

The Plantation at Ponte Vedra		Section: 7.1
Policy:	The Plantation Insider Newsletter	
Date: 08/17/2007	Date Revised: 03/20/2017, 12/19/2023	

Purpose

Since its inception in 1997, the primary function of The Plantation Insider (“TPI”), has been to serve the community with updates of upcoming activities and meetings, summaries of the Board of Directors meetings and various noteworthy information that would be of interest to The Plantation families.

Composition

The publication is to be prepared under the direction of the Marketing, Membership & Communications Committee by the Marketing, Membership & Communications Department.

The Plantation Insider is intended to function as an internal newsletter, providing the community with the following information:

- 1) Upcoming club dining events and menus.
- 2) Upcoming club sports and social events.
- 3) Results of recent club and sporting events.
- 4) Introduction of new Members on a quarterly basis, with their permission. Notable events such as significant anniversaries, special member achievements, and various items of interest to Members within The Plantation.
- 5) General notices and updates concerning The Association and the immediate surrounding community (i.e., security, grounds, rules and regulations, covenant issues, procedures, etc.).
- 6) Notification of upcoming Board, Committee and Member Activity meetings.
- 7) Notice of agendas and summaries of monthly Board meetings, reviewed and approved by The Board of Directors or the President of the Board.
- 8) Separate informational flyers may be distributed as a supplement to the weekly TPI.
- 9) Obituary notices for current Members only.
- 10) Plantation-approved charitable efforts (e.g., Plantation Foundation and Navy Day).

The Plantation Insider is NOT to be used for any of the following purposes:

- 1) Editorial opinions regarding community issues and activities within and outside of the Association.
- 2) Campaigns, support or solicitation for political parties or candidates or advocacy groups.
- 3) Cash, donation, and time solicitations for outside organizations including charitable organizations.
- 4) Identification of family member names that may be subject to fines and/or suspension by the Association.
- 5) Employee matters that the General Manager deems inappropriate to report.
- 6) To advertise real estate for sale or rent.
- 7) Personal items being offered for sale.
- 8) Vendor recommendations.

Authority and Duties

The Marketing, Membership & Communications Committee, The Board of Directors, The General Manager and Director of Marketing & Membership reserve the right to deem what is appropriate material for publication in The Plantation Insider.

Please note: any reference to “The Morning Line”, shall be deemed “The Plantation Insider”, as it still may appear throughout governing documents of the association.

The Plantation at Ponte Vedra		Section: 7.4
Policy:	Communication Policy	
Date: 02/23/2016		Date Revised:12/19/2023

Each year the President of the Association, General Manager and Marketing & Membership Department should develop a Communications Plan to ensure members of The Plantation are receiving a consistent flow of information of potential interest to Members. The plan shall outline various communication avenues and initiatives and include an efficient and easy tool for the community to regularly provide feedback to the Board.

Information regarding day-to-day operations of the community and upcoming and past events shall come from the General Manager, while the President of the Association should also provide a constant flow of information on the decisions of the Board, progress in the implementation of major strategic decisions and initiatives, as well as important issues under consideration by the Board.

The plan may include the following initiatives:

- Messages from the General Manager –Frequency as warranted.
- Messages from the President – Frequency to be determined by the President.
- Town Hall Meetings or Member Forums – To be conducted per Board direction
- Owner Satisfaction Survey – Timing and frequency to be determined by the General Manager and Board of Directors.
- Communications to Membership via The Plantation Insider, eblast, website, Plantation app, video, or other methods as effective or needed.

The Plantation at Ponte Vedra		Section: 8.1
Policy:	Outside Golfing Events & Guests	
Date: 04/28/2009, 11/17/2015		Date Revised: 11/17/15 , 10/27/2020, 12/19/2023

Guidelines/Criteria for approval of outside play:

- Each Outside Golf Event will require approval from the Plantation Board of Directors at the recommendation of the Golf Committee.
- Events will be high profile and enforce the reputation of The Plantation as a premier golf community.
- Outside Events are intended to be limited so that the course can be available for Member play and appropriate time is available for maintenance.
- An Outside Event is defined as one in which the normal requirement for a member to be present in every group does not apply.
- Events will be accepted/approved depending on profitability of the event.
- All golf merchandise, prizes, etc. must be purchased from the Plantation Golf Shop.
- Food & beverage will be provided by the Plantation House.
- All Plantation golf course rules and regulations must be adhered to.
- A 50% deposit will be required at the time the event is booked. All event charges must be prepaid 72 hours prior to the event.
- An events cost will be determined by the combined golf, food, beverage, and golf merchandise prizes for these specific events, and should consist of 50 or more people at a minimum.
- No outings shall be considered on Mondays during the months of October through April which comprise the Club's busiest seasonal play.
- Event sponsor's and Tournament Organizers will provide a list of all participants 72 hours prior to the event.
- Any use of the Plantation name, logo as well as any other publicity, must be approved by the GM.
- Exceptions may be granted to accommodate selected golf community events and organizations like the FSGA, USGA, PGA, JWGA, and JAGA
- The Club will participate with limited tee times and DOG approval on a space available basis the promotion of local junior and collegiate programs. The Club has had a historical relationship with both PV High School and UNF, and it will continue to give priority to those teams that are neighbors and part of our community, though other school teams both in the area and outside our immediate environs are welcome to seek tee times for their players too. Overall, the goal of the decisions by the Club will be to foster and support local teams and players, as well as other student athletes, consistent with keeping such tee times to a level and frequency that do not adversely impair the rights of Plantation Members to have access to the course.

The Plantation at Ponte Vedra		Section: 8.2
Policy:	Real Estate Open House Policy	
Date: 07/21/2004	Date Revised: 10/27/2009, 12/19/2023	

Community Open House Policy

Background and Intent: To gain access to The Plantation, our security procedures require that a realtor accompany prospective purchasers and other individuals interested in learning about the community. While this enhances the security and privacy of existing residents, it limits the exposure of the community and its homes to prospective future members who have no interest in engaging or being accompanied by a realtor. The Real Estate Open House policy is designed to balance the security and privacy issues frequently expressed by Members with the Association's interest in marketing the Plantation effectively and assisting other Members when they decide to sell their home.

Implementation Responsibility: Administrative responsibility for planning, scheduling, and coordinating real estate open houses based on the policies described below shall rest with the General Manager or his/her designee. The Marketing, Membership, and Communications Committee shall assist the Director of Marketing and Membership, the General Manager, and Plantation staff to achieve successful events.

Open House Description: Real Estate Open Houses shall be scheduled not more frequently than three (3) times per year and planned as events where groups of homes for sale are all open on the same day and at the same time. The Plantation's facilities shall also be open for viewing by prospective buyers during the open house since, with mandatory membership, a part of a prospect's decision to purchase a home involves a decision to become a member of the Plantation community. Upon arrival, prospects shall be directed by signage to the Gatehouse for registration and to obtain an information package before proceeding into the community. Locations of the open houses and the Plantation's facilities will be listed and shown on a map in the information package which should also include general information about the community.

Individual Open Houses:

Open houses that are requested by Realtors or Members are not allowed.

Notices/Advertising: Members of the Plantation community and Realtors who have active listings shall be notified of the scheduled date of the event in advance so that proper planning can occur. Wherever possible, cooperative advertising should be coordinated by The Plantation and paid for by participating Realtors listing homes that are to be available for viewing. In addition, real estate sales offices should be given reasonable advance notice so that Realtors will have an opportunity to schedule clients for tours if they desire to do so.

Access Rules: Open House traffic shall exclusively use the Main Entrance on A1A for access. Each guest shall be required to register and provide an acceptable form of identification (only one required per couple or family) prior to entering. Guests that are accompanied by Realtors with previously issued access passes are encouraged to register but are permitted to bypass the

registration process. The Director of Marketing and Membership shall coordinate registration with direct assistance by the Marketing, Membership, and Communications Committee Members. A list of general rules and conditions of access will be included on the registration form so that visitors will understand what they can and cannot do while visiting. A temporary access permit shall be provided that will be honored only during the scheduled hours of the open house. The permit shall also allow access to the Beach House where a separate sign-in shall be required.

Follow Up Marketing: Subsequent to the open house, the General Manager may send thank you notes to each registered guest. Attendance results and comments from guests (if any) shall be compiled and used by the General Manager to provide feedback to specific department heads and/or the Board of Directors regarding Plantation facilities and operations.

Confidentiality: Registration information shall be used solely for Plantation security and management purposes, excluding statistical information. Under no circumstances will the information be made available or distributed to Realtors or Members who have homes for sale. The registration and survey forms shall incorporate the confidentiality policy. Realtors and/or Members who have open houses are permitted to have sign-in books in each home and compile their own list of visitors for their own use.

Realtor Previews

Definition: Open Houses where only licensed real estate agents are invited (not potential members).

Allow Realtor Open Houses to be held by individual Realtors as needed.

1. The Director of Marketing and Membership must be notified of the event at least a week in advance of the event. Management reserves the right to limit the Open Houses to certain days or dates.
2. The participating agent or Member will be responsible for any advertising regarding these individual Open Houses.
3. Attendees need to either obtain a realtor pass from the Gatehouse office in advance, or provide their Driver's License, Real Estate License, or business card to gain access through the security gate.

The Plantation at Ponte Vedra		Section: 8.4
Policy:	Golf Reciprocity with Other Clubs	
Date: 01/24/2012	Date Revised: 11/27/2018, 12/19/2023	

Nationally

If the Golf Shop staff receives a request for a tee time or tee times from a Golf Professional at a golf club more than 50 miles outside of the Jacksonville area, the staff may accommodate their request, based on availability. The guest/cart fees will be \$155.00 plus tax, per player. If the Golf Professional plays with the group, he/she will receive professional courtesy and not be charged. Tee times may be scheduled six days in advance. The Golf Shop will use its discretion to determine availability. Tee times would only be made available through requests from a golf professional who will be amenable to allowing Plantation members to book tee times at that professional's course.

Locally

For local courses, defined as courses less than 50 miles away, there will not be general reciprocal use. Tee times at The Plantation would be available only when the local golf courses are closed for lengthy maintenance (more than one day) or a major event (such as a member-guest golf tournament). It is expected that the local courses will honor requests from The Plantation at such times when The Plantation Course is closed for lengthy maintenance or a major event.

It is intended that the Director of Golf will be guided by the following: Plantation will seek to maintain a small number of reciprocal-play understandings with golf clubs of comparable caliber and will track play both by their members playing here and our members playing there, during periods of closure or other qualifying circumstances. Further, in a suitable format and in general terms, the Director will report at year-end to the Board on how those relationships have worked out, focusing principally on the matter of comity between the clubs.

All lengthy reciprocal agreements shall be approved by the Golf Committee.

The Plantation at Ponte Vedra		Section: 9.1
Policy:	Sign Policy	
Date: 06/01/1991		Date Revised: 03/24/2015, 09/25/2018, 12/19/2023

Plantation Covenants: Article IX. Use of Property Section 1. Protective Covenants. (k) Signs. Except as may be required by legal proceedings, no sign, advertisement or notice of any type or nature whatsoever may be erected or displayed upon any Parcel, House, Association Property or Yard or from any window, unless express prior written approval of the size, shape, content and location has been obtained from the Association Board of Directors, which approval may be withheld in its sole discretion.

The Board of Directors does approve for placement in the front yard only, a square or rectangular shaped sign no larger than 18" by 18" for the purpose of notification to others that an invisible dog fence has been installed on their parcel. This specific sign is approved for 30 days only and is required to be removed from the parcel at the end of this time period.

Notwithstanding the foregoing, the following may be displayed within the landscaping of a Parcel that is nearest the Home without prior approval by the Board of Directors or General Services Department:

- (a) Signs, pennants or the like no larger than 864 square inches (36" x 24" for example) in total area to indicate a Member's or Member's family member's school, team participation, graduation, birthday, anniversary, etc. It is not intended that these exceptions be of a permanent nature and should be displayed during the relevant period, such as a season, school year, or month of celebration.

The General Services Department shall have the authority to determine whether any display is in compliance with the foregoing and to require modification or removal or Board of Directors approval.

The Plantation at Ponte Vedra		Section: 9.2
Policy:	Solicitation	
Date:05/26/2004		Date Revised: 05/23/2017, 12/19/2023

No door-to-door soliciting will be allowed. Unposted member-to-member mail shall not be used for solicitation.

The Association's name and facilities may not be used for soliciting or fundraising events without the prior approval of the Board of Directors.

The Plantation at Ponte Vedra		Section: 9.3
Policy:	Solicitation For Board Elections	
Date:09/24/2024	Date Revised:	

Out of respect for the privacy of Members and the confidentiality of certain Association records and information, our Rules have long provided that Members are prohibited from using “Plantation Mail” (PM) and our Directory to promote or pursue commercial or other business activities. For similar and other reasons, the Policy of the Association is that Members who are candidates for election to the Board (or Members who wish to advocate on behalf of such candidates) are *prohibited* from soliciting votes or promoting candidacies by means of “blast emails” or other mass correspondence, including text messaging, whether electronic or hard-copy/paper. Whether using or adapting the Directory of Members found on our Website, this information or other sources of reaching Members are not to be used in “mass” communications for these purposes.

Nothing in the preceding is intended to deter or discourage outreach by candidates for the Board or those who support them to other Members *individually*, provided doing so is not undertaken in a manner intended to circumvent the preceding rule against mass or blast emails and correspondence. Further, the Association affirmatively encourages Board candidates to make themselves available to other Members to solicit and discuss their respective views on matters pertinent to the management and leadership of the Association. Further, this Policy is NOT applicable to nor contrary to the customary Association practice of distributing Candidates’ statements or other materials/information from the Recruitment Committee or the Board or Management in connection with Board elections and candidacies.

The Plantation at Ponte Vedra		Section: 9.5
Policy:	Conflict of Interest; Code of conduct	
Date: 5/25/2010		Date Revised:12/18/2018, 12/19/2023

I. PURPOSE

The Plantation at Ponte Vedra Beach, Inc (“Association”) is committed to conducting its operations with honesty and integrity, in accordance with all legal requirements. The purpose of this Conflict of Interest policy is to ensure that all covered persons who participate in establishing or administering Association business do so in accordance with applicable legal requirements. This policy is designed to assist Board members, officers, committee members and Association senior management to identify potential conflicts of interest and to provide a process for disclosure of conflicts to be reviewed by the Board. Nothing in this policy shall prevent Association from contracting with or engaging the services of a person or a legally recognized organization with a conflict of interest so long as full disclosure of such conflict is obtained by Board and approved prior to such contract or service.

II. COVERED PERSONS

This policy applies to all covered persons including Association Board Members, Officers, appointed committee members, and Association Management Personnel as well as immediate family members the covered persons. This includes anyone involved with the Association who makes direct or indirect financial decisions impacting the Association and its Members.

III. CONFLICT OF INTEREST

The following is presented as a guideline and is not intended to be comprehensive in scope. A conflict of interest may occur when a Covered Person’s private interests interfere with the best interests of the Association.

A covered person representing the Association including a board member, partner, or person with a financial interest (or family member of any of the foregoing) may not knowingly maintain a financial interest in any Association supplier or vendor except for stock ownership in publicly held companies.

A potential conflict of interest may occur when a covered person is a party to a contract or involved in negotiating a contract or any transaction with the Association for the purchase or sale of property, real or personal, goods, services or improvements to Association property.

IV. PROCEDURES

1. Investigating Conflicts - When a potential conflict of interest is disclosed (reported), the Association Board of Directors will then provide the individual with an opportunity to disclose

all material facts. The Board of Directors will review all pertinent information and question the parties involved. In the event the Board of Directors determines no conflict of interest exists, the inquiry will be documented, but no further action will be taken.

2. Addressing a Conflict of Interest - If the Association Board of Directors determines that a conflict of interest does exist, the Association Board shall take appropriate disciplinary and corrective action.

3. Every Covered Person must sign a Conflict-of-Interest Disclosure Statement annually. Failure to sign does not nullify the policy.

V. CODE OF CONDUCT

In signing below, Board Directors and Association Committee members agree to conduct themselves in those capacities in a manner that serves the interests of the Association by acting in conformance with our stated Decorum policies; the articulated values of the Association; and applicable laws and policies prohibiting discrimination and promoting fairness and integrity.

VI. ACKNOWLEDGEMENT

By signing, the individual named below understands and agrees to abide by this policy for the duration of their involvement with the Association as a Covered Person.

Duty to Disclose - Each Covered Person as described in Article II is under an obligation to disclose the existence of a conflict of interest as it arises.

Name_____. Date: ____/____/____

Signature_____

The Plantation at Ponte Vedra Beach		9.6	
Policy:	Flag Policy		
Date:	12/14/2010	Date Revised:	3/26/2024

1. **Purpose.** This document establishes the Flag Policy and provides procedure guidance on the flying of the Plantation and American flags on Association Real Property.
2. **Procedures.** Both the Plantation and American flag will be flown on a daily basis at the main entrance to the Plantation off of A1A. The flying of other flags Association Real Property is subject to approval from the Board.
3. **Responsibilities.** The Board has assigned the General Manager as having regular oversight of the maintenance of flag flying on Association Real Property.
4. **Flying the Flag Half-Staff.** On certain scheduled days and select circumstances the American flag will be flown at half-staff. The following are the dates of scheduled and projected Half-Staff:
 - a. **Federal scheduled honor.** From sunrise to sunset on the following days - Memorial Day (last Monday in May), Patriot Day (September 11).
 - b. **Federal exceptional honor.** On days determined by order of the President of the United States of America for as long as recommended unless modified by the Board.
 - c. **Death of a Plantation Resident.** At the discretion of the General manager, upon the notice of death of a current resident or immediate family member, for a period of no more than 3 days. Such notice of death must be communicated by a direct family member or assigned representative of the family of the deceased.
5. **Residential Flags.**
 - a. Except as may be required by legal proceedings, no flag, of any type or nature whatsoever may be erected or displayed upon any Parcel, House, Association Property, or yard or from any window, unless express prior written approval of the size, shape, content, and location has been obtained from the Association Board of Directors, which approval may be withheld in its sole discretion.
 - b. The only exception to this policy is that a homeowner may display one portable, removable United States flag and official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4'1/2" feet by 6' feet, which represents the United States Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association per the Florida Statutes 720.304.
 - c. A homeowner may also erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct

sightlines at intersections and is not erected within or upon an easement. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents.

6. **Illumination Guidelines** - Per Federal Flag Code, Section 2, paragraph (a), it is the universal custom to display the American flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the American flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
7. Additional flags that do not need Board of Directors approval before posting:
 - a. Game day flags.
 - b. Seasonal flags.
 - c. Garden flags.