

**Senior Estates Golf and Country Club  
Board of Directors Meeting  
Tuesday, April 23, 2024 – 1:30 pm  
Auditorium – Listen In (425) 666-4290**

**MOTIONS**

**Motion #A**

**2024-0423-House-1**

Director Marilyn Sbardellati: I move to accept the bid from LOI Environmental and Demolition Services for the tear-down and debris removal of the Gazebo. The cost is \$7,460, to be paid from the Reserve Account.

**Motion #1**

**2024-0423-Rules-1**

Director Andrew Nordby: I move to approve **2024-0423-Rules-1**, which adds David Bolton, a member in good standing, to the Rules & Regulation Committee.

**Motion #2**

**2024-0423-Rules-2**

Rules Director Andrew Nordby: I move to approve **2024-0423-Rules-2**, which creates “Association Facilities Hours” as a separate document.

**Association Facilities Hours**

**General Facilities** (exceptions noted below)  
Seven days a week: 7 am – 9 pm

**Office**  
Monday: 9 am – 4 pm  
Tuesday: 9 am – 4 pm  
Wednesday: Closed  
Thursday: 9 am – 4 pm  
Friday: 9 am – 4 pm  
*(The office is not closed for lunch)*

**Exercise Room/Swimming Pool**  
Seven days a week: 6 am – 9 pm

**Pro Shop**  
Seven days a week: 8 am – 4 pm

**Golf Course**  
**Registration Hours:** Seven days a week: 8 am – 4 pm  
**Golf Tuesday:** Men & Women 9-hole: 8 am – 11:30 am  
**Golf Wednesday:** Women’s 18-hole: 8 am – 11:30 am  
**Golf Thursday:** Men’s 18-hole: 8 am – 11:30 am

**Walking Path Hours** (Closed after dark)  
**January, February, November, and December:** Before 9 am and after 3 pm.  
**March:** Before 8 am and after 4 pm  
**April and October:** Before 8 am and after 5 pm  
**May and September:** Before 8 am and after 6 pm  
**June, July, and August:** Before 8 am and after 7 pm

**RV Lot**  
Seven days a week: 7 am – 9 pm

This list excludes some holidays or closed days needed for maintenance or unforeseen events. See Rules and Regulations. These hours will remain in effect until the Board votes to change them.

## Motion #3

### 2024-0423-Rules-3

Director Andrew Nordby: I move to post **2024-0423-Rules-3**, a revision of Rules & Reg Sections 1 and 14. (see below).

#### April 23, 2024 - Section 1 and 14 Rules & Regulations

1. Hours have been removed from operation and hours of play. Like fees, the rules committee would like to approve hours rather than correcting the Rules and Regulations.
2. **LIKE KIND sections have been moved together.**
3. **NEW** – Is addition.
4. **WAS** – Source in section in Rules and Regulations Nov. 28, 2023, or SOP April 1, 2024
5. Some grammar has been fixed.
6. Golf has been taken out of Golf Pro Shop.
7. Ladies has been changed to Women.
8. Some added words are highlighted or bolded.
9. Pages are numbered for easier discussion while looking at the draft. These page numbers will change when the sections are inserted into the Rules & Regulations.

#### 1. Association Facilities

##### 1.1 Member Guest

**DELETE** Guests must register and be always accompanied by a member host.

**REPLACE** Member must register their guest and always accompany guest.

**NEW** Members are responsible for payment of fees, if any, as listed in the fee schedule or posted.

##### 1.2 Smoking. Smoking, including electronic cigarettes, is not permitted in the Association buildings.

##### 1.3 Operation Hours for the Association.

1.3-1 Clubhouse. The Board of Directors will establish the hours for the Clubhouse and the Pro Shop.

##### 1.3-2 Posted Hours

The Clubhouse will post approved hours on the bulletin board located at the main entrance to the office.

##### 1.3-3 Pro Shop.

The Pro Shop will post approved hours at the Pro Shop entrance for golfers and walkers.

1.3-4 Exception. The Board of Directors may approve exceptions to the established hours for **events** approved for other than established hours.

1.3-5 Office Hours. **The Board of Directors** will schedule the hours the office will be open.

1.3-6 Office Posted Hours. The Office hours are posted in a glass case near the front entrance doors, and website.

**NEW** 1.3-7 Closures

1.3-7A Annual Closures

Annual closures are Christmas day, Thanksgiving Day, and New Years Day.

1.3-7B Weather Conditions - Weather Conditions, including frost delays or power outages may cause issues on the golf course, tunnel or at the Association buildings. Closures for safety or damage prevention may be necessary for our members or employees. Moved from SOP 1

1.3-7C Health Emergency - Oregon Health Authority and CDC guidelines will be followed and implemented if a State or Federal emergency or pandemic is declared. **Moved from SOP 1**

1.3-7D Cooling Area - When temperatures are 95 degrees and above the Association has rooms available for members only as a cooling area. **Moved from SOP 1**

**NEW** 1.3-7E Maintenance Delay or Closure

Notice shall be posted at the Pro Shop and by Bugle Blast and News & Views, if time allows, for known closures on the golf course due to maintenance.

1.4 Use of Rooms

Clubs or groups Use of the Association facilities is limited to pre-registered organized clubs and groups that meet regularly. Organized clubs and groups shall have Bylaws, a set of Rules **NEW** or mission statement.

1.5 Application for Facility Usage

Clubs or Groups must submit an annual application for use of the clubhouse facilities to guarantee a meeting area. The form is on the Association website or may be obtained at the office. The responsibilities of the applicant are listed on the form. Submit to office. See also Section 2. **Moved from 3.1**

**NEW** 1.5-1 Annual Events

Annual events approved by the board and certain board functions take priority.

**NEW** 1.5-2 Dates

While most requested dates are approved, the office may notify you if a conflict or if allowance cannot be made.

1.5-3 No Rent

No rent is required from the Association organized clubs or groups registered at the business office each year or for members of the Association for memorials. **Moved From 1.8.**

1.5-4 Board Determines Eligibility

The Board of Directors reserves the final right to determine the eligibility of persons, clubs, or organizations to use the facilities. **Moved From 1.9**

**14. GOLF COURSE RULES AND ETIQUETTE**

**NEW** Hours of Operation or Closures - Hours are set by the board of directors. See Rules and Regulations Operation hours 1.3.

#### 14.1 Golf Hours

Golf may not start on the golf course before the opening hours, as approved by the board except for scheduled tournaments that may require earlier tee times. **Was 14.6**

#### **NEW** 14.1-2 Walking

Walking is allowed on the golf course for members under the rules detailed in Walking, Section 14.12

#### 14.2 Priority of golf times

The Pro Shop Staff is responsible for directing the priority of play on the golf course and shall maintain a Tee Time sheet. **Was 14.1**

#### 14.3 Player Responsibility

14.3-1 Register. Members and guests must register (sign-in) at the Pro Shop before golfing. Guest(s) must be accompanied by a member in *good standing*, and guest(s) must obtain a daily bag tag that will be displayed during play. **Was 14.2**

14.3-2. A first-time or beginner golfer is encouraged to attend a clinic or take a golf lesson prior to playing. **Was 14.4**

14.3-3 First Tee. Players start from the first tee unless otherwise approved by the Pro Shop staff.

This **Was 14.33 NEW** or as part of a game with designated start holes.

14.3-4 Golf Group Limit. More than four (4) people are not allowed to play as a group except with explicit permission from the Pro Shop Staff. **Was 14.17**

14.3-5 Golfer's Golf Bag and Clubs. Golfers must have their own golf bag and a set of golf clubs, **was 14.5 NEW** unless the pro shop staff grants a waiver.

14.3-6 Golfers to Show Proof. Golfer(s) will show their bag tag or receipt for green fees upon request of the Pro Shop Staff or authorized Course Marshall. If such proof is not provided the offender will be reported to the Pro Shop Staff. **Was 14.16**

14.3-7 Licensed Driver. A golf cart must be driven by a person at least 16 years of age, with a valid driver's license, and may be occupied by no more than two (2) adults. **Was 14.21-8**

14.3-8 Dress Code Appropriate clothing is required on the golf course.

The dress code for golf is:

All - Shoes - Shoes are required with no steel spikes.

Men - Shirt with a collar or **NEW** approved golf industry collarless shirt.

Women – Blouse or shirt with or without sleeves.

All: No jogging shorts, short shorts, cut offs or swimming-type shorts.

All: No spandex, sweatpants, tube or tank tops, t-shirts, or spaghetti straps, bare midriffs, halter tops or strapless garments.

All – Jeans are permitted but must be in good taste. **Was Section 14.30**

## 14.4 Golf Course Play

14.4-1 Time for Round - Nine (9) holes should be completed in one (1) hour and forty-five minutes (45); (18) holes should be completed in three (3) hours and thirty minutes. **Was 14.7**

14.4-2 Playing Through - If one (1) full hole is empty ahead of you, and players are waiting behind you, invite players to play through. **NEW** Do not resume play until the team has moved to the next hole or is completely out of your range. **Was 14.10**

14.4-3 Start - Members that start on holes other than hole one (1) or ten (10), with permission of the pro shop, must let golfers on the field play through first. **Was 14.14**

14.4-4 Preference on Tenth Tee - Players coming from the number nine (9) hole will have preference onto number 10-tee. Golfers stopping between nines for refreshments, except for items to be carried and consumed during play lose their preference. **Was 14.9**

14.4-5 Golf Ball marks and Divots - Golfers are requested to carry sand and seed mix on your golf cart or pull cart as you play. **Was 14.12 + NEW.**

14.4-5A Do not replace divots on tee boxes. Reseed tee box divots with the sand and seed mixture provided at each tee box. **Was 14.11**

14.4-6 Sand Trap Rakes – Replace sand trap rakes in the holders located in the sand trap. Do not place or throw the rakes in the trap. Please place in position causing the least interference to following golfer(s) and the green mowers. **Was 14.13**

14.4-7 Golf Carts and House Maintenance Vehicles

A golf cart is identified as a vehicle that is self-propelled. A golf cart must not be driven within 30 (thirty) feet of the putting greens, onto the apron, onto the tee or into a sand trap. **Was 14.21-1**

14.4-8 Red Flag Program - Any golfer who needs to take advantage of the Red Flag Program must submit to the office one (1) of two (2) pieces of documentation; a letter from attending physician regarding the health condition that warrants the golfer this compensation, **OR their state issued Handicap Placard**. They will be issued a Red Flag and a pole to attach to their golf cart and guidelines that will be adhered to, upon arrival. **Was 14.21-2**

**NEW** 14.4-8A Golfers approved under the Red Flag program must comply with ordinary and reasonable rules of the course.

**NEW** 14.4-8B Golf cars bearing a Red Flag may drive to the side of the approach to the green, not closer than ten feet from the green and not on the approach to the green.

**NEW** 14.4-8C Pro shop staff has discretion to not allow Red Flag play in certain weather conditions that may damage the course.

**NEW** 14.4-8D Red Flag program is open to owners and associate players.

**NEW** 14.4-8E Red Flag program is open to owner guests playing with owners with proof of Oregon State issued Handicap placard for day.

14.4-9 Registration - Any Golf cart(s) operated on the premises must be registered by owners with the Association and purchase of an annual golf cart registration sticker that must be displayed on the windshield of the golf cart. Was **14.21-3**

14.4-9A Street Legal. DMV licensed, street legal carts with the State of Oregon are considered street legal in the City of Woodburn, where speed is posted 35 MPH or less. Was **14.21-4**

14.4-10 Tires. The tires of golf carts, **and scooters**, must be at least eight (8) inches wide with non-aggressive tires. (**tread**). Was **14.21-5**

14.4-11 Golf Cart Routes. Golf cart drivers should always use the streets north of HWY-214. A citation (by law enforcement) may be issued for using HWY- 214 without a DMV licensed golf cart. Street licensed Association house maintenance vehicles should also use the same route, whenever possible rather than the golf cart paths. [4-27-2021] Was **14.21-7**

14.4-12 Hand Golf Cart Restricted Areas on Course

All push carts whether self-propelled or hand operated must not be on the putting greens, tee box, or into sand bunkers or across any other posted designated areas of the golf course. Was **14.22**

14.5 Men and Women's Golf Days

Men's Day and Women's Golf Day shall begin on the third Tuesday, Wednesday and Thursday of March and shall end on the third Tuesday, Wednesday, and Thursday of October. The Pro Shop Staff have the discretion to allow other players on the course if the times allocated for the Men's Club and Women's Club are not being used. Was **14.23**

**Rewrite** 14.5-1 If Men's Day or Women's Day falls on a holiday, the days are open to all players unless already part of a scheduled and approved tournament. Was **14.23**

**NEW** 14.5-2 Day's play – The Board of Directors shall approve the hours for Day's play by motion for the full year by January 31.

**Tuesday** nine holes of the golf course are reserved for Men or Women golfers who play in the nine-hole group. The men and women will play alternate nine (9) holes unless playing together.

**Wednesday** is Women's Day. Who play in the eighteen (18) hole group. Women players shall have preference, provided they are a twosome or more.

**Thursday** is Men's Day. Thursday, men shall have preference on the first tee, providing they are a twosome or more. Was **14.23**

14.6 Golf Tournaments

The Board of Directors will approve a schedule of golf tournaments, usually in the fall of year, before golf events the following year.

14.6-1 Updates. The tournament schedule may be updated as needed by the board. Was **14.24**

14.6-2 Holding a tournament.

Members may not hold a tournament with guest(s) without first obtaining permission from the Pro Shop Staff in consultation with the Golf Chair of the Board of Directors. See 15.1. **Was 14.19.**

#### 14.6-3 Reciprocal Play

Reciprocal play with other golf clubs is allowed whereby members of those clubs may play with permission from the Pro Shop Staff and payment of green fees consistent with rates established with our Sister Club fees with the Oregon Trail Program. **Was 14.20**

14.6-4 Invitational If there is a “true invitational” which is made up of 50 per cent members and 50 per cent invited guests, an event organizer may request a free practice round which may be granted by the golf chair at their discretion, on a case-by-case basis. However, it is recommended that event organizers for established events request the free practice round approval at the time of the Tournament Schedule by the Association Board. **Was 14.24-1.**

#### 14.6-5 Restrictions During Tournaments

A member cannot play on the golf course during reserved tournament play if the member is not a participant in the tournament. The Pro Shop will allow play by non-participating players when there is no chance of interference in the game. **Was 14.34**

#### 14.7 Golf Practice Areas

Golf Practice areas are the driving range **near the golf cart sheds**, the sand bunker near the gazebo, the putting green near the gazebo, the putting green in front of the clubhouse near the Pro Shop, and the putting green near the golf maintenance shed. These areas shall be open for practice to any Association member in *good standing*, their guests regardless of age. The guest must be accompanied by the member in *good standing* and always supervised. **Was 14.31**

14.7-1 Practice - Practice is not permitted on the golf course. **Was 14.8**

14.7-2 Revised - Be aware of other golfers on the course. **Was 14.25-3**

14.7-3 NEW Pick-up Balls - Golfers are responsible for picking up their own golf balls.

14.7-3A When a golfer is ready to pick up balls, other golfers must stop hitting balls and allow the pick-up of golf balls. **Was 14.25-1**

14.7-3B **Rewritten** Shag Bag. These bags are inside the bench and return after use. **Was 14.25-4.**

14.7-4 Tournament Practice – Golfers will be restricted to fifty (50) yards **on the practice field** on tournament days. **Was 14.25-5**

**NEW 14.7-4A – Associate** - Associate golf members may also play these practice areas as part of their package.

14.7-5 Woods and hybrids may be used only into the net on the west end of the practice area (**over one hundred yards**). Exceptions may be made under the supervision of a teaching golf professional in coordination of the Golf Pro Shop staff. **Was 14.25-2**

## 14.8 Golf Rules and Etiquette

14.8-1 Responsibility - Players assume responsibility to inform or remind other players about the rules of golf and etiquette. See also 14.3. **Was 14.26.**

14.8-2 Report Rule Violations or Complaints. Member(s) should report golf rule violations or complaints to the Pro Shop staff. **Was 14.27.**

14.8-3 Complaints other than Golf Rule Violations

**REWRITE** Violations of Association rules shall be reported on the Association Rules Review and Complaint form available on the Association website or at the office.  
**Was 14.28**

**REVISED** 14.8-3A Complaints - The Pro Shop Staff shall direct Association complaints to the proper form or the Rules director.

**NEW** 14.8-3B – The Rules committee chair is allowed use of an Association golf cart to investigate filed complaints and or violations.

### 14.8-4 USGA and Local Golf Rules

**14.8-4A** The Association operates under United States Golf Association (USGA) Rules and Local Golf rules established by the Green Committee of the Association. **Was 14.29**

**NEW** 14.8-4B Handicap The men and women's golf clubs at the Association access their handicap index through the Oregon Golf Association (OGA), an allied golf Association of the USGA. The "Handicapping Policy" is posted in the Golf Lounge.  
**Was 14.29**

**14.8-4C** Rules Books - USGA and Local Rules "Green" book are available in the Pro Shop. **Was 14.29**

### 14.9 Pets on course

No domestic animals of any sort, unless authorized by the Pro Shop, are allowed on the golf course or in the golf cart on the course during play. If an allowance is made the animal must remain in the cart. Owners are allowed to have pets in the golf cart while riding on the golf cart paths, and while traveling to and from the Association, while not playing golf, if the pets remain in the cart. **Was 14.32-1**

**See Walking, Section 14 for rules for pets during walking hours.**

### 14.10 Other Cart Riders

Riders, spectators, and spouses may ride or walk along with a golfer in *good standing* to help assist in caddying, locating errant golf shots, score maintenance, delivery of selected golf club as needed, moving golf car, and tending the flag, etc.  
**Was 14.32-2**

### 14.11 Golf Chair

The Golf Committee Chairperson is the Board member with oversight of the "playability" of the golf course by soliciting monthly input from green meeting from operations and maintenance. **Was SOP 2.4**

14.11-1 Committee - This Committee consists of the following voting members: Board of Directors Golf Chairperson, a representative of the Women's Club, a



representative of the Men's Club, and the Men's and Women's Handicap chairpersons. The Manager, Golf Professional, and Golf Course Superintendent are advisors to the Golf Committee with no votes. **Was SOP 2.4.1-A**

14.11.2 Green Committee - For many golf organizations, this committee is more often referred to as the green committee, the common name, as listed in the USGA and OGA Rulebook. **Was SOP 2.4.1-B**

14.11.3 Non-voting Member - The Board of Directors Golf Chairperson may add one (1) non-voting member of their choice to the Golf Committee. **Was SOP 2.4.1-C**

14.11.4 Golf Course Usage Rules

Owners and Associates Only – Not Open to the Public – Golfers Only – No Loitering – **Member Walkers** - No Skateboarding – No Bikers – Violators Will Be Prosecuted  
**Was 14.35 NEW 14.4-1** See Section 14 – Walking on the Course.

14.12 Walking on the Course - **Section revised (was 14.36)**

Members may walk on the golf course during hours established by the board of directors. See Rules & Regulations 1.3.

14.12-1 Guests – Members must accompany guests.

14.12-2 Register - Members and guests must register (sign-in). There are three options: 1) Use QR Code on Lanyard, 2) call the Pro Shop, or 3) sign the sign-in sheet in the golf lounge before walking.

14.12-3 Lanyard – The Association will provide the lanyards and members are required to wear them while on the course. Lanyards shall not be shared.

14.12-4 Dress code – Appropriate clothing is required on the golf course.

Men and Women: No jogging shorts, short shorts, cut offs or swimming-type shorts.

Men and Women - No spandex, sweatpants, tube or tank tops, t-shirts, or spaghetti straps, bare midriiffs, halter tops or strapless garments.

Men and Women – Jeans are permitted but must be in good taste.

14.12-5 Bikes – Bicycles are not permitted under the walking rules.

14.12-6 Pets – Pets are allowed on the course with members.

14.12-6A Pets must be on a leash.

14-12-6B Pet walking is restricted to the golf cart path, plus (5) five feet off the side of the path in the grass area.

14.12-6C All waste must be picked up and taken home. **Do not place in the golf course or Association garbage receptacles.**

14.12-6D – No aggressive dogs.

14.12-6E – Do not allow dogs to dig.

### 14.13 Children

14.13-1 Transport. Children may be transported by golf cart to and from the club house. This also includes the tunnel and golf course path south of HWY-214. [4-13-2010] **Was 14.21-6**

14.13-2 Golf. Children must be ten (10) years of age to play golf unless they are able to show proof of handicap from a golf Association. They must be accompanied by a member in *good standing*, except at a Junior Tournament. [11-23-2010] **Was 14.18**

**NEW** 14.13-3 Walking. Children walking on the course must be accompanied by a member in *good standing*,

14.13-4 Path. Children are restricted to the golf cart path.

14.13-5 Trikes and bicycles. Trikes and bicycles are not allowed.

### **NEW** 14.14 Lost and Found

14.14-1 Please turn found golf course items into the pro shop.

14.14-2 Lost items are usually kept for ninety (90) days, at minimum.