

Palmira Golf and Country Club Master Homeowners Association

New Owner Application

Property Address: _____

Please type or print clearly. Complete all applicable fields.

1. Applicant 1 Full Name:

2. Applicant 2 Full Name:

3. Current Mailing Address:

4. Applicant 1 Phone: _____

Email: _____

5. Applicant 2 Phone: _____

Email: _____

6. Employer: _____

Position: _____

7. Occupancy Information: This property is a single-family residence. Occupancy is limited to two (2) occupants per bedroom. Please list each person, other than the applicant(s), who will reside in the home.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Emergency Contact: _____

Relationship: _____

Emergency Contact Address: _____

Phone: _____

9. Intended Use of Property:

☐ Full-time residence ☐ Part-time residence ☐ Lease the unit

10. Warranty Deed: I/we agree to provide the Association with a copy of the warranty deed within ten (10) days after closing.

11. Association Documents and Rules: I/we acknowledge receipt of the Association rules and agree to comply with the Declaration of Palmira Golf and Country Club MHOA, Inc., the Articles of Incorporation, By-Laws, and all rules and regulations in effect during my/our ownership and occupancy.

12. Leased Units: If the property is leased, I/we understand and agree that the Association is authorized to act as the owner's agent, with full power and authority to take any action required, including eviction, to prevent violations by lessees and their guests of the Declaration and Association rules and regulations.

13. Exterior Modifications: Any changes to the exterior of the home, including lawn decorations, must be approved by the Architectural Review Committee before work or installation begins.

14. Pet Policy: All dogs must be leashed when outside, and pet waste must be picked up promptly.

Date: _____

Applicant Signature: _____

Applicant Signature: _____

Application Fee: A check in the amount of \$100.00, payable to **MAY Management Services**, must accompany this application. This fee helps defray costs associated with directory updates and other processing expenses. **Applications may be submitted by email but checks must be mailed. We do not accept payments over the phone or electronically.**

Please return the completed application, required paperwork, and payment to:

MAY Management Services
11100 Bonita Beach Rd. Ste 101
Bonita Springs, FL 34135
Office Phone: 239-262-1396
Email: spalmer@maymgt.com

Resident_____

Non-Resident Member_____

Palmira Golf & Country Club MHOA
Registration Form for Resident, Non-Resident Member
Vehicle Bar Code Decals, \$25 cash or check

Name: _____

Local Address: _____

Other Address: _____

Telephone No: _____

Alternate No. _____

Vehicle #1

Make and Model of Vehicle: _____

Color of Vehicle: _____

Year of Vehicle: _____

License Plate Number: _____

Issued by State of: _____

Vehicle #2

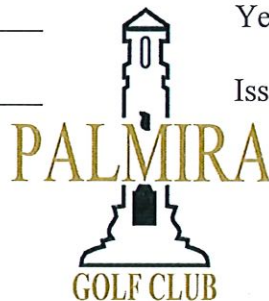
Make and Model of Vehicle: _____

Color of Vehicle: _____

Year of Vehicle: _____

License Plate Number: _____

Issued by State of: _____



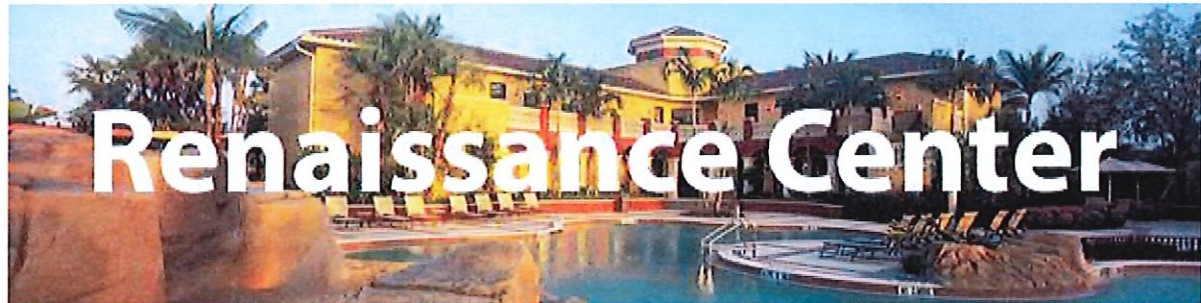
BAR CODE#1_____ Issue Date: _____

BAR CODE#2_____ Issue Date: _____

BAR CODE#3_____ Issue Date: _____



AND



**RULES, REGULATIONS
AND GENERAL INFORMATION**

September 8th, 2024

Palmira Master Homeowner's Association oversees all the daily operations of the Palmira community. Included in this handbook is everything you will need to enjoy the Palmira lifestyle.

VEHICLES

All homeowners can receive their vehicle barcodes and window decals from the main guard house or through MAY Management's office, the property manager for Palmira. All renter's vehicle barcode and window decals will be distributed through MAY Management's office. To receive any of these items, you will be required to show your current vehicle registration to verify ownership. In the case of a rental car, your contract with the rental agency will be required.

As a homeowner in Palmira, you will receive two barcodes free of charge. Additional barcodes may be obtained for immediate family members of driving age that permanently reside at your address for a \$25 fee per barcode. If a replacement barcode is required for any reason a new barcode will be issued. However, before issuing the new barcode you will need to provide the old barcode, or a portion of the old barcode. If neither is provided, the vehicle information to which the old barcode was attached will be required. The new barcode will be issued for a \$25 fee. Once the replacement barcode has been issued, the old barcode will be deleted from the system.

All barcodes must be placed on the rear driver's side window. Each homeowner will also receive a Palmira window decal that must be placed on the front driver's side window. This decal will ensure quicker entry through the guardhouse gate should the barcode reader malfunction. Vehicle guest passes will be issued by the guard house upon entering Palmira.

PARKING

Vehicles are not allowed to park on any Palmira streets overnight. This includes owner's and guest's vehicles. R.V.'s, trucks, trailers, and cars are not allowed to park over night in **any** parking lot or common area. This would include the Tennis Center, Renaissance Center parking lots, and the street parking near these areas.

EAST GATE ACCESS

East (back) gate access will activate with your bar code. The original arm will not go up until the gates have opened fully. **DO NOT ALLOW ANY VEHICLE TO FOLLOW YOU THROUGH THE OPEN GATE.** If this should happen, please notify the main guardhouse (239) 949-6851 immediately.

There is also a pedestrian gate installed on the sidewalk. To gain access through the pedestrian gate, you will need your RCC issued membership card-

COMMUNITY ACCESS

All property homeowners are required to notify the guardhouse of any guests, workmen, repairmen, and deliveries. If you do not notify the guardhouse, and the guard can not reach you, your guests, workmen, repairmen, or delivery will not be allowed entrance. It is your responsibility to notify the main gate.

Notification of any visitors can be done online via Dwelling Live. Once your sale is finalized, homeowners will receive an email that explains how to log into the online account and add any visitors' names to the guest list. If you need assistance accessing Dwelling Live, please contact Susan Palmer at May Management at spalmer@maymgt.com.

Any short-term guests visiting or staying at your home for more than one day are eligible for a guest gate access pass. This will allow your guest access through the guest gate for the duration of their stay. To obtain a guest pass, you must contact the guardhouse. The guest pass will contain an expiration date and must be placed on the driver's side dashboard. This guest gate pass is for entrance to the community ONLY.

In order to allow your guests to experience all Palmira has to offer, you will need to register them with the Renaissance Center Club. This procedure will be discussed in detail later on.

VENDORS

It has been our practice at Palmira to prohibit contracting work on Sunday, preserving that as a day of quiet for residents. Interior work by contractors is allowed on Sunday as long as the work does not create noise or disturbance external to the residence. Other contractor work is allowed on Sundays ONLY IN AN EMERGENCY SITUATION. If you are unsure if the work you are planning is allowed on Sunday, please contact MAY Management Services at (239) 262-1396, Monday through Friday, before scheduling your work.

OUTSIDE VENDOR RCC USAGE

From time to time, the Renaissance Center Club at Palmira will sponsor and bring in a variety of outside vendors to host complimentary markets, clinics, and demonstrations for the residents and renters of Palmira. This amenity is provided at no cost to the membership and all that is required is use of the courts or a space for the vendor to set up. Examples include, but are not limited to, a weekly produce market, a fresh eat~~eh~~ fish market, pickleball demonstrations, bocce basics clinic, a mobile car detailing vendor, and much more! Such vendors are authorized and brought to Palmira by RCC Management.

The Renaissance Center Club also offers a wide range of activities that provide one on one support in areas including, but not limited to, the fitness center, the pickleball courts, and the tennis courts. Offerings include items such as personal training, private/group lessons, and clinics. Activities as such are instructed by licensed and insured professionals who are RCC

employees or subcontractors of the RCC. Residents and renters are strictly prohibited from bringing in their own instructor, trainer, or vendor to use any of the RCC facilities for offerings.

RENTALS

If you plan on renting your home in Palmira, there are certain rules and procedures you must follow. You can rent your home on a yearly basis or no more than 3 times in a calendar year, if the rental is seasonal. There are NO short-term rentals, that includes rentals under 30 days. All rentals MUST be 30 days or more. Here is the procedure you need to follow to make the rental of your home go more smoothly:

1. Secure the lease guidelines and an application from MAY Management.
2. Complete the application and gain approval for the lease.
3. Complete the Renaissance Center Club transfer application – this is required for the lessee to utilize the facilities and services of the Renaissance Center Club including the pools, fitness center, park, courts, etc. **PLEASE REMEMBER IF YOU TURN YOUR PRIVILEGES OVER TO YOUR LESSEE. YOU WILL NOT BE ALLOWED ACCESS TO THE RCC, WHICH INCLUDES FITNESS, TENNIS, POOLS, BOCCE, BISTRO, PICKLEBALL, AND BASKETBALL DURING THE TERM OF THE TRANSFER.**

Deliver to MAY Management Services office via mail, fax to (239)262-5947, or hand delivered.

Physical and Mailing Address: 11100 Bonita Beach Road #101
Bonita Springs, FL. 34135

- (a) Copy of completed lease application
- (b) Completed RCC transfer application
- (c) Check for the \$500+tax transfer fee, totaling \$532.50

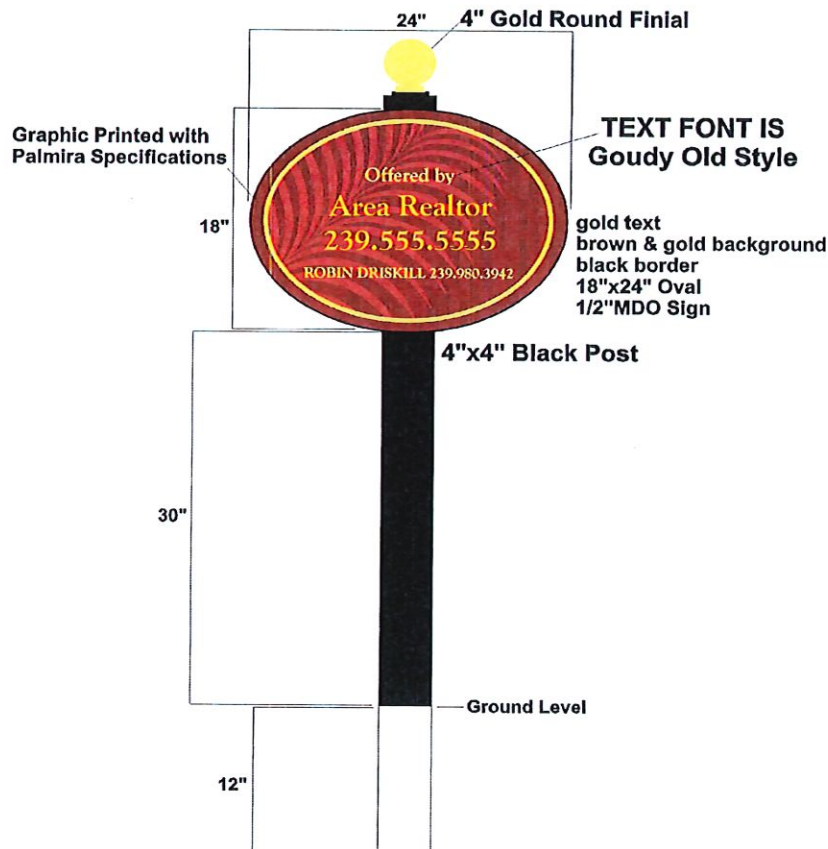
MAY Management Services will notify the guardhouse of your rental. All lessees are eligible for a barcode. Renter barcodes may be obtained in the MAY Management office for a fee of \$10 each. Barcodes will terminate once the lease has expired. To obtain a barcode, lessee will need to fill out a lease barcode registration form. Each lessee will be allowed two barcodes for a charge of \$10 each, paid at the time of issuance. If the lease is renewed, you as the owner must notify MAY Management Services. The barcode expiration date will then be adjusted accordingly.

SALES

If you decide to sell your home, there are a few rules. No 'For Sale' signs are allowed in The Enclave or Paloma. For the remainder of the community, there is an approved 'For Sale' sign you must use. The following page contains the specifications for the sign. Even if you are planning on listing your home as 'For Sale by Owner' you MUST use this sign. Signs not conforming to this requirement will not be allowed. You must check with your neighborhood HOA with regards to sign placement requirements as they may differ from neighborhood to neighborhood.

If you or your realtor is planning on having an Open House, signs are permitted on the listed property only on the day of the event. Signs may be placed that day as early as you like but must be picked up at the end of the Open House. **OPEN HOUSE SIGNS ARE NOT ALLOWED ON ANY OTHER PROPERTY INCLUDING BONITA BEACH ROAD.** If you provide the guards with information and a map to your open house – they will provide that information to visitors.

IF SIGNS ARE FOUND IN COMMON AREAS, THE MASTER ASSOCIATION WILL COLLECT AND DISPOSE OF THESE SIGNS.



The Renaissance Center Club is a private club, operated by the Palmira Master Homeowner's Association, featuring exceptional health and fitness facilities, recreational facilities, activities center, and social facilities. The RCC is located at the entrance to Palmira and is only used by Palmira residents, renters, and their guests.

MEMBERSHIP

Ownership in Palmira includes the membership benefits of the Renaissance Center Club and its facilities. Membership is contingent upon all assessments being current with your Neighborhood Homeowners Association. Your Renaissance Center Club membership costs are assessed through your Master Homeowner's Association dues, which are paid through your

Neighborhood Homeowner's Association on a quarterly basis. Members are classified as those individuals who are homeowners/renters in Palmira. Family members who are over eighteen (18) years of age and/or are not dependents, using IRS guidelines, of the member are NOT classified as members of Palmira, they are classified as guests of Palmira.

LESSEE PRIVILEGES

A residential property owner who wishes to lease his or her property, may request a temporary transfer of membership to the lessee of his or her property, subject to approval of MAY Management Services. The owner must submit an application for lessee privileges, provide a copy of the front page of the lease, and pay the required transfer fee established by the RCC. During the period when a lessee is the designated user of the membership, the residential property owner relinquishes member privileges but will still be obligated to pay dues to the Master Association in a timely manner. No more than three (3) leases may be entered into during a calendar year.

MYPALMIRA.ORG ONLINE ACCESS

Everything regarding the Renaissance Center Clubs is published online at <https://www.mypalmira.org/>. Each individual homeowner and renter in Palmira will get their own log in to the member side of the website where they can book court reservations, sign-up for seminars/happy hours/dinners, and more!

The initial log in for everyone is below. After you sign-in using your initial log in information, you will be able to customize your username and password.

Username: first name + last name (no space, all lowercase)

Example Username: robertsmith

Password: last name (all lowercase)

Example Password: smith

For assistance in logging into the member side of the website, please email supervisor@renaissancecenterclub.com.

RULES AND REGULATIONS PREAMBLE

The following Rules and Regulations are intended to be a guide to the use of fitness, tennis, pools, pickleball, bocce, basketball, and social facilities of the RCC. They are not intended to deal with all conceivable issues that may be presented for governance. These Rules and Regulations are established by the RCC to protect the facilities and to promote the health, safety, welfare, and enjoyment of the members, their families, guests and all other persons using the

RCC Facilities. The RCC is committed to providing all members and their guests with an enjoyable RCC experience. To uphold these standards, members and guests are expected to act in a manner consistent with good taste. The RCC may amend these Rules and Regulations from time to time as it is deemed appropriate in its sole discretion.

GENERAL RCC RULES

1. Members, their families, and their guests shall abide by all rules and regulations of the RCC as they may be amended from time to time.
2. RCC Membership ID cards are **required** to enter the RCC. Members are classified as those people who are homeowners/renters in Palmira. All dependent children between the ages of 14-17 will be issued an ID card.-Family members who are over eighteen (18) years of age and/or are not dependents, using IRS guidelines, of the member are NOT classified as members of Palmira, they are classified as guests of Palmira.
3. The RCC Facilities shall be open on the days and the hours as may be established by the Palmira Master Board of Directors. Areas of the RCC may also be closed for scheduled maintenance, repairs, and holidays.
4. Group activities and room reservations will be permitted pending availability and only with advanced notice and the permission of RCC Management.
5. The RCC reserves the right, in its sole discretion, to refuse service to a member or guest when that member or guest appears to be intoxicated.
6. All food and beverages consumed on the RCC Facilities must be furnished by the onsite bar and restaurant. The RCC Occupational license does not allow members or guests to bring in their own food or beverage.
7. Commercial advertisements shall not be posted or circulated at the RCC nor shall solicitations of any kind be made while using the RCC Facilities or upon the RCC's stationery without the prior approval of the Palmira Master Board of Directors. Other than as permitted in writing by the Palmira Master Board of Directors, no petition shall be originated, solicited, circulated, or posted on RCC property.
8. Members shall not use the roster or list of members of the RCC for solicitation, commercial purposes, or distribute the roster to anyone other than a Palmira homeowner/renter.
9. Dogs or other pets are not permitted on the RCC Facilities, except for those assisting persons with disabilities. Where dogs and other pets are permitted on the grounds, they must be on a leash. Members are responsible for any damage to another animal or person that is caused by an animal owned by the member or under the member's control.
10. All complaints and criticisms relating to any of the operations of the RCC or its employees must be in writing, signed, and addressed to the General Manager of the Renaissance Center Club.
11. Members and their guests may not abuse any of the RCC's employees, verbally or otherwise. All employees of the RCC are under the supervision of the RCC General Manager and no member or guest shall reprimand or discipline any employee, nor shall a member request an employee to leave the RCC Facilities for any reason. Any

employee not rendering courteous and prompt service should be reported to the RCC General Manager immediately.

12. Self-parking is permitted in areas identified as such. No parking will be allowed on grassed areas. "No Parking" signs must be observed at all times. Vehicles parked in violation of "No Parking" signs may be towed at the owner's expense. There are 5 handicap preferred parking spots in the following areas: Fitness Center Parking Lot, Bistro (2), Main Lobby Door, Front Parking Lot. Parking in these spots is only permitted by handicapped individuals needing closer parking.
13. All RCC facilities, including the tennis, pickleball, and bocce courts, are non-smoking areas. This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main lobby.
14. Firearms and all other weapons of any kind are not permitted on the RCC property at any time.
15. Use of the RCC Facilities may be restricted or reserved from time to time by the RCC. Membership will be notified of these situations via email or posting on the RCC main lobby doors.
16. Violation of any of these rules or conduct in a manner prejudicial to the best interests of the RCC will subject the person in violation to disciplinary action by the RCC in accordance with these Rules and Regulations.
17. The personnel of the RCC will have full authority to enforce these Rules and Regulations and any infractions will be reported to the RCC General Manager.
18. In no event shall the RCC discriminate against any individual because of the individual's race, color, religion, sex, national origin, age, handicap, or marital status.

GUEST PASSES & PRIVILEGE GUIDELINES

1. Guests must be registered by the sponsoring member with the RCC, prior to the arrival of the guest. Application forms requesting guest privileges may be obtained at the RCC reception desk or online at www.mypalmira.org/.
2. Guests of Palmira owners/renters are anyone who is over two (2) years of age. Guests under the age of 18 require adult supervision (18+) to use any of the RCC Facilities.
3. To provide membership privileges for guests, the sponsoring member must initiate the application for houseguest membership at least three (3) business days prior to the arrival date of the guest.
4. The maximum number of consecutive days/weeks that a member may have a guest use privilege during a membership year is fourteen (14) days/two (2) weeks.
5. Guests must have their guest card with them at all times while entering, using, and exiting the RCC Facilities. The RCC reserves the right to require identification by each guest.
6. When not accompanied by member, guests shall be required to present guest pass and sign-in at the reception desk prior to use of the facilities.
7. Guest privileges may be denied, withdrawn, or revoked at any time for reasons considered sufficient by the RCC Management, in its sole and absolute discretion.
8. Although it is the intention of the RCC to accommodate guests without inconvenience to the members, the RCC reserves the right to limit the number of guests that are invited by a member on any given day.

9. Proxy cards for guests may be rented with a \$20 cash refundable deposit. Once the card is returned to the RCC, your \$20 cash will be refunded. If the proxy card is not returned to the RCC, the RCC has the will to withhold your deposit.

GENERAL POOL RULES

1. There will be no lifeguard on duty. Use of the pool at any time is at the swimmer's own risk. Any injuries or accidents should be reported to the reception desk immediately.
2. Members must properly register their guest for facility otherwise they will not be granted access to use the facilities.
3. Children under the age of eighteen (18) years of age are not permitted to use the RCC Facilities unless accompanied and supervised by an adult. An adult is defined as a person whom is eighteen (18) years of age or older.
4. Children who cannot swim must be accompanied by a parent or guardian at all times while using any of the pool areas.
5. Children who are not toilet trained are not permitted to use the pools unless wearing appropriate diapers. Children wearing diapers are not permitted in any pool unless wearing swim diapers.
6. No spray sunscreen is allowed in the RCC facility or on the pool deck.
7. Swimming is permitted only during designated hours or until dusk, whichever comes first.
8. Showers are required prior to entering the pool to remove all suntan oils and lotions.
9. No glass containers, sharp objects, or other breakable contents shall be permitted in the pool or pool area.
10. No outside food, drink, or coolers are allowed. All food and beverages consumed on the RCC Facilities must be furnished by the onsite bar and restaurant. The RCC Occupational license does not allow members or guests to bring in their own food or beverage.
11. All swimmers must wear bona fide swimming attire. See provided photo below of allowed swim wear. "Street clothes," Brazil/French cut, thong style, and/or revealing swim wear, cutoff jeans, jeans, skirts, shorts, sports bras, leotards, leggings, dri-fit wear, compression shorts/shirts are prohibited. See photo below of non-allowed attire. Wear family appropriate and clean swim attire only.
12. Proper non-swim attire is required at all times in the RCC Facilities, other than in the swimming pool area or the locker rooms. Bathing cover-ups, as well as footwear, must be worn in all areas away from the pool deck and while in the restaurant areas. It is expected that members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of the RCC. It is also expected that members will advise their guests of the dress requirements.
13. Animals, bicycles, skateboards, rollerblades, are not permitted in, around, or on the pool deck areas.
14. Lifesaving and pool cleaning equipment should be used only for the purposes intended.
15. The throwing of balls, frisbees, clothes, etc. are not permitted in the pool areas. Pushing, dunking, diving, running, and jumping are dangerous and are prohibited. No spitting or spouting water in the water.
16. Scuba and snorkeling equipment, other than swim goggles and snorkel, are not to be used in the pool areas except as part of an organized course of instruction.

17. No running or tag games are allowed in the pool area. The RCC staff has the authority to expel from the pool areas anyone who does not follow these Pool Rules or whose conduct is otherwise unbecoming of a member.
18. All persons using pool furniture are required to cover the furniture with a towel when using suntan oils and lotions, as the use of these oils and lotions stains or damages the furniture.
19. All people using the pool area are urged to cooperate in keeping the area clean by properly disposing trash in the proper receptacles.
20. SMOKING AND THE USE OF E-CIGARETTES IS NOT PERMITTED. This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main lobby.
21. Flotation devices are permitted for non-swimming children. Small toys such as balls, water guns, rings, balls etc., may be permitted, depending on the number of people in the pool and the way the toys are used. Float lounges may be permitted, depending on the size and the number of people in the pool. The RCC staff has the authority to discontinue use of these float lounges upon the determination that they present a safety hazard or hinder the enjoyment of the pool by others.
22. Persons who leave the pool area for over 30 minutes must relinquish lounges and chairs by removing all towels and personal belongings. Saving chairs for people absent from the pool area is prohibited.

NOT ALLOWED



ALLOWED



*When purchasing, please confirm that this item is specifically made for swimming/swimming pools.

SAUNAS AND HOT TUB RULES

1. Consult your physician before using the saunas. These saunas produce dry heat and generally reach temperatures of about 105 degrees. It is not advisable to remain in the sauna for more than five minutes at any one time. Pregnant women should not use the poolside whirlpools, saunas, or other facilities that would elevate the core body temperature.
2. Never use a sauna or hot tub when you are under the influence of alcohol or narcotics, or when you have taken antihistamines, tranquilizers, vasoconstrictors, vasodilators or stimulants.
3. **CHILDREN 12 AND UNDER MUST BE SUPERVISED BY AN ADULT AT ALL TIMES UPON ENTRANCE TO THE SAUNA OR HOT TUB. CHILDREN SHOULD NOT BE IN THE SPA FOR LONGER THAN 10 MINS.**
4. Elderly people and those who suffer from diabetes, heart disease or high/low blood pressure should not use saunas or the hot tub.
5. Never go into a sauna on a full stomach. Wait two hours after a heavy meal before using a sauna.
6. Following a strenuous exercise period, **DO NOT GO DIRECTLY INTO A SAUNA OR THE HOT TUB.** Rest and cool down; allow your pulse to return as close as possible to your resting rate before entering.
7. No cups, magazines, or newspapers are permitted inside the sauna. Do not pour water or any liquid on the hot rocks or any heating element.

8. Day lockers are available on a per visit basis. Keys are available in each of the lockers. Locker keys must be returned at the time of leaving.
9. We recommend that you not bring valuables. Each person assumes liability for the loss of any items stored in a locker or common closet. The RCC is not responsible for lost or stolen items.
10. For fire safety reasons, all clothing and personal articles must be stored in a locker in the locker room and not under benches or in the common areas.

GENERAL FITNESS RULES

- Be courteous and respectful to staff enforcing the rules and other members using the facility.
- Please wipe down and put away all equipment and accessories used during your workout.
- Any Residents children between the age of 14-17 years old must have an adult (18+) sign a liability waiver & go through an orientation with the fitness director to use the fitness center.
- Cell phone conversations, music streaming, and camera/video streaming are strictly prohibited.
- Headphones are required for personal viewing & music enjoyment. Cell phone conversations using headphones must be taken outside.
- Excessive grunting, yelling, and slamming of weights is prohibited.
- Proper gym attire is required - no open-toed shoes, swimsuits, and excessively revealing attire.
- If a piece of equipment breaks/stops working, please notify a staff member immediately.
- Bringing in outside personal trainers, physical therapists, and participating in virtual streamed training sessions is not allowed.

DEPENDENT CHILDREN FITNESS USAGE GUIDELINES

1. Children of residents between the ages of 14-17 years old **are permitted** to use the RCC Fitness Center unaccompanied by an adult if the guidelines below are completed and followed:
 - Minors must go through a Gym Orientation with the Director of Fitness to go over the equipment, etiquette, and rules.
 - A signed liability waiver is required by their legal guardian permitting them to use the facilities.
 - Minors are not permitted to bring any outside, non-resident guests, friends, or family with them to use the facilities.
2. Visiting children and grandchildren of residents and renters that are between the ages of fourteen (14) - eighteen (18) years of age **are not permitted** to use the RCC Fitness Center unless accompanied and supervised by an adult. An adult is defined as a person who is eighteen

(18) years of age or older. Those under fourteen (14) years of age are not permitted in the fitness center.

3. For all other RCC Facilities besides the fitness center - Children between the ages of fourteen (14) – and eighteen (18) years of age are not permitted to use the RCC Facilities unless accompanied and supervised by an adult. An adult is defined as a person who is eighteen (18+) years of age or older.

Members are responsible for the conduct and safety of their children, family members, friends, and all guests when at the RCC Facilities. Should any issues with minors arise, they will be dealt with by the MHOA President and not follow the RCC Suspension Policy.

GENERAL TENNIS RULES

1. The Rules of Tennis published by the USTA shall always apply, except when in conflict with the local rules or with any of the rules herein.
2. Palmira Tennis Club memberships are available for an additional fee. A PTC membership entitles players to added benefits, including a tennis professional, reserved court times, clinics/drills, personal lessons, and much more! Contact the Tennis Center for more information. 239-444-1187.
3. Tennis court reservations made by Palmira residents can be made up to two (2) days in advance and any time after 1PM. For Palmira Tennis Club members, reservations for a tennis court may be made no more than one (1) week in advance and during any time of day. Play for 1PM is strictly reserved for Palmira Tennis Club members only!
4. At the time of making a reservation, the Member must include all the names of all those playing, including guests/visitors.
5. Singles and doubles may play on a court for up to an hour and a half, except for certain times designated by the RCC/Tennis Center. Please make every effort to book courts in the allotted time frame in order to make maximum use of court time, especially in season.
6. If players fail to appear within ten minutes of the reserved time, the court reservation will be forfeited.
7. At the end of their playing period, players must promptly relinquish their court to the next players. Once a member is off the court, the member may sign up for the next available court time.
8. Proper tennis attire is required. Proper tennis attire is that which is designed especially for tennis. Gentlemen must wear shirts with sleeves: t-shirts are not permitted. Warm-ups and sweatshirts are allowed in cooler weather.
9. Proper footwear is required. Basketball sneakers, running shoes, hiking boots/shoes, sandals, flip-flops, crocs, are prohibited. Tennis sneakers with a herringbone pattern are the only shoes that will not damage the surface, which is only ½ inch thick.
10. Tennis courts are to be used for playing tennis only. No other activity is permitted on the tennis courts. Bicycles, scooters, skateboards, etc., are not allowed on the courts.
11. Cell phones should remain in the off position or on vibrate while playing on the courts.
12. Proper tennis etiquette should always be observed. Excessive noise, racquet throwing, or profanity will not be permitted at any time. Trash and other litter must be deposited in the proper receptacles.

13. All players, members, family, and guests are required to register in the Pro Shop before play. The staff will advise as to court assignments upon registration and as to which court/s may be closed or under repair.
14. Smoking is prohibited in and around the tennis facility. This includes the use of e-cigarettes, cigars, and cigarettes. There is a designated smoking area across the street from the RCC's main entrance.
15. Use of the tennis courts shall be subject to the control of the RCC/Tennis Center at all times. The RCC shall determine the suitability of the courts for play. Courts will be closed when necessary for maintenance operations, when dictated by safety considerations, and/or when under adverse or anticipated adverse weather conditions. The RCC may reserve the courts for special events.
16. Guest fee of \$10 in effect during season October-April.

GENERAL PICKLEBALL RULES

1. Proper pickleball attire is required. Proper pickleball attire is that which is designed especially for pickleball, including shirts being worn while playing.
2. Proper pickleball footwear/athletic shoes is required. Athletic shoes are footwear with rubber soles, primarily designed for sports and other forms of physical exercise. Basketball sneakers, running shoes, hiking boots/shoes, sandals, flip-flops, crocs, etc., are prohibited.
3. Pickleball footwear have a wider base and sturdier in the midsole and outsole. Most pickleball shoes mimic quality tennis shoes.
4. Smoking and/or vaping is prohibited in and around the pickleball courts. No alcohol is permitted at the courts.
5. No games other than pickleball are to be played on the courts
6. Glass containers are prohibited inside the pickleball court area. Food and beverages, other than water, are prohibited in the court area.
7. Cell phones should remain in the off position or on vibrate while on the courts
8. Trash and recycling are to be placed in the provided containers, not left on tables or surrounding benches.
9. Dogs are not permitted on the courts or in the area within the court fencing.
10. Please remove all personal items prior to leaving the court area.
11. Racket throwing, excessive noise, or profanity are strictly forbidden and will not be permitted at any time. Unsportsmanlike conduct will not be tolerated.
12. No physical &/or verbal confrontation with other players or staff, on and off the court/s.
13. No chalk or paint on the courts
14. Please be mindful of the court fencing and gates. Climbing is prohibited for any reason. The gate bottom can become close to the surface and if forced open can rip the surfaces. Please do not for any reason put your hands under fences to retrieve balls.
15. Any rented pickleball equipment must be returned by end of day to the RCC.
16. Failure to follow the rules could result in disciplinary procedures being taken.

SPORTS COURT RESERVATIONS

- **BOCCE COURTS –**

- Reservations for a bocce court time can be made at the RCC front desk or online at <https://www.mypalmira.org/>.
- All Palmira residents may reserve a bocce court up to 2 days in advance of play. Bocce at Palmira (BAP) Members can reserve courts up to 7 days in advance of play.
- If you're interested in becoming a Bocce at Palmira Members for an additional fee, please contact the RCC Management.
- Equipment for bocce play can be obtained from the RCC front desk. An item of collateral must be left with the front desk during the rental period.

- **PICKLEBALL COURTS –**

- Courts are open 7 days a week for bookings from 7AM to 8PM, or dusk to dawn.
- For PPC members - reservations for a court may be made up to 7 days in advance. Only PPC members are permitted to play before 12PM.
- For non-PPC members - reservations for a court may be made up to 2 days in advance. Non-PPC members can play any time after 12PM.
- When playing, please reserve your pickleball court by clicking the "pickleball reservations" button on the RCC Cell Phone App or by clicking "Pickleball Court Reservations" under the RESERVATIONS tab on a computer/desktop.
- Courts, for singles and doubles play, can be reserved for one 1.5-hour (one and a half hour) time slot per member per day. Players may sign-up to participate in OPEN PLAY in addition to 1 reserved play time slot per day.
- Equipment for pickleball play can be obtained from the RCC front desk. An item of collateral must be left with the front desk during the rental period.

- **TENNIS COURTS –**

- Courts are open 7 days a week for bookings from 7AM to 8PM, or dusk to dawn.
- For PTC members - reservations for a court may be made up to 7 days in advance. Only PTC members are permitted play prior to 1PM.
- For non-PTC members - reservations for a court may be made up to 2 days in advance. Non-PTC members can play any time after 1PM.
- When playing, please reserve your tennis court by clicking the "tennis reservations" button on the RCC Cell Phone App or by clicking "Tennis Court Reservations" under the RESERVATIONS tab on a computer/desktop.
- Courts, for singles and doubles play, can be reserved for one 1.5-hour (one and a half hour) time slot per member per day. Players may sign-up to participate in OPEN PLAY in addition to 1 reserved play time slot per day.

- **BASKETBALL COURT –**

- The basketball area is available on a first come first served basis. Basketballs can be obtained at the front desk of the RCC. An item of collateral must be left while using the basketball.

SPORTS COURT USAGE: TO PLAY OR NOT TO PLAY

1. If there is lightning in the area, you will hear ONE LONG BLAST – evacuate the courts and seek shelter.
2. Once the risk from lightning has past, you will hear the all clear – THREE SHORT BLASTS
3. If the net is down, do not put the net back up. A down net means the court is closed.
4. For tennis: how to tell - After a rain, if you rub off a small area of the top surface of the court and you see water coming to the surface, the courts are NOT playable.

DISCIPLINE

1. Members are responsible for their own conduct and for the conduct of their family members and guests. Any member whose conduct or whose family's or guest's conduct shall be deemed by the RCC to be likely to endanger the welfare, safety, harmony, or good reputation of the RCC or its members, or is otherwise improper, may be reprimanded, fined, suspended, or expelled from the RCC and have all privileges associated with the membership suspended or terminated by the RCC. The RCC shall be the sole judge of what constitutes improper conduct, but improper conduct will include, without limitation: (i) failing to pay dues in a proper and timely manner, (ii) failing to abide by the rules and regulations as set forth herein and as established by the RCC from time to time, (iii) abusing RCC personnel or employees, or (iv) acting in a manner incompatible with the standard of conduct of the existing membership or which would likely injure the reputation of the members of the RCC.
2. The RCC may restrict or suspend some or all of a member's, family members, and/or guest's RCC privileges. If the RCC determines that a member's conduct or the conduct of his or her family or guest is improper, the RCC may terminate the membership, suspend or restrict the member's membership privileges, or restrict the use privileges of the member's family or guest whose conduct was improper. No member is entitled, on account of any restriction or suspension, to any refund of any membership deposit, dues or any other fees. During the restriction or suspension, dues and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a member in good standing.
3. Members are responsible for their own conduct and for the conduct of their family members and guests. Any member whose conduct or whose family's or guest's conduct shall be deemed by the Club to be likely to endanger the welfare, safety, harmony or good reputation of the Club or its members or is otherwise improper, may be reprimanded, fined, suspended or expelled from the Club and have all privileges associated with the membership suspended or terminated by the Club. The Club shall be the sole judge of what constitutes improper conduct, but improper conduct will include, without limitation: (i) failing to meet eligibility for membership, (ii) submitting false information on the Membership Agreement, (iii) allowing his or her membership card to be used by another person, (iv) failing to pay any amount owed to the Club in a proper

and timely manner, (v) failing to abide by the rules and regulations as set forth herein and as established by the Club from time to time, (vi) abusing Club personnel or employees, or (vii) acting in a manner incompatible with the standard of conduct of the existing membership or which would likely injure the reputation of the members or the Club.

4. Any member accused of improper conduct shall be notified of the Club's proposed disciplinary action and shall be given an opportunity to be heard by the Club to show cause why he or she should not be disciplined. If such member desires to be heard, the Club shall set a time and date (not less than ten days thereafter) for a hearing. While such complaint is being considered by the Club, the member shall enjoy the privileges of the Club. Notwithstanding the foregoing, the Club may, without notice and without a hearing, immediately suspend some or all privileges associated with a membership and/or, after notice, terminate a member for failure to pay in a proper and timely manner dues, fees or any other amounts owed to the Club.
5. The Club may restrict or suspend some or all of a member's, family member's and/or guest's Club privileges. If the Club determines that a member's conduct or the conduct of his or her family or guest is improper, the Club may terminate the membership, suspend or restrict the member's membership privileges, or restrict the use privileges of the member's family or guest whose conduct was improper. No member is entitled, on account of any restriction or suspension, to any refund of any membership deposit, dues or any other fees. During the restriction or suspension, dues and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a member in good standing.
6. Any membership which has been terminated hereunder shall be placed on the waiting list for reissuance and the member's membership deposit shall be returned to the member upon reissuance of the membership in the same manner as in the case of any resigned membership. All membership privileges shall cease upon termination of membership. A person whose membership has been terminated shall be obligated to continue to pay dues until the earlier of (i) the membership is reissued by the Club, or (ii) the end of the membership year in which the termination occurs, and the amount refunded to the person will be reduced by the amount of any unpaid dues, fees and charges.
7. Members and their guests may not abuse any of the Club's employees, verbally or otherwise. All service employees of the Club are under the supervision of the General Manager and no member or guest shall reprimand or discipline any employee, nor shall a member request an employee to leave the Club Facilities for any reason. Any employee not rendering courteous and prompt service should be reported to the management of the Club immediately.

RCC SUSPENSION POLICY – Management reserves the right to refuse admittance to or eject from the RCC premises any persons failing to comply with any of the RCC rules or regulations.

1st Offense – Individual(s) will be made aware of rule, a verbal warning given and an incident report outlining the offense will be placed in the offenders file.

2nd Offense – Individual(s) will be asked to leave the premises; the incident will be documented and reported to the MHOA Board President.

3rd Offense – Individual(s) RCC privileges will be suspended upon Palmira Master Board of Directors review. If a suspension is deemed warranted, the suspension will be a minimum period of 7 days, up to and including permanent suspension.