

**THE PINE RIDGE PROPERTY OWNERS ASSOCIATION (PRPOA)
COMMUNITY FACILITIES OPERATIONS POLICY
DEFINITIONS OF USE RULES AND REGULATIONS**

The Community facilities encompass the community center building and ninety-four acres immediately surrounding; Including the shuffleboard, tennis courts, playground, gazebo, r/c flying field, and equestrian center, inclusive of the stable, pastures, riding arenas and the twenty-eight mile riding/walking trail system amenities. Other common property; Ten undeveloped park sites, owned by Pine Ridge Property Owner's Association, Inc.

1. PURPOSE:

To maintain, regulate and promote safe and proper use according to the reasonable established rules of the Community facilities within the Pine Ridge community and in conjunction with the Pine Ridge Property Owners Association (PRPOA) Board of Directors.

All facilities' use applications must be filled out and submitted to the Property Manager at the PRPOA office, and any applicable use deposit, security deposit, and/or cleaning fees must be paid in advance. Use of any facility by an applicant in connection with any application is prohibited unless the application receives PRPOA approval. The Community Center may be reserved for an event by contracting with PRPOA in advance. The person reserving the Community Center shall be required to obtain a special event liability insurance policy which shall include host liquor liability coverage, designate the Community Center as the insured location, and name Pine Ridge Property Owners Association as an additional insured.

Community Center Kitchen and Stable Meeting room Keys must be signed out and returned within two days after the scheduled event to Pine Ridge office.

2. REQUIREMENT:

a. The facilities shall be used for non-commercial, non-political, non-charitable & non-religious organizations only as described in the use definitions below; with the exception of it being an election-polling site as approved by the PRPOA Board of Directors. Property manager and or PRPOA Board of Directors decisions on matters are final.

1. GENERAL:

- a. Sponsor – An individual member responsible to the PRPOA management for any event.
- b. Full-Time household Member – Any person permanently residing with a Member.
- c. Non-Commercial – Not-for-profit event(s)

2. GROUP EVENTS:

- a. Instructional and informational classes
- b. Card and game playing
- c. Arts and crafts
- d. Hobby groups
- e. Service Groups registered and approved by PRPOA Board of Directors
- f. Other regularly scheduled group event
- g. Civic/Social Benevolent groups sponsored by a Member/deeded owner or Lessee with at least 51% of their membership comprised of Pine Ridge POA Members/deeded owner or Lessees.

3. SPONSOR EVENTS:

Private activities such as an anniversary, wedding, birthday party, etc., as approved by management. Use is intended to apply to the Members/deeded owner or Lessee.

- b. Guest speakers are permitted for the education and/or entertainment of the attendees. Information from local businesses may be offered, however, direct sales or sign-up solicitations may not accompany the presentation. A business may not independently reserve the facilities to make such a solicitation. Exception: sales booths at community activities, such as Horse Show/Events, are acceptable.
- c. All events require approval by the PRPOA management and shall be scheduled on a first-come-first-serve basis. For the community center and equestrian center meeting hall see Attachments B & C. For outside facilities use such as horse shows, parades, clinics, exhibits, and other public engagements that are approved by the Board of Directors see attachments D & E. These requirements are applicable to non-resident approved trainers.
- d. Use of the facilities is restricted to Group Events by Members/deeded owner or Lessee and their guests as defined in the use rules herein and shall be publicized as such.
- e. Sponsorship of Group Events is restricted to Members/deeded owner or Lessee.
- f. When the facility has been reserved for a Group Event, that facility will be closed to any Member who desires to use any segment, such as the game room or lounge area. Where such use would interfere with the purpose for which the facility is reserved.
- g. When a facility has been reserved for a Sponsor Event, that facility will be closed to all other Members/deeded owner or Lessee.
- h. Only authorized personnel and trained individuals may use the sound system. Keys for the sound system must be signed out to only the trained individual designated for operation.
- i. Security personnel shall be present at all events that are held in the community center.

3. MEMBERSHIP:

- a. Owner of a deeded parcel located in Pine Ridge Estates.
- b. Lessee who retains amenities use privileges relinquished by parcel owner in a lease agreement. Said current lease agreement must be furnished to the PRPOA office for use of the facilities.
- c. If a member is a corporation, partnership, or otherwise not a natural person, such member's rights to use the Community Center buildings or other common amenities shall be limited to one designated adult, or related adult couple, per year. Such a designation is not required for an individual's property deeded to a Trust.
- d. Member rights to use of common amenities shall not be conveyed to lessees of undeveloped lots.

4. MEMBER RESPONSIBILITIES:

- a. Any member who misuses the Community facilities, its equipment, or supplies shall be excluded from use of the facilities pursuant to Florida Statute 720.305.
- b. Cancellation of event requires a two-week notice. Failure to provide such notice may result in forfeiture of costs incurred at date of cancellation.
- c. All event sponsors shall assure that building capacities established by the Fire Marshall, 148 seated at tables, 317 non tables seated, for the Community Center and 40 for the barn meeting room are strictly adhered to.
- d. The kitchen has a maximum load of five (5) people at any given time.

5. MANAGEMENT RESPONSIBILITIES:

- a. Coordinate and arrange for proper security for all activities at the Community. Facilities excluding the riding/walking trails where proper use is expected by the user and their guest.
- b. Building hours shall be established as provided in the rules herein to provide appropriate security and safety.
- c. Accept proposals to present to the Board of Directors on behalf of events and approve sponsor events.

6. SECURITY DEPOSIT:

Refundable security deposits to cover losses and/or damages to the facilities are required as follows:

a. **GROUP EVENTS:**

Security deposits shall not be applied. All groups and their sponsors shall be financially responsible for losses and damages. The event checklist and sign off sheet that claims the sponsor reviewed the facility prior to use must be finalized a day prior to the event.

b. **SPONSOR EVENTS:**

Security deposits shall be required at the time a reservation is made and the standard contract is executed. Any and all losses will be deducted from the security deposit and the remaining deposit will be refunded or additional cost billed to the sponsor.

Community Center Building	\$750.00
Stable Meeting Room	\$500.00

7. CLEANING FEE:

a. **GROUP EVENTS:**

Cleaning fee shall not be applied unless sponsor elects to use the cleaning service, or their prior activities demonstrate to management that such fee is appropriate.

b. **SPONSOR EVENTS:**

Cleaning fee of \$106.00 shall be required at the time a reservation is made and the standard contract is executed. Sponsor shall be responsible for any and all additional costs in excess of the standard cleaning fee.

c. Return cleaning fee for use of Equestrian meeting room provided the room is cleaned to satisfaction.

8. PERSONAL TRAINERS:

The facilities shall not be used for commercial purposes except that personal trainer and instructors shall be permitted for individual and group activities to administer items such as crafts and physical fitness provided they do not unreasonably interfere with the rights of other authorized users. See Attachments E & F. For equestrian trainers see equestrian Attachments E & F and the rules established herein.

COMMUNITY FACILITIES RULES AND REGULATIONS

1. Smoking is prohibited in all the buildings located on the 94-acre complex.
2. Minor children (under 15 years of age) must be accompanied by a Member or designated caretaker (at least 18 years of age), while using the community center building for table tennis and the pool table. The sign in sheet must be executed to remain in the building for use of the same. Video surveillance may be used to secure the amenities assets.
3. Member's minor children, ages 12 and up, may use the tennis facilities, and shuffleboard courts unaccompanied.
4. At other than Sponsor Events, where this limitation is not applicable, guests shall be limited to four persons per member.
5. Only one event will be scheduled per weekend or at the discretion of the PRPOA Property Manager.
6. Notices and advertisements to be placed on the facility bulletin board by individual Members must be dated and the format approved by the PRPOA management. Notices

and/or ads will be displayed for thirty (30) days after which time they will be removed by staff. The bulletin board at the stable building shall be managed by the barn manager and or PRPOA Property Manager.

7. Only service animals as defined in the American Disabilities Act shall be allowed in the facility buildings, excluding the stable building.
8. Decorations are restricted to the tables or floor of the facility. Attachments to the walls, ceilings, fascia boards, and pictures are not permitted.
9. Event sponsors are responsible to ensure that all electrical equipment or appliances brought to the Community Center Complex are UL approved not to exceed twenty (20) amps.
10. Alcoholic Beverages:
 - a. May not be sold in the buildings.
 - b. Consumption by minors is prohibited.
11. Vehicles shall be parked in appropriate designated areas. Golf carts, motorized utility and similar vehicles other than PRPOA owned and operated shall be limited to paved areas.
12. An inventory of all movable equipment and supplies will be maintained by management.
13. Furniture and/or furnishings shall not be removed from the buildings unless authorized by PRPOA Property Manager and shall not be used for other than its intended purposes.
14. Sponsors of events shall be responsible for returning all items to the kitchen after their use, place trash in plastic bags and deposit in the trash bin next to tennis courts.
15. Property Owners have the right to assemble peacefully at the Pine Ridge facilities provided they observe the following....
 - (a) All community facilities use policy procedures, rules and regulations, all applicable applications processes, agreements and scheduling procedures are to be followed Violation of same may result in suspension of use of PRPOA facilities and common areas. See BYLAWS of PRPOA (Article II, Section 4 (G)) and State Statute 720.305.
 - (b) Harassment such as videotaping, tape recording, photographing and similar actions at the PRPOA business offices and Community Center without prior written approval may result in contact with law enforcement. State Statutes control videotaping at PRPOA Board of Directors meetings. (**see reasonable rules pertaining to video taping under board rules**)
 - (c) Verbal, Email, Fax, telephone or in person contact abuse may result in termination

of a phone call or visit, disregard of a correspondence and/or contact of law enforcement

(d) Excessive Emails or Faxes by an individual/group, as determined by the PRPOA Board, may result in disregard and suspension of privileges of that form of communication and a requirement by the PRPOA Board to that individual/group that any correspondence, accept as otherwise provided by Florida Law, be sent by regular First class mail to the PRPOA Association.

16. Community center is open on Sundays from 1PM to 5PM for the exclusive use of table tennis, pool, reading in the Fireside room or restroom facilities only. All other activities need to be approved by the PRPOA Property Manager. Hours and days may be adjusted by the PRPOA Board President.

Pine Ridge R/C Electric Airplane Club

Effective April 1, 2016

- 1) All members will be required to be enrolled and current members of the Academy of Model Aeronautics (hereafter referred to as AMA) which includes a model aircraft insurance program. All members must have a valid Small Unmanned Aircraft Systems (UAS) Certificate Of Registration (FAA Registration Number).
- 2) Payment of annual membership dues is required to join the club. All renewal membership dues must be paid by Dec. 31st for the following year.
- 3) Each member will be an experienced flyer or be required to fly with a flying instructor utilizing the “buddy box” training system until enough experience has been accrued to safely fly on their own.
- 4) Each member must own property in Pine Ridge.
- 5) Non Pine Ridge residents that have current AMA cards and valid Small UAS Certificate Of Registration (FAA registration number) can only fly at the Pine Ridge flying field as a guest of a current Pine Ridge R/C Electric Airplane Club member. Member must be present and assume responsibility for their guest in accordance with Pine Ridge’s Community Facility Operations Policy.
- 6) It is suggested that Club Members display their current membership card on their hat or shirt while at the field.
- 7) Student flyers can experience flying three times with a Club member flying instructor utilizing the “buddy box” training system.
If they are still interested in learning to fly they must first join the AMA program, register

for Small UAS Certificate Of Registration Identification (FAA registration number) and then apply for membership in the Pine Ridge R/C Electric Airplanes Club.

- 8) Only park flyer type electric aircraft or gliders will be allowed to be flown at the field.
- 9) No member or guest will fly any model aircraft at the field unless it is identified with the owner/pilots name, address, AMA number and Small UAS Certificate Of Registration Identification (FAA registration number) affixed either inside or outside of the model aircraft.
- 10) As per AMA rules, all flights will be flown in front of flight line.
- 11) All flyers will stand in the designated Flight Stations for all flying including take off and landings.
All take off and landings must be clearly and loudly announced prior to initiating such action.
- 12) No aircraft will be flown closer than 25 feet to any individual.
- 13) Spectators will be kept at a minimum of 50 feet from flight line.
- 14) Only three aircraft will be allowed in the air at one time, except at specialty events.
- 15) Parking of cars at the field will be only for spectators and those flying at field.
All parking must be within the defined parking area.
- 16) Flyers will mark the appropriate channel number on the flight board at the field to identify the transmitter band in use by the flyer.
Once flyer leaves the flight station they will remove their channel marker from the flight board.
2.4 GHz transmitters are excluded from the channel marking of the flight board.
- 17) A notice sign will be at the field entrance which will be used to inform spectators of risks involved and to proceed to the flying field at their own risk.
- 18) All members and spectators will be expected to drive slowly to the field to help keep dust down as much as possible and to be extremely careful if horses are around.
Note – at the present time there are no horses in the area of the flying field except at the marked crossings.
- 19) Each and every member present at the field will adhere to and enforce the Rules of this Club.

PINE RIDGE EQUESTRIAN RULES

1. GENERAL RULES:

Members/deeded owners and Lessees shall:

- a) Abide by the rules established and approved by the PRPOA BOD for all equine participants; “participants” referred to herein after as any person riding a horse on the PRPOA Community Complex Facilities and Common Properties, whether it be individually, within a group or under trainer supervision.
- b) Be prohibited from smoking in the stable building and pastures.
- c) Provide proof of negative Coggins test to the PRPOA management and carry the same while using all equestrian amenities.
- d) Be subject to revocation of Equestrian Facility privileges in the event an owner and/or horse is disruptive. The PRPOA BOD shall determine disposition.
- e) Not be allowed the exclusive use of the main arena, trails, obstacle, cross country, jump, and dressage arenas.
- f) Require that all participants must wear a helmet that meets the current applicable standards of the American Society of Testing and Materials for protective headgear used in horseback riding, ASTM/SEO certified helmets with chin strap closed and properly adjusted upon the participants head when riding an equine upon PRPOA Community Complex Facilities and Common Properties.
- g) Accompany minor children (under 18 years of age) at any Equestrian amenity except that:
 1. Member's minor children ages 15 through 17 may use the equestrian facilities unaccompanied, if their parents execute an indemnity agreement indicating they are responsible, including financially, for the actions of their children under Florida law.
- h) Participants will accompany guests at the Community Complex Facilities and Common Properties such as the trails, and shall carry proof of negative Coggins test for guests' horse/s.
- i) Not park personal vehicles in the stable entryways, by the muck bunker, on the arena road or on the grass around the stable area.
- j) Not use the upstairs Stable Meeting Room unless reserved through the PRPOA management.
- k) Be permitted to hire a qualified PRPOA approved equestrian professional for instructional purposes at the Equestrian Facility.
- l) Participants and their guests must execute a waiver and release of liability, provided by PRPOA acknowledging the dangers of horseback riding. If the participant is under legal age, a parent or a legal guardian, in addition to the participant, will sign the release. A copy of the release will be notarized and filed with the PRPOA Property Manager.
- m) No instruction may be given at the community complex to anyone under 6 years of age.
- n) All instruction will take place in a confined area, except for cross-country, which will require a ratio of no more than three students to one instructor.
- o) All participants' will be required to wear riding helmets as described in section “f” of this document and appropriate hard-soled boots.

- q) All trainers/group activity instructors will be fully informed of these requirements and will agree to enforce them.
- r) All participants and their guests_ should keep their horses at a walk when riding on any grassed common area including the areas between pastures. Riding in patterns or training in these areas is strictly prohibited. Must dismount and walk their horse across the arena road asphalt drive. Crossing community center drive and parking lots is strictly prohibited at the community grounds.
- s) Leading a horse by a golf cart under any circumstances on the community center grounds is prohibited.
- t) Participants will clean up after their horse by removing manure from the arena after use; a bucket and pitchfork is provided.

2. JUMPS AND EQUIPMENT IN THE MAIN ARENA

- a) Any equipment put into the main arena must be removed at the end of a session or before vacating arena.
- b) At no time should equipment interfere with the track around the inside rail of the arena.

3. ARENA RULES

- a) No horse shall be left unattended in any arena.
- b) Horses shall be exercised under the direct, physical control of their handler. Horses may be exercised at liberty in the round pen only.
- c) Horses must be under the direct control of their owner/handler at all times.
- d) Latch the arena gates and lock the same after each use to avoid damage to the hinges after use and reduce unwanted trespass.
- e) Jumps in the Jump arena must be put back to their original placement when not in use and should not be altered for use beyond the manufacturer's recommended specification.
- f) Riders should not impose their horses to jump any items that are not intended for the use of jumping particularly in the obstacle arena.
- g) Riders should use entry areas in the dressage arena and should not allow their horses to jump or walk over the arena fence barrier.

4. ARENA COURTESY

Riders of various disciplines and a wide range of experience share the Pine Ridge Equestrian Center. In the interest of good will and safety in the arena, let us agree to abide by the common sense rules that are posted. It is incumbent upon every PRPOA member to address another who may be performing an unsafe or disruptive action. To point out a departure from good horsemanship is a courtesy and should be taken in that spirit.

- a) Riders shall be aware of other riders and call "heads up" when necessary.
- b) Horses heading toward each other pass left shoulder to left shoulder.

- c) Experienced riders shall yield to novice riders.
- d) Riders shall attempt to leave a horse length between horses and shall call out "pass" when overtaking the rider ahead.
- e) No deliberate action in the arena should force another rider to take evasive action.

5. TRAIL SYSTEM

- a) Absolutely no motorized vehicles are permitted on the trail system other than PRPOA maintenance.
- b) Those using the trail system are to do so at their own risk.
- c) No glass products or smoking is permitted on the trail system.
- d) Trail system conditions are variable with no representation of safety.
- e) Pedestrians walking the trail system must yield right-of-way to all horseback riders.
- f) Area trail system is not patrolled.

6. DRESSAGE ARENA

- a) No walking or jumping horses over rails; use entry area at all times.
- b) No motorized vehicles other than PRPOA maintenance.
- c) Please use common courtesy while using arena, all other applicable rules apply.

7. OBSTACLE ARENA

- a) No jumping items that are not intended for that use including barrels intended for other use.
- b) No motorized vehicles other than PRPOA maintenance.
- c) Please use common courtesy while using arena, all other applicable rules apply.
- d) Return equipment to storage area after use.
- e) Please secure gate upon entering and exiting.

8. JUMP ARENA

- a) No jumping items that are not intended as per manufacturer's specification.
- b) No motorized vehicles other than PRPOA maintenance.
- c) Please use common courtesy while using arena, all other applicable rules apply.
- d) Return equipment to storage area after use.
- e) Please secure gate upon entering and exiting.

EQUESTRIAN COMPLEX EVENT REGULATIONS AND REQUIREMENTS

Requests for use of the Equestrian Complex and or Equestrian Amenities:

A proposal for an event(s) to be held at the Equestrian Complex or use of an equestrian amenity will be submitted to the PRPOA manager for review. The PRPOA manager will see that the documentation meets the regulations and requirements set by PRPOA. The PRPOA Board of Directors will review the request at a scheduled meeting and have the final decision.

The Sponsor requesting exclusive use of the Association's Equestrian Complex for a Horse Show Event must sign the Horse Show/Event Contract and agree in writing with the following rules and regulations governing the use of common properties of the PRPOA.

DEFINITIONS: Sponsor: A Sponsor is the entity that has requested an event be organized so as to raise funds for a cause. The Sponsor will provide the liability insurance and is responsible to see that the Pine Ridge Property Owners Association, Inc., Event Regulations and Requirements are followed.

Event Coordinator: Is an agent for the Sponsor and is a liaison between the Sponsor and the PRPOA and administrates all dealings for the event. The event coordinator will be a Pine Ridge Member.

EQUESTRIAN COMPLEX: The event coordinator shall be responsible to contact the PRPOA Manager to schedule the preparation of the equestrian complex before and following the event.

COGGINS: Horse(s) will not be allowed on the PRPOA grounds without a current negative coggins certificate. This must be checked at the gate.

GROUNDS CLEAN UP: Event coordinator shall be responsible for leaving the equestrian complex clean of all loose trash/debris.

RESTROOM FACILITIES: Events shall present to the facilities with proper Porta Johns when deemed necessary by management for such event.

DAMAGE: Event Sponsor shall sign the attached Pine Ridge Property Owners Association, Inc. Horse Show/Event Indemnification and Hold Harmless Agreement making the Sponsor responsible for damages to the grounds, buildings, or equipment used during the show or scheduled event.

DOGS: Only dogs on leashes will be permitted on the Equestrian Complex grounds.

ELECTRICITY: Electricity will be provided at the following locations:

Northwest end stall of stable

Pole in open grass area near pastures

Event coordinator will have access to the circuit breakers on the day of the event.

EQUIPMENT: Stanchions for jumps, poles and fences are provided by the PRPOA.

The event coordinator shall set up for the show and return any and all stanchions, fences and poles to their pre-designated areas by the arena in an orderly fashion after close of event.

LIABILITY INSURANCE: Event Sponsor for the event must provide \$1,000,000 (one million dollar) liability insurance per occurrence per event. A Certificate of Insurance issued by the insurance provider shall be provided to PRPOA agent ten (10) days before the event. Permission for the event shall be withdrawn pending receipt of the certificate.

OFF LIMIT AREAS: Stable office, tack and feed rooms are available to licensee's only or as authorized by the Barn Manager.

The PRPOA agent shall provide a location map designating restricted areas to the event Sponsor. The details shown on the map shall include but not be limited to the following:

- No horse access to grandstand area to assure safety of spectators/participants
- No admittance at end of the stable indicating "Pine Ridge Residents/Members Only"
- Designated entrance points at gate end of arena from fence line to arena to driveway restricting horse access to spectator areas
- Restrictions along Pine Ridge Blvd from the pasture fence line to the fence at the driveway entrance to prevent horse trailers and autos from entering without properly passing through registration
- Limits on parking of spectator's vehicles in lower parking lot behind barn and field.
- Non-member horses are not allowed in the aisles between pastures or on the trails.

PARKING: The event coordinator shall be solely responsible for control of participant and spectator parking as specified above. A pasture for participant overflow parking will be assigned one week prior to the event. The Barn Manager shall designate and coordinate which pasture is in sufficient condition to accommodate the extra wear of the anticipated activity

EXERCISE AREA: The dressage arena will be used for warm-up exercising of animals. All other areas of the Equestrian Complex are restricted from warm-up use.

PORTA-TOILETS: The number assigned by the event coordinator will be placed on parking lot side of stable and will be available for spectators. Restrooms in stable lobby will be available only to volunteers working the show. Signs will be placed on doors indicating Members Only.

SHOW PREPARATION: The event coordinator shall have access to equipment and stable building after 12:00 p.m. the day before the show. Show preparation will be done in a manner that is not intrusive to any member during the remainder of that day. Event Sponsor may lock arena gates after 12:00 p.m. the day before the event.

SHOW VOLUNTEERS: All volunteers working at the show will be required to wear identification at all times including preparation for, during and after the show.

SIGNS: Signs to advertise the show shall be of a quality design and material and are permitted on common properties at the entrances to Pine Ridge Estates. Temporary mobile marquee signs shall not be used at entrances to Pine Ridge Estates.

All signs must be removed at the end of the day of the event.

TELEPHONE: The telephone in the stable office will be available to the event Sponsor's volunteers for emergency purposes only. Any long distance charges incurred will be born by the Sponsor.

TRASH RECEPTACLES: Trash receptacles shall be provided by the Event Sponsor. Receptacles shall be removed no later than Monday P.M. following the event.

WATER: Water to be provided to exhibitors for their horses may be run from the end of the stable to the opposite side of the arena. A temporary watering trough will be provided by the PRPOA at the south end of the participant area. Hoses to watering areas will be provided by the event Sponsor. Washing of horses on the premises is not permitted.

Trainer Rules

Only Members and visiting relatives may engage Personal Trainers to provide services for them, for a fee on property owned and/or operated by the Pine Ridge Property Owners Association (PRPOA). Such Trainers and Group Activity Instructors must complete a Trainer/Group Activity Instructor Application Form, for approval by the PRPOA Manager, prior to beginning activity. The form will require identifying information, the name of the Member for whom the trainer is providing service and the trainer must provide current proof of liability insurance as specified by the PRPOA manager. The form shall be required to be updated annually or immediately upon addition of new students.

With respect to personal trainers teaching equestrian activity, all of the provisions of Chapter 773 of the Florida Statutes shall apply and all of the procedures of Attachment C shall be observed.

TENNIS COMMITTEE (PRTC) OPERATIONS POLICY

1. PURPOSE:

To regulate and promote the use of the tennis facilities within the Pine Ridge community in conjunction with the Pine Ridge Property Owners Association, Inc. (PRPOA) Board of Directors.

2. REQUIREMENT:

- a. The PRTC shall make written monthly reports to the PRPOA management concerning tennis facilities utilization, current needs, and future needs.
- b. All revisions to tennis facility documents shall be submitted to the Board of Directors via the PRPOA management for approval.
- c. The PRTC may maintain a roster of all members.

3. MEMBERSHIP:

- a. Any member of the PRPOA who plays tennis may request their name be placed on the PRTC roster.

4. MEETINGS:

- a. There shall be one annual scheduled in September. Two weeks notice shall be provided on the Community Center bulletin board special meetings may be called by the Chairperson upon seven (7) days notice as set forth in section 4.a. above.

CHAIRPERSON

- a. The President shall appoint the chairperson, subject to majority approval of the Board. The chairperson will then appoint the secretary.

6. DUTIES:

- a. Chairperson:
 - (1) Schedule and conduct the PRTC meetings and other meetings as required.
 - (2) Attend the PRPOA Board of Directors meetings as the PRTC representative or provide a written report on PRTC matters.
 - (3) Shall attempt to resolve issues pertaining to the operations of the tennis facility prior to referring same to the PRPOA Board of Directors.
 - (4) Schedule the use of the tennis courts. (The PRPOA management shall approve Court use schedules.)
 - (5) Shall provide tennis team rosters to the PRPOA management.
 - (6) Shall perform all duties incidental to this office.
- b. Secretary:
 - (1) Shall prepare the agenda, and keep minutes of meetings.
 - (2) Shall post all notices.
 - (3) Shall obtain a copy of the approved trainer/instructor list from the PRPOA management and post on the PRTC bulletin board.
 - (4) Shall act in the place of the Chairperson when Chairperson is not available.

7. PERSONAL TRAINERS:

See Attachments A. B. E. & F.

8. SUBCOMMITTEES:

From time to time, the Chairperson with the advice and consent of a majority of the Board shall establish such subcommittees as deemed desirable.

TENNIS CENTER RULES & REGULATIONS

1. COURT USAGE

The use of the Pine Ridge Tennis Center is limited to Members of Pine Ridge, their guests and participants of sanctioned events. Tenants who reside in Pine Ridge homes owned by Members have rights of Members.

2. GENERAL RULES OF PLAY

- a. The rules of tennis as established by the United States Tennis Association (USTA) shall apply at all times except when in conflict with the Tennis Committee rules.
- b. Proper tennis etiquette shall be observed at all times. Excessive noise, racquet throwing or profanity shall not be tolerated.
- c. Trash and other litter shall not be left on the courts, gum and food products must be disposed of in appropriate trash receptacles.
- d. Alcoholic beverages are prohibited on the courts.
- e. Use of tennis courts shall at all times be subject to the control of the management of PRPOA, Inc.
- f. The courts are intended for tennis only, no roller blades or skate type units are permitted on the same. No hockey play on the courts.

3. DRESS CODE

Proper tennis attire is required at all times. Appropriate attire is defined as follows:

Men: Shirts, shorts, sweaters and warm-ups.

Women: Tee shirts, tank tops, shorts or skirts, sweaters and warm-ups.

All Players: Non-marking tennis shoes are required.

4. GUEST PLAY

The Member must accompany guests of Members or tenants. Three guests are permitted per Member or tenant in open play on one court.

5. SCHEDULING PRIORITY

- a. Open play is permitted on a first come, first served basis. Singles play is limited to one hour and doubles play to two hours. These times may be extended if one or more courts are free at the end of the playing period.

- b. League play shall last no longer than four hours. Formation and scheduling of leagues must be coordinated through the Tennis Committee with the approval of the management of PRPOA, Inc. Schedules shall be posted on bulletin boards located at the tennis courts.
- c. Special events shall last no longer than four hours. Up to four courts may be reserved for special play. Formation and scheduling of special events must be coordinated through the Tennis Committee with the approval of the management of PRPOA, Inc.

SHUFFLEBOARD RULES

1. Absolutely no skateboarding, rollerblading or riding bicycles on the courts.
2. The combination to access the equipment and a copy of the game rules is available at the administrative office.
3. Age requirements for use are described in community rules and regulations number 3 preceding this section.
4. Equipment must be placed back in the proper cabinet and improper use of equipment will not be tolerated.
5. Absolutely no throwing of discs or equipment.

PLAYGROUND RULES

1. **PLAY HOURS:**
Unless otherwise permitted, the PRPOA playground is open seven days a week from dawn to dusk.
2. Adult supervision is required for the safety of all children. Use of the equipment is limited to ages 2-12 with a maximum load of thirty children.
3. Those using the playground do so at their own risk.
4. The playground is for the use of Pine Ridge Property Owner's Association members and their guests only. Guests must be accompanied by a homeowner at all times and abide by all rules.
5. **NO PETS IN THE PLAYGROUND AREA.**
6. No improper use of the playground equipment, climbing on items that are not intended for use such as the tops of slides, and connecting supports.
7. No inappropriate behavior, i.e. Shoving, fighting, and/or **PROFANITY.**
8. No alcohol.
9. No food or drinks in the playground equipment area. (Picnic tables have been provided for that purpose.)
10. **ABSOLUTELY NO GLASS OBJECTS** are permitted.
11. No bicycles, tricycles, skateboards, scooters, roller skates, roller blades, in the playground area or parking lot.
12. Trash shall be disposed of in the appropriate containers.
13. **NO SMOKING** in playground area.
14. **NO climbing** in area trees or on fencing.
15. No throwing sand or mulch. No sand or mulch should be removed from the playground area.

16. No digging holes in the sand or mulch. No climbing on the swing set or throwing swing seats over the top of the unit.
17. The Pine Ridge Property Owner's Association reserves the right to ban homeowners and /or their guests who do not follow the rules of the playground.

Enjoy the Safe Use of Your Playground!

PICNIC PAVILION RULES

1. Picnic Pavilion area is open 7 days a week from dawn until dusk.
2. The Pavilions are available on a first come first serve basis.
3. The Pavilion area is for the use of Pine Ridge Property Owner's Association members and their guests only. Guests must be accompanied by a homeowner at all times and abide by all rules.
4. Those using the Pavilion do so at their own risk.
5. No climbing on railings or table tops.
6. No Alcohol.
7. No roller blades, roller skates, skateboards, bicycle, tricycles or scooters at the Picnic Pavilion or on any of the paver walkways.
8. Keep Picnic area clean and tidy. All trash must be bagged and disposed of in the bin by the lower tennis courts. No trash is to be left behind after picnic.
9. All children under the age of 12 must be supervised by an adult at least 18 years of age.
10. No moving of Picnic tables from the Pavilion.
11. Report any problems to the office at 746-0899, during business hours.
12. The Pine Ridge Property Owner's Association reserves the right to ban homeowners and their guests who do not comply with the rules of the Picnic Pavilion area.
13. Charcoal grills are for your convenience and must be used by an adult 18 years. Pine Ridge is not responsible for the use of the grills; children must be kept at a distance from grills that are in use for safety reasons. Use grills at your own risk. The grill must be cleaned after use discarding the coals once they have cooled.

Adopted 6.7.16

AMENDMENTS:

These community facilities policies, definitions, rules and regulations pertaining to all areas may be amended by a majority vote of the PRPOA Board of Directors voting at any duly constituted regular or special meeting called for that purpose.

Approved by the PRPOA Board of Directors on May 27, 2015.