

# **RULES & REGULATIONS OF LONG COVE CLUB OWNERS' ASSOCIATION, INC.**

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Authority for the development and enforcement of Rules and Regulations are contained in Article VII, Section 2 of the Covenants and Article XIII, Section 1 of the By-Laws of the Long Cove Club Owners Association, Inc., (hereinafter referred to as "Association").

The management and operation of the Association is the direct responsibility of the General Manager and Chief Operating Officer, who receives direction and support from and is solely responsible to the Board of Directors of the Association.

**The Board of Directors of the Association shall deal with infractions of these Rules and Regulations (see SECTION IV).**

## **SECTION I DEFINITIONS**

All definitions included in ARTICLE I of the Covenants of the Association are incorporated herein by reference. Additional definitions are listed below.

“Covenants” shall mean and refer to the original General Declaration, all amendments thereto, all of which are now incorporated into and are referred to as the “Amended and Restated General Declaration for the Long Cove Club Subdivision and Provisions for the Long Cove Club Owners Association, Inc., dated June 2004, as may be hereinafter amended.

“Child or children” shall mean and refer to dependents of the Member, whether they be natural, adopted, foster, or under the guardianship of the Member and who are under 18 years or enrolled as a full time student under the age of 25. Children have access to all amenities.

“Department Manager” shall mean and refer to the employee under the direct supervision of the General Manager/COO, who has been assigned as the Department Manager with a specific area of responsibility.

“Long Cove Club” shall mean the Long Cove Club Subdivision under the Covenants organized and existing under the laws of the State of South Carolina.

“Membership Rights” shall mean and refer to the rights of Members.

“Married Couple” shall mean a legally recognized martial union.

“Significant Other” shall mean a person who is living full time with the Member and acting in a manner that would lead others to believe they are a married couple.

“Immediate Family” refers to children, parents, siblings, grandparents, grandchildren.

“Trusts,” as used in this section, shall mean and refer to personal trusts, family trusts, and trusts created by wills. The term does not include business trusts,

pension trusts or plans or retirement trusts or plans. Title to the property may not be held by a trust, custodian, guardian, or the like if such a holding is deemed by the Board of Directors of the Association to violate the prohibition set forth in the Covenants.

“Property Owner” and “Member” shall be used interchangeably in this document.

## **II MEMBERSHIP**

### Ownership by One Individual or Married Couple

Where title to the property is held in the name of one individual:

1. That individual is a Member.
2. The spouse is a Member.
3. Children (under 18 or enrolled as a full time student younger than age 25) are Members.
4. A “Significant Other” person is not a Member.

Where title of the property is held in the name of a Married Couple:

1. Both spouses are Members.
2. Children (under 18 or enrolled as a full time student younger than age 25) are Members.

### Ownership by Two or More Individuals Other than a Married Couple

Where title to a property is held in the names of two or more individuals:

1. No property may be owned by more than three owners at any one time.
2. One individual must be designated as a Member. This individual must own at least a third interest in the property.

### Ownership by Trusts, Estates, or the Like

Where title to a property is held by a trust, estate, or the like:

1. One individual must be designated as a Member, subject to the approval of the Board of Directors.
2. In the case of a trust, that individual may be a trustee named in the trust or a beneficiary of the trust.
3. In the case of an estate, that individual may be one of the personal representatives or a beneficiary named in the will.
4. In the cases of custodians and guardians, that individual may be one of the custodians or guardians or one of the beneficiaries.

### Ownership by Corporations, Partnerships, or Other Legal Entities

Where title to a property is held in the name of one or more corporations, partnerships or other legal entities:

1. Such entity must designate one individual, 18 years of age or older, as a Member. If that individual is legally married, his or her spouse may also be designated as a Member.
2. The Board of the Association reserves the right to require any Designated Member to furnish to the Association, at any time, and from time to time, evidence as to the activities or business of such Member and to deny Membership rights to such Member if in the Board's sole discretion such evidence is deemed to be insufficient to show compliance with the Covenants (Article III, Section 13 and Article V, Section 1).
3. The Board of Directors reserves the right to refuse to accept the designation as a Member any individual unless, in the sole discretion of the Board, the following conditions are met: the individual so designated must either (a) have a significant ownership interest in the entity, defined as at least one-third interest, or (b) be actively engaged in the business or activity of such entity as an officer or employee, defined as working at least one-third of a full-time position in the company.

Designated Member (As defined in Article I, Section IF of the Covenants)

1. The Designated Member shall be subject to the conditions set forth in Article V, Section 1 of the Covenants.
2. The Board of the Association reserves the right to permit changes in designations during the calendar year.
3. Any refusal by the Board of Directors of the Association under the conditions set in above Section II shall be conclusive and final.
4. A tenant is not eligible to be a Designated Member.

**SECTION III - PAYMENT POLICY**

Club (House) Charges

Club charges are billed on the first day of each month and are due and payable on the last day of that same month (due date). A finance charge of one percent (1%) per month (12% APR) will be assessed on all “delinquent” accounts (accounts on which payments are not received by the “due date”).

Accounts with club charges “delinquent” more than 30 days will be assessed a \$25 late fee in addition to the aforementioned finance charge of one percent (1%) per month (12% APR) of the delinquent balance and any collection costs and attorney fees related to a collection effort.

Annual Operating Assessment and Annual Capital Assessment

The Annual Operating Assessment and the Annual Capital Assessment will be billed to the Membership in two (2) equal installments as of January 1 and June 1 of each year and shall become due and payable no later than January 31<sup>st</sup> and June 30<sup>th</sup> (due dates). A monthly finance charge of one percent (1%) per month (12% APR) will be assessed on all “delinquent” accounts (accounts on which payments are not received by the “due dates”).

Assessment amounts “delinquent” more than 30 days will be assessed a 20% late fee in addition to the aforementioned finance charge of one percent (1%) per month (12% APR) and any collection costs and attorney fees related to a collection effort.

#### Special Assessments

Special Assessments shall be determined and billed in accordance with the provisions of the Special Assessment Referendum approved by the Membership for each Special Assessment.

#### All Member Accounts

Accounts with balances of \$100 or more deemed to be “delinquent” for more than thirty (30) days will cause a Member’s access to and use of all amenities of the Club to be suspended until the entire delinquent balance is paid in full.

If the account balance is “delinquent” for more than thirty days the Association may bring a collection action against the Property Owner personally and there shall be added to the amount of such account balances all the collection costs, interest as above provided, late fees if any and a reasonable attorney’s fee to be fixed by the court together with the costs of the action.

## **SECTION IV - CONDUCT**

### Rules of Conduct

1. Members and their guests shall conduct themselves in a manner which will reflect the highest standards of Membership and community responsibility. Courtesy must always be extended toward other Members, their guests and employees. Serious breaches of these Rules and Regulations or displays of poor sportsmanship will result in prompt and appropriate disciplinary action, which may include a fine or suspension of privileges and, in the case of guests, withdrawal of guest privileges.
2. Members, immediate family Members, and their guests must abide by all rules established by the Association as they may be amended from time to time. Members are responsible for educating their immediate family Members and guests of the Association’s rules.
3. Members, immediate family Members, and their guests will not abuse,

verbally or otherwise any of the employees, contract employees or outside vendors. All employees are under the supervision of management and no Member or guest shall reprimand, discipline or request any employee, contract employee or outside vendors to perform any task not authorized by Management, the Board of Directors, or a Committee Chairperson. Any employee not rendering courteous and prompt service should be reported to management immediately. All such reports will be given prompt attention.

4. If any guest is in noncompliance of Association rules, the sponsoring Member, at the request of management, shall ask the guest to leave the club property.

#### Procedures for Conduct Violations

The following procedure shall be followed for submitting and processing a complaint relating to Member violation(s) of the Association's Rules and Regulations, By-Laws or Covenants:

1. A Member or Members or others reporting the violation(s) or improper conduct may submit to the General Manager an account of the violation(s) or improper conduct in writing, including the circumstances under which the violation(s) or improper conduct occurred.
2. The General Manager will immediately submit the details of the complaint to the Member(s) involved and may do so to any other persons who may have information regarding the incident.
3. If the incident cannot be disposed of satisfactorily on an informal basis by the General Manager within five (5) days of the receipt of the complaint and all statements, the President will be advised and the matter may be referred to the Rules Compliance Committee. The Rules Compliance Committee will consist of three Members; a Board Member who will chair the Committee and two Members at large. The Committee will review the complaint and report its findings and recommendations to the Board within thirty (30) days of receipt of notice. The Member will be notified when the Committee has been formed to review the complaint. A Member will be given seven (7) days written notice if he or she is asked to appear before the Committee.

### **SECTION V - SIGNIFICANT OTHER GUEST POLICY**

**Policy:** A Member may request that any applicable guest fees be waived for a Significant Other person under the following restrictions:

1. A formal Letter of Agreement between Long Cove Club and the Member designating the Significant Other must be signed and renewed on an annual basis.
2. A Significant Other is defined as a person who is living full time with the Member and acting in a manner that would lead others to believe they are a married couple.



3. The Member is financially responsible for the Significant Other.
4. The Significant Other has no Membership rights implied or conveyed at any time.
5. The agreement would terminate in the event of the Member's demise.
6. Long Cove Club reserves the right to recall any Agreement with or without cause.
7. Long Cove Club may withdraw the policy at anytime.

## **SECTION VI - CLUBHOUSE RULES**

### **General**

1. Members may use the Clubhouse, subject to the Covenants, By-Laws, and Rules and Regulations of the Club.
2. The Clubhouse will be opened and closed at such hours as determined by the Clubhouse Manager and approved by the General Manager and House Committee. When the Clubhouse is open, it will close not later than 12 midnight, unless otherwise approved in advance. All Members and their guests will be off the premises by the time stated for closing. The Clubhouse may be opened beyond these hours by special permission of the Board.
3. Clubhouse décor and furnishings may not be removed, moved or in any way modified except by permission of Management and or the House Committee. In addition, no decorations (regular or holiday) may be placed in the clubhouse without approval of Management and or the House Committee.
4. The Association, or its employees, is not responsible for the loss of personal articles or property of Members or guests.
5. Management and staff have been instructed to refuse service of alcoholic beverages to any individual who appears intoxicated. Members and their guests are required to comply with the judgment of management and/or staff, including security personnel, in this regard.
6. No club property will be mutilated or damaged, nor will any such property be removed from the premises without specific permission from the General Manager. Any club property that is damaged, mutilated or otherwise defaced by a Member, Members of Member's family, or guests of a Member, will be paid for by such Member.
7. Notices may not be posted on bulletin boards in the Clubhouse without approval of the Clubhouse Manager, Head Golf Professional or other authorized person. Unauthorized removal, alteration or mutilation of posted notices is prohibited.
8. Pets are not permitted in the Clubhouse at any time.
9. The entire Clubhouse is a smoke-free facility. Smoking (including E-Cigarettes) is permitted on the Jim Ferree Room covered porch after 9:00

p.m., unless other members/guests are receiving food service. Smoking is also permitted on the patio outside the Golf Pro Shop. Management is given discretion for allowing exceptions.

10. The use of audible cellular phones or pagers in the dining areas of the Clubhouse is not permitted. Users must relocate to conduct conversations. Cell phones may be used in the locker rooms and on the common grounds outside the Clubhouse.
11. Golfers, tennis players and others should refrain from walking through the dining room in route to the Snack Bar or the restrooms during dining hours or any special event.

### Guests

1. Guests are permitted to use all facilities of the Clubhouse when accompanied by an adult Member.
2. Guests who are Members of a Member's immediate family may use the dining facilities of the Clubhouse without being accompanied by a Member. In such a situation, the Member must notify the Clubhouse staff that the Member will not be present, and provide the name(s) of the guest(s). Charge slips, if presented, must be signed and the Member's account number written.
3. The Member is responsible for the conduct of his/her guests and family Members, and for all charges incurred by them.
4. Guests and visitors must identify themselves to Club staff, if requested to do so.

### Minors

1. Minors are permitted to sit in the dining room areas where a bar is located, provided there is proper supervision by a person over thirteen (13) years of age.
2. Minors are permitted in the Clubhouse unaccompanied by an adult for obtaining food at the Snack Bar and visiting the Pro Shop.
3. Children under 18 years of age are not permitted to enter locker rooms, except to use the lavatory facilities or when accompanied by an adult Member.
4. The Member is responsible for all items charged to the Member's account by a minor. The minor must sign all such charge slips in his or her own name when presented.

### Attire

Management has the authority to judge the appropriateness of attire and act accordingly.

1. No Member, visitor, guest or other person will be allowed onto the premises unless dressed appropriately.

2. In keeping with the lifestyle of the Club, casual attire is acceptable throughout the Clubhouse. During evening hours “dressy casual” attire is preferred and encouraged (for possible exceptions see #5).
3. Acceptable Casual Attire includes:
  - MEN AND BOYS: Shirts with collars and sleeves including mock neck shirts. Regular pants or golf shorts no shorter than four inches above the knees. Other attire may be worn if fashion changes dictate and such attire is generally acceptable. Shirts must be tucked in.
  - WOMEN AND GIRLS: Dresses, skirts, slacks, or golf shorts with length that is generally acceptable for current fashion. Shirts must be tucked into shorts or pants unless designed to be worn outside.
  - Other attire may be worn if fashion changes dictate and such attire is generally available in pro shops.
4. The following items are considered inappropriate dress at any time: bathing suits, cut-off, gym, tennis or “unfashionable” (see #3) shorts and/or skirts , cargo pants/shorts , sweats, warm-ups, tee shirts, men’s sleeveless and mesh shirts, halter or tank tops of any type, and any soiled work apparel. Blue jeans and denim are not permitted except as noted in #5. This list of unacceptable attire is not intended to be all inclusive, but to establish a parameter for acceptable dress. Club management reserves the right to further determine attire as unacceptable.
5. Blue jeans, denim and tennis attire are permitted in the Jim Ferree Room, Upstairs Porch and Snack Bar. Blue jeans, denim and dress shorts are permitted in the Grill Room and back patio. Blue jeans, denim and shorts are not permitted in the Magnolia Room after 6 pm. Blue jeans and denim appearing overly baggy, worn, torn, ripped, unclean, or with holes are not permitted.
6. Adults and young adults (teenagers) wearing bathing suits are required, and children are encouraged, to wear a cover-up or shirt, and are restricted to the indoor and outdoor areas of the Snack Bar.
7. With the exception of the Snack Bar, Male members are required to remove hats and visors when in the inside dining areas of the Clubhouse, including the Jim Ferree Room and Upstairs Porch.

### **Finance/Charges**

1. A Member must sign charge slips for all orders of food and beverage when presented. The Member’s immediate family must sign charge slips if the Member is not present and charges will be charged to the Member’s account.
2. Cash purchases are discouraged in the Clubhouse, except for certain purchases in the Pro Shop that may be paid by an acceptable charge card or cash.
3. A service charge and applicable taxes will be added to all food and beverage

charges.

### **Dining Reservations**

1. Reservations are requested for luncheon parties of six or more, and for all evening dining. The staff will make every effort to serve all Members and guests who do not have reservations, but parties with reservations will be granted priority.
2. Reservations are necessary for all special events, such as theme dinners or cookouts. The cancellation policy in effect at the time for such events will be enforced.
3. Reservations for special events must be made at least 24 hours in advance of the event.
4. The normal cancellation policy dictates that a Member must cancel within 24 hours of an event so as not to be charged. For events where the cancellation policy is different from the normal policy, the alternate cancellation policy will be published. The Member who does not cancel reservations in accordance with the effective cancellation policy and does not attend the function will be billed the full charge.
5. In order to provide optimum service for all a la carte dining, reservations requiring seating for greater than eight (8) may require at least two separate tables for seating. Management will strive to accommodate all requests by the Members.

### **Private Functions and Use of Facilities**

1. "Private functions" refers to events that are sponsored by Long Cove Club Members and include other Members and/or guests of Members. Private functions are not open to the general Membership. Private functions may include but are not limited to brunches, luncheons, dinners, parties, weddings, receptions, and approved charity and golf events. Depending on the number of participants and areas that are used, private functions may occur simultaneously with other Club activities or may require that certain facilities and services be suspended to the general Membership in order for the private function to take place. Private functions involving a significant number of non-members are subject to an applicable service charge (18%).
2. Facilities that may be used for private functions include the Clubhouse and adjoining outdoor areas, the outdoor multipurpose area adjacent to the Clubhouse, the pool area, the Tennis facility, and the Docks.
3. Members who sponsor a private function will be billed for all charges associated with the event, attend the event, and assume responsibility for any damage that may occur to Club property or grounds during the event.
4. Members who wish to schedule private functions must contact the following managers: Clubhouse and adjacent grounds, multipurpose areas, pool, docks---Clubhouse Manager; Facility---Director of Tennis; Golf---Head

Golf Professional.

5. Managers who schedule private functions will communicate information regarding these events to the Director of Communications and/or the person in charge of the master calendar. Should requests raise concerns regarding their appropriateness or how they may impact the physical integrity of the site, the General Manager will be consulted and will make the final determination.
6. All Food and Beverage for private functions or sanctioned Long Cove Club organizations that take place in the Clubhouse must be provided as full service through the Clubhouse. Food and Beverage for private functions that take place in outdoor areas must be provided as either catering or full service by the Clubhouse. However, if the Club is unable to provide the food and beverage requested for a private function, the sponsor may secure food and beverage service through another vendor with the written permission of the General Manager.
7. Generally, the Clubhouse does not loan equipment to Members or groups. The Clubhouse Manager in consultation with the General Manager will have the discretion to make allowances in certain circumstances such cases, Members will be responsible for the transportation of equipment and the cost of any damage that may occur.
8. The General Manager will determine when Long Cove Club will host a private event for a charitable cause (such as a golf tournament) or for a special, non-Member group (such as a golf organization) and specify what food and beverage service must be provided by the Clubhouse. The sponsoring organization must accept all responsibility for potential damage to the amenities and for the cost of any rental items that are required.
9. Long Cove Club reserves the right to set a usage fee for private events that are contracted by non-Members for use of the Golf Course and/or Clubhouse on days that we are normally closed or for events that will extend normal business hours. Such fees will be determined annually.
10. The Clubhouse Manager will determine if private functions requested by Members that would extend normal business hours can be accommodated.
11. No pets are permitted at any private functions except on special occasions at the Docks when approved by the General Manager.

### **Community Wide Alcohol Policy**

The Clubhouse Manager and the staff have the absolute right to refuse service of alcoholic beverages to any Member, visitor or guest based on their estimation of the individual's state of intoxication.

Understanding the unique nature of Long Cove Club and its amenities, the following policy applies to the consumption of alcoholic beverages within the common areas of the community:

### **Clubhouse**

Members are not permitted to bring their own beer or liquor into the Clubhouse. Members are permitted to bring their own wine but will be charged a corkage fee for this service.

### **Golf Course**

Members are not permitted to bring their own alcoholic beverages onto the golf course.

### **Pool Area**

Members are not permitted to bring their own liquor into the pool area. Members may only bring beer and wine (no glass containers of any kind) into the pool if the Snack Bar window is closed for the day. Organized groups may bring their own beer or wine into the pool area upon receiving prior approval from Management. For club organized events, Members may not bring their own alcoholic beverages into the pool area.

### **Tennis Center**

Members are not permitted to bring their own alcoholic beverages into the Tennis Center during normal shop hours of operation or during special events. Organized groups may bring their own beer or wine into the tennis area upon receiving prior approval from Management.

### **Multi Purpose Area**

Members are not permitted to bring their own liquor into the Multi Purpose Area. Organized groups may bring their own beer or wine into the Multi Purpose Area upon receiving prior approval from Management. For club organized events, Members may not bring their own alcoholic beverages into the Multi Purpose Area.

### **Privacy/Solicitation**

1. Clubhouse facilities will not be used for proprietary or political purposes.
2. Subscription lists, petitions and requests for charitable contributions will not be brought into or circulated in or adjacent to the Clubhouse, except for purposes of the Association and with the advance permission of the General Manager..
3. News media representatives, in their capacities as such, will not be admitted to club property without the knowledge and approval of the President and the General Manager.
4. The Membership roster shall not be used for private solicitations, nor may it be distributed to any outside person or group for commercial or charitable solicitations.

## **SECTION VII - SECURITY RULES**

### Vehicles, Walkers, Joggers and Cyclists

1. Walkers and joggers are required to use the far left side of the road in the lane opposing traffic. Walkers and joggers are encouraged to wear bright or reflective clothing, particularly during periods of reduced visibility.
2. Cyclists are required to ride single file to the far right side of the road with the flow of traffic. Cyclists should wear bright or reflective clothing, particularly during periods of reduced visibility.
3. Vehicle drivers are to use extreme caution when passing walkers, joggers and cyclists. Vehicles are prohibited from passing cyclists in constricted areas, i.e., alongside traffic islands and other areas where lanes narrow. Walkers, joggers and cyclists should exercise extra caution in these areas.

### Vehicle Speeding

#### 1. Speeding

***Less than 10 miles per hour above the posted speed limit:***

First offense = warning

Second offense = \$100 ticket

Third offense = \$200 ticket

Fourth offense = South Carolina Ticket

***More than 10 miles per hour above the posted speed limit:***

First offense = \$100 ticket

Second offense = \$200 ticket

Third offense = South Carolina Ticket

***Any Contractor, Vendor or Guest stopped for speeding will be immediately ticketed \$100.***

Second offense = \$200

Third offense = \$300

### Parking of Vehicles

1. Parking spaces designated for Handicap Parking are reserved for vehicles which are approved for such parking, and are so identified. Violations of Handicapped Parking rules shall result in a minimum fine of \$100.
2. The area in front of the Clubhouse is a designated fire lane. No vehicle may be left unattended in this area and will be subject to a fine of \$100.
3. Members of the staff will not park vehicles of Members, visitors or guests, except during special functions when valet parking is available.

### Vehicle Decals

All Members must obtain and display a Member decal for each of their vehicles. The decal should be displayed on the lower portion of the driver's side windshield. Decals may be obtained at the Security Gate. When selling a car, Members are asked to remove the decal from the old vehicle.

### Guest and Vendor Passes

All vehicles entering Long Cove must have a gate pass.

#### Guest Passes

Members may request an unlimited number of gate passes for their guests. Requests may be made through calling the Security Gate at (843) 686-1050 or through the automated GateSure system (see the At a Glance section in the front of this GreenBook for instructions on using GateSure.) Pass durations are from one to 30 days. Passes may be renewed at the end of the time period by requesting a new pass.

#### Vendor Passes

Each vendor must purchase a daily gate or annual commercial pass. Vendors will not be allowed in under a guest pass.

#### Out of Town House Check Forms

If a Member is going to be out of the community they may request that Security performs routine checks of their property. A Member must request this service by completing a form at the Security Gate or on the Member Central section of the website.

#### Wildlife Regulations

All Members should call Security to report any problems with wildlife including alligators. Long Cove's Policy for Removal of an Alligator:

1. Notify Security immediately of an alligator demonstrating aggressive behavior. Aggressive behavior is defined as one that does not retreat into the water at the approach of humans. If the alligator lets you get close without some defensive action on its part, it is demonstrating problem behavior. If the Officer observes any aggressive behavior, a wildlife control company will be notified promptly to observe and monitor the behavior of alligator.
2. If the alligator shows signs of aggression (as affirmed by the wildlife control company) towards humans, it will be removed in accordance to state law.

#### File of Life

Long Cove Club Security is currently providing File of Life cards to all



Members. File of Life records all vital medical information in one place to assist rescue personnel during an emergency. The information includes medical conditions, drug allergies, emergency contact numbers for friends and family Members, doctor's information, prescription information and any other pertinent medical information. Those Members who choose to use a File of Life would place a decal on their front door alerting emergency personnel of the File of Life in the house. File of Life recommends placing the red magnetic pocket provided on the refrigerator door. File of Life information helps guide on-scene treatment along with the notification of doctor and family Members. By providing immediate access to this information, File of Life greatly helps rescue personnel provide the best in quality care. If interested, Members are encouraged to stop by Security to obtain their File of Life. File of Life is available to Members at no charge.

## **SECTION VIII - GOLF RULES AND REGULATIONS**

### General Golf Rules

1. The Rules of Golf of the United States Golf Association ("U.S.G.A." or "USGA") together with the Rules of Etiquette as adopted by the U.S.G.A. shall be the rules of Long Cove Club, except where amended by local rules.
2. All players, especially children (less than 18 years of age) and beginning golfers are expected to learn and observe the fundamentals of golf etiquette.
3. "Cutting-in" is not permitted at any time. All play shall start at #1 tee unless otherwise directed by Golf Shop personnel.
4. Hitting multiple (more than two) balls for practice is not allowed on the golf course. The practice facilities must be used for this purpose.
5. Golf Rangers may be on duty to help monitor play and enforce golf cart regulations. The Golf Rangers have full authority on the golf course to enforce all rules and speed of play. Please respect the ranger, or any Member of our staff, as they attempt to manage pace of play.
6. Slow play is not tolerated. In the interest of all, players should play without delay. No player should play until the players in front are safely out of range. Foursomes should complete an eighteen-hole round in no more than four hours and 17 minutes. If a foursome or other group of players is unable to maintain adequate speed of play and fails to keep its place on the course, it must allow the following group to play through. Golf Rangers have the authority to stop a slow-playing group to allow the following group(s) to play through or to require the slow-playing group to pick up its balls and move forward to catch up with the group ahead.
7. Foursomes control the speed of play. Twosomes and threesomes should not expect to play through foursomes and should not exert any pressure on the groups ahead. Foursomes shall have the right of way.

8. Twosomes and singles will be grouped with other players, if available, at the discretion of the Golf Shop staff. Singles shall have no priority on the golf course and shall be permitted to play only at the discretion of the Golf Shop staff.
9. Golfers stopping at the turn for lunch may lose their spot on the golf course! All players who stop for any reason after playing nine holes must occupy the next tee before the following players arrive at the tee. Failure to do so will result in the loss of their position on the golf course. The group must obtain permission from the Golf Shop Staff to resume play.
10. Players are requested to pick up tees after driving. Players should discard broken tees since the tees damage the mowers and puncture golf cart tires; players should not discard cigars and cigarettes on the grounds of the course or practice areas.
11. Each player must use a separate set of golf clubs while playing on the course.
12. Cell phones and smart phone devices must be placed on silent mode while on the golf course and practice areas. Texting is acceptable in these areas with care taken not to disturb other players. Phone use is restricted to the locker rooms or on the common grounds outside the clubhouse unless for emergency use.
13. Appropriate golf attire is required for all players on the golf course and practice facilities. It is the Member's responsibility to insure that all guests adhere to such rules. Members should remind their guests of the policy prior to arrival at the club to avoid embarrassment for the Member and guest.

**Acceptable Attire Includes:**

MEN AND BOYS: Shirts with collars and sleeves including mock neck shirts. Regular pants or golf shorts no shorter than four inches above the knees. Shirts must be tucked in, unless designed to be worn outside. Other golfing attire may be worn if fashion changes dictate and such attire is generally available in golf pro shops

WOMEN AND GIRLS: Skirts, slacks, or golf shorts with length that is generally accepted for current fashion. Shirts must be tucked into shorts or pants unless designed to be worn outside. Other golfing attire may be worn if fashion changes dictate and such attire is generally available in golf pro shops.

**Unacceptable\*:**

MEN AND BOYS: Tank tops, tee shirts, cut-offs, jams, sweat pants, denim

jeans, bathing suits, gym shorts, tennis shorts, athletic shorts or cargo pants/shorts are not permitted .

WOMEN AND GIRLS: Halter tops, tank tops, t-shirts, cut offs, blue denim jeans, bathing suits, sweat pants, short shorts, tennis attire, athletic or workout wear are not permitted.

*\*Club Management may further determine attire as unacceptable.*

14. Headwear must be worn in the traditional “bill forward” manner.
15. Use of shoes other than spikeless golf shoes must be approved by the Golf Shop staff.
16. Non golf activities such as, but not limited to, biking, walking of pets, jogging, fishing, ball hawking and similar activities are not permitted during normal hours of play when golfers are present, generally between 7a.m. and 7p.m. At no time is the playing of sports or other activities other than golf allowed to be played on the golf course.
17. When the weather warning sounds, all players must leave the course and all practice areas and seek appropriate shelter immediately. Golfers are not allowed to return to the course or practice areas until the “all clear” signal has sounded indicating it is safe to resume play .
18. Management may close the golf course to play at any time, at its sole discretion.
19. Fivesomes are not permitted on the golf course unless permitted in advance by Golf Shop staff.
20. “Course closed,” “hole closed” or “Cart path only” signs are to be adhered to without exception.
21. Only club-furnished pull carts are permitted. Personal pull carts are not permitted at any time.
22. Members are not permitted to bring their own alcoholic beverages onto the golf course.
23. Any Member or Member’s son(s) or daughter(s) under 18 or enrolled as a full time student younger than age 25 are allowed to play in the Championship flights of the Stroke Play and Match Play Championships only up until the age of 25.
24. Walking shall be permitted on the golf course at all times except during specified club events as deemed appropriate by the LGA/MGA tournament committees or Head Golf Professional.

#### Golf Starting Times

1. All golfers must have a starting time reserved through the Golf Shop or online.
2. Regular tee times cannot be made more than 2 WEEKS in advance.

3. A Member may make up to four (4) tee times per phone call or access online provided there are an appropriate number of Members to use the times.  
(Exception: Heritage Classic week – One tee time limit for that week)
4. A tee time that is not cancelled by 5 pm two days prior to the time may result in a penalty to the Member responsible for that time equal to four cart fees. First offense will be given a warning with any further violations subject to the full penalty.
5. The golf course and all practice facilities will be closed to ALL play and practice on Mondays unless the club is open or there is a scheduled event.
6. The golf course will remain open on Mondays all day in April. During March, October and November, tee times will be available between 8:00 AM and 12:00 Noon. Decisions regarding the club house will be left to the House Committee.
7. The first tee will be closed for tee times from 3:00PM to 5:00PM on Wednesdays during the months of June, July, and August. Call the golf shop to confirm course closings.

#### Advanced Tee Time Policy

1. The purpose of the Advance Tee Time privilege is twofold: 1.) to allow non-resident Members to book up to two tee times every six months to guarantee play during visits to LCC and 2.) to allow Members to book up to two tee times every six months for special occasions and visitors.
2. Advanced tee times are given on a per lot basis.
3. Advanced tee times are not intended to facilitate regular play including group play.
4. Advance tee times are not transferable and do not accumulate.
5. The Golf Shop will manage the Advance Tee Time process in accordance with this policy.
6. Heritage week is blacked out to advance requests.
7. Advanced time(s) cancelled more than two weeks prior to the date of play may be rebooked within same six month period.

#### Guest Policy

1. During the month of April, Members may have a maximum of three (3) guests per day.
2. During other months, Members may have up to seven (7) guests per day. The greens fees for the group trailing the Member accompanied group will pay the “trailing foursome” guest fees rate.

#### Large Group Events

Requests for outings shall be directed to the Head Professional and Chairman of the Golf Committee. Any Member wishing to reserve a large block of tee times (more than four) for a tournament or special event should petition the Golf and

Greens Committee at least six weeks in advance and provide the following information.

- a. Purpose of event
- b. Date(s) of play and desired time
- c. Number of Tee Times Requested
- d. Number of Members and guests participating

If approved, Member participants will be required to relinquish an appropriate number of “Advanced tee times” for the event.

### Registration

1. All Members with guests must register in the Golf Shop before beginning play.
2. Players late for their starting time lose their right to that starting time and shall begin play only at the discretion of the Professional Staff.

### Practice Range

1. The practice range is open during normal operating hours except when closed for general maintenance.
2. Range balls are for use on the practice areas only and may not be removed from these areas. Range balls may not be used on the golf course.
3. Balls must be hit from designated areas only.
4. Approved golf attire is required on the practice areas.
5. Please adhere to posted signage indicating rules including but not limited to distance restrictions, facility closings and limitations of use on short game area.

### Family Guest Fee Policy

1. A Member’s child 18-years-old or older (and not enrolled in school), son-in-law, daughter-in-law, grandchild, parents and siblings while accompanied by a Member, may play at the reduced family rate fee plus regular cart fee if applicable. Sibling spouses and children are not eligible for the family rate.
2. Members in good standing with dependent children who are between the ages of 18 and 25 and are pursuing an academic degree on a full-time basis, are extended the privilege of providing the children with unaccompanied use of Long Cove Club amenities with the following restrictions:
  - a. The Member shall agree to assume the responsibility for the conduct of such children and the timely payment of any charges. Such children shall comply with all Rules and Regulations of the Association.
  - b. Unaccompanied play on the golf course is not permitted from March 15 through May 15 and October 1 through November 15, or on any Saturday before 1:00 PM. Play during these times is permitted if such children are accompanied by a Member.

### Golf Cart Rules

1. The Golf Course Superintendent has the authority to restrict carts to the paths at any time due to course conditions.
2. Golf carts are not to be driven to or on private property at any time except in an emergency.
3. Do not drive a golf cart within twenty-five yards of a green except on golf cart paths.
4. Carts must remain on cart paths at tee boxes.
5. Never drive a golf cart into a hazard.
6. Be careful to avoid soft areas on fairways, especially after rains.
7. When approaching a green, park your golf cart on the cart path on the best direct line to the next tee. Never leave the golf cart in front of the green.
8. Operation of a golf cart is at the risk of the operator. Cost of repair to a golf cart, which is damaged by a Member, family Member, or guest of Member, will be charged to the Member. A Member using a golf cart will be held fully responsible for any and all damages, including personal injury and property damage, that are caused by the operation of the golf cart by the Member, designee, immediate family Member or his/her guest(s).
9. The use of privately owned golf carts is not permitted.
10. A valid driver's license is required for the operation of a golf cart.
11. All riders must be in the seat of a cart.
12. For safety purposes, children should never be left unattended in a golf cart.
13. Riding on the back of a cart is not safe and therefore is not permitted.

### Handicaps

1. Handicaps are computed under the supervision of the Handicap Committee in accordance with the current USGA Handicap System.
2. All Members with a USGA approved handicap may participate in club tournaments. Handicaps will be required for all club events. All handicaps submitted may be reviewed, and adjusted if deemed appropriate, by the tournament and/or Handicap committee.
3. After each round of golf, a player must enter his/her score in the handicap computer located in the Golf Shop or on the Internet. The Golf Shop staff will assist with the posting procedures, if requested.
4. Failure to post a score may result in the Handicap Committee posting a penalty score for those players who neglected to post a score.
5. Handicaps are subject to peer review, as required by the USGA. Adherence to the USGA Handicap System will be monitored.
6. Certain events designated as "Tournament" or "T" score events will be identified and posted to be entered as tournament scores. Score posting for members on GHIN for these events will be done by golf staff.
7. Members without a USGA Index may play in Long Cove Club Tournaments with a zero handicap or handicap assigned by professional golf staff.

### LCC Competition Handicap Policy

Long Cove Club has a “Club Competition Handicap Policy” in place established to monitor individual results over a period of time to insure that all entrants in LCC tournaments have an opportunity to compete equitably and fairly. According to the USGA, one of the primary functions of a club Handicap Committee is “Peer Review”. This is the foundation of the USGA Handicap program: to equalize the talent levels of golfers as much as possible so that they may compete fairly against one another. The following outlines the procedure to review and adjust a members Course Handicap index based on club competition performance. This review will take place annually by February 1st by the Committee. The measurement review period is three years.

1. The events to be included are referred to as “eligible events”. These events will be established and published in advance by the committee, and may be revised from year to year as appropriate. There will be at least six eligible events per year. Finishes in gross events are not included in the review, and gross “in the money” success in a gross/net event will not be utilized in these calculations. “In the money” is defined in Item 3. Eligible events currently include all of the events listed as “Tournament Score” events (with the exception of the Mixed MG) and additionally:

- The Dye Cup – Men’s & Ladies
- LGA Helen Balaban Event
- LGA Solheim Cup

2. A Member’s handicap is subject to review if the following conditions are met:

- The Member participates in at least eight eligible events over the three year period.
- The Member is “in the money” in a minimum of 40% of eligible events.

3. “In the money” is defined as:

- In eligible events, finishing 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> overall
- In eligible MGA events, 1<sup>st</sup> place only except the Ryder Cup 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> individually.
- In eligible flighted events the Committee will review any individuals whose scores consistently result in finishing first in their flight.
- In events involving better ball of partners each individual score will be reviewed and evaluated.

4. If all of the conditions in item 2 are met, then an adjustment of the Member’s index will be as follows:

- 10% reduction of current index or the lowest index of the preceding 12 months, whichever is lower.

5. Member index adjustments will become effective on March 1<sup>st</sup>. This revised index will be used for the entire year in all club member competitions, including select LGA/MGA events, unless the member's actual index drops below the revision index, in which case the lower index would be used. The committee will review any situation where a member may, in fact meet the criteria above, but who has had their handicap significantly lowered from the previous year.
6. Members identified for possible handicap reduction will be contacted promptly in person if available or by phone if not. Confirmation of notification will be mailed to the member.
7. A Member may appeal the decision of the Handicap Committee. The Golf and Greens Chairman will appoint a review committee from the Golf and Greens Committee to hear the appeal. Such appeals must be made within 21 days of the receipt of notification of a handicap reduction by the member.
8. The names of members whose handicaps are to be reduced under this program will be held confidential by the Handicap Committee, Chairman of G&G and the Appeals Committee.

### Golf Course Etiquette

1. Persons using the golf facilities should do their part to make a round of golf at Long Cove Club a pleasant experience for everyone. Here are some suggestions:
  - a. Do not waste time. Anticipate the club or clubs you may need and go directly to your ball. Always be near your ball to play promptly when it is your turn. Always care a sand bottle for filling divots. If a player is delayed in making a shot, it would be courteous for such player to indicate to another player to play.
  - b. The time required to hole out on and around the green is a chief cause of slow play. Study and clear the line of your putt while others are doing the same. Be ready to putt when it is your turn.
  - c. When play of a hole is completed, leave the green promptly and proceed to the next tee immediately. Do the scoring for the completed hole while the others in your group are playing from the next tee.
  - d. If you are not holding your place on the course by keeping pace with the group ahead or playing at an acceptable pace, you must allow the players behind to play through. Do the same if you stop to search for a lost ball.
  - e. Repair your ball marks on the greens. If you see unrepaired ball marks repair them also. Remind your playing partners to observe this courtesy.
  - f. Repair and/or fill your fairway divots with sand provided; walkers are encouraged to use sand bottles.
  - g. Carefully rake bunkers after use and place the rake outside the bunker with the handle on a line parallel to the line of play.



### Locker Rooms

1. A limited number of lockers are available for Members use for an annual fee.
2. A locker room attendant is on duty during posted hours to provide shoe service.

### Club Storage

1. The Club provides golf bag storage for an annual fee. This fee is charged per bag. Space is limited.

### Golf Shop Credit

In certain Long Cove Club Tournaments, prizes may include merchandise credit in the Golf Shop. Such "tournament credit" may be applied to purchases of golf merchandise only, and a current balance of "Tournament Credits" shall be valid only between January 1 and the following December 31. Any balance which has not been used by that date will be forfeited

### Pets on the Golf Course

Members (and guests) who use the Golf Course to exercise their pets shall comply with the following:

1. Pets must be on a leash at all times.
2. Owners must clean up after their pets.
3. Pets are not permitted on greens or in bunkers.
4. Pets are not permitted on any practice tees or greens.
5. Pets must not be engaged in any activity that may cause damage to the golf course, such as chasing balls or other objects.
6. Pets are not permitted on the golf course during hours of play (generally 7 a.m. - 7 p.m. or when golfers are present).

## **SECTION IX - TENNIS RULES AND REGULATIONS**

### Registration

All tennis players must register in the Pro Shop prior to play. The Director of Tennis or his designee has the authority to determine whether courts are playable.

### General

1. Courts are closed for maintenance from 12 pm to 2 pm except for courts #1 and #2.
2. Members must sign up for courts prior to play, whether for themselves or for a guest.
3. Play is limited to two hours during seasonal hours.

4. Members may reserve the ball machine for one hour per day one week in advance and for a second, non-consecutive, hour in the same day, 24 hours in advance.
5. Court reservations may be made up to two weeks in advance.
6. When the weather siren sounds, all players must leave the courts and seek appropriate shelter immediately.
7. Non Long Cove teaching professionals are not allowed to teach at the Long Cove tennis facility except by written approval from the Director of Tennis.
8. Members are not permitted to bring their own alcoholic beverages into the Tennis Center during normal shop hours of operation or during special events. Organized groups may bring their own alcoholic beverages into the tennis area upon receiving prior approval from the General Manager of the Club.
9. Captains are responsible for advising security of guests attending matches at Long Cove.
10. Security will be given the roster of the visiting team.
11. Visiting players and accompanying spectators will be required to give their names at the entry gate.
12. Spectators arriving separately will be required to provide identification and name their team.
13. All visiting vehicles will be given a gate pass, which restricts their parking privileges to the tennis facility.

### Attire

1. All Members and their guests must be dressed in appropriate tennis attire. The following items are considered inappropriate and are not permitted on the courts:
  - Cut-off shorts
  - Halter tops
  - Bathing suits
2. Only flat rubber soled tennis shoes may be worn on the courts.
3. The Director of Tennis or his designee has the authority to determine if attire is unacceptable.

### Guests

1. Members must register their guests in the Pro Shop before play.
2. The daily guest fee must be paid prior to play. Guest fees are published in the Long Cove Club green book.
3. Guests must play with a Member or with a Member present.
4. A Member must make arrangements with the Director of Tennis or his designee for visiting family Members prior to play without a Member present.
5. Guests or family Members may attend Member clinics with prior approval of

Long Cove tennis professionals. Regular guest fees will apply.

### **Children**

All children at the tennis center must be monitored by their parents or guardian unless participating in tennis activity on the courts. Parents or guardians are at all times responsible for their children's behavior. Members are responsible for the behavior of their guests.

### **Pets**

Leashed and accompanied dogs are permitted at the Tennis Facility. No pets are permitted on the tennis courts at any time.

***The Director of Tennis has the authority to ask anyone not in compliance with the Tennis Rules to leave the Tennis facility. Members who have repeat violations of Tennis Rules may have their privileges suspended by the Board of Directors.***

### **USTA Teams**

1. Team Captains must be Long Cove Club Members.
2. Teams must be comprised of at least 25% of Long Cove Members who must be NTRP rated at the corresponding level of the team. Any exceptions are to be approved by the Tennis Committee. At no time will any teams comprise less than 25% of Long Cove Members.
3. Guest fees must be paid for practices and practice matches. (Exception: Guest fee is waived for non-Members participating in team clinics with Long Cove Tennis Professionals. All guests will be charged non-Member rates for instruction.)
4. Standard guest fees will be charged for all USTA matches held at Long Cove. All Members are responsible for collecting and paying guest fees to Long Cove tennis for each home match. Method of payment is at the Captain's discretion.
5. All Members are responsible for collecting guest fees for all non-Long Cove team Members for practices and/or play held outside of Pro-Shop hours.
6. At the earliest availability, and at least two weeks prior to any season, team captains must submit to the Director of Tennis or his designee, the initial team roster. Thereafter each captain shall also submit a schedule of team matches, practices, and clinics to the tennis staff so that court reservations may be scheduled. Long Cove tennis staff will schedule courts for matches, practices, and clinics through the end of the current season.

### **Men's and Women's Interclub Teams**

1. Priority to play for all men's and women's interclub teams must be given to Long Cove Members wishing to play at their current NTRP rated levels.

Should there be vacancies after all Members have been accommodated at their appropriate NTRP level, then players outside Long Cove may be included on the teams provided that outside players do not exceed 25% of the team roster. The Tennis Committee must approve any exceptions.

2. No guest fees will be charged for visiting team Members or non-Long Cove Club home team Members.
3. At the earliest availability, and at least two weeks prior to any season, team captains must submit to the Director of Tennis or his designee, the initial team roster. Each captain must submit a schedule of team matches, practices, and clinics to the tennis staff so that court reservations may be scheduled. Long Cove tennis staff will schedule courts for matches, practices, and clinics through the end of the current season.

### **All Other Groups**

1. Requests for regularly scheduled court time other than USTA and Interclub teams must be submitted to the Pro-Shop for approval.
2. To be considered for a regular group time, a group must comprise no less than eight players.
3. The playing group that is actually utilizing the tennis courts during the reserved time slot must be comprised of no less than 25% Long Cove Members. The Director of Tennis may grant exceptions.
4. The Pro Shop can give approvals for one day of play per week for periods up to six weeks.
5. Guest Fees will be charged for all non-Long Cove Members.
6. The Long Cove Members of the group will be responsible for advising Security of any non-Members requiring a pass.

## **SECTION X - POOL FACILITY RULES AND REGULATIONS**

The Pool Facility is for the enjoyment of Long Cove Club Members and their immediate family Members. All other guests must be accompanied by an adult Member. All pool rules and regulations are posted at the entrances of the pool facility. These rules, mandated by the South Carolina Department of Health and Environmental Control, are to be observed at all times.

### **Safety Rules**

1. No lifeguard is on duty at the pool; therefore all Members and their guests swim at their own risk.
2. Children under 13 years of age, by state law, must be accompanied by an adult (a person 18 or older).
3. Parents or persons responsible for diapered children must ensure these children have clean diapers at all times when in the pool.
4. Running, pushing, and throwing objects in the pool area is prohibited.

5. The use of bikes, skateboards, or roller blades is prohibited in the pool area.
6. No glass containers of any kind are allowed in the pool area. Nonalcoholic beverages may be taken into the pool area in cans or paper or plastic cups. Cans and cups should be rinsed after use to prevent attracting wasps and other insects.
7. No pets are allowed in the pool area.
8. When the weather warning siren sounds, all Members and guests must leave the pool area and seek appropriate shelter immediately.
9. Appropriate swim attire is required. Cutoff shorts are not considered appropriate.
10. Members are not permitted to bring their own liquor into the pool area. Members may only bring beer and wine (no glass containers of any kind) into the pool if the Snack Bar window is closed for the day. Organized groups may bring their own beer or wine into the pool area upon receiving prior approval from Management. For club organized events, Members may not bring their own alcoholic beverages into the pool area.

## **SECTION XI - DOCK FACILITY RULES AND REGULATIONS FOR BOATS AND KAYAKS**

The Dock Facility is for the enjoyment of Members and guest(s) of Members. All persons utilizing the Dock Facility must recognize the inherent dangers that exist around dock facilities and tidal waters including, but not limited to, swift currents, high winds, and other varying conditions, and should conduct themselves accordingly. Under no circumstances should any child under 13 years of age visit the Dock Facility unless accompanied by a responsible adult (person at least 18 years of age), who assumes full responsibility for the child and child's behavior. No conveyances of any kind (except utility carts provided by the Association) are permitted on the Dock Facility, and running or "horseplay" is strictly forbidden.

### About the Docks

1. The Dock Facility on Broad Creek is the property of the Association. The Dock Facility, which includes boat/PWC docks, ramps, pilings and kayak/paddle board racks, is for the recreational use of Members of the Association. Boat dock spaces for the berthing of approved boats and rack space for kayak/paddle board storage will be assigned to Members upon request, provided such space is available, and the Member is in good standing with the Association and meets the requirements herein. No commercial watercraft or commercial operations, such as charter or for-hire fishing are permitted.
2. The dock facility is not intended to serve as a "storage" facility for boats that are operated rarely or boats that are not seaworthy.

3. Dock or rack spaces will be assigned only to Members who own a watercraft or are in the process of purchasing a watercraft for immediate delivery. Spaces cannot be reserved for future use.
4. A Member who has an assigned dock space may not re-assign the Dock Space Agreement or allow anyone else to utilize the assigned dock space without the express written permission of the Association.
5. A Member who has an assigned kayak rack space may not re-assign the Kayak Space Agreement or allow anyone else to utilize the rack space without the express written permission of the Association.
6. Under no circumstances will anyone be permitted to take actions which may have the effect of circumventing the intent of these rules and regulations.
7. Personal Water Crafts (PWC) are permitted at the Dock Facility (per applicable rules and regulations).

#### Dock Space Agreement and Rack Space Agreement

A Member must properly execute a Dock Space Agreement (DSA) or Rack Space Agreement (RSA) before a dock or rack space can be assigned or utilized. The DSA or RSA must be renewed every twelve months. Such renewal will be granted to the Member not later than January 31, provided a Member is in compliance with dock rules and regulations, and other governing documents of the Association. A Member cannot obtain or retain a space without a valid DSA or RSA.

#### Community Kayak Use Procedure

Currently there are 13 kayaks available for use by Members and their guests. The kayaks are available on a first come, first serve basis. Members must visit Administration to fill out a one-time liability waiver before use. Members must provide flotation devices and paddles. All Members and Guests using a kayak must file a float plan with Security and call Security upon returning the kayak to the rack.

#### Term of Dock/Rack Space Assignment

Dock or rack space may be assigned to a Member on a 12-month basis, February 1 through January 31, so long as the Member complies with these rules and regulations, and is in compliance with other governing documents of the Association.

Not later than December 1 of each year, the Association will mail a DSA or RSA and a request for essential information required for dock or rack space renewal to Members who have an assigned dock or rack space.

The Member must return signed DSA or RSA and provide requested information to the Association not later than January 31 of the forthcoming year

for renewal of assigned space.

### **Assignment of Dock/Rack Space**

1. A Member desiring a dock or rack for a watercraft space he/she owns should contact the Long Cove Club Administrative Office, which will provide instructions and the necessary forms for application.
2. Each Member in good standing with the Association is eligible for one assigned dock and one kayak space, provided that a suitable space is available and the Member owns a boat or kayak, or is in the process of purchasing one for immediate delivery. Members are permitted to keep a second boat at the docks provided a slip is available and upon the payment of a market based monthly fee. However, the Member with two slips must relinquish one slip if space is needed to fulfill a slip request by a Member.
3. Dock space assignments will be made by the Director of Community Services, and will be assigned on the basis of availability, size of boat and navigational considerations, all of which are considered to ensure the efficient and safe use of the dock space.
4. Dock Facility will be inspected at least weekly to ensure that watercraft are in assigned spaces and that no unauthorized watercraft are utilizing the Dock Facility.
5. To receive or retain an assigned dock space, a Member's watercraft must occupy assigned dock space no less than six (6) months in any contract year, except that Member will not be held to this standard if Member's boat is assigned dock space for a portion of the current contract year. The Member must be in compliance with all governing documents of the Association.
6. To retain an assigned dock space, the Member must file a float plan with security to demonstrate that they have used their boat/PWC a minimum of 25 hours during the term of the Agreement, hours will be prorated based on time of dock space assignment.
7. To retain an assigned kayak rack space, the Member must file a float plan with security to demonstrate that they have used their kayak/ paddle board a minimum of 15 hours during the term of the Agreement, hours will be prorated based on time of rack space assignment.
8. All Members and Guests using a community kayak must file a float plan with Security before leaving the dock and call Security upon returning the kayak to the rack.
9. Dock or rack space assignments are not transferable by Members, under any conditions. Dock or rack space assignments do not transfer with the sale, lease or other disposition of the Member's house(s), watercrafts(s) or other property.
10. No Member will have a temporary or permanent right to a particular dock space. The Director of Community Services is authorized to manually

reposition boats a nominal distance to optimize dock utilization. Otherwise, the Association may, with prior notice to the boat owner, change the location of the Member's assigned dock space to another location of comparable size, and request boat owner to move the boat to the new assigned dock space. If reasonable attempts to contact the boat owner fail, or the boat owner does not promptly comply with the request, the Director of Community Services will have the boat moved to the new assigned dock space, and will so notify the boat owner.

11. In an emergency, the Association or its designee may, without notice to the Member, change the location of the dock space to another space of comparable size, and move the boat to such space. Depending on the circumstances, an effort may be made to first notify the Member of the need to relocate the boat, so that the boat can be moved by the boat owner or his/her designee.
12. A Member may be requested to change his/her kayak rack space location to ensure the safe and efficient use of the facility.
13. Anyone requesting a slip for the first time is strongly encouraged to have completed a basic seamanship course offered by The Power Squadron or the Coast Guard Auxiliary.

#### Maximum Length/Height

The overall maximum length (including the swim platform, anchor and raised outboard engines) of any boat to be assigned a dock space at the Dock Facility, temporarily or permanently, is 40 feet. The Dock Facility was not designed and constructed to handle boats larger than 40 feet. The overall maximum height (including any structure i.e.; tuna tower but excluding radar equipment, antennas and sailboat masts) of any boat to be assigned a dock space at the Dock Facility, temporarily or permanently, is 16 feet above water line.

#### Condition of Watercraft

The watercraft and its engine(s) must be safe, clean, shipshape and in good operational and physical condition, capable of self-propulsion and being maneuvered. Upon request of the Director of Community Services, the Member must be able to demonstrate the operational mobility of his/her watercraft.

#### Availability

Dock or rack space will be assigned to a Member as dock or rack space is available and when the Member has fulfilled all requirements necessary to be granted a dock or rack space. Space is not guaranteed when requested by a Member, as there are a finite number of spaces and there may be other Members on a waiting list. When all suitable dock spaces are occupied, the requesting Member's name will be placed on a waiting list.



### Liability

The use of the Dock Facility is at the sole risk of the Member. The Long Cove Club Owners Association will not be liable for the care and protection of any personally owned watercraft, its appurtenances or contents.

The Association will not be responsible for injuries to any person or damages to or loss of personal property of a Member or Member's guest(s) occurring on or around the Dock Facility. The Association will be held harmless and indemnified for loss or damage to the Dock Facility or liability resulting from any act or omission by the Member, or by his/her agents, employees, invitees or licensees.

### General

1. The Member will comply with all policies, rules and regulations as set forth in the Association's Rules and Regulations, or any amendments or supplements thereto, as well as other governing documents of the Association. Following the "cure" period as stated in the DSA, the Association reserves the right to remove, at the Member's expense, the Member's boat if the Member is not in compliance with the rules and regulations of the Association, which includes but is not limited to, account delinquency.
2. A Member will ensure that Member's boat is secured properly by quality dock lines of adequate size and condition. *See "Dock Lines" for specific guidelines.*
3. Members are responsible at all times for their guests.
4. The Member may dock his/her boat only in the Member's assigned dock space as noted in the DSA or as posted at the Dock Facility.
5. Living aboard or residing at the Dock Facility is not permitted.
6. It is the sole responsibility of the Member who has a watercraft to comply with the laws of South Carolina.
7. All PWC must have a four stroke engine with both forward and reverse and shall not exceed 13 feet in length.
8. All PWC must be docked on LCC owned floating PWC docks.

### Ownership

1. All owners and co-owners must be Members of the Association.
2. The Member is required to provide the Association with a copy of the Member's proof of ownership for boat before the Member can be assigned dock space. Proof of ownership shall be a current and valid federal Certificate of Documentation (for documented boats) or state registration. A bill of sale will be accepted only as interim proof, pending receipt of one of the documents listed above within a reasonable period of time.

3. For rack space, Member must attest to ownership of the kayak/ paddle board.
4. Dock or rack space will not be assigned to a watercraft which is part owned by any person other than a Member.
5. The Member will advise the Association in writing of any legal change of ownership or rental of the watercraft within 48 hours following such change and, upon request, provide evidence thereof as the Association may require.
6. A Member(s) may sell shares in his/her watercraft to other Members. All owners of a watercraft must immediately notify the Director of Community Services of any and all ownership changes and submit to the Director of Community Services a revised and executed Dock Space Agreement, as well as required insurance and registration documents.
7. Each owner of a watercraft with multiple owners will be designated as a co-owner as long as he/she acquires and retains at least a 25% ownership in the watercraft. Partial owners of a watercraft who have less than 25% ownership of a watercraft are not deemed to be co-owners.
8. Any new co-owner(s) (as defined above), upon submission of the required documents for the co-owned boat, will be placed on the bottom of the dock space waiting list, if they are not already on the list. A co-owned watercraft may retain the use of the assigned dock space as long as a co-owner has been granted the privilege of an assigned dock space.
9. When a Member reaches the top of the dock space waiting list, he/she will be notified by the Director of Community Services. If the Member is a “co-owner,” as defined above, that Member will be granted the privilege of an assigned dock space for the watercraft in which he/she has an interest. Alternatively, if the Member so chooses, he/she may be granted the privilege of an assigned dock space as described in Rule Section titled “Assignment of Dock/Rack Space” and, upon such election, forfeits the right to dock space as a co-owner.
10. Should a co-ownership arrangement terminate and there are no remaining co-owners who have been co-assigned a dock space, then that watercraft must vacate its dock space until such time as at least one of the co-owners becomes eligible for a dock space assignment; that is, reaches the top of the dock space waiting list.
11. Co-owners who sell his/her shares in a boat will receive no preferential treatment for another dock space versus Members on the waiting list.
12. The Director of Community Services will review each ownership transaction to insure that the transaction meets the spirit of the dock space assignment rules.

### Registration or Documentation

All watercraft docked at the Dock Facility must have a current and valid Certificate of Documentation or state registration.

### Shore Power

1. The Dock Facility has 120 volt power and provides 15 amp service to 25 and 30 foot slips and 30 amp service to 35 and 40 foot slips, which can be used for maintenance on an intermittent basis. These circuits may be used for low current safety requirements, such as bilge pumps, battery chargers and alarm systems on a continuous basis.
2. The use of high current draw equipment such as air conditioners and electric space heaters is permitted at 35 and 40 foot slips for a semi-annual fee. For this service the Member must contact the Director of Community Services.
3. Electrical extension cords may be used for normal routine maintenance and upkeep. Cords must be removed when work is completed or cords are not in use. Cords must be in good condition and must not present a safety hazard.
4. The Director of Community Services will remove all electrical cords that are deemed to be inferior or pose a safety hazard.

### Insurance and Indemnification

1. The Member represents and warrants that he/she will maintain at all times liability insurance of not less than \$300,000. It is the Member's sole responsibility to ensure that liability insurance will cover all possible events.
2. The Member shall hold harmless the Association and its employees, and shall indemnify the Association for any and all costs, damages, charges and actions the Association may incur as a result of the Member's violation of these policies, rules and regulations and/or mooring of his/her watercraft.
3. The Member who has an assigned dock space will provide to the Association each year a copy of the insurance policy binder in force. This information must be submitted to the Association not later than January 31. Members who have assigned kayak rack space will, by January 31, warrant that required insurance coverage is in force, but will not be required to submit a copy of the insurance policy binder.

### Miscellaneous

1. The floating docks are relatively narrow. For reasons of safety and appearance, the dock must be kept free of paraphernalia not associated with securing of boats. Exceptions are water hoses and approved electrical cords, if such cords are required for everyday power to boat (as distinguished from temporary electrical extension cords). Water hoses must be kept neatly coiled. Electrical cords, if approved, may be kept on the floating docks, and must be secured so that they do not become a safety hazard. The Association reserves the right to remove any hoses or electrical cords that are deemed unsafe or unsightly.
2. Dock boxes are available for Members use for an annual fee by contacting the Director of Community Services.

3. Trash and flammable materials cannot be stored in dock boxes.
4. Water hoses must be purchased through the Association by contacting the Director of Community Services.
5. Members are not permitted to attach anything permanently to the dock. The usage of dock fenders is permitted only if they are fastened to the installed dock cleats.
6. Crabbing will only be permitted in designated areas, e.g., on the East/West parallel dock adjacent to the on/off ramp. Each crab trap must have an owner identification (ID adhered on the line tied to the dock cleat). Traps must be checked periodically and removed after seven days of usage. Always place the rubber mats located at the kayak rack before you set the crab pot down to protect the deck boards. Crab traps and dinghies are not to be stored at the Dock Facility. Any traps or dinghies left on the dock surface overnight will be removed at the owner's expense, and can be claimed at the Maintenance Office.
7. Trash bins are provided at the entrance of the Dock Facility for light trash only. Heavy trash must be removed. No trash is to be left in the dock buggy or on the docks. The Member is to keep the area in proximity to his/her boat neat and clean.
8. The fish cleaning station is available for use by Members or guests of Members. It is the responsibility of those using the fish cleaning station to thoroughly clean the area after use.
9. No spiked shoes of any kind are allowed on the dock, ramp or landing.
10. Skateboards, rollerblades, bicycles, scooters or other similar recreational conveyances are not allowed on the dock, ramp or landing.
11. Kayaks/paddle board on rack must be tied securely to prevent removal or damage by heavy winds.
12. Members are encouraged to secure their personal kayaks/paddle board with a bicycle lock.
13. Paddles, life vests and other equipment should not be stored in the kayak or kayak rack. If such articles are left overnight, these articles will be removed from the Dock Facility and can be claimed at the Maintenance Office.
14. Recreational swimming from the dock is prohibited.
15. Cleaning and polishing of watercraft are permitted with the following precautions: all materials when placed on the dock surface must be on top of a protective covering such as a canvas/vinyl covering, etc. to minimize staining and scratching of the deck boards.
16. Fueling watercraft at the dock facility is prohibited.
17. Major repairs and service to watercraft at the dock facility is prohibited.

## Guest Boats

1. There is transient dock space available for temporary dockage by Members and guests of Members. Dockage in the transient dock space must be approved by the Director of Community Services and is limited to a maximum of two (2) weeks in a given three-month period, said three-month period beginning on the date boat is approved for dockage. However, if space is available, the reservation of dock space at the transient dock may be extended with the approval of the Director of Community Services. The Long Cove Club Administrative Office should be contacted for details.
2. For persons desiring transient space longer than 24 hours, Member making reservations for transient space will sign an agreement stating the period the boat is expected to remain in the transient space, and provide information concerning the boat as requested by the Director of Community Services.
3. PWC transient dockage is limited to a maximum of 24 hours.
3. The Member is responsible for informing his/her guest(s) of the Association's policies, rules and regulations.
4. Transient boats must not exceed 40 feet in length.

### Dock Lines

1. Dock Lines must be nylon braided line.
2. All boats MUST be moored using BOW, STERN and SPRING lines.
3. Spring lines run forward from the stern, or aft from the bow of the boat to the dock. These lines should be equal to boat's length and keep the boat from moving fore or aft. They oppose the tension on the bow and stern lines.
4. Bow and Stern lines should be about 2/3 of the boat's length.
5. Boat Captains need to examine dock lines weekly for "chafe." Lines can be damaged by rubbing on sails and surfaces. Chafing can be reduced by not changing the angle of the line abruptly and by using abrasion-resistant pads, such as lengths of leather or hose.

### Diameter of Dock Lines

A minimum 1/8 inch of line diameter for every 9 feet of boat length is recommended, although the boat owner is responsible to determine if this minimum standard is sufficient for his/her boat. Larger lines will wear longer and stretch less.

<b>Boat Length</b>	<b>Diameter</b>
Up to 27 feet	3/8 inch
28 feet to 31 feet	7/16 inch
32 feet to 40 feet	1/2 inch

### Annual Inspection

Boat owners are strongly encouraged to have their boats inspected by the Coast Guard Auxiliary on an annual basis.

### Clean Marina Program

Long Cove Club will be designated a “Clean Marina.” Members must abide by the rules of the South Carolina Clean Marina initiative posted at the docks. Members must exercise common sense and good judgment in their actions to insure that their activities will not deposit pollution residues in surface waters or elsewhere where they may be conveyed by storm water runoff into the surface waters. Failure to adopt pollution prevention procedures may result in loss of slip from the Long Cove Club Dock Facility.

### Emergency Conditions

1. The Association reserves the right to move any and all boats to other dock space or to another location in cases where damage to the dock, pilings or other boats has occurred. If time permits, an effort will be made to contact the Member so that he/she can move his/her own boat.
2. In cases of hurricanes or tropical storms, it is recommended that all boats be moved to locations which may be less susceptible to damage by these violent storms. The Association recognizes that it may not always be feasible for a Member to move his/her boat to a safe location. If a Member elects to leave his/her boat at the Association’s Dock Facility during severe weather, the following conditions apply:
  - a. The Member will be responsible for any damage done by his/her watercraft to other watercraft or properties, including the Dock Facility.
  - b. The Member will hold the Association and its employees harmless for any damage to his/her watercraft(s) and equipment.
3. When severe weather conditions are anticipated, a designated agent of a boat owner may enter Long Cove Club in order to move boat to a safe haven. Boat owners who plan to be away from the island, or absentee boat owners, should designate an agent to move the boat and report agent’s name to the Director of Community Services and to Security.
4. Kayak, paddle board and PWC owners are requested to remove their kayak, paddle board or PWC from the dock if they leave the island during the hurricane season or for a protracted time (i.e. 30 days). Kayaks, paddle boards and PWC must be removed from the Dock Facility if a hurricane evacuation is ordered.

### Hurricane Preparedness

The Hurricane Preparedness Plan is intended to help boat owners with planning and timely action to minimize damage to their boat, the Dock Facility, and other property. The first week of June through the end of November defines the hurricane season. The National Weather Service and Beaufort County use the following threat conditions:

## **SEASONAL ALERT AND PREPARATION**

Automatically set, June 1 – November 30

### **POTENTIAL THREAT**

Hurricane winds expected within 36-72 hours

### **HURRICANE WATCH**

Hurricane winds expected within 24-36 hours

### **HURRICANE WARNING**

Hurricane winds expected within 24 hours

### **HURRICANE IMMINENT**

Hurricane winds expected within 12 hours

The procedures and recommendations outlined below are based upon lessons learned from previous hurricanes:

1. It is recommended that Boats be moved to safer areas.
2. Double all lines and add fenders. Adjust lines so that the boat is snug to the dock. Spring lines should be installed and properly positioned. Check lines for rot or fraying, and replace with new lines, if needed. Storm lines should be ¼” larger than normal.
3. Boat owners should consider lowering outboard engines to improve boat stability and to help protect engines from damage.
4. Check cleats NOW. A loose cleat on the dock or your boat will not do the job.
5. Fill water and fuel tanks.
6. Batteries should be fully charged.
7. Remove loose equipment such as sails, cushions, canvas, and sailboat booms.
8. Check bilge pump and set it on auto, if possible.
9. For insurance purposes, record all serial numbers and have a good recent picture of the boat.
10. Remove all electronics that are susceptible to windblown debris.
11. Disconnect all shore power, and remove windshields, canvas and antennas, if possible.

## **SECTION XII - ARB / COMMUNITY SERVICES**

### General

The Property Owner is responsible for maintaining the property in a manner consistent with the beauty of the community as a whole.

### Grounds Maintenance and Appearance

1. All exterior changes to a property must be pre-approved by the Architectural Review Board (ARB). This includes, but is not limited to, removal of trees and changes or additions in the landscaping plan.
2. Yard maintenance on a regular basis is required, including mowing, pruning,

weed control, and cleaning of driveways, roofs, and structures.

3. The property shall be free of overgrown vines, weedy cleared areas, dead vegetation, or vegetation which may present a hazard to a neighbor. Damaged vegetation and foliage shall be removed and replaced as necessary to be consistent with the landscaping plan.
4. The property shall be free of any unclean, unsightly, or unkempt condition. Litter, trash cans, beach equipment, fishing equipment, or any other unsightly item must be stored in the garage or service yard.
5. No mobile home, trailer, tent, boat, bicycle, or similar item may be placed on any lot, unless garaged, without approval by the ARB.
6. All Direct Broadcast Satellite Receivers or similar device installations must be pre-approved by the ARB so as to limit visibility.

#### Exterior House Maintenance and Appearance

1. All changes, additions, or extensions to structures must be approved by the ARB. This includes, but is not limited to, awnings, porches, windows, patios, pools, and roofs.
2. Repainting and reroofing, even if in the same color, must be approved by the ARB.
3. Exterior colors, with the exception of flowering plants, trees and shrubs, must be neutral. White, bright colors or reflective materials are not permitted.
4. Sculptures, pool surrounds, and yard ornaments or structures must be approved by the ARB.
5. All exterior lighting must be approved by the ARB and must not be placed, or be of such wattage, as to disturb neighbors.

#### Unimproved Lots

1. No clearing or bushhogging of any property may be done without the approval of the ARB.
2. Fallen or dead trees must be removed. If, upon notification by the ARB, the Property Owner has not removed fallen or dead trees within the period specified in the notification, these objects will be removed at the direction of the ARB and at the expense of the Property Owner.

#### Compliance

1. Following an annual property inspection, the ARB will notify the Property Owner of any maintenance issues or maintenance deficiencies observed, such notice to include a time period wherein such maintenance issues or deficiencies must be remedied.
2. If the Property Owner has not remedied the deficiencies or made arrangements to do so within the stated time period, a final notice will be sent to the Property Owner. This final notice will state that if action has not commenced or has not been scheduled to commence within the stated



period, a penalty will be assessed until such time as the deficiencies have been remedied to the satisfaction of the ARB. Said penalty will be \$100.00 per month, unless a higher amount is recommended by the ARB and approved by the Board of Directors.

3. Communication should be directly between the ARB and the Property Owner.
4. Penalties shall be handled as “club charges” and treated in accordance with Article VIII, Section 10 of the Covenants.

*For a complete set of the ARB guidelines and procedures please contact the Administration Building or download the documents from [www.longcoveclub.org](http://www.longcoveclub.org).*

#### Landscape Debris Removal

Landscape debris is collected by the Association on Thursdays. Debris must stay in your service yard until Wednesday afternoon.

#### Mailbox Repair and Replacement

For mailbox repairs and replacements, Members must complete a form at Security. A corresponding fee will occur for the work which will be completed within two weeks of receiving the request.

### **SECTION XIII - FARM AREA RULES AND REGULATIONS**

#### Farm Hours

Daily, from 7 a.m. to Sunset

#### Plot Assignment

1. Plots are assigned on an annual first come/first serve basis. Farm plots are assigned to Members only and are not transferable. Members who have previously gardened at the site are given preference.
2. You can request specific plots, but please remember that since it is a first come/first served program, you may not get your first choice. Reserving more than one plot is permissible if plots are available but, if you do, you must still leave the required walkway between each individual plot. Obstructions in walkways will be removed. It is the responsibility of each Member to follow Community Farm Rules. If additional plots are needed you will be asked to relinquish one of your plots.
3. Plots are for the use of Members. Any guests visiting the farm must be accompanied by the Member.

#### Plot Maintenance

1. Members must maintain plots (including adjacent aisles) throughout the growing season. Members who do not maintain their plots will not be eligible for a plot in the following year.

2. If, for any reason (health, vacation, work pressure), you will be temporarily unable to maintain your plot or if you have a substitute gardener, inform the Director of Community Services.
3. Please contact the Director of Community Services if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your plot. Abandoned plots will be reassigned.
4. Please understand that if you abandon your plot for more than 2 weeks, without having given prior notice (i.e. of vacation, sickness, etc.) to the Director of Community Services, your plot will be re-assigned to someone else.
5. If your plot becomes unkempt, you will be given 2 week's notice to clean it up. At that time, it will be cleaned up at your expense and re-assigned.
6. Keep your plot neatly weeded on a regular basis. Weeds may not become taller than 8 inches. Weeds are a major complaint of neighbors and other gardeners, and are the leading cause of plot forfeiture.

### Trash

1. Keep trash and litter cleaned from plot, as well as from adjacent pathways and fences.
2. Dispose of materials in the designate trash collection bins. Trash cannot be brought from off-site. Plant material is not allowed in the trash bins.
3. Weeds, diseased and infected plants that are removed from the plot, are to be piled in the labeled areas for disposal.
4. Any "gardening material" bag brought to the farm area must be emptied when brought, any filled bag must be immediately removed.
5. Keep the farm area attractive for neighboring residents and safe for all.

### Watering

Members must report all leaks to the Director of Community Services. Shut off faucet when done watering. Keep hoses on the path not in other Member's plots. No overnight watering.

### Tools and Equipment

1. When you are finished with your work, neatly coil hoses and hang tools in the shed. Keep the shed safe by keeping it free of clutter. Clean up seemingly random piles and bags of materials.
2. Power equipment may only be operated by those over 16 years of age. All use is at your own risk. Clean and return all commonly owned equipment to the shed and store them securely. Report all equipment problems to the Director of Community Services.

### Members, Family, and Pets

1. Members are reminded to use good personal safety practices when visiting the

farm area.

2. Children are welcome at the garden when accompanied and fully supervised by an adult.
3. Community rules regarding pets apply. Dogs must be leashed at all times.

### Parking

Members should park in the grass adjacent to the farm entrance, or inside the farm gates. Parking is not allowed on the road.

## **SECTION XV - COMMUNITY DOG PARK RULES**

*Hours: Sunrise to Sunset*

The Park is open to Long Cove Members and their accompanied guests only. Any guest must be accompanied by a Long Cove Member at all times. Failure to abide by any of the Park rules may result in loss of privileges and/or the issue of a ticket.

1. Each Member is legally responsible for his or her dog; Long Cove Club will assume no responsibility for any injuries to humans or animals.
2. Members must remain in the Park with their dog at all times.
3. No children under the age of 16 are allowed in the Park unless accompanied by an adult Member. The Park is not recommended for small children and infants.
4. Dogs must be leashed when entering and exiting the Park.
5. Dogs must be current on all vaccinations.
6. Aggressive dogs are not permitted on the premises. Dogs must be removed at the first sign of aggression.
7. Female dogs in heat are prohibited from entering the park.
8. Food and drink are not allowed in the Park.
9. Animal feces must be picked up immediately. Plastic bags are available for the disposal of the waste.
10. Holes dug by dogs must be filled immediately.

*Updated 10/24/2017*