

## **I: Membership Classification Information**

Boonsboro Country Club provides its members with several different classifications of membership. These classifications defer in age, marital status, residential status and what amenities you will have access to at the Club. The Board of Directors may revise these classifications and their defining characteristics at any time through an approved resolution.

The Board of Directors may set membership quotas (the total number of memberships allowed) or levels of membership and change those quotas through board resolution and approval at any time. When quota levels are full, as duly noted by the board, approved new members will be placed on a waiting list. Refer to the wait list information in this packet for details.

### **Specific terms used in subsequent explanations include:**

- Classifications that contain the word “full” refer to full privileges of the Club which include Clubhouse, Swimming Pool, Tennis Facilities and Golf Course.
- Classifications that contain the word “social” refer to limited privileges of the Club which include the Clubhouse, Swimming Pool and Tennis Facilities. Golf Course activities may be used but with appropriate fees.
- Resident memberships apply if you maintain either a principal residence and/or normal place of business within the City of Lynchburg, the Town of Bedford, or the Counties of Amherst, Appomattox, Bedford, Campbell or Nelson or any town located therein.
- Non-resident memberships apply if you do not have a principal residence nor a normal place of business within the City of Lynchburg, the Town of Bedford, or the Counties of Amherst, Appomattox, Bedford, Campbell or Nelson or any town located therein.

### **Cost of member activities:**

The Club operates under a system of initiation fees, preferred stock fees, monthly dues, monthly assessments, minimum spending for food and fees for services rendered. In addition, capital assessments for capital projects may be necessary as needs arise and proper notification would be given in advance of any capital assessment.

- Minimum Spending for food is a quarterly charge for the unused portion of the \$100.00 per quarter minimum to be spent on food in any dining venue at the club (excluding alcoholic beverages) required for most memberships. Spending patterns are set up on a quarterly alignment of last names as follows:  
**A-G** ends on January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup>, **H-O** ends on February 28<sup>th</sup>, May 31<sup>st</sup>, August 31<sup>st</sup> and November 30<sup>th</sup>, **P-Z** ends on March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>.

### **For all member fees for services rendered or tangible goods include:**

Food, beverages, lessons, clinics, indoor tennis court use and contracts, golf carts, golf and tennis merchandise, guest (greens) fees for golf, tennis, and pool, golf range plans, lockers, bag storage, and other items as they apply. Each member assumes the fiscal responsibility for all charges made on his/her account and is responsible for the prompt payment of all charges on a monthly basis.

- A full membership includes the cost of guest (greens) fees for any individual or family member in this classification to play golf. Non-family members are considered guests and all fees apply (refer to guest policies). Additionally, included is the use of outdoor tennis courts, swimming pool and clubhouse activities.
- A social, senior dining or non-resident membership must pay all guest (greens) fees to play golf. In addition, senior dining members must pay for court time for both outdoor and indoor tennis. Non-family members are considered guests and all fees apply (refer to guest policies). Use of the swimming pool and clubhouse activities are granted to all three of these classifications.

**For all members (except those 80 years of age and over) fees for assessments fall in to two categories:**

- Capital assessments may be initiated by the Board of Directors as deemed appropriate for the development of the property in terms of large capital projects or from operating shortfalls on an as needed basis. When such capital assessments are warranted all membership classifications will be responsible for some form of contribution of funds as determined by the Board of Directors. Members that are in the age 80 and over classifications are exempt from capital assessments.
- Monthly assessments are fees that are billed on your member account which provide funds primarily for the use of annual operational capital improvements to the Club which includes such things as HVAC systems, carpet, furniture and fixtures, mowers, tractors, roadways, property enhancements and so forth. Members in the senior dining, non-resident and ages 80 and over are exempt from monthly assessments.

**Membership Classifications:**

**A few items that apply in general to all memberships include the following:**

In order to join the club, the individual applying for membership must be at least 21 years of age.

A family membership is considered a man or women, married, single or with a designated significant other that has children or step-children that are less than 23 years of age.

Non-resident memberships must provide proof of legal residence outside the boundaries established by the Club.

Members who reach the age of 70 and over are eligible to convert their membership classification to the senior dining plan. They must forfeit the value and shares of their preferred stock in lieu of paying the initiation fee to join this specially priced membership classification. They would still have the right to use the club's activities but would pay all fees associated with these activities. A member may elect to retain their preferred stock for voting purposes, if that is what they choose, and then they would have to pay the initiation fee for senior dining to convert.

Members who reach the age of 70 and over are exempt from food minimum charges.

Members who reach the age of 80 and over automatically receive lower monthly dues in their chosen membership classification. They are also exempt from food minimum charges, monthly and capital assessments.

**Listed below is a comprehensive explanation of all of the different membership classifications that are offered and used by the Club.**

### **CLASS A: Full Resident Family Membership**

Full Resident Family Memberships are granted to any married man or woman who is 40 years of age and over. This classification also grants full Club privileges to the members spouse and to any unmarried children or step-children that are less than 23 years of age. Family Memberships also include any unmarried man or woman who is 21 years of age and over and to any of this member's unmarried children that are less than 23 years of age.

- Must meet resident requirements
- Have the right to full privileges of the club
- Pay initiation fees and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessment and food minimum
- Food minimum is waived at age 70 and older
- Monthly assessments and capital assessments are waived at age 80 and older

### **CLASS B: Full Resident Junior Family Membership**

Full Resident Junior Family Memberships are granted to any married man or woman who is 21 years of age and under 40 years of age. This classification also grants full Club privileges to the members spouse and to any unmarried children or step-children that are less than 23 years of age. Junior Family Memberships are also granted to any unmarried man or woman who is 21 years of age and under 21 years of age and to any of this member's unmarried children that are less than 23 years of age.

- Must meet resident requirements
- Have the right to full privileges of the club
- Pay initiation fees and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Have a prorated system to pay initiation fees and preferred stock over time up to 40 years of age

### **CLASS C: Social Resident Family Membership**

Social Resident Family Memberships are granted to any married man or woman who is 40 years of age and over. This classification also grants social Club privileges to the members spouse and to any unmarried children or step-children that are less than 23 years of age. Family Memberships are also granted to any unmarried man or woman who is 21 years of age and over and to any of this member's unmarried children that are less than 23 years of age.

- Must meet resident requirements
- Have the right to all privileges of the club, excluding Golf, but may pay guest (grees) fees to play Golf as used
- Pay initiation fees and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Food minimum is waived at age 70 and older
- Monthly assessments and capital assessments are waived at age 80 and older

### **CLASS D: Social Resident Junior Family Membership (Under 40 Years of Age)**

Social Resident Junior Family Memberships are granted to any married man or woman who is 21 years of age or older but under 40 years of age. This classification also grants social Club privileges to the members spouse and to any unmarried children or step-children that are less than 23 years of age. Junior Family Memberships are also granted to any unmarried man or woman who is 21 years of age and under 21 years of age and to any of this member's unmarried children that are less than 23 years of age.

- Must meet resident requirements
- Have the right to all privileges of the club, excluding Golf, but may pay guest (greens) fees to play Golf as used
- Pay initiation fees and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Have a prorated system to pay initiation fees and preferred stock over time up to 40 years of age

### **CLASS E: Non - Resident Membership**

Non-Resident Memberships are granted to any married man or woman and to this member's spouse and any unmarried children or step-children under 23 years of age. Non-Resident Memberships are also granted to any unmarried man or woman and to any of this member's unmarried children under 23 years of age.

- Applies to members and their families whose principal residence and whose normal place of business is not within the City of Lynchburg, the Town of Bedford, or the Counties of Amherst, Appomattox, Bedford, Campbell, Nelson or any town located therein
- Upon application, proof of residence documentation is required. Must provide any two of the following forms of documentation: valid driver's license, vehicle registration, or voter's registration card
- Have the right to all privileges of the club, excluding Golf, but may pay guest (greens) fees to play Golf as used
- Pay monthly dues, capital assessments, but no monthly assessments and no food minimum

A non-resident classification includes privileges full privileges of the Club excluding Golf. Non-resident classification privileges include use of the Clubhouse, Swimming Pool and Tennis Facilities. Fees associated with non-resident memberships include fees for indoor tennis court use and fees for any food and beverage consumed on premises. A non-resident member can use the Golf course by paying all guest fees and other fees related to this activity.

### **CLASS H: Senior Dining Plan Resident Membership (70 Years of Age and Over)**

Senior Dining Plan Resident Memberships are granted to any married or single man or woman who is 70 years of age and over and his or her spouse; and to any of this member's unmarried children or step-children less than 23 years of age.

- Must meet resident requirements  
Have the right to dining privileges of the club only, but may pay guest (greens) fees for all other activities at the club
- Current members may forfeit preferred stock value in lieu of initiation fee to convert membership classification or current members may pay initiation fees and retain preferred stock and voting rights and still convert membership classification
- If new member, may not purchase preferred stock or have voting rights
- If current member or new member, pay initiation fees and monthly dues, capital assessments, but no monthly assessments or no food minimums (effective April 1, 2012)

### **CLASS F: Legacy Resident Membership (Under 40 Years of Age)**

Legacy Memberships are granted to anyone that is 21 years of age or older but under 40 years of age and meets the criteria to be considered for a Legacy membership.

- Must declare to be a Full or Social member upon application
- Must meet resident requirements
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Pay initiation fees and must purchase preferred stock
- Have a prorated system to pay initiation fees and preferred stock over time up to 40 years of age
- Legacy members, once approved, earn automatic admission to club during times that the club has a waiting list

Legacy memberships are available to all children or step-children and grandchildren of Boonsboro Country Club members. This program allows a member's child/grandchild to become a member of Boonsboro Country Club once they are no longer eligible to be members under their parent's membership due to the child's age. Once a child reaches the age of 23, they are no longer considered a member under their parent's membership and must join the Club as a member themselves to continue using the amenities of the Club. In order for a child/grandchild to be considered for a Legacy membership they must be under 40 years of age, their parents or grandparents must be a current member or have been a member upon death. The Legacy classification offers reduced initiation fees compared to other classifications as well as prorated payment plans for both initiation fees and preferred stock fees until they reach the age of 40. In times when the Club has a waiting list Legacy applications have preferential status on the waiting list and will immediately become members upon acceptance by the Board of Directors.

### **CLASS G: Social Resident Single Membership**

Social Resident Single Memberships are granted to any unmarried man or woman who is 21 years of age or older and has no children under 23 years of age.

- Must meet resident requirements
- Have the right to all privileges of the club, excluding Golf, but may pay guest (greens) fees to play Golf as used
- Pay initiation fee and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Food minimum is waived at age 70 and older
- Monthly assessments and capital assessments are waived at age 80 and older

### **CLASS I: Full Resident Single Membership (40 Years of Age and Over)**

Full Resident Single Memberships are granted to any unmarried man or woman who is 21 years of age or older and has no children under 23 years of age.

- Must meet resident requirements
- Have the right to all privileges of the club which includes golf guest (greens) fees
- Pay initiation fee and must purchase preferred stock
- Pay monthly dues, monthly assessments, capital assessments and food minimum
- Food minimum is waived at age 70 and older
- Monthly assessments and capital assessments are waived at age 80 and older

## **Significant Other Policy (for membership classifications A, B, C, D, E, F)**

The Significant Other Policy is a policy that allows a member to designate one person as their “Significant Other” if the following guidelines are met.

*If a member and Significant Other become legally married (per Virginia Law) they will no longer be subject to the provision of this policy.*

1. The Significant Other Policy applies to any unmarried member that has a Class A, B, C, D, E or F membership classification. An unmarried member with this classification can designate one person as their “Significant Other”.
2. If a member currently has a Class I or G membership classification they must switch to a Class A, B, C, D, E or F to have the ability to designate a Significant Other.
3. To be considered a Significant Other, the member and the designated Significant Other must have been in a committed relationship (exclusive relationship between two people that is similar to marriage without the legal bindings) for at least one year and reside in the same residence.
4. The member must complete and sign the attached application in order to designate someone as their Significant Other. Two forms of proof of residency documentation must be submitted by both the member and the Significant Other. Valid forms for proof of residency include a valid driver’s license, vehicle registration or voter registration card. The application will then be presented to the Membership Committee and Board of Directors for consideration.
5. Upon approval by the Board of Directors a Significant Other will have the same Club usage privileges as a member’s spouse. A Significant Other’s children will have the same Club usage privileges as member’s children. This will include charging privileges.
6. The member will be responsible for the conduct of the Significant Other and the Significant Other’s children as well as for all charges, purchases and any damages to Club property by their designated Significant Other and Significant Other’s children. Inappropriate behavior by a Significant Other or their children will be addressed in the same manner as inappropriate behavior by a member’s spouse or children would be addressed.
7. In the case that the member and Significant Other end their committed relationship or no longer live in the same residence it will be the member’s responsibility to immediately notify the Club, in writing, to resign their Significant Other’s status. Any charges incurred by the Significant Other prior to the Club being notified will be the member’s responsibility. Failure to notify the Club of any changes in the membership will result in disciplinary action up to and including suspension or termination
8. In the event of the death of the member the membership will be terminated. Stock ownership is nontransferable. The estate may request the return of the preferred stock funds and stock will be refunded to the estate in accordance with the law. If the Significant Other wishes to remain a member of the Club they must complete the application process and be approved by the Board of Directors.
9. Upon the termination of a Significant Other’s status, the member may not designate another Significant Other for at least one year.
10. A Significant Other and their children will be subject to all other rules and regulations of Boonsboro Country Club.

## **Initiation Fee Information:**

It is up to the Board of Directors to set the initiation fee levels on an annual basis based on the different membership classifications.

Once a new member is accepted, the initiation fee for their chosen membership classification will apply based on when the application is approved by the Board of Directors.

In the case that a new member decides to resign their membership within the first nine months after being approved by the Board of Directors and joining the Club the member is entitled to an initiation fee refund if their account is in good standing based on the schedule as below:

- If the resignation occurs less than three months after joining the Club, then 100% of the initiation fee will be refunded.
- If the resignation occurs less than six months after joining the Club, then 60% of the initiation fee will be refunded.
- If the resignation occurs less than nine months after joining the Club, then 40% of the initiation fee will be refunded.
- If the resignation were to occur more than nine months after joining the Club, then none of the initiation fee will be refunded.

## **Stock Fee Information:**

It is up to the Board of Directors to set the preferred stock fees levels on an annual basis based on the different membership classifications. Ownership of preferred stock entitles the shareholder voting rights during the annual election of directors who will serve on the Board of Directors.

Certificates of preferred stock in the Club shall be issued only to resident members in certain classifications and these certificates shall not be issued in joint names, nor are they transferable. All preferred stock must be purchased at the prevailing rates upon acceptance to the Club and no dividend shall be paid on any shares of stock of the corporation.

When a member resigns from the Club they are entitled to a preferred stock refund if their account is in good standing. The Club will not provide a refund of the original value of the stock until sufficient funds have been generated by a new member joining the Club.

In the event of the death of a member, the executor of the estate may request the return of the preferred stock funds. If the account is in good standing the Club will give priority to this preferred stock refund even if a new member does not provide funds for this return.

The value of preferred stock may be applied to settle a member's indebtedness to the Club (when funds are available based on the date of resignation in the order of refunds) following resignation, termination or death. Any remaining balance would be refunded.

## **Initiation & Stock Payment Plan Information:**

All membership classifications offer some form of a prorated payment schedule for initiation fees and some membership classifications offer a prorated payment schedule for the purchase of preferred stock. The prorated payment schedule is based on membership classification and the age of the new member when the application is approved by the Board of Directors. This information is available from the Business Office.

## **Changes to Membership Classifications:**

Any member who resigns or is terminated by the Club does not have to continue to pay monthly dues, monthly assessments, capital assessments or unpaid balances on prorated initiation or preferred stock fees. As part of Club policy, the value of preferred stock already paid would be refunded according to policy.

### Resident & Non-Resident:

Resident members who convert their membership status to a non-resident status are able to return to resident status immediately upon request. If preferred stock had been refunded, they would have to repurchase the preferred stock in order to return to resident status. To convert a resident membership to a non-resident membership proper documentation of non-residence is required. Any two of the following forms of documentation are required: valid driver's license, vehicle registration, or voter's registration card. Non-resident members choosing to change to a resident status will be required to pay the difference in initiation fees from non-resident to the new classification they will be joining and purchase preferred stock.

### Switching Classifications:

Any member that would like to change membership classifications may do so through a written letter to the Business Office indicating they would like to change their membership classification. We limit this activity to one change per fiscal year.

### Divorce Policy:

When a divorce occurs, only the individual designated by the court may continue as a regular member of the Club. The second party may rejoin the Club after going through the complete application process. Once approved by the Board of Directors the displaced member will need to buy preferred stock but all initiation fees will be waived.

### Leave of Absence:

A member may apply for a leave of absence in writing and when approved by the Board of Directors such leaves of absence will be granted. Once the duration of the leave has expired the member will be reinstated immediately without approval of the Board of Directors. The duration of time allowed for a leave of absence will be determined on a case by case basis.

### Resignations:

A member who wishes to withdraw from the Club must submit their intention in writing to Club Management. The member will be liable for all dues until the next statement date and any unpaid balances on their account. Upon resignation, the member shall surrender their preferred stock for cancellation and will receive a refund when funds become available.



Reinstatement after a Resignation:

If a member were to decide to rejoin the Club within 24 months of resigning, they may be reinstated after repaying all prior dues and assessments less 50% which have accrued since their resignation. The member must repurchase preferred stock of the Club if it has been refunded but the initiation fee will be waived. If initiation and stock had not been paid in full prior to resigning, a member who was on a payment plan may pick-up where they left off on their payment plan to pay the remaining balance of these fees. Memberships are allowed to be reinstated once. If resignation occurs again and the member later wishes to rejoin they would be subject to the application process and joining fees as new members.

Expulsions:

The Board of Directors may expel or suspend any member who, after a full examination of the circumstances, they find guilty of dishonorable or discourteous conduct, or of an infraction of the Club's by-laws, regulations or policies. A majority vote of the Board of Directors is required to expel the member. In the case of such expulsions, preferred stock shall be surrendered for cancellation and a refund will be made less any unpaid balances on their account.

In the Event of Death of a Member:

If the surviving spouse is the active member holding the preferred stock in his/her name then nothing needs to be changed with his/her membership listing. All shares of preferred stock remain in the name of the person whom the shares were issued as long as the membership is in good standing. When resignations or termination from the Club occurs the Club will surrender the value of preferred stock to the name listed on the original stock certificate issuance. In the event of death, a surviving spouse, if not currently the stockholder, may request the transfer of the shares of preferred stock into their name through the executor of the estate. The original stock certificates must be surrendered and new ones authorized and distributed to the surviving spouse. There is no guarantee that the value of preferred stock will be refunded to anyone without the continuous flow from new members to fund this activity.

**II: Sponsoring a Prospective Member**

Any member or spouse of a member may sponsor an individual or family for membership at the Club. To begin the membership application process, a current member must obtain a membership application on behalf of a prospective member and it is the current members' responsibility to guide the prospective member's application through the membership application process. All applications for membership must be approved by the Membership Committee and by the Board of Directors before any prospective member may become a member of the Club.

Procedures and instructions for the prospective member's sponsor are listed below. All prospective members should read and be aware of these procedures as well. Information regarding the cost to join and monthly fees are available from the Club's General Manager/Chief Operating Officer, Membership Director or a Business Office Representative.

**Member Instructions for Sponsoring a Prospective Member:**

A member sponsor must obtain a membership application packet from the Club's General Manager/Chief Operating Officer, Membership Director or a Business Office Representative. The Business Offices are located on the third floor of the Clubhouse.

The application will be recorded on the Membership Application Log. The Club requires the member sponsor's name, member sponsor's phone number and the prospective member's name.

Before leaving with an application packet be sure the following enclosures are included:

- Application form with an application number
- Board Member routing sheet that is signed and dated by a Boonsboro representative
- Membership classification information and membership classification fees

A sponsoring member assists the prospective member in the application process and is responsible for the following:

- Writing a letter of recommendation and signing and dating the application
- Obtaining two additional letters of recommendation from current Club members who also need to sign and date the application
- Introducing the prospective member to three Board Members and having the Board Members sign and date the Board Member routing sheet
- Make sure the type of membership classification desired is indicated on the application form
- Return the completed application packet to the Business Office. In order for an application to be considered within a timely manner the application must be returned by the Membership Committee meeting date. These meetings are generally conducted on the second Thursday of the month prior to the Board of Directors meeting but please contact the Business Office at 434-384-2111 for exact dates.

In order for an application to be considered complete we must have the completed application form, all three letters of recommendation and the Board Member routing sheet signed by three Board Members. When returning the application to the Club a Boonsboro representative must sign and date the return of the application. This is very important during times when the Club has a waiting list because date of receipt prioritizes names on the list.

Once Boonsboro has the completed application, the Membership Committee will review the application and recommend or deny the prospective member's application prior to the application being presented to the Board of Directors for approval. Applications are presented to the Board of Directors at their monthly meeting which is generally conducted on the third Tuesday of the month. All formal actions by the Board require a quorum of eight members. An applicant will be rejected if two negative votes are cast by the Board of Directors.

The sponsoring member and prospective member will both be contacted by Boonsboro Country Club, via direct mail, with the Board of Directors' decision regarding the prospective member's application. If the prospective member is approved, this letter will include information on required fees based on the type of membership classification applied for and when these fees are due. Once these fees are paid the new member's account will be activated.

Once a new member is accepted, the initiation fee for their chosen membership classification will apply based on when the application is approved by the Board of Directors. Upon activation, the new member will be given a membership number, a Club Notebook with all Membership Rules and Regulations and a current Club Chronicle newsletter. Monthly dues will start at the beginning of the next billing cycle. A new member must have a membership number in order to use the Club's facilities.

### **Wait List Information:**

If a new member is placed on the waiting list, the original initiation fee stated to them when they were accepted by the Board of Directors will apply when they are activated. If, during the stay on the waiting list, the new member's age becomes 40 years old, then they will not be eligible for the under 40 prorated payments any longer, but the initiation fee will remain as originally stated. They would be eligible for other payment plans if

they were being offered at that time. If a wait-listed new member chooses to improve their ranking on the waiting list by changing membership classification, they will have to pay the higher initiation fees for that member classification in order to move up on the list and the originally stated initiation fees will not apply.

Wait List Priorities:

This list of priorities is used by the Membership Committee to determine the order of rank for prospective new members for presentation to the Board of Directors for approval of membership.

1. **Class F: Legacy Resident Membership**
  - Full application process is required.
  - Activation is immediate upon approval by the Board of Directors.
2. **Class H: Senior Dining Plan Resident Membership**
  - Full application process is required.
  - Activation is immediate upon approval by the Board of Directors.
3. **Class E: Non-Resident Membership**
  - Full application process is required.
  - Activation is immediate upon approval by the Board of Directors.
4. **Returning Non-Resident Membership:**
  - Previously was a full resident member.
  - Moving back to the Club's defined residential area.
  - Had retained non-resident status while out of the area and account was in good standing.
  - As a previous full resident member all initiation fees and stock payments were paid in full or part (any balances left unpaid from a junior member classification schedule would be due upon reactivation of old status).
  - Activation is immediate upon approval of the General Manager, Chief Operating Officer.
5. **Moving Non-Resident Membership:**
  - Previously was not a full resident member.
  - Moving to the Club's defined residential area and makes a request for full resident membership.
  - Applicant must pay an Initiation Fee based on the difference of the current Initiation Fee for full resident membership and any Initiation Fee previously paid.
  - All stock must be purchased at current levels.
  - Activation is immediate upon approval of the General Manager, Chief Operating Officer.
6. **Divorced Spouse Membership:**
  - Full application process is required.
  - Preferred stock must be purchased at current levels
  - Initiation fee is waived.
  - Activation is dependent upon approval by the Board of Directors.
7. **Class A: Full Resident Family Membership**
8. **Class C: Social Resident Family Membership**
9. **Class I: Full Resident Single Membership**
10. **Class B: Full Resident Junior Family Membership**
11. **Class D: Social Resident Junior Family Membership**
12. **Class G: Social Resident Single Membership**

### **III: Guest Policies**

Boonsboro Country Club's Mission Statement proclaims that we are a family oriented club. In our efforts to meet the expectations of our members, their guests become part of our family friendly culture and are very important to us. We strive to adhere to policies that fairly reach out to all types of guests when members invite them to the Club. Guest fees apply to all guest usage (except dining) of the Club and vary by club activity.

A few definitions of terms used in our policies are provided below:

#### **Definitions:**

**Guest** – this applies to anyone who is not an active dues paying member of the Club who is invited to attend any activity on the Club's property. Members are required to accompany their guests while on Club property. In activities whereby a member sponsors a guest for an activity, they are not required to be present, but it is recommended.

**Resident Guest** – this applies to any Guest who maintains a principal residence or normal place of business within the City of Lynchburg, the Town of Bedford, or the Counties of Amherst, Appomattox, Bedford, Campbell or Nelson or any town located therein.

**Non-Resident Guest** – this applies to any Guest that does not have a principal residence or a normal place of business within the City of Lynchburg, the Town of Bedford, or the Counties of Amherst, Appomattox, Bedford, Campbell or Nelson or any town located therein.

**Team Play** – team activities are broken down into two categories and have different policies to follow; 1. Boonsboro "member only" teams and 2. Professionally sponsored league play teams such as regional USTA teams for tennis or PGA/LPGA/VSGA teams for golf.

#### **Specific Policies:**

##### **Membership Privileges for Member Children:**

All member children or step children who are unmarried under the age of 23 are entitled to the full privileges of the Club. Once a member child reaches the age of 23, he or she must join the Club in order to be entitled to the full privileges of the Club; otherwise they would be considered a guest.

##### **Guest Privileges:**

All guests are expected to meet the same standards of conduct as their host members and are entitled to the following privileges:

##### **Clubhouse:**

- All guests have unlimited dining privileges when accompanied by a member.
- Members must sponsor and be responsible for the charges of all activities at the club when guests are involved. When the Club has catering and special events, all guests are welcome during these special occasions. In some cases the sponsoring member may not be in attendance but is responsible for the event.
- In special cases, unescorted guests may use a sponsoring member's number for dining charges and activities if the sponsoring member obtains prior approval through the Business Office.

- Club summer and one-day camps are for members and non-resident guests only. Resident non-member guest requests for participation will be put on a waiting list (first come, first serve). If quota levels are not met 7 days prior to the event, then resident non-member guests will be allowed to participate until we reach quota levels. All resident non-member guests are limited to one camp per year.
- The Club honors reciprocal agreements for usage and billing purposes when prior arrangements are made with other participating private clubs in non-resident localities provided they are members in good standing at their home club.

### **Tennis:**

- All guests must register at the tennis desk and guest fees apply.
- Resident Guests:
  - A resident guest may play tennis once per month.
  - The member must accompany the guest on all visits and guest fees apply.
- Non-Resident Guest:
  - A Non-resident guest is eligible to play tennis for an unlimited number of times.
  - The member must accompany the guest on all visits and guest fees apply.
- In special cases, unescorted guests may use a sponsoring member's number for charges to use our tennis facility after the sponsoring member obtains prior approval through the Professional Staff and guest fees apply.
- Boonsboro "member only" teams, clinics and group activities are limited to Boonsboro members only.
- Specially organized city, county or collegiate school team play may be allowed at the discretion of the Board of Directors even if resident non-member guests are part of the team. There is no restriction to play for these non-members and special team rates apply.
- For indoor tennis contract play, the guest fee is waived for non-member substitutes; however these substitutes must adhere to the resident guest policy.
- Regional U.S.T.A. teams require any non-member player to pay a guest fee for each league season. Non-members may attend unlimited team clinics at the non-member clinic price. U.S.T.A. non-member players are subject to the once a month guest policy and fees outside of a team clinic or U.S.T.A. league match. U.S.T.A. teams may have no more than two non-members on their roster.

### **Golf:**

- All guests must register at the golf desk and guest fees apply.
- Resident Guests:
  - A resident guest may play golf once per month.
  - The member must accompany the guest on all visits and guest fees apply.
- Non-Resident Guest:
  - A Non-resident guest is eligible to play golf for an unlimited number of times.
  - The member must accompany the guest on all visits and guest fees apply.
- In special cases, unescorted guests may use a sponsoring member's number for charges to use our golfing facilities after the sponsoring member obtains prior approval through the Professional Staff and guests fees apply.
- Boonsboro "member only" teams, clinics and group activities are limited to Boonsboro members only.
- Specially organized city, county or collegiate school team play may be allowed at the discretion of the Board of Directors even if non-member resident guests are part of the team. There is no restriction to play for these non-members and special team rates apply.

- Regional PGA/LPGA/VSGA teams require any non-member player to pay a guest fee for each league season. Non-members may attend unlimited team clinics at the non-member clinic price. Non-member players are subject to the once a month guest policy and fees outside of a team clinic or league match. Teams may have no more than two non-members on their roster.

#### **Pool:**

- All guests must register at the pool desk and guest fees apply.
- Resident guests may use the swimming pool once per week.
- Non-Resident guests have no restrictions for the use of the pool.
- Designated family babysitters or guardians have no restrictions for the use of the pool as long as they are authorized by the family and are present with the children.
- All guests may use a sponsoring member's number to charge their guest fees when the member is not present after the sponsoring member obtains prior approval through the Business Office.
- Boonsboro "member only" teams, clinics and group activities are limited to Boonsboro members only.

### **IV: Member & Guest Rules**

The Club follows all laws, rules, regulations, and policies set forth by all local, state, and federal authorities that mandate guidelines within the Commonwealth of Virginia.

All members and their guests are expected to conduct themselves in a manner that is considerate of others who are using the Club's recreational and entertainment facilities.

#### **Motor Vehicles and Parking:**

- Follow posted speed limit and directional signs while on Club property
- Only park in designated, marked parking areas
- Respect handicap parking spaces and no parking zones
- No vehicles are allowed on Club grounds (this includes the area on both sides of the Club driveway)
- No vehicles are allowed on the Golf Course except designated maintenance vehicles approved by Club Management
- No parking on the Tennis service road at the Tennis Facility

#### **Smoking:**

Boonsboro Country Club is a non-smoking facility. Smoking is not allowed in the Clubhouse, Golf Shop, Tennis Shop, Pool swimming areas, Pool dining areas, Indoor Tennis Facility, Outdoor Tennis Courts, Ladies Cottage and Men's Locker Room. Smoking is allowed only outdoors in designated smoking areas. All smokers are responsible for putting their cigarette or cigar butts in an acceptable disposal container located around the property. Please do not leave or dispose of cigarette or cigar butts on the Golf Course or Club entrance ways.

#### **Cell Phones:**

Please respect other members and guests by taking any cell phone calls to a private location. Please place all cell phones on vibrate while on Club property.

Cameras:

It is acceptable to take pictures and/or videos while on Club property. In the case that you would like to use the Club for any type of special occasion “photo-shoot” please make arrangements with the Club ahead of time. Cameras and video recorders are not allowed in the Ladies Cottage, Men’s Locker Room or any restroom facility on Club property.

Children:

Children under the age of 10 are not allowed to be unsupervised in the Tennis Shop, Golf Shop, Pool or Clubhouse. Children under the age of 18 are not allowed unsupervised in the Ladies’ Cottage or Men’s Locker Room. For reasons of safety and well-being the parents of any child in breach of any of these rules will be contacted and asked to pick up their child immediately. Boonsboro Country Club does not assume responsibility for the safety and well-being of unattended children while on Club property, unless the child is a part of a club-sanctioned children’s event.

Pets:

No pets are allowed on Club property.

No Solicitation Rule:

No notices or advertising, commercial or civic, may be posted or circulated on Club property without the permission of the General Manager.

Designated Employee Areas:

Members and guests are asked to not enter into areas deemed as employee areas.

Employee Status:

Employees of Boonsboro Country Club are under the direct supervision of the General Manager and no member or guest shall reprimand or discipline any Club employee. If you have any concerns about the behavior of any employee, please notify the General Manager.

Club Attire:

The Club expects all members and guests to adhere to the established dress code which differs slightly depending on which amenities of the Club are being utilized. When a room is reserved for a private event, the group may be allowed to alter the dress code at the discretion of management. Shirts and shoes must be worn at all times on Club property except when using the Swimming Pool.

**Definitions of Dress Code-** these may be referenced for special events or specific rooms in the Clubhouse.

Club Casual:

Men: dress shorts, khakis, button-down shirts, collared polo shirts, dress denim, and dress t-shirts

Women: dress shorts, khakis, nice blouse/sweater, dress denim, and dress t-shirts

Children: dress shorts, khakis, button-down shirts, collared polo shirts, dress denim

\*Note: We do not allow cut-offs, ragged clothes or hats to be worn in the Clubhouse

Club Classic:

Men: slacks, button-down shirts with a sweater or jacket (no tie required)

Women: slacks, skirt, dressy blouse/sweater

Children: slacks, skirt, button-down shirts with a sweater or jacket (no tie required)

\*Note: Women are allowed to wear hats indoors

Club Formal:

Men: jackets, dress slacks, ties, dress shoes, tuxedos as required

Women: dresses (cocktail or evening), dress slacks, suits, dress shoes

Clubhouse and Front Lawn:

For everyday dining in the Clubhouse and on the Front Lawn Club Casual attire is preferred. If a member prefers to dress Club Classy this is acceptable as well. This includes special events unless otherwise noted. Members coming from Tennis or Golf are allowed to dine in Tennis/Golf attire and members coming from the Pool must have shoes and cover-up.

Exceptions:

- Sunday Brunch in the Large and Small Formal Dining rooms require Club Classy attire. However, Club Casual is allowed in the Ballroom, Grille, Lounge and Front Lawn. Children 12 and under are expected to follow the Club Classy dress code when dining in the Large and Small Formal Dining rooms on Sundays.
- If you prefer a special room for private dining with Club Classy attire, we will be happy to accommodate this request if the Club is notified in advance.

Locker Rooms:

- Club Casual, Tennis/Golf Attire, Hats are allowed
- Shirts and shoes must be worn at all times except while in the restroom/shower

Tennis:

- Athletic Club Casual Tennis attire (shorts and skirts of appropriate length, sport shirts/tank-tops, athletic socks and shoes)
- No denim, cut-off sleeveless shirts or bathing suits
- Appropriate Tennis shoes  
\*Only non-marking rubber soles will be allowed on hard courts (no black soled shoes or Golf shoes)
- Shirts and shoes must be worn at all times
- This dress code applies to both adults and juniors tennis players

Golf:

- Athletic Club Casual Golf attire
- Bermuda-length shorts or shorts and skirts of appropriate length
- Collared shirts for men and women (mock turtlenecks are acceptable but require a collar of at least 1¼ inches)
- Shirts must be tucked in
- No denim, cut-off sleeveless shirts or bathing suits
- Hats must be worn with bill facing forward
- Shirts and shoes must be worn at all times
- This dress code applies to both adults and juniors golfers

Pool:

- Bathing suits are required to be “tasteful”; no thong bathing suits; no visible undergarments
- Cover-ups, shoes, and shirts required when not in the Pool or Pool Dining areas



## **V: Food and Beverage General Guidelines:**

For the safety of the members and guests of the Club, the Virginia Department of Health requires that all food sold and/or prepared by the Club is purchased from licensed and insured wholesale and/or retail food purveyors. No food or beverages purchased by anyone other than Club management from off premise sites may be brought onto Club property. All food and beverage consumed on our property must be purchased from the Club. Some exceptions, once approved by Club Management, may be granted for medical-related, dietary requirements or extreme special circumstances.

### **Dining Guidelines:**

For all dining activity at the Club, we prefer that members and their guests make reservations for a la carte lunch and dinner dining and for all special events. We send out dining and special event information through our newsletter, email blasts, and web site listings. Different venues are open at various times and offer seasonal changes; at anytime you have a special dining request or need our help meeting your food and beverage needs the Club is available to meet your needs.

#### A La Carte Dining Venues:

The Club has many dining options for its members and guests. The Grille is available year round every Tuesday – Saturday for lunch and dinner. The upper club opens on Sunday for Brunch (not open for dinner) during the fall and winter months. Members may make reservations in any room as long as it has not been booked for a private function.

#### Sporting Venues:

The Men's Grille or 19<sup>th</sup> Hole serves men golf or tennis players Monday – Sunday for lunch and appetizers. The Men's Grille is available for dinner service Tuesday – Saturday each week as reservations demand. The Ladies Cottage is available for meals whenever lady golf or tennis players prefer, just call us for orders and the Club will deliver. (Note: we do not staff the ladies cottage except for housekeeping needs) The Tennis Shop and Indoor Tennis Center are available for meals whenever they are ordered and the Club will deliver. The only constraints are on Monday's and Sunday nights during the fall and winter when the main clubhouse is closed. Snacks and beverages are available year round when facilities are open.

#### Seasonal Dining Venues:

The Club opens front lawn dining every Tuesday – Sunday called Tavern on the Tee. We start out-door dining as soon as weather permits, usually mid-May, and keep it open through Labor Day each year. On Sunday's during the summer, the Club discontinues Sunday Brunch and adds Sunday dinner on the lawn. The Club has one venue, The Snack Bar, which opens Memorial Day weekend through Labor Day weekend and offers convenient food Monday – Sunday for lunch or dinner.

### **Alcoholic Beverages:**

#### Virginia ABC:

Boonsboro Country Club operates in strict compliance with current regulations of the Virginia Alcoholic Beverage Control Commission.

#### Conduct:

The responsibility for the conduct of each member, his or her family and guests, with respect to the consumption of alcoholic beverages on Club premises and in operating motor vehicles following such consumption, lies with the individual member, and is not and cannot be assumed by Boonsboro Country Club.

Minors:

No alcoholic beverages are allowed to be consumed on Club premises by those under the age of 21, as mandated by Virginia ABC law. Boonsboro Country Club reserves the right to require members and guests to show proof of age, via proper identification, when purchasing alcoholic beverages. In these cases, individuals will not be served if proper identification is not available.

Intoxication:

Boonsboro Country Club reserves the right to refuse service to any member or guest who may exude signs of intoxication.

Brown-Bagging:

Members may not bring their own beer or liquor onto Club premises. Members wishing to supply their own wine may do so but will incur a per-bottle corkage fee whether the bottle is opened by the member or an employee. No guests of members may bring their own wine. This only applies to members and not to banquets or catered events.

**Banquet Guidelines:**Planning:

All special banquet and catering events must be prearranged and planned through the Special Events and Catering Director.

Small Dinner Parties:

In the best interest of our members and guests parties of 15 or less may order from the restaurant menu, have a limited menu, or a set prearranged menu. Parties of 16 or more are required to either have a set menu or a limited menu, prearranged through Club management.

Member Event:

Boonsboro Country Club members are encouraged to utilize the Club's facilities for any personal parties, business meetings or weddings. A member event is defined as a private event for the member and/or the member's immediate family (spouse, child, sibling, parents, grandparent, aunt, uncle niece or nephew) and for a member's business. Dates and room bookings are reserved on a first-come, first-serve basis however priority will be given to any member event that is booked at least nine months before the date of the event. Member-sponsored events are only guaranteed the Club's facilities within nine months from the date of their event.

Member Sponsored Event:

All other events held at Boonsboro Country Club must be sponsored by a Boonsboro Country Club member and will be considered member-sponsored events. Member-sponsored events are defined as events for member's schools, social organizations, friends and co-workers. Dates and room bookings are reserved on a first-come, first-serve basis and member-sponsored events are only guaranteed the Club's facilities within nine months from the date of their event. All charges will be posted to the sponsoring member's account. All payments for member-sponsored events are to be made payable to Boonsboro Country Club by check or cash only (no credit cards will be accepted) within seven days after the event. For member-sponsored events written or verbal confirmation that a member is willing to sponsor the event is required. When accepting to sponsor an event the member accepts full responsible for the final bill and that it is paid in full.

Decorating:

For the safety and protection of the Club's assets the existing décor of the Club may not be altered by any member or guest of the Club without the permission Club management. No decorations may be attached to floors, walls, or ceilings. Fees for the repair of the property may be incurred by any member or group causing damage to Club property.

Deposits:

Member and member-sponsored weddings, rehearsal dinners and other large parties require deposits in order to hold the date of an event. Other events may require a deposit based on type and size of the event and Club management's discretion. Deposits are non-refundable within nine months of the event. Deposits will be applied towards the balance of the final bill. For current deposit amounts please contact the Club management.

Cancellation:

In the situation in which an Act of God (severely inclement weather or power outage) causes an event to not move ahead as planned, a postponement date will be offered to the guest in order to reschedule the event. This date will be offered by Club management and will be the earliest, most convenient date for the Club. If the guest count is affected by having to reschedule the event Club management will use discretion in billing on a case-by-case basis. Otherwise, cancellations will not be allowed.

**VI: Delinquent Membership Accounts:**

All members are required to meet all of their financial obligations to the Club within ten days of the monthly statement date. All delinquent accounts over 60 days past due will be discussed at monthly membership committee meetings and presented to the Board of Directors by the membership committee chairman each month.

Policies for Addressing Overdue Statements:

- Any charges not paid by the time that the next month's statement is generated will be considered delinquent and stamped "past due".
- Interest charges will be applied to any unpaid balance from the previous month's statement at a rate of 1.5% of the unpaid balance.
- A 30 day delinquent letter will be mailed from the business office requesting immediate payment.
- A 60 day delinquent letter will be mailed from the General Manager, Chief Operating Officer requesting immediate payment and requesting a meeting to discuss the reasons for non-payment.
- A 90 day delinquent letter will be mailed from the Club President, Chief Executive Officer which outlines the club's policy of suspension or expulsion if the payment is not made in full.
- When the value of a member's indebtedness equals the value of the corporate preferred stock, then the member will be suspended until all delinquent payments have been received and all past monthly dues, assessments, and other charges have been paid. When all delinquent financial obligations have been met, and all unpaid monthly dues and assessments during the period when the member was suspended have been paid, the member will be reinstated.

- When a member's delinquent account remains past due for more than 6 consecutive months, even if the account does not equal the value of the corporate preferred stock, then the member will be suspended until all delinquent payments have been received and all past monthly dues, assessments, and other charges have been paid. The suspension shall not exceed 12 months. When all delinquent financial obligations have been met, and all unpaid monthly dues and assessments during the period when the member was suspended have been paid, the member will be reinstated.
- If full payment is not received, expulsion will occur, and the value of the corporate preferred stock will be surrendered and applied against the unpaid delinquent accounts. If there are any monies leftover from the corporate preferred stock after the delinquent account is paid in full, the difference will be returned to the member.