

STATEMENT OF GUIDING PRINCIPLES FOR BIRCHWOOD FARMS GOLF & COUNTRY CLUB

Birchwood Farms Golf & Country Club was created to be the focal point of a private residential community known as Birchwood Farms Estates. Our objective is to be a private Club of exceptional quality and character – one that is noted for its natural beauty and the graciousness of its Members and staff – a Club that will be a credit to its Members and the many people who made possible its creation and development.

Birchwood will continue to encourage a membership consisting of area Members, as well as a membership from the diverse sections of the State of Michigan and other regions of the United States.

Birchwood shall foster harmony and friendship among all Members. The Club will encourage and support social and recreational relationships and endeavor to serve fairly and thoughtfully, the varied interests of its membership.

Birchwood shall be well managed and shall be operated on a sound financial basis. The structure of the Club governance shall be fairly representative of the Members' interests and designed to provide a balanced decision-making process as a part of which there shall be full and regular opportunities for input by Members through the Committees, Officers and Directors of the Club.

Birchwood shall recognize and protect the investments of its Members in Club facilities, homes, road and water systems and improvements within its community.

REMINDER

Birchwood Farms Golf & Country Club asks its members, their families, guests and renters to practice common and courteous cell phone etiquette when at the Clubhouse and outdoor facilities. See Cell Phone Use in House Rules. (Revised 03-2019)

It shall ensure that existing restrictions, as stipulated in the Covenants, Bylaws, and Rules and Regulations, are enforced in a manner compatible with the best interests of all Members including the ability of the Board of Trustees to levy fines and penalties for any declared violations as set forth in the Covenants, Bylaws, and Rules and Regulations.

Birchwood will serve and support the fine traditions of the game of golf and will give particular attention to assuring that our golf courses are of preeminent quality. The facilities for tennis, swimming and other recreational sports will likewise be maintained in first quality condition.

The Club shall restrict and limit guest use insofar as necessary to ensure that the privileges of the Members and their full enjoyment of Birchwood are provided for first. Appropriate levels of accompanied guest use of Birchwood are encouraged because such use is in the best interest of the Club and its Members. All guests shall be Member-sponsored and shall strictly adhere to the rules that govern the guest use of Birchwood's facilities.

Birchwood Farms Golf & Country Club will act ethically and responsibly in its treatment of employees, in its relationships with nearby communities and all agencies of government, in its transactions with other Clubs, suppliers and businesses, and in its care of the environment within its boundaries.

REMINDER

Please respect the private property of Birchwood members by remaining on the Club's common property at all times. (December 2006)

HOUSE RULES

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

Alcohol: The Club will comply with all federal, state and local laws pertaining to the sale and service of alcoholic beverages. Club employees may, at their discretion, refuse to serve alcoholic beverages to any person who appears to be intoxicated or on the verge of becoming intoxicated. Alcoholic beverages are not to be served to minors (i.e., persons under the age of 21).

Animals: Domestic animals, except service animals as defined by applicable state regulations accompanying members and guests, are not permitted in the Clubhouse or decks, racquet sports courts, golf practice facilities, cart barn area, Three-Way House eating area and pool area. (Revised 03-2019)

Attire: All members, guests and renters are asked to comply with the dress code listed below to enhance their overall enjoyment of the Club. Please keep in mind that Birchwood is a family-friendly environment, so all clothing should be in good taste and shirts should be tucked in. Please adhere to the following dress codes as noncompliance places staff in an awkward position of confronting members or their guests.

The following items are considered inappropriate in all Club areas:

Tank or halter shirts, t-shirts, thong-style swim suits, short shorts, micro-mini skirts, cut-off shorts or any other clothing management feels inappropriate.

Clubhouse:

Blue denim must be free from holes, frayed edges, or stains. Bathing and fitness attire with proper cover ups or sweat suits are not allowed in the Grill Room, Main Dining Room or Private Dining Room/Library.

Hats or other head covers are not to be worn by males within the covered areas of the Club, aside from the Three-Way area and the Pro Shop. Exceptions to this rule include golf events and costume or themed parties. 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.

Poolside: Casual clothing, tennis attire, bathing suits and cover-ups are permitted.

Billings: All questions concerning a member's dues and charges shall be addressed to the Controller or General Manager/COO.

Cell phone use: 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) and Pool Deck. Cell phones should be used for emergency purposes only on the golf course and the racquet sports courts. (Revised 03-2019)

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.

Children: Members are responsible for the conduct of their children and their children's guests. Except for special events, children under 12 years of age are not permitted in the Clubhouse unless accompanied by an adult.

Clubhouse Area/Environ: Clubhouse environ shall mean all Clubhouse entrances, decks, parking lots, racquet sports courts, golf practice facilities, cart barn area, Three-Way House area and pool area.

Complaints: All complaints against the General Manager/COO shall be made, in writing, to the Board of Trustees. All complaints against any member or staff shall be made, in writing to the General Manager/COO.

Credit Cards: Visa/MasterCard or Discover may be used by guests or renters who present a registered guest or renter's card, or are in the company of a sponsoring member.

Directory/Insignia: No member or employee of the Club shall use Club stationery, roster, the name or insignia of the Club for the purpose of solicitation of any type, including but not limited to circulars or communications to members or others without first obtaining permission from the Board of Trustees. No member or employee of the Club, shall furnish the mailing list of the Club for any purpose whatsoever, without first obtaining permission from the Board of Trustees.

Employees: The giving of directions to and the reprimanding of employees are the responsibility of the General Manager/COO. Members are requested to report any incivility by an employee to the General Manager/COO or the Manager's representative. Members wishing to engage the service of the Club's employees off premises should make such arrangements through the office of the General Manager/COO. Members shall not request employees

to leave Club premises to perform personal member services.

Food & Beverages: No food or beverages shall be consumed in the Clubhouse unless purchased from the Club. The General Manager/COO must authorize any deviation from this rule.

Gambling: Illegal gambling is prohibited on Club property.

Golf Shoes: Only spikeless shoes or shoes with soft spikes, are allowed in the Clubhouse, Pro Shop, or on the decks.

Hours: The hours during which the Clubhouse and grounds are open and the hours of operation of food and beverage service shall be set from time to time. Such hours of operation shall be posted at the Club office.

Liability: The Club will not be responsible for any loss or damage to personal property of members, guests or renters.

Personal Conduct: Members, their families and their guests shall at all times conduct themselves in a polite, courteous and civil manner so as not to become a nuisance or to cause any person to feel threatened, uncomfortable or unwelcome on the common properties.

Profanity: The use of profanity on the common properties in an angry or threatening manner in close proximity to any member or guest or directed at a staff member is strictly prohibited.

Smoking: Smoking and tobacco products, including e-cigarettes, are permitted only on the golf course and at the designated location in the lower level handicap parking area. Marijuana is prohibited on all common properties. (Revised 03-2019)

24 Hour - Cancellation Rule: Cancellations for special events must be received at least 24 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.

14 Day - Cancellation Rule: Cancellations for selected events and activities (for example, the Lecture Series) must be received at least 14 days prior 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.

Speed Limit: A major concern is the preservation of peace and safety for residents and visitors in our Birchwood community. It is more apparent that as we continue to progress, the frequency of speeding violations is also increasing, resulting in a number of "close calls". Walkers, bicyclers, joggers and others should be able to enjoy the use of the roads without apprehension of personal danger. As traffic levels increase, so does the risk.

Recognizing the need to assist the Security Department in controlling this problem, the Board of Trustees, with full support of legal counsel, has authorized the increase of speeding violation fines. Security Officers have been instructed to take the following actions upon violation of the posted speed limit.

Members, guests, renters, employees, contractors and commercial vehicles: Courteously request vehicle to stop. Issue a ticket imposing appropriate fine with a due date. Unauthorized vehicles will be escorted to the nearest exit.

Speeding Fines:
26 to 34 MPH: \$25.00 Fine
35-to 40 MPH: \$50.00 Fine
Over 40 MPH: \$75.00 Fine

If multiple tickets are received within a six month period the fine charged will be equivalent to next higher bracket i.e. second offense at 34 MPH will incur a fine of \$50.00

Third Offense: Contractors and commercial vehicles: Courteously request vehicle to stop. Issue a ticket imposing appropriate fine with due date. Owner of vehicle will submit a written pledge to henceforth adhere to the speed limit. The driver will be prohibited from driving in Birchwood for 30 days.

These measures are implemented for the common good. We urge your compliance and support.

Cris Cavitt, PGA Director of Golf

Birchwood Farms Golf & Country Club is a private community. Open play is not allowed at any time, unless accompanied by a member.

Golf is a sport in which etiquette is important and conforming to rules and regulations is mandatory if members and guests are to derive maximum enjoyment. The following rules, which have been prepared by the Golf Committee and adopted by the Board of Trustees, shall be enforced by the General Manager/COO, Director of Golf, Golf Committee and Board of Trustees.

A. REGISTRATION

All members, renters and guests must be registered prior to teeing off, including walkers.

B. STARTING TIME RESERVATIONS

1. Golf course starting time reservations are required at all times. Reservations are made through the Pro Shop staff or online.

a) Members who have golfing privileges may reserve a tee time not more than one week in advance. Tee times for Monday golf may be made at the earliest on the preceding Monday morning (i.e., one week earlier). Saturday and Sunday tee times may be made at the earliest on the preceding Saturday (i.e., one week earlier and in the case of Sunday, one week and one day earlier). Online tee times will adhere to the same tee time policy. (10.28.19)

b) Rental guests may reserve a tee time not more than two days in advance.

c) Members or renters cannot make non-consecutive tee times in the same day.

2. The Director of Golf, or his staff, may require twosomes to combine and play as foursomes in periods of heavy play.

3. In order to better utilize our golf course and offer our members and guests 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 will result in a cart fee charge of \$23 each or \$92 per foursome.

C. HANDICAPS

1. The handicap system is formulated by the United States Golf Association (USGA) and

administered by the Golf Association of Michigan (GAM).

2. Each member shall record his or her score every time he or she completes at least 13 holes of an 18-hole round OR two consecutive 9-hole rounds. Players who fail to post scores will not be eligible for tournament prizes.

3. Scores from other courses (away scores) must be entered as well.

4. In order to obtain USGA Handicap Index from Birchwood Farms Golf & Country Club, a golfer must post at least five 18-hole scores from Birchwood, or present 10 scores from another recognized golf course.

D. TOURNAMENTS

1. Tournament participants must have a current established handicap index as defined by the United States Golf Association rules to share in tournament prizes.

2. Birchwood members must have a current established handicap index on record at Birchwood Farms Golf & Country Club to participate in any Birchwood golf event.

3. Registration for tournaments is restricted to Birchwood members. Preview Members are not permitted to participate in Club events (unless invited as a guest of a Property Owner, i.e. Silver Birch, Green Coat).

4. Scores from the following competitions must be posted in the computer with a "T" (Tournament).

Member-Member Tournament
Green Coat Invitational
Silver Birch Invitational
Club Championship Tournament
Mixed Team Club Championship

E. GUEST PRIVILEGES

1. A member must accompany each foursome.

2. Renters must have guest cards for proper identification and accompany each foursome of their guests.

3. Members who have golfing privileges and their spouses or Designated Guest and their children and grandchildren under the age of 21 may play without paying green fees. (Revised 10.28.19)

4. Reservations for multiple group tee times must be approved by the Director of Golf and/or Golf Committee Chairman.
5. 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.
6. Reciprocal club play is not permitted between Memorial Day and Labor Day. Reciprocal club play is limited to those Private Clubs approved by the Golf Committee or Director of Golf.
7. The Director of Golf may allow another Golf Professional a one-time courtesy round per year.
8. Staff members may utilize the course based on the personnel policy approved by the Board of Trustees.

F. GOLF CARTS

1. Only carts owned or leased by the Club will be allowed on the course.
2. Golf carts are not allowed on private property or association roadways, or in the Club parking lot without prior approval from the Director of Golf or General Manager/COO.
3. Golf cart directional signs, roped areas and blocked areas must be observed. Carts are to be parked on the paths where available.
4. Carts are not to be driven within 30 feet of all greens or tees (where cart paths are not available).
5. Drivers of carts are responsible for any damage caused to the cart by them.
6. 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.
7. No more than two players and two golf bags per cart are allowed.
8. Only adults (16 years or older), with a valid driver's license, may operate a golf cart.
9. All golf carts must be off the course before dark.
10. 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. Players must use discretion at all times. Carts are not to be driven on or near the putting greens or tee boxes, at any time.

G. GENERAL RULES

1. Weather conditions permitting, the golf course will be open from May 1st through October 31st of each year.
2. On Saturdays, Sundays and holidays, junior golfers (under 16) will not be permitted on the course unless accompanied by an adult.
3. Junior golfers (under 12) must be accompanied by an adult at all times. This includes the driving range, practice green and the short game area.
4. Proper dress is required at all times: in the Clubhouse, on the golf course, driving range, practice area, putting green, etc.
 - a) Men and boys must wear shirts with collars, turtlenecks or mock turtlenecks. Mock turtlenecks must be a minimum of 1 3/4" in length, measured from neck seam to top of collar. All shirts must be tucked in.
 - b) Cut-offs, short shorts, tank tops, tee shirts or blue denim are not allowed.
 - c) All cuffs of shorts must not be higher than mid-thigh length.
5. It is the responsibility of every golfer to keep the course in good condition including replacing divots and fixing ball marks.
6. Groups 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 Pro Shop, before resuming play. Such players will be fitted into play at an available time.
7. 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.

GOLF RULES & REGULATIONS

8. All beginning golfers are required to maintain pace of play consistent with other golfers.

9. Each player must have his or her own set of clubs.

10. Players will be expected to complete 18 holes in 4 ¼ hours. Woods rotation 4 ½ hours.

11. Birchwood has an in-house handicap computer system. Each 9 or 18 hole round played must be entered into the system.

12. No more than 4 players are allowed in each group, unless approved by the Golf Professional.

13. Immediately return to the Clubhouse when lightning warning siren is sounded.

14. A designated practice area is available for the use of all players. Practice is not permitted on the golf course at any time.

15. As a courtesy to other members, when small children are on the practice and driving ranges, please allow members with scheduled times space to warm up on the range.

16. All group outings must be pre-approved by the Board of Trustees each year.

17. The Director of Golf and his staff have full authority to enforce these golf rules. Further, 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 or general welfare of the golf program.

18. No domestic animals are allowed on the golf course during the hours of play.

H. 2019 WEEKLY GOLF SCHEDULE

1. Monday.....Open Play
2. Tuesday.....Open Play
BWA Mixed Golf
3. Wednesday.....Ladies' Day Golf
4. Thursday.....Open Play
5. FridayMen's Day Golf
6. Saturday-Sunday.....Open Play
7. Executive Course Please contact the Golf Shop for days/times.

I. GOLF & CART FEES

1. Cart Fees:	<u>9 holes</u>	<u>18 holes</u>
	\$14.00	\$23.00

2. Guest Fees:

	<u>9 holes</u>	<u>18 holes</u>
POA Immediate Fam*	\$20.00	\$40.00
PM Immediate Fam *	\$20.00	\$40.00
Accompanied Guest	\$45.00	\$70.00
Renter	\$45.00	\$70.00
Reciprocity**	\$45.00	\$70.00

Shoulder Season (September 15 thru May 15) and Twi-Lite (after 3:30pm year round) Rates

	<u>9 holes</u>	<u>18 holes</u>
POA Immediate Fam*	\$10.00	\$20.00
PM Immediate Fam *	\$10.00	\$20.00
Accompanied Guest	\$20.00	\$40.00
Renter	\$20.00	\$40.00

* Adult children, their spouses and children over the age of 21 and the parents of the voting member or preview member and their spouse or designated guest.

** Requires the approval of the General Manager/COO and/or the Director of Golf.

J. SOFT SPIKES

1. Soft spikes are required at all times.

K. ENTRY RULES FOR GREEN COAT MEN'S MEMBER/GUEST INVITATIONAL

1. One point is issued to each Member each year he applies and participates, or doesn't participate, if no fault of his own.

2. Members with the most points are given priority each year as long as entries are submitted prior to the deadline.

3. Members must have a current established handicap index on record.

4. When the field is filled, entrants will be placed on an alternate list (first) based on points accumulated and (second) by date stamp of received application.

5. Entry forms must be returned or delivered to the POA Office c/o Executive Assistant.

6. Entrants must be in good standing as determined by the Board of Trustees.

7. You will receive written confirmation of your acceptance or your priority listing on an alternate list.

L. ENTRY RULES FOR SILVER BIRCH LADIES' MEMBER/GUEST INVITATIONAL

1. Members must have a current established handicap index on record.
2. Entry forms must be returned or delivered to the POA Office c/o Administrative Assistant .
3. Entrants must be in good standing as determined by the Board of Trustees.
4. You will receive written confirmation of your acceptance or your priority listing on an alternate list.

RACQUET SPORTS RULES & REGULATIONS

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, shall govern court usage and play.

Denny Green,
USPTA Tennis Professional
USAPA Member – Pickleball
USBF Member- Bocce

1. Guest fees shall be determined annually by the Board of Trustees. Event fees shall be determined by the Racquet Sports Professional. A listing of fees shall be posted in the Racquet Sports Pro Shop.

2. All players must register in the Racquet Sports Pro Shop prior to play unless they are participating in an organized activity, tournament, Men's Day, Ladies' Day or similar function where their participation is otherwise recorded by the staff. Players that participate in organized league play are required to pay applicable fees and must be signed for at the time of registration.

3. Court Privileges are extended to Property Owners including their immediate family members as defined in the Bylaws, Article II, Section 3 (b), Social Members including their immediate family members as defined in the Bylaws, Article II, Section 3 (c) and Preview Members including their immediate family members as defined in the Bylaws, Article II, Section 3 (d) and renters and lessees as defined in the Bylaws, Article II, Section 3 (e).

4. Guest Privileges: Property Owners, Social Members, Preview Members and renters and lessees shall be entitled to bring accompanied guests. The Racquet Sports Professional and/or General Manager/COO 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.

5. Guest Policy Criteria: Property Owners, Social Members, Preview Members, renters and lessees may request an extended 10 (ten) day guest pass, at no cost, at the discretion of the Racquet Sports Professional or General Manager/COO.

- a) Guest(s) must not permanently reside within a 50 mile radius of Birchwood.
- b) Only 1 (one) 10 (ten) day extended guest pass is allowed per guest, per calendar year.

6. Reservations for court use may be made up to one week in advance.

7. Lessons are available for all ages and levels. Please call the Racquet Sports Pro Shop for individual lessons or clinics.

8. Daily Court Hours are dawn to dusk.

9. Proper court attire is required at all times. No cut-offs, blue denim or tank tops are allowed. Court shoes must be worn for court care and safe play.

10. Courts are not to be used for any purpose other than playing bocce, pickleball and tennis or engaging in instruction for these sports.

11. Court care: Proper care must be taken when using the courts. After open play and during the shoulder seasons please groom the courts and sweep the lines when applicable as a courtesy to subsequent players. Please hang any court equipment on the fence after use. Please report any damage to the court surface or tapes to the staff.

12. Do not tamper with the hydro-grid irrigation system (canisters, valve boxes or timing devices).

13. Children under the age of 8 years are required to be accompanied by an adult unless engaged in supervised activity or lessons.

14. No food on courts unless during specific function and monitored by staff. Please use adjacent lawn areas.

15. No type of smoking, including e-cigarettes and use of tobacco products, intoxication, profanity or improper behavior is allowed.

POOL RULES & REGULATIONS

1. All persons must register before using the pool facilities.
2. Property owners including their immediate family members as defined in the Bylaws, Article II, Section 3 (b), Social Members including their immediate family members as defined in the Bylaws, Article II, Section 3 (c), Preview Members including their immediate family members as defined by Article II, Section 3 (d) and renters are entitled to use the pool.
3. Pool may only be used according to posted regulations.
4. Children under 13 years of age must be accompanied by a person, 16 years of age or older, even when a lifeguard is on duty.
5. State law requires showering with soap before entering the pool.
6. No pets, radios, running, pushing, diving, rough play or climbing on others is allowed in the pool area.
7. Food and beverages purchased from the Club are allowed in the pool deck area. All glass containers are prohibited. No food, beverage or gum is allowed in the pool. (Revised 03-2019)
8. No type of smoking, including e-cigarettes, use of tobacco products, intoxication, profanity or improper behavior is allowed.
9. Children wearing diapers or incontinent persons must wear plastic pants/swim diapers when entering the water.
10. Proper swimwear attire is required at all times.
11. Persons with an infection or communicable disease, open sores, cuts or rashes are not allowed to enter the water
12. Instructions by the lifeguard must be obeyed at all times.
13. Bather Load Limit – Swimming pool maximum bather capacity of 225 people. Children’s pool maximum bather capacity of 32 people.
14. All injuries, however slight, must be reported to the lifeguard on duty immediately.
15. “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 at all times.
16. Swim at your own risk.
17. For emergencies, call 9-1-1 immediately.
18. Towel use is limited to one per person, per visit.
19. Anyone at any given time may be asked to pass a swim test demonstrated at a skill level determined by the on duty lifeguard.
20. Water toys and flotation devices may be permitted at the lifeguard’s discretion.
21. The pool is to be cleared of all persons during inclement weather upon the direction of the lifeguard.
22. Parent/Guardian is responsible for the safety and behavior of their children in all Birchwood pools, at all times.
23. No sitting or hanging on the lane marker lines. No hanging on the basketball hoop or volleyball net or no standing on the walls in the pool.
24. Members may use the pool in conjunction with Personal Trainers or Instructors. Personal Trainers and Instructor sessions must be reserved with the Pool Director. A master calendar and login book will be maintained and will include a contract and signed waiver. Each Personal Trainer and Instructor will be responsible to invoice all training charges through the Pool Director. Birchwood will retain 20% of all fees for use of the facility. Any Personal Trainer or Instructor not abiding by these rules will be denied access to the facility. Please see the Pool Director for a list of approved Personal Trainers and Instructors.

FITNESS CENTER RULES & REGULATIONS

1. All persons must register in the Fitness Center before using the facility. Misuse of equipment will not be tolerated. Shirts are required and must be worn at all times.
2. Property owners including their immediate family members as defined in the Bylaws, Article II, Section 3 (b), Social Members including their immediate family members as defined in the Bylaws, Article II, Section 3 (c), Preview Members including their immediate family members as defined by Article II, Section 3 (d) and renters are entitled to use the Fitness Center.
3. "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 at all times.
4. Children under 15 years of age must be accompanied by an adult.
5. The daily hours of operation are 6:00am-10:00pm
6. 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 within the Fitness Center.
7. The Club will supply antiseptic wipes to be used on equipment after each use.
8. The Fitness Center is not staffed. However 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. A master calendar and login book will be maintained and will include a contract and signed waiver. Personal trainers will be responsible to invoice all personal training charges through Member accounts. Birchwood will retain 20% of all personal training sessions as a user fee for the facility. Personal Trainers not abiding by these rules will be denied access to the facility.
9. Cardio equipment is limited to 30 minutes per session if others are waiting. Equipment use is on a first come basis, equipment cannot be reserved.
10. Birchwood will provide two life link devises that can be worn by individuals when using the facility alone. The devises are linked directly to 9-1-1 and will initiate a call to Birchwood's First Responders. These devices are available in the Accounting Office.

11. All cardio equipment will have personal TV's that are to be accessed with headphones only. Headphones and batteries can be purchased in the Accounting Office if needed.

12. The Fitness Center is monitored by closed-circuit T.V.

RENTER RULES & REGULATIONS

1. Renters of dwellings may use all Birchwood Common Properties. This privilege is extended to only one Renter and that person's spouse and children under the age of 21. Other persons staying in the dwelling are considered guests of the Renter and may only use the golf course in the company of the Renter or their spouse.

2. Rental within Birchwood shall be no less than seven (7) consecutive days during May through September of any given year.

3. A Birchwood Registration Fee is required for all rental periods.

Months	Base Fee	Additional Weekly Fee
May - September	\$100	\$50
October - April	\$50	\$25
Monthly	\$200	n/a
Maximum	\$500	n/a

4. The Registration Form shall be completed and submitted to the Birchwood Accounting Department prior to rental start date (along with the Registration Fee, a copy of the signed rental agreement and copy of Renter's driver's license).

5. A Birchwood House Account is required for the Renter and must be secured by a credit card (Visa, MasterCard or Discover). All charges made by the Renter, family and guests will be billed to the credit card provided.

6. Until the Registration Form, House Account Application and Registration Fee have been received by Birchwood and Renter Cards and House Account numbers have been issued, the Renter, immediate family and guests are unable to use the dining facilities, use the golf courses and make purchases of any kind.

7. Renters will be issued Guest Cards for guests identified on the Registration Form.

8. Renter and Guest Cards will be available for pick up from the Birchwood Accounting Department during normal business hours. Outside of normal business hours the cards will be available in the Security Department.

9. All Renters, their immediate families and Guests shall adhere to the Rules that govern the use of Birchwood's amenities and Common Properties. Violations shall be adjudicated using the same procedures as if the violator were a Voting Member.

10. A \$25.00 replacement fee will be charged for each lost Renter or Guest Card.

11. The Owner (Voting Member) is responsible for any unpaid charges or fees incurred by the Renter.

12. Existing Voting Members who rent a dwelling within Birchwood for their own use, are not subject to the Registration Fee.