

WOODHAVEN ASSOCIATION POLICY

MANUAL

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SECTION 1 BOARD OF DIRECTORS

Code of Ethics for Woodhaven Association Board and Committee Members (02/11)

Board and Committee members should:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the Association.
- Provide opportunities for members to comment on decisions facing the Association.
- Perform their duties without bias for or against any individual or group of owners or non-owner members.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
- Conduct open, fair and well-publicized elections.

Board and Committee members should not:

- Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their position or decision-making authority for personal gain or to seek advantage over another owner or non-owner member.
- Accept any gifts—directly or indirectly—from Owners, Members, contractors or suppliers.
- Misrepresent known facts in any issue involving Association business.
- Divulge personal information about any Association Owner, Member or employee that was obtained in the performance of Board duties.
- Make personal attacks on colleagues, staff or Members.
- Harass, threaten or attempt through any means to control or instill fear in any Board member, Member, employee or contractor.
- Reveal to any Owner, Member or other third party the discussions, decisions and comments made at any meeting of the Board properly closed or held in executive session.

01-100-0601 Oath

This oath is to be administered by the President to each new member of the Board of Directors and annually, at the August Board meeting, thereafter to each Board member. The Vice-President shall administer the oath to the President. The minutes shall reflect to whom the oaths were administered.

“Do you, (name), solemnly swear to faithfully abide by and uphold the Covenants, By-Laws, Rules & Regulations, and written Policies of the Woodhaven Association; and to abide by the Code of Ethics for Board and committee members of Woodhaven? If so, answer with “I do”.

01-105-0417 Confidentiality of Speak-Up Sheets

Board Members shall have access to the Association’s Speak-Up Sheet submissions and subsequent responses through a secure, read-only electronic file. To promote candor among the Members in submitting Speak-Up Sheets and to avoid possible negative repercussions if a Speak-Up Sheet or any information contained therein is disclosed other than in the course of official Board business, the documents are to be kept strictly confidential by the Board and Staff. The Board is being provided access to these records in their capacity as Board Members only for the purposes of Association business. Violation of this policy shall be

treated as an improper act within the meaning of Policy 01-160-0790 and processed as set forth within that Policy.

01-110-0790 Conflict of Interest

All directors and all candidates to the Board of Directors shall sign a disclosure statement indicating any potential conflict of interest or any fact or potential act that may directly or indirectly affect the Association or any of its subsidiaries or ventures.

Any candidate giving a false or incomplete disclosure statement could, upon action of the Board of Directors, be disqualified as a candidate.

01-120-0505 Officer Elections

The second item (the first being the seating of the new Board Members) on the agenda of the first regularly scheduled Board meeting following an election to the Board of Directors shall be the election of officers: President, Vice-President, Secretary, and Treasurer, in that order, to a term of two years.

1. The most senior member of the previous Board whose term has not expired shall preside pending the election of a President.
2. Any Board member, including the presiding Chair, may enter a nomination for election to office. A nomination is not a motion, and thus does not require a "second".
3. The presiding Chair will indicate who the Recording Secretary will be for the election.
4. The presiding Chair may speak in discussion and will vote as a Board member.
5. The presiding Chair calls for other nominations 3 times before closing nominations.
6. In the event of multiple nominations for the office in question, a secret vote will be held.
7. The written votes will be tabulated by the Recording Secretary, verified by the presiding Chair, announced to all present, and the result entered into the minutes.
8. The ballots will be immediately destroyed.
9. In the absence of other nominations for the office, the Chair will declare the nominee elected.
10. The newly elected President will then chair the election process for the remaining offices.
11. The newly elected officers will immediately assume their respective positions.

01-130-0790 Duties of Officers

President

The President is the presiding officer of Woodhaven's Board of Directors (Bylaws, Article IX). With consent from a majority of the Board, the President, solely, represents the Board in dealing with the Executive Director and/or General Manager; and to determine the conduct of the Association, the Board of Directors, and committees.

It is also the President's responsibility:

- A. To expedite business through efficient board meetings.
- B. To communicate freely with all Association members through attendance at all Section Representative Committee meetings and a monthly column in Woodhaven News in which the issues facing the Board are discussed.
- C. To be courteous and fair.
- D. To protect the rights of all Directors.
- E. To protect the rights of all Association members.
- F. To prevent dilatory techniques aimed to obstruct the will of the Board.

The President shall, with the consent from a majority of the Board, establish special committees according to the policy on ad hoc committees.

Vice President

The vice president is empowered to act and be vested with the powers and duties of the President in the absence of the President (Bylaws, Article IX).

Secretary

The Secretary is responsible for the minutes of the business transacted at all Board meetings; all notices required to be mailed; the corporate seal; records; and membership lists (Bylaws, Article IX). The Secretary shall validate approved minutes and other documents with his/her signature as needed.

Treasurer

The Treasurer is responsible for the funds of the Association (Bylaws, Article IX). The Treasurer shall report to the Association each month deviations in departmental spending, which exceed 3% of the budgeted amount.

In addition to responsibilities listed above, Officers of the Association will be assigned to chair or act as a liaison to one of the standing committees listed in the By-Laws.

01-140-0790 Limitation of Powers

No Director shall take any action on behalf of the Association or the board of directors unless specific authority has been granted by a majority of the Board of Directors or by a written policy adopted by the Board of Directors.

Actions taken in a situation of emergency by any Director without prior authority must be ratified by a majority of the Board at the next regular meeting of the Board of Directors.

01-150-0603 Committee Participation

Directors, who are not committee members, are encouraged to attend any committee meeting but may not vote on the pending business.

01-160-0790 Indecorous Acts

A Director having knowledge or reasonable belief of any improper or indecorous act by another Director, officer or employee of the Association or its subsidiaries or ventures shall promptly disclose such act to the President of the Board of Directors.

Upon disclosure to the President of such acts, the Board of Directors shall meet in Executive Session to decide what course of action, if any, should be taken with regard to such indecorous or improper act.

Indecorous or improper acts of the President should be disclosed to the Vice President who will Chair an Executive Session of the Board to decide the course of action, if any, to be taken with regard to such indecorous or improper act.

01-170-0699 Directives to Staff

With the advice and consent of the Board, the President shall give direction to the Executive Director and/or General Manager. No Board Member shall direct any employee to take action unless the Executive Director or General Manager has approved the action or unless the Board has approved the action either by motion or resolution.

In cases where emergency actions must be directed by a Director, the action must be ratified by a Board majority vote at the next regular meeting of the Board of Directors.

01-180-0699 Rules of Order

Meetings of the Board of Directors will be conducted according to Robert's Rules of Order (current edition) as the parliamentary authority.

01-190-0603 Board Meetings (5/17)

At the direction of the Board President, the Executive Director of the Association will prepare an agenda no less than 5 days before each regular Board Meeting, delivery of the agenda, and support documents will be sent via electronic mail. Board Members may add or delete items from the agenda and may change the order of presentation by the majority vote of the Board present. Prior to the start of the meeting, a Section Representatives Report may be given. Items on a regular meeting agenda may include any or all of the following:

- Call to Order
- Roll Call
- Approval of Prior Minutes
- Executive Session
- Consent Agenda
- Committee Reports
- Agenda Changes
- Unfinished (Old) Business
- New Business
- Officer's Reports
- Manager's Reports
- Member Business from the Floor
- Future Agenda Items
- Adjourn

Directors wishing to place items on the agenda should contact the President prior to the preparation of the final agenda.

01-191-0514 Consent Agenda Items

Items listed on the Consent Agenda shall be sent to the Board members no less than 5 days before the regular meeting. Board members will be responsible for reading and knowing the cases to be included on the Consent Agendas. Any Board member may pull a case from the Consent Agenda for further discussion.

01-192-0514 Agenda Changes - *Intentionally Deleted* (05/17)

01-193-0514 Executive Sessions

1. An Executive Session of the Board of Directors may be convened by the President or by a majority vote of the Board of Directors.
2. Meetings of the Board shall be open to any Owner, except for the portion of any meeting held (i) to discuss litigation when an action against or on behalf of the Association has been filed and is pending in a court or administrative tribunal, or when the Association finds that such an action is probable or imminent, (ii) to consider third party contracts or information regarding appointment, employment, or dismissal of an employee, or (iii) to discuss violations of rules and regulations of the association or a Owner's unpaid share of common expenses. Any vote on these matters shall be taken at a meeting or portion thereof open to any Owner.

01-200-0790 Proclamations of the Board

The Board may, from time to time, wish to implement temporary policies, make a statement of position, or conduct business of a temporary nature. These actions will not affect the "official documents". The method of handling actions of this nature will be through "proclamation."

01-210-0305 Retention of Records

Policy: The following requirements are hereby established for the retention of records of the Woodhaven Association and its subsidiaries.

1. The following records should be retained permanently.
 - a. Annual Financial Reports
 - b. Articles of Incorporation
 - c. Association Covenants & Restrictions and By-Laws
 - d. Audit Reports
 - e. Capital Stock Information
 - f. Cash Journals
 - g. Chart of Accounts
 - h. Deeds and Title Records
 - i. Depreciation Schedules
 - j. General Journals
 - k. General Ledgers
 - l. Property Records
 - m. Pension Records
 - n. Tax Records and Returns
 - o. All Records Related to Real Estate Transactions
2. The following records should be retained for at least ten (10) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Check Registers
 - b. Accounts Payable Registers
 - c. Board Meeting Minutes
 - d. Corporate Contacts (20 years after termination)
 - e. Sales Journals
3. The following records should be retained for at least seven (7) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Accident Reports
 - b. Bank Statements
 - c. Assessment Invoices
 - d. Commission Reports
 - e. Vendor Contracts
 - f. Leases (after termination)
 - g. Inventory Records
 - h. Invoices
 - i. Building Repair Records
 - j. Accounts Payable Ledger
 - k. Accounts Receivable Ledger
 - l. Fixed Asset Records (after disposal)
4. The following records should be retained for at least five (5) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Departmental and Employee Expense Reports
 - b. Interim Financial Reports (monthly)
 - c. Bank Deposit Slips
 - d. Bank Reconciliations
 - e. Budgets
 - f. Equipment Repair Records
 - g. Insurance Policies (after expiration)
 - h. Petty Cash Records
 - i. General Correspondence Records
5. The following records should be retained for two years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Board Election Records

6. Records related to payroll and employment should be retained pursuant to rules and guidelines as established by federal and state record-keeping requirements. When an item is covered by both federal and state regulations with different schedules, the one with the longest retention period will be followed. Such records include, but are not limited to:
 - a. Payroll Journals
 - b. Employee Contracts
 - c. Medical Records
 - d. Time Sheets
 - e. Workers' Compensation Reports

SECTION 2 ELECTIONS AND REFERENDUMS

02-100-1212 Board Candidate Requirements (05/17)

1. Candidates are not to use Woodhaven's Facebook or Twitter accounts for the purpose of campaigning.
2. During election years, the Association will provide candidates with a dedicated social media page and/or blog page on the password protected portion of Woodhaven's website, specifically to interact directly with Property Owners regarding election issues and candidate information. Candidates are to refrain from making derogatory comments against other candidates and/or Board Members. The Election Committee Chair will monitor and has the authority to remove any inappropriate comments.
3. Candidates are restricted from displaying campaign materials on their vehicles and should discourage supporters from doing the same.
4. Designated bulletin boards include:
 - a. All comfort stations
 - b. The intersection of Woodhaven Dr. West and Greenbrier
 - c. Blue Gill Lake, corner of Woodhaven Dr East and Millridge Trail
 - d. The Association Office
 - e. The Lakeview/Lakeside Center
 - f. The Rec Plex
 - g. The Family Center
5. Do not use store front windows such as the General Store, the restaurant, concession stands, Service Center or any other business.
6. Do not use walls or posts at the pools, pavilion, restrooms, or any other building.
7. Items to be handed out by the Candidate should be no larger than a 3"x 5" index card and can not be left on vehicles.
8. Printed material:
 - a. Must be stated or translated in English
 - b. Must be submitted to the Association Office, either in hard copy format or electronically.
 - c. Must be authorized by the Election Chair prior to posting or distribution.

The Association will provide 25 color copies of 8 ½ x 11 poster/flyers at no cost; additional copies will be charged \$.15/copy.

Candidates are not to use Woodhaven's Facebook or Twitter accounts for the purpose of campaigning.

02-120-0699 Ballot Recipients

The following guidelines will be used when determining who will be mailed a ballot in accordance with the Declaration of Covenants (Amended) and Bylaws, of the Woodhaven

Association.

1. Elections

A. Ballots will be sent to:

- a. Members in good standing with the Association.
- b. Members who are in the process of protesting the issuance of a citation, and who are otherwise in good standing with the Association.
- c. Entities (other than the Association) holding fee simple title to a Campsite in good standing with the Association.

B. Ballots will not be sent or issued to:

- a. Members and entities owing full or partial assessment or charges incurred as a result of fines, fees, penalties, repairs or other charges from the Association or its subsidiaries.
- b. the Association

2. Referendums and Amendments to the Declaration of Covenants.

A. Ballots will be mailed to:

- a. Members In good standing
- b. Entities holding fee simple title to a Campsite

B. Ballots will be issued to the Association. Campsites owned by the Association will be voted on by the Board of Directors.

C. Ballots will not be issued to:

Members and entities owing full or partial assessment or charges incurred as a result of fines, fees, penalties, repairs or other charges from the Association or its subsidiaries.

02-130-0512 Ballot and Election Counting Procedures

1. Procedures for verifying status of Voting Member prior to mailing ballots:

A. One week prior to mailing ballots, labels will be generated.

B. On the Friday before posting ballot envelopes the Collection Manager , Collection Clerk, or Accounts Payable Clerk will:

1. print a Trial Balance for all accounts with a balance greater than the sum equal to the remaining assessment installments.
2. cross reference names on trial balance with voting Member label list
3. mark the labels of those names identified on the trial balance as having a delinquent balance with the Association.

C. On the following Monday, attach the eligible Member labels to ballot envelopes, omitting those marked as having a balance owing.

D. When all eligible ballot envelopes have been posted, administrative staff will transport envelopes to the Sublette Post Office prior to 4:00 p.m.

E. Ballot envelopes will be prepared and posted or handed to Members who make payment to the Association up to 11:00 a.m. the day before ballot counting is scheduled.

F. On the Friday prior to ballot counting, run a current trial balance.

2. **Election Counting Procedures:**

- A. Verify section/lot and/or name; if just name or section lot, check Navision for section & lot or name.
- B. Place in appropriate basket (i.e., unidentifiable, no postmark, unofficial document used, or defaced).
- C. Put in lot order (if duplicated sec/lot with names verify recent sale; notify Election Committee ballot(s) will be placed in invalid box).
- D. Remove envelopes of Members whose names appear on the trial balance as having a delinquent account, place in assessments owing box.
- E. Open outside envelope; if more than one "BALLOT" envelope verify owner's status and/or if double lot.
 - Bundle envelopes with rubber bands, place in basket.
- F. Open "BALLOT" envelopes; keep ballots together and place in section box.
 - If more than one ballot is in the "BALLOT" envelope leave in and place in invalid box.
 - Verify ballots, and return to basket.
 - Ballot ovals that are not completely filled in are to be filled or a new ballot made in the presence of E.C. members. (We will verify with electioneer if machine will read partial marks in the oval.)
 - Ballots where the name is circled will be transferred onto a clean ballot in the presence of the E.C. member Identify both ballots for matching, example: original ballot mark section, i.e. 1a; mark redo ballot with 1a. For each redo ballot in that section continue with small case letter, example: 1b/1b; 1c/1c
 - Ballots that are torn or otherwise will not feed through the machine will be transferred onto a clean ballot in the presence of the EC members. (see instructions above)
 - Ballot ovals filled in with red, must be redone in black or blue in the presence of the E.C. members.
- G. Hand to electioneer for tabulation.
 - If the meter tabulates an over vote, the section will be searched manually to find the ballot(s) with more than 4 votes; this/these will be pulled and the section will be re-counted.
- H. Bring tabulation tape to teller.
- I. Clip ballots; place in file then store in file box.
- J. Complete election record sheet.
- K. Have E.C. members initial.
- L. Place ballots and tally sheet in box; store in basement.
- M. Prepare Secretary's Election Report for Annual Meeting.

02-140-0514 Determining Remaining Term in an Election

When a Board seat is vacated and the remaining years of a four year term need to be filled at the next regularly scheduled election, the candidate with the next highest vote after those who fill expired seats will be elected to fill the remaining term of the vacated seat.

SECTION 3 COMMITTEES

03-100-0790 Committee's Relationship to Board

Standing committees, as well as ad hoc committees, make recommendations to the Board with the full understanding that the Board is bound only to give such recommendations serious consideration. The Board is not obligated to act on any recommendation but its own.

03-110-1113 Standing Committees

Five standing committees of the Association have been established by Woodhaven's Bylaws to assist the Board of Directors (Article IX Section 3).

The five standing committees of the Association include:

- 1) Facilities Planning
- 2) Communications
- 3) Finance
- 4) ESAC Board of Review
- 5) Public Safety Board of Review

Each standing committee of the Association will consist of five or more Association Owners appointed by a majority of the Board of Directors. The attendance of three members of the Committee is required to conduct a meeting.

Members of staff will be assigned to each committee to facilitate the committee's needs.

03-120-0603 Appointment of Standing Committees

- A. Members of the Board of Directors, who are not officers, may be appointed to a standing committee as a voting member.
- B. Association Owners may serve on only one standing committee at a time.
- C. Immediate family members of a committee member may not serve on the same committee.
- D. Immediate family members may not serve on the same committee as a family member who also serves on the Board of Directors. (03/07)
- E. In the event that a Committee Member is elected or appointed to the Board of Directors, a resignation from that committee will be automatic.

03-130-1113 Term of Appointment to Committee

Association Owners are appointed to the standing committees for a 4 year term. Appointments will be made at the November Board meeting of odd years. Terms commence on January 1 and expire on December 31. Committee terms under this policy are in effect as of January 1, 2014.

03-140-0601 Removal from Committee

- A. A member of any committee, standing or ad-hoc, may be removed from office for cause by majority vote of the Board upon recommendation of the committee chairman.
- B. Causes for removal include:
 1. Failure to attend 3 consecutive scheduled meetings without prior notice to the chairman.
 2. Actions deleterious to the functions of the committee or to any of its members.

03-150-1113 Committee Chair or Liaison Assignments

A member of the Board of Directors will be assigned in accordance with the By-Laws to chair the Facilities Planning, Finance and Communications Committee; or act as a Liaison to the Boards of Review. Chairman of the Board's of Review will be appointed by the Board of Directors.

Board of Director Members who are assigned as liaison to a Board of Review are there for the purpose of observing the proceedings, providing counsel when requested, and reporting back to the Board of Directors with any questions or concerns. They are not to participate in the questioning or deliberation of the Review Board members. Liaisons may from time to time communicate requests or decisions of the Board of Directors.

Directors that serve as a committee chairman do so as a presiding officer and will vote in the event of a tie on the business before the committee.

03-160-0699 Responsibilities of Committee Chairman

The Chairman will submit, at each Board meeting, in writing, a report of the committee's most recent action. In most cases the minutes of the most recent meeting/meetings will suffice. At the

appropriate time in the order of business, the Committee Chairman or Board Liaison will bring to the Board's attention any recommendations the committee may wish the board to act upon.

The Chairman will also:

- A. Expedite business through efficient committee meetings.
- B. Communicate freely with all committee members regarding business of the committee.
- C. Be courteous and fair.
- D. Protect the rights of all committee members.
- E. Prevent dilatory techniques aimed to obstruct the will of the committee.

03-170-0790 Communications Committee

The mission of the Communications Committee is to keep the Board of Directors informed about the interests of the Association members and make policy and procedural recommendations that pertain to communications between the Board and the membership. The principle areas of interest are membership publications, the Speak-Up program, and reports from section meetings and other means of direct communication with members.

The principle responsibilities of the Communications Committee are:

- A. Review reports from section meetings, speak up sheets and other direct communications from Association members and present summary reports to the Board each month.
- B. Identify topics of consequence or interest to Association Owners and recommend ways of informing the membership about those topics.
- C. Evaluate the means used to communicate with the membership and make appropriate recommendations.
- D. Facilitate Member sign-in for the Annual Meeting or any special meeting of the Members.
- E. During the annual budget process, review and recommend to the Board changes in services desired by the Property Owners.
- F. Review and make recommendations to the Board of Directors regarding editorial guidelines for Woodhaven News and Leisure Times.
- G. Perform other tasks as assigned by the Board of Directors.

03-180-1113 Facilities Planning Committee

The mission of the Facilities Planning committee is to develop and recommend projects that pertain to the preservation of the physical facilities and amenities of the Association and its natural resources. The principle areas of interest are buildings, grounds, roads, lakes, trees, recreation facilities and common areas.

The Committee will accomplish their mission by:

- A. Working with the staff and managers on the schedule for replacement or renovation of existing capital assets and the development of new projects.
- B. The Committee will meet with managers May through November or as needed to review staff recommendations and proposals for new project concepts and to review progress on current year projects
- C. Review and recommend to the Board a schedule of Restricted Projects and Assessment Plan:
 1. For the next fiscal year
 2. For inclusion in the Association's 15 year Reserve Plan Projected Expenses.
 3. Attend and participate in the annual Budget Hearing
- D. Perform other tasks as assigned by the Board of Directors.

03-190-0699 Finance Committee

The mission of the Finance committee is to keep the Board of Directors informed of the financial condition of the Association and its subsidiaries; and make policy and procedural recommendations that pertain to financial matters. The principle areas of interest are financial

reporting, budgeting, cash management, collections, insurance, investments, and sources of funds.

The principle responsibilities of the finance committee are:

- A. Present reliable and timely financial reports to the Board of Directors.
- B. Monitor performance of the annual operating budget of the Association and its subsidiaries.
- C. Evaluate operations of the Association and its subsidiaries for cost effectiveness.
- D. Determine the financial effect of policy and procedure recommendations and decisions.
- E. Examine the reliability of accounting records and financial reports of the Association and its subsidiaries.
- F. Prepare annual budget recommendations to the Board of Directors for the annual operating and restricted funds of the Association and its subsidiaries.
- G. Perform other tasks as assigned by the Board of Directors.
- H. Attend and participate in the annual Budget Hearing

03-200-1099 Boards of Review

The Boards of Review receive authority from Woodhaven's rules and regulations. The purpose of the Board of Review is to conduct hearings for any person who wishes to contest the issuance of a citation under Article VI, Rules and Regulations. The Board of Review shall meet the first or second Saturday of each month (March through November) to hear any cases docketed. The chairman will vote as a committee member. In the event of a tie, the citation under consideration will be forwarded to the Board of Directors with no recommendation. The Board of Review shall provide, in writing, its recommendation to the board of directors with regard to each case heard. These cases will be placed on the Board's Consent Agenda.

03-210-1113 Additional Committees

Additional committees include:

- A. The Environmental Committee is a decision making committee receiving its authority from the Declaration of Covenants. The three members and one alternate member, may or may not be Owners in the Association but are appointed by the Board of Directors for an indefinite period of time. Committee members may be removed with a majority vote of the Board of Directors.
- B. The Audit Committee meets annually upon completion of the Association's and Subsidiaries audit by a third party accounting firm. The committee members will consist of the Board President, the Board Treasurer, the General Manager and Executive Director of the Association.
- C. The Section Representative Committee though not a committee of the Board or Association, provides communications between sections members and the Board.
- D. Establishment of Ad Hoc Committees. The President, with the consent of a Board of Directors majority, is empowered to establish special or ad hoc committees as needed.

SECTION 4 ADMINISTRATION

04-100-0514 Access to Association Records by Prospective Purchasers (01/16)

In the event of any resale of a Campsite by a Property Owner, the Board shall make available for inspection to the prospective purchaser, the following:

- A. A copy of the declaration, other instruments, and any rules and regulations.
- B. With authorization from the current Owner, a statement of any liens, including a statement of the account of the Campsite setting forth the amounts of unpaid assessments and other charges due and owing.
- C. A statement of any capital expenditures anticipated by the Association within the current or succeeding 2 fiscal years.

- D. A statement of the status and amount of any reserve or replacement fund and any other fund specifically designated for Association projects.
- E. A copy of the statement of financial condition of the Association for the last fiscal year for which such a statement is available.
- F. A statement of the status of any pending suits or judgments in which the Association is a party.
- G. A statement setting forth what insurance coverage is provided for all unit owners by the Association.

When applicable, all costs of inspection and copy shall be the responsibility of the seller; copy rates are posted in the Association office.

04-110-0514 Acceptance of Faxed or Electronic Documents

Faxed and electronic documents will be accepted under the following guidelines:

- A. Faxed documents must be received at the Woodhaven Association business office, fax number (815) 849-5116, by the stated deadline.
- B. Electronic documents or reports submitted for filing electronically must include the name of the Owner making the submission and the last four digits of Member/Owners Social Security Number; or, an electronic signature must be attached

04-120-1196 Campsite Occupancy Record

A day will be based on the universal 24-hour clock. Campsite occupancy will be recorded on the general basis of an overnight stay.

04-130-0213 Trusts (01/16)

Ownership of a campsite by a trust is prohibited by Declaration of Covenants and Restrictions, Article II. Under one circumstance, however, ownership by a trust will not be viewed by the Board as a violation of the Declaration of Covenants. The Board of Directors shall consider properties held in trust to be the equivalent of a “natural Person”, and shall not seek enforcement of Article II (Restriction on Ownership of Campsites), where the trustee (trustees) of such trust designates in writing a natural person by name, address, and other contact information, which natural person shall be a current beneficiary of such trust, to be responsible for receipt of notices from the Association and/or Board with respect to assessments, rules, violations, or other obligations of Property Owners at Woodhaven, and for purposes of voting as provided in 765 ILCS 160/1-30(i)(1)(vi). Such person’s written consent to the designation shall be required. In the event such trustee designates a natural person as described, the Board of Directors shall consider such ownership to be the equivalent of a “natural person” for purposes of ownership of a campsite owned in trust, and the designee shall be entitled to Association privileges and subject to all responsibilities as member, and shall be the member for such campsite for all purposes under the Association’s governing documents.

04-140-0514 Member Notification

Where there is more than one Owner of a campsite, any and all notifications and election materials shall be mailed to the Member whose name first appears on the membership paper or as otherwise designated by the agreement of all Owners.

04-150-0312 COLLECTION POLICY

I. INTRODUCTION

The goal of the Collection Department is to maintain collections at the highest level possible.

The collection staff will employ methods that strive to prevent alienating our members while retaining a strong expectation of payment.

II. BILLING AND COLLECTION CALENDAR

The following guidelines will be used to determine an on or shortly thereafter timetable and procedures for billing accounts.

January 15. Annual Billing. All lots will be billed as directed by the Woodhaven Association Board of Directors and General Manager.

March 1. Woodhaven News Reminder. The April Woodhaven News will post a reminder of the 1st installment due date and encourage early mailing. The article will inform members that payments received after March 31 will be subject to the late fee (currently \$50.00).

March 31. First Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$50.00).

April 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

April 7. Past Due Notices. The past due notice is a reminder that assessments must be paid. It serves as a notification that a late fee has been assessed to their account and that interest charges will be added beginning May 1. It states membership obligations and expectations, and requests immediate payment or contact to make arrangements for payment.

May 1. Woodhaven News Reminder. The June Woodhaven News will post a reminder of the 2nd installment due date and encourage early mailing. The article will inform members that payments received after May 31 will be subject to the late fee (currently \$25.00).

May 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

May 31. Second Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$25.00).

June 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

June 7. Past Due Notices. The past due notice is a reminder that assessments must be paid. It serves as a notification that a late fee has been assessed to their account and that interest charges will be added beginning July 1. It states membership obligations and expectations, and requests immediate payment or contact to make arrangements for payment.

July 1. Woodhaven News Reminder. The August Woodhaven News will post a reminder of the final installment due date and encourage early mailing. The article will inform members that payments received after July 31st will be subject to the late fee (currently \$25.00).

July 31. Final Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$25.00).

August 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

August 7. Final Notice. The final notice requests payment within 10 days or a small claims lawsuit will be filed.

August 17. Legal Action. Small claims suits are filed against members, who have not responded, not kept a payment agreement, or have refused to pay.

III. ALTERNATIVES TO FULL PAYMENT

The objective of the collection staff is to collect each account in full when payment becomes due. However, there are circumstances when a property owner cannot or will not pay their account in full. When this occurs, an analysis of the situation must be made. The following are the most common situations that require alternative payment arrangements.

- A. Payment Arrangement – No Late Fee. Some members take the initiative to inform the Association of their inability to meet the obligation for assessments prior to the due date. In this situation the Association will consider waiving the late fee penalty. The following guidelines should be used in determining if the payment arrangements qualify to have the late fee waived. This is a one time only situation and may never be done again.
 - 1. The member has never had the late fee waived in previous years.
 - 2. Contact for payment arrangements is made prior to March 25.
 - 3. Payment in full is to be received by April 30.
 - 4. The inability to pay is related to a crisis under which the member had no control (i.e. illness, loss of job).

- B. Payment Arrangement – General. Collection staff is authorized to make payment arrangements available for members who are unable to pay their account in full. The staff must emphasize payment arrangements are an exception to the rule and encourage members to plan ahead for future years. The following criteria apply:
 - 1. Payment in full must be made within the calendar year. (Extended payment arrangements may be granted for multiple year delinquencies.)
 - 2. A completed Promissory Note must be returned to the office.
 - 3. Interest is charged on unpaid balances at a prevailing rate (currently 9%).

- C. Temporary Access for Partial Payment Plans. The intent of this policy is to reward members that are making an honest effort to pay their dues but are unable to pay in full by the March 31 deadline. Temporary access is given to members who have voluntarily made arrangements to pay their account. Access is granted once a month for a maximum of two (2) nights and three (3) days until the assessment and penalties are paid in full. The guidelines are as follows:
 - 1. No access will be allowed to members having a balance owing from previous years until assessments are paid to the current year.
 - 2. A written payment plan must be signed and returned before temporary access is allowed.
 - 3. A minimum monthly payment of \$250.00 per lot must be maintained.
 - 4. Payments must be made each and every month. If a payment is missed, no further access will be allowed until all payments are paid to date.
 - 5. Request for access must be made in advance with the collection department staff. No access is allowed without prior approval.

6. The Collection Manager reserves the right to deny temporary access to any member who does not comply with the above guidelines. The Collection Manager may also deny access to members who pay only when they request access or those that rely on the privilege year after year.

IV. LEGAL COLLECTIONS ACTIONS

When all attempts to collect assessments have been unsuccessful, it is necessary to pursue collection through small claims court. This is done after a notice is sent explaining our intent to collect through legal actions (i.e. final notice letter). The specific procedures required to complete a small claims action change periodically with new laws being enacted. Therefore, it is necessary to refer to the current Illinois Compiled Statutes before pursuing collections in this manner. The following is a general outline of the steps:

- A. Attorney Representation. Corporations are barred from appearing pro se in small claims actions. Therefore we must have an attorney involved in representing the Association in court.
- B. Filing Small Claims Suits.
 1. Establish a court date allowing approximately 30 days to allow time to have the summons served.
 2. Serve the summons to the defendants through the county in which they reside or via a special process service (currently Legal Process Service).
- C. Appearance Date.
 1. Members may call prior to their court date and make payment arrangements to pay their account. In this case a judgment may be entered or the case may be continued.
 2. If the defendant does not appear a Default Judgment can be entered. Members that appear in court can discuss payment arrangements, disputes, etc. In general if the debt is not disputed a Consent Judgment is entered. If the debt is disputed, a hearing must be set.
- D. Post Judgment Collections. Once a judgment is entered we are able to proceed to collect the judgment amount, interest, costs and attorney fees. Post Judgment action includes the following:
 1. Wage Garnishments
 2. Bank Garnishments
 3. Citation to Discover Assets
- E. Specific Collection Information. Included in this policy manual is a complete explanation of post judgment procedures. This information is obtained from a collection seminar presented by Attorney Robert Markoff.

V. TAX DEED

The recording of a tax deed eliminates any lien interest held by the Woodhaven Association on a particular lot. It is important to remember that a tax deed may be issued but not recorded for up to twelve (12) months from the date of issuance.

The recording a tax deed eliminates only the interest we had in the lot; it does not remove the obligation of the previous owner to pay assessments and charges up to the date the tax deed was recorded.

“Take Notices” are sent to the Association and members prior to the petitioner’s request for a tax deed. The notice will state the last day for redemption of real estate taxes. This notice should be a signal for the Collection Department to put forth an extra effort to clear up these accounts prior to the recording of a tax deed. The ability to collect the account after it has been transferred by a tax deed is reduced considerably. A courtesy letter is sent to property owners owing only one year or less in dues.

The balance owing on an account that has a tax deed recorded should be pro-rated and the remaining portion of the year assessed to the purchaser. The delinquent balance should be evaluated to determine if it is likely to be collected. If it is believed to be collectible then the balance should be placed in Collectible Allowance for Bad Debt. If it is not believed to be collectible, it should be written off as a bad debt.

VI. ACCOUNT NEGOTIATIONS AND WRITE-OFFS

- A. The Association has scheduled write-offs at the end of each calendar year. This accounting practice keeps the receivables in line with property values. The non-sewered lots retain one year of delinquency on the books. The sewerred lots retain three years of delinquency on the books. The accounts need to be evaluated to determine if the balance should be written off as bad debt or placed in Collectible Allowance for Bad Debt.
- B. From time to time the Collection Manager may determine if an account balance may be negotiated. The following are examples of situations when write-offs may be considered:
 - 1. A member has been delinquent for multiple years and now wants to pay a lump sum to clear up the debt. Interest and late fees can be negotiated if it is believed the property will be better maintained and utilized if the member brings the account up to date. However, payment must be made in the form of cash, cashier’s check or money order. No personal checks or payment options can be accepted. It is a lump sum settlement only.
 - 2. A member has been unable to sell their lot for a long period of time and has recently located a buyer. The balance owing combined with other outstanding costs creates too costly of a burden to market the property. The seller is willing to sign off the deed without a financial gain in order to resolve the debt owing to the Association. In this situation the Association may choose to write-off late fees, interest, and, if unavoidable, Association dues.
 - 3. There is legal action being done by Woodhaven on the account (i.e. Small Claims Suit) and the members have a legitimate defense as to why they should not be charged the costs (i.e. Bankruptcy).

VII. PROPERTY TRANSFERRED TO WOODHAVEN (Lot Take Backs)

- A. Periodically members of the Association have offered their property to the Association. In some cases it is to satisfy a debt owing to the Association and in others it is simply because the members are moving, in poor health, and/or no longer want the property. The Collection Manager will make a case by case review of the facts involved to determine if the Association will accept the lot. Guidelines to use when accepting a lot are as follows:
 - 1. Evaluate the reason the member is requesting to deed the property to the Association (i.e. poor health, inability to pay, death of member, etc.).
 - 2. Encourage the owner to try and sell the lot first. They can either list it for sale in the Woodhaven News or list it with a realtor.
 - 3. A review of the property must be completed to determine if there is any debt owing on the lot. All debt should be satisfied prior to accepting the lot (i.e.

assessments, taxes, water). A visual evaluation of the property must also be done to determine the condition of the lot.

4. A title search must be completed to determine if it is possible to obtain a clear title to the property. This information is located at the Old Lee County Courthouse. If there is an outstanding lien, print a copy for the record.
 5. Obtain balances for any costs we have agreed to pay. This is especially important with real estate taxes.
 6. If assessments are owing there should be a reasonable attempt to reduce the amount owing before accepting the lot.
 7. The number of lots in inventory and the current marketability of lots must be considered before accepting any lots.
- B. If all previous guidelines are met and the property has a clear title, the following procedures should be followed:
1. Prepare a Quit Claim deed.
 2. Send the deed to member(s) for notarized signatures.
 3. When deed comes back review the notes on the computer and verify any promised payments have been made for any outstanding costs. Obtain balances for any costs we have agreed to pay.
 4. Fill out the following forms:
 - a. Membership Papers.
 - b. Lot Take Back Sheet.
 - c. Notice to Realty and Accounts Payable.
 - d. Check Request as needed for dues, water/sewer, and taxes. Do a check request for 4/1 to the recording date for all fees except the rest of the dues.
 - e. Taxes will be paid with a Woodhaven Association check.
 - f. Credit memo from the recording date to 3/31 of the next year for the dues only. These are generally a pro-rated amount.

04-160-0495 Association Vehicles

- A. All vehicles belonging to the Association and its subsidiaries shall remain on property unless used for Association business. No vehicle belonging to the Association or its subsidiaries is to be taken out of Woodhaven for personal reasons.
- B. The only exceptions to this policy are those staff members currently assigned vehicles; namely, Executive Director and General Manager.
- C. When vehicles are taken off property, the driver of that vehicle will fill out a "vehicle log sheet" prior to their leaving Woodhaven property.
- D. The Executive Director, General Manager, and department managers are responsible to ensure that this policy is strictly adhered to.

04-170-0315 Resource Co-Op with Local Agencies/Businesses

From time to time the Association will make available and/or borrow specific resources including but not limited to mowers, tractors, blowers, blades, plows, lifts and tools; in addition, staff may make available services such as copiers, postage machine, meeting rooms, training facilities, water hydrants and other amenities and services. This policy is intended as a cooperative arrangement between local agencies and/or businesses with which Woodhaven has a communal relationship. There shall be no charge or payment for personnel or described uses unless agreed upon by the Board of Directors; however non-reusable supplies such as paper, fuel, oil, etc., may be replenished or provided at cost.

SECTION 5 FINANCE

05-100-0699 Reimbursement of Expenses

Directors and approved committee members are eligible for reimbursement of expenses incurred as a result of their Association business. These expenses are limited to:

- A. Gas mileage, will be reimbursed in accordance with Federal guidelines as of January 1.
- B. Tolls, when incurred in the course of Association business.
- C. Meals, when authorized by the president, executive director or general manager.
- D. Phone Calls, when incurred in the course of Association business.
- E. Direct payment for items purchased for the Association when authorized by a majority of the board of directors.

Requests for reimbursement must be made to the administration office on authorized forms. Reimbursement forms are due in the Association office quarterly beginning with March 31, June 30, September 30, and December 31. Reimbursements for other than those expenses listed above must be recommended by the finance committee and approved by a majority vote of the board of directors.

05-110-0699 Approval of Contracts

All contracts entered into by the Association are to be approved in final form by the board of directors prior to the contract being executed with the exception of contracts less than one year in duration and wherein the Association is expending less than \$10,000.

05-120-0699 Application of Payments

The term "charges" shall include, without limitation, amounts of fines and costs imposed arising out of citations, bad check charges, interest, late fees, court costs and attorney fees. All payments on an owner's account shall be applied in chronological order beginning with the oldest unpaid charge, invoice, or amount due. Unpaid charges shall further become a part of the assessment.

05-130-0503 Approval of New Projects

- A. Prior to Board approval, all new projects must have been included in the Association's long-range plan for the prior two years before the project can be purchased or constructed.
- B. The aforesaid two-year limitation may be waived by two thirds of the Board members, provided that one of the following conditions exists:
 1. The new project will generate a reasonable amount of revenue that will offset the cost of the project.
 2. The new project will reduce future expenses by an amount comparable to the cost of the project.
 3. The new project will improve the Association's ability to protect Association facilities, members and/or employees.
 4. The new project is required by a local, state or federal regulatory agency requires the new project.

05-140-0204 Investment Policy Statement

The Association's primary objective is to protect principal. The secondary objective is to generate income to supplement the Association's general operations. These objectives are met by investing under the following guidelines.

- A. In its operating fund, the Association can invest in treasury bills and notes; certificates of deposit within FDIC limits (CD or CDs); US government issued bonds; agency bonds; and money market funds that mature in 1 year or less. These investments are scheduled throughout the year based on the anticipated spending plan established during the Association's annual budget process.
- B. In its restricted fund, the Association can invest in treasury bills and notes; CDs within FDIC limits; US government issued bonds; government agency bonds; and Ginnie Mae Investments. (5/09) Agency bonds are limited to 75% of the restricted fund portfolio at the time of investment. Investments in the restricted fund are scheduled to mature at dates that coincide with the Association's reserve funding needs, which projects funding

needs many years into the future. (03/07)

- C. The Association has established repurchase agreements with the Farmers State Bank of Sublette. These agreements provide protection for Association funds held at the Bank that exceed the FDIC insured limit.
- D. The Association allows management some discretion in investing additional funds in CDs beyond FDIC limits, where the income received from the CD will be higher than otherwise generally available and management can support that the savings institution is financially secure. This allowance is limited to a total of \$500,000 between operating and restricted fund investments (with a maximum of \$200,000 uninsured at any one savings institution). (03/06)
- E. Periodically, if there are fixed income alternatives that management can support, the Association has authorized investments of up to \$200,000 that can be placed at management's discretion, providing they are of the same nature and safety parameters as above. (3/06)
- F. Funds in the Association's Woodhaven Lakes Realty, Inc. subsidiary currently exceed FDIC insured limits. To keep these funds FDIC insured, we invest in CDs with local banks other than our main operating bank, The Farmers State Bank of Sublette. Investing these funds with local banks is done to support communities where we provide residential real estate services.
- G. In the event funds from the Association's Woody, Inc. subsidiary exceed FDIC insured limits, a statement will be created and added to this policy.

Management shall be responsible for reviewing these guidelines with the Finance Committee at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted to the Finance Committee and approved by the Board of Directors.

05-150-0417 Capitalization of Assets

The Association will manage assets purchased based on the following guidelines:

- Asset items with an economic useful life of more than 12 months and with a purchase value exceeding \$5,000 will be capitalized and depreciated by the Association.
- Assets with an economic useful life of more than 12 months and with a purchase value of less than \$5,000 will be expensed in the year they are purchased.
- This policy will be applied for both book and tax purposes.

SECTION 6 PUBLIC SAFETY

06-100-0996 Guests

Definition: A Guest is any non-owner who is on Woodhaven property or on an owner's campsite by:

- A. Using a gate pass with the owner's permission *, or
- B. Having entered as a passenger in a vehicle properly admitted, or
- C. Admission on a "Guest" pass approved by an owner or the Association.

A person who comes onto an owner's campsite as a casual, social or uninvited visitor is not a "Guest" of that Owner for purposes of C&R or R&R enforcement. Such person's conduct is the responsibility of the Owner who provided a pass to the Guest the person is.

* A pass in the possession of someone other than the owner is assumed to have been loaned, unless theft or other unlawful possession is demonstrated. A lost pass must be immediately reported to the Association office so that it may be deactivated.

06-110-0514 Law Enforcement Agencies Access to Association and/or Owner Records

Law enforcement agencies requesting Association and or Owner records, including but not

limited to Owner contact information, gate access printouts, and/or video recordings, will be required to make the request in writing using the Association's form obtained from the administration office. Requests will be reviewed and may be authorized by executive management.

06-120-0514 Exemption of Qualified Law Enforcement Officers from restriction of firearms concealed carry.

Sworn law enforcement officers who meet the requirement of 18 U.S. Code § 926B are permitted to carry their firearms in a concealed manner.

06-130-1199 Fires

A fire will be considered unattended if there is clearly no responsible person in the visual vicinity, and no response to a knock on the RV door. To be a citable fire, it will have visible flame; or, if smoldering, have combustible material in close proximity, which may enable a fire to spread. An unattended fire will be extinguished by the staff present and then reported to Public Safety for warning or citation.

06-140-0203 Access for Trailer & Automobile Repossession

Creditors that are requesting access to Woodhaven for the purpose of repossessing a trailer or automobile will be granted access only if one of the following apply:

1. The property owner has submitted written permission to the Association authorizing the creditor or their agent permission to enter the property for the purpose of removing the trailer or automobile.
2. The creditor has obtained a court order granting the authority to remove the trailer or automobile and the creditor has provided the Association with a hold harmless agreement sufficient to cover the liability for the action of the creditor removing the trailer or automobile as well as the liability of any claims arising out of the trailer or automobile removal process.

06-150-0306 Citations Written for Violation of Rules and Regulations

- A. A warning citation may be issued at the discretion of the Public Safety Officer with incidents of a relatively minor nature or if no other citations are on record.
- B. Each violation may be issued a citation.
- C. A first time violation in a given category is issued at the first level in that category regardless of citations issued in other categories.

06-160-0211 Use of Force Standards

- A. Designated Public Safety Personnel will be trained and certified in the use of force.
- B. A list of trained personnel will be submitted to the Association's Insurance carrier.
- C. Approved standards will include: defensive tactics, handcuffing and use of Oleoresin Capsicum spray.

06-170-0213 Disciplinary Procedures for Recreational Facilities

If after a verbal warning has been given and the inappropriate behavior continues it becomes an offense and shall result in the individual or group being required to leave the specific recreational area, or to cease recreational activity during a period of time set by the staff, or to return Association property. If repeat offenses and or rule violations occur, a citation may be issued and is subject to Woodhaven's penalties and hearings.

06-180-0909 Registered Sex Offender/Child Pornography

The Director of Public Safety shall maintain a registry of individuals required to register with the Association who have been convicted for sex offenses and child pornography under Article 1

Section 19 of the Rules and Regulations. The individuals in the registry shall be identified by name, section number and lot number, and the court where the conviction occurred. The Executive Director shall cause the publication of the registry not less frequently than quarterly in the Woodhaven News and shall publish the registry any time a new name is entered.

SECTION 7 SUBSIDIARIES

07-100-0790 Statements of Purpose

Woody, Inc.

To provide goods and services for the convenience of the members and owners of campsites at Woodhaven Lakes while also reducing the operating costs for the Association.

Woodhaven Lakes Realty, Inc.

To provide real estate brokerage services to Association members while also promoting the sale of campsites and preserving the Association's source of assessment income by attracting prospective campsite owners to Woodhaven Lakes.

Where applicable, Subsidiaries of the Association will provide goods and services to the general public with the objective of generating revenue, which results in a profit.

07-200-0790 Relationship between Subsidiaries and the Association

Purpose

The purpose of this policy is to establish the relationship between the Association and its wholly owned subsidiaries: Woody, Inc. and Woodhaven Lakes Realty, Inc.

Definition

A wholly owned subsidiary of the Association is a corporation under the laws of the State of Illinois, the issued capital stock of which is owned in its entirety by the Association.

Shareholder

The Association is the sole shareholder of a subsidiary. The Board of Directors of the Association shall represent and act in behalf of the shareholder and shall exercise all of the rights to which the shareholder is entitled.

Board of Directors

The elected Board of Directors serving the Association shall also serve as the Board of Directors for each subsidiary operation and will conduct business operations consistent with the board powers established in the Association's By-Laws.

Fixed Assets

A subsidiary shall not hold title to or otherwise have a financial interest in any land or improvements thereto, buildings, or improvements thereto, machinery and equipment, vehicles, furniture and fixtures, or to any other fixed assets.

Assessments

A management and service fee shall be assessed annually to a subsidiary for management and maintenance of leasehold and common property of the Association. The board of directors of the Association shall, from time to time, determine the amount of such assessment.

Financing

The Association shall provide working capital to finance a subsidiary in the amounts and at the times scheduled in the cash flow projection of the annual business plan authorized by the shareholder at a rate of interest and for a term established by the board of directors of the

Association.

Business Plan

The business plan shall be reviewed and recommended for approval by the finance committee and shall include:

- A. A pro form statement of income and expenses.
- B. A cash flow projection that schedules borrowing and repayment of working capital.
- C. A schedule of additions to and replacement of lease hold property.
- D. A statement setting forth the mission, objectives, and goals of the subsidiary.
- E. An analysis of all planned business extensions, additions, acquisitions and retrenchments.
- F. An analysis of all changes planned in usage of leasehold land or buildings.

An annual business plan for a subsidiary shall be contained in the annual budget of the Association recommended to its board of directors by the finance committee.

Adoption of the annual budget of the Association by its board of directors shall constitute authorization by the shareholder of the annual business plan for a subsidiary contained therein.

Financial Control

A subsidiary shall provide to the finance committee of the Association at its meeting each month financial reports of the subsidiary's operation for the month preceding. Financial reports of the subsidiary shall be of a type and in a form prescribed by the finance committee.

Annual Meeting

A subsidiary shall hold a shareholder meeting jointly with the Association's Annual Meeting, each year in August. Subsidiaries of the Association shall be subject to the By-laws, Article V Meetings of the Members.

SECTION 8 LAND USE

08-100-0800 Visitors at Woodhaven

The executive director and/or the general manager, acting under the board of directors, may, from time to time, authorize visitors to be admitted for purposes believed to benefit the interests of the Association and its members. Such authorization shall be granted only upon reasonable assurance that the security of Woodhaven will not be compromised.

Definition. A visitor is any person who is not a member of the Association, a guest of a member or an employee of the Association or its subsidiaries.

The following categories of visitors will be allowed admittance under the following terms and conditions:

Prospective Campsite Buyers

Prospective campsite buyers shall be admitted for a personally conducted tour with a real estate broker or real estate associate.

Business and Professional Persons

Professional persons and representatives of our present and prospective suppliers of goods and services shall be admitted to conduct business with the Association and its subsidiaries and ventures.

Law Enforcement Officials

Officers with the Illinois State Police and Lee County Sheriff's Department shall be admitted. Representatives from law enforcement agencies other than Illinois State Police and/or Lee

County Sheriff's Department will be given access upon notification to Lee County Sheriff's Department.

Government Officials

Officials of local, state and federal government agencies on official business shall be admitted. An officer of the Association, the executive director or the general manager may admit government officials and other dignitaries for purposes other than official business believed to be beneficial to the interests of the Association.

News Media

The Executive Director, General Manager, or designate, may admit members of the news media.

Persons Having Reciprocal Privileges

The Woodhaven Association may arrange reciprocal privileges for its members with certain recreational organizations. Members of such organizations entitled to reciprocal privileges with the Association shall be admitted according to the regulations governing such reciprocal privileges.

Recognized Youth Organizations

The Association will make available certain common areas for camping and recreational enjoyment over a limited period of time, to youth groups such as, Boy Scouts, Girl Scouts, YMCA, schools, etc.,. Organizations must be sponsored by a Property Owner or authorized by executive management and registered with the Department of Public Safety.

Group Tours

Bus loads of visitors for the purpose of touring Woodhaven and who do not intend to use the amenities may be permitted access with authorization from the general manager or executive director.

Community and Professional Service Providers

Agencies providing community or professional services to Owners at their Campsite such as, hospice, visiting nurses or physical therapists, and meals on wheels will be allowed access upon display of agency identification and registration with the Department of Public Safety.

Insurance Investigators

Insurance agents working on behalf of Owners to process claims will be given access upon identification of company credentials and Owners name, section and lot.

Other Visitors

The board of directors may, from time-to-time, authorize visitors to be admitted for purposes believed to benefit the interests of the Association and its members. The board shall consider granting such authorization only after it has received reasonable assurance the security of Woodhaven Lakes will not be compromised.

The executive director and/or general manager of the Association, acting under the board of directors, is to take appropriate steps to assure that this policy is periodically disseminated throughout the management of the Association and its subsidiaries, and that appropriate steps are taken to avoid or eliminate actual or doubtful cases of noncompliance.

08-110-0303 Access to Common Areas

1. Every Owner of the Association: (1) who is current in the payment of their assessment and (2) who is current in payment of any confirmed penalties which have been imposed pursuant to Article VI of the Rules and Regulations and (3) who is not in violation of any provision of the Declaration of Covenants, and (4) who is not in violation of any provision of the Rules

and Regulations, may have access to Woodhaven Lakes and the use of the Association common property.

2. As provided in the Rules and Regulations, the Board of Directors may suspend access to Woodhaven Lakes and to the Association's common property to any Owner of the Association who is in violation of any provision of the Declaration of Covenants and Restrictions, who is in violation of the Rules and Regulations, who is not current in payment of their assessment, or has not paid confirmed penalties and/or restitution within the due and payable period.
3. To effect this authority, in the event a Owner of the Association is not current in the payment of the assessment on any campsite, or has not paid any confirmed penalties by the end of the due and payable period, all gate passes attributable to the Owners, and all passes held from any source by the owner of the campsite shall be suspended until the assessment is current and any fines owed by the owner assessed pursuant to Article VI of the Rules and Regulations are paid as provided in Article VI, Section 1 (A).

08-120-0303 Commercial Activity on a Campsite

No industry, business, trade or occupation or profession is permitted to use a Woodhaven campsite as a base location. Any work or service done for hire or the offering of products for sale other than a permitted yard sale or bulletin board notice constitutes prohibited activity. The campsite may not be used to store trade equipment or supplies in a visible manner. Any advertising or other publicity efforts may not reference a Woodhaven campsite as a focus of inquiry. Specifically, a Woodhaven campsite number will not be accepted or published as part of advertising in any Woodhaven publication. The mere mention that a vendor is a Woodhaven property owner would not be a violation of the C&R.

08-130-0395 Procedure to Permit Two (2) RVs to be Placed on One (1) Campsite for Short Periods of Time

- A. Parking of two (2) RVs on a single campsite is prohibited unless a permit has been issued by the Association.
- B. Trucks with a camper top or conversion vans used primarily for transportation and not hooked up to water or electric or used for sleeping will be exceptions to the two (2) RV rule.
- C. Property owner may obtain a permit to park two (2) RVs on a single campsite for short periods of time from the Public Safety Department at no cost. These parking permits must be displayed on the second RV in a location where it can be visible from the road.
- D. The front lot easement and side lot easement restrictions for areas abutting common property are temporarily waived for the second RV while the permit is in effect, as long as the RV remains within the property boundaries.
- E. Persons parking two (2) RVs on a single lot without a permit or persons parking two (2) RVs after the expiration date of the permit will be cited for each day the violation continues by Public Safety.
- F. A permit extension may be considered for extenuating circumstances with prior notification.
- G. Loading and unloading of RVs will be given a 48-hour grace period with authorization from the Association.

08-135-0517 Port-a-Johns

- A. A permit may be issued for a limited time to place a Port-a-John on a campsite.
 1. The permit is valid for a maximum of ten (10) consecutive days.
 2. Only two(2) permits will be issued per year per Member.
 3. A second permit may be issued after 21 days from the first permit expiring.
 4. An application must be completed and turned in at least 48 hours prior to delivery of the Port-a-John.
 5. Permits are to be displayed on the Port-a-John and be visible from the roadway.

6. The Property Owner is responsible for the unit and is to keep it clean and reasonably odor free.

The Association reserves the right to deny a permit upon receipt of complaints or failure of the Member to cooperate with reasonable requests made by the Association's agents.

08-140-0596 Setting Up Tents Temporarily on Campsites

- A. Placement of tents in addition to the one allowed by the covenants on a single campsite is prohibited unless a permit has been issued by the Association.
- B. Property owner may obtain a permit to place additional tents on a single campsite for short periods of time from the Public Safety Department at no cost as follows:
 1. Campsites with no RV are allowed two (2) tents with no permit required.
 2. Campsites with an RV are allowed one (1) tent with no permit required.
 3. A permit may be issued for two (2) additional tents.
 4. Woodhaven has the right to waive restrictions for nationally recognized organizations, i.e. Boy Scouts, Girl Scouts.
- C. These permits must be displayed on the electrical pedestal and must be visible from the road for as long as the tents are set up, but in no case beyond the expiration date of the permit.
 1. The permit will have the expiration date shown in large digits with marker pen.
- D. There is a limit of four (4) permits issued to a single lot in any given calendar year, two (2) of which may be between Memorial Day and Labor Day weekend.
- E. Persons setting up additional tents on a single lot without a permit will be cited by Public Safety for each day the violation continues.
- F. A permit extension may be considered for extenuating circumstance with prior notification.

08-150-0496 Use and Maintenance of Designated Preservation Areas

All properties within the Designated Preservation Areas are to be used and maintained as open space in their natural and wild state. In order to maintain their natural state, streams, lakes and ponds will continue to be maintained by dredging or other methods used in removing sediment and controlling erosion. All ditches and drainage tubes located within the Preservation Areas will continue to be periodically cleaned out and/or repaired. Maintenance vehicles, including mowers and snowmobiles, shall be the only motorized vehicles within the Preservation Areas.

No buildings shall be constructed in the Designated Preservation Areas. Trails are permitted. The only vehicles allowed on the trails shall be non-motorized recreational vehicles and snowmobiles. No other motorized vehicles shall be permitted on trails.

08-160-0514 Bulletin Boards

Bulletin boards located at the comfort stations are for the use of Property Owners and the Association. Boards will be cleared on or about the 1st of every month. Bulletin boards located within a facility is intended for Association use in promoting activities or announcements. Contractors, vendors, and realtors are prohibited for posting and/or advertising on any bulletin boards. Postings will be removed if content is deemed to be inappropriate or in violation to this policy.

08-170-0514 Block/Street Parties

Groups of Owners wanting to limit traffic for the purpose of conducting a "street party" will require written authorization from the Department of Public Safety. Permits are to be applied for at the Association Office two weeks in advance. Permits will not be issued on holiday or event weekends, nor will certain roads be restricted at any time. The road will remain passable for those whose Campsites are within the blocked area; additional restrictions may apply at the discretion of Public Safety Personnel.

08-180-0799 Use of Association-Owned Lots for Guests (Effective 4/1/00)

An Association-owned lot, including designated "Coast-to-Coast", may be permitted for use by the guest of an Owner for a period up to 10 days on a space available basis.

- A. A reservation shall be initiated by the host Member prior to the start of the use period.
- B. The host member will be charged \$10.00 per 24 hr day, to cover costs, payable in advance.
- C. The guest will use a dates-defined Guest pass.
- D. The host member is responsible for any incidents that may occur as a result of the guest usage.
- E. A maximum of 2 reservations per year per Campsite may be made and shall have a period of at least 10 days between reservations. Reservations may be made by an Owner of record.
- F. Occupancy is limited to 1 RV.

08-190-0603 No Outlet Signs

The Association may place at the entrance of cul-de-sacs, roads, trails, and courts "No Outlet" signs where road surface termination, when viewed from a primary or secondary thoroughfare, is not obvious.

08-200-0312 Woodhaven Contractor, Vendor, and Realtor Policy

Registration, Certificate to do Business, Construction Permits, and Conduct of Vendors, Contractors and Realtors

A. Contractor Requirements

1. A Certificate to Do Business is granted to contractors of various professions on payment of a \$100.00 annual fee which includes: A property access pass for each owner, with a maximum of four passes per business; and a \$10.00 fee for each additional pass required for employees of said business. Proof of Worker's Compensation is required prior to issuance of employee passes. All passes are renewed on a yearly basis with the calendar year being April 1 to March 31.
2. Contractor shall carry the following insurance coverage and provide Woodhaven with certificates of insurance evidencing policies in force. Contractor agrees to maintain paid-up insurance and to give the Association notice of any cancellation. Evidence shall be furnished for the following insurance: any vehicle and/or equipment to be used on property; Workman's Compensation; and a minimum combined coverage of \$500,000 for property damage and general liability.
3. All contractors and their employees shall possess current Property Access Passes, as issued by the Association and input such pass for entry into Woodhaven properties.
4. Holders of a Property Access Passes shall promptly display said passes to Woodhaven staff members whenever requested.
5. Contractor or their employees who are delinquent in paying debts to the Association or its subsidiaries will not be issued a Certificate.
6. Contractors shall provide copies of all professionally required certificates and/or licenses.
7. All Contractors shall display company identification on their vehicles, which is visible from the road.
8. Contractors who own property at Woodhaven must scan in with their Contractor Property Access Pass when providing a service to another property owner at Woodhaven. If currently on property as a property owner; the contractor needs to scan in with their Access Pass at the gate. When work is complete, the contractor needs to scan out on their Access Pass. Misuse of the Access Pass can result in citations and fines.
9. Contractors are prohibited from using Woodhaven dumpsters for disposal of construction debris or packaging.
10. Contractor Property Access Pass Restriction: Issuance of a Contractor Property Access

Pass does not entitle the bearer to use of Woodhaven Association property for recreational purposes.

11. Jurisdiction: By acceptance of a Certificate, the holder shall accept the obligation for themselves and their employees to conform to those applicable rules and regulations as established for the conduct of themselves and property owners by the Association Board of Directors.
12. Any person who makes themselves available to do work for hire shall be considered a contractor and is required to obtain a Certificate and shall comply with all provisions of this Policy.
13. The Association has the right to deny the issuance of a Certificate and/or Construction Permit to any company or individual. Property owners who are Contractors and are delinquent with the Association regarding any financial matters will be denied a Property Access Pass for their business.

B. Vendor and Realtor Pass Requirements

1. A Vendor or Realtor Property Access Pass is granted to Vendors of various professions and Realtors on payment of a \$10.00 annual fee which includes: A single pass for the Vendor or Realtor; and a \$10.00 fee for each additional pass required. All passes are renewed on a yearly basis with the calendar year being April 1 to March 31.
2. All Vendors, Realtors and their employees shall possess current Property Access Passes, as issued by the Association and input such pass for entry into Woodhaven properties.
3. Holders of Vendors or Realtors Property Access Passes shall promptly display said passes to Woodhaven staff members whenever requested.
4. Vendors, Realtors or their employees who are delinquent in paying debts to the Association or its subsidiaries will not be issued a Property Access Pass.
5. Vendors and Realtors shall provide copies of all professionally required certificates and/or licenses.
6. All Vendors and Realtors shall display company identification on their vehicles, which is visible from the road.
7. Vendor/Realtor Pass Restriction: Issuance of a Vendor/Realtor Property Access Pass does not entitle the bearer to use of Woodhaven Association property for recreational purposes.
8. Jurisdiction: By acceptance of a Vendor or Realtor Property Access Pass, the holder shall accept the obligation for themselves and their employees to conform to those applicable rules and regulations as established for the conduct of themselves and property owners by the Association Board of Directors.
9. The Association has the right to deny the issuance of a Property Access Pass to any company or individual. Property owners who are Vendors or Realtors and are delinquent with the Association regarding any financial matters will be denied a Property Access Pass for their business.

C. Usage and Limitations of Contractors Certificates (Vendor/Realtor as applicable)

1. Construction Permits: All contractors performing work at Woodhaven will be responsible for obtaining proper construction permits prior to commencement of construction.
2. Tree Removal Permit: contractor shall verify that a permit for tree removal has been obtained and is properly posted prior to removing any trees.
3. Covenants and Restrictions Conformance: Contractors shall comply strictly with all requirements set forth in the C&R including regulating construction and setback requirements, and promptly calling attention to any provisions in bids, specifications, etc. in conflict with the Declaration of Covenants.
4. Work Standards: All work performed by vendors and contractors shall be done in a workmanlike manner and within professional standards. The definition of such to be established from professional associations, current trade practices and area construction codes.
5. Stored Equipment: All Contractors' equipment shall be removed at the end of a working day unless it is being used on a lot permitted for the work. There will be no storage of

contractors' equipment within Woodhaven.

6. Work Hours
 1. Hours are 7:00 a.m. to dusk plus 30 minutes for cleanup.
 2. Planning activities such as contractor/owner conferences, estimating and appraisals are not considered work under this regulation and may be done after hours until 10:30 p.m.
 3. Emergency repair work will be permitted after hours only upon authorization of the property owner and/or responsible Woodhaven authority.
 4. Contractors entering Woodhaven for planning activities or emergency work after hours are required to submit to Public Safety the locations they are visiting.
 5. Contractors shall be restricted to the above listed locations during the after hours visit.
7. Curfew: Contractor and vendor employees' passes shall be invalid at the termination of daily work hours; the holders of said passes are subject to sanctions of trespass with the exception of C.6a above.
8. Contractor, Vendor and Realtor Responsibility for Employees: contractors, Vendors and Realtors shall be responsible to the Association for both the quality of work and the general conduct of their employees.
9. All dragging, sliding or any other related activity of sheds, rooms, trailers or construction material without tires, will not be allowed on the Association's roads.
10. Contractors, Vendors, Realtors or their employees listed on any sex offender list or having been convicted of child pornography are prohibited from entering the Association's property.

Contractors Vendors and Realtors not registered with the Association will be treated as guest of the Member/Owner and will be responsible for their guest's actions. Activity of the contractor, vendor, or realtor is restricted to the Owner's Campsite on which pass they entered the property.

08-210-0315 Variance Appeals

Variance Types

The ESAC Department may recommend to the Environmental Committee that reasonable and consistent variances from code for improvements (First Class only) be approved for:

- A. Non-conforming improvements constructed or placed on a lot, when the non-conforming improvement is determined to have been placed in conformance of the R & R at the time, or left in a non-conforming condition by the original developer, or when the literal application of the code presents an undue and demonstrable hardship to property owners and such variance will not merely serve as a convenience to the property owner, but will serve to alleviate such hardship.
 1. No additional First Class improvements that will impede future compliance with the Code may be made to a lot on which a variance is recorded.
- B. Improvements Placed or Constructed on Double Lots Owned by Same Person.
 1. This type of variance is given for an improvement constructed or placed on two adjacent lots owned by the same property owner (double lot owner) with improvements encroaching on or crossing the common boundary lines between the lots.
 2. Express conditions of such a double lot variance (5/18):
 - a. The double lots can only be conveyed to the same new owner. If, for any reason, they are sold to separate individuals, the double lot variance is nullified and both lots must be brought into full compliance as two individual lots.
 - b. Improvement restrictions for the two lots together may not exceed a total of 1,712 sq. ft., broken down as follows: 720 sq. ft. RV, with no one unit being more than 400 sq. ft., room enclosure, 400 sq. ft. covered deck, and storage

buildings not to exceed 192 sq. ft. with a maximum single size of 96 sq. ft.

- c. A 2nd mobile RV may be parked on the double lot within the Class I setback lines provided that a minimum 5' space exists between the RV and any other Class I improvement.

Variance Procedure

- A. The following must be provided in the variance application:
 1. A plat of survey by a licensed Illinois surveyor, showing lot and improvement locations. In the case of a proposed double lot improvement, an accurate drawing showing location of the improvements in relation to the common boundary line.
NOTE: Should a critical pin or pins necessary to determine compliance with this regulation be missing, or out of position, a survey will be required.
 2. A letter containing a description of the non-conformance and the justification for the variance. The reason for the variance must be complete and include all relevant facts supporting the request and accurate sketches or drawings.
 3. Documentation showing that all adjacent property owners have been notified by certified mail and given an opportunity to respond.
 4. Documentation to show when the non-conforming improvement was constructed or placed on the lot.
 5. All applicable fees must be paid in advance when applying for a variance.
 6. Variance agreement signed and notarized.
- B. Environmental Standards and Control Department provides:
 1. All variance instructions and application forms;
 - a. A file review, lot inspection and summary of approved permits;
 - b. The processing of variance requests and acts as the contact for the property owner and the Association.
 2. Environmental Committee will provide:
 - a. Review of all variance request information; and
 - b. Render a decision and provide reasons for either approval or disapproval.
 3. All decisions may be appealed to the Board within thirty (30) days of notification.
 4. All approved variances must be recorded in Lee County and a copy of the recorded variance filed with ESAC.
 5. The Board may waive any of the variance policy requirements when extenuating circumstances require, by a ¾ vote of the Board.
 6. Variances shall go with the land and shall be an encumbrance of property and deed for which it was granted.

08-220-0315 Utility Trailers

When determining the length and width of a utility trailer with a tapered front, as it relates to Article VII Section 12 A of the Rules and Regulations, the Association will go by the dimensions as they are stated on the title; if not identified on the title, staff will exclude from their measurements, the area which makes up the "V" or "U" front of the trailer.

SECTION 9 ENVIRONMENTAL

09-100-0790 Shoreline Standards (03/06) (5/17)

The setback requirements (as outlined in the Covenants and Restrictions) should be strictly enforced. Appeals may be made before the Environmental Committee.

Property owners wishing to utilize applicable lakeshore building setback of 24' from one foot above normal lake elevation will first need a Water Boundary Survey showing 24' setback. For the purpose of locating one foot above normal lake elevation, the rim of the spillway for each lake shall be used as the point of reference.

The Association will grant authority, by way of a license agreement, for the property owner to construct a seawall. The property owner should not be able to alter the shoreline by digging it out or filling it in. The property owner should be able to protect his/her shoreline (at normal pool). Some acceptable methods of protection are: sand; soil; a retaining wall constructed from railroad ties or treated lumber; grass; rock or rip-rap of a size no larger than 6 inches. (Broken concrete, metal, steel, plastic, fiberglass, fence material, painted wood is unacceptable.)

The easement from the property pin to the lakeshore may not be developed for usage; i.e. fire pits, patios, or structures of any kind. Temporary camping items, such as chairs, or portable fire pits may be used, provided they are relocated within the property setbacks when the Owner is not on property. (5/17)

The property owner may extend the gravel fill area adjacent to his/her seawall to a maximum size of 200 square feet. The area can be bordered by railroad ties or treated lumber (no painted wood).

The Association will attempt to remove beaver, muskrat and other wildlife when their uncontrolled number may be destructive to private property and/or to the lake shoreline.

09-110-0503 Interpretation of Rowboat and Canoe (01/16) (03/16)

C&R Article IV. P restricts the types of boats, which may be used on lakes at Woodhaven. The lakes at Woodhaven shall remain a recreational facility to be safely enjoyed by Owners in a manner, which does not disturb the environment or impact adversely on the peace and enjoyment of fellow Owners. Certain types of small boats that are not propelled by internal or external combustion engines are permitted to be used on the lakes. Permitted boats include:

1. Deck boat/pontoon boats that are 16' or less, will be determined by the length stated on the Title; or, by measuring the deck platform, excluding the transom and motor.
2. Rowboats, including square ended fishing boats, bass or jon boats.
3. Canoes, including kayaks.

09-120-0791 Non-Conforming Park Trailers

There are certain non-conforming park trailers that were not in violation of the Rules & Regulations of The Woodhaven Association from 1974 to 1985. In order to prevent an economic hardship upon these non-conforming park trailers and to implement the provisions of the amended Rules & Regulations, the following conditions shall apply:

- A. Trailers identified on property that were non-conforming when brought in
 1. Will be inventoried with numbers filed in ESAC.
 2. Upon being sold or traded to a different lot, dealer/new owner shall obtain a permit for section/lot of new owners for trailer, electric, sewer, and water prior to moving of said trailer.
- B. Said regulations shall pertain to trailers in their original manufactured status only, i.e., any trailers that have been modified by owner/dealer/contractor must be removed from premises as these are in non-compliance and will not under any circumstance be allowed back upon the premises.
- C. Recognizing that dealers/realities having lots of their own that they may wish to sell as a package, the placement of one of these units shall be allowed, providing the following criteria are met:
 1. Permits are applied for showing placement of trailer, electric, sewer and water, thus

- showing good faith in selling as a complete package sale in a ready-to-go manner.
2. The above must be completed within ninety (90) days or a unit shall be removed from Woodhaven and Section B shall apply.
- D. Any trailer falling under the above guidelines shall not be allowed to re-enter the park once it has exited.

09-130-0404 Smoke Free Environment

- A. All Association and subsidiary buildings and vehicles will be smoke free. This restriction shall include the area under the Pavilion roofs and any sun shelter.
- B. Pool 1 will have designated smoking areas; Pool 2 will be smoke free.
- C. Non-compliance will result in restriction from use of the facility and/or a citation.

09-140-0306 Citations Written for Violation of Campsite Rules and Regulations

- A. Multiple code violations found in the same inspection will result in one citation, unless specified otherwise.
- B. The fine for multiple violations will be applied based on the Penalty Schedule.
- C. Failure to comply within the time frame given by ESAC, Public Safety, and/or Resource personnel, will call for continued citations at the most egregious offense remaining, unless specified otherwise.
- D. Violation of sanitary waste dumping may result in repetitive citation and/or suspension of privileges if Owner continues with the violation after notice is given.
- E. Citations are written against the Member/Owner of the property.

09-150-0514 Property Markers (pins)

- A. Bent boundary marker and First Class Permits
Property Owner is notified by letter of the compromised boundary marker on the property and provided the following options (5/18):
 - a. Property owner obtains either a boundary survey or pin verification from an Illinois Registered Land Surveyor to establish definite placement of the bent Boundary Marker or;
 - b. Where a single bent boundary marker is on the same side as the improvement to be placed on the property; an increased setback of nine (9) feet on the affected side either right or left and back; and, seventeen (17) feet from the front. A Hold Harmless must be signed by the property owner acknowledging they understand and accept the potential risk and/or liability which may occur due to a First Class improvement being placed from the compromised boundary marker. Permission to build will be given upon receipt of the Hold Harmless or;
 - c. Where a single bent boundary marker is on the opposite side as the improvement to be placed on the property; the setback remains seven (7) feet from the side(s) and back, and fifteen (15) feet from the front. In addition, a Hold harmless must be signed by the property owner acknowledging they understand and accept the potential risk and/or liability which may occur due to a first class improvement being placed on their property where a compromised boundary marker exists. Permission to build will be given upon receipt of the Hold Harmless.
- B. If it is noted Property Owner "A" has an Illinois Registered Land Survey and Property Owner "B" also has an Illinois Registered Land Survey on file which conflict the following will be done:
 1. The Illinois Registered Land Survey of Property Owner "A" will be honored by the ESAC Department, and items placed on the property based on their survey will be considered to be in compliance; until such time as the survey discrepancy would be resolved between the two Illinois Registered Land Surveyors which

conclusively reflects them to be in noncompliance. Should Property Owner "B" wish to apply for a First Class Permit, their Survey will be honored and placement based on said Survey.

2. The ESAC Department would not require another Survey to be completed on the property unless a boundary marker is damaged or missing. As noted, the Illinois Registered Land Surveyors are responsible for correct placement of a boundary marker.

09-160-0116 Beach Swimming Area Closures (5/17)

In an effort to minimize potential health risk related to hazardous algae blooms (HABs) present in the lake water at Woodhaven Lake Beach, the following guidelines will be used by the Lake Manager or Recreation Director to determine if the Beach swimming area, or portions of, will be closed.

- Samples of the lake water will be taken on a regular basis beginning in April or May and ending in September.
- Samples will be sent to a reputable lab for plankton analysis and measurement of the toxin levels as dictated when plankton concentrations are a concern.
- Advisories, partial closure, and/or full closure of the swimming area will be based on the following Microcystin toxin levels:

▪ Microcystin*	<u>Advisory</u> ≥10 ppb	<u>Closing</u> ≥20 ppb
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- Once a closure is in effect, reopening of the swimming area(s) will be based on subsequent sampling.
- Woodhaven Lake Beach will close immediately upon notice from the State of Illinois Department of Public Health for any reasons they deem necessary.

SECTION 10 MEMBER SERVICES

10-100-0790 Governing Documents

The following documents are known as the official documents and govern the conduct of the Association, the board of directors, committees and Association members.

Articles of Incorporation: These are the original articles filed with the Secretary of State upon the initial act of incorporating the Association.

Covenants and Restrictions: This document stands as the underlying authority for the Association Bylaws, the Rules and Regulations, and the Policy Manual of the Association.

Bylaws: This document describes the way the board conducts its business, the organization of the board and officers, the powers and duties of its officers, and the relationship between the Association, its board and Association members. This document can be changed by a majority vote of the board of directors except for specific portions that require more than a majority vote. Those portions of the bylaws requiring more than a majority vote of the board can only be amended by an affirmative 3/4 vote of the board of directors.

Rules and Regulations: This document describes how members may conduct their activities at Woodhaven. This document can be changed by a majority vote of the board of directors.

Policy Manual: This document is comprised of directions of the board of directors to staff and includes procedures for the conduct of board business. This document can be changed by a majority vote of the board unless specific portions specify otherwise.

10-110-0699 Membership Passes

Each Campsite is assigned four (4) passes that are replaced if lost, stolen, or damaged. Activation remains as long as Member/Owner is in good standing with the Association. Passes may be deactivated by the Board of Directors for balance owing and/or violation of the Association's Covenants and/or Rules.

10-111-0212 Pass Replacement

Cost to replace a lost, stolen, worn, or damaged pass is as follows:

- A. If the pass to be replaced is surrendered: \$10.00.
- B. If the pass to be replaced is not surrendered, and payment is made, and the replacement pass is to be mailed to the property owner: \$10.00.
- C. If the pass to be replaced is not surrendered and the replacement pass is required at the time of request: \$30.00.

10-112-0514 Temporary/Guest Passes

Owners may purchase temporary passes for themselves or guests:

- A. Passes are valid for three days and two nights.
- B. Passes will only be sold to the Owner or to a guest with the Owner's authorization. Authorization required picture identification or the Owner's social security identification code on file.
- C. The cost of a Temporary/Guest Pass is \$20.
- D. Once turned into Gate personnel, will not be reissued to another party.
- E. Once pass is used to access gate, cost of pass is non-refundable.

10-120-0699 Editorial Policy

The following guidelines have been established as appropriate for the Association's publications:

- A. That all publications convey a positive spirit. That articles contributing to divisiveness, personal debate or other negative causes be omitted.
- B. That nothing be printed which could cause legal action against the Association.
- C. That articles be newsworthy, sources substantiated, and errors of fact corrected before publishing, or that a retraction be published in the following issue.
- D. All articles and columns must be by-lined.
- E. That ads be subject to the same guidelines as editorial content.
- F. That the number of issues, pages and layout be dependent on budget constraints.
- G. That deadlines for editorial and ad content be published in each issue for future editions.
- H. That all members of the Association be encouraged to submit articles for publication according to these guidelines.

The responsibility for monitoring adherence to these guidelines rests with the communications committee

10-130-0799 Woodhaven News Statement of Purpose

- A. To provide information needed by property owners. Information to include, but not limited to, actions and communications from the board of directors, committees, staff and Association members.
- B. To promote Woodhaven Lakes property.
- C. To generate revenue through advertising sales.

10-140-0799 Leisure Times Statement of Purpose

To provide Woodhaven property owners and guests with information needed to enjoy Woodhaven while they are at Woodhaven. Information to include, but not limited to: activities

scheduled, items of a health or safety concern, and meeting notices.

10-150-0699 Guidelines for Letters to the Editor

- A. All letters must be signed and include return address. Names will be withheld upon request.
- B. No obscene or derogatory remarks will be published.
- C. Constructive criticism will be accepted, but must include positive solutions to concerns.
- D. Issues must be of interest to a large portion of Woodhaven (at least 1 Section) and will not express personal grievances or conflicts.
- E. Woodhaven Association reserves the right to refuse publication of letters or to edit letters in the interest of space or objectionable content.
- F. Editor's comments will be limited to a clarification, update or concluding report on the issue. No point of view will be expressed.
- G. Limit letters to 200 words.
- H. Limit total space to one-half page (26 column inches).
- I. All letters will be acknowledged.

10-160-0699 Publication Dates and Deadlines

Woodhaven News will be published monthly eleven times a year with no issue in February.

Deadline for ads and editorial content is the first day of the month of publication. Issues will be mailed as close to the 15th of each month as possible.

Leisure Times will be published weekly Memorial Day through Labor Day. An additional issue will be published for the weekend following Labor Day and the weekend of Fall Festival for a total of 17 issues.