules provide a framework enabling the residents to move forward with projects knowing that the improvements will enhance their home and will benefit the entire community.

The Architectural Review Committee is appointed by the BOD to review certain project types and shall "Approve" or "Disapprove" requests based on the parameters as stated in the *TPCA Rules and Regulations*. The committee shall consist of no fewer than three (3), and no greater than twelve (12) Members. All committee members shall have qualifications as deemed appropriate by the BOD, and shall be appointed for a length of time as desired by the BOD. The committee shall elect from its body an individual to be its Chairperson. The ARC design review process is formatted into three different project types based on the level of exterior modification of the property requested by the homeowner. Each of the three project types requires a different application form known as an "Architectural Exterior Change Request."

A. Responsibilities Of the Architectural Review Committee

1. Establishing the criteria for classifying each Project Type (Type 1, Type 2 or Type 3) and the associated information needed from the Applicant for approval of an "Architectural Exterior Change Request".
2. After the receipt of an Architectural Exterior Change Request, the ARC shall "Approve" or "Disapprove" requests in writing within the appropriate project review time frame. Reasons for a "Disapproved" request will be provided to the Homeowner (hereafter known as the Applicant).
3. The guidelines herein indicate the minimum criteria for requests without limiting the ARC's ability to require additional conditions/information prior to the ARC design review.
4. The Architectural Review Committee evaluates all exterior change requests on the merits of the individual request. Decisions made by the ARC are based on the following criteria:
 - a. Relationship with Natural Environment: To prevent the unnecessary

- removal, destruction, or blighting of the natural landscape or of the man-made environment.
 - b. Conformance with Master Documents: To confirm that the project is in no way contradictory with the parameters or spirit of the Master Documents.
 - c. Design Compatibility: Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, color(s), and construction details.
 - d. Location and Impact on Neighborhood: The proposed change should relate favorably to the landscape, the existing structure, and surrounding neighborhood.
5. ARC Members have the authority to issue citations regarding infractions of the stated Architectural Review Rules and Regulations.

B. Responsibilities of the Homeowner/Applicant

1. Must fully complete an Architectural Exterior Change Request with all requested drawings, materials, samples, etc. The forms are available at the Lodge front desk and the Administration Office or on the TPCA web site: www.timberpines.com.
2. An Applicant from a self-governing Village must ensure that a change request is submitted for Village approval prior to submitting the request to the ARC. Self-governing village requirements may differ from TPCA.
3. Submit payment of the Review Fee & Compliance Deposit (if applicable).
4. After approval of an Architectural Exterior Change Request, it is the responsibility of the Applicant to obtain any necessary County or Southwest Florida Water Management District (SWFWMD) permits as may be required.
5. A copy of the "Approved" Architectural Exterior Change Request form will be returned to the Applicant and must be posted on the exterior of the house, so as to be visible from the frontage street, from the time of the receipt of the document to the completion of the project.
6. Deviations or modifications from the approved ARC Design Review are not permitted.
7. Approved work must be completed within the time frame specified on the Architectural Exterior Change Request. Requests to extend the time frame must be submitted to the ARC.
8. For Type 2 and 3 projects only, upon project completion the Homeowner must call Administration to schedule the ARC final inspection.

9. **An Applicant must submit a legal Plot Plan for any Type 1 project that entails Landscape Modifications/Tree Removal or Hardscape Alteration and all Type 2 and Type 3 Projects.**
10. **An Applicant must obtain pre-approval for all exterior modifications, additions or deletions to their homes or lots in conformity with the Master Documents. No work can begin *without prior written approval*. Fines will be assessed if an Architectural Exterior Change Request is not submitted, and approval is not obtained. Upon failure to comply with this rule, the Board of Directors may require the owner to restore the property to its original condition at the owner's sole expense.**
11. **All Architectural Review Rules and Regulations must be followed. These may be found in *TPCA Rules and Regulations, Architectural Review*.**

The following items are required for the ARC to review a proposed project:

1. Completed Architectural Exterior Change Request
2. Material Samples or photographs
3. Plot Plan or blue line drawing (if applicable)
4. Payment of the Review Fee & Compliance Deposit (if applicable)

C. Project Fees And Review Time frame

Project Type	Project Fee	Deposit*	Review Time frame
Type 1: Cosmetic Modification	\$0	\$0	14 Days
Type 2: Construction Renovation	\$50	\$250	30 Days
Type 3: New Construction	\$250	\$1000	60 Days

*The deposit is contingent on the payment for any damage to the Common Areas and will be returned to the Applicant after an on-site review of the completed project has been performed and compliance with the pre-approved modifications can be verified in person.

D. Architectural Review Dispute Resolution Group (ARDRG)

When the ARC "denies" an Architectural Exterior Change Request, the Applicant will be informed in writing as to the reason for the denial. If the Applicant wishes to appeal the decision of the ARC the following procedure can be utilized.

1. Applicants can begin the process by submitting an appeal letter to the Administration Office within thirty (30) days following the denial decision by the ARC.
2. The appeal will be heard by the Architectural Review Dispute Resolution Group (ARDRG) which is comprised of five (5) individuals who are: the General

Manager, BOD President (or designee), BOD liaison to the ARC (or designee), Chairman of the ARC (or designee) and a recording secretary.

3. The ARDRG will inform the Applicant in writing, within five (5) working days of the hearing, regarding their decision pertaining to the appeal.
4. The decision of the ARDRG is final, unless the Applicant wishes to appeal the denial of their request to the entire BOD. This appeal option will be conveyed to the Applicant as part of the written notification of the ARDRG's decision.
5. The Applicant must file a notice for a full BOD review within thirty (30) days of the notification of the results of the ARDRG's hearing.
6. The appeal will be heard at one of the next two (2) BOD meetings.
7. The determination, by a two-thirds (2/3) vote of the BOD, shall be final.

Work must not begin on the Project until the appeal process is complete.

E. TYPE 1 PROJECT: COSMETIC MODIFICATION

This project has the least significant change which alters the aesthetic appearance of a property but does not involve any demolition or construction processes.

Paint Color / Wall Material Change

Manufacturer's paint chip and noted photographs indicating locations of new paint. Material samples for changes in siding, stucco or masonry and noted photograph of where applicable.

Re-roofing / Roof Material Change / Gutter Replacement

Manufacturer's information and color along with photograph of completed example. If only portions are changing, they must be noted on photograph of existing house. Proposed gutter and downspout color chip.

Door / Window / Garage Door Replacement / Garage Screen Door

Manufacturer's information and color in addition to a photograph or manufacturer's brochure of product.

Architectural Ornamentation (shutters, brackets, columns, handrails, fences)

A photograph, manufacturer's brochure, or drawing with dimensions of ornamental detail with proposed color.

Recreational Equipment / Satellite Dish / Retractable Awning

A noted photograph and Plot Plan identifying location in reference to house.

Exterior Light Fixtures

Manufacturer's brochure and color in addition to a photograph of product and location on Plot Plan.

Hardscape Alteration (driveways, sidewalks, pavers, patios)

New paving configuration on Plot Plan that shows house footprint and all setbacks. For driveways to be colored, a drawing or a photograph showing the pattern and manufacturer's paint chips indicating proposed colors.

Landscape Modification / Tree Removal

Location of new landscaping on Plot Plan and list of proposed plantings. Trees must be tagged by ribbon around the trunk that are proposed for removal. Refer to *TPCA Rules and Regulations*, Architectural Review.

Site Structures (enclosures, lattices, pergolas, retaining walls, etc.)

A noted photograph and Plot Plan identifying location in reference to house.

F. TYPE 2 PROJECT: CONSTRUCTION RENOVATION

More significant change to the existing dwelling and typically requires some demolition and construction by a general contractor and construction documents executed by a design professional.

The submission requirements listed under each category must include the following information:

Plot Plan: Engineered drawing which includes property boundaries, building setback lines, house footprint, driveways/patios/sidewalks, and in some cases large trees and topographic grade lines.

Floor Plan: Computer generated or hand drafted drawing at no less than 1/4"=1'-0" scale with dimensions.

Elevations: Computer generated or hand drafted drawings at no less than 1/4"=1'-0" scale with materials.

Samples: Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5".

Open Deck or Pool Addition

Plot Plan w/ Proposed Deck or Pool.

Pool Screen Enclosure

Plot Plan w/ Pool / Elevations / Material Samples and Color Selections.

Covered Porch / Screened Porch / Garage or Carport Renovation

Plot Plan w/ Proposed Addition / Elevations / Material Samples and Color Selections.

Roof Reconfiguration (slope change, shape change, dormer or cupola)

Elevations / Material Samples and Color Selections.

House Expansion (single level addition to existing house)

Plot Plan w/ Proposed Expansion / Floor Plan / Elevations / Material Samples and Color Selections / Blue line drawings.

Second Story Addition (demolition of roof for second level rooms)

Plot Plan / Floor Plan / Elevations / Material Samples and Color Selections / Blue line drawings.

G. TYPE 3 PROJECT: NEW CONSTRUCTION

The most significant change where a significant amount of demolition (if not the entirety of the existing dwelling) and construction are involved. This project type is administered and managed by a general contractor and construction documents must be executed by a design professional.

The ARC review of New Construction projects is a 3-step process each of which must meet the approval of the ARC prior to the beginning of the next step. The steps are as follows:

Step 1: ARC Demolition Review

In the event a total demolition is required, homeowners are to follow all of the procedures as per the Hernando County Building Department. These instructions can be found on the website:

hernandobuildingdivision.com/BldgDept/assets/form/Demolition.pdf

- Demolition Site Plan
- ARC Site Visit - Floor Plan(s)

Step 2: ARC Design Review

- Site Survey
- Elevations
- Samples
- Landscape Drawing

Step 3: ARC Inspection

- Walk-thru with pre-approved drawings

Demolition Site Plan: Plot Plan which includes property boundaries, building setback lines, and the existing house footprint, driveways / patios / sidewalks, and trees to be removed.

Site Survey: Engineered drawing which includes property boundaries, building setback lines, existing underground utilities, proposed new house footprint (w/ floor elevations), driveways/ patios/sidewalks, proposed topography (2' intervals), and new trees.

Floor Plan(s): Computer generated drawing(s) at 1/4" = 1'-0" scale with dimensions.

Elevations: Computer generated drawings at 1/4" = 1'-0" scale indicating material locations.

Material Samples: Roofing and Wall Cladding manufacturer's information with color selections. Material samples no less than 2"x2" and photographs of the finished product no less than 3"x5" in size.

Landscape Drawing: Site Survey (which includes all items stated above) indicating all new plantings (shrubs, trees, etc.) along with a full species plant list keyed to locations on the drawing.

7. EMERGENCIES AND HURRICANE PREPAREDNESS

A. Emergencies

1. **In the event of an emergency, call 9-1-1.** Then notify Access Control at 352-666-2144.
2. If an accident or injury occurs on Community Property, TPCA staff members have been instructed to immediately call **9-1-1** for emergency help and subsequently notify Access Control.
3. All emergencies, accidents and injuries occurring on Community Property must be reported immediately by the involved parties to Administration and Access Control. TPCA personnel are required to conduct an investigation and make a written report to the General Manager within 24 hours for due process.

Residents should call 9-1-1 for emergency response provided by fire and emergency services and/or law enforcement personnel. Access Control – 352-666-2144 – should be notified after calling 9-1-1.

B. Emergency Preparedness Plan for Residents

1. When planning to be away for an extended period of time of two (2) weeks or more, all Residents, including seasonal Residents must secure the outside of their dwellings. June 1st through November 30th is hurricane season in Florida and the potential for severe storm activity is high.
2. All lawn furniture, gas grills and empty propane tanks must be secured inside their residences/garages.
3. All potential projectiles including, but not limited to, lawn ornaments, flowerpots, exterior wall hangings, flags, name plates (on the lamppost), "For Sale" signs or any items outside their residences must be removed and secured.
4. Each Resident is responsible for their own safety which includes disaster preparations and evacuation plan, if ordered by the County.
5. Timber Pines' buildings are not classified as Emergency Shelters. Each Resident must use advance planning to know where local Emergency Shelters are located if an evacuation is necessary.
6. Each Resident should prepare a safe place to shelter in their home and have a designated disaster survival kit.

7. For all emergency information call Hernando County Emergency Management at 352-754-4083 or the American Red Cross at 863-294-5942 (24 hr.) or 727-848-8354.
8. “Special needs” Residents must complete a registration form available online at the Hernando County Emergency Management website (<https://specialneeds.hernandocounty.us>) or by calling 352-754-4083. This will provide you access to Emergency Shelters which are able to meet their needs. **This form must be updated annually.**
9. Any Resident who lives alone can sign up for “Care Line” with the Hernando County Sheriff’s office at 352-754-6830 ext. 53660.
10. Evacuations must be planned well in advance. Know where you are going and the direction you are going to take. Before leaving, make contact with persons at your destination or place of your choice.
11. Individuals should always keep an emergency kit in their vehicles in case a storm threatens the area and causes hazardous driving conditions. Vehicle emergency supply kits can include items such as jumper cables, a spare tire, a flashlight with extra batteries, reflective triangles, a first aid kit, electronic device chargers, blankets, and rain ponchos. More information can be found at www.ready.gov/car.

C. Disaster Security

1. In the event of an emergency, the General Manager or his/her designee, in consultation with the Board President, will decide when the gatehouses will be secured (closed) and our Access Control staff released.
 - a. A Code Red notification will be sent out advising when gatehouses will be closed, and all gate arms are in a permanent up position.
 - b. All Access Control personnel are on-call to return to the gates as soon as it is safe to do so.

D. Emergency Preparedness Plan for Community Facilities

Upon notification from local, state or federal agencies of a threat to the health safety and welfare of the community, the General Manager or his/her designee, in consultation with the Board President, will make the decision whether or not to close the Community Facilities. Facilities will not be reopened until they are inspected and are determined to be safe for occupancy. Activities on community property or in community buildings will not resume until properties are declared safe.

The following is the policy to be followed for bad weather:

1. Lighting/Severe Weather
 - a. The Golf Courses will be closed.
 - b. The Pools will be closed.
 - c. All outside activities should be discontinued.
2. Tornado Warning
 - a. A “warning” is issued by the National Weather Service when a tornado is sighted. It will indicate where the tornado is located and which communities are in the anticipated path. Seek shelter in an interior room.
3. Flash Flood Warning
 - a. A “warning” means that a flash flood is imminent and everyone should be aware of its location and what action to take.
4. Hazardous Incident Warning
 - a. These “warnings” are due to man-made accidents or incidents resulting in possible hazardous material exposures which may lead to mandatory evacuations.
5. Tropical Storm Warning
 - a. This “warning” is issued when storm conditions, including winds from thirty-nine to seventy-three (39-73) mph, are expected in a specific area within twenty-four (24) hours or less.
 - b. The General Manager or his/her designee, in consultation with the Board President, will make the decision whether or not to close the Community Facilities.
6. Hurricane Warning
 - a. This “warning” is issued when sustained winds of seventy-four (74) mph or higher are expected in a specific area within twenty-four (24) hours or less.
 - b. This is a FULL SHUTDOWN of all facilities. Once the Community Facilities are secured, all TPCA personnel shall be released.
 - c. After the storm has passed, the General Manager, or his/her designee, will initiate a storm damage assessment. As needed, TPCA personnel will be brought in to clean up major storm damage and assess community buildings for safety.

E. Preparation Tips to Take in the Days Before a Storm

1. 4 Days Before Hurricane Landfall:

- a. Have a safety plan. Before disaster strikes, review local maps and evacuation routes. Have a few alternative routes planned in the event roads become inaccessible and be sure to **plan for temporary lodging.**
- b. Get cash. If disaster is widespread, ATM's and debit/credit card machines will not be in service.
- c. Collect important documents to keep with you, such as: Passports, insurance policies, ownership certificates, medical records, etc. Consider keeping electronic copies of these documents on a flash drive or take photos with your cell phone.
- d. Refill important prescriptions before the storm hits. Supplies may be difficult to come by after a catastrophic event. Don't forget to pack eyeglasses even if you normally wear contacts.

2. 3 Days Before Hurricane Landfall:

- a. Purchase gasoline for your vehicles or generators. If possible, safely store reserve gasoline where appropriate.
- b. Have a least 3 days of drinking water on hand. The recommended amount is 1 gallon per person, per day.
- c. Stock up on non-perishable food items or foods that do not require refrigeration (canned goods, bread, crackers, etc.).
- d. Have several sets of batteries in a variety of sizes.
- e. Have alternative light sources ready, such as flashlights and portable lanterns.
- f. Have a battery-operated or crank radio available. Cell phone service may not be available for days after a catastrophe.
- g. Have a first aid kit ready.
- h. Remove or securely anchor loose objects that can be blown away or picked up with heavy wind gusts, such as trash cans, grilles, outdoor furniture, swings, hanging planters, lawn décor, etc.
- i. Board windows and doors. Be careful not to cause damage by driving nails through window or door seals.

3. 2 Days before Hurricane Landfall:

- a. Stay tuned to local weather stations via radio or television for information regarding watches or warnings.
- b. Follow the instructions of all local authorities in the event of an evacuation.
- c. Have supplies ready or packed for all members of the family, including pets. This should include personal hygiene products, medications and medical devices, including dentures.

4. 1 Day Before Hurricane Landfall:

- a. Charge all cell phones and have portable chargers or car chargers ready.
- b. Communicate your safety and lodging plans with friends and family in the event of an evacuation.
- c. Continue to stay tuned to local weather stations via radio or television for watches or warnings information.
- d. Follow the instructions of all local authorities.
- e. Set your refrigerator and freezer to their highest setting and keep a thermometer in the fridge to check food temperature once the power is restored. If the power is lost, limit opening the refrigerator and freezer doors to prevent food spoilage.

8. SECURITY AND PERSONAL SAFETY

A. Access Control

1. Access Control at TPCA is provided by licensed officers. Their duties include, but are not limited to:
 - a. Controlling and monitoring ingress of vehicles and others entering the gates.
 - b. Escorting emergency vehicles.
 - c. Patrolling the community.
 - d. Deterring solicitations.
 - e. Securing Community Facilities at night.
 - f. Identifying and removing trespassers.
 - g. Enforcing TPCA Rules, Regulations & Policies.
 - h. Conducting investigations.
 - i. Performing vacant property inspections.
 - j. Reporting accidents and violations.
 - k. Ensuring safe conditions.
 - l. Maintaining the Visitor Management and Barcode Access Control System.
2. To gain access to Timber Pines, Members must stop at the gatehouse or use the barcode reader lane. If they use the visitor lane, they must provide their name and account number. Renters must stop at the gatehouse to show their Renters' Pass and/or photo ID. Renters may purchase a barcode decal for the length of their lease.
3. Visitors must stop at the gatehouse to state their name, purpose and destination. They may also be required to present a photo ID and vehicle registration. If the gatehouse has not been previously notified of an expected arrival, a telephone call is made to the destination of the visitor. Should there be no response; the visitor is NOT allowed entry. When a visitor is allowed entry, the vehicle license number and time of entry is logged. A visitor pass is provided to them which is to be displayed on the vehicle dashboard. The pass indicates the length of stay.
4. Users of fraudulently procured entry passes shall be barred from entry or be charged with trespassing if entry occurs.
5. TPCA has a web-based Visitor Management System. This system gives Residents the ability to maintain and modify visitor information via an online interface that will be accessible by any Timber Pines security gate. In order to access the system online Residents may pick up instructions from the Lodge front desk, Administration or Accounting. Residents will then be able to edit their Resident's Profile and manage visitor information. Once the online account is established, it may be saved to favorites or bookmarked for ease of

future access. Residents that do not have a personal computer can use one of the computers in the Media Center at the RAC or pick up a paper "Visitor Management Form" at the Lodge front desk or any security gate. Once this form is completed, it should be returned to the South Gate for processing.

6. If a Resident is expecting guests, salesmen, service or contractor personnel, deliveries, or any other individual, you should use the online Visitor Management System to schedule them or you should notify a gatehouse in advance by calling:

North Gate @ 352-666-1002 (Sales/Service/Contractor/Deliveries Gate*)

South Gate @ 352-666-2144

Abeline Gate @ 352-666-9882

*Residents should direct all service and contractor personnel/deliveries to the North Gate.

7. Salespersons, service personnel, contractors, commercial operators and commercial deliveries are allowed to enter the community Monday thru Saturday (including holidays) no earlier than 7:00 a.m. and exit the property no later than 7:00 p.m. **They are not allowed to enter the community on Sundays or after 7:00 p.m., except in emergencies or with pre-approved access by the General Manager or his/her designee.**
8. Calling 9-1-1:
 - a. Call 9-1-1 immediately whenever anyone or anything of a suspicious nature is noticed. Then notify Access Control (352-666-2144)
 - b. It is suggested that Residents submit an "Away Notification Form" when their property is vacant for a period of time.
9. A Resident with questions regarding Access Control should call 352-666-2144 and ask to speak with the duty Patrol Supervisor and/or the Chief.
NOTE: During Power Outages, residents should direct their questions regarding electrical service directly to WREC at 352-596-4000. The gatehouse telephone lines must be kept open for emergencies.

B. Resident Driving Rules and Regulations

1. Operators of motor vehicles and golf carts must exercise caution, obey the posted speed limit, double yellow no-passing lines and state traffic laws. Members must advise Renters and Guests to follow all TPCA Rules regarding vehicle control and parking.
2. Motor vehicles and golf carts must come to a full stop where signs indicate.

3. Drivers should not tailgate another vehicle when they are entering or leaving the property.
4. Extreme care and caution must be used when operating a golf cart. Utilize hand or turn signals and obey all traffic laws. Golf cart operation is restricted to people of sixteen (16) years of age or older. Children who are sixteen (16) and seventeen (17) years of age are permitted to drive with a valid driver's license or are permitted to drive with a Resident or Adult Guest present. For safety reasons a maximum of two (2) people are recommended in the front seat of a golf cart. No riding in or on the rear of a cart without a proper seat.

For complete rules regarding vehicle control see *TPCA Rules and Regulations*, Vehicle Control and Parking.

C. Personal Safety

Walkers and joggers, for their own safety, should use the sidewalks and fitness trail, rather than the roadways. Wearing reflective clothing or gear is strongly encouraged to Increase your visibility to motorists. This is especially important after dark and between sunset and sunrise.

9. USE OF TPCA COMMUNITY FACILITIES

Community Facilities are for the exclusive benefit of its Members/Residents and their Guests. Allowing Guests the use of Community Facilities is a privilege.

Members/Residents may reserve portions of the Lodge, Country Club, PAC or the PARC Pavilion. Reservations must be coordinated with Member Services. Exception: Country Club reservations must be coordinated with the Country Club Manager. During the event the sponsor(s) must be in attendance for the entire period of the function and must complete an agreement acknowledging full responsibility for the associated costs and the actions of their Guests. The fee schedule for any of these areas is available at the Lodge front desk. Examples of such events include dinners, luncheons or receptions for organizations to which the Resident belongs, celebrations of anniversaries, birthdays or weddings (note: weddings must be those of immediate family members of the Resident such as children, grandchildren, parents or themselves). Guests attending any event sponsored by a Member shall not be charged a fee by the host of the event.

Renters have the use of all Community Facilities only after the Owner has completed and filed an "Assignment of Use" form and paid the applicable fee.

When any function would include Guests who are not Timber Pines Residents, a complete list of the non-Timber Pines Guests must be provided to the Director of Operations for use at all security gates. A Member/Resident is responsible for the actions of their Guests. Guests may be restricted from the use of certain facilities (e.g., Woodshop) or attendance at certain events (e.g., Member-Member tournaments). For a Guest to play golf, the Member/Resident must arrange a tee time and pay the applicable Guest greens fee at the pro shop. Note: Anyone playing in a "Guest Slot" of an advanced tee time booking will be required to pay the applicable Guest greens fee.

Seminars, or other forms of meetings, conducted by persons or organizations which are considered to be of help or interest to Timber Pines Residents are allowed. Attendance is strictly limited to only Timber Pines Residents and their Guests and there shall be no charge to attend these meetings. Advertising of such events is limited to Timber Pines Community Association official communication tools. Outside advertising is not permitted. Timber Pines' clubs or any other group may invite outside speakers for a function.

Proof of adequate insurance coverage and the execution of an "Indemnification Agreement of the Association" may be required for use of Community Facilities.

Prior approval from the BOD is required if any group (sport or social) wishes to have a similar outside group attend an event in Timber Pines.

The General Manager, with BOD approval, can host community-related activities that will benefit Timber Pines.

10. USE OF TPCA COMMUNITY PROPERTY BY INDIVIDUAL VILLAGES

A. Holiday Decorations at Village Entrances

Holidays or special occasions during which approved displays may be installed at village entrances throughout Timber Pines are as follows:

Valentine's Day	St. Patrick's Day	Easter
Memorial Day	Independence Day	9/11 or Patriot's Day
Halloween	Veteran's Day	Thanksgiving Day
Chanukah	Christmas Day	

The installation of holiday displays shall be no earlier than ten (10) days prior to the holiday and removal no later than five (5) days after the holiday. Christmas is an exception with installation being no earlier than the day after Thanksgiving and removal no later than January 6th. Holiday décor must be directly related to the meaning and spirit of the holiday.

1. All holiday displays are restricted to the area immediately around the village entrance sign(s) and existing plantings.
2. Displays must not be placed on the grassy area of the village entrance (mulched area only).
3. Decorations must not be placed on shrubbery, plantings, or the village entrance flagpole. Christmas is the only exception; decorative lights may be installed on shrubbery.
4. Decorations must not interfere with the routine maintenance of the village entrance.
5. Displays, or any elements of the display, are not permitted on top of or attached to the village sign or village signpost. Decorations should never be placed in a manner that could damage the village entrance sign.
6. Inflatables are prohibited on village entrances/common grounds.
7. Lighting is permitted but cannot interfere with traffic.
8. All decorations must be maintained to keep them aesthetically pleasing.

B. Use of Secondary Poles at Village Entrances

1. All holiday decorations rules shall apply.

2. The secondary pole is to be used only for the display of holiday banners or decorations for the TPCA approved holidays and their corresponding time frames. Secondary poles may be used as a mount for a holiday flag or a decoration, but not both.
3. Holiday flags may not exceed 40 inches by 28 inches.
4. The secondary pole must be less than 3 inches in diameter and less than 10 feet high. Poles must be constructed of aluminum, lightweight anodized metal or similar material. Secondary poles must be installed in a manner that makes them easily removable without digging.
5. Village entrance secondary poles must not interfere with the normal operation and maintenance of flag poles.

C. Bereavement Displays

1. Villages may utilize bereavement displays at the village entrance using either a secondary pole or a free-standing display. The secondary pole must meet all of the requirements listed in section B.
2. All displays or banners must be a maximum size of 24 inches by 36 inches.
3. Wreaths are permitted, inflatable decorations (e.g., balloons) are prohibited.
4. The bereavement display may be placed at the village entrance for a maximum of five days.

D. Other Uses of TPCA Community Property

Any other use by an individual village that is not listed above (such as picnic tables, benches, or other displays) must be individually approved on a case-by-case basis by the TPCA Board of Directors.

11. RENTALS AND ASSIGNMENT OF USE

In accordance with Hernando County Ordinance #88-25, an Owner may rent his property for any period, except that rental for a period of three (3) months or less may only occur once during a calendar year. All rentals must be for a minimum of 30 days.

1. No Owner may rent to more than a single-family entity as determined by the General Manager on a case-by-case basis.
2. The Owner and Renter must execute an "Assignment of Use" form and pay the appropriate fee. A copy of the rental agreement (lease) must accompany the "Assignment of Use" form for all rentals greater than one year or extensions thereof.
 - a. The Owner must present the executed "Assignment of Use" form to Administration, along with the current approved processing fee, either in person or by mail.
 - b. The Renter must personally register and execute the age verification document at the Administration Office.
3. The Owners are responsible for the actions of a Renter.

12. AFFIDAVIT OF RESIDENCY

When an Owner wishes to extend the use of TPCA amenities to a person living in their home, an “Affidavit of Residency” form must be completed and filed with Administration.

The Affidavit confirms that the Owner and the person of record share the same address. A driver’s license or voter registration card are required to further substantiate the residency of the person of record.

The Affidavit of Residency affords the named person the rights of a Member, with exceptions such as the right to vote in TPCA elections.

13. TIMBER PINES COMMUNITY ASSOCIATION MEETINGS

Roberts Rules of Order are applicable to and govern all TPCA meetings, when not in conflict with the Master Documents or any policies adopted by the Board of Directors. Roberts Rules of Order allows the Chair of any meeting of the Board of Directors:

- To engage in debate, without relinquishing the Chair.
- To make motions.
- To second motions that the Chair did not initiate.

The Board will require seconds to all motions made at any meeting of the Board of Directors.

A. Board of Directors Meetings

The Board of Directors meets twice a month. The Regular Board Meeting is held the first Monday of the month, and the Workshop Meeting is held the third Wednesday of the month. Meeting agendas are posted on the official bulletin boards at least forty-eight (48) hours in advance of these meetings. The BOD may vote on any agenda item at any Board Meeting. The Workshop Board Meeting is typically used for discussion of agenda items among the Board Members. Members may be called upon to speak on an agenda item by the Chair at a Workshop Meeting.

B. Participation at Board of Director Meetings

Every Member has the right to attend regular Board of Director meetings. A meeting is defined as a quorum of Directors, gathered to conduct TPCA business. No person other than a Member is permitted to attend such meetings, except for people invited to attend by the Board.

1. Prior to the “old business” portion of the meeting, Members may speak on agenda topics only. After the “new business” portion of the meeting, Members may speak on any topic. Members who wish to speak must state their name and village. A Member’s statement shall not exceed three (3) minutes. There will be no minutes recorded during these two (2) speaking periods. The Member comment periods are not question and answer periods. All questions to the BOD should be submitted in writing or sent via email to BOD@timberpines.com.
2. Gatherings of less than a quorum engaged in fact-finding investigations or legal inquiries, or gatherings of any number of Directors with the BOD attorney with respect to proposed or pending litigation where the content of the discussion would otherwise be governed by the attorney-client privilege, and in discussion of personnel matters, are not open to Members.

C. Documentation of Board of Director Meetings

1. The meeting agenda and back-up documentation are made available to each Board Member, General Manager, Director of Finance, and Administration, five (5) days before the Board meeting. Members may request copies of this documentation at their own expense.
2. The Secretary shall record minutes of all official Board of Director meetings. Minutes will be published within seven (7) days after approval at a subsequent Board of Directors' meeting and posted on each official bulletin board and the TPCA Website.
3. Packets for each meeting are available for inspection at the Lodge front desk. This packet shall contain the meeting agenda, back-up documents, and minutes of the previous meeting. The packet will be available for inspection and copying at the Member's expense.

D. Advisory Committee Meetings

1. A meeting is defined as a quorum of Committee members, gathered to conduct TPCA business.
2. Advisory Committee meetings are listed in the TPCA monthly newsletter. Minutes of these meetings will be posted on the official bulletin board within fourteen (14) days following the meeting. These minutes may be copied at the Member's expense.

E. Annual Meeting of the Members

1. The Annual Meeting will be held in February on a date and time determined by the BOD. Nominations for Candidates who are seeking a position on the Board of Directors are made by the Nominating Committee. Nominations shall be accepted from the floor for write-in Candidates.
2. Members may vote in-person at this meeting. After all Members voting in-person are finished voting, the BOD President or their designee will announce that the polls are closed. The Annual Meeting will recess while election results are tabulated.
3. The BOD President or their designee will reconvene the Annual Meeting and the results of the election will be read by the Chair of the Election Committee or her/his designee. The candidates running for the BOD who received the most votes will fill the open Director positions. The results of other ballot issues are also announced by the Chair of the Election Committee.
4. If no other action is to be taken, the Annual Meeting shall be adjourned.

F. Organizational Meeting of the Board of Directors

1. Immediately following the Annual Meeting of the Members, the new Board of Directors shall meet to elect the following officers: President, Vice President, Secretary and Treasurer for the upcoming year.

Additional information on Association Meetings can be found in the Master Documents.

14. TIMBER PINES COMMUNITY ASSOCIATION RECORDS

A. Association records inspection and copying

1. In accordance with Florida Statute 720, Association documents and records are available for inspection and copying by Members, Certified Agents of Members and Attorneys for Members.
2. The following records are available for immediate inspection:
 - a. Board of Directors meeting minutes and backup data.
 - b. Current monthly financial report.
 - c. Current annual budget.
 - d. Current copy of the *TPCA Rules & Regulations*.
 - e. Latest annual auditor's report.
3. Archived material inspection can be obtained by submitting a written request to Administration. These records will be made available in ten (10) working days and may not be removed from the office.
4. Records of the Association may not be marked up, mutilated or otherwise damaged in any way. In addition to penalties and fines, all costs of document repair or replacement shall be invoiced to the person requesting to inspect the records.
5. Copies of the documents will be made on request and the cost will be billed to the requester. Eight and one-half by eleven-inch (8-1/2"x11") copies, not to exceed three (3) originals, will be made immediately. Four (4) or more copies will be available in three (3) working days. Copies of archived materials, special sizes, and drawings will be available in ten (10) working days.
6. The list of Members, containing their addresses and parcel identification, will be made available to the Members, certified Members' agents and/or the Members' attorneys. This list shall not be sold or given to any outside agency, organization or individual.

15. RECREATIONAL FACILITIES

Recreational Facilities, shall include, but not be limited to, the golf courses and golf practice areas, Wellness Center, Pavilion, pickleball facilities, tennis facilities, swimming pools and spas, fitness trail workout stations, shuffleboard, bocce, horseshoes, billiards room, woodshop, and the arts & crafts rooms. **The Recreational Facilities shall be used at the risk and responsibility of the user and the user shall hold TPCA harmless from damage or claims by virtue of such use.**

Specific portions of the Recreational Facilities or specific times may be reserved, or priority given to certain groups, tournaments, league play, etc. Management has broad discretion in scheduling these reservations which may be altered from time to time. Court times for tennis, pickleball and bocce must be made using the Jonas system.

All rules and regulations regarding the Recreational Facilities can be found in the *TPCA Rules and Regulations*.

A. Golf

It is the responsibility of each player to comply with the rules pertaining to golf found in the *“TPCA Rules and Regulations,”* Golf.

Golf lessons are provided by PGA professional instructors who are members of the Timber Pines golf staff. Lessons are coordinated through the Head Golf Professional. Group lessons and private lessons are available.

All policies, rules and regulations relating to playing golf, using golf carts on the courses, golfing events, local rules and use of the Jonas booking system for obtaining tee times is fully explained in the *“Timber Pines Golfer’s Handbook”* which is included in its entirety within this *“TPCA Resident’s Handbook.”* The rules contained in the *“USGA Handbook”* also govern all play unless modified by our local rules. The *“Timber Pines Golfer’s Handbook”* will take precedence if there are any conflicts between these two handbooks. Copies of both the *“Timber Pines Golfer’s Handbook”* and the *“USGA Handbook”* are available in the Pro Shops.

B. Fitness Center

The Fitness Center is located in the Wellness Center. It is equipped with cardiovascular-aerobic machines and muscle strengthening/toning equipment. Prior to embarking on a fitness program, please seek the advice of your physician.

C. PAW Park

Residents and their Guests agree that while in the PAW Park they are assuming the full risk of any injuries, damages, or loss connected with, or associated with, the use of the dog park.

D. Swimming Pools and Spas

TPCA swimming pools and spas are available for use 24 hours a day. However, pool and spa use is restricted during periods of daily and periodic maintenance. Also, use of the pools may be reserved, or priority given, to certain groups such as exercise classes. The times and location of these classes are available on the TPCA website and at the Lodge front desk.

Incontinent individuals are not permitted in the pool or spa at any time. They are, however, permitted on the deck areas of the pools if they remain at least four (4) feet from the pool edge. Persons experiencing a gastrointestinal illness, (vomiting and/or diarrhea) are restricted from any pool or spa area to minimize the spread of illness. All “bathroom accidents” in the pool or on the pool deck apron must be immediately reported to our staff in order to minimize possible exposure to other Residents or Guests.

A swimmer may utilize one water noodle while in the pool. Enforcement Officers may require that swimmers cease using water noodles if their use is preventing reasonable pool use by others or for any other reason as deemed appropriate by Enforcement Officers. Refer to the *TPCA Rules and Regulations, Recreational Facilities*.

E. Woodshop

To obtain authorization for use of the Woodshop, Residents are required to complete an orientation on the proper use of the Woodshop equipment and all safety procedures and rules must be followed. Upon completion of the mandatory orientation, the signed form will be submitted to Member Services who will review and verify the form. In addition, Residents are required to sign a “Release Waiver and Covenant Not to Sue” form. Member Services will review and ensure that a fully executed waiver has been signed and placed in the Resident’s file. Member Services will advise Access Control when a key fob has been assigned to a Resident.

Access to the Woodshop is controlled by an electronic key fob-activated lock mechanism. Once Residents have completed the required orientation, they can obtain a key fob at the Lodge front desk. They will be required to pay a one-time fee. Access Control will activate the key fob in the door-controller software which is linked to the

Resident's name and account. Key fobs are assigned for individual use only and are not transferable.

A sign-in book is located inside the Woodshop. Residents are required to sign the book prior to using the Woodshop equipment.

F. Arts and Crafts Rooms

There are many classes and workshops scheduled for the Arts and Crafts Rooms. It is necessary to consult the posted schedule for room availability. Worktables and sewing machines are available for use. The equipment and tables may be used by Residents and Guests at any time the schedule shows that the room is open.

G. Tennis Facilities

Timber Pines has 6 lighted Har-tru tennis courts located near the PAC. Reservations for any of the tennis courts may be made using the TPCA Jonas system. There is a Tennis Club that plans fun events and tournaments. Information may be found at the Tennis Club website, (www.timberpinestennis.com) or emailing the Club (tptc@gmail.com). Watch the TPCA Timber Times and Friday Flash for schedules and events.

H. Pickleball Facilities

Timber Pines has 12 premier, lighted, pickleball courts located at the Pickleball and Recreation Center (PARC). The Pickleball Club uses their Club provided software to manage the reservations of the playtimes of courts 1-10 daily. Courts 11-12 may be reserved by any Resident using the Jonas system on the TPCA website. Information about the Pickleball Club may be found at their website (www.tppickleballclub.org) or by emailing the Club (tppickleballclub@gmail.com). Watch the TPCA Timber Times and Friday Flash for schedules and events.

I. Bocce and Shuffleboard

There are three (3) Bocce Courts and six (6) Shuffleboard Courts located behind the Lodge. These are available for use by Residents and Guests. There are several Bocce Leagues to join. Call the Lodge front desk for more information.

J. Table Tennis (Ping Pong)

Table tennis is located at the Wellness Center. There is a TPCA Table Tennis Club that meets for group play. Watch for information in the Timber Times, the monthly Newsletter or call the Lodge front desk or the Wellness Center desk.

K. Billiards

The billiards room is located in the RAC. The billiards schedule is posted in the monthly newsletter and on the TPCA website. Leagues for both men and women are available. There are also open periods for men and for women. If there is no posted activity for the time period, any Resident or Guest may use the facilities. Watch the Timber Times, the monthly Newsletter or call the Lodge front desk for more information.

L. Horseshoes

Horseshoe pits are located adjacent to the Highlands 9-hole golf course off Timber Point Blvd. and are open year-round. There are different distances to throw from to make it easier for everyone. There is a TPCA Horseshoe Club providing league play as well as lessons. Call the Lodge front desk for more information.

M. Fitness Trail

The Fitness Trail is a 0.9-mile paved walkway which is routed through some Villages and next to areas of the Grand Pines and Highlands golf courses. The entry points are near the parking lot at the Highlands course on Timber Point Blvd and in the parking lot at the PAC near the Driving Range. Round trip is approximately two (2) miles. There are “work-out” stations along the trail and a water station near hole #3 of the Highlands. Dogs and golf carts are not allowed on the Fitness Trail.

16. USING JONAS SYSTEM TO RESERVE TEE TIMES AND COURTS

A. Jonas Golf Tee Time Reservation System

See *TPCA Golfer's Handbook* for instructions on reserving tee times.

B. How To Reserve a Court Using the Jonas System

Reservations for Bocce, Tennis and Pickleball Courts are required for all players. Reservations for available courts can be made no more than one (1) week in advance on a first-come, first-served basis, in a method determined by management from time to time. Those with reservations are expected to notify those in play that the court is reserved and ask them to vacate the court. Failure to show within fifteen (15) minutes of the time reserved will open the court for other play.

Any Resident may reserve a tennis court, pickleball court or bocce court using the Jonas Court Booking System found online in the Timber Pines website or the TPCA App.

Installing the TPCA App

1. Go to the App store on your phone. Search for Timber Pines. The App is labeled "TPCA Business."
2. Download and Open the App. Enter your TPCA username and password.
3. Follow the steps listed above to book a tee time.

The procedure to reserve a court is as follows:

1. If using the App, choose Book a Court. Follow steps "4" to "10" below.
2. If using the Timber Pines website, log onto the Timber Pines website at www.timberpines.com. Click on member log in. Sign in if necessary.
3. Click on the Member link at the top right of screen.
4. From pull down menu, click on Court Bookings.
5. Select Date.
6. In the pull-down menu below the date line, click on the type of Court you would like to reserve.
 - a. To reserve a tennis court:
 - I. Select either Lodge Courts (behind the RAC) or Club Courts.
 - II. The Lodge Courts have two court choices. The Club Courts have six court choices. Select one and choose your play time.
 - b. To reserve a pickleball court:
 - I. Select either Lodge Courts (behind the RAC) or PARC pickleball Courts.
 - II. The Lodge Courts have two choices. Select one and choose play time.
 - III. The PARC Pickleball Courts 11 and 12 are available most days to reserve. (The TPCA Pickleball Club manages play time on courts 1-10). Scroll to the right until you reach Court 11 or 12. Select the court and then your play time.

- c. To reserve a bocce court:
 - I. Select Bocce Courts.
 - II. The Bocce Courts have three choices. Select one and choose play time.
- 7. On the next screen, click on “Book Now” to finalize your reservation.
- 8. Reservations for courts will expire if not used after 15 minutes of reserved time.
- 9. Residents with their Guests may play on the courts when not in use. (Walk-on players). Open times are often in the afternoon or evenings. Walk-on players must yield the court to players with reserved play time.
- 10. For further assistance, contact the TPCA IT Department.

17. FEE AND REFUND POLICY

A. TPCA Gift Cards

1. All purchased TPCA gift cards are issued without an expiration date. Gift cards will not be replaced if lost or stolen.
2. Gift cards may be redeemed at
 - a. Country Club
 - b. Member Services
 - c. Pro Shop

B. Golf Activities

1. Registered Golfers and Trackage
 - a. An annual fee for the calendar year must be paid in full by January 1st of each year by any Resident desiring to register for golfing services and to obtain trackage privileges. The annual fee will be pro-rated only for new registrants.
 - b. Except for new registrants as described in the previous paragraph, all residents must pay the full fee regardless of how many months they may reside in Timber Pines during the year.
 - c. Golfers who have registered in the prior year, but who have chosen not to register for the current year, will be deleted from the files and must pay the full current year annual fee to be reinstated.
 - d. These annual fees are non-refundable.
2. Entrance fees
Entrance fees will be collected for special golfing events (including Tournaments, Men's Day, Ladies' Day and Scrambles). These fees are non-refundable in cash, however, will generate a Pro-Shop credit.
3. Annual fees for Handicap Flags
Annual fees for Handicap Flags are non-refundable and are not pro-rated.
4. Rain Checks
Rain checks are valid for one (1) year from date of issue.

C. TPCA Merchandise

1. TPCA merchandise purchased at either Pro Shop may be returned to the Grand Pines Pro Shop for store credit, exchanged for other TPCA merchandise or a refund check. In order for a return to be accepted, the following must occur, merchandise must be in new condition and the original sales receipt must accompany the return. Returns must be done within 30 days of purchase date for a full refund or within 60 days of purchase date for merchandise credit.

D. Member Services

Fees are collected for dances, shows and other entertaining events. These fees are non-refundable.

E. Food and Beverage

1. Catered events require an estimated guest count ten (10) days prior to the event. A guaranteed guest count is required seventy-two (72) hours prior to the event. Changes to guest count or a cancellation less than seventy-two (72) hours prior to the event will require payment for the agreed cost per person amount.
2. Fees for prepaid events are non-refundable.

18. VEHICLE AND GOLF CART PERMITS

A. Vehicle Permit

Sticker or barcode located on the vehicle for identification by an Access Control Officer or the automatic gate.

B. Golf Cart Permit

This permit is issued for golf carts to be used on Community Property excluding golf courses. Two decals, displaying the Resident's account number, are given when the fee is paid initially, and they are to be placed on each side of the cart. This fee is paid annually in full by January 1st. When the fee is paid annually two small "year stickers" will be given to the Resident and those stickers are to be placed on the larger decal. This annual fee is non-refundable.

C. Golf Cart Trackage Permit

This permit is issued for golf carts to be used on TPCA golf courses.
See *TPCA Golfer's Handbook*

19. Collection Policy

Each Owner is obligated to pay monthly assessments, which are secured by a continuing lien on the property against which the assessment is made. If assessments are not paid when due, they shall be declared delinquent. Payment is due on the 1st day of the month; however, a grace period is extended to noon of the last business day of the month, without incurring an interest charge.

In accordance with Florida Law Statute 720.305, an Owner more than 90 days delinquent in paying any fee, fine or other monetary obligation due to TPCA, shall be suspended from using ALL common areas and facilities. The suspension applies to all members of the household, member's tenant, guest or invitee, even if the delinquency arose from less than all the multiple parcels owned by the member. The suspension ends upon full payment of all obligations currently due or delinquent.

In the event a payment is returned for insufficient funds, or for any other reason, a fee of \$25 will be charged to the Member's account.

20. GAMBLING POLICY

1. In accordance with Florida Statutes, including 849.08 Gambling and 849.09 Lottery, gambling is not permitted on Community Property, including all Recreational Facilities.
2. The Charity Fund of Timber Pines, Inc. has set up a separate corporation under U.S.C. Section 501(c)(3) thus permitting it to conduct and profit from gambling operations.

21. POLITICAL ACTIVITY (County, State, National)

1. In order to afford the Residents, the opportunity to become aware of governmental issues, TPCA shall provide reasonable access to Community Facilities to petitioners, candidates and elected officials. Events must be scheduled and subject to the approval by the General Manager or his/her designee.
2. All candidates, elected officials, their representatives, and groups seeking signatures on petitions shall obey all Regulations and Policies of Timber Pines. There will be no such solicitation on any Common Areas or in buildings of the Association by any such person or group with the exception that they may solicit signatures at the Lodge if only **ALL** of the following conditions are met:
 - a. Requests for a card table and chairs must be made at the Lodge front desk.
 - b. Volunteers at the table are limited to two (2) people.
 - c. The volunteers at the table must not interfere with activities going on in the Lodge.
 - d. The table must be staffed at all times.
 - e. The volunteers are responsible for keeping the area neat and orderly.
 - f. The table must be placed in the area near the front entrance in a position that does not interfere with ingress and egress nor interfere with any activities of Residents or Employees.
3. The use of mobile loudspeaker systems or megaphones within Timber Pines by any candidates for elected office, elected officials or their representatives is prohibited.
4. Door-to-door solicitation or solicitation on any common areas or buildings of the Association by any candidates for elected office, elected officials, or their representatives is prohibited. Expressly prohibited are fundraising events for elected officials, political parties and political committees. This provision does not apply to "Meet and Greet" type events sponsored by a Timber Pines Club or Village where no money is charged to attend or where the cost to attend bears a reasonable relationship to the cost to hold the event.
5. Campaign literature of any type shall not be inserted in the mailbox tubes reserved for Timber Pines use.
6. Posting or exhibiting candidates' campaign signs within Timber Pines is prohibited. Bumper stickers affixed to vehicle bumpers are not considered to be campaign signs. Exception: Bumper stickers may not be affixed to golf carts.
7. During the period that any TPCA facility is being used as a polling place for a county, state, or national election, candidates and their supporters may electioneer and solicit outside of the 100-foot perimeter, but only within the area of the polling facility. Candidates and their supporters may not solicit anywhere outside of the polling area.

22. MEMORIAL TREES

If a Resident wishes to purchase a tree in memory of another Resident, a Memorial Contributor's Form can be completed and delivered with a personal check for the full purchase amount to the Administration Office. The tree will be a Florida Friendly Tree without a nameplate or plaque. The General Manager will endeavor to accommodate the Resident donor as to location; however, the final decision as to where the tree is planted in the common area rests with the General Manager.

23. ANNUAL ELECTION FOR BOARD OF DIRECTORS

Elections to determine who shall fill the open seats on the Board of Directors (BOD) are held each year at the Annual Meeting, which is scheduled during the month of February. Voting to avoid tax implications, roll-over of excess operating funds, amendments to Association Covenants, Conditions & Restrictions and By-laws, assessments and any other issues that the BOD shall determine appropriate for a Member vote may be included on the ballot with the Director's election vote. Votes for other than Directors' positions are subject to adjournment and voting extensions.

A. Voter Information

1. All TPCA Members wishing to participate in electronic voting must complete an opt-in form. These forms are available on the TPCA website or at the Lodge front desk. If the opt-in form is not completed or declined, a paper ballot will be provided. The opt-in form will remain active until it is either rescinded by the Member or the Member(s) no longer own the property.
2. For Members participating in electronic voting, the following will be included in the electronic ballot email: notification of the Annual Meeting, Annual Meeting agendas, instructions for voting, the Candidates' approved campaign flyers, a short biography of each Candidate, either written and/or video (this is optional), and the ballot.
3. For Members receiving paper ballots, the following will be included in the voting packet: notification of the Annual Meeting, Annual Meeting agendas, instructions for voting, proxy, ballot, the Candidates' approved campaign flyers, ballot envelope and the pre-addressed return envelope.
4. Members may vote in-person on the first day of the Annual Meeting before the polls are closed.
5. All ballots, whether paper or electronic, must be received before the polls are closed on the first day of the Annual Meeting. After the polls are closed any return envelopes received by mail will be put together unopened and prepared for storage.

B. Voter Qualifications

Only Members of TPCA may vote in the Annual Election for the BOD. Membership is determined by the following:

1. The right to vote for a Lot shall be established by the record title to the Lot as reflected in the Official Records of Hernando County, Florida. If a Lot is owned by more than one person, they shall determine amongst themselves who shall

cast the vote for their Lot, such that there shall be only one vote cast for each Lot. In the event that more than one vote is cast for any Lot, all votes for that Lot shall be void.

2. If the deed lists any of the following, a Designation of Voting Representation (DVR) must be on file with Administration indicating who will represent the entity:
 - I. Trust
 - II. Life Estate
 - III. Partnership
 - IV. Corporation
 - V. Any other legal entity

C. Candidate Qualifications

1. The General Manager or designee shall prepare an announcement for the “TPCA Newsletter” advising of the upcoming election. The sign-up book for open BOD positions shall be posted in a prominent location at the Media Center no later than December 1st and removed on the first business day after January 1st at 4:30 p.m. local time. Additional announcements may be placed in the Friday Flash.
2. Candidates for the Board of Directors must be a Member in good standing or a person who resides with a Member in good standing. A person is deemed to reside with a Member if the Member’s address in Timber Pines Community Association is contained on that person’s driver’s license or voter registration.
3. Candidates shall:
 - a. Sign the sign-up book supplying their TPCA account number, phone number and village name.
 - b. A résumé must be submitted to Administration no later than 4:30 p.m. local time on the first business day after January 1st. If included on the résumé, employment history should include company name, location, dates of employment and titles. Educational information should include college or university attended, date attended, and degree(s) received. A new résumé is required even if one is already on file.
 - c. All candidates will sign an affidavit affirming that they do not have felony convictions, pursuant to Florida Statute 720.306.
 - d. The Nomination Committee will qualify candidates. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than there are vacancies that are to be filled.
 - e. Candidates will be listed in alphabetical order on the ballot.

4. Write-in Candidate – someone who has NOT signed the designated book nor submitted a résumé to Administration within the time period stated above. Write-in Candidates cannot participate in Candidate Orientation, Candidates' Night or have a campaign flyer included in the voting materials, whether electronic or paper copies.

D. Candidate Orientation

Orientation for the candidates (who have signed up, submitted a résumé and signed an affidavit that they do not have felony convictions,) will be held no later than 4:30 p.m. local time on the next business day after the sign-up book is removed.

E. Candidates' Night

1. Candidates' Night will be held in January before the voter packets are mailed and electronic voting is opened.
2. The Candidates will be seated in alphabetical order.
3. Members will have the opportunity to submit questions which may be considered for use at Candidates' Night.
4. The Election Committee will group the questions according to topic areas. The questions may be edited for brevity.
5. All candidates will have the opportunity to answer each question and make closing and opening remarks.

24. TPCA CLUBS AND ACTIVITIES

For information regarding clubs and activities, please contact the Lodge front desk. Information is also available in the Timber Pines Newsletter or the weekly Timber Times email.

If you are interested in starting a club, contact Member Services.

25. Golfers Handbook

TIMBER PINES COMMUNITY ASSOCIATION

**GOLFER'S
HANDBOOK**

September 2023

TIMBER PINES GOLFER’S HANDBOOK

TABLE OF CONTENTS

Golfing Definitions.....	Page 25.2
Introduction.....	Page 25.3
Golfing Rules and Regulations.....	Page 25.6
Golf Cart Rules and Regulations.....	Page 25.9
Timber Pines Golf Events.....	Page 25.11
Jonas Tee Time Reservation System.....	Page 25.17
Jonas Lottery and Booking Points.....	Page 25.20
USGA Handicap System.....	Page 25.23
Timber Pines Local Rules.....	Page 25.25

Golfing Definitions

Executive Course Annual Pass: A fee which is paid annually by a Registered Golfer who wishes to play the Hills and/or Lakes course an unlimited number of times during the year. If a player does not wish to pay this fee, they will have to pay a greens fee each time they register to play the executive courses. This fee is paid annually by January 1st and is non-refundable.

Golf Cart: A motorized three or four wheeled vehicle, powered by an electric motor intended for use on a golf course, equipped with suitable tires for turf.

Golf Cart Trackage Permit: This permit is issued for golf carts to be used on Community Property including golf courses. Two white decals, displaying the Resident's account number, are given when the fee is paid initially, and they are to be placed on each side of the cart. This fee is paid annually in full by January 1st. Only new Residents moving to Timber Pines can have the annual fee pro-rated. When the fee is paid annually two small "yearly stickers" will be given to the Resident and those stickers are to be placed on the larger decal. This annual fee is non-refundable.

Golf Courses: An area between the out-of-bounds markers (white posts) designated for golf. All areas including grass, pine straw mulch, trees, plants, cart paths, retention areas and bordering lakes are included.

Golf Facilities: The Hills and Lakes executive 18-hole par 60 courses, the Grand Pines championship 18-hole par 72 course, the Highlands pitch and putt 9-hole course, the Driving Range, Putting and Chipping Greens adjacent to the Lodge and Country Club, the Chipping/Pitching Green located on Grand Club Drive North, the Bunker practice area located near the cart barn and any other golfing facilities that may be added from time to time.

Handicap Flag: This flag authorizes fairway cart access on our executive courses and the par 3 holes of our regulation course. Those resident golfers who are physically unable to play without driving their cart from the cart path to their ball may apply for this flag at our Grand Pines Pro Shop. Unauthorized or improper use of a handicap flag is prohibited.

Rain Checks: Rain checks are valid for one (1) year from date of issue. Rain checks are issued at the discretion of the Pro Shop Personnel.

Registered Golfer Fee: A fee which is paid annually by a Resident who wishes to use the Jonas System to book a tee time more than one day in advance and who wishes to use the USGA Handicap System and participate in Timber Pines golfing events. This fee is paid annually in full by January 1st. This annual fee is non-refundable.

Timber Pines Golfer's Handbook: A booklet which is available in the Pro Shops which explains golf practices and procedures relevant to Timber Pines.

Introduction

Golf is a game...Have Fun!! Along with the fun come some simple, but important, responsibilities. Adhere to the USGA and Timber Pines Rules and Regulations when playing golf. Be assured your fellow golfers will thank you!

Golf Courses

Timber Pines has three eighteen (18) hole golf courses. The regulation course is the Grand Pines and is a par 72 course. There are two executive courses, the Hills and the Lakes, which are both par 60 courses. There is one nine (9) hole course, the Highlands, which is mainly designed for practicing short game strokes like pitching, chipping and putting.

Only authorized golf carts (i.e., those displaying a current year TPCA Trackage Sticker) are allowed on our executive and regulation golf courses. All golf carts are allowed on the fairways and rough of the Grand Pines par 4 and par 5 holes. However, only those golfers with a current year TPCA issued handicap flag are allowed to drive a golf cart on the fairway or rough of the par 3 holes.

The Hills and Lakes courses are “cart path only.” However, if a golfer has a current year TPCA issued handicap flag they may take their cart on the fairways and rough of all of the holes on these executive courses.

The Grand Pines course has six tee box locations and there are five tee box locations on the Hills and Lakes courses. Golfers may choose whichever location best fits their ability. However, the same location must be used throughout that round and the score entered in the handicap system for that round must reflect that location.

The Highlands course is a walking only course. **No golf carts are permitted** on the course.

Practice Facilities

Timber Pines has golf practice facilities for all aspects of the game. These facilities include a driving range, putting/chipping greens and a bunker practice area. Always exercise caution, safety and proper golf etiquette when using any of the practice facilities.

Use only designated Timber Pines range balls on the driving range which is located near the Grand Pines Pro Shop. Balls are purchased, using a fob, from a dispensing machine located in a small kiosk near the range. Fobs for the ball dispenser are purchased at the Grand Pines Pro Shop. Range balls and buckets are **prohibited from being removed** from the range area; they are Community Property. Help minimize the wear and tear on the driving range by hitting your practice shots in a linear pattern which is shown on a sign posted on the range ball dispenser or ask at the pro shop for the correct technique.

The practice sand bunker is located near the cart barn. You may use range balls or your own balls in the sand bunker. **Do not** hit into the driving range from the sand bunker. Shots must be played only to the target green which is located directly in front of the practice bunker. Rake your footprints and marks in the sand and place the rake(s) inside the bunker when you are finished.

Practice putting and chipping greens are located near the Lakes and Grand Pines Pro Shops. Only use your own balls in these areas, not range balls. Do not chip OFF of the surface of the green; only chip ONTO the green.

An area for practicing both chipping and pitching is located behind the #2 green of the Hills golf course adjacent to Grand Club Drive North. Do not take a full golf swing or hit in the direction of the nearby homes. Use caution and courtesy when other golfers are present. Confine your practice to a small landing area and do not hit into others. Pitch or chip your balls from the surrounding area onto the green. **Do not hit balls off of the actual green surface.** Pick up your balls to prevent turf damage.

Golf Instruction

Private, semi-private and group golf lessons are all available from our Timber Pines professional golf staff. Prices for golf lessons vary depending on the type, duration and number of student golfers. Group lessons are scheduled throughout the year and are posted in the Friday Flash and at the pro shops. Different aspects of the game (e.g., driving, chipping, putting, etc.) are the focus of these lessons. Class size is limited. All lessons should be requested and scheduled at the Grand Pines Pro Shop. Stop in or call 352-666-2311. Our teaching philosophy is to understand the mental and physical needs of each student. Then we create a plan with a goal of improving your game and thus making golf more enjoyable for you!

Handicap Flags

For those golfers who are medically unable to golf unless they can drive their golf cart to their ball, "handicap flags" are available. Handicap flags must be kept unfurled and clearly visible to a Ranger when golfing. To qualify for a handicap flag, you must:

1. Bring your current handicap automobile placard or registration that was issued by the Department of Motor Vehicles from your home state/country to the Grand Pines Pro Shop. The Pro Shop staff will make a copy of the placard, send the copy and an application form along with the current fee to the Accounting department who will update your Member profile. **OR:**
2. Pick up a Handicap Flag application form at the Grand Pines Pro Shop. Have your physician complete the appropriate sections to confirm your medical status, sign/date the form and return it to you. Note: If your physician agrees, they may

check the “Permanent” status so you may purchase a new handicap flag each year without a new application. Return the form with the appropriate fee to the Grand Pines Pro Shop.

3. Handicap flags must be renewed annually.

Be a “ready” and considerate golfer by using these practices:

- The first golfer “ready” on the tee should proceed to hit their ball.
- If you think your ball is lost, hit a provisional ball or follow our local rule.
- Never spend more than three (3) minutes looking for your ball.
- Take the necessary clubs and sand to/from your ball and the cart.
- If you have extra clubs on the green, place them between the hole and your cart so that they are not forgotten.
- The first golfer “ready” should putt, while others line up their putts.
- Keep putting until you “hole out,” unless doing so will adversely affect another golfer’s line.
- If the pin is removed, the first golfer who “holes out” should have the pin ready to be replaced.
- Exit the green and promptly proceed to the next tee box. On your way, or at the next tee box, replace your clubs in your bag and mark your score on your score card.

Golfing Rules and Regulations

The following are rules and regulations to be followed while playing on any of the golf courses in Timber Pines:

1. The dress code for golf requires that shorts be mid-thigh or longer. Men's shirts must have sleeves and a collar (collars of the Henley-type, i.e., rounded with buttons, and turtlenecks are permitted). Women's tops may be sleeveless. No bare midriff, tank, tube, halter or strapless tops are permitted. Shoes, sandals, sneakers or other appropriate footwear is required. Shoes with metal spikes are not permitted. The wearing of blue jeans, overalls, cutoff shorts or any clothing in disrepair is not permitted on the golf courses, driving range, practice putting or chipping greens.
2. No children under the age of sixteen (16) are allowed on any golf course facility without a Resident or adult Guest.
3. Each player must have his/her own set of golf clubs (three club minimum).
4. All players must check-in at the appropriate pro shop at least 15 minutes prior to their tee time or they may forfeit their tee time.
5. Golfers shall not begin their round until their assigned tee time unless they are directed to do so by the pro shop staff.
6. All play will start on the first tee of the assigned course, unless otherwise directed by the pro shop staff.
7. Do not crowd the tee box. Wait until the group in front of yours has cleared the tee area before your group moves up to the tee box.
8. Players shall wait for the group in front of them to completely clear the landing area before playing their shots. On all par three holes (including the Highlands), golfers shall wait for the group in front of them to completely clear the greens AND surrounding areas before playing their shots.
9. Fill-in your divots with sand on all fairways and roughs. On the putting green, repair your ball mark and one other!
10. After hitting from a bunker, fill in and smooth over your holes and footprints. When finished, place the rake about three feet **IN** the bunker and not in close proximity to any other rake.

11. The retrieving of golf balls from private property is a privilege that may be granted only by the homeowner; it is not a golfer's right. Hitting balls from private property is not permitted.
12. Do not move or remove tee markers, range balls/baskets or other golf course equipment. If a problem is noted, notify the pro shop staff or a Ranger.
13. "Ball hawking" or removing golf balls (other than your own) from community property (e.g., lakes or ponds) is prohibited.
14. Playing multiple balls on our courses is not permitted. Confine your desire to practice to our driving range and practice putting/chipping/bunker areas.
15. Use caution when removing and replacing the flagstick from the hole. **Do not use the flagstick or your putter head to "pop out" your ball from the hole!**
16. In the event of nearby lightning, thunder or storms, golfers should assume the courses are closed, leave immediately and seek shelter. The courses will remain closed until the pro shop staff determines that all storms have left the area.
17. When play is cancelled due to weather conditions, the golfers scheduled to play during that period will lose their starting tee times. When play is resumed, scheduled tee times for the remainder of the day will be followed.

The following are guidelines for practicing good "pace of play" etiquette:

- To improve the "pace of play" for everyone, pick up your ball when you have reached your maximum strokes for each hole. Properly referred to as "Net Double Bogey," your maximum strokes for each hole are Par plus two plus any dots/strokes that you would receive if playing in a tournament. As an example, if your handicap is 18, you would receive one dot/stroke on each hole. In such a case, on a par 3 hole your maximum strokes would be six ($3+2+1=6$). On a par 4 hole your maximum strokes would be seven ($4+2+1=7$).
- If your group falls a minimum of one hole behind the group in front of your group and/or the group behind you is often waiting, allow them to play through. Your position on the course should be "directly behind the group in front, **not** directly in front of the group behind you"!

- When necessary due to slow play, a Ranger may ask you to pick up and proceed to the next hole or to allow the group(s) behind you to play through; the Ranger's instructions must always be followed.

Remember, the instructions of golf course Rangers and Pro Shop Personnel must be followed as they are considered Enforcement Officers. A citation to the Resident may be issued if this rule is not followed. Residents are responsible for the actions of their Guests.

Golf Cart Rules and Regulations

The following are regulations relating to the use of golf carts on Timber Pines golf courses.

- Residents may only use electric-powered motorized golf carts or pull carts on Timber Pines golf courses.
- No golf carts are allowed on our Highlands course; it is a “walking only” course.
- No pull or motorized golf carts are permitted on private property or beyond the “out of bounds” markers.
- Payment of an annual TPCA Trackage Fee is required for you to be able to use your personal motorized golf cart on our regulation and executive golf courses. An unaltered white Trackage decal with a current year sticker must be visibly attached to each side of your cart. Trackage is purchased for your cart from the Accounting Office on an annual basis and is valid from January to December of a calendar year.
- Residents are required to carry public liability and property damage insurance for their golf cart. When initially purchasing a Trackage decal, a Resident must show proof of such insurance and they are required to maintain this coverage when Trackage is renewed.
- Due to a variety of factors (e.g., a significant number of rounds played, shortness of fairways, high cost of maintenance, etc.) the executive courses (Hills and Lakes) are “cart path only.” Only those golfers with a current year handicap flag are allowed off the cart paths.
- The Grand Pines course permits all authorized golf carts on the fairways of the par 4 and par 5 holes, but not on any par 3 holes unless a handicap flag is displayed.
- When allowed fairway access, **ALL carts must adhere to our “90-degree” rule** when going to/from their ball and the cart path. Use the cart path or rough, not the fairway, to proceed towards the green.
- Never drive your golf cart closer than 30 feet from the collars of the greens. Look for and abide by the green & white “NO CARTS PAST HERE” signs that are oftentimes placed in the fairways.

- Always Park **ON** the cart path (all 4 wheels) when next to our tee boxes and greens.
- When using a motorized cart on a golf course, the occupancy of all carts is limited to two (2) persons and two (2) golf bags.
- Timber Pines has a mandatory “two cart/share a cart rule” wherein there can be no more than one (1) cart per twosome and no more than two (2) carts per threesome or foursome. Exception: Saturday Scrambles event allows three (3) carts when there are five or six players on a team.
- All carts must carry (and golfers must use!) sand to repair their divots.
- Drivers of carts must be at least sixteen (16) years of age and have a valid driver’s license. If a driver is sixteen (16) or seventeen (17) years of age without a driver’s license they must have an adult Resident or Guest in the cart with them.
- Golf carts are not permitted on any golf course for any reason other than playing golf unless the driver has authorization from Management.
- When conditions warrant, all carts will be restricted to the cart paths only. Notice is given by the pro shop staff indicating that play will be by “Cart Path Only.”
- Motorized golf carts must be operated in a safe manner at all times. Carts may not travel against the flow of play except as follows:
 1. Returning to the tee after hitting out of bounds, no provisional ball was hit, and you were unable to find your ball within three minutes. Note: Except in tournaments, you may use our Local Rule for ball placement and not return to the tee.
 2. Returning to a prior hole to retrieve a forgotten club, etc.
 3. A medical emergency exists, and the shortest route is to return back in the direction from whence you came.
 4. Severe storms and/or lightning conditions are present.
 5. When the golf course staff has determined the courses be closed and you have been directed to leave the course immediately.

Timber Pines Golf Events

To be eligible to participate in the following events you must be a TPCA “Registered Golfer” and have an established golf handicap in either the GHIN or Local system. When registering for these events, you must indicate the tee location from which you will be playing. Your selected tee position will be shown on the scorecard under your name, and you must play from that tee position throughout the event. Your handicap is used to determine your “flight” assignment. Please check your scorecard as soon as you receive it and report any error to the pro shop before the event begins.

After you have received your confirmation for the event and you are subsequently unable to participate, **do no attempt to cancel your tee time online through the Jonas system**. Call the Grand Pines Pro Shop at 352-666-2311 and cancel so that the golf personnel can adjust the tee sheet for the event.

Ladies’ Day and Men’s Day

1. Ladies’ Day is played on Tuesday mornings; Men’s Day is played on Thursday mornings.
2. Open to all ladies and/or men who meet the TPCA golf handicap requirements.
3. Registration is available at the Grand Pines or Lakes Pro Shop 3 to 7 days prior to the weekly event. Cutoff time for registration for Ladies’ Day is Saturdays at 9:00 a.m. and Men’s Day is Mondays at 9:00 a.m.
4. We offer a stand-by list after registration closes.
5. These events have a “shot gun” start.
6. On the day of the event:
 - Report to the appropriate pro shop at least 15 minutes before the start time, check-in and pay the event fee.
 - All golfers must remain at the pro shop for distribution of scorecards and announcements.
 - The pro shop staff will tell you when it is time to proceed to your starting hole; please do not depart before being told to do so!
 - At the end of the round your scorecard must be completed, co-signed, dated and returned to the appropriate pro shop.

Golf Tournaments

1. All tournament schedules are available at the Grand Pines Pro Shop and on the TPCA website.
2. Depending on the event, play may be on the Hills, Lakes and/or Grand Pines courses.
3. Registration for the tournament is publicized and available one month before the event.
4. Registration and fee payment for the event occurs at the Grand Pines Pro Shop.
5. The cut-off date is seven (7) days prior to the event; however, the cut-off date may be earlier if the event is at full capacity.
6. We offer a stand-by list after registration closes.
7. On the day of the event:
 - Report to the appropriate pro shop at least 30 minutes before the start and check-in.
 - All golfers must remain at the pro shop for distribution of scorecards and announcements.
 - The pro shop staff will tell you when it is time to proceed to your starting hole; please do not depart until told to do so!
 - At the end of the round the scorecard must be completed, co-signed, dated and returned to the appropriate location.

Saturday Scrambles

Our Pro Shops coordinate and offer this event to provide our members with an informal competition during which they can meet with friends and/or make new ones while enjoying the game of golf and having fun! Like any golfing event, however, there are rules that need to be followed and those rules are detailed below.

Please Note: If you are scheduled to play in the Saturday Scrambles and are unable to do so, do not attempt to cancel your tee time online through Jonas. Please **call** the Grand Pines Pro shop (352-666-2311) ASAP so that they can adjust the tee sheet.

- This event is played on Saturday mornings at 8:30 a.m. and Saturday afternoons at 1:00 p.m.

- Sign-up for Saturday Scrambles is available at the Grand Pines or Lakes Pro Shop 3-7 days prior to the weekly event. Cut-off time for registration is Wednesdays at 9:00 a.m. (We offer a stand-by list after registration closes.)
- When adding your name to the sign-up sheet you must indicate your selected tee location, which is then used to compute your “team handicap.” You must play from that tee throughout the round. Based on the handicaps of the registered players, teams are formed and divided into “flights.”
- Team scorecards are printed which list each player’s name, their tee selection, their handicap and the “team handicap.”
- The Team Captain is the player whose name is listed first on the scorecard. To reduce wear-and-tear on our fairways, the Team Captain should identify one golfer with a handicap flag to retrieve the balls not selected to be used. If no golfer on the team has a handicap flag, team members must retrieve the balls by walking from the cart path.
- These events have a “shot-gun” start.
- On the day of the event:
 1. Report to the appropriate pro shop at least 20 minutes before the start time, check-in and pay the event fee.
 2. Team Captains will be given the team scorecards.
 3. All golfers must remain at the Pro Shop for announcements.
 4. The pro shop staff will tell you when it is time to proceed to your starting hole; please do not depart until told to do so!
 5. At the end of the round the scorecard must be completed, co-signed, dated and **promptly** returned to the appropriate pro shop by the Team Captain or their designee.

The format and rules for **6 Person Saturday Scrambles** are as follows:

1. All team members will hit their tee shot on each hole. **Note:** A maximum of 6 tee shots by any one team member may be used throughout the round when there are six members on the team. If the team begins the round with five players, a maximum of 9 tee shots by any one member is allowed. If the team begins with four players, the maximum of 12 tee shots by any one team member is allowed.

(Once a player has “maxed out” their drives they can no longer hit tee shots on subsequent holes. They can, however, continue to hit all other shots.)

2. The best ball location among the team members is selected by the Team Captain and marked.
3. Each team member then hits their next shot from that selected location. The players may place their ball no more than 12” on either side or behind the mark.
4. If the ball chosen by the Team Captain is in the rough or in a trap, all players must hit their ball from the rough or trap.
5. Continue to use the procedure described in step #3 until the ball is “holed out”.
6. When chipping onto the green, if a previously struck ball’s location on the green could possibly assist another team member’s shot, it should be marked and removed (before the others chip).
7. When the team is on the green and putting, each ball should be marked (if its position might be selected) and/or removed before the others putt. When putting, a two-stroke penalty will be charged if a ball in motion strikes another ball on the green (that should have been removed).
8. Once a putt ball is “holed out” (even if accidentally before others have putt), that is your team’s score for the hole.
9. Record the score for each hole on the scorecard along with a mark indicating which player’s drive was chosen as the first location to hit from.

Rotation of shots:

1. When there are six players on a team, each player may hit one drive and take one shot from each location chosen by the Captain on each hole.
2. If there are five players on a team, the player on the top line of the scorecard will hit a second ball at every ball location (including tee off) on the first hole of play. The player on the second line of the card will follow this same procedure on the second hole. The player on the third line of the card will follow this same procedure on the third hole, etc. There should never be more than six shots taken at each ball location. (Remember, if a player has “maxed out” on drives they will not be able to take a tee shot.)
3. If there are four players on a team, the top two players on the scorecard will hit a second ball at every ball position on the first hole of play. The two remaining

players will follow this same procedure on the second hole and continue this rotation until the end of the round. There should never be more than six shots taken at each ball location.

4. All teams that start with 6, 5 or 4 players should have 6 balls in play at all times unless 1 or 2 players depart before the round is completed. If this occurs, the number of balls in play will revert to the number of players remaining on the team and no one will play more than one ball. The maximum number of tee shots will stay the same.
5. The minimum number of players on a “6 Person Saturday Scrambles” team is four.

The format and rules for **4 Person Saturday Scrambles** are as follows: (When there is limited participation in the Saturday Scrambles event, the pro shop will form teams consisting of 4, or even 3, players per team.)

1. Each player will hit their tee shot on each hole. **Note:** A maximum of 9 tee shots by any one team member may be used throughout the round when there are four members on the team. If the team begins the round with three players, a maximum of 12 tee shots by any one member is allowed.
2. The same rules of play are used as described previously in “6 Person Saturday Scrambles”.
3. When there are four players on a team, each player may hit one drive and take one shot from each location chosen by the Captain on each hole.
4. If there are three players on a team, the player on the top line of the scorecard will hit a second ball at every ball location (including tee off) on the first hole of play. The player on the second line of the card will follow this same procedure on the second hole. The player on the third line of the card will follow this same procedure on the third hole. There should never be more than four shots taken at each ball location. (Remember, if a player has “maxed out” on drives they will not be able to take a tee shot.)
5. Teams that start with 4 or 3 players should have four balls in play at all times.

Pace of play:

- In order to accommodate the significant number of players participating in Saturday Scrambles and in order to finish at a reasonable time, all players must strive to maintain a good “pace of play,” finish each hole promptly and quickly move on to the next hole. See our “Ready Golf” suggestions in this Handbook for speeding up play.

- Should a gap of one hole or more exist between teams, a Ranger will request the slower team to speed up and close the gap. If the gap persists and the Ranger must give a second reminder, a two-stroke penalty will be assessed to that team's score. If the Ranger must issue a third reminder, the team will be told to pick up and move forward to the appropriate hole to close the gap. Consequently, that team's score will not be considered in the Scramble results.

Jonas Tee Time Reservation System

The Jonas System for booking tee times is a function included in the general Timber Pines website (www.timberpines.com). Tee times can be scheduled (“booked”) by logging into the Timber Pines website and logging in as a Member using your username and password. Tee times may also be booked using the TPCA App. (Help registering for Member privileges on the website can be accomplished by contacting Information Technology.)

How to Book a Tee Time (Registered Golfer) not more than 7 days out

1. On the Timber Pines website click on the “Member Log In” tab in the upper right corner of the home screen.
2. Enter your username and password. Click on the “Member” tab in the blue bar at the top of the screen. Click on the “Tee Times” option in the drop-down menu.
3. If you are a Register Golfer, you may select a date from that day until seven days out. By clicking on any of the dates displayed and also clicking on any, or all, of the three 18-hole courses you can see all of the tee times for that day.
4. When you have chosen your date, course, whether you want to play 9 or 18 holes and the tee time, click on “Quick Book”. You now have a confirmed “booking” and you will get an email confirming the information.
5. You can narrow your search by choosing in the “Time” box, “Morning” or “Afternoon.” (The default setting is “All day.”) You can also narrow your search by choosing in the “Show” box, “Only show available.” (The default setting is “All times.”)
6. If a tee time slot has less than four golfers already scheduled, there will be the word “Available” at the start of the time slot. Any slot which has “Available” will allow you to choose it by simply clicking on “Quick Book.”
7. You may also add another Member or a Guest at this time if there is room for them.

Installing the TPCA App

1. Go to the App store on your phone. Search for Timber Pines. The App is labeled “TPCA Business.”
2. Download and open the App. Enter your TPCA username and password.

3. Follow the steps listed above to book a tee time.

How to Book a Tee Time (Non-registered Golfer)

1. A non-registered golfer would use the steps as shown above, EXCEPT you may only book a tee time for the current day or the next day.

How to Book a Tee Time (Registered Golfer) more than 7, but less than 10, days out

1. As a Registered Golfer you can choose a date more than seven days out, but you will be put in the Lottery System.
2. Choose a date, course and tee time not more than 10 days out and click on "Quick Book".
3. When you click "Quick Book," a new screen appears showing your chosen date, course and the tee time you requested.
4. Next you can choose an acceptable time range which your tee time could fall into. Your actual tee time will be based on your current number of "Jonas Points" and what other golfers have chosen for their Lottery request.
5. You have the ability to add up to three other Members or Guests. (You must always play with any Guest you register a tee time for.)
6. You have the ability to add a "Buddie" or a "Group" which you have created to play with you. A "Group" can only have three other golfers in it.
7. You can put up to three "Groups" into the Lottery with one request.
8. After you have filled in all of the fields click on "Submit Request."
9. You have now made a "request" which is not an assigned or confirmed "booking." The system will take all of the requests for that day and "place" them on the tee sheet based on the average of the players' Jonas points in the group and the size of the "requested" window.
10. Seven days before the requested date you (and anyone else you have added with you) will get a message stating what course and the tee time that has been assigned to you.

11. If for some reason your request cannot be filled, you will get a message to that effect.

How to Edit a Tee Time

1. To edit a booked tee time or a Lottery Request for a tee time, go to the "My Bookings" tab on the first page of the Jonas Tee Time Reservation System.
2. The system will display all bookings you currently have, and you may select "Edit Booking" by the one you wish to change.
3. When "Edit Booking" is selected, all golfers in the tee time will be shown and there will be an "x" next to your name.
4. By clicking on the "x" it will remove you from the tee time. Then you must click on "Update Booking" to confirm the change.

Buddie and Group Lists

1. On the first page of the Jonas Tee Time Reservation System there is a tab which allows you to create "Buddies and Groups" and add them to your profile.
2. Making Group Lists helps to make booking entries a faster process.

When you click on the "HELP" tab on the first page of the Jonas Tee Time Reservation System it will take you to tutorials on all of the aspects of the reservation system.

Jonas Lottery and Booking Points

Getting a Tee Time

Registered Golfers may use the Jonas Lottery System to request a future tee time for themselves and/ or their group for a specific day, time and course. Each day the Lottery system will assign tee times seven days in advance. Golfers/ groups are selected for a tee time based on:

- Their currently accumulated points
- The course, day, and time requested.
- The number of golfers in the group
- The requested “window” of tee times for which they want to be considered.

Due to the volume of requests, etc., not all golfers will receive a tee time and will be “bumped” from the selection process with no tee time assigned. You will receive a Jonas “bump” email when this occurs. No Jonas Points will be assigned to you if you are “bumped.”

When the System successfully assigns a tee time, golfers will be charged two points if the placement of their tee time is within eight time slots of that which they requested. Time slots for tee times are at 8-minute intervals. The further away from your requested tee time the fewer points you will receive.

For example, if you are requesting to play at 7:35 a.m.:

- If you are placed at: 7:35 a.m. to 8:31 a.m. you will receive **2.0 points** in the system.
- If you are placed at: 8:39 a.m. to 9:35 a.m. you will receive **1.8 points** in the system.
- If you are placed at: 9:43 a.m. to 12:15 p.m. you will receive **1.5 points** in the system.
- If you are placed at: 12:23 p.m. to 2:55 p.m. you will receive **1.2 points** in the system.

Jonas Play Points

After the Lottery has run and tee times are placed onto that day's tee sheet, all remaining tee times that have not been taken by the Lottery process will be available for direct booking. All direct bookings will receive one play point. Golfing events play and village/group outings are all added to the tee sheet by the Grand Pines Pro Shop as a "booking" and each golfer will receive one play point after the "end of day report" is processed.

Cancellation of a tee time

Check in at the appropriate pro shop at least 15 minutes before your tee time. If at any time you need to cancel a tee time, the sooner you cancel, the more points you will get back. You may cancel a tee time for a **recreational round** online or by calling the pro shop. **However, do NOT attempt to cancel a tee time online for any organized event, tournament or Saturday Scramble. ONLY** call or visit the pro shop for these cancellations!

- If you cancel at least 2 hours prior to your tee time you will receive 1.0 point back.
- If you cancel at least 90 minutes prior to your tee time you will receive 0.8 of a point back.
- If you cancel at least 1 hour prior to your tee time you will receive 0.5 of a point back.
- If you cancel 30 minutes or less prior to your tee time you will receive 0.2 of a point back.

Any golfer who does not timely check-in or cancel their tee time will be deemed a "no call/no show" and will receive a penalty of **four points**.

Additional Information

- Placement of Lottery System tee time requests is determined by the number of points accumulated by the golfer(s) over the previous eleven days. This is a "rolling" total and changes daily. If your request involves two or more players in your group, the Jonas system will place your group based on the point average for all the players in the group. If multiple groups (2 or more) are linked, the point totals for all players will be computed and averaged.
- The lower the point total average of the requesting group, the closer the assigned tee time will be to the requested time.

- Points are assigned and combined for all play on any of the three 18-hole courses. No points are assigned for play on our Highlands practice course.
- In the event a tee time request cannot be approved, the golfer and/or group will be “bumped,” meaning that they did not receive a tee time. Reasons for your request not being approved include:
 1. The window of time requested for tee time placement was not large enough to accommodate the request.
 2. Too many points for you and/or your group versus other requests for that day.
 3. Your Lottery request was entered too late in the process (the earlier the better!).

USGA Handicap System

The Timber Pines golfing community has Residents with a wide range of interest in the game; from the very serious, competitive golfer to the casual golfer who refrains from any form of competition. Our handicap program is designed to accommodate all interest levels while ensuring compliance with the USGA Handicap System.

Our Golf Handicap Committee administers the USGA Handicap System. This committee consists of Resident golfers and our PGA Head Golf Professional. All players are responsible for promptly posting their scores for each round they play on any of the 18-hole courses. Scores are posted via the internet. Timber Pines has two separate handicap systems which are:

- **Regulation Course USGA Golfers Handicap Information Network (GHIN) System:**
Calculates a valid “USGA Handicap Index” based on posted scores from rounds played on the Grand Pines golf course and all other USGA rated golf courses outside of Timber Pines. A computer is located in the Grand Pines Pro Shop dedicated for posting scores for the Grand Pines course. You may also post your scores online from any computer at www.GHIN.com. There is an icon on the Timber Pines computers in the Library which takes you directly to this site.
- **Short Course Handicap System:**
Calculates a “Local Handicap” based on posted scores from rounds played on the Timber Pines Hills and Lakes executive golf courses. Computers are located in the Grand Pines and Lakes Pro Shops dedicated for posting scores for the Lakes or Hills courses. You may also post your scores online from any computer at www.ushandicap.com. There is an icon on the Timber Pines computers in the Library which takes you directly to this site. Please remember to first select the date, your course and your tee when entering your score.

EXCEPTION: When Residents play Ladies’ or Men’s Day events or any tournament, the Pro Shop staff will post your score.

Failure to post all acceptable scores within one (1) week of play will result in certain disciplinary actions:

- A first offense will result in a reminder letter being sent to the golfer from the Golf Handicap Committee.
- If the golfer still fails to enter their score for that particular round within one week of the reminder letter, a “penalty score” will be posted to their record by the Handicap Committee. A “penalty score” means the Handicap Committee will post a score for that particular round based on the player’s current handicap for that course.

- If the golfer fails to post a score within one (1) week of a subsequent round of play, a second (stronger) letter will be sent to the golfer from the Head Golf Professional.
- If within a two-year period from when a golfer first failed to post a score in a timely manner, a golfer fails to post a score, for the third time, within one (1) week of play that action may result in golfing privileges being suspended for up to sixty (60) days, subject to reinstatement at the discretion of the Head Golf Professional.

Before posting a golf score adjust, if necessary, your hole-by-hole maximum strokes. This practice is referred to as “net double bogey.” Your maximum strokes for each hole are: “par plus 2 plus any strokes (dots) which you would receive if playing in a tournament.” For example, if your handicap is 18 you would receive one stroke (dot) for each hole. For a Par-3 hole your maximum strokes would be **6** ($3+2+1=6$), for a Par-4 hole your maximum strokes would be **7** ($4+2+1=7$) and for a Par-5 hole your maximum strokes would be **8** ($5+2+1=8$).

If you play a “team” game with your friends or get rained out, add your name to that particular day’s “NO POST” sheet. These sheets are located in the Pro Shops. When the Golf Handicap Committee does their required audits, they review these sheets.

If you are a golfer who does not wish to compete in golfing events such as Saturday Scrambles, Ladies’ or Men’s Day or any tournament, you do not need to establish or maintain a “USGA Handicap Index.” **You can opt out of posting your golf scores!** Your name and information will be removed from our USGA Handicap System. No more urgency and stress to post your scores and you will never receive a “no post” letter from our Golf Handicap Committee or Head Golf Professional.

Timber Pines Local Rules

USGA rules will govern all play except as defined below:

1. **Players may not enter private property at any time without the permission of the homeowner.**
2. **Out of bounds** is denoted by white posts and/ or sidewalks. Out of bounds for the left side of both the Lakes # 9 and the Hills # 9 fairways is the line between the white posts, not the cart path.
3. If your ball goes past an out of bounds marker and comes to rest on another part of the golf course (e.g., another fairway), this ball IS STILL OUT OF BOUNDS and MAY NOT be played from that location!
4. A **Free Drop** (no closer to the hole) is allowed from all flower beds and plantings that encroach on to the golf courses from private property. This includes the area of cactus to the left of the Hills # 13 green.
5. Players are responsible for repairing ball marks on the greens, sanding divots and raking bunkers after play. Leave the rakes **IN** the bunker a minimum of 3' from the edge and not in close proximity to other rakes.
6. **Bulkheads** are also called retaining walls and include the cart bridge on the Pines # 3 fairway:
7. If your ball is next to a bulkhead in a **Bunker** and it interferes with your stance/ swing, it will be treated as an immovable obstruction, and YOU GET FREE RELIEF within the bunker!
8. If your ball is next to a bulkhead (and/or under the Pines # 3 cart bridge) in a **General Area** and it interferes with your stance or swing, go to the nearest point of relief. Mark off one club length and drop your ball. THERE IS NO PENALTY!
9. If your ball is next to a bulkhead in a **Penalty Area** (formerly called a water hazard), YOU GET NO RELIEF!
10. When around the greens, if your ball comes to rest within 6 feet of a sprinkler head and your line of sight or your intended line of play towards the pin is impeded, you may take a free drop from the nearest point of relief (no closer to the hole) without penalty.

11. Play the ball as it lies in all **pine straw** areas.
12. Golfers may repair anything on the greens at any time.
13. Golfers may remove rocks from any bunker without penalty.
14. The restroom area on the Grand Pines between Holes # 14 and # 15 is a **free drop** only if it interferes with your stance or swing. Take the nearest point of relief no closer to the hole.
15. The left side of Hole # 15 on the Grand Pines is marked as an environmentally sensitive area. The three options for relief are the same as all red-lined penalty areas. Do not enter this area to retrieve your golf ball.
16. The bunker near the left off the tee boxes on the Grand Pines Hole # 17 is a waste area. Golfers may ground their club without penalty when hitting out.
17. All of our courses are irrigated with reclaimed water. Do not drink the water or swim in any lake or pond.

IF YOUR BALL IS LOST OR OUT OF BOUNDS (OB) you generally have two options:

1. Remain at/return to the tee box (or your last ball position) and **HIT** another (provisional) ball. You must take “stroke and distance relief” and **add 1 (one) penalty stroke** to the shots already taken. If your tee shot was lost/ OB, you are now laying 3 (three) and will be hitting your 4th shot **OR**
2. Instead of taking the above “stroke and distance relief,” you may follow our **Local Rule** if **NO** provisional ball has been played (**Note: This Local Rule might not be allowed in tournaments.**):
 - Determine the point where your ball last crossed the out of bounds line OR likely came to rest ON the golf course (e.g., lost in the pine straw) and mark that spot with a tee. Then find the nearest edge of the fairway straight across from the first tee and put down a second tee (no closer to the hole). Mark off 2 club lengths **into the fairway** from the second tee AND (if possible, for a ball lost IN bounds) up to 2 club lengths **towards the outside** of the first tee that you put into the ground. You should then drop your ball anywhere within this relief area and **take a 2 (two) stroke penalty**. As above, if your tee shot was lost/OB, you are now laying 3 (three) and will be hitting your 4th shot.