

Member Policies and Guidelines Manual

THE OAKS

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The Oaks Policies and Guidelines

Effective August 23, 2018

The following policies and rules were adopted by the Board of Managers of The Oak Tree Club, LLC DBA The Oaks. They are in no particular order of importance. We appreciate all of our members and their participation in Oaks activities. We encourage anyone to contact any member of the Board of Managers if you have questions or suggestions. We are Alan Atkins, Pat Beauchamp, Chris Miller, Kim Sydenstricker, Dudley Miller, Chuck Rentschler, Pat Ryan, Fred Donaldson and Larry Webber.

General Policies

- Appropriate attire is requested at all facilities of The Oaks. Swim attire is not allowed in the clubhouse except in locker rooms.
- Significant others of members are treated as spouses with regard to all rules and policies. Member must notify The Oaks in writing of their significant other. Forms for notification are available from Management. The member is responsible for all charges incurred by significant others.
- Children (under the age of 21) of members and their significant others are **NOT** subject to greens fees or pool fees and are welcome under the primary membership.
- Children (over the age of 21) of members and their significant others **ARE** considered guests and must adhere to all guest rules and fees which are outlined in the Guest Policies section.
- Grandchildren (under the age of 18) of members or their significant others are **NOT** subject to greens fees or pool fees and are welcome under the primary membership. Grandparents must accompany grandchildren at all times.
- Grandchildren (over the age of 18) of members or their significant others **ARE** considered guests and must adhere to all guest rules and fees which are outlined in the Guest Policies section.
- Members who resign at any time during the year **may not** rejoin for one (1) year from the date of resignation. Exception will be made if initiation fee is paid prior to rejoining and rejoining members pays annual dues upfront. No refund of any portion of annual dues to be made to resigning members.
- No outside food or beverage is allowed at The Oaks without prior consent from the Board of Managers.
- Individual rooms in the clubhouse may be reserved by members for business or personal functions and such usage is encouraged. The Oaks Manager is the contact person. Fees for individual rooms are:

- **Ballroom** - \$200* plus tax and gratuity (20%). This room fee is waived if \$1,300 or more is spent in food and beverage.
 - **Crystal Room (adjacent to kitchen)** - \$75* plus tax and 20% gratuity. This room fee is waived if \$300 or more is spent in food and beverage.
 - **Dining room** - \$200* plus tax and 20% gratuity. This room fee is waived if \$1,500 or more is spent in food and beverage.
 - **Downstairs** - \$400* plus tax and 20% gratuity. This room fee is waived if \$1,500 or more is spent in food and beverage.
 - **Downstairs & Patio** - \$700* plus tax and 20% gratuity. This room fee is waived if \$1,800 or more is spent in food and beverage.
 - **Patio Only** - \$400* plus tax and 20% gratuity. This room fee is waived if \$1,000 or more is spent in food and beverage.
 - **Upstairs (inclusive of all rooms)** - \$300* plus tax and 20% gratuity. This fee is waived if \$2,250 or more is spent in food and beverage.
- Additionally, the Ballroom and Crystal Room may be rented without a required spend in accordance with the following policy:
 - **Ballroom** - \$100* rental
 - **Crystal Room** - \$50* rental
 - The Oaks will provide **only tables and chairs**. The Oaks does not provide food, beverage, or staff services. These rooms, under these conditions, are the only circumstances under which outside food and beverage may be provided by the renting party.
 - Clean up **must be done by renting member**. The room must be left as found. If the room is not left as found, an additional cleanup fee will be charged based upon time needed. Minimum charge for cleanup is \$75.00*.
 - These rentals are only available on Saturday and Sunday afternoons when there is no food service available at The Oaks.

Guest Policies

Guests are welcome at The Oaks subject to the following policies:

- **Clubhouse:**
 - Guest are welcome at any time with no limit to number of times per year. Guests may pay with credit card or cash.

▪ **Golf Course:**

- Member must have golf privileges in order to have guests on golf course.
- Members are required to accompany guests on golf course unless other arrangements have been made in advance with The Oaks Management.
- An in-town guest (residing within 20 miles of the Audrain County courthouse) may play no more than four (4) times per calendar year with payment of appropriate greens fees.
- An out-of-town guest (residing over 20 miles of the Audrain County courthouse) may play no more than five (5) times per calendar year with payment of appropriate greens fees.
- An in-town guest e.g. "John Doe" may only use the golf course (4) times regardless of whose guest he/she is. An out-of-town guest e.g. "John Doe" may only use the golf course (5) times regardless of whose guest he/she is.
- Guests **must** be registered and pay appropriate greens in the clubhouse prior to play.
- Greens fees are \$22.00/9 holes and \$33.00/18 holes (inclusive of tax).

▪ **Swimming Pool:**

- Members are required to accompany guests at the pool unless other arrangements have been made in advance with The Oaks Management.
- An in-town guest (residing within 20 miles of the Audrain County courthouse) may use pool no more than four (4) times per calendar year with payment of appropriate pool fees.
- An out-of-town guest (residing over 20 miles of the Audrain County courthouse) may use pool no more than five (5) times per calendar year with payment of appropriate pool fees.
- An in-town guest e.g. "John Doe" may only use the pool (4) times regardless of whose guest he/she is. An out-of-town guest e.g. "John Doe" may only use the pool five (5) times regardless of whose guest he/she is.
- Guests **must** be registered and pay appropriate pool fees at the snack bar window prior to using the pool.
- Pool fees are \$5.00* per guest per day.

- Members are responsible for conduct of all guests as well as payment for appropriate fees and food and beverage charges if not paid by guests.
- Members are responsible for informing guests about appropriate attire for the clubhouse, golf course and pool.

- Children (over the age of 21) of members and their significant others are considered guests and must adhere to all guest rules and fees outlined in this section.
- Grandchildren (over the age of 18) of members or their significant others are considered guests and must adhere to all guest rules and fees outlined in this section.

Golf Course Policies

- Appropriate golf attire is requested on the golf course. Swim attire is not allowed.
- Everyone who drives an Oaks golf cart **must be 16 years old and have a valid driver's license** unless accompanied by a parent or grandparent who is a member of The Oaks. Members are responsible for any damage done to an Oaks golf cart by a guest.
- Privately owned golf carts are allowed at The Oaks subject to space availability. Annual golf cart storage fees are as follows:
 - \$250* for gas carts; \$275* for electric carts
 - Billed on member's February statement.
- Grandparents must accompany grandchildren on golf course at all times.
- Non-Oaks member participants playing in golf tournaments must pay appropriate greens fees for additional play following tournaments.
- Greens fees are \$22.00/9 holes and \$33.00/18 holes (inclusive of tax).
- The Oaks follows the USGA Rules which govern all golf play.
 - Out of bounds: Defined by white stakes and lines
 - Water Hazards: Defined by yellow stakes and lines
 - Lateral Hazards: Defined by red stakes and lines.
 - Ground under repair: Areas enclosed with white lines, new trees with support wires, and flower beds on the course.
 - Soft spikes required.
 - Position of cup most often a Front, Middle or Back rotation.
 - Yardage markers and sprinklers are measured to center of green.
 - Red – 100 yards; White – 150 yards; Blue – 200 yards
- Courtesy of play:
 - Please keep golf carts 30 feet from the edge of the greens.
 - Allow faster players to play through.
 - Groups coming in on 9 have right-of-way on 1/10 if they have crossed the bridge and you are still on the 1st tee.
 - Please repair ball marks, rake bunkers and replace all divots.
- Golf course guests must adhere to all policies outlined in the Guest Policies section.

Swimming Pool Policies

- Appropriate swim attire is requested at the pool.
- Members must sign-in at the snack bar upon arrival.
- Members must sign a liability waiver each calendar year prior to use of the swimming pool.
- There is **NO** lifeguard on duty. Children under the age of thirteen (13) **MUST** be accompanied by an adult. Parents, grandparents or guardians are responsible for the safety of their children.
- The pool may be reserved for private parties Monday through Thursday only (Holidays excluded). The charge for private parties is \$75.00* per hour. Arrangements may be made with The Oaks Management.
- Pool guests must adhere to all policies outlined in the Guest Policies section.

Membership Options

The following memberships are available at The Oaks:

- **Platinum:** Full privileges. No guest fees for golf and pool guests. No food and beverage minimum. Includes food and beverage credit.
- **Full:** Full privileges. No food and beverage minimum.
- **Junior:** Full privileges. Available until age 40 (if family, age limit applies to oldest spouse). No food and beverage minimum.
- **Social:** Clubhouse and swimming pool privileges only. No food and beverage minimum.
- **Non-Resident:** Full privileges. Must live over 20 miles from the Audrain County courthouse. No food and beverage minimum.
- **Corporate:** Full privileges. There must be a core of three (3) memberships to qualify for corporate memberships. Core members must be current or retired members of the business. No food and beverage minimum.

Corporate Associate: Full privileges. Unlimited additional associate members can be added to a corporate membership. Corporate associates must be current or retired members of the business. No food and beverage minimum.

***Fees are subject to change without notice. All dues and fees are subject to state and local sales tax (except greens fees).**