

# **RULES, REGULATIONS, AND POLICIES**

Bent Tree Community, Inc.  
40 Little Pine Mountain Rd. #20202  
Jasper, Georgia 30143  
770-893-2629



Revised through SEPTEMBER 24, 2024

## Table of Contents

<b>I. INTRODUCTION.....</b>	<b>5</b>
<b>II. SCOPE AND AMENDMENT.....</b>	<b>5</b>
<b>III. PUBLIC SAFETY.....</b>	<b>5</b>
<b>IV. CLASSIFICATIONS AND DUTIES OF OWNERSHIP .....</b>	<b>6</b>
<b>A. PROPERTY OWNER .....</b>	<b>6</b>
<b>B. BTCI MEMBER.....</b>	<b>6</b>
<b>C. DESIGNATED MEMBER .....</b>	<b>6</b>
<b>D. GUEST .....</b>	<b>7</b>
<b>E. RENTER – LONG TERM &amp; SHORT TERM .....</b>	<b>7</b>
<b>F. CONTRACTORS/EMPLOYEES.....</b>	<b>7</b>
<b>V. ENTRANCE TO BENT TREE.....</b>	<b>7</b>
<b>A. ENTRANCE/EXIT GATES .....</b>	<b>8</b>
<b>B. PROPERTY OWNER/ DESIGNATED MEMBER ENTRY .....</b>	<b>8</b>
<b>C. GUEST ENTRY .....</b>	<b>8</b>
<b>D. COMMERCIAL AND CONTRACTOR ENTRY.....</b>	<b>8</b>
<b>E. SPONSORED ACTIVITY PARTICIPANTS ENTRY.....</b>	<b>10</b>
<b>F. REAL ESTATE AGENTS ENTRY .....</b>	<b>10</b>
<b>VI. COMMUNITY-WIDE RULES AND POLICIES.....</b>	<b>10</b>
<b>A. PET POLICY.....</b>	<b>10</b>
<b>B. SIGN POLICY.....</b>	<b>12</b>
<b>C. BURN POLICY .....</b>	<b>12</b>
<b>D. NOISE POLICY .....</b>	<b>12</b>
<b>E. WILDLIFE FEEDING POLICY.....</b>	<b>13</b>
<b>VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES .....</b>	<b>13</b>
<b>A. HOURS OF USE .....</b>	<b>13</b>
<b>B. ANNUAL GENERAL USER FEE (AGUF).....</b>	<b>14</b>
<b>C. ANNUAL AMENITY FEES.....</b>	<b>14</b>
<b>D. FACILITY RENTAL.....</b>	<b>14</b>
<b>E. GENERAL EXPECTATIONS / RULES OF CONDUCT.....</b>	<b>14</b>
<b>1. TRESPASSING .....</b>	<b>14</b>
<b>2. SMOKING/NO SMOKING POLICY.....</b>	<b>14</b>

3. WEAPONS .....	15
4. SOLICITATION .....	15
5. RAPPELLING.....	15
6. FIREWORKS.....	15
7. LITTERING .....	15
8. ALTERATIONS TO BTCI COMMON PROPERTY.....	16
9. ENFORCEMENT .....	16
F. ROAD POLICY.....	17
1. MUFFLERS.....	<b>Error! Bookmark not defined.</b>
2. ROAD SAFETY REGULATIONS.....	17
3. MOTORIZED VEHICLES WITHOUT LICENSE PLATES (i.e. ATV, LSUV, Golf Carts) .....	18
4. ROAD STRIPING.....	19
5. SNOW POLICY.....	19
6. OFF-STREET PARKING.....	19
G. DOG PARK POLICY .....	20
H. BEACH AND PLAY AREA POLICY .....	20
I. PAVILION POLICY .....	20
J. SPILLWAY POLICY .....	21
K. FISHING POLICY.....	21
L. POOL POLICY.....	21
M. GOLF POLICY.....	21
1. GENERAL.....	21
2. SCHEDULING AND ADMINISTRATION.....	22
3. GROUP GOLF POLICY .....	22
4. JUNIOR GOLF POLICY.....	23
5. PRIVATE CARTS .....	23
6. ANNUAL BTCI CART RENTAL.....	24
7. CART RIDE SHARING.....	24
8. NO COMMERCIAL GOLF BALL RETRIEVING.....	24
9. WALKING ON CART PATHS.....	24
10. FOOD AND BEVERAGES .....	24
11. GOLF CLUB RULES .....	24

12. VIOLATIONS OF GOLF CLUB RULES .....	25
13. GOLF TEE TIMES.....	25
N. THE COURTS POLICY .....	26
1. COURT FEES .....	26
2. TENNIS COURT RULES .....	26
3. AFTER HOURS PLAY .....	26
O. STABLES & EQUESTRIAN CENTER POLICY .....	26
P. RESTAURANT AND BAR POLICY .....	27
Q. BOAT POLICY .....	27
1. BOAT REGISTRATION .....	27
2. BOAT STORAGE.....	28
VIII. ENCROACHMENTS ON COMMON PROPERTY .....	28
IX. STANDING COMMITTEES.....	29
A. ACTIVITIES COMMITTEE (BTAC).....	29
B. ARCHITECTURAL COMMITTEE (AC) .....	29
C. COMMUNICATIONS COMMITTEE (CC).....	30
D. NOMINATION/ELECTION COMMITTEE.....	30
E. GOLF AND GREENS COMMITTEE (G&G).....	30
F. LAKE AND WILDLIFE COMMITTEE (L&W) .....	30
G. LAND ANALYSIS AND DEVELOPMENT COMMITTEE (LAD) .....	30
H. STABLE COMMITTEE (SC).....	30
I. TENNIS COMMITTEE (TC) .....	31
X. ADMINISTRATION .....	31
A. FEE SCHEDULE .....	31
B. BID PROCEDURE (section moved in its entirety to BTCI IOP Manual 5/25/2021).....	31
C. COMBINING LOTS AND DIVIDING LOTS .....	31
1. COMBINING LOTS.....	31
2. DIVIDING LOTS.....	32
D. WASTEWATER CHARGE FOR VILLAS.....	32
E. RECORDS POLICY .....	32
F. BULLETIN BOARD USE IN BENT TREE .....	32
G. WHISTLEBLOWER POLICY.....	33

**XI. PENALTIES FOR VIOLATIONS.....34**  
    **A. GENERAL VIOLATIONS..... 34**  
    **B. TREE CUTTING/TOPPING VIOLATIONS (see C. and D. below)..... 34**  
    **C. COMMON PROPERTY VIOLATIONS ..... 34**  
    **D. ARCHITECTURAL COMMITTEE (AC) VIOLATIONS ..... 35**  
**XII. APPEAL PROCESS.....36**  
**APPENDIX A. DEFINITIONS .....40**  
**APPENDIX B. AMENDMENTS .....41**

## I. INTRODUCTION

The Board of Directors (Board) of Bent Tree Community, Inc. (BTCI) has adopted resolutions over the years setting forth the policies for the community. To keep Property Owners and other interested parties of Bent Tree informed about all the policies of BTCI, the Board adopted a resolution to set forth the rules, regulations, and other policies in a single document. These may be amended from time to time. Property owners will be notified of changes in a regular issue of the *echo* (BTCI's official publication) and on [www.bent-tree.com](http://www.bent-tree.com) (BTCI's official website, login required).

- **BTCI's Declaration of Covenants, Conditions, and Restrictions (CC&Rs)** and the **Bylaws of the Corporation** are superior to, and are not repeated in, this document.
- **BTCI's Architectural Control documents (AC Handbooks)** are separate from, and are not repeated in, this document.

## II. SCOPE AND AMENDMENT

This document repeals and replaces all previous *Rules, Regulations, and Policies* documents, except any previous policy decision not in conflict with those printed herein. All future acts of the Board that seek to so govern, except for modifications of the Corporate Charter, the CC&Rs, the Bylaws, or the Architectural Control documents must be proposed as amendments to this document.

Amendments to this document may occur only in a meeting of the Board scheduled or called in accordance with the Bylaws. The procedure for amendment shall be the following:

1. Any amendment to the *Rules, Regulations, and Policies* must include identification of its exact location in the document (i.e. Section, Paragraph, etc.) and any other provisions in the *Rules, Regulations, and Policies* that may be impacted by the amendment.
2. A Director shall offer a motion to amend the *Rules, Regulations, and Policies*. If the motion is seconded, the proposed amendment shall be read aloud; the motion shall automatically be postponed until the next meeting of the Board; further action on the motion will be scheduled as "Unfinished Business" at the appropriate meeting.
3. Automatic postponement may be waived when:
  - a. a motion to waive postponement is offered at the time of the first reading, and
  - b. the motion to waive is seconded, and
  - c. the motion to waive is passed by unanimous vote of the Directors present.
4. All amendments approved by the Board shall be listed in Appendix B.

## III. PUBLIC SAFETY

- **In case of emergency, call 911.**
- Public Safety/Front Gate phone number (non-emergencies): 770-893-2628
- Public Safety Information (pre-recorded current info/alerts): 770-893-2999

Public Safety, in conjunction with Pickens County, provides site security and first responder (fire and medical) services to Bent Tree. Mutual aid agreements provide for assistance from other organizations as well.

BTCI is not required to provide measures or take actions which directly or indirectly improve safety on Bent Tree property. It is the responsibility of each owner to protect his/her person and property, and the responsibility to provide such security shall lie with each lot owner. BTCI shall not be held liable for any loss or damage by reason of failure to provide adequate security or ineffectiveness of security measures undertaken.

#### **IV. CLASSIFICATIONS AND DUTIES OF OWNERSHIP**

##### **A. PROPERTY OWNER**

A person or persons having legal title to a lot or lots within the Bent Tree Community (*CC&Rs, Article III, Sections 2&3*). Property Owners are entitled to vote on certain items as specified in the *CC&Rs*.

##### **B. BTCI MEMBER**

Owning property in Bent Tree does not automatically make a Property Owner a BTCI Member. In compliance with Georgia Code §14-3-601(b), BTCI Membership is voluntary. Only BTCI Members are eligible to run for the Board and to vote in business matters set forth in the *Bylaws*. See *Bylaws, Article I, Sections 3 & 4* for eligibility requirements. Application information for membership in BTCI shall be available at the Administration Office during normal business hours and shall be available on [www.bent-tree.com](http://www.bent-tree.com). The Board shall cause to be printed in the *echo* annually an application for membership in BTCI, together with information on how, when, and why such application is required. This information shall be included in the monthly edition calling for candidates for the Board. For purposes of determining the roll of members entitled to receive notice of the annual meeting of the members of BTCI, to vote in the election of members for the Board, and to vote in any other matter which properly comes before the members at the annual meeting, the Date of Record (date by which member applications must be received in order to participate in that year's meeting and elections) shall be AUGUST 5.

##### **C. DESIGNATED MEMBER**

The *CC&Rs* provide that the Property Owner of each lot shall have the automatic privilege to designate one Family Unit to use and enjoy the common properties. If a Property Owner designates a Family Unit other than his/her own, the following policy shall apply:

1. A person or Family Unit who has been named as designee by a Property Owner, for granting access to and use of BTCI amenities and common properties, shall have a Designated Membership and shall be Designated Members.
2. Any Property Owner who designates a membership for his/her lot relinquishes the right to use the common properties under his/her name for that lot and relinquishes the right to hold annual amenity memberships under his/her name for that lot.

3. The designation of amenity rights to a non-owner must be registered annually with BTCI, by the current Property Owner.
4. Designated Members shall have no legal title to any property within BTCI and shall have no voice or vote in the affairs of BTCI.
5. Designated Members are required to fully comply with all applicable *Rules, Regulations, and Policies* of BTCI, the other governing documents as applicable, and all posted signs and notices.
6. The fees for Designated Memberships shall be the same as those for Property Owners and paid on the same terms available to Property Owners, either annually or on the payment plan(s) approved by the Board for the budget year. If payment on the account is delinquent, the Designated Member will lose all privileges. Privileges will not be reinstated until the account is current.
7. Each Guest of a Designated Member shall pay the fees or charges set for Guests of Property Owners.

**D. GUEST**

Person invited to Bent Tree by a specific Property Owner or Designated Member.

**E. RENTER – LONG TERM & SHORT TERM**

1. **Long term renters (30 days or more)** shall be Designated Members.
  - a. A Property Owner who engages in a long-term rental must complete a Rental Processing Form at the Administration Office and must pay the Rental Processing Fee as reflected in the current *Fee Schedule*.
  - b. Rentals will not be processed for a Property Owner who is delinquent on any payments due to BTCI.
2. **Short term renters (less than 30 days)** shall receive the same privileges as Guests.

**F. CONTRACTORS/EMPLOYEES**

Persons who are at Bent Tree for the day for pay and/or for hire are not “guests” and shall not be allowed to utilize the amenities and/or facilities without being accompanied by a Property Owner/Designated Member. An exception is that such persons shall be allowed to dine in a separate room at The Tavern Restaurant without being accompanied by a Property Owner/Designated Member.

**V. ENTRANCE TO BENT TREE**

**Vehicle Transponders**, as described in the sections below, require that the associated Property Owner/Designated Member is current on his/her BTCI account. Public Safety shall verify and complete all required information in the Vehicle Registration/Transponder Log prior to installation of any vehicle transponder.

Vehicles equipped with BTCI transponders shall be used only by the registered owner, or other household resident, to enter and exit Bent Tree. Violation of this regulation shall result in deactivation of the transponder and possible further disciplinary action. If a vehicle with a



transponder is loaned to another individual for short-term use, the owner must notify Public Safety if the vehicle will enter Bent Tree property during the time it is being used. Exceptions to the issuance of transponders for any other category of persons entering the Property may be authorized by the Board or the General Manager if so directed by the Board.

The owner of a vehicle with a BTCI transponder shall immediately notify Public Safety when the vehicle is sold so the transponder can be deactivated. Bent Tree Administration staff shall frequently and routinely review records of amenity memberships and sales of property and notify Public Safety to deactivate transponders that are no longer valid. In addition, Public Safety shall routinely compare vehicles with transponders against their approved and registered inventories for any discrepancies and deactivate those transponders that are no longer current or active, or correct any identified discrepancies.

**A. ENTRANCE/EXIT GATES**

1. The main gate (aka the Front Gate) is at the Public Safety Building, located at the upper end of Bent Tree Drive. Vehicles equipped with transponders may enter through the electronic gate (right entrance lane). Other vehicles require clearance by a Public Safety Officer on duty (left entrance lane).
2. The second gate (aka the Back Gate) is located next to the Paws n Play Dog Park entrance, at the end of Pendley Drive. Vehicles equipped with transponders may use this entrance. Exiting through this gate does not require a transponder.

**B. PROPERTY OWNER/ DESIGNATED MEMBER ENTRY**

1. Property Owners/Designated Members may get a transponder (updated annually, see current *Fee Schedule*) to enter through the electronic gates at the Front Gate and at the Back Gate. Transponders must be updated no later than March 1<sup>st</sup> of each year.

**C. GUEST ENTRY**

Guests will not be authorized entry for Property Owners/Designated Members who are delinquent on payments due to BTCI. Such delinquent payments may include assessments, fees and fines.

1. **Preferred Guest** - The Board has authorized the establishment of a Preferred Guest transponder program. Applications for Preferred Guests are limited to three (3) per lot and are reserved for frequent Guests such as family members. Preferred Guests may get a transponder (updated annually, see current *Fee Schedule*).
2. **Daily Guest** – Property Owners/Designated Members must authorize entry of Guests by notice to Public Safety. A telephone call to Public Safety that establishes satisfactory identification of the caller as a Property Owner/Designated Member will be sufficient. A vehicle pass that displays the last day of authorized entry will be issued to the Guest. The pass must be displayed in a way that makes it clearly visible from outside the vehicle.

**D. COMMERCIAL AND CONTRACTOR ENTRY**

1. No contractors shall be allowed to work in Bent Tree on Sundays or holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day). Contractors shall be turned away at the gate on these days. Exceptions may be made in case of emergency.
2. No construction deliveries shall be allowed in Bent Tree after 6:30 p.m. Monday through Friday and after 4:00 p.m. on Saturday, or anytime on Sunday.
3. If a Property Owner invites a contractor as his/her Guest, the contractor shall be told that he/she cannot work on a project that will create a nuisance to the neighbors. In the event Public Safety is called by a neighbor regarding a Guest of Property Owner working, Public Safety will fill out a report and process the appropriate fine.
4. **Daily Commercial Entry** – Property Owners/Designated Members must authorize entry of service and repair personnel by notice to Public Safety. A single-day dated pass will be issued. The pass must be displayed in a way that makes it clearly visible from outside the vehicle.
5. **Annual Contractor/Commercial Pass and Transponder Access** – Bent Tree windshield decal and transponder (updated annually, see current *Fee Schedule*).
  - a. All entities participating in the programs below agree to abide by all Bent Tree traffic regulations, and in the event of violation of these rules, to pay all levied fines and reimburse Bent Tree for damages, if any .
  - b. Annual Fleet Passes and Transponders are valid for one calendar year. Fees will not be prorated.
  - c. Annual Fleet Passes and Transponders will allow access only during standard contractor hours; 7:30 AM to 6:30 PM Weekdays and 8:00 AM to 4:00 PM Saturdays.
  - d. Entities with 10 or more vehicles have the option of purchasing an Annual Fleet Pass which will allow entry of all vehicles owned by that company.
  - e. An annual pass allows access to Bent Tree once the pass is verified by Public Safety. An annual pass does not imply annual membership. All Rules, Regulations, and Policies of BTCI apply.
  - f. Contractors meeting criteria established by the Public Safety Director may be eligible to purchase transponders for their work vehicles. Transponder access does not imply annual membership. All Rules, Regulations, and Policies of BTCI apply.
  - g. Entities with employees who demonstrate a serious or consistent disregard for BTCI Regulations and Policies may lose access benefits associated with annual passes or transponders without refund. This decision will be made by the General Manager after consultation with the Public Safety Director.
6. **Authorized non-transponder use of the Back Gate by the Stable Master** – The General Manager has the authority to allow the Stable Master (and his assistants, subject to approval by the General Manager) access to and use of the code to activate the entry arm at the Back Gate to allow for deliveries and service providers coming to

the Stables and Equestrian Center in the course of related business. Examples include, but are not limited to veterinarians, farriers, and the delivery of supplies.

**E. SPONSORED ACTIVITY PARTICIPANTS ENTRY**

Non-property owners and non-guests who have made reservations to participate in a sponsored activity will be allowed on the property provided the manager of that facility or sponsor of the activity has furnished Public Safety with names or numbers of reservations. Public Safety will provide the appropriate dated vehicle pass to be displayed on the vehicle. Public Safety will explain to the occupants of the vehicle that they are allowed use of the applicable amenity only.

**F. REAL ESTATE AGENTS ENTRY**

1. Prospective purchasers must be accompanied by a licensed Real Estate Agent at all times while in Bent Tree viewing potential properties.
2. Public Safety will obtain a copy of the agent's real estate license and driver's license upon entry to the community.
3. Prospective purchasers may follow the real estate agent in a separate vehicle(s) provided all other Bent Tree rules are followed. Public Safety will obtain a copy of the driver's license for the driver of each vehicle involved.

**VI. COMMUNITY-WIDE RULES AND POLICIES**

**A. PET POLICY**

1. The Pickens County, Georgia, Animal Control Ordinances apply within Bent Tree and can be enforced by the Pickens County Sheriff's Department or other appropriate enforcement agency. It is the duty of every custodian of an animal in the county to comply with such ordinances. Those ordinances are separate from, and not repeated in, this document.
2. Violation of the BTCI Pet Policy is subject to a monetary fine.
3. While on common property, every custodian of an animal must be prepared to present Public Safety with the rabies tag number, upon Public Safety's request.
4. No pet shall be allowed on the golf course or golf cart paths during Golf Pro Shop hours. All pets are banned from the tennis courts, pools, and beach area (defined below).
5. Leash Exceptions for Dogs: Dogs may run and play off-leash on one's personal property and at the Paws n Play Dog Park. In the area on Tamarack Drive commonly known as the Spillway, dogs may run, play, and swim off-leash from 8:00 a.m. to 10:00 a.m. and 3:00 p.m. to 5:00 p.m. Spillway Leash Exception times may be further restricted during Youth Fest Week. Dogs are not allowed off leash on common property except as designated above. Dogs must remain under the custodian's control (i.e. physical or voice restraint), even while off-leash, whether on private lots or common property.
6. Public Safety will notify Pickens County dangerous dog control officer when any animal is deemed to be dangerous, vicious, or having caused bodily harm.

- 7. Beach Area Rules:**
  - a.** The beach area is bounded on the west by the lake, on the north by the parking area fence closest to the lake and the pavilion restrooms, on the east by Tamarack Drive and on the south by the lake. It includes everything in between including the sandy beach, the adjoining parking lots, and the pavilion.
  - b.** For safety and health reasons, pets are prohibited from being in the beach area at any time.
- 8. Paws n Play Dog Park Rules**
  - a.** Daily hours of operation: Sunrise to sunset
  - b.** All dogs must be properly vaccinated.
  - c.** Dog owner/handler is legally and financially responsible for the actions of their dogs.
  - d.** Use the Dog Park at your own risk.
  - e.** Dogs must be attended at all times.
  - f.** The following dogs are not allowed in the Dog Park:
    - 1) Vicious, dangerous, or aggressive dogs
    - 2) Sick dogs
    - 3) Dogs in heat
    - 4) Puppies under six (6) months of age
  - g.** Children must be at least eight (8) years of age and accompanied by a parent or guardian to enter the Dog Park. At no time will children be allowed to run with or chase after dogs in the park.
  - h.** Limit of three (3) dogs per handler, per visit.
  - i.** Small dog off-leash area is limited to dogs weighing 30 pounds or less.
  - j.** Large dog off-leash area is open to dogs of all sizes.
  - k.** Dogs must be kept on leash until inside the double-gated entry.
  - l.** Remove pet toys when you exit.
  - m.** Aggressive/unruly dogs must be removed immediately.
  - n.** Excessive barking is strongly discouraged.
  - o.** Owners/handlers are responsible for the immediate clean up and proper disposal of waste left by their dogs and must cover any holes dug by their dogs. Waste bags are provided.
  - p.** Other than bottled water, no food, drinks, tobacco, or alcohol allowed in the off-leash area.
  - q.** For emergencies, call 911.
  - r.** All bites must be reported to Bent Tree Public Safety (770-893-2628) and Pickens County Environmental Health (706-253-0900).
  - s.** Violators are subject to removal from the Dog Park and suspension of park privileges.
- 9. Private Property Rules - All pets are prohibited from entering the private property of others without the owner's consent.**

## **B. SIGN POLICY**

1. All “For Sale” signs must be 8 inches by 10 inches in size, of a green background with white letters. There shall be only one sign per lot and shall be located on road frontage only.
2. Any other sign displayed on a property, other than those previously approved by the AC or Compliance Officer, will be removed by authorized Bent Tree Personnel.

## **C. BURN POLICY**

To reduce the danger of a potentially catastrophic wildfire in Bent Tree, outdoor burning of wood, wood products, paper products, or other combustibles is prohibited. Approved exceptions:

1. Attended charcoal or propane fire for cooking
2. Attended propane fire with non-burning artificial media for heat and/or atmosphere.
3. Controlled fire on common property by Public Safety with a fire truck standing by and a burn permit from the Georgia Forestry Commission.

## **D. NOISE POLICY**

1. Contractors working at Bent Tree shall not perform any activity causing noise within the community before 7:30 a.m. or after 6:30 p.m. on weekdays, before 8:00 a.m. or after 4:00 p.m. on Saturdays, or anytime on Sunday.
2. During any period, it shall be a violation of these rules for any person to cause noise of an excessively loud nature so as to unreasonably disturb the peace, quiet, comfort or repose of any person in his or her home or dwelling, or in any common areas.
3. Between the hours of 7:00 PM and 10:00 PM, it shall be a violation for anyone to cause noise exceeding 60 decibels (dB) measured 50 feet or more from the source as measured by a sound level meter on the A-weighted scale.
4. Between the hours of 10:01 PM and 7:00 AM, any sound that exceeds the ambient noise level by 3 dB at a distance of 50 feet or more is prohibited.
5. It shall be a violation for anyone to play a vehicle audio system at a level exceeding the ambient background noise by 3 dB at a distance of 50 feet or more from the vehicle or plainly audible at a distance of 100 feet or more from the vehicle.
6. It shall be a violation to operate any vehicle or equipment having an internal combustion engine with a malfunctioning, non-functioning, missing or disabled muffler or with a muffler that Public Safety has determined in its discretion emits excessive noise.
7. During any period of time, a dog that barks, bay, cries, or howls, or makes any noise continuously for a period of ten minutes, or barks intermittently for one-half hour or more will be considered a violation under this regulation.
8. Exemptions. The following are exempt from the provisions of this policy:
  - BTCI approved events within specified time frames and provisions of BTCI rental agreements if applicable.
  - Emergency response personnel in the performance of their official duties.

- BTCI employees or amenity contractors in the performance of their official duties.
- Dogs at the Paws n Play Dog Park under the supervision of their custodian.
- Other justifiable circumstances approved by Public Safety.

#### **E. WILDLIFE FEEDING POLICY**

Bent Tree’s natural environment and its surroundings provide an excellent habitat for all types of wildlife. Human feeding of any wildlife creates an unnatural dependence by the wildlife. This can lead to wildlife nuisance problems, instances of property damage, a threat to pets, and even a threat to human life.

1. Feeding of wildlife, including birds, on Bent Tree common properties is strictly prohibited.
2. Bird feeding on private property is allowed. However, residents must be aware that bird feeders can attract other wildlife such as raccoons, opossums, deer and bears which can be a nuisance or threat to the residents and visitors at Bent Tree. Residents must take every precaution to prevent other wildlife from reaching bird feeders (including hummingbird feeders) and birdseed.
3. Intentional feeding of wildlife other than birds, anywhere in the community, is strictly prohibited. This includes feeder stations, broadcasting feed, or otherwise making readily available food (including salt licks) that would be attractive to wildlife. Although landscape plantings do not fall in the category of intentional feeding, residents are encouraged to utilize deer resistant plants.

### **VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES**

The amenity facilities and common properties are reserved for the use and enjoyment of Property Owners/Designated Members and their authorized Guests. The common properties are all properties owned by BTCI which include, but are not limited to, all amenities, greenbelts, roads and rights-of-ways, pools, beach and recreation areas, food service establishments, play fields, spillway area, parks, and trails. Property Owners are responsible for their own conduct and for the conduct of their family members, tenants or other Designated Members, and Guests. Guests should be accompanied by a Property Owner/Designated Member at all times when using amenities, facilities, and common properties. Management reserves the right to require verification from a Property Owner/Designated Member of any person’s status as a Guest. Representatives of BTCI may photograph on Common Property. By participating in BTCI sponsored events, you consent to BTCI’s ownership and use of those photographs unless and until you provide written notice otherwise.

#### **A. HOURS OF USE**

The Bent Tree facilities are open for the use of Property Owners/Designated Members, and their authorized Guests, during sponsored or authorized events. Except for authorized events, the buildings will be locked and off limits after 10:00 PM. Certain parts of the buildings may be locked and off limits without prior notice.

**B. ANNUAL GENERAL USER FEE (AGUF)**

The AGUF provides certain annual privileges which are transferable to the new owner through the sale of property (lot). The AGUF and its privileges shall be specified in the current *Fee Schedule*.

**C. ANNUAL AMENITY FEES**

In addition to the annual assessment provided for in the CCRs, there are annual amenity fees for use of certain facilities and for certain Premium Membership levels. Such fees shall be specified in the current *Fee Schedule* and are not transferrable.

**D. FACILITY RENTAL**

BTCI does not charge a facility rental fee for BTCI sponsored events and such events have first priority in scheduling. Property Owners/Designated Members shall have the right to reserve certain facilities by making reservations through the Administration Office. Details can be found on the rental agreement. A fee shall be charged for private use to offset maintenance and utilities. Rental fees shall be specified in the current *Fee Schedule*. The Bent Tree Food Service Provider has right of first refusal on all catered events at Club Tamarack.

**E. GENERAL EXPECTATIONS / RULES OF CONDUCT**

All persons shall conduct themselves so as not to jeopardize or interfere with the rights and privileges of others. All persons shall avoid any noxious or offensive activity. All persons shall follow all rules established for individual amenities and other specific areas of the common properties, shall follow established safety rules and avoid any actions that endanger the health or safety of others. All persons shall avoid interfering with, and shall follow instructions given by, Bent Tree employees and amenity contractors engaged in the performance of their duties. Any comments or complaints regarding employees and amenity contractors should be reported to the General Manager.

**1. TRESPASSING**

Any person other than an employee or agent of BTCI who is found in facilities on the common properties during hours when such facilities are closed shall be trespassing upon such property and the Board shall have the right to pursue all available legal remedies against the trespasser(s).

Contractors should be on the property only between the job site and the gate, with the exception that contractors may go to the Tavern Restaurant for lunch. Any contractor found away from the job site and not en route to the gate or the Tavern Restaurant must show cause as to why he/she is not trespassing.

**2. SMOKING/NO SMOKING POLICY**

There shall be no smoking, including vaping and e-cigarettes, within the gates of the upper pool, inside any enclosed area of Bent Tree, the golf shop back porch, entryways and exit areas to all Bent Tree buildings, and the attached porch of the Tavern at the 19<sup>th</sup> Hole.

**3. WEAPONS**

No person within the confines or property limits of BTCI common properties shall display visibly, shoot or discharge any firearm, pistol, rifle, shotgun, air gun, or like instrument except with the permission of the Public Safety Director.

**4. SOLICITATION**

There shall be no soliciting within Bent Tree, except at such locations and in such publications as may be authorized by the Board.

**5. RAPPELLING**

No person shall rappel from any cliffs on common properties.

**6. FIREWORKS**

The use of fireworks within Bent Tree is prohibited by anyone other than BTCI or others contracted by BTCI.

**7. LITTERING**

Littering, including improper disposal of cigarette/cigar butts is strictly prohibited.

**8. DUMPING**

The following acts are considered dumping within Bent Tree:

- a. Causing or permitting litter that exceeds 10 pounds in weight or 2 cubic feet in volume to be dumped, deposited, placed, thrown, or left on BTCI property or the property of another without their permission. Offenses not meeting this criteria shall be considered littering.
- b. Causing or permitting any amount of hazardous waste, as defined by the USEPA, to be dumped, deposited, placed, thrown, or left on BTCI property or the property of another without their permission.
- c. Causing or permitting any prohibited item to be left in compactors at the Bent Tree Waste and Recycling Center.

**9. BENT TREE WASTE AND RECYCLING CENTER**

- a. The Bent Tree Waste and Recycling Center shall only to be used by Bent Tree residents. Contractors are not allowed to use the facility. Hazardous materials are not permitted to be disposed of at the Bent Tree Waste and Recycling Center. All posted signs at the Bent Tree Waste and Recycling Center shall be followed. Residents should contact Public Safety at 770-893-2628 if they are unsure if an item should be deposited at our facility.
- b. ONLY the following items are allowed in the Recycling compactors:
  - Cardboard
  - Paper/Paperboard
  - Food and Beverage Cans Made from Steel and/or Aluminum.
  - #1 and #2 Plastic Containers (NO PLASTIC BAGS)



There should not be food remnants in or on any of the above items. Anything other than what is listed above is prohibited.

c. ONLY the following items are allowed in the Household Garbage compactors:

- Bagged household trash (may include items from Recycling list)
- Food waste
- Glass

Anything other than what is listed above is prohibited. Examples of prohibited items include but are not limited to construction or demolition waste, TVs, appliances, computers, monitors, carpets, mattresses, furniture, stumps, and yard debris. Yard debris may be placed in a designated area at the Quarry during hours that it is open, which are subject to change.

## **10. ALTERATIONS TO BTCI COMMON PROPERTY**

No one shall make any alterations to Bent Tree common property without an express written license from BTCI. Any willful or negligent alteration of common property shall result in fines as listed in the Schedule of Fines. In addition to the fines, further remedies for an alteration shall be pursued through the Board's right to assess the responsible Property Owner for all costs to restore the common property. Alterations include but are not limited to:

- Intentional interference with the possession or use of BTCI property
- Cutting/topping/trimming of trees or brush
- Building or placement of any permanent structures
- Dumping of any materials
- Alteration of any watercourse
- Destruction of fixtures, accessories, furnishings, inventory or infrastructure
- Placement or removal of any stone or other natural materials
- Planting or removal of plant material
- Placement of any temporary items or ornamentation
- Storage of materials either permanently or temporarily
- Encroachment on common property for construction access

## **11. ENFORCEMENT**

- a. If unacceptable behavior occurs, Bent Tree staff and event leaders have the authority to request individuals or groups to conduct themselves in accordance with the General Expectations above.
- b. If unacceptable behavior continues, Public Safety will be called to intervene. The Pickens County Sheriff may be called for assistance.
- c. Violations will subject the appropriate Property Owner to fines and sanctions.
- d. The appropriate Property Owner will be responsible for all costs to repair any damage caused to Bent Tree property

- e. Guests who engage in unacceptable behavior may be subject to loss of rights to enter Bent Tree.
- f. In accordance with *CC&Rs Article III, Section 1 and Article IX Section 3*: Subsequent to notification using standard means of communication, Property Owners/Designated Members or Guests impeding or interfering with actions contracted by BTCI may be held liable for a sum less than or equal to the full monetary value of said contract.
- g. Dumping (prohibited item in compactor not exceeding 10 pounds or hazardous waste) \$500.00  
 Subsequent Offense(s) \$1000.00

**F. ROAD POLICY**

Drivers of motorized vehicles can be held criminally and civilly liable and violations can affect their motor vehicle license. Owners of motorized vehicles or renters of a pro-shop golf cart are responsible for compensation for any damages or injuries which may occur. Bent Tree is not liable for any damage or bodily injury resulting from the operation of a motorized vehicle.

**1. DESIGNATED PARKING PLACES FOR PERSONS WITH DISABILITIES**

Designated parking places for persons with disabilities shall only be utilized by persons and vehicles permitted by Georgia Law. Vehicles occupying such parking places shall display a valid unexpired parking permit for persons with disabilities on the dashboard or hung from the rearview mirror, or a specially designated license plate for disabled veterans or other disabled persons must be attached to the vehicle. Unauthorized vehicles may be towed at the owner’s expense. First responders are exempt from this rule during emergency situations, and other exceptions may only be granted by Public Safety for special circumstances.

**2. ROAD SAFETY REGULATIONS**

- a. The speed limit throughout Bent Tree is 20 miles per hour unless posted otherwise.
- b. There shall be no parking on any road or shoulder that will impede the normal traffic flow.
- c. Except on Little Pine Mountain Road, there shall be no vehicle, trailer, or combination thereof that exceeds 8 feet in width, 45 feet in length, and/or 13.6 feet in height.
- d. No parking within 25 feet of a fire hydrant.
- e. Owners of disabled vehicles left on the roadside must notify Public Safety immediately or the vehicle may be towed at the owner’s expense.
- f. Construction material may be stored in the right-of-way for no more than 30 days, and then only when adjacent excessive lot slopes prevent storage on private property. Flasher guards are to be placed 50 feet beyond each end of the stored material. Under no circumstances can the material impede the normal flow of traffic.

- g.** All road safety signs, including but not limited to stop, yield, one-way, and do not enter signs shall be obeyed.
  - h.** Operators of vehicles must possess a valid state driver’s license.
  - i.** Driving in a reckless manner endangers others and the safety of the entire community. Any person who drives any vehicle with reckless disregard for the safety of persons or property commits the offense of reckless driving. Violations which constitute reckless driving include but are not limited to:
    - 1)** Crossing the centerline in any circumstance that creates a potential safety hazard to others
    - 2)** Failure to drive upon the right half of the roadway on roads with no centerlines, in any circumstance that creates a potential safety hazard to others
    - 3)** Passing another vehicle unless signaled to do so by Public Safety employees, maintenance workers, utility workers, or authorized contractors and done in a safe location and manner (see VII,F,3,c regarding passing of golf carts and LSUVs)
    - 4)** Exceeding the posted speed limit by 20 mph or more
    - 5)** Any speeding violation in close proximity to pedestrians, horseback riders, Public Safety employees, maintenance workers, utility workers, or authorized contractors
    - 6)** Failure to comply with traffic control devices or signals provided by Public Safety employees, maintenance workers, utility workers, and authorized contractors in the performance of their duties
    - 7)** Intentional rapid acceleration resulting in “laying drags” or temporary loss of vehicular control
    - 8)** Following unreasonably close to another vehicle or in an intimidating manner
- 3. MOTORIZED VEHICLES WITHOUT LICENSE PLATES (i.e. ATV, LSUV, Golf Carts)**

This section covers the operation of all motorized vehicles that are allowed to be used in Bent Tree (BT) without a valid license plate. Only Low Speed Utility Vehicles (LSUV) and golf carts that meet the following guidelines are allowed.

- a.** Must have a steering wheel and foot controls for acceleration and braking.
- b.** Must carry liability insurance that permits operation within BT. Must be registered with Bent Tree.
- c.** Must be equipped with rear view mirrors if used on BT roads and should move to side of the road to allow cars to pass where it is safe with adequate visibility.
- d.** Must be equipped with headlight and taillights if used at night.
- e.** Operators of vehicles must possess a valid state driver license and be at least 16 years old.
- f.** May only be used on BT paved and gravel roads or owner’s property. Golf carts with a paid trail fee or paid daily use fee may be driven on the golf course. Violations can result in an initial fine of \$100 with subsequent violations of \$500.

- g.** Strictly prohibited from operation in BT are All Terrain Vehicles (ATV), Go Carts, and play vehicles such as scooters and pocket bikes.
- h.** Guests may not bring any motorized vehicle into BT that does not have a valid license plate.

#### **4. ROAD STRIPING**

- a.** BTCI will maintain road striping on the four roads providing primary access to residences, amenities, utilities, etc. within the community. Those roads are: Little Pine Mountain Road, Tamarack Drive, Little Hendricks Mountain Road and Mulligan Way. The striping for these roads will be centerline and along edges where possible, applied by BTCI. BTCI will not be responsible for maintaining striping on roads other than on the four roads named above.
- b.** It shall be the duty of the General Manager to determine if striping is required on roads other than above, and when operating funds are available. All requests that will contribute to the safety and convenience of BTCI, shall be submitted to the General Manager for consideration. All appeals will be referred to the Board of Directors.

#### **5. SNOW POLICY**

- a.** It shall be the prime concerns of all BTCI employees to help in emergency situations during periods of bad weather.
- b.** The primary effort will be to open Little Pine Mountain Road from the Front Gate to the 19<sup>th</sup> Hole building for fire, medical, and Public Safety use, and to keep the BTCI water system functioning.
- c.** The secondary effort will be to open other roadways.
- d.** If snow and/or ice continues for a lengthy period, Public Safety will, as time permits, attempt to assist residents in obtaining food, medical, and other necessary supplies.
- e.** The Bent Tree Public Safety Director or the General Manager shall have the discretion to determine whether BTCI will tow a vehicle out of a ditch with BTCI equipment. If BTCI equipment is used, BTCI shall have no liability for any damage to the vehicle. Generally, BTCI personnel will inform the operator of the vehicle regarding professional towing services.

#### **6. OFF-STREET PARKING**

- a.** There shall be no off-street parking on the Bent Tree right-of-way, and no overnight parking is allowed, unless approved by BTCI.
  - 1)** If a resident has Guests for a single event and there is not adequate parking on the resident's property, vehicles may park on the right-of-way if the road is not blocked. Permission must be granted by Public Safety.

- 2) Temporary parking in the right-of-way, not to exceed one hour, is allowed to accommodate deliveries or pickups. Permission must be granted by Public Safety.
  - 3) Exception to the above restrictions is made for approved and licensed parking pads within or partially within the right-of-way.
  - 4) Neither stored vehicles nor other property stored within a parking garage is allowed to gain approvals (temporary or otherwise) for parking in non-designated parking areas within the private lot or anywhere on the common area.
- b. In no instance shall right-of-way parking be allowed to impede traffic or to occupy any space on or above the paved road surface. Impeding traffic is a serious safety violation and may result in a ticket, fine, or towing of vehicle at owner's expense.
  - c. Parking on private property is limited to approved parking surface only such as parking garages, parking pads and driveways. Vehicle storage on private property is not permitted except within a closed garage. If a vehicle is not safely driveable, or if it is not street legal, or if it is not properly displaying current Bent Tree registration, it is deemed being stored.
  - d. In the parking areas around the Villas, there are certain spaces designated and marked for individual Villas. Parking in these areas without the permission of the Villa owner is prohibited.

#### **G. DOG PARK POLICY**

See Pet Policy (Section VI, A, 8 of this document)

#### **H. BEACH AND PLAY AREA POLICY**

1. Persons who swim do so at their own risk.
2. Fishing is prohibited within the roped-off swim area.
3. Glass containers are prohibited on the beach and play areas.
4. If picnic tables are moved, they must be returned to their original location after use.
5. No open fires or personal grills are permitted. Only existing BTCI grills may be used. All fires in grills must be extinguished before users leave the area.
6. Pets are prohibited on the beach and play areas.

#### **I. PAVILION POLICY**

1. The general curfew at the pavilion is 10:00 PM, except for BTCI sponsored events for which the General Manager approves a later ending time.
2. Use of live bands or disc jockeys requires advance approval by the General Manager.
3. Lights and fans must be turned off upon departure.
4. Pets are prohibited.
5. No personal grills are permitted. Only existing BTCI grills may be used. All fires in grills must be extinguished before users leave the area.

6. Pavilion reservations shall be done through the Administration Office and by the payment of the applicable rental fee as specified on the current *Fee Schedule*.

**J. SPILLWAY POLICY**

1. No vehicles allowed from 10 p.m. – 6 a.m.
2. No parking on the grass.
3. Vehicles must remain on gravel at all times.
4. Overflow parking is available at Memorial Park.
5. Dogs must remain under owner’s control at all times. See Pet Policy (VI, A, 5 of this document) for leash exceptions/restrictions.
6. There shall be no swimming in, or jumping/diving into, the small pool of water below the spillway falls.
7. Spillway area reservations shall be done through the Administration Office and by the payment of the applicable rental fee as specified on the current *Fee Schedule*.
8. No fishing is permitted in the spillway area. This restriction includes the bank, shoreline and standing in the water of the spillway shoreline.

**K. FISHING POLICY**

See the Lake and Wildlife Committee Internal Operating Procedures and/or applicable signs for the current Fishing Policy.

**L. POOL POLICY**

1. State Pool Regulations are posted at each pool and must be followed
2. Anyone caught using the emergency 911 telephone for any reason other than an actual emergency may be prohibited from future admittance
3. Admission fees – See current *Fee Schedule* for any applicable fees
4. Children under the age of 13 must be accompanied and supervised by an adult
5. Infants must wear appropriate swimwear (i.e. commercial swim diapers) while in pool
6. NO food or drink shall be permitted within ten feet (10’) of the swimming pool
7. NO smoking within the gates of the Upper Pool
8. NO pets within gates
9. NO glass containers within gates
10. NO chewing gum within gates
11. NO cut-offs or other un-hemmed suits in pools
12. NO horseplay, running, skateboarding within gates
13. NO floating objects within diving area
14. NO diving from tables or chairs
15. Only one at a time on diving board

**M. GOLF POLICY**

**1. GENERAL**

Maintaining a quality golf program is of paramount importance to BTCI and is in the best interest of all participants and Property Owners. Protecting the integrity of golf and ensuring a quality program for the benefit and enjoyment of the entire community is the responsibility of the Golf Professional as supported by the Golf and Greens

Committee, the General Manager, and the Board of Directors. Maintaining a quality program at a reasonable cost to participants is dependent on utilization of the golf pro shop in conjunction with all golf activities at Bent Tree. Unless circumstances dictate otherwise as determined by the Golf Professional, organized golf events will be structured to benefit the amenity. Golf at Bent Tree will operate within the guidelines provided by the United States Golf Association (USGA) as determined by the Golf Professional.

- a.** Events held by the following Recognized BTCI golf organizations are considered organized events:
  - 1) Men's Golf Association (MGA)
  - 2) Ladies' Golf Association 18 Holers (LGA-18)
  - 3) Ladies' Golf Association 9 Holers (LGA-9)
  - 4) Golf Professional
- b.** Tournaments/organized events for Non-recognized groups is defined as any golf gathering of forty or more players of any group. Such events will adhere to policies set forth for Recognized golf organizations. Entry fee prize payouts for tournaments/organized events will be in the form of credits to the Bent Tree Pro Shop.

## **2. SCHEDULING AND ADMINISTRATION**

All scheduling, requests for group play and tournaments/organized events will be made through the Golf Professional. The Golf Professional is authorized to review formats, rules, fee structure, and payout plans to ensure the integrity of the game and to avoid any circumvention of the Bent Tree golf program. Golf events with prize payout arrangements that are not in conformance with the policy noted in paragraph 1 above are not permitted at Bent Tree. Charity and Corporate golf events are at the discretion of the Golf Professional. PGA Professionals and Non-Amateurs are not permitted to participate in any golf events at Bent Tree without approval from the Golf Professional.

## **3. GROUP GOLF POLICY**

All parties of 16 or more people are considered a group and must adhere to the regulations set for group play. Groups made up of Bent Tree Property Owners/Designated Members who play on a regular basis are exempt from this policy.

- a.** Except for Bent Tree sponsored events, no group will be allowed on the golf course on Saturdays, Sundays, or holidays, unless a Property Owner/Designated Member is sponsoring the group, and, in the opinion of the Golf Professional, the group can be accommodated without interfering with normal member play.
- b.** Groups cannot tee off before 1:00 PM.
- c.** All groups must confirm the exact number of players and their exact tee time requirements 48 hours prior to their arrival. After this time, BTCI will bill the group for the number of players who were first registered or the number of players who participate, whichever is greater.

#### **4. JUNIOR GOLF POLICY**

The purpose of the junior golf program is to promote the game of golf and to encourage participation by junior golfers, who are relatives or Guests of Property Owners/Designated Members, and who are not covered by the family membership. These individuals may play golf subject to the following conditions:

- a.** The participant must be 17 years of age or younger.
- b.** A greens fee of half the applicable daily rate will apply.
- c.** Cart fee shall be paid as used.
- d.** Junior golfers are subject to the Bent Tree golf dress code.

#### **5. PRIVATE CARTS**

Private carts used by Property Owners/Designated Members, on the golf course, must meet the following guidelines:

- a.** An annual trail fee, AGUF annual trail fee, or daily use cart fee shall be paid prior to use of each private cart on the golf course. Applicable fees shall be specified on the current *Fee Schedule*.
- b.** The AGUF annual trail fee only covers private cart use during AGUF golf hours. Use of such carts outside of AGUF golf hours requires payment of a daily use cart fee.
- c.** Only carts manufactured specifically for carrying golfers and golf bags will be allowed. Carryall vehicles retrofitted to carry clubs will not be allowed.
- d.** Private carts are to be kept to manufacturer's standards.
- e.** Cart bodies are to be of standard configurations made from the individual cart manufacturers. Cart bodies made by non-cart manufacturing companies, to retrofit or replace original bodies, are not allowed on the golf course without express written permission by the Board of Directors. **EXCEPTION:** Non-conforming cart bodies registered prior to July 2004 can remain in use by the registered owner if registration by that owner does not lapse or otherwise end.
- f.** Tires are to be of standard turf care tread. No carts with Mudbuster or knobby treads will be allowed.
- g.** The owner shall provide BTCI with evidence of insurance for any liability that may occur from the use of the private cart.
- h.** The owner shall be responsible for all maintenance and upkeep on the private cart and shall keep the cart in good mechanical order.
- i.** The private cart operator shall adhere to all rules of the golf course.
- j.** The cart operator shall fully recognize the privilege of using a private cart and will adhere to all rules and regulations and further understand that the permit can be withdrawn, and he/she will lose the afforded privilege.
- k.** A storage facility is available for the storage of private carts at the golf facility. Such storage is on a space-available basis and requires payment of appropriate fees



to BTCI (see *Fee Schedule*). Owner assumes full responsibility for proper safe storage of his/her private cart. BTCI assumes no responsibility for loss or damage.

**6. ANNUAL BTCI CART RENTAL**

Property Owners/Designated Members may pay an annual cart rental fee as specified in the current *Fee Schedule*. Annual Cart Rental affords the privilege of using a BTCI cart on the course with no additional daily cart fee. For purposes of ride sharing rules (see below), annual cart rentals are treated the same as private carts with an annual trail fee.

**7. CART RIDE SHARING**

- a. A private cart trail fee golfer shall pay a daily cart fee when riding on a BTCI cart.
- b. A golfer who has not paid the annual trail fee or the annual BTCI cart rental fee shall pay a daily cart fee when riding on a private cart.
- c. A private cart trail fee golfer may ride with another private cart trail fee golfer in his/her private cart without having to pay a daily cart fee.

**8. NO COMMERCIAL GOLF BALL RETRIEVING**

No one may take any golf balls from the golf course in the greenbelt area at Bent Tree for commercial resale of the golf balls unless they have received prior written consent of the BTCI Board. Since the golf course is part of the common properties, these areas are owned and administered by BTCI.

**9. WALKING ON CART PATHS**

There shall be no jogging or running on the cart paths during the hours the Pro Shop is open. Walkers may walk during these hours, but only with the Golf Professional's approval. These restrictions shall not apply to a golfer walking while playing golf or persons walking with the golfers.

**10. FOOD AND BEVERAGES**

No Property Owner/Designated Member or Guest shall bring any food or beverage from the golf course to the club house area (including the deck) during hours of operation for the Bent Tree Pro Shop or the Bent Tree 19<sup>th</sup> Hole Restaurant, i.e. The Tavern.

**11. GOLF CLUB RULES**

- a. All players must register in the Golf Pro Shop prior to play.
- b. All play will begin on the number 1 tee unless otherwise authorized by the Golf Professional.
- c. Each player must have his/her own golf bag.
- d. Proper dress code is required for all golfers.
  - 1) All men using the golf course or practice areas must wear shirts with collars and sleeves. Ladies may wear shirts without collars and may also wear tailored sleeveless shirts, with or without collars. For both men and women, shorts are

to be conservative tailoring, for example, Bermuda shorts. Women may wear slacks at any time. Skirts are expected to be no shorter than Bermuda short length.

- 2) The following are unacceptable and not allowed: athletic shorts, jams, cutoffs, jeans, dungarees, overalls, tennis or swim wear, t-shirts, tank tops, football jerseys, hunting apparel, or any type of shirt with printed phrases or slogans.
  - 3) Property Owners/Designated Members are responsible for the attire of their Guests.
  - 4) The Golf Professional or his/her designee will deny course and practice privileges to any individual whose attire does not conform to the dress code.
  - 5) No one is allowed on any greens, or to tee off, without golf shoes or other footwear approved by the Golf Professional.
- e. No more than two people may be on a golf cart.
  - f. No person without a valid driver's license shall be allowed to drive a golf cart.
  - g. Property Owners/Designated Members are responsible for the actions of their Guests.
  - h. Posted cart path restrictions must be observed at all times.
  - i. Carts may not be driven closer than 30 feet to the tees, greens or inclines, including the rough.
  - j. Carts must stay on cart paths on all Par 3 holes.
  - k. No subsequent holes shall be played above eighteen holes before re-registering at the Pro Shop.
  - l. Children six years of age and under are not allowed on the golf course or in carts without the Golf Professional's permission.
  - m. Fivesomes will not be permitted to play on Saturday, Sunday, or holidays during morning tee times.
  - n. The Golf Professional shall be allowed to pair up any twosomes where possible.

## **12. VIOLATIONS OF GOLF CLUB RULES**

- a. First offenders will be issued a letter of warning from the Golf and Greens Committee and the letter will state the offense in question and remain in file.
- b. Upon a second offense, BTCI will assess the responsible Property Owner/Designated Member a fine and/or loss of golf privileges until the fine is paid.
- c. Any subsequent violation occurring after the second violation will result in loss of golf privileges for an amount of time to be determined by the Golf and Greens Committee.
- d. Appeals of fines and/or loss of privileges may be made to the Board in writing, no more than 30 days after notice of the offense has been received. The Board's decision shall be final.

## **13. GOLF TEE TIMES**

Revised through SEPTEMBER 24, 2024

- a. An individual may have no more than four tee times per day.
- b. Golfers with annual Premium Memberships may make tee times 5 days in advance. Those without a Premium Membership may make tee times 3 days in advance.
- c. Tee times are made on a first-request basis. If someone enters the Pro Shop to make a tee time and the phone is ringing, the walk-in will be recorded first, then the phone call, then rotate back and forth as appropriate.

**N. THE COURTS POLICY**

The Courts Center is open every day. Court reservations may be made Monday through Friday between 10:00 AM and 6:00 PM and Sunday between 1:00 and 6:00 PM.

**1. COURT FEES**

Hourly court fees and annual membership rates shall be specified in the current *Fee Schedule*.

**2. TENNIS COURT RULES**

- a. All players must sign in at The Courts Pro Shop and pay any applicable fees before taking the court.
- b. Play is limited to one and a half hours for singles and two hours for doubles.
- c. Tournament and club scheduled events have preference over all other play.
- d. Proper tennis clothing, including shirts and tennis shoes, must be worn.
- e. The Tennis Professional, or a designated assistant, shall be in charge of The Courts facility and have authority in the interpretation and enforcement of the rules.

**3. AFTER HOURS PLAY**

After hours play may be arranged with the Tennis Professional when certain criteria are met, i.e. Premium Membership is paid, or court time is paid in advance. This procedure is entirely at the discretion of the Tennis Professional or designated assistant.

**O. STABLES & EQUESTRIAN CENTER POLICY**

The Stables & Equestrian Center is operated by an independent contractor referred to as the Stable Master. All persons on site must fully comply with all posted signs and notices as well as directions of the Stable Master and his assistants. For reservations or questions call the Stables phone number listed in the Bent Tree directory.

- 1. **FEES** – Fees for boarding and trail/arena rides are listed in the Bent Tree fee schedule. Contact the Stable Master for lesson fees.
- 2. **LIABILITY** – All visitors, including property owners, are required to sign a liability waiver/release form.
- 3. **SAFETY REQUIREMENTS** – All riders and visitors must comply with posted safety requirements.
- 4. **NEGATIVE COGGINS CERTIFICATE** – All horses brought on to Bent Tree property must have a current 12-month negative coggins certificate.
- 5. **SMOKING AND ALCOHOL** – Smoking or alcohol consumption is not allowed.

6. **PETS** – Dogs and other pets must always remain confined or on a leash while on the property.

**P. RESTAURANT AND BAR POLICY**

1. The Restaurant Business Manager, under the direction of the General Manager, shall be responsible for the food program including staffing, menus, purchasing, cooking, equipment, catering, cleanliness, and general operation of the food services.
2. No alcoholic beverages may be sold to any BTCI employee, contractor, subcontractor, and/or their workers during their normal business hours.
3. All laws and legal regulations that govern food and/or beverage service shall be strictly observed at The Tavern. The kitchen shall remain off limits to everyone except kitchen staff, wait staff, authorized Bent Tree personnel, and authorized maintenance personnel. Any infractions shall be reported to the General Manager.
4. All patrons of The Tavern shall dress within generally accepted good taste. Shirts and shoes must be worn at all times. Bathing suits are not allowed.
5. Priority seating at The Tavern shall be given to patrons who have made a reservation. Cancellations should be made as soon as possible, but no later than noon of reservation date.
6. Only food and beverages prepared and/or served by The Tavern staff shall be allowed at The Tavern (including patio and deck) during the restaurant's hours of operation. The same shall apply to Club Tamarack when the Restaurant Business Manager or staff is serving food or beverages.
7. Any organization or group planning a special event that needs the Restaurant Business Manager's expertise and/or food preparation shall appoint one person, to represent its organization, to work with the manager.
8. Requests and/or complaints that cannot be promptly and amicably resolved by the wait staff shall be referred to the Restaurant Business Manager, then to the General Manager if necessary.
9. Complaints or suggestions concerning food policy should be submitted in writing to the General Manager.

**Q. BOAT POLICY**

Lake Tamarack is designated as a no-wake lake. All State safety regulations for boat operations are the responsibility of the boat operator. Proper flotation devices for each occupant of the boat must be provided.

**1. BOAT REGISTRATION**

- a. All boats used within Bent Tree must be registered annually. Any applicable registration fees shall be specified in the current *Fee Schedule*.
- b. A current registration decal must be affixed to the left front of the vessel.

- c. BTCI shall have the authority to dispose of any unregistered boat on common properties. Expenses for storage or removal of delinquent or abandoned boats from the common properties are the responsibility of the boat owner and shall be treated as an unpaid assessment in accordance with *CC&Rs Article IV*.
- d. Registration is limited by the following Policy:
  - 1) NO vessel rated for more than six adult passengers will be registered.
  - 2) NO vessel with any form of internal combustion engine will be registered.
  - 3) NO vessel exceeding 72 inches in width, at the widest part, will be registered. *EXCEPTION: Boats which exceed the 72" width limit and which were properly registered as of September 1, 1999 may be registered and used within Bent Tree for as long as the owner does not allow the registration to expire. This exception is non-transferable upon change of ownership.*

## 2. BOAT STORAGE

- a. Boats stored at the boat ramp area are subject to a storage fee as specified in the current *Fee Schedule*.
- b. Multiple boats within one (1) storage rack space shall each incur the annual storage fee.
- c. Boat storage spaces must be assigned through Bent Tree Administration. Boats must be stored in their assigned storage spaces.
- d. Boats are stored at the owner's risk.
- e. Boats stored on racks must be upside down and secured at both ends.
- f. Damage to storage racks or other boats by improperly secured boats shall be the responsibility of the owner of the unsecured boat.
- g. Boats too large to fit properly in a storage rack space may be stored on a trailer in the designated area. Only trailers manufactured for transporting boats may be used.
- h. No utility trailers, homemade trailers, storage boxes, dollies, sawhorses, or makeshift apparatus are permitted.
- i. No boat shall be docked overnight in the water except by express permission of the General Manager.
- j. Boats not permitted for use in Bent Tree may be stored at the RV Storage Area, on a space available basis. Applicable storage fees shall be specified in the current *Fee Schedule*.
- k. Boats stored on the owner's property must be stored in accordance with the *CC&Rs Article V, Section 20, Paragraph (n)*.

## VIII. ENCROACHMENTS ON COMMON PROPERTY

- A. The Architectural Committee will refer all requests for encroachment on Common Property to the Bent Tree Board of Directors with its recommendations. Approval or Disapproval will be the responsibility of the Board of Directors. Encroachments include, but are not limited

to, standard driveway and culvert construction plans, cutting or trimming trees or bushes, building of placing permanent structures, alteration of a water course, placement or removal of natural materials, storage of materials and placement or removal of plant materials.

- B.** The General Manager may approve minor modifications, normal repairs and maintenance to Common Property.
- C.** Architectural Committee input may be requested by the Board of Directors or General Manager for any alterations to Common Property.

## **IX. STANDING COMMITTEES**

The Board has the sole authority to establish Standing Committees, as provided for in the *Bylaws, Article III, D, Sec 21*.

For each standing committee, the President of the Board will annually appoint a board member to serve as a nonvoting liaison.

Board members will not serve as members of a Standing Committee, with the sole exception being the President of the Board will appoint a Board member to be the Chairperson of the Golf & Greens Committee. The chairperson or co-chairperson of a committee is limited to a three-consecutive-year term and shall not serve as chairperson or co-chairperson of more than one committee at a time.

Committee members must be approved annually by the Board.

Each committee as needed will establish, maintain and publish internal procedures and/or operational guidelines to be approved annually by the Board.

The officers of each committee will be the Chair, Vice Chair (or Co-Chair), Secretary, and/or Treasurer as appropriate. The secretary is responsible for providing copies of the committee's minutes to the Board Secretary.

Committee Membership, except as specified in the Rules and Regulations establishing the committee, is open to all Property Owners/Designated Members.

Each functioning standing committee shall elect one representative, and one alternate representative, to serve on the annual Nomination/Election Committee. All representatives serving on the Nomination/Election Committee shall be BTCI members.

These standing committees thus established are:

### **A. ACTIVITIES COMMITTEE (BTAC)**

The mission of the BTAC is to plan and promote recreational and social activities to enhance the quality of life at Bent Tree.

### **B. ARCHITECTURAL COMMITTEE (AC)**

The mission of the AC is to ensure compliance with BTCI *CC&Rs Article V*. Specific procedures for implementation of the mission are proposed to, and subject to approval

by, the Board. Those procedures are maintained in the current AC Handbooks, to inform Property Owners and other interested parties. Membership on the AC is limited to Property Owners.

**C. COMMUNICATIONS COMMITTEE (CC)**

The mission of the CC is to coordinate the dispersal of information between the Board and the Property Owners using the *echo* publication, the [www.bent-tree.com](http://www.bent-tree.com) website, and any future media approved by the Board to officially represent Bent Tree. The CC shall consist of the *echo* and the website subcommittees. The Board is responsible for publishing the *echo* and maintaining the website to further the common interest, provide information and general knowledge, encourage member participation in the affairs and activities, and promote the well-being of Bent Tree.

**D. NOMINATION/ELECTION COMMITTEE**

Nomination for election to the Board shall be made by a Nomination/Election Committee which shall be appointed by the Board of Directors and shall consist of one (1) representative and one alternate representative from each of the then functioning standing committees. Each standing committee shall elect its own representative and alternate to the Nomination/Election Committee. See *Bylaws, Article III., Section 8* for more information.

**E. GOLF AND GREENS COMMITTEE (G&G)**

The mission of the G&G is to maintain liaison with the golfing community, the Golf Professional, the Golf Course Superintendent, the Board, and the General Manager in all aspects of golf course operations and administration at Bent Tree. The committee is to review, analyze, and/or propose changes in the physical golf course as well as programs affecting the operation of the course and the play thereon. Committee membership (other than the ex officio membership of BTCI officials) is open to all Property Owners/Designated Members, in good standing, who have current golf memberships.

**F. LAKE AND WILDLIFE COMMITTEE (L&W)**

The mission of L&W is to protect and maintain our natural resources to serve the needs of the Bent Tree community. The committee will furnish leadership in preserving the natural beauty consistent with good stewardship and wise assimilation of human occupancy into the natural setting. The committee will focus on providing education to the community regarding suitable use of the forest and related ecosystems and resources they contain. Additional concentrations will be on providing recreational and service opportunities for the Bent Tree community. All Property Owners/Designated Members wishing to participate may be Lake & Wildlife “Partners” and are encouraged to become involved with and participate in the activities of the committee.

**G. LAND ANALYSIS AND DEVELOPMENT COMMITTEE (LAD)**

The mission of LAD is to review, analyze, recommend, inform, and act in concert with and under the direction of the Board, on all matters pertaining to BTCI land lots. All activities of LAD shall be performed for the benefit of BTCI only. Membership on the LAD committee is limited to Property Owners.

**H. STABLE COMMITTEE (SC)**

The mission of the SC is to provide recommendations as warranted related to operations of the Bent Tree Stables. More specifically, it provides recommendations regarding, but

not limited to, (1) stable master proposals to modify established policies and procedures and (2) riding trail maintenance and new trail development.

**I. TENNIS COMMITTEE (TC)**

The mission of the TC is to promote excellence within the tennis program at Bent Tree, to support the Tennis Professional in the performance of his/her duties, and to monitor such performance to ensure its adequacy. Committee members are chosen from those who hold a Bent Tree tennis membership.

**X. ADMINISTRATION**

**A. FEE SCHEDULE**

A current *Fee Schedule* shall be available from the Administration Office and on [www.Bent-Tree.com](http://www.Bent-Tree.com).

**B. BID PROCEDURE** (section moved in its entirety to BTCI IOP Manual 5/25/2021)

**C. COMBINING LOTS AND DIVIDING LOTS**

**1. COMBINING LOTS**

All requests to combine adjoining lots are to be submitted initially to the Land Analysis and Development (LAD) Committee. The LAD Committee will review, on a case by case basis, whether the lots are adjoining, whether the lots are buildable or unbuildable, and/or whether they are separated by a Right-of-Way. The LAD Committee will then present the request to the Board, with their recommendation for approval or denial, based on their analysis of any positive or negative impact on BTCI.

**a.** Special consideration and justification should be given if the requests are:

- 1) To combine lots that are deemed buildable
- 2) To combine lots separated by a right-of-way where the sole purpose of the combination is for septic purposes, primary to the main dwelling. Where an effluent line is installed across the right-of-way, the effluent pipe must be installed a minimum of 18 inches below the water main, measured from the crown of the effluent pipe. Where the effluent line is installed parallel to the water main, the effluent line must be separated from the water main by a minimum distance of 10 feet.

**b.** The following requirements must be met:

- 1) The original lots must be surveyed and platted into one lot.
- 2) The plat must meet all Georgia law and Pickens County requirements to be recorded in the county deed records and the plat must indicate the new designated lot number for the property
- 3) Upon approval by the Board of such combinations of lots, the Property Owner and BTCI must enter into a written agreement subjecting such property to the new assessment schedule. Such agreement, together with the new plat of survey, must be recorded in the deed records of Pickens County, Georgia and subsequent conveyances of said property must specifically refer to the agreement and plat.
- 4) All paperwork must be properly completed and submitted prior to October 31<sup>st</sup> for the combination to affect the assessment for the following year. The lot



assessment(s) for any given year shall be paid on the status of the lot(s) as of October 31<sup>st</sup> of the immediately prior year. Required paperwork consists of:

- i. Two (2) copies of the recorded re-platted survey showing one lot.
- ii. Signed and notarized agreement to consolidate lots.
- iii. A check payable to Pickens County Clerk of Court for the recording of the agreement.

5) The combination may contain one and only one single-family residence.

- c. A lot which has a reduced assessment because of purchase before April 1984 shall lose that status when it becomes part of a combination. Assessment for the combination shall be computed as if all lots in the combination were purchased after April 1984.

## **2. DIVIDING LOTS**

Under certain conditions, the Board may allow the division of a lot. Where two owners of lots each wish to combine part of a jointly owned lot which lies between them, the intervening lot may be divided, and each part combined with their adjacent contiguous lot.

## **D. WASTEWATER CHARGE FOR VILLAS**

BTCI incurs certain expenses associated with the operation of the wastewater treatment facility. These fees are regulated by the Board and shall be specified in the current *Fee Schedule*.

## **E. RECORDS POLICY**

1. The fiscal year of BTCI shall run from January 1<sup>st</sup> of each calendar year through December 31<sup>st</sup> of that calendar year.
2. All original copies of the minutes of Board meetings shall be kept in the Administration Office of BTCI under the care of the Secretary of the Board and/or the General Manager of BTCI. Copies of the approved minutes, from the latest 12 months, shall be made available on [www.bent-tree.com](http://www.bent-tree.com) (login required). Copies of the minutes of past meetings of BTCI may be purchased for a reasonable fee to cover expenses.
3. All original copies of the budget reports shall be kept in the Administration Office of BTCI under the care of the Treasurer of the Board and/or the General Manager of BTCI. Copies of the approved budget summary reports from the latest 12 months will be made available on [www.bent-tree.com](http://www.bent-tree.com) (login required). Copies of past budget summary reports may be purchased for a reasonable fee to cover expenses.
4. The original signed copies of all resolutions of the Board shall be filed in an appropriately labeled binder or set of binders. The binders shall be kept in a fire-resistant safe or cabinet in the Administrative Office of BTCI.
5. Each request addressed to the Board in the name of an organization (which shall refer to any of the committees and associations recognized by the Board) shall bear reasonable evidence that the request has been discussed in an open meeting of the organization and approved by a majority vote at said meeting. In the absence of such evidence, a request shall be treated as a request from the individual person presenting the request.

## **F. BULLETIN BOARD USE IN BENT TREE**

There are/shall be the following authorized bulletin boards located at certain sites in Bent Tree:

1. **COMMUNITY MAIL CENTER**
  - a. Community bulletin board for the general membership to place ads, etc. to be removed after two weeks.
  - b. Bent Tree activities bulletin board for Bent Tree activities.
  - c. BTCI bulletin board for BTCI Staff to communicate with members.
2. **THE TAVERN/GOLF PRO SHOP**
  - a. On patio: Four – Three for the Golf Professional and one for food service.
  - b. In foyer: Bent Tree Activities
  - c. In hallway: Golf Professional
3. **BACK GATE** – The bulletin at the back gate shall be used by the Activities Committee.
4. **LAKE TAMARACK** – Three bulletin boards (one at the beach access, one at boat landing, one at spillway lakeside) shall be used by the Lake and Wildlife Committee.
5. **PUBLIC SAFETY** – The bulletin board at Public Safety shall only be used for posting emergencies. The general public must use only the community bulletin board at the community mail center or use advertising in the *echo*.

## **G. WHISTLEBLOWER POLICY**

BTCI is committed to operating in furtherance of its tax-exempt purposes and the actions of the organization's employees and volunteer representatives must be in compliance with all applicable laws, governing documents, and policies.

1. **REPORTING RESPONSIBILITY** - This policy is intended to encourage and enable property owners, volunteers, employees, and amenity contractors to report actions, of employees or volunteer representatives, that they reasonably believe are in violation of an applicable law, regulation, or policy.
2. **NO RETALIATION** - It is contrary to the values of BTCI for anyone to retaliate against any property owner, volunteer, employee, or amenity contractor who in good faith reports a suspected violation of an applicable law, regulation, or policy.
3. **REPORTING PROCEDURE** - Property owners, volunteers, employees, and amenity contractors should report their concerns or complaints to someone who can address them properly. Employees are encouraged to follow the procedure outlined in the BTCI Employee Handbook. Others are encouraged to report to the General Manager or the Board President. However, anyone not comfortable reporting to the General Manager or Board President, or not satisfied with their response, is encouraged to report to any member of the Board of Directors.
4. **ACTING IN GOOD FAITH** - Anyone filing a complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of an applicable law, regulation, or policy. Any good faith report is fully protected by this policy.
5. **CONFIDENTIALITY** - Suspected violations may be submitted on a confidential basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. HANDLING OF REPORTS - The recipient of the report will notify the submitter to acknowledge receipt of the report. All reports will be promptly investigated, and appropriate action will be taken if warranted by the investigation.

## **XI. PENALTIES FOR VIOLATIONS**

The following provisions define BTCI's procedures for levying fines for violations of the *CC&Rs*, *BTCI Rules, Regulations, and Policies*, and AC Handbooks (*New Construction Handbook* and *Remodeling, Maintenance, and Landscaping Handbook*). Fines may be assessed by BTCI, in accordance with these procedures, provisions of the *CC&Rs*, and Schedule of Fines established by the Board. In addition to fines, BTCI may pursue other remedies available under the *CC&Rs* and Georgia Law. The procedures defined do not limit the pursuit of other available remedies. Property Owners/Designated Members may be fined for their violations as well as violations by their family members, guests, and contractors. Contractors/builders, or Property Owners acting as contractors/builders, are subject to additional fines based on violations of AC Handbooks.

### **A. GENERAL VIOLATIONS**

General Violations will result in fines as listed in the Schedule of Fines. If BTCI incurs expenses for cleanup or other remedies that result from violations, these expenses shall be added to the amounts of the fines. General violations include, but are not limited to, violations of the following policies:

1. Burn Policy
2. Pet Policy
3. Road/Parking Policies
4. Noise restrictions
5. Littering
6. Abusive behavior toward BTCI employees, amenity contractors, Board members, and volunteers
7. Failure to keep lots free of trash and debris
8. Other Declaration and Rules violations not specifically addressed in Section XI

### **B. TREE CUTTING/TOPPING VIOLATIONS** (see C. and D. below)

### **C. COMMON PROPERTY VIOLATIONS**

No Property Owner/Designated Member or Contractor shall make any alterations to Bent Tree common property without an express written license from BTCI. Any willful or negligent alteration of common property shall result in fines as listed in the Schedule of Fines. In addition to the fines, further remedies for an alteration shall be pursued through the Board's right to assess the responsible Property Owner for all costs to restore the common property. Common property violations include but are not limited to:

1. Cutting/topping or trimming of trees or brush
2. Building or placement of any permanent structures
3. Dumping of any materials
4. Alteration of any watercourse
5. Destruction of fixtures, accessories, furnishings, inventory, or infrastructure

6. Trespassing
7. Placement or removal of any stone or other natural materials
8. Encroachment upon common property for construction access
9. Storage of materials either permanently or temporarily
10. Planting or removal of plant materials
11. Placement of any temporary items or ornamentation
12. Violations of Rules of Conduct

**D. ARCHITECTURAL COMMITTEE (AC) VIOLATIONS**

AC violations include noncompliance with any and all requirements, criteria, and stipulations contained in the *CC&Rs, Article V* and in the AC Handbooks. In addition to incurring the fines listed in the Schedule of Fines, Stop Work Orders will be issued as applicable. AC violations include, but are not limited to:

1. AC Violations on Active Building Permits
2. Tree Cutting/Topping Violations
3. Unapproved Exterior Violations
  - a. Article V, Section 3 of the *CC&Rs* states that AC approval must be obtained for all exterior alterations and improvements. When unapproved work is identified, the property owner will be notified in writing and required to submit the required forms for AC approval.
  - b. If the work is approved, no further actions are necessary. If the request is denied, the property owner will be notified in writing and given 45 days to make the necessary corrections. If the corrective actions are not taken, fines will be assessed in accordance with the fine schedule in the rules and regulations. In accordance with the *CC&Rs*, the property owner has 45 days to appeal the AC's denial of the request to the Board of Directors. Subsequent violations will result in automatic fines.
4. Maintenance Violations - See *CC&Rs, Article V, Section 21(b)* for procedures available to address exterior maintenance violations. The Other AC Violations fine will apply if corrective action is not taken within the prescribed parameters.
5. AC Violations other than Construction/Maintenance – Fines will be imposed for AC violations that do not involve active approved building projects or structure maintenance. For repeat violations, fines will double.
6. General Construction Violations – In addition to incurring fines, contractors may be barred from travel upon Bent Tree common property for repeated violations and/or failure to pay fines. For all new construction, remodeling and landscape work, property owners and contractors must:
  - a. Maintain job sites that are clean and clear of trash, debris, and other clutter.
  - b. Install required erosion control measures and restroom facilities at the job site.
  - c. Post all required permits at the site.
  - d. Control subcontractors or employees to ensure they only travel to and from job sites in Bent Tree or to The Tavern at the 19<sup>th</sup> Hole for lunch.
  - e. Control subcontractors or employees to ensure they do not create disturbances.

7. Processing Fines – When AC violations are identified, the property owner will be contacted by telephone and by certified letter/electronic correspondence, and informed of the necessary corrective actions. The owner will be allowed 10 days to correct the violations. If the violations are not corrected within the prescribed time frame, a certified letter will be sent to the owner. The certified letter will allow an additional 10 days to take corrective actions. Prescribed fines will become effective if violations are not corrected within the 10 days. As allowed by the CC&Rs, the property owner has 10 days from the date of the certified letter to appeal the fine to the Board of Directors. This process does not apply to unauthorized tree cutting or pruning.

## **XII. APPEAL PROCESS**

- A.** Appeals for General Violations and Common Property Violations
  1. All violations may be appealed to the Board. The right to appeal shall be waived if the written request is not received within ten (10) days of the date of the issuance of the fine.
  2. The Board shall hold in executive session a hearing affording the Property Owner or Contractor a reasonable opportunity to be heard. The Board may establish rules of conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time. Within seven (7) days after the date of the hearing, the Board shall send or deliver to the Property Owner or Contractor a written decision regarding the appeal. Such determination shall be final.
- B.** Appeals for Architectural Committee Violations and General Construction Violations – All violations may be appealed to the AC. The right to appeal shall be waived if the written request is not received within ten (10) days of the date of the issuance of a fine.
- C.** Appeal of all other AC decisions not related to Violations or New Construction
  1. Property Owners have the right to appeal any Architectural Committee (AC) decision related to General Requirements. The Property Owner’s written appeal must be addressed to the Board of Directors in care of the General Manager and received in the Administration Office within forty-five (45) days from the date of the AC’s written notice to the Property Owner of its decision. Relevant documents and materials, including the original request and samples, must accompany the written appeal.
  2. Within ten (10) days of receipt of the written appeal, the Secretary of the Board will send a written response to the Property Owner, with a copy to the AC, specifying when and where the appeal will be heard by the Board. The Board shall hold the hearing in executive session, affording the Property Owner a reasonable opportunity to be heard. The AC or its designated representative will submit copies of their documents related to their decision to the AC Board Liaison for distribution to all Board members at least five (5) days prior to the hearing date.
  3. The Board may establish rules on conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time. Within seven (7) days after the date of the hearing, the Board shall send or deliver to the

Property Owner a written decision regarding the appeal. Such determination shall be final.

- 4.** Should the Property Owner decide to withdraw their appeal or revise their request at any time during this process, they will notify the Board and the AC in writing.

SCHEDULE OF FINES

<b>ARCHITECTURAL</b>	<b>FINE AMOUNT</b>
Construction during non-work hours	\$250.00
Improper erosion control	\$500.00
Improper restroom facility	\$100.00
Improper posting of construction permit(s)	\$100.00
Employee or Subcontractor in BTCI off job site	\$100.00
Employee or Subcontractor creating disturbance	\$250.00
Alteration of approved A/C Project	\$1000.00
Failure to keep lot or construction site maintained	\$100.00
Cutting/topping trees over 4 inches in diameter (per tree)	\$500.00
Unapproved exterior alteration of existing structure or to improved property (subsequent offense)	\$500+\$25/day
Other AC Violation	\$250+\$25/day After warning
<b>GENERAL VIOLATIONS</b>	<b>FINE AMOUNT</b>
Burning Policy	\$1000.00
Pet Policy	\$100.00
Parking Violation (Non-Right of Way)	\$25.00
Noise Violation – First two violations	\$250.00
Subsequent fine	\$500.00
Littering	\$500.00
Failure to keep lot(s) free of trash and debris	\$100.00
Other Declaration or Rules Violation	\$100.00
Fishing Policy Violation	\$100.00
Improper use of bird feeder	\$100.00
Feeding wildlife other than birds on lot(s)	\$100.00
	Subsequent fine \$500.00
<b>BTCI COMMON PROPERTY VIOLATIONS</b>	<b>FINE AMOUNT</b>
Intentional Interference with the possession or use of BTCI property	\$1000.00
Disruption of BTCI authorized wildlife management action(s)	\$1000.00
Cutting or trimming trees or bushes	\$1000.00
Building or placing permanent structure	\$1000.00

Dumping (prohibited item in compactor not exceeding 10 pounds or hazardous waste)	\$500.00
Subsequent Offense(s)	\$1000.00
Alteration of water course	\$1000.00
Destruction of infrastructure, furnishings, fixtures, inventory, or accessories	\$1000.00
Trespassing	\$1000.00
Placement or removal of natural materials	\$500.00
Encroachment for construction access	\$100.00
Unauthorized storage of materials	\$100.00
Placement or removal of plant materials	\$100.00
Placement of temporary items or ornamentation	\$100.00
Violation of Rules of Conduct	\$250.00
Fishing in a prohibited area	\$100.00
Violation of fishing policy	\$100.00
<b>PUBLIC SAFETY</b>	<b>FINE AMOUNT</b>
Disregarding Road Safety Signs	\$50.00
Reckless Driving	\$250.00
Golf Club/Restaurant/Bar Rules Violation	\$50.00
Speeding (up to 10 mph over speed limit)	\$25.00
Speeding (over 10 mph over speed limit)	\$50.00
Parking violation (parking places for disabled persons)	\$250.00
Parking violation (road right-of-way)	\$25.00
Noise Violation – First two violations	\$250.00
Subsequent fine	\$500.00
Operation of motor vehicle without driver’s license	\$100.00
Operation of unregistered motor vehicle	\$100.00
Violation of LSUV/Golf Cart Policy	\$100.00
	Subsequent fine \$500.00
Pet Policy Violation	\$100.00
Littering	\$500.00
Jumping/Diving/Swimming in spillway pool	\$100.00
Rappelling	\$100.00
Violation of weapons policy	\$100.00
Violation of burning/fireworks policy	\$1000.00
Violation of fishing policy	\$100.00
Abusive Behavior toward BTCI employees, amenity contractors, BOD, Volunteers	\$500.00
Boat Policy Violation	\$100.00



## APPENDIX A. DEFINITIONS

1. **Commercial Vehicle.** A “commercial vehicle” is a vehicle which is used or maintained for the transportation of person for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property (for example, large panel vans and pickups). Some outward signs that a vehicle is used for commercial purposes would be company advertising, ladder racks or commercial tool compartments. Some examples of commercial vehicles are: any truck with four wheels on an axle, any van seating more than 9 persons or constructed on a truck frame.
2. **Commercial Construction Vehicle.** A “commercial construction vehicle” is a commercial vehicle designed for construction purposes.
3. **Personal Use Vehicle.** A “personal use vehicle” is a vehicle displaying none of the accoutrements or appearance of a commercial vehicle. Some examples would be: a pickup with no commercial advertising and not rigged for commercial purposes or a minivan without commercial advertising and rigged for passengers and not hauling equipment.
4. **Vehicle Registration.** The issuance of a transponder and/or windshield decal by BTCL.

## APPENDIX B. AMENDMENTS

#1	01/26/2021	V. ENTRANCE TO BENT TREE, D. COMMERCIAL AND CONTRACTOR ENTRY, 6. Authorized non-transponder use of the Back Gate by the Stable Master
#2	01/26/2021	VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES, O. STABLES & EQUESTRIAN CENTER POLICY
#3	05/25/2021	X. ADMINISTRATION, B. BID PROCEDURE deleted in its entirety from Rules & Regs and moved to BTCI Internal Operating Procedures Manual
#4	05/25/2021	XI. PENALTIES FOR VIOLATIONS, D. AC VIOLATIONS. Added a. & b. to 3. Unapproved Exterior Violations and added 7. Processing Fines.
#5	02/22/2022	V. ENTRANCE TO BENT TREE, D. COMMERCIAL AND CONTRACTOR ENTRY, 5. Annual Contractor/Commercial Passes
#6	04/26/2022	VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES, F. ROAD POLICY, 2. ROAD SAFETY REGULATIONS. Added sections g, h, i.
#7	04/26/2022	VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES, E. ALTERATIONS TO BTCI COMMON PROPERTY. Added Intentional interference as included alteration.
#8	04/26/2022	Additions to Fine Schedule: Disregarding Road Safety Signs, Reckless Driving, Intentional Interference with the Possession or Use of BTCI Property
#9	07/12/2022	Addition of “amenity contractors” to the fine covering abusive behavior on Fine Schedule
#10	09/27/2022	X. ADMINISTRATION. Added G. WHISTLEBLOWER POLICY
#11	01/24/2023	VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES, F. ROAD POLICY, 2. ROAD SAFETY REGULATIONS, I. RECKLESS DRIVING, 5. Added horseback riders.
#12	01/24/2023	VI. COMMUNITY-WIDE RULES AND POLICIES, D. NOISE POLICY deleted item #2. Added 2-8.
#13	01/24/2023	Fine Schedules – General Violations, Under noise violation added “first two violations” \$250.00 and “subsequent fine” \$500.00
#14	01/24/2023	Fine Schedules – Public Safety, deleted “parking violation in parking lot”, added “parking violation (parking places for disabled persons)” \$250.00
#15	01/24/2023	VII. USE OF AMENITIES AND OTHER COMMON PROPERTIES, F. ROAD POLICY, deleted 1. MUFFLERS. Added 1. DESIGNATED PARKING PLACES FOR PERSONS WITH DISABILITIES.
#16	06/07/2023	Fine Schedules- General Violations, Littering- Increasing the amount from \$100 to \$500.00
#17	09/26/2023	Section VII, Item J, Spillway Policy-Added Item #8
#18	09/26/2023	Section Q, Boat Policy, Item #2, Boat Storage -Replaced Item C with boat storage spaces must be assigned through Bent Tree Administration. Boats must be stored in their assigned storage spaces.
#19	09/26/2023	Schedule of Fines, Public Safety, Boat Decal Violation, Page 37- Changed Boat Decal Violation to Boat Policy Violation.
#20	09/26/2023	Schedule of Fines, BTCI Common Property Violations Section, Fishing in designated Swimming Area of Beach- Changed fishing in designated area of beach to fishing in a prohibited area.
#21	09/26//2023	Schedule of Fines, Public Safety Section, Fishing in designated Swimming Area of Beach- Deleted from Public Safety Section since it is a duplication from the Common Property Section
#22	11/14//2023	Update to entrance requirements and contractor transponders-Deleted windshield decals and added Contractor passes.
#23	02/27//2024	Update to Article5, Section D, Paragraph 5- Annual Contractor/Commercial Pass and Transponder Access

#24	03/26//2024	Article VII, Section E, adding Paragraphs 8 & 9- Dumping and Bent Tree Waste and Recycling Center. Renumbering all subsequent paragraphs.
#25	03/26/2024	Article VII, Section E, Paragraph 11 – Dumping (prohibited item in compactor not exceeding 10 pounds or hazardous waste) \$500.00 . Subsequent Offense(s) \$1000.00
#26	09/24/2024	Article VIII, Paragraph A- Minor/Major Encroachment on Common Property