

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### 2023 RENTER REGISTRATION

In the event a home or condominium unit is rented by more than one person, only one person (hereinafter referred as the "Renter") shall complete the Registration Form and submit it to:

**Birchwood Farms Golf & Country Club**

**Attention: Accounting Department**

**600 Birchwood Drive**

**Harbor Springs, MI 49740**

*Documents can also be emailed to the attention of: [AR@birchwoodcc.com](mailto:AR@birchwoodcc.com)*

1. **Renter Registration Form** – Initial below to designate your **Club Access Option** for your rental period. This form also must include your rental property address/rental agency, rental duration, and vehicle descriptions for the Birchwood Security Department. By signing and submitting this form, you agree to follow the Rules and Regulations of the Birchwood community.

**INITIAL HERE:** \_\_\_\_\_ **YES, I do plan to use Birchwood Farms Golf & Country Club amenities** and have completed the House Account form with my credit card information to have Renter Access at the scheduled rate indicated below for rental period specified:

**Renter Access fees will be submitted prior to the rental start date, as follows:**

Month	Renter Access Fee
May 1 through September 30	<b>\$750.00</b>
October 1 through April 30	<b>\$250.00</b>

**OR**

**INITIAL HERE:** \_\_\_\_\_ **NO, I don't plan to use the Birchwood Farms Golf & Country Club amenities.** I will have no access to the community amenities and no credit card is required on file (House Account form).

2. **Birchwood House Account**

A Birchwood House Account form must be completed if you have chosen access to the Birchwood Farms Golf & Country Club amenities. House Account must be secured by a credit card. Visa, MasterCard, Discover, or American Express must be on file with Birchwood during your stay. All charges made during your stay, including Renter Access Fee (charged immediately), immediate family and guest charges will be billed to the House Account.

If you have chosen access to Birchwood Farms Golf & Country Club amenities, prior to your arrival, the payment for Renter Access must be agreed to by either the rental agency or the Renter. In cases where Renter is paying the Rental Access Fee directly to Birchwood, fee must be paid/received at least 24 hours before arrival date. (If you have made payment via your Rental Agency, please notify us.)

3. **Renter's Driver License or Photo Identification is required with all House Accounts.** Provide a copy if you plan on having access to Birchwood amenities.

#### **RENTER ACCESS CARDS**

**A maximum of six (6) Renter Access Cards are issued per rental property/rental period.** Cards are active only during the days of your rental period. Cards must be shown at all amenities and services to access all. Renter Access Cards are assigned as follows:

1. **Renter Access Cards with Golf privileges: Two (White) Cards have access to Golf.** One is issued to the individual who signed the Registration Form and set up a House Account (the Renter), and the other holder of this card is assigned by the Renter for the spouse or other such person.
2. **Renter Guest Cards are limited to a maximum of four (4) people.** This includes family under the age of 21 and guests. Renter family and guests must show proof of access to the Common Properties by carrying their Renter Access Cards.

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### 2023 RENTER REGISTRATION FORM

Fill out form completely - do not leave blank.

Renter Name \_\_\_\_\_

Spouse or Other Primary Name \_\_\_\_\_

Immediate Family/Guests (Max. number of four or five if no spouse/other indicated)

Family/Guest \_\_\_\_\_

Family/Guest \_\_\_\_\_

Family/Guest \_\_\_\_\_

Family/Guest \_\_\_\_\_

Renter Home Address \_\_\_\_\_

Renter Cell Phone # \_\_\_\_\_

Renter Email Address \_\_\_\_\_

Renter Car Make/Model/License # \_\_\_\_\_

Rental Agency/Property Owner Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Beginning/Expiration Date of Lease \_\_\_\_\_

Birchwood Common Property amenities are described in Rental Packet provided by Birchwood. It is possible that private or Club events are scheduled during your stay. Renter acknowledges and understands privileges to use Common Property are subject to availability.

Birchwood Farms Golf & Country Club does not provide concierge services. Renter acknowledges and understands any issues or questions regarding the rental property are to be addressed with the Rental Agent or Property Owner.

Renter, immediate family, and guests are required to obey the rules and regulations of Birchwood Farms Golf and Country Club (speed limits, dress codes, personal conduct). The Renter bears responsibility for family's and guests' actions. Any resulting fines will be billed to the Renter.

All use of Birchwood Common Properties is based on the premise that participation is purely voluntary. Since participation in virtually all recreational activities involves the assumption of some personal or physical risk, participation by a renter or guest constitutes acknowledgment, assumption and acceptance of that risk. Renters and guests assume liability for any personal or physical injury and/or risk incurred.

By signing below, I hereby acknowledge and agree to the terms of this document.

\_\_\_\_\_  
**RENTER SIGNATURE**

\_\_\_\_\_  
**DATE**

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### BIRCHWOOD HOUSE ACCOUNT APPLICATION

A Birchwood House Account must be secured by the Renter's credit card (Visa, MasterCard, Discover or AMEX). All House Account charges will be billed to the credit card provided.

Name of Renter \_\_\_\_\_

Home Address \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

Cell Phone/Local Number \_\_\_\_\_

Email Address \_\_\_\_\_

Rental Address \_\_\_\_\_

Rental Period \_\_\_\_\_

Property Owner/Rental Company \_\_\_\_\_





Renter agrees to establish a House Account with Birchwood Farms Golf & Country Club (BFG&CC). All charges at the end of the rental period will be billed to the credit card provided for payment.

**CREDIT CARD AUTHORIZATION:** Renter agrees to provide a valid credit card with a credit limit high enough to cover all house account charges. Renter further agrees to keep BFG&CC advised of any change in the credit card number and/or expiration date should the card provided become inactive during the rental period. Renter understands and consents to the use of the credit card provided, and **further understands that there is an additional 3.5% merchant processing fee for all credit card charges.**

By signing below, I hereby acknowledge and agree to the terms of this document.

\_\_\_\_\_  
**RENTER SIGNATURE**

\_\_\_\_\_  
**DATE**

			
Card #: _____ / _____ / _____			
Exp.: _____ / _____		CSC: _____	
Signature: _____			

#### **For Birchwood Use Only - 2023 Form**

Property #: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Renter Access Account #: \_\_\_\_\_

CE Database: \_\_\_\_\_ Cards Issued: \_\_\_\_\_

Calendar: \_\_\_\_\_ Staff List: \_\_\_\_\_

Emailed Renter: \_\_\_\_\_ CC Charged: \_\_\_\_\_

Closed: \_\_\_\_\_

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### 2023 RENTER INFORMATION

**Welcome to Birchwood Farms Golf & Country Club.** Birchwood is a private residential country club community, offering our members exceptional golf, tennis, swimming and other recreational sports. Guest usage is restricted as necessary to ensure the privileges of the members and their full enjoyment of Birchwood are provided for first. Please view our website at [www.birchwoodcc.com](http://www.birchwoodcc.com) which will give you additional information on the Association.

#### **Important Phone Numbers**

Clubhouse	(231)526-2166
Golf Shop	(231)526-6245
Racquet Sports Shop	(231)526-2372
Accounting	(231)526-2166 ext. 521
Security	(231)526-2751
Pool	(231)526-2166 ext. 523

In the event a home or condominium unit is rented by more than one person, only one person (hereinafter referred to as the "Renter") shall be accountable for use of the Birchwood Common Property by their family and guests.

Until the Registration Form and Renter Access Fee have been received and Renter Cards issued and House Accounts established by Birchwood; the Renter, immediate family (spouse and children under the age of 21) and guests are unable to use any of the Birchwood amenities or make purchases of any kind.

**In the event the Registration Form and Renter Access Fee were received and processed prior to your stay, your Renter, Renter Family and Renter Guest Cards may be picked up at the Reception Desk during normal business hours.**

#### **Birchwood Common Property Usage**

Renter, immediate family, and guests (with Renter, Renter Family, or Renter Guest Cards) have the privilege of using the Club's amenities. **Renter's guests may only use the golf course in the company of the Renter or their spouse and applicable golf fees will be charged to the Renter's House Account.**

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### DINING

Birchwood has three different dining venues.

- The Grill Room is considered family, casual dining, and reservations are required by calling the Clubhouse at (231)526-2166. **Reservations may be made the day of dining.** Clubhouse dress code applies.
- The Casual Bar is more of a “pub style” dining experience, and service is based on a first-come basis. Clubhouse dress code applies.
- The Three-Way House offers outdoor, casual dining and is located to serve the golf course, racquets courts and pool. The menu includes hot and cold items, light snacks and other refreshments, and is open throughout the peak summer season; weather-dependent. For golfers, it is recommended you call ahead: Three-Way Golf Express (231)-242-3090.

In the peak season, the Grill Room and Casual Bar are open Tuesday through Sunday and are closed on Monday. The Three-Way House is open every day. Grill Room and Casual Bar both offer evening features along with beer and wine specials. It's always safe to call ahead if you are unsure about the hours, menu or dress code.

### Dining Hours

March	Effective April 7th	May*	June – September*		October-February
Clubhouse Closed Last two weeks in March	<b><u>Grill Room &amp; Casual Bar</u></b> Tuesdays Casual Bar Only 4:00-8:00pm  Friday & Saturday 5:00-9:00pm	<b><u>Casual Bar</u></b> Tuesday- Sunday 5:00-9:00pm  <b><u>Grill Room</u></b> Tuesday-Sunday 5:00-9:00pm	<b><u>Grill Room Lunch Service</u></b> Tuesday-Saturday 11:00am–4:00pm <i>Last day of lunch service, Mid September</i>  Sunday Brunch 10:00am–4:00pm  <b><u>Dinner Service</u></b> Tuesday-Sunday 5:00pm–9:00pm	<b><u>Casual Bar Lunch Service</u></b> Tuesday-Saturday 11:00am–4:00pm <i>Last day of lunch service, Mid September</i>  Sunday Brunch 10:00am-4:00pm  <b><u>Dinner Service</u></b> Tuesday-Sunday 5:00pm–9:00pm	<b><u>Grill Room &amp; Casual Bar</u></b> Tuesdays Casual Bar Only 4:00-8:00pm  Friday & Saturday 5:00-9:00pm

\*Dining hours during the month of May & September vary, dependent upon the time of month.

To confirm hours please call (231)526-2166.  
*Reservations required in the Grill Room.*

### GOLF

#### Reserving Tee Times

- **Players who have been issued a valid Renter Card, may reserve tee times on the day of play** by calling the Golf Pro Shop at (231)526-6245. All players must check in prior to teeing off. Renters may have accompanied guests (limited to the number of Renter Guest Cards issued). The Renter or Renter's spouse must accompany each foursome.
- Blue denim is not allowed on the golf course.
- Please see our “Golf at Birchwood” handout which covers dress code and additional details.

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### Renter & Guest Golf Fees

	<u>9 Holes</u>	<u>18 holes</u>
• <u>May 15 – September 14</u>		
Green Fees	\$70.00	\$125.00
Cart Fees	\$15.00	\$25.00
• <u>September 15 – May 14 &amp; Twi-Lite (after 3:30PM year round)</u>		
Green Fees	\$40.00	\$80.00
Cart Fees	\$15.00	\$25.00

### **FITNESS CENTER** The Fitness Center is open daily from 5:00am – 10:00pm, year-round.

The equipment area is accessible by Renters, their immediate families and their accompanied guests (limited to the number of Renter Guest Cards issued). Children under 15 years of age must be accompanied by an adult. **Everyone must sign in before each visit.** Locker Rooms are available during the scheduled hours of operation. No street shoes (any shoes worn outside) allowed in fitness center.

Towels are supplied. All cardio equipment has personal TV's that are to be accessed with headphones only. Headphones and batteries can be purchased in the Accounting Office if needed. Birchwood also supplies antiseptic wipes that are required to be used on equipment after each use.

### **RACQUET SPORTS**

#### **Tennis**

Birchwood's tennis facilities are among the finest in the Midwest. We offer nine outdoor, clay hydro-grid subsurface irrigation courts.

- Reservations can be made by calling the Racquet Sports Shop at (231)526-2372 and are required for court use. Drop-in play is permitted if court is available and approved by the Racquet Sports Shop.
- All players are required to register in the Racquet Sports Shop prior to any play.
- Children under eight using clay courts must be accompanied by an adult unless engaged in a supervised activity or lessons.
- Proper tennis attire is required at all times. No cut-offs, blue denim or tank tops are allowed.
- Renters, their immediate families and their accompanied guests (limited to the number of Renter Guest Cards issued) do not pay fees for court use.

#### **Pickleball Courts**

Birchwood offers four hard surface pickleball courts. Please contact the Racquet Sports Shop at (231)526-2372 to reserve a court. Equipment is available at no charge or you are welcome to bring your own.

#### **Bocce**

Located within the Racquet Sports complex are four bocce lanes. Equipment is available at no charge.

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### **POOL (Pool Hours: 7:00am-10:00am lap swim/ 10:00am-9:00pm free swim)**

The outdoor heated lap pool and kiddie pool are open Memorial Day through Labor Day, weather permitting. Everyone is required to register prior to using the pool.

A limited supply of towels (you are welcome to bring your own) are available for day use at the pool. Men's and women's locker rooms, including showers, are also available.

Lifeguards are on duty daily during the summer months. Children under age 13 must be accompanied by an adult, 16 years of age or older, even when a lifeguard is on duty. When no lifeguard is on duty, swim at your own risk. Please contact the Pool at (231)526-2166 ext 511, for additional information, including pool hours of operation.

Pool access is limited to the number of Renter, Renter Family, and Renter Guest Cards available.

### **SECURITY**

**In case of an emergency, call 9-1-1**

### **GENERAL INFORMATION**

#### **Club's Tipping Policy**

- Food & Beverage charges – A suggested gratuity of 20% is added to the sales check. If you wish to give more, that is certainly acceptable. Space is provided on the check if you prefer to write in a dollar or percentage amount.
- Members and Guests regularly tip the golf bag staff and parking attendants. Therefore, tipping is expected.

#### **Clubhouse Dress Code**

Casual attire in good taste is permitted in the Clubhouse. The following items are considered inappropriate in all Clubhouse areas: Tank or halter shirts, thong-style swim suits, short shorts, micro-mini skirts, cut off shorts or any other clothing management feels inappropriate.

Blue denim can be worn in the Clubhouse. However, it must be free from holes, frayed edges or stains. Hats or other head covers (bills forward on ball caps) are permitted in the casual bar and outdoor dining areas, and the Golf Pro Shop only.

#### **Rules for Pets**

If your rental home allows pets, while walking your pet on Common Property, they are required to be on a leash and under control at all times. Animals, except service animals, are not permitted in the Clubhouse or decks, racquet sport courts, golf practice facilities, cart barn area, Three-Way House eating area or pool area. Pick up after your pet.

#### **Clubhouse Wi-Fi**

We have a wireless "hot spot" available that can be accessed on most of the main floor of the Clubhouse, including the Casual Bar.

# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### **Trash Disposal Procedures**

Trash disposal procedures are defined in the Rental Agreement. Any questions regarding trash disposal are to be addressed with the Owner or Rental Agent.

### **Cell Phone Policy at Birchwood**

Cell phones should be placed on vibrate only. There shall be no conversations in any of the eating areas (Grill Room, Casual Bar, Dining Room, South Deck, Three-Way House or Pool Deck.) Cell phones should be used for emergency purposes only on the golf course and the racquet sports courts.

### **Rules & Regulations**

Any violations of the Birchwood Rules and Regulations that result in a fine will be billed to the Renter's House Account.

### **Lost Renter or Guest Cards**

Lost or destroyed Renter and Guest cards can be replaced for \$25.00 each. Contact the Birchwood Accounting Department directly at (231)526-2166 ext 521.



# BIRCHWOOD FARMS

## GOLF & COUNTRY CLUB

### GOLF AT BIRCHWOOD

Birchwood's guiding principles direct all to support the fine traditions of the game of golf and to assure our golf courses are of preeminent quality. We invite you to enjoy our golf facilities and the traditions of the game of golf.

#### **GOLF PLAY & MAKING A TEE TIME**

- The Renter, Renter's Families, and accompanied guests with Renter Guest Cards must be registered with the Golf Shop prior to teeing off. You cannot register without your cards.
- The Renter or their spouse must accompany each foursome of their guests.
- The Renter with a Renter Card may reserve a tee time on the day of play by calling the Golf Shop at (231)526-6245.
- Players are expected to complete 18 holes in 4 to 4 ½ hours.
- No more than four players are allowed in each group, limited to a maximum of two foursomes per day.
- Each golfer must have their own bag and golf clubs.

#### **DRIVING RANGE, PUTTING GREEN & SHORT GAME AREA**

- The driving range, putting green and short game area are available to those with Renter, Renter Family or Renter Guest cards at no charge.
- All dress and other Club rules apply to all practice areas.
- Minors under the age of 16 must be accompanied by an adult.

#### **GOLF CARTS**

- To maintain pace of play all golfers are required to use a golf cart, unless an exception is granted by the Director of Golf or Golf Professional.
- Only carts owned or leased by the Club are allowed on the course.
- The Renter, Renter's family, and Renter's Guests will be assigned a golf cart by the bag staff at bag-drop area
- Golf carts are not allowed on private property, roadways or **Club parking lots**.
- Golf cart directional signs, roped areas and blocked areas must be observed.
- Carts are to be parked on the cart paths where available.
- Carts are not to be driven within 30 feet of greens or tees (where cart paths are not available).
- The Director of Golf, Golf Professional or Course Superintendent shall determine if the condition of the course will permit the use of carts.
- No more than two players and two golf bags per cart are allowed.
- Only adults with a valid driver's license may operate a golf cart.

#### **DRESS CODE**

- Proper golf attire is required: in the Clubhouse, on the golf course, driving range, practice and putting areas.
- Men and boys must wear collared, turtleneck or mock turtleneck shirts, and shirts must be tucked in.
- No cut-off or short shorts, micro-mini skirts, tank tops, tee shirts or blue denim are allowed.
- All shorts or skirts must not be higher than mid-thigh length.
- Golf hats must be worn bill-forward.

### **THREE WAY HOUSE**

- Please proceed expeditiously at the Three-Way House.
- There is a Three-Way House message board at the ninth tee of each course which provides an express menu and phone number to accommodate pre-ordering (231)242-3090.

### **GOLF PROFESSIONALS & STAFF**

- Golf professionals are on-site and available for lessons as their schedules permit.
- Rangers are typically present and are responsible for assisting golfers and maintaining pace of play.
- Bag staff are present to assist golfers with golf bag handling before and after play, and with cart assignments.

### **GOLF REMINDERS**

- Only spike-less shoes or shoes with soft spikes, are allowed.
- It is the responsibility of every golfer to keep the course in good condition.
- **Please repair ball marks and replace divots.**
- Each player must have his or her own set of clubs.
- Tipping of the golf bag staff is at the Renter's and Guest's discretion.
- All golfers should practice common and courteous cell phone etiquette. Cell phones are to be placed on vibrate and used for emergency purposes only on the golf course.
- All Birchwood Rules & Regulations must be observed.

### **GOLF SCHEDULE & FEES FOR RENTERS AND RENTER'S GUESTS**

- Weekly golf schedule:  
Monday – Open Play, tee times start at 9:00am  
Tuesday – Open Play, tee times start at 7:30am  
Wednesday – Women's League Day, please call the golf shop for start times.  
Thursday – Open Play, tee times start at 7:30am  
Friday – Men's League Day, please call the golf shop for start times.  
Saturday- Sunday – Open play, tee times start at 7:30am

#### **Cart Fees:**

- 9 holes - \$15.00
- 18 holes - \$25.00

#### **Green Fees**

- 9 holes - \$70.00
- 18 holes - \$125.00

#### **Shoulder Season (September 15 - May 15) & Twi-Lite (after 3:30pm year-round)**

- 9 holes - \$40.00
- 18 holes - \$80.00

# Birchwood Farms Golf & Country Club

## Property Owners Association (POA) Rules & Regulations

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**Birchwood Farms Golf & Country Club**  
**Property Owners Association (POA) Rules & Regulations**

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## **INTRODUCTION**

Birchwood Farms Golf and Country Club is a private member owned/member operated residential community and country club. Our objective is to be a community of exceptional quality and character – noted for its natural beauty and the graciousness of its members and staff.

These Rules and Regulations are established to ensure the restrictions set forth in the Birchwood Covenants, Declaration and Bylaws are enforced in a manner compatible with the best interests of all members.

Specific exceptions to any of the Rules & Regulations may be granted by the General Manager/COO or the Board of Trustees.

### **Violation of Rules & Regulations**

In accordance with the POA Bylaws Article II, Section 5. Suspension of Rights and Privileges, any violation of these Rules and Regulations may result in fines as specified herein and/or suspension of membership privileges



## **I. POA COMMON PROPERTIES**

**This section sets forth the rules and regulations for use of Birchwood Common Properties:**

- **General – roadways, ponds, parking lots, walking areas and natural spaces owned collectively by the Birchwood POA**
- **Amenities – clubhouse area, golf course and golf facilities, racquet sports venues, pool area, and fitness center**

**Birchwood Farms Golf & Country Club  
Property Owners Association (POA)  
Rules & Regulations**

**a. General Rules**

**General Manager/COO: Paul Marazzo  
(paul@birchwoodcc.com, 231-526-2166, extension 512)**

**1. For purposes of this document:**

- The term “member” includes the Birchwood member and their spouse or designated guest. A designated guest is a person, designated by an unmarried member, residing in the member’s household.
- The term “immediate family” includes the members’ adult children and their spouses (or designated guest) and their children under the age of 21, and parents.

**2. Security**

- a. Birchwood POA is not responsible for any loss or damage to personal property of members and guests or renters.
- b. In an emergency dial 911. Birchwood Security will also respond as all Security Officers are, at minimum, EMT qualified.
- c. For nonemergency assistance dial 526-2751 for the Security Office.

**3. Billings**

All questions concerning assessments and charges shall be addressed to the Accounting Office.

**4. Member Responsibility**

- a. Member will be held responsible for any damage to POA property caused by the member, member’s family and guests or renters.
- b. Failure to comply with Birchwood rules may result in loss of membership privileges at the discretion of the Board of Trustees.
- c. Guests (other than immediate family) must be accompanied by a member, unless other arrangements have been approved by the General Manager/COO.

**4. Code of Conduct – All Members, Guests and Renters**

- a. Conduct will be in a polite, courteous and civil manner so as not to jeopardize or interfere with the rights and privileges of other members and guests or renters.
- b. Refrain from loud, profane, indecent or abusive language.
- c. Cellphone Use: Practice common and courteous cell phone etiquette when at the Clubhouse and outdoor facilities. See rules for each amenity for any specific cell phone use restrictions.
- d. Dress Code: Comply with the dress code listed in each amenity. Birchwood is a country club community; therefore, all clothing should be in good taste.
- e. Directory/Insignia: Use of Birchwood stationery, roster, the name or insignia, for the purpose of solicitation of any type, without first obtaining permission from the Board of Trustees, is prohibited.
- f. Complaints against any member or staff are to be made, in writing, to the General Manager/COO.
- g. Complaints regarding monetary fines are to be made in writing to the General Manager/COO.
- h. Complaints against the General Manager/COO are to be made, in writing, to the Birchwood POA Board of Trustees.

**5. Birchwood Property and Roadways**



**Birchwood Farms Golf & Country Club**  
**Property Owners Association (POA)**  
**Rules & Regulations**

- a. Aircraft and hot air balloons are prohibited from landing or taking off from Birchwood property. Exception: aircraft for emergency use.
  - b. Overnight parking on roadways is prohibited. Exception: police/fire EMT vehicles.
  - c. Drones are prohibited on Birchwood property unless authorized by the Chief of Security.
  - d. Snowmobiles, all terrain and other powered vehicles not licensed for public highway use are prohibited on Birchwood roadways.
  - e. Horseback riding is prohibited.  
"For Sale" signs shall not be displayed on vehicles in the Common Grounds.
  - f. Privately owned golf carts are prohibited.
  - g. Maximum Speed Limit on all Birchwood roads is 25 mph (radar enforced). Traffic fines are as follows:
    - 26 thru 34 mph – \$50.00
    - 35 thru 40 mph – \$100.00
    - Over 40 mph – \$200.00
    - Stop Signs, illegal parking and other violations listed in this paragraph I.A.5 – \$50.00
    - Parking in designated handicap spaces – \$200.00
    - Traffic fines may be doubled for multiple offenses
- 6. Trash/Recycle Bins** (under video surveillance)
- a. No items are to be left outside the trash/recycle bins, subject to a \$100 fine per occurrence. Fine may be doubled for multiple offenses.
  - b. Only the green or blue rubbish bags, purchased from the Birchwood Accounting Office, are authorized for disposal in trash bins. Unauthorized bag(s) are subject to \$100 fine per occurrence. Fine may be doubled for multiple offenses.
- 7. Birchwood Ponds**
- a. Bank fishing is allowed on the two ponds adjacent to the M-119 entrance. Vehicle parking on roadway shoulders by fishing ponds is prohibited except adjacent to the roadway between ponds. Parking next to fishing ponds is prohibited.
  - b. Fishing is prohibited on all other ponds within Birchwood.
  - c. Any other recreational activity (for example: ice fishing, ice skating, boats, rafts and docks) is prohibited on all ponds.
- 8. Domestic Animals/Pets**
- a. Domestic Animals (except service animals as defined by applicable Michigan regulations) are prohibited at the clubhouse and decks, racquet sports courts, golf course/practice facilities, cart barn area, Three-Way House eating area and pool area.
  - b. Pets must be under the control of owners at all times, leashed beyond member's homesite or living unit and are not permitted to become a nuisance to neighbors and the community at large.
  - c. It is the owner's responsibility to clean up after their pet's waste in public areas.

**Birchwood Farms Golf & Country Club  
Property Owners Association (POA)  
Rules & Regulations**

**b. Clubhouse Amenities**

**Clubhouse amenities include the clubhouse and all clubhouse entrances, decks, parking lots; the Three-Way House area; the pool area; and the playground area.**

**General Manager/COO: Paul Marazzo  
(paul@birchwoodcc.com, 231-526-2166, extension 512)**

**1. General Rules**

- a. The Clubhouse will comply with all federal, state and local laws pertaining to the sale and service of alcoholic beverages
- b. All indoor spaces are tobacco-free environments.
- c. No cell phone conversations in the indoor dining areas (Grill Room, Casual Bar, Dining Room, Library), on the golf course or the racquet sports courts.
- d. Except for special events, children under the age of 12 are not permitted in the Clubhouse unless accompanied by an adult.
- e. Domestic animals, except service animals as defined by applicable state regulations, accompanying members and guests or renters are not permitted in the Clubhouse area.
- f. Guests (other than immediate family) must be accompanied by the member, unless other arrangements have been approved by the General Manager/COO.

**2. Clubhouse Area Dress Code**

Birchwood management staff will determine appropriateness of any clothing.

- a. Tank or halter shirts, t-shirts, thong-style swim suits, short shorts, micro-mini skirts, and cutoff shorts are prohibited.
- b. Denim must be free from holes, frayed edges, or stains.
- c. Bathing attire with cover-ups, tennis attire, fitness attire or sweat suits are allowed in the Casual Bar and clubhouse deck areas only.
- d. Golf hats/caps are not to be worn in the clubhouse dining room, grill room or library. Exceptions to this rule include golf events and costume or themed parties.
- e. The dress code for some special events and holidays may differ from the dress code provided above. Please refer to the event invitation or flyer for the appropriate dress code, approved by the General Manager/COO.
- f. No spiked golf shoes are allowed in the Clubhouse or Clubhouse decks.
- g. Shoes worn on clay courts must be cleaned before entering the Clubhouse.

**3. Charges and Billings**

- a. Member Charges: All services provided a member will be charged to his or her Club account. Members are requested to sign checks with a legible signature and account number. Unless otherwise indicated a 20% gratuity will be added to all food and beverage charges.
- b. Guest Charges: Guests may use Visa, MasterCard, Discover or American Express when in the company of a member.

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- c. Renter Charges: Purchases may be charged to the Renter's Registration Card or to the Visa, MasterCard, Discover or American Express on file in the Accounting Office.
- d. Billings: All questions concerning charges and billings shall be addressed to the Accounting Office.

**4. Dining/Event Cancellation**

- a. 24 Hour Grill Room Cancellation: Dinner reservations must be cancelled at least 24 hours in advance or the reserving member's account will be charged \$25.
- b. 14 Day Cancellation: Cancellations for selected events and activities (for example, the Lecture Series) must be received at least 14 days in advance to avoid having to pay a cancellation fee of 50% of the event charge. If a cancellation is received within 14 days of the event, and the opening is filled by another member who is on the wait list, no cancellation fee will be charged. Failure to cancel or attend will result in a full charge (100%) for the event.
- c. 48 Hour Cancellation: Cancellations for specified special events must be received at least 48 hours prior to the activity or the reserving Member will be charged 50% of the event charge. Failure to cancel or not attend will result in a full charge (100%) for the event.
- d. Exceptions to these rules are at the discretion of the General Manager/COO.

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at the discretion of the Board of Trustees.**

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**c. GOLF AMENITIES**

**Golf amenities include (3) nine-hole courses (Farms, Birches, and Woods), driving range, practice green, practice chipping area, cart barn and the Golf Shop**

**Director of Golf: Cris Cavitt, PGA Professional**  
**([cris@birchwoodcc.com](mailto:cris@birchwoodcc.com), 231-526-6245)**

**1. General Rules**

- a. All members and guests or renters must register in the Golf Shop prior to teeing off, including walkers.
- b. USGA Rules prevail. Local rules are provided on the score card and on the course.
- c. Junior golfers (under 16) must be accompanied by player with a valid driver's license.
- d. Replace divots or fill with sand provided.
- e. Repair ball marks.
- f. Rake bunkers to a smooth surface and place the rake in the bunker in a 90 degree position to the bunker's edge with handle being closest to the edge and the rake towards the center of the bunker.
- g. Players stopping for an excessive amount of time at the turn shall relinquish their priority on the course and must reapply to the starter, or the Golf Shop, before resuming play. Such players will be put into play at an available time.
- h. During prime playing periods, all golfers will be required to use a golf cart unless an exception is granted by the Director of Golf or Golf Professional.
- i. All golfers are required to maintain pace of play consistent with other golfers.
- j. Each player must have his or her own set of clubs.
- k. Players will be expected to complete 18 holes in 4 ¼ hours. Woods rotation 4 ½ hours.
- l. No more than 4 players are allowed in each group, unless approved by the Director of Golf or Golf Professionals.
- m. Whenever reasonable, return to the Clubhouse when lightning warning siren is sounded.
- n. As a courtesy to other members, when small children are on the practice and driving ranges, allow members, with scheduled tee times, space to warm up on the range.
- o. No domestic animals are allowed on the golf course during the hours of play.
- p. The Director of Golf and General Manager/COO may take any appropriate action deemed necessary for activities or conduct considered detrimental to the golf course, Birchwood members, or the general welfare of Birchwood's golf program.

**2. Dress Code**

- a. Proper golf attire is required: in the Golf Shop, on the golf course, on the driving range, on the practice area, on the putting green.
- b. Men and boys must wear shirts with collars, turtlenecks or mock turtlenecks. All shirts must be tucked in unless designed to be untucked.
- c. Cut-offs, short shorts and short skirts (shorter than mid-thigh), tank tops, tee shirts or blue denim are not allowed.
- d. Tennis/workout apparel and tights are prohibited. Leggings may be worn under golf skirts.
- e. Golf hats/caps must be worn bill-forward.
- f. Soft spikes are required at all times.

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**3. Schedule and Fee Information**

- a. Weekly Golf Schedule:  
Monday..... Open Play  
Tuesday..... Open Play, BWA Mixed Golf  
Wednesday ..... Women's Day Golf/Open Play  
Thursday ..... Open Play  
Friday ..... Men's Day Golf/Open Play  
Saturday-Sunday ..... Open Play  
Executive Course..... Contact the Golf Shop for days/times.
- b. Golf & Cart Fees:
- i. Golf Season (May 16 thru September 14) Rates:
- |                     |                       |                        |
|---------------------|-----------------------|------------------------|
| <b>Cart Fees:</b>   | <b><u>9 holes</u></b> | <b><u>18 holes</u></b> |
|                     | \$15.00               | \$25.00                |
| <b>Green Fees:</b>  | <b><u>9 holes</u></b> | <b><u>18 holes</u></b> |
| BMGP Family*        | \$20.00               | \$40.00                |
| BMGP Guest          | \$45.00               | \$70.00                |
| Renter/Family/Guest | \$70.00               | \$125.00               |
| Reciprocity**       | \$45.00               | \$70.00                |
- ii. Shoulder Season (September 15 thru May 15) and Twi-Lite (after 3:30pm) Rates:
- |                      |                       |                        |
|----------------------|-----------------------|------------------------|
|                      | <b><u>9 holes</u></b> | <b><u>18 holes</u></b> |
| BMGP Family*         | \$10.00               | \$20.00                |
| BMGP Guest           | \$20.00               | \$40.00                |
| Renter/Family/Guests | \$40.00               | \$80.00                |
| Reciprocity**        | \$20.00               | \$40.00                |
- \* *Adult children, their spouses and children over the age of 21, and the parents of the Birchwood Member with Golfing Privileges (BMGP).*  
\*\* *Requires the approval of the Director of Golf or the General Manager/COO*

**4. Tee Time Reservations**

- a. Golf course tee time reservations are recommended at all times. Reservations may be made through the Golf Shop staff, at (231) 526-6245.
- i. Renters may make tee time reservations the same day of play.
- ii. Nonconsecutive tee times in the same day are prohibited.
- b. The Director of Golf or Golf Professionals may require twosomes to combine and play as foursomes in periods of heavy play.
- c. To better use our golf course and offer our members the most efficient tee time schedule possible, please note that tee times not cancelled in a timely manner are subject to a "no show" charge. Failure to cancel or appear for a tee time may result in a cart fee charge for each reservation (for example: 4 players = 4 reservations).

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**6. Guest Privileges**

- a. A Birchwood Member with Golfing Privileges must accompany each foursome of guests, excluding family members, unless other arrangements have been approved by the Director of Golf.
- b. Renters must have renter/guest cards and proper identification; and must accompany each foursome of their guests.
- c. Birchwood Members with Golfing Privileges and their children and grandchildren under the age of 21 may play without paying green fees.
- d. Reservations for multiple group tee times must be approved by the Director of Golf or Golf Professionals.
- e. Accompanied “non-house” guests living within a 50-mile radius of Birchwood are limited to playing a total of three times per season exclusive of member/guest tournaments or fundraising events hosted by the Club. An individual guest may only play three times per season, regardless of how many members invite him/her to play.

**7. Golf Carts**

- a. Only carts owned or leased by the Club are allowed on the course.
- b. Golf carts are not allowed on private property, association roadways or in the Club parking lot without prior approval from the Director of Golf or Golf Professionals.
- c. Golf cart directional signs, roped areas and blocked areas must be observed. Carts are to be parked on the paths where available.
- d. In the event of a golf cart mishap, drivers of carts are responsible for any damage.
- e. The Club’s General Manager/COO, Golf Course Superintendent or Director of Golf shall determine whether or not the conditions of the course will permit the use of carts.
- f. No more than two players and two golf bags per cart are allowed. Only players with a valid driver’s license may operate a golf cart.
- g. All golf carts must be off the course before dark.
- h. Any player requiring a handicap flag (blue flag) must request one from the Golf Shop. Blue flags will be issued to those with medical conditions that do not allow them to walk long distances. Do not drive or park on the front approach of the greens.



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**d. RACQUET SPORTS/BOCCE AMENITIES**

**Racquet Sports amenities include the tennis courts, pickleball courts, bocce courts and the Racquet Sports Shop.**

**Director: Chuck Reisig, USPTA Elite Tennis Professional  
([chuck@birchwoodcc.com](mailto:chuck@birchwoodcc.com), 231-526-2372)**

**1. General Rules**

- a. The Official Rules of Tennis and The Code as promulgated by the USTA, the Rules of Bocce as promulgated by the USBF, and the Rules of Pickleball as promulgated by the IFP/USAPA govern court usage and play.
- b. Courts are not to be used for any purpose other than playing bocce, pickleball, and tennis or engaging in instruction for these sports.
- c. All players must register in the Racquet Sports Pro Shop prior to play unless they are participating in an organized activity or tournament (Men's Day, Ladies' Day or similar function where their participation is recorded by the staff). Players participating in organized league play are required to pay applicable fees, which must be paid at the time of registration.
- d. Reservations for court use may be made up to one week in advance. Reservations can be made on line ([birchwoodcc.com](http://birchwoodcc.com)) or by calling the Racquet Sports Pro Shop (231-526-2372).
- e. Lessons are available for all ages and levels. Call the Racquet Sports Pro Shop (231-526-2372) for individual lessons or clinics.
- f. Daily Court Hours are dawn to dusk.
- g. Children under the age of 12 are required to be accompanied by an adult unless engaged in supervised activity or lessons.
- h. No type of smoking (including e-cigarettes); use of tobacco products, intoxication, profanity or improper behavior is allowed.

**2. Court Privileges**

- a. Court privileges are extended to Birchwood members and their immediate family (adult children, adult children's spouses and children under the age of 21, and the parents of the members).
- b. Guests (other than immediate family) must be accompanied by a member, unless other arrangements have been approved by the Racquet Sports Director. The Racquet Sports Director or professional staff may approve additional guests on a limited basis to enhance member programs. Non-house guests, living within a 50-mile radius, are limited to playing a total of three times per calendar year.
- c. Birchwood members may request an extended 10-day guest pass, at no cost, at the discretion of the Racquet Sports Director. Guest(s) must not permanently reside within a 50 mile radius of Birchwood. Only one 10-day extended guest pass is allowed per guest, per calendar year.
- d. Event fees shall be determined by the Racquet Sports Director or professional staff. A listing of fees are posted on the Birchwood web site ([birchwoodcc.com](http://birchwoodcc.com)).
- e. Renters:
  - i. Renters with renter/guest cards and proper identification have court privileges for one court (renter and 3 guests). Any guests of the renter must be accompanied by the



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renter.

- ii. Renters can call the Racquet Sports Pro Shop for any applicable court fees (231-526-2372).

3. **Dress Code**

- a. Appropriate court attire is required.
  - i. No cut-offs, blue denim or tank tops.
  - ii. Court shoes must be worn for court care and safe play.
- b. Appropriate court attire is determined by the Racquet Sports Director and professional staff.

4. **Court Care**

- a. After open play and during the shoulder seasons, groom the courts and sweep the lines when applicable as a courtesy to subsequent players.
- b. Hang any court equipment on the fence after use.
- c. Report any damage to the court surface or tapes to the staff.
- d. Do not tamper with the hydro-grid irrigation system (canisters, valve boxes or timing devises).
- e. No food on courts unless during specific functions and monitored by staff.

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at the discretion of the Board of Trustees.**

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**e. POOL AND PLAYGROUND AMENITIES**

- **Pool Area amenities include the swimming pool, children's pool, deck area within the fence, and the adjacent locker rooms.**
- **Playground amenities includes the play structure adjacent the pool area.**

**Chuck Mullins, Chief of Security/ACSC  
(231)526-2751, chief@birchwoodcc.com**

**1. Playground**

The playground is not supervised by Birchwood staff. Parents/guardians and guests or renters are responsible for their children's safety on the playground.

**2. Pool Registration**

- a. Pool privileges are extended to Birchwood members and their immediate family (adult children, adult children's spouses and children under the age of 21, and the parents of the members).
- b. Everyone entering the pool area must sign in with the lifeguard on duty.
- c. Children under 13 years of age must be accompanied by a member or member's family, 16 years of age or older.
- d. Guests (other than immediate family) must be accompanied by a member, unless other arrangements have been approved by the Chief of Security. "Non-house" guests living within a 50-mile radius of Birchwood are limited to three visits per year.
- e. Renters with renter/guest cards and proper identification have pool privileges, limited to the number of cards issued. Any guests of the renter must be accompanied by the renter.

**3. Pool and Pool Area General Rules**

- a. Lifeguards are on duty to enforce the pool rules and regulations and to respond to emergencies. Lifeguards have the final say on all pool rules.
- b. Proper swimwear is required. Street clothes are not permitted in the pool.
- c. No pets allowed in the pool area.
- d. No tobacco products in the pool area.
- e. All persons using the swimming pool must abide by the pool safety rules as posted in the pool area.
- f. Persons with an infection or communicable disease, open sores, cuts or rashes are not allowed to enter the water.
- g. All food and drink must be purchased from the Clubhouse or 3-Way House, except when both are closed.
- h. Food may be consumed in the deck area. No food, beverage or gum allowed in the pool.
- i. Glassware is not permitted in the pool area.
- j. Members and guests are responsible for placing their trash in the containers provided.
- k. No running, pushing, shallow-end diving, or "rough-housing," is allowed in the pool area.
- l. Anyone, at any given time, may be asked to pass a swim test by the lifeguard on duty.
- m. Water toys and flotation devices may be permitted at the lifeguard's discretion.
- n. Pointed objects, water pistols that shoot more than 24" or any activity deemed unsafe by the lifeguard is prohibited.
- o. No sitting, hanging or misuse of the lane markers. No hanging on the basketball hoop or volleyball net and no standing on the walls located in the confines of the pool.
- p. Members may use the pool in conjunction with personal trainers or instructors. Personal

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trainers and instructor sessions must be reserved with the Accounting Office.

**4. Children's Pool Rules**

- a. For use by children 6 years of age or younger and requires direct supervision
- b. No lifeguard on duty for children's pool.
- c. A walking path surrounding the children's pool must be maintained. Do not block the pathway with chairs and personal items.
- d. Children must be accompanied by an adult who must remain within the children's pool area.
- e. Appropriate swim diapers must be worn if child is not toilet trained.

**5. Pool Fines**

Body fluid or fecal incidents that require shutting down and shocking the pool may result in a \$200 fine.

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at the discretion of the Board of Trustees.**

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**f. FITNESS CENTER AMENITIES**

**The Fitness Center includes aerobic and weight training equipment, as well as exercise equipment.**

**Chuck Mullins, Chief of Security/ACSC  
(231)526-2751, chief@birchwoodcc.com**

**1. General Rules**

- a. All persons must register in at the desk in the Fitness Center before using the facility.
- b. The daily hours of operation are 5:00am – 10:00pm.
- c. Fitness Center privileges are extended to Birchwood members and their immediate family (adult children, adult children's spouses and children under the age of 21, and the parents of the members).
- d. Renters with renter/guest cards and proper identification have Fitness Center privileges, limited to the number of cards issued. Any guests of the renter must be accompanied by the renter.
- e. Guests (other than immediate family) must be accompanied by a member, unless other arrangements have been approved by the Chief of Security. "Non-house" guests living within a 50-mile radius of Birchwood are limited to three visits per year and must be accompanied by a member.
- f. Children under 15 years of age must be accompanied by an adult.
- g. The Fitness Center is not staffed. However, the Fitness Center is monitored by closed-circuit television.
- h. Members are able to use the facility in conjunction with personal trainers. Personal training sessions must be reserved with the Club. A reserved personal training session is only for the facility; individual equipment cannot be reserved.

**2. Use of Equipment**

- a. Misuse of equipment will not be tolerated.
- b. Shirts are required and must be worn at all times.
- c. Tennis shoes must be worn at all times. Shoes that are worn outside of the Fitness Center (whether "street shoes" or tennis shoes) cannot be worn in the equipment room of the Fitness Center.
- d. After use, wipe down the equipment with antiseptic wipes supplied.
- e. Cardio equipment is limited to 30 minutes per session if others are waiting.
- f. Equipment use is on a first-come basis; equipment cannot be reserved.
- g. Equipment with personal TVs are to be accessed with headphones only. Headphones and batteries can be purchased in the Accounting Office if needed.

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