

# Welcome to Dogwood Lake

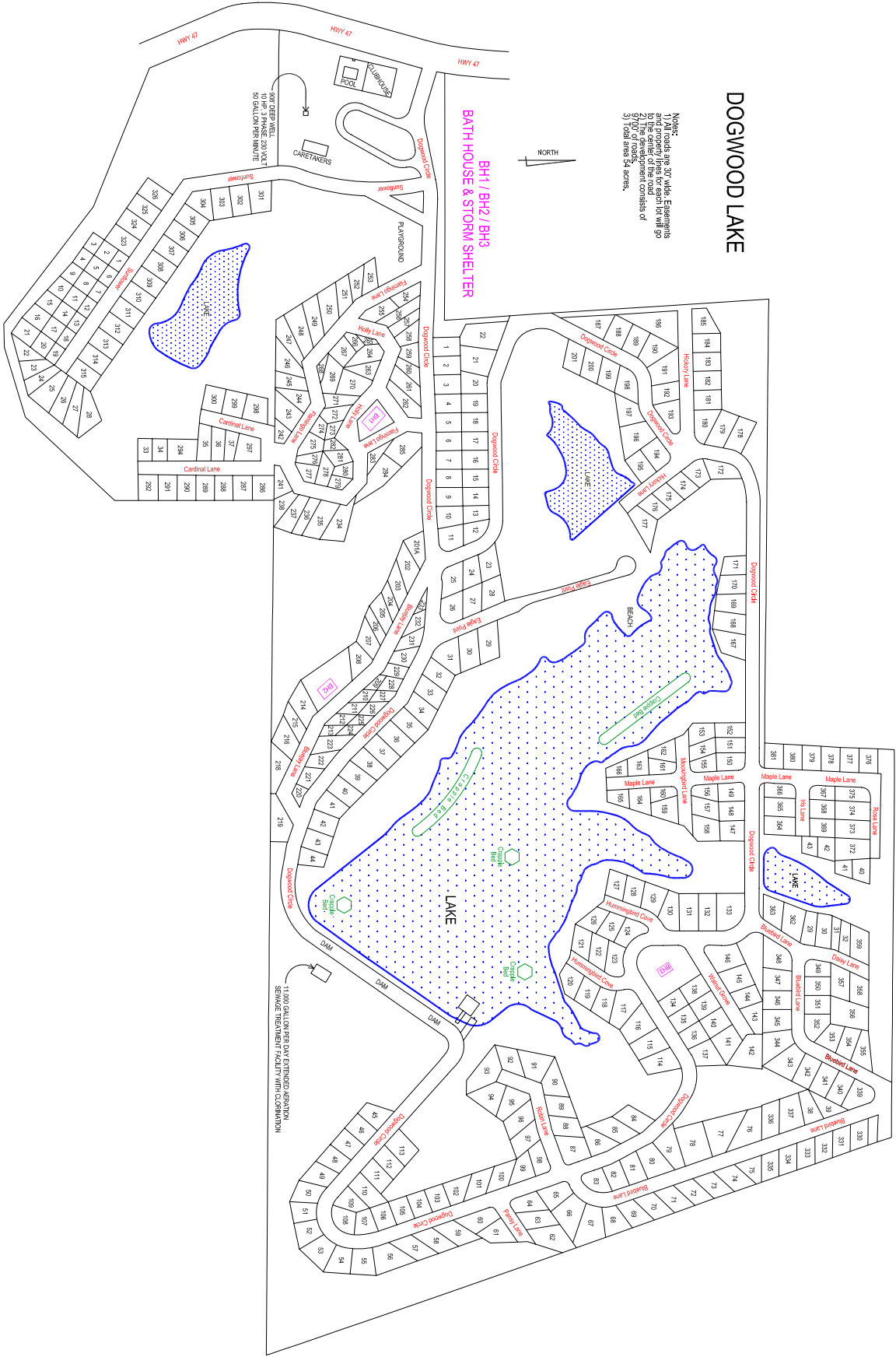
## Contents (Click on section to jump to it)

Map of Dogwood Lake  
Declaration of Covenants  
Bylaws of Dogwood Lake Lot Owners Association  
Dogwood Lake Campground Rules & Regulations  
DWL-POL-001 Lot Improvement Policy  
DWL-POL-002 Lot Ownership and Campground Access Policy  
DWL-POL-003 Board Member Duties  
DWL-POL-004 Guest Policy  
DWL-PRO-002 Maintenance of Drinking Water System  
DWL-PRO-004 Violations & Assessing Fines  
DWL-PRO-006 Activities  
DWL-PRO-009 Elections – Board of Directors & Proposals  
Guide to Warren County Regulations  
WIFI Access  
Clubhouse Information  
Fishing Regulations  
Forms  
    Lot Improvement Permit Request Form  
    Quitclaim Deed  
    Registration & Emergency Contact Form  
    WIFI MAC Address Form  
    Suggestion Form  
    Complaint Form  
    Guest RV Permit Request Form  
    [Warren County Permit Request](#)  
Recommended Services

# DOGWOOD LAKE

## BH1 / BH2 / BH3 BATH HOUSE & STORM SHELTER

- Notes:
- 1) All roads are 30' wide. Easements and property lines for each lot will go to the center of the road.
  - 2) The development consists of 9700' of roads.
  - 3) Total area 24 acres.



# Covenants

## Dogwood Lake Covenants – Annual Assessment History

As allowed in Article VIII, b. annual and special assessments were increased and/or assessed over the stated allowance as follows:

1995 – The dues of \$175 were raised to \$200

1996 – A dam assessment was placed on each lot

August 22, 1998 Annual Meeting – the Association accepted a proposal to apply a special assessment of \$50.00 per lot for capital improvements.

August 14, 1999 Annual Meeting – The Association accepted a proposal to apply a special assessment of \$25.00 per lot for capital improvements

August 26, 2000 Annual Meeting – The Association accepted a proposal to apply a special assessment of \$25.00 per lot for the legal fund.

August 25, 2001 Annual Meeting – The Board proposed an increase of \$25.00. It was passed by the Association (91 to 65) taking the dues to \$250.00.

August 26, 2006 Annual Meeting – The Board proposed an increase of \$25.00. It was passed by the Association taking the dues to \$275.00.

August 22, 2009 Annual Meeting – The Board proposed a special assess of \$100.00 per lot to make improvements to the pool. The proposal passed by a majority of those in attendance. To avoid a \$25 penalty, payments had to be made by December 31, 2009.

The Board proposed an increase of \$25.00. It was passed by the Association (91 to 65) taking the dues to \$250.00.

August 20, 2011 Annual Meeting -- The Board proposed an increase of \$25.00 to take the dues to \$300.00, but the Association rejected it (91 to 65).

NOTE: During the annual meeting held on August 20,2011, two budgets were voted on by the Association. One budget called for the annual dues to remain the same (\$275) for the fiscal year 2012 (received 91 votes). The second called for an increase in the annual dues of \$25 for the fiscal year 2012 (received 65 votes). The budget calling for the 2012 annual dues to remain the same at \$275 prevailed. Once the results were announced, some in attendance raised the concern that copies of the budgets had not been handed out for review before voting took place. As a result of the discussion, a motion from the floor to call a special meeting to revote on the 2012 fiscal budget was made and seconded. The Board of Directors. acting on behalf of the Association members'

motion, scheduled a special meeting for the budget presentation and a revote on Saturday, October 22, 2011 at 10:00 a.m. in the Dogwood clubhouse.

October 22, 2011 Special Meeting – The Board proposed an increase of \$25.00 per lot to take the dues to \$300.00. It passed by a very slight margin.

April 21, 2018 Annual Meeting – The Board proposed a special assessment of \$100.00 to replace the HVAC in the clubhouse. The proposal passed 146 to 20.

August 18, 2018 – Proposal to raise dues to \$325 passed 102 to 55.

**Declaration of Covenants  
Dogwood Lake  
Revision History**

Original March 25, 1977

August 31, 1991

Changed source of declaration from County Engineering, The Developer to Dogwood Lake, The Association

Recitals – removed Exhibit A, changed from a private and communal campground to a private campsite. Removed campsites set aside for rentals for profit, removed restrictions on the DWLOA on The Corporation, removed restriction on property owners and DWLOA on earning a profit, Removes restrictions by The Developer.

Article II – removed restriction on lots being owned by natural persons.

Article III – Removed the requirement that recreational vehicles must be moved once every 6 months for a period of 72 hours, changed the ownership of common property from the Developer to private property, removes the right for the developer to use common property in connection with its sale and development programs.

Article IV – Changed restrictions on signs to remove exception for the Developer or Board, added allowance for signs with permission from the board, changed parking on roads except as designated by the Executive Director to the Association, removed restriction on electric motors for extreme cases of elderly or handicapped persons, changed minibikes to two wheel powered vehicles, removed the restriction on hunting and trapping. Moved sentence on following Missouri Conservation Commission Rules and Regulations pertaining to fishing to its own paragraph (v)

Article V – removed the Developer from regulation of use.

Article IV – changed Developer to the Board

Article VII – changed the Developer to the Board

Article VIII – changed annual assessment from \$125 to \$150. Added assessments are due January 1st and become delinquent April 1st, removed restriction on assessments against Developer, lender or Trustee of the Developer. Removed requirement of 2/3 vote to use surplus to improve

[Back to top](#)

property, changed limit on assessments from \$125 to \$150, changed increases/decreases in assessments from 2/3rd of all lots to majority vote of those present and qualified to vote.

Article XI – Changed requirement that amendments to the covenants require written consent of 2/3 of the Lots to a vote of 55% of all lots (including proxies) at a lot owners meeting, removed paragraph that describes Developer application for an exemption from the Interstate Land Sales Registration Act.

October 10, 1999

Article III – changed approval for placement of vehicles converted to of recreational vehicles from the Committee to the Board.

Article IV – changed camping accessories from meeting standards approved by the board to meeting the stipulations set forth in Article II, Lot Use and Article IV, Lot Restrictions.

Article VII – removed the word several before lot owners

Article VIII – changed the limit on assessments from \$150 to \$200, added restriction on issuing gate keys if dues and assessments are not paid in full, changed limit on annual and special assessments from \$150 to \$200.



(Space above reserved for Recorder of Deeds Certification) See official copy for recording information

DECLARATION OF COVENANTS  
DOGWOOD LAKE

THIS DECLARATION. Is a made this 10th Day of October 1999 by Dogwood Lake Lot Owner's Association, a Missouri Corporation, hereinafter referred to the "the Association".

RECITALS

The Association is the owner of certain real property located in Warren County, Missouri, said property is known as "Dogwood Lake" and is hereinafter sometimes referred to as the "Property".

Dogwood Lake is a private campsite. All amenities including the clubhouse, bathhouses, etc., are to be used communally by the private campsite owners equally.

ARTICLE I

DEFINITION OF TERMS

The terms set out below shall have the meanings indicated unless the context clearly requires another meaning.

- a. "Articles" means the Articles of Incorporation of the Association.
- b. "Association" means the Dogwood Lake Lot Owners Association.
- c. "Board" means the Board of Directors of the Association.
- d. "By-Laws" means the By-Laws of the Association.
- e. "Committee" means the environmental Committee.
- f. "Common Property" means the portion of the property designated as Common Property of the Plats of the Property and all property hereafter acquired by the Association and so designated together with all improvements which may at any time be constructed on said Common Property, including trails, parks, lakes, ponds, dams, swimming pools, tennis courts and buildings.

- g. "Household" means a family group which regularly and customarily resides together.
- h. "Lots" means any Lot designated on any Plat of the Property.
- i. "Owner" means the holder of all or any part of the legal title to any Lot. It shall not include any person purchasing a Lot under a contract for deed or its equivalent.
- j. "Plat" means any Plat of the property filed for record with the Record of Deeds of Warren County, Missouri.
- k. "Recreational Vehicle" means any vehicle or cab designed or used in connection with recreation, camping or traveling as temporary living quarters. Whether or not it is self-propelled or is mounted on or drawn by another vehicle. It shall not include any trailer requiring special highway movement permits.

## ARTICLE II

### RESTRICTION ON OWNERSHIP OF LOTS

A lot may be owned jointly or in common by persons who are not all members of the same household.

## ARTICLE III

### LAND USE

a. Lots. Lots shall be used as campsites only. No Lot shall be occupied continuously for more than six months in any period of twelve consecutive months. No Lot shall be the primary or principal residence of the owner or occupant thereof. All recreational vehicles shall be maintained in an operable condition at all times. No vehicle that has been converted to a Recreational Vehicle shall be placed on any Lot without advance written approval of the Board.

b. Common Property. All Common Property is and shall remain private property, unless expressly dedicated to public use. Neither the execution nor the recordation of any Plat shall be construed as dedication to the public or any Common Property thereon.

Any conveyance of Common Property to the Association shall be subject to such easements, right-of-way and restrictions as then appear of record.

The use and enjoyment of Common Property, whether before or after conveyance to the Association, shall be subject to the Articles and By-Laws of the Association and to the rules and regulations promulgated thereunder governing the use of such property and improvements

thereon from time to time; provided, however, that no such Article, By-Law, rule or regulation shall be inconsistent with or contrary to these Restrictions.

At any time after conveyance to the Association of any Common Property, the Association may, upon the affirmative vote of two-thirds (2/3) of its members entitled to vote, offer to dedicate any such property to public use. Such offer shall be subject to acceptance by the appropriate governmental authority. If accepted, the Common Property so offered shall become dedicate to public use.

#### ARTICLE IV

##### LOT RESTRICTIONS

a. No Permanent Improvements. No improvements shall be erected, affixed, placed or constructed upon any Lot (except storage sheds, driveways and parking areas) without written approval by the Committee as form, size and location.

b. Maintenance of Lots. All lots, whether occupied or unoccupied, and everything thereon whether vegetation, personal property or improvements shall at all times be maintained in such a manner as to prevent them from becoming, in the opinion of the Board, unsightly, unsanitary or a hazard to health. If not so maintained, the Board shall have the right to do so. No person shall permit the accumulation of litter, refuse or junk on any Lot or Common Property. If it is allowed to accumulate on any Lot, the Board shall have the right to remove it. The cost of such maintenance and/or removal undertaken by the Board shall be paid by the Lot owner. Until the Lot owner reimburses the Association for such costs and the fees and disbursements of counsel, there shall be a lien on said Lot. Neither the Association nor any of its agents, employees or contractors shall be liable for any damage which may result from any such work.

c. Waste Disposal. No person shall permit or allow the dumping or placement of any sewage or sanitary waste anywhere within the property except in those places designated by the Association. No outside toilets whether portable or not shall be erected or maintained on any lot.

d. Fences. Except with the consent of the Committee all property lines shall be kept free and open and no fences or wall of any kind shall be permitted thereon.

e. Nuisances. No obnoxious or offensive activities or nuisances and no excessive noise shall be permitted on any campsite.

f. Signs. No person shall erect or maintain any sign without the consent of the committee.

g. Animals. All pets shall be kept confined or on a leash. All pets must be inoculated against rabies.

h. Limit of Occupancy. Except with the consent of the Board not more than one recreational vehicle may be parked or placed upon any lot.

i. Garbage and Refuse Disposal. No person shall burn trash, garbage or refuse on any Lot. All such refuse shall be placed and kept in approved receptacles and removed promptly from the lot.

j. Camping Accessories. Notwithstanding any provision herein contained to the contrary, picnic tables, benches, fire boxes or fireplaces and similar items of personal property may be kept on a Lot providing they meet the stipulations set forth in Article III, Lot Use, a. And Article IV, Lot Restrictions, b.

k. Tents. Unless actually occupied and in use, no tent shall be left standing overnight on any lot during the period of December 1<sup>st</sup> and the following April 1<sup>st</sup>.

l. Removal of Trees. No trees over four (4) inches in diameter may be removed from any lot without the prior written consent of the Committee.

m. Docks and Piers. No dock, or pier or other similar structure may be erected, constructed or placed within any lake, stream or pond except by the Association.

n. Ditches and Swales. All drainage ditches and swales located on a Lot shall be kept free and unobstructed and in good repair by the owner of the Lot. Culvers shall be installed upon each Lot by the owner thereof as may be reasonably required for proper drainage.

o. Wells. No drilling for water or digging of water wells shall be permitted on any Lot.

p. Vehicle Parking. No vehicle shall be parked on any street or roadway within the Property except in those areas designated by the Association.

q. Use of Lakes, Ponds and Streams. The use of the lakes, ponds and streams situated within the Property shall be subject to such Rules and Regulations as the Board may from time to time establish. In no event may any type of boat ever be used upon said lakes or ponds other than row boats, canoes, sailboats or fishing boats. No motor shall ever be used on any lake, pond or stream within the Property, except electric trolling motors.

r. Burning. All fires shall be contained within approved camp stoves, ovens or pits. Fires to burn cut brush and leaves may be permitted by the Association upon approval.

s. Television and Radio Antennae. Except with the approval of the Committee, no radio or television antennae shall be erected, strung or placed on any Lot.

t. Minibikes. No two wheel powered or unlicensed powered vehicles shall be operated a Dogwood Lake without approval of the Board.

u. Firearms/Fireworks. No firearms shall be discharged at Dogwood Lake. Fireworks shall be discharged from the large Dam or Beach over water only.

v. Fishing. Missouri Conservation Commission Rules and Regulations pertaining to Fishing shall be applicable to all Lakes, Ponds and Streams.

w. Pesticides. The use of Pesticides, Herbicides, Weed Killers and Fertilizer is not permitted without the prior written consent of the Committee.

## ARTICLE V

### LAKES, PONDS AND STREAMS

a. Responsibility for Damage. The Association shall not be liable for any damage caused in whole or in part by erosion, washing, flooding or the action of the water of any lake, pond or stream.

b. Right to Change the Level of the Lake. The Association shall have the right to raise or lower the water level of any lake, pond or stream.

c. Regulation of Use. The Association shall have the right, power and privilege to regulate the use of any lake, pond or stream.

## ARTICLE VI

### THE ENVIRONMENTAL COMMITTEE

a. Committee Membership. The Committee shall be composed of three members appointed by and serving at the pleasure of the Board.

b. General Powers. All improvements constructed or placed on any Lot must first have the written approval of the Committee. Such approval shall be granted only after written application has been made to the Committee in the manner and form prescribed by it.

c. Rules and Regulations. The Committee may, from time to time, adopt written rules and regulations of general application governing its procedures which shall include, among other things, provisions for the form and content of applications.

d. Administration Fees. As a means of defraying its expense, the Committee may institute and require a reasonable filing fee of not more than .0025 of the estimated cost of the proposed improvement. No additional fee shall be required for resubmission of the same application.

e. Liability. Notwithstanding the approval by the Committee of plans and specifications or its inspection of work in progress, neither it, the Association, nor any person acting in behalf of any of them shall be responsible in any way for any defects in any plans or specifications or other material submitted to the Committee, nor any work done pursuant thereto. Each person submitting such plans or specification shall be solely responsible for the sufficiency thereof and the adequacy of improvement constructed pursuant thereto.

f. Appeals. Any applicant shall have the right to appeal to the Board any decision of the Committee within thirty days thereafter. The appeal shall be in writing and shall contain a brief statement of the facts and reasons why the appellant feels aggrieved.

## ARTICLE VII

### THE ASSOCIATION

a. General. The Board has incorporated Dogwood Lake Lot Owners Association as a Missouri not-for-profit corporation. The Association shall have such duties, rights and powers non inconsistent with these Restrictions as set forth in its Articles and By-Laws from time to time.

b. Membership. The owners of Lots shall be members of the Association. Each Lot shall be entitled to one vote on any matter coming before the Association for vote. A person who is the owner of more than one Lot shall be entitled to a vote for each Lot he owns. If a lot is owned by more than one person, the owners thereof shall designate one of their member as the vote. If they fail to so designate, the voter shall be designated by the Board.

## ARTICLE VIII

### ASSESSMENTS

a. General. The Association will levy an annual assessment in the sum of \$200 per Lot, to be paid in the manner specified in the Articles or By-Laws of the Association for the purpose of providing for a general fund to enable the Association to perform its duties and to provide for maintenance of the common property, security and for water used. The above assessment is due and payable January 1 of each year and become delinquent on April 1 of that year. Anyone owning a lot or lots at Dogwood Lake will not be issued keys for the gate until all dues and assessments are paid in full. There will no charge for the tapping on to the water line, but all costs and expenses of making the tap will be the obligation of the Lot Owner.

b. Limit of Assessments. All annual and special assessments shall be equally apportioned by the Board against all Lots. The aggregate amount of annual and special assessments for any one year shall not exceed the sum of \$200.00, provided that this limit may be increased or decreased by a majority vote of those present and qualified to vote at the annual meeting of the property owners.

c. Exception. The costs of maintenance and removal mentioned in subsection (b) of Article IV shall not be deemed to be either an annual or special assessment.

## ARTICLE IX

### SALE OF LOTS BY BOARD

If a lien is placed against a Lot pursuant to Subsection (b) of Article IV and is not discharged by payment thereof within one year, the Board shall have the power to sell the Lot in question at public or private sale to the highest bidder for cash. Any deed from the Board to the successful bidder shall convey fee simple ownership to said bidder and all the rights, title and interest of the prior owner shall be erased and eliminated thereby. The owner of the lot being sold shall be notified by registered mail at least thirty days prior to the date, time and place of sale. The proceeds, if any, of such sale shall be applied first to the payment of the lien, next to the payment of all costs and expenses of sale and finally to the former owner of the lot.

## ARTICLE X

### ADDITIONAL LAND

The Association or its successor may, from time to time, add such other land to "The Property" and subject said land to this Declaration of Covenants, as is not or hereafter owned or approved, for addition, provided that the land so added to "The Property" and subject to the Declaration be situated adjacent to "The Property", and said land added shall at the time of the addition be bound by this Declaration of Covenants and any future modifications thereof.

## ARTICLE XI

### AMENDMENTS

Until the Developer notifies the Board pursuant to Article IV a., and 2/3rds of all the Lots have been sold, the Developer may, acting unilaterally and without consent of any Lot owner or other person acquiring any right, title or interest in any of the property described in Exhibit A, may amend this Declaration of Covenants provided, however that the Developer may not amend Article VIII b., from and after the time that the Developer notifies the Board as aforesaid that two-thirds of Lots have been sold the Lot Owner's Association shall have the right to amend these Covenants by the

approval of the Board of Directors and a vote of Fifty-five percent (55%) of all lots (including proxies), at a Lot owners meeting.

#### ARTICLE XII

#### SAVING CLAUSE

A cancellation of any of these covenants by judgement or other order shall in no way affect any of the other provisions, which shall remain in full force and effect.

#### ARTICLE XIII

From and after the date the Developer, pursuant to other provisions contained herein, turns operation of the property over to the Association, all references to the "Developer" contained herein shall from and after being turned over to the Association, be of not force or affect. At such time, control of the development shall rest in the Association alone, subject to these Covenants.



# By-Laws of Dogwood Lake Lot Owners Association

By-Laws of  
Dogwood Lake Lot Owners Association  
Revision History

Original version dated April 7, 1978

Revised October 10, 1999

Paragraph 4.1 - Changed number of directors from 3 to 7, made it a requirement that board members must be lot owners in good standing. Eliminated the terms of the original directors,

Paragraph 4.2 - removed the filling of a vacancy at the next election if the vacancy is not filled prior to the annual meeting.

Paragraph 4.3 – changed from “A Director shall be elected at each annual meeting commencing with 1980” to “Directors shall be elected at each annual meeting.”

Paragraph 4.5 – changed the number for a quorum from 2 to 5

Paragraph 4.8 – Allows for the formation of a committee that does not have the or cannot exercise the authority of the Board of Directors

Paragraph 4.9 – removed the exception of this paragraph to the initial directors

Revised August 20, 2002

Paragraph 1.1 - Changed legal address of DWL,

Paragraph 6.2 – added to include the fine schedule

Revised March 14, 2009

Paragraph 2.1.1 – added to prohibit resubdivision of lots.

Paragraph 6.2 – updated the fine schedule

Revised August 2, 2012

Paragraph 6.2 – updated fine schedule

Revised February 4, 2018

Paragraph 2.1.1 – Modified to allow for resubdivision of lots with approval of board.

Paragraph 6.2 – Updated fine schedule 2, 3, 6, 7, 10, 12-19,

Fine Schedule – updated notes 2 & 8, allows for progressively increase in fines after the third offense.

Revised 10/06/2019

Paragraph 2.5 – Reformatted, added late fees for annual assessments not paid before April 2<sup>nd</sup> of the year will be assessed a late fee, added the right to turn over to a collection agency any member who is delinquent in paying any assessments and/or fees, and made the

member responsible for paying the charges applied by the collection agency for their services.

Updated fine schedule 24

Added note to fine schedule stating that at the discretion of the Board the fines columns can be defined as either repeat occurrence or repeat notice to correct.

Added requirement that fines must be paid within 21 calendar days of the date shown on the fine letter. If not paid, access to campground will be suspended. Added statement that fines will progressively increase after the third offense at the discretion of the Board.

Revised May 8, 2023

Paragraph 2.5 – changed to deny access via electronic gate, park amenities & services for not payment of monies owed.

Paragraph 2.5a – changed late fee from \$25 to 10%.

Paragraph 3.1 – Changed from one business meeting a year to at least one meeting a year.

Paragraph 4.1 – Changed to all Directors to be elected by plurality.

Violation Fine Schedule – Changed title, combined Notes 6 & 10, increased some fines, added fines for rules & regulations not included in Fine Schedule (see table below for changes and additions to fines), rephrased ‘Note’ to remove note, changed number of days for fines to be paid to align with the number of days to request a hearing.

<b>Paragraph</b>	<b>Existing</b>	<b>New</b>
Fine Schedule #4, Improper Maintenance of Lot	Fine \$25, \$50, \$100	Fine \$50, \$100, \$200
Fine Schedule #5, Improper RV waste disposal	Note 6	Note 10
Fine Schedule #8, Illegal Tree Removal	Illegal Tree Removal. Fine \$50, \$100, \$200	Tree removal without a permit. Fine \$100, \$200, \$300
Fine Schedule #9, Blocked Ditches & Swales	Fine \$25, \$50, \$100	Fine \$50, \$100, \$150
Fine Schedule #10 Operating illegal vehicles	Fine \$25, \$50, \$100	Fine \$85, \$170, \$250

<b>Paragraph</b>	<b>Existing</b>	<b>New</b>
Fine Schedule #13 Illegal parking in handicapped spaces	Fine \$25, \$50, \$100	Fine \$135, \$270, \$400
Fine Schedule #14 Derelict Vehicle on lot	Fine \$25, \$50, \$100	Fine \$85, \$170, \$250
Fine Schedule #17, Violation of boat use regulations	Violation of boat use regulations. Fine \$50, \$100, \$200	Lakes: Violation of boat use regulations including leaving boats in lake. Fine \$85, \$175, \$250
Fine Schedule #19, Putting Wastewater in Lake	Note 6, 11	Note 10
Fine Schedule #21 Careless and reckless driving	Fine \$50, \$100, \$200	Fine \$85, \$175, \$250
Fine Schedule #23 Vandalism of Association Property - fine plus cost of repairs	Fine \$100, \$200, \$300	Fine \$300, \$600, \$900
Fine Schedule #24 Encroaching on easements	Encroaching on easements or common ground. Penalty can include fine and/or order to remove the offending item	Docks or piers on lake. Encroaching on easements or common ground. Penalty can include fine and/or order to remove the offending item.
#25	New	Multiple RVs on one lot. Fine \$100, \$200, \$300
#26	New	Burning of trash/garbage. Fine \$100, \$200, \$300
#27	New	Tents left during off season. Fine \$50, \$75, \$100
#28	New	Drilling of wells. Fine \$2000, \$3000, \$4000
#29	New	Vehicle parking on streets or roadways or common ground where not authorized. Fine \$50, \$75, \$100
#30	New	Dangerous burning (wind advisory, burn warning,

<b>Paragraph</b>	<b>Existing</b>	<b>New</b>
		leaving fire unattended). Fine \$50, \$75, \$100
#31	New	Unapproved Discharging Firearms/Fireworks
#32	New	Unapproved use of pesticides. Fine \$50, \$75, \$100
#33	New	Swimming in lake. Fine \$25, \$50, \$75
#34	New	Leaving poles & gear unattended. Fine \$50, \$75, \$100
#35	New	Guest RV parking violation (no permit, longer than 14 days). Fine \$50, \$75, \$100. Note 11.
#36	New	Guest in possession of entry device. Fine \$50, \$75, \$100
#37	New	Lot owner not present with guest. Fine \$50, \$75, \$100
#38	New	Allowing access to a lot owner not in good standing. Fine \$75, \$100, \$150
Note 6	Incidents of improper RV waste disposal will be reported to the Warren County Sanitarian	Deleted, combined with what was 11, now 10.
Note 11	Note 11. Incidents of improper waste disposal will be reported to the Warren County Sanitarian and to the Missouri Department of Natural Resources.	Note 10. Incidents of improper waste disposal or disposal of waste in lake will be reported to the Warren County Sanitarian and/or to the Missouri Department of Natural Resources.
Note 11	New	Fine for leaving guest RV longer than 14 days is \$25 per day.

(Space above reserved for Recorder of Deeds Certification) See official copy for recording information

**BY-LAWS  
OF  
DOGWOOD LAKE LOT OWNERS ASSOCIATION**

**Date:** May 9, 2023

**SECTION ONE  
OFFICE**

- 1.1 Until changed by the action of the Board, the office of the Association shall be at 25570 S. State Hwy. 47, Warrenton, MO 63383. The Board by resolution may change the office from time to time.

**SECTION TWO  
MEMBERS**

- 2.1 The owners of the Lots shall be members of the Association. Each Lot shall be entitled to one vote on any matter coming before the Association for vote. A person who is the owner of more than one Lot shall be entitled to a vote for each Lot they own. If a Lot is owned by more than one person, the owners thereof shall designate one of their number as the voter. If they fail to designate, the Board of Directors of the Association shall designate the voter. An owner is defined as being the holder of all or any part of the legal title to any Lot.
- 2.2 When a person ceases to be an owner of a Lot, their membership in respect of that Lot shall automatically terminate.
- 2.3 The Association shall maintain a list of members.
- 2.4 Members and Purchasers shall have the right, power and privilege to use the Common Property in accordance with the restrictive Covenants, the Rules and Regulations and the orders of the Board, and those of the Environmental Committee.
- 2.5 Suspension of Privileges of Membership. The Board may suspend the privileges of any Member or Purchaser, including campground access via electronic gate, access to common ground, park amenities and other services, and voting privileges for any period during which any Association lien, assessment, or other fees and penalties on the Lot of such Member or Purchaser remains unpaid.
- a. Annual assessments not paid before April 2<sup>nd</sup> of the year to which they apply shall have a 10% late fee added. Additionally, the Board shall have the right to turn over to a collection agency any member who is delinquent in paying any assessments and/or fees, and the member shall be responsible for paying the charges applied by the collection agency for their services.
  - b. The period of any continuing violation by such Member or Purchaser of the provisions of the Restrictions after the Existence thereof shall have been declared by the Board of Directors.
  - c. A period to be determined by the Board for repeat violations of any By-Laws, any Rules or Regulations promulgated by the Board, or any order of the Environmental Committee.

**SECTION THREE  
MEETING**

[Back to top](#)

- 3.1 There shall be at least one business meeting of the Members each year. The day, hour and place thereof shall be set by the Board.
- 3.2 Special meetings may be called by the President of the Association, by the Board or by written application of those members who, in the aggregate, are entitled to cast at least fifty votes. The person or group calling the meeting shall advise the Board and the Secretary of the purpose for which the meeting is called. The person or group calling a special meeting shall be entitled, subject to the provisions of 3.3, to set the date and hour thereof. The Board shall set the place, but if it fails to do so within three days of the receipt of the call, the person or group calling the special meeting may designate the place. As soon as the place of the special meeting has been set, the Secretary shall notify all members of the special meeting.
- 3.3 Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered not less than five not more than forty days before the date of the meeting, either personally or by mail, by the Secretary to each member entitled to vote at such meeting. If mailed, each notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Corporation, with postage thereon prepaid.
- 3.4 The President and Secretary of the Association shall act as Chairman and Secretary, respectively, of all meetings of members of the Association.
- 3.5 Fifty votes present in person or by proxy shall constitute a quorum. If there is less than a quorum present, the members present may successively adjourn the meeting to a specified date not longer than ninety days after such adjournment, and no notice need be given of such adjournment to members not present at the meeting. Unless larger vote is required by the laws of the State of Missouri, or the Restrictive Covenants, the vote of a majority of the members at the meeting at which a quorum is present, shall be sufficient for the adoption of any matter to be voted upon by the members, except as otherwise provided in the Declaration of Covenants.
- 3.6 Any voter may vote by proxy. All proxies must be in writing and signed by the voter manually. The voter may limit his proxy to those matters he specifies or confer absolute discretion upon his proxy. Unless otherwise specified, each proxy shall be deemed to confer absolute discretion. No proxy shall be valid unless filed with the Secretary or his designate on or before the hour set for the meeting. No proxy shall be valid after thirty days from the date of its execution.
- 3.7 Cumulative voting shall not be permitted.
- 3.8 Any action required by law to be taken at a meeting of the members, or any other action which may be taken at a meeting of the members, may be taken without a meeting if a consent, in writing, setting forth the action so taken, shall be signed by two-thirds of the members entitled to vote with respect to the subject matter thereof.

#### **SECTION FOUR DIRECTORS**

- 4.1 The affairs of the Association shall be managed by a Board of seven directors, who must be Members in good standing. Each director shall serve for three years or until his prior resignation or removal.
- 4.2 Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors may be filled by the Board of Directors. A director elected or appointed, as the case may be, to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office and until his successor shall have been elected and qualified.
- 4.3 Directors shall be elected by plurality at each annual meeting held in August.
- 4.4 Meetings of the Board of Directors, regular and special, may be held at any place either within or without this state, designated from time to time by resolution of the Board of Directors or by written consent of the members thereof. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting except where a director attends a meeting for the express purpose of objecting

to the transaction of any business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting. The Board, by resolution, may establish regular meetings and no further notice shall be required in respect thereof. No special meeting shall be held, except with unanimous consent, unless such director is notified at least 48 hours in advance thereof. Notice may be given orally.

- 4.5 Five directors shall constitute a quorum. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.
- 4.6 The Board of Directors by resolution adopted by a majority of the directors in office, may designate one or more committees, each of which shall consist of one or more directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in management of the corporation; but the designation of such committees and the delegation thereof of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon it or him by law. Other Committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designated by a resolution adopted by a majority of the directors present at a meeting at which a quorum is present.
- 4.7 The Board of Directors shall have full power to manage the affairs of the Association and to do all those things necessary or convenient in the exercise thereof.
- 4.8 No director shall be liable for any act of omission or commission by or of any other director, or member, or of any agent, employee, attorney, auditor, accountant or administrator selected by the directors with reasonable care, nor shall any director be individually or personally liable for any obligation incurred by the Board of Directors acting as such, or for any obligation of the Association or for his own acts or failure to act, unless said acts or failure to act shall have been with intent to defraud the Association. In the event any director shall be named a defendant in any civil action brought against him by virtue of any action or failure to act of himself or of the Board of Directors, he shall be indemnified and saved harmless by, and reimbursed out of, said Association for (a) all cost and expenses incurred by him in the defense of said suit, including, without limitation, court costs and attorney fees, and (b) the amount of any judgment rendered against him. No director shall be liable for acting upon any papers, documents, data or information believed by him to be genuine and accurate and to have been made, executed and delivered by proper parties, nor shall he be liable for any act concerning which he relied upon the opinion of legal, actuarial, accounting or other professional counsel.
- 4.9 If a director, for any reason, fails to attend three consecutive meetings, or at least four meetings out of every eight held, he may cease to be a director and his seat may be deemed vacant at the discretion of the Board. A director may be removed at any time for any reason or no reason by the written consent of two-thirds of the Lots.

## **SECTION FIVE OFFICES**

- 5.1 The Association shall have a President, one or more Vice Presidents, a Secretary, a Treasurer and such assistant officers as the Board may by resolution create. All officers shall be appointed by the Board and shall serve for one year or until their death, resignation or removal prior to the expiration thereof. Any officer may be appointed. The President must be appointed from among the members of the Board. If he ceases to be a member of the Board prior to the expiration of his term, he shall automatically cease to be President.
- 5.2 The officers shall have those duties and responsibilities assigned to them from time to time by the Board.

## **SECTION SIX MISCELLANEOUS**

- 6.1 Each member of the Association shall notify the Secretary of the address to which a notice, mail or information regarding the Association shall be sent.

[Back to top](#)



- 6.2 The *Dogwood Lake Campground Violation Fine Schedule* forms an **Addendum** to these By-Laws and is hereby duly adopted and incorporated. The Association may be entitled to its reasonable expenses associated with the collection of said fines and late association membership dues, including, but not limited to, reasonable attorney's fees and court costs.
- 6.3 The Board of Directors of the Association shall have the power to make, alter, amend, or repeal these By-Laws, or any of them.

IN WITNESS WHEREOF, the Board of Directors has signed these By-Laws on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Dogwood Lake Lot Owners Association

\_\_\_\_\_

Dana Walker , President

\_\_\_\_\_

Eadie Schillinger, Secretary

State of Missouri

County of \_\_\_\_\_ (SS)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared Dana Walker and Eadie Schillinger, officers of the Board of Directors, Dogwood Lake Lot Owners Association, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

WITNESS my hand and official seal.

\_\_\_\_\_

Signature of Notary Public

NOTARY SEAL

\_\_\_\_\_

Printed Name of Notary

**BY-LAWS OF  
DOGWOOD LAKE LOT OWNERS ASSOCIATION  
ADDENDUM  
ASSESSMENT OF FINES & VIOLATION FINE SCHEDULE**

Date: May 9, 2023

No.	Reference	Description	Fines			Notes
			1st	2nd	3rd	
1	Rules & Regulations	Putting trash from outside park in dumpster	\$300	\$500	\$700	1
2	Rules & Regulations	Putting prohibited materials in dumpster	\$300	\$500	\$700	2
3	Covenants: Article IV, Para a. Rules & Regulations	Illegal lot improvement	\$50	\$100	\$200	3 & 5
4	Covenants: Article IV, Para b.	Improper maintenance of lot	\$50	\$100	\$200	4 & 5
5	Covenants: Article IV, Para c.	Improper RV waste disposal	\$500	\$1,000	\$1,500	10
6	Covenants: Article IV, Para e.	Nuisances: Obnoxious/offensive activities; excessive noise: violation of quiet hours	\$25	\$50	\$100	
7	Covenants: Article IV, Para g. Rules & Regulations	Pets not on leash or in pen. Not cleaning up after pet	\$50	\$100	\$200	
8	Covenants: Article IV, Para l.	Tree removal without a permit	\$100	\$200	\$300	
9	Covenants: Article IV, Para n.	Blocked ditches & swales	\$50	\$100	\$150	
10	Covenants: Article IV, Para t.	Operating illegal vehicles (mini bikes, ATV, etc.)	\$50	\$170	\$250	
11	Rules & Regulations	Speeding	\$85	\$170	\$250	6
12	Rules & Regulations	Inadequate markings, or improper use of golf car	\$25	\$50	\$100	
13	Universally Accepted Restriction	Illegal parking in handicapped spaces	\$135	\$270	\$400	
14	Rules & Regulations	Derelict vehicle on lot	\$85	\$170	\$250	7
15	Rules & Regulations	Lakes: Putting aquatic vegetation in lake	\$1,000	\$2,000	\$3,000	
16	Rules & Regulations	Lakes: Illegal fishing methods	\$85	\$170	\$250	
17	Rules & Regulations	Lakes: Violation of boat use regulations including leaving boats in lake	\$85	\$170	\$250	
18	Rules & Regulations	Lakes: Putting fish cover in lake without approval	\$100	\$200	\$250	
19	Rules & Regulations	Lakes: Putting wastewater or other liquids in lake	\$1,000	\$1,500	\$2,000	10
20	Rules & Regulations	Pool: Violation of pool regulations	\$25	\$50	\$100	
21	Universally Accepted Restriction	Careless and reckless driving	\$85	\$170	\$250	
22	Covenants: Article III, Para a. Rules & Regulations	Performing or contracting to have performed, grading and/or snow removal on roads owned by the Association without prior	\$1,000	\$2,000	\$3,000	7

[Back to top](#)

No.	Reference	Description	Fines			Notes
			1st	2nd	3rd	
		approval from the Board of Directors				
23	Rules and Regulations	Vandalism of Association property - fine plus cost of repairs	\$300	\$600	\$900	9
24	Covenants Article IV, Para m., Rules and Regulations	Docks or piers on lake. Encroaching on easements or common ground. Penalty can include fine and/or order to remove the offending item	\$300 to \$600	\$700 to \$900	\$1,000 to \$3,000	
25	Covenants Article IV, Para h.	Multiple RVs on one lot	\$100	\$200	\$300	
26	Covenants Article IV, Para i.	Burning of trash/garbage	\$100	\$200	\$300	
27	Covenants Article IV, Para k.	Tents left during off season	\$50	\$75	\$100	
28	Covenants Article IV, Para o.	Drilling of wells	\$2000	\$3000	\$4000	
29	Covenants Article IV, Para p.	Vehicle parking on streets or roadways or common ground where not authorized	\$50	\$75	\$100	
30	Covenants Article IV, Para r.	Dangerous burning (wind advisory, burn warning, leaving fire unattended)	\$50	\$75	\$100	
31	Covenants Article IV, Para u., Rules & Regulations	Unapproved Discharging Firearms/Fireworks	\$100	\$200	\$300	
32	Covenants Article IV, Para w.	Unapproved use of pesticides	\$50	\$75	\$100	
33	Rules & Regulations	Swimming in lake	\$25	\$50	\$75	
34	Rules & Regulation	Leaving poles & gear unattended	\$50	\$75	\$100	
35	Rules & Regulations	Guest RV parking violation (no permit, longer than 14 days)	\$50	\$75	\$100	11
36	Guest Policy 1.	Guest in possession of entry device	\$50	\$100	\$150	
37	Guest Policy 3.	Lot owner not present with guest	\$50	\$100	\$150	
38	Guest Policy 4.	Allowing access to a lot owner not in good standing	\$75	\$100	\$150	

NOTES:

1. Fine plus cost of emptying dumpster.
2. Fine plus penalty charged by the dumpster provider.
3. Fine plus removal of permanent structure.
4. Fine plus cost for cleanup and removal of debris.
5. Fine will not be imposed if condition is corrected within 30 days.
6. Applies to golf cars and street vehicles (cars, trucks, ebikes, scooters and motorcycles)
7. The derelict vehicle must be removed from the park.
8. Roads are typically maintained only during the camping season, April 1<sup>st</sup> through October 31<sup>st</sup>.
9. At the Board's discretion, law enforcement may also be contacted, and criminal charges filed.
10. Incidents of improper waste disposal or disposal of waste in lake will be reported to the Warren County Sanitarian and/or to the Missouri Department of Natural Resources.

[Back to top](#)

11. Fine for leaving guest RV longer than 14 days is \$25 per day.

At the discretion of the Board of Directors, the “Fines” columns can be defined as either repeat occurrence or repeat notice to correct. After the third offense or notice to correct, fines will progressively increase at the discretion of the Board of Directors.

All fines attached to lots must be paid within (30) calendar days of the date shown on the fine notification letter or brought to the Board with notice of intent to schedule a hearing as defined below. If not paid within that time frame, automatic gate access to the campground may be suspended.

Lot owners have the right to a hearing before the Board regarding any alleged violations charged against a lot. The hearing must be requested in writing within 30 days of notification of the violation. The written request must state in detail the reason for requesting the fine to be set aside. Failure to request a hearing and/or failure to set forth the reason for requesting the fine be set aside, avoided, or otherwise waived by the Association, as set forth above, will be deemed as the lot owner’s waiver of right to be heard and the fine may be assessed at the Board’s sole discretion, by default. After hearing the evidence, the Board’s decision is final and any fines assessed accordingly. The Board reserves the right to conduct the hearing as it sees fit and may terminate same in its sole discretion.

All lot owners have a responsibility to report violations using complaint forms to help enforce the rules of Dogwood Lake Campground.

***Revision bars indicate changes made with this revision.***

*This fine schedule may be changed at any time at the discretion of the Board of Directors.*

Board of Directors  
Dogwood Lake Lot Owners Association

All lot owners have a responsibility to report violations using complaint forms to help enforce the rules of Dogwood Lake Campground.

***Revision bars indicate changes made with this revision.***

*This fine schedule may be changed at any time at the discretion of the Board of Directors.*

Board of Directors  
Dogwood Lake Lot Owners Association

# Rules & Regulations

**Dogwood Lake Campground**  
**Rules and Regulations**  
**Amendments & Revision History**

**Amendment 1** - May 2022 monthly meeting – the Board voted to change the pool rules to allow drinks in the pool area, but not in the pool itself.

This change will be incorporated in the next formal revision of the Rules & Regulations

August 2, 2010 – First version available.

October 14, 2017

Lots, paragraph 2 – changed maximum size of storage shed from 120 ft<sup>2</sup> to 192 ft<sup>2</sup> (This was not marked as a change, so may have been incorporated in a version that is unavailable at this time.)

Traffic – changed to all motorized vehicles. (This was not marked as a change, so may have been incorporated in a version that is unavailable at this time.)

Golf Cars – added new paragraph for display of lot numbers. (This was not marked as a change, so may have been incorporated in a version that is unavailable at this time)

Lakes – added fishing regulations. Rods/poles must be attended, no fishing by means of jugs, trout lines, limb lines, gigging and seining, requires lot numbers on boats, allows use of gas motors provided it is not started and covered to prevent leaking, prohibits boats being left in or on the shore of the lake overnight, prohibits putting vegetation in the lake, prohibits fish cover being put in lake without approval of the Board. Removed paragraph on boats being left in the lake for extended periods.

Swimming Pool—added requirement on swim diapers for children not potty trained.

Pets – added section on pets, must be leashed or confined and requirement for owners to clean up after pets on roadways & common ground.

Dumpsters – added section on dumpsters, no disposal of items from outside, no disposal of restricted items.

October 16, 2019

Lots – added lots shall. Not be used as a primary residence. (This was not marked as a change, so may have been incorporated in a version that is unavailable at this time.)

Golf Cars – Added definition of golf cars, added requirement that lot owners are responsible for guest's use of golf cars.

Lakes – Added restriction on wastewater being placed in the lake.

Pets – changed confinement to owner's lot

[Back to top](#)

Vandalism – added section on vandalism – prohibits vandalism, allows for fines and reparations, allows for contacting law enforcement.

Common Ground – paragraph renamed from Beach and Common Ground to Common Ground, prohibits RVs or structures being placed or extended on common ground, prohibits parking or other personal use of common ground without approval of the Board.

Easements – added section on easements, prohibits RVs or structures being placed or extended on easements, prohibits long-term or unattended parking on easements.

Roads – added section on roads, prohibits lot owners from doing any work on roads, states roads are only maintained between April 1<sup>st</sup> and October 31<sup>st</sup>. (This was not marked as a change, so may have been incorporated in a version that is unavailable at this time.)

June 29, 2021

Guest RVs—Added section on Guest RVs.

Firearms & Fireworks – Added section on Firearms & Fireworks.

June 3, 2022

Lots, paragraph 2 – added the restriction on metal shipping containers. This was passed at the August 2020 Annual Meeting.

Golf Carts, paragraph 2 – revised to clarify that persons under 16 years of age must be accompanied by an adult 18 years of age or older when operating a golf cart.

Pets, paragraph 1 – grammatical correction

Guest RVs, paragraph 1, increased the number of guest RV permits from 2 to 3 per year. This was passed by the board in April 2022.

May 8, 2023

Added Authority Reference

Lots, added paragraph 5 – added requirement for RV and shed cleanliness and condition of tarps.

Traffic, paragraph 1 – added motorcycles, ebikes and scooters to the speed limit requirement.

Traffic, paragraphs 2 & 3 – moved from Golf Carts section to traffic to apply to all motorized vehicles.

Lakes, paragraph 7 – simplified requirement for boats to be stored as to not collect water.

Lakes, paragraph 8 – added common ground to areas where boats can't be left overnight.

[Back to top](#)



Pets, paragraph 2 – added other owner’s lots to areas to clean up after pets.

Dumpsters – rewritten to better define dumpster use.

Common Ground, paragraph 3 – Clarified restrictions for parking on common ground.

Guest RVs, paragraph 4 – clarified length of permit and removed fine amount (fine amount defined in By-Laws Addendum, Fine Schedule).

Firewood – Section added to define use of DWL stored firewood and guidelines for bringing wood in from outside the park.

(Space above reserved for Recorder of Deeds Certification) see official copy for recording information

**Dogwood Lake Campground**  
**Rules and Regulations**

Revision Date: May 8, 2023

These Rules and Regulations are established to enhance the safety, welfare, and enjoyment of our members and their guests. Your adherence is greatly appreciated, and by following these rules, you contribute to making Dogwood Lake Campground a better place for all.

**Authority Reference:**

1. Declaration of Covenants Dogwood Lake
2. By-Laws of Dogwood Lake Lot Owners Association Addendum, Assessment of Fines & Violation Fine Schedule
3. Guest Policy of Dogwood Lake Lot Owners Association

**Quiet Hours:**

Quiet hours shall be observed from 11:00 p.m. until 7:00 a.m.

**Lots:**

1. Lots shall not be re-subdivided unless approved by the Board of Directors. “Re-subdivided” means combining multiple Lots into one Lot, or one Lot into multiple Lots.
2. Lot improvements shall be in accordance with the “Lot Improvement Policy” and must be approved by the Environmental Committee.
3. Only one storage shed is allowed per lot and its size shall not exceed 192 square feet. Effective August 2020, metal shipping containers shall not be placed on any lot.
4. Derelict motor vehicles shall not be stored in Dogwood Lake Campground. A motor vehicle is considered “derelict” when it has no license plates, or the attached license plates have expired. (NOTE: This does not apply to motor homes and other recreational vehicles.)
5. RVs and sheds shall be kept clean and orderly and without broken components hanging off, including but not limited to doors, roofs, windows or awnings. Tarps and covers used on the lot must be in good condition and securely fastened.

[Back to top](#)

### **Traffic:**

1. The speed limit throughout the park is 10 miles per hour. This includes all motorized vehicles; e.g. automobiles, trucks, vans, motorcycles, ebikes, scooters, RVs, and golf cars.
2. Motorized vehicles shall not be driven across private property or dams of any small lakes.
3. Motorized vehicles shall have illumination when being driven at night.

### **Golf Carts (a.k.a. Golf Cars):**

1. The terms “golf cart” and “golf car” shall apply to vehicles specifically manufactured as golf cars under brands such as E-Z-GO, Club Car, etc., as well as other side-by-side seating vehicles such as utility vehicles. NOTE: As used herein, the terms “golf car,” “golf cart,” and “utility vehicle” are synonymous. Golf carts and utility vehicles are not required to be licensed and are allowed to be used within the campground. Such vehicles must meet the following standards:
  - a. Must have four wheels
  - b. Must have forward and reverse
  - c. May be two or four-wheel drive
  - d. Must have side-by-side seating – may have two or more side-by-side seats
  - e. Must have a steering wheel
  - f. Must obey established speed limits
  - g. Must have lot number displayed in numbers at least three inches (3”) tall
2. Golf cars are to be operated only by persons 16 years of age or older unless accompanied by an adult eighteen (18) years of age or older.
3. Golf cars shall display the owner’s lot number with numbers at least 3” high.
4. Lot owners shall be held responsible for their guests’ use of golf cars.

### **Lakes:**

1. No swimming is allowed in any Dogwood lake.
2. Specific rules posted for size and limits of fish shall be observed at all times.
3. Fishing rods/poles shall not be left unattended; i.e., they must be within sight of the owner when the fishing line is in the water.
4. Fishing by means of jugs, trotlines, limb lines, gigging, and seining is prohibited.
5. Boats shall have the lot number of the owner displayed in numbers at least 3” tall.
6. Boats with gasoline motors may be used providing the motor is not started, is in the raised position, and is wrapped in plastic sheeting, or a plastic trash bag to avoid gasoline or oil leaking into the water.
7. Boats shall be stored as to not collect water.
8. Boats shall not be left in the lake overnight, on common ground nor on the bank adjacent to the water unless that bank area is part of the owner’s lot.
9. Aquatic vegetation shall not be put in any lake. This includes, but is not limited to, water lilies, water milfoil, American lotus, or American longleaf pondweed.
10. Fish cover (a.k.a. structure) shall not be put in any lake without prior approval from the Board of Directors. This includes artificial cover, as well as naturally grown items such as trees.
11. Wastewater or other liquids shall not be put into any lake.

### **Swimming Pool:**

1. Posted pool hours shall be obeyed.
2. Lot owners are responsible for their guests and must accompany them when they are at the pool.
3. No food or smoking allowed inside the pool fence. Beverages are allowed in the pool area, but not in or on the edge of the pool. No glass containers allowed in pool area.

4. Children under the age of 14 must be accompanied by an adult at all times when inside the fenced area by the pool. Children not potty trained must wear swim diapers.
5. Cutoffs can cause problems with the pool's filtering system and shall not be worn as swimwear.

**Pets:**

1. Pets shall be kept on a leash or confined to the owner's lot.
2. Owners shall clean up after pets when on roadways, other owners' lots and common ground.

**Dumpsters:**

1. Dumpsters shall not be used for disposal of trash and waste from outside the campground.
2. The small dumpster shall be used for household trash only.
3. Boxes shall be broken down and put into the roll off.
4. Any large items that will not decompose should be placed in the roll off.
5. Construction debris shall be placed in the roll off.
6. The following shall not be placed in either dumpster:
  - a. Large appliances, including water heaters
  - b. Yard waste
  - c. Concrete
  - d. Paint or oil
  - e. Hazardous liquids or waste (Hazardous waste is defined as all radioactive, volatile, flammable, corrosive, explosive, regulated medical, infectious, biomedical, biohazardous, pollutant contaminates, or hazardous waste, toxic substances or materials)
  - f. Tires
  - g. Electronics
  - h. Mattresses
  - i. Propane Tanks

**Vandalism:**

1. Vandalism of Association property will not be tolerated.
2. The lot owner committing vandalism, or the lot owner to whom the vandal is associated, shall be fined as well as having to pay for any repairs.
3. At the Board's discretion, law enforcement may also be called and criminal charges filed.

**Common Ground:**

1. No structure of any kind shall be placed on or extended onto common ground. This includes, but is not limited to, retaining walls, sheds, fences, pavilions, etc.
2. No RV shall be allowed to extend onto common ground.
3. Common ground shall not be used for parking or any other kind of personal use without approval from the Board of Directors, and if left overnight, should be communicated to the Board or Caretaker. Any exceptions to a single overnight must be approved by the Board.
4. No overnight camping is allowed on the beach or on any other common ground.

**Easements:**

1. No structure of any kind shall be placed on, or extended onto any easement.
2. No RV shall be allowed to extend onto any easement.
3. No easement shall be used for long-term or unattended parking of any vehicle, or other type equipment such as utility trailers, etc.

**Roads:**

1. Performing, or contracting to have performed, grading and/or snow removal on roads owned by the Association without prior approval from the Board of Directors is prohibited.

[Back to top](#)

2. Roads are typically maintained only during the camping season, April 1<sup>st</sup> through October 31<sup>st</sup>.

### **Guest RVs:**

Lot owners in good standing are allowed to invite guests to place their recreational vehicles in Dogwood Lake Campground on a temporary basis. The following regulations shall be adhered to when exercising this privilege:

1. A lot owner is allowed a maximum of three (3) Guest RV permits per year. (NOTE: For the purpose of this policy, the term “Lot Owner” means all persons named on a lot’s deed combined as one owner.)
2. Permits shall only be issued from April 1<sup>st</sup> through October 31<sup>st</sup>. Guest RVs are not allowed in the campground between November 1<sup>st</sup> of one year through March 31<sup>st</sup> of the following year.
3. Guest RVs shall not be placed on the same lot where an RV already exists. The lot owner must have an empty lot on which the Guest RV can be placed.
4. Each permit is good for up to 14 days.. Failure to remove an RV after the 14<sup>th</sup> day will result in a fine against the lot owner.
5. The lot owner and guests shall always adhere to the *Guest Policy of Dogwood Lake Lot Owners Association*.
6. When a permit request is approved, the lot owner will receive a *Guest RV Placard* that must be displayed at all times while the Guest RV is in the campground.
7. Wastewater shall be disposed of through use of a sewer plant hookup, an in-ground holding tank or by dumping it in one of the campground’s dump stations.

### **Firearms and Fireworks:**

1. No firearms shall be discharged in Dogwood Lake Campground unless authorized by the Board, and only for the control of pests such as snakes and muskrats.
2. Fireworks shall be discharged over water from the large dam, or from the beach area.
  - a. Fireworks are allowed to be discharged only during the Independence Day (July 4<sup>th</sup>) weekend. Exception: A Board-sanctioned fireworks display can be held at a time other than the Independence Day weekend if inclement weather, or other reason acceptable to the Board, prevents it from being held during that weekend.
  - b. Fireworks shall not be discharged during quiet hours.

### **Firewood**

1. Firewood stored in the firewood lot is available for lot owners’ use. Firewood is limited to enough for a few fires. This firewood is for the enjoyment of lot owners’ in the park, it shall not be removed from the park.
2. Per Missouri DNR firewood quarantine guidelines, firewood shall not be brought into the park from a location further than 50 miles from DWL.

*Revision bars indicate significant changes made with this revision.*

*These rules and regulations may be changed at any time at the discretion of the Board of Directors.*

Board of Directors

Dogwood Lake Lot Owners Association

IN WITNESS WHEREOF, the Board of Directors has signed these Rules and Regulations on this \_\_\_\_\_ day of \_\_\_\_\_

Dogwood Lake Lot Owners Association

IN WITNESS WHEREOF, the Board of Directors has signed these Rules and Regulations on this \_\_\_\_\_ day of \_\_\_\_\_

Dogwood Lake Lot Owners Association

\_\_\_\_\_

Dana Walker, President

\_\_\_\_\_

Eadie Schillinger, Secretary

State of Missouri

County of \_\_\_\_\_

On this \_\_\_\_\_ before me personally appeared Dana Walker and Eadie Schillinger officers of the Board of Directors, Dogwood Lake Lot Owners Association, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

WITNESS my hand and official seal.

\_\_\_\_\_

Signature of Notary Public

Notary Seal

\_\_\_\_\_

Printed Name of Notary

# Lot Improvement Policy

**Dogwood Lake Lot Owners Association  
Lot Improvement Policy  
Revision History**

Original issue February 2007

2013, Revision

July 27, 2015 Rev. 004

05/04/2018, Revision 005 – General reformatting/rearrangement of document  
Revised Policy statement,  
Paragraph E.1.b added requirements for moving an RV from one lot to another  
Paragraph E.2--revised notification of permit approval  
Paragraph E.10 – add setback will be determined on a case by case basis  
Paragraph G.8 – Changed tree diameter from 4” or more to more than 4”  
Paragraph G.9 -- changed shed size from 120 ft<sup>2</sup> to 192 ft<sup>2</sup>.

06/08/2023 – Revision 006

Renamed Document to RV Placement & Lot Improvement Policy

C.6 Revised definition of Suspension of Privileges

Added Requirements Section and reorganized some paragraphs

Added requirements to temporarily store and RV on a vacant lot.

Added requirement to install shut-off valves on new or repaired connections.

Added requirement for 24 hour notice before planned work that requires park water to be shut-off

Added restrictions on lot improvements for lots on or at the base of a dam structure.

G. 12 & 13 – Added permanent

G Removed Antennae and Satellite dishes

[Back to top](#)



**Dogwood Lake Campground  
RV Placement & Lot Improvement Policy**

**DWL-POL-001**  
**Revision: 006**  
June 8, 2023

**A. Purpose/Summary:**

To define the procedure for requesting approval for a permit to place an RV on a lot the first time, to temporarily store an RV and/or construct any permanent improvements to any lot within Dogwood Lake Campground.

**B. Authority Reference:**

1. Declaration of Covenants, Dogwood Lake - Article IV, Paragraph a.
2. Dogwood Lake Campground Rules and Regulations

**C. Definitions:**

1. Association Member: Any lot owner within Dogwood Lake Campground. (NOTE: Association member and lot owner are synonymous terms.)
2. Board of Directors: Elected or appointed Association members charged with the responsibility of governing Dogwood Lake Campground.
3. Cease Work Order: Written or oral notification that a permanent building or construction must halt.
4. Dogwood Lake: As used herein refers to Dogwood Lake Campground.
5. Environmental Committee: Appointed Association members that review all improvements.
6. Suspension of Privileges: Revocation of campground access via electronic gate, access to common ground, services, and voting privileges.

**D. Applies To:**

All lot owners

**E. Requirements:**

1. Permits approved by the Chairperson and Environmental Committee, or one of the previous and a second Dogwood Board member, or two Dogwood Board members acting on behalf of the Environmental Committee are required for following:
  - a. Prior to placing an RV on any lot in Dogwood Lake Campground, the request must be made using the Permit Request Form accompanied by a sketch showing the planned location for the RV.
    - i. No additional permit is required when this RV is moved in and out of the campground; however, if this RV is permanently moved to a new lot or is replaced by a different RV (see paragraph 1 b. for temporary storage), a new permit is required from Dogwood Lake Environmental and from Warren County Planning and Zoning.
  - b. To temporarily store an RV on a vacant lot.
    - i. The RV can only be placed on a vacant lot. The lot does not need to be owned by the RV owner, but permission from the lot owner where the RV is being placed is required.
    - ii. The temporary permit must be obtained by the lot owner allowing the temporary use of their owned lot.

**Dogwood Lake Campground  
RV Placement & Lot Improvement Policy**

**DWL-POL-001**  
**Revision: 006**  
June 8, 2023

- iii. If the lot does not have access to the sewage system or a sewage tank installed, the RV cannot be hooked up to water and must not be occupied.
    - iv. Temporary storage should not exceed 30 days.
  - c. Prior to making any permanent improvements to any lot. See paragraph G for a list of improvements requiring a permit.
2. If a permit request is unclear, questionable, or is missing information, it is the responsibility of the Environmental Committee to establish communication with the lot owner concerning the issue.
3. It is the lot owner's responsibility to contact Warren County Planning and Zoning to determine if a county permit is required. An approved permit from the Dogwood Lake Environmental Committee is required prior to applying for a permit from Warren County P&Z. Warren County may charge a fee for permits. These fees are subject to change. It is recommended that you contact Warren County for the latest fee information.
4. Permit requests, approved or denied, will be kept in the lot owner's lot-specific file.
5. Approved permit(s) must be displayed on the lot until the work is complete. If work is not completed within (90) days, the permit must be renewed. A request for renewal must include an explanation of why the project has not been completed.
6. Any new or repaired connections to the water system require a shut-off valve to be installed between the water main and the tap. Twenty-four-hour notice to the caretaker is required for planned installations or repairs that require the water to the park to be shut-off.
7. Any lots located on or at the base of a dam structure in the park may be subject to additional requirements and restrictions to protect the integrity of the dam. Permit requests for these lots will be handled accordingly.
8. Any building or construction being performed without an approved permit shall be issued a cease work order. If the work continues without approval, the Dogwood Lake Board of Directors can enforce penalties up to and including suspension of privileges, removal of unauthorized improvements or legal action.
9. If at any time, damage to the infrastructure of Dogwood Lake occurs during a project, the lot owner shall be held responsible, legally and financially.
10. Requirements for setback from property lines is normally dictated by Warren County Planning and Zoning; however, due to the variation of lot sizes in Dogwood Lake Campground, Warren County P&Z has delegated the responsibility for approval of variances to the Dogwood Lake Lot Owners Association Board of Directors. Due to the variances in lot sizes and configurations, no standard setback has been established and determination of allowable setback requirements will be made on a case-by-case basis.
11. If a Lot Owner decides to change a plan, a revised permit request must be submitted for approval. Only the changes require approval. The Environmental Committee shall have the right to halt construction if changes do not meet with the committee's approval.

**Dogwood Lake Campground  
RV Placement & Lot Improvement Policy**

**DWL-POL-001**  
**Revision: 006**  
June 8, 2023

**F. Approval Process**

1. Submit a request for permit via the Dogwood website, or by using the paper form available in the clubhouse. Always include a sketch to clarify request and to show placement of the RV/construction project on the lot.
2. Allow a maximum of (2) weeks for permit approval. The lot owner will be notified when the request has been reviewed and, if approved, it can be taken to Warren County P&Z for approval (if required). Work shall not begin until all approvals have been obtained.

**G. Improvements Requiring Approval**

Following is a list of improvements requiring approval; however, this may not be an all-inclusive list. Please direct all improvements in question to the Environmental Committee.

1. First-time placement of RV on a lot.
2. Decks.
3. Retaining walls and backfill.
4. Permanent shelters/patio covers.
5. Water line access.
6. Sewer line access.
7. Electric lines (above or below grade).
8. Tree removal (if more than four inches in diameter).
9. Sheds (size cannot exceed 192 square feet).
10. Screened-in porches and porches with glass. Minimum amount of screen and/or glass is 60%  
*(NOTE: Amount to be determined by measurement of actual screen and/or glass areas. Frames cannot be included as part of the measurement.)*
11. Concrete or flatwork.
12. Permanent carport structures.
13. Permanent dog kennels or pens.
14. Culverts for rainwater runoff.

Approved by:

s/Tom Bauer

Environmental Chairperson, Board of Directors  
Dogwood Lake Lot Owners Association

[Back to top](#)

# Lot Ownership and Campground Access

**Dogwood Lake Lot Owners Association  
Lot Ownership and Campground Access Policy  
Amendments & Revision History**

Amendment – Increase the number of gate devices to 3 per lot multiple owners can have up to 6 per lot. Voted on by the Board of Directors December of 2021.

Will be incorporated in next formal revision of the Lot Ownership and Campground Access Policy.

Revisions

A-1.0 Lot Ownership and Access dated March 3, 2018, No revision number or date listed. First available document.

August 14, 2019, listed as Revision 6, -- No major change, document number updated.

**A. Purpose/Summary:**

To define the regulations governing the acquisition of a lot in Dogwood Lake Campground, payment of annual assessments, special assessments, and control of activation devices for the electric entrance gate.

**B. References:**

1. Declaration of Covenants, Dogwood Lake - Article IV, Paragraph a.
2. Declaration of Covenants, Dogwood Lake - Article VIII, Paragraph b.
3. Dogwood Lake Campground Rules and Regulations.
4. Guest Policy of Dogwood Lake Lot Owners Association.
5. Appendix A: Proration Chart for Payment of Lot Owner Dues

**C. Definitions:**

1. Association: Dogwood Lake Lot Owners Association.
2. Lot Owner: The person whose name appears on the deed to a lot filed with the Warren County Recorder of Deeds. Multiple names on a given deed are treated as one lot owner.
3. Seller: As used herein, applies to a person, or persons, holding title to a lot in Dogwood Lake Campground that is being sold. This does not include the Warren County Assessor, nor the Warren County Trustee.
4. Buyer: Person, or persons, acquiring ownership of a lot in Dogwood Lake Campground. This does not include the Warren County Assessor, nor the Warren County Trustee.
5. Proration Chart (see Appendix A): A chart reflecting the dollar amount of dues owed based on the date the buyer files the deed with the Warren County Recorder of Deeds. The chart calculates to the day and then rounds to a whole dollar amount.

**D. Applies To:**

All Association Members (lot owners)

**Purchase/Transfer of Lots:**

1. There are several ways by which a person can acquire a lot in the campground:

- a. Obtaining ownership from the person(s) who currently holds title to the property. This may be the result of a purchase, a gift, a beneficiary deed, etc.
- b. Successfully bidding on a lot at the annual courthouse sale and obtaining the right to proceed with the Warren County process for taking ownership.
- c. Purchasing from the Warren County Trustee. These are lots that defaulted on tax payments and, after multiple failed attempts by the Assessor to sell them at the annual courthouse sale, are taken over by the Trustee.
- d. When a person acquires a lot in Dogwood Lake Campground, a copy of the deed filed with the Warren County Recorder of Deeds must be provided to the campground's caretaker. Ownership will not be acknowledged and recorded in the Association's records until this copy is received.

**E. Payment of Annual Lot Assessments:**

1. Management and maintenance of Dogwood Lake Campground are supported by the annual assessments (a.k.a. "dues") collected for each lot. The annual operating budget is based on the expectation that the vast majority of lot owners will pay these dues by the specified due date.
2. In order to pay for major repairs of amenities and infrastructure, a special assessment may be required. This assessment is in addition to the normal dues collected to support the operating budget.
3. Any increase in the amount of the annual assessment, or any special assessment, must be voted on and approved by a majority vote of those present and qualified to vote at one of the annual meetings of the lot owners.
4. Lot owners are issued access devices in the form of key cards and/or transmitters to activate the electric entrance gate. This gate is at the entrance to the campground and, with the exception of emergency situations, is the only allowed method of entering and exiting the campground.
5. Annual dues are associated to the owner of a lot, and not the lot. (NOTE: This is contrary to the premise used for collection of taxes by a county's assessor where a property will always carry the burden of back taxes, regardless of who holds the deed to it.)
  - a. Based on the foregoing, it follows that Dogwood Lake Campground privileges are also associated to the lot owner and not the lot. Consequently, a person owning more than one lot must be current with payment of assessments for all owned lots to retain Campground privileges. (Reference: Declaration of Covenants Dogwood Lake, Article VIII, paragraph a.)

6. The date of ownership of a lot begins the date the deed is filed with the Warren County Recorder of Deeds.
  
7. Every lot owner is expected to be current with dues beginning with the date the lot is purchased. Dues for a partial year will be based on the Proration Chart (see Appendix A). When lots are bought and sold, there must be a clear understanding as to which party is responsible for payment of current and/or past dues. When buying or selling a lot, the following Association rules apply:
  - a. Buyer:
    - ◆ If a lot is purchased after dues have been paid for the current year, the buyer is not obligated to pay any dues to the Association until the following year. Whether the buyer reimburses the seller for the current year would require an agreement between those parties during the sales transaction.
    - ◆ If a lot is purchased and dues have not been paid for the current year, the buyer is obligated to pay dues to the Association for the current year from the official date of purchase through the end of the year, based on the *Proration Chart*. The buyer is then obligated to pay full dues on an annual basis.
  
  - b. Seller:
    - ◆ If a lot is sold after dues have been paid for the current year, the seller will not be reimbursed by the Association for the remaining months of the year. Any reimbursement must be based on an agreement between the buyer and seller during the sales transaction.
    - ◆ If a lot is sold and dues have not been paid for prior years, the seller is still obligated to pay those dues and associated late fees. If dues are unpaid for the current year only, the seller is still obligated to pay those dues from January 1<sup>st</sup> until the official date of sale, based on the *Proration Chart*.
  
8. Examples:
  - a. Scenario 1: The **seller owns one lot** and sells it without paying delinquent dues and/or the current year's assessment.
    - ◆ The buyer of the lot is obligated to pay prorated dues for the current year and annual dues thereafter.
    - ◆ The seller is obligated to pay any delinquent dues and/or the current year's dues (or a portion thereof based on the Proration Chart).
    - ◆ The Collection Committee will send one letter to the former lot owner in an attempt to collect any dues owed. If this fails to generate payment, further action will be taken at the discretion of the Board of Directors including turning the account over to a collection agency. The debt will remain in



Association records and will be reactivated if the former lot owner buys another lot in Dogwood Lake Campground.

- b. Scenario 2: The **seller owns more than one lot and is current** in dues payments for the lot being sold, or owes only for the current year.
    - ◆ If the current year's dues have been paid, the seller will not be reimbursed by the Association for the remaining months of the year. Any reimbursement must be based on an agreement between the buyer and seller during the sales transaction.
    - ◆ If the current year's dues have not been paid, the seller is responsible for payment of dues from January 1<sup>st</sup> until the official date of the sale. The buyer must pay prorated dues from the official date of the sale until December 31<sup>st</sup>.
    - ◆ If either party defaults on payment of their portion of the dues, that party will be denied access to the campground.
  - c. Scenario 3: The **seller owns more than one lot and is delinquent** in paying dues for the lot being sold.
    - ◆ The buyer of the lot is obligated to pay prorated dues for the current year and annual dues thereafter.
    - ◆ The seller is obligated to pay any delinquent assessments and the prorated amount due for January 1<sup>st</sup> until the official date of sale, based on the *Proration Chart*.
    - ◆ Campground access and privileges will be suspended until payment is made.
9. Payment of Special Assessments:
1. Unlike annual dues that are associated to the lot owner, special assessments are associated to the lot and a lot will always carry the burden until payment is made, either by the current owner, or by any future owner of the lot.

#### **F. Electric Gate Access:**

1. Access to Dogwood Lake Campground is allowed only through the electric gate at the entrance. The exception is if the gate is inoperable and, in this case, the alternate gate near the caretaker's house would be used.
  - a. When the electric gate was installed, lot owners were given, at no charge, two (2) access cards that would operate the gate. Owners of multiple lots were permitted to purchase two (2) additional cards. Subsequently, remote transmitters were made available for purchase; however, the total number of activated devices permitted did not change and remains as follows:

- ◆ Owners of one lot are permitted to have two (2) activated access cards, transmitters, or a combination of these.
  - ◆ Owners of more than one lot are permitted to have a maximum of four (4) activated access cards, transmitters, or a combination of these.
  - ◆ Each gate activation device bears a number that is entered into the computer program used to control the gate. When a card or transmitter is provided to a lot owner, that device's number is associated to that lot owner and each time the device is used, a record is automatically made in the program's event log.
- a. There is a charge for all access cards and transmitters issued regardless of the reason a device is needed (e.g. due to loss or damage, or due to the seller of a lot not providing the existing devices to the buyer). These devices are sold to lot owners for the same prices paid and there is no profit for the Association.
- ◆ If a lot is sold and the seller provides existing gate access devices to the buyer, the buyer must inform the caretaker, so the devices can be transferred in the gate's computer program. This notification must be provided when the buyer provides a copy of the lot's deed to the caretaker.
  - ◆ If the seller does not provide existing gate access devices to the buyer, the buyer will be required to purchase new devices. The seller must still comply with paragraph (1.a) above.
  - ◆ Gate access devices and access to the campground remain in an active state provided the lot owner is in good standing; i.e. has no outstanding debt with the Association (dues, fines, etc.).

Approved by: Board of Directors,  
Dogwood Lake Lot Owners Association

## **Appendix A**

### **Determining Lot Dues Owed**

Using the following charts, find the date of the person's legal acquisition of the lot (i.e. the day date matching the date the deed was stamped by the Warren County Recorder of Deeds). Obtain the rounded dollar amount each person, seller and buyer, is obligated to pay. If a person buys a lot from the Warren County Assessor or Trustee, only the buyer is obligated to pay dues.

**Appendix A**  
**Dues Proration Chart**  
**January - March**

Annual Dues = \$325

Daily Dues = \$0.89

Month	Dues		Month	Dues		Month	Dues	
January	Seller	Buyer	February	Seller	Buyer	March	Seller	Buyer
1	\$0	\$325	1	\$28	\$297	1	\$53	\$272
2	\$1	\$324	2	\$28	\$297	2	\$53	\$272
3	\$2	\$323	3	\$29	\$296	3	\$54	\$271
4	\$3	\$322	4	\$30	\$295	4	\$55	\$270
5	\$4	\$321	5	\$31	\$294	5	\$56	\$269
6	\$4	\$321	6	\$32	\$293	6	\$57	\$268
7	\$5	\$320	7	\$33	\$292	7	\$58	\$267
8	\$6	\$319	8	\$34	\$291	8	\$59	\$266
9	\$7	\$318	9	\$35	\$290	9	\$60	\$265
10	\$8	\$317	10	\$36	\$289	10	\$61	\$264
11	\$9	\$316	11	\$36	\$289	11	\$61	\$264
12	\$10	\$315	12	\$37	\$288	12	\$62	\$263
13	\$11	\$314	13	\$38	\$287	13	\$63	\$262
14	\$12	\$313	14	\$39	\$286	14	\$64	\$261
15	\$12	\$313	15	\$40	\$285	15	\$65	\$260
16	\$13	\$312	16	\$41	\$284	16	\$66	\$259
17	\$14	\$311	17	\$42	\$283	17	\$67	\$258
18	\$15	\$310	18	\$43	\$282	18	\$68	\$257
19	\$16	\$309	19	\$44	\$281	19	\$69	\$256
20	\$17	\$308	20	\$44	\$281	20	\$69	\$256
21	\$18	\$307	21	\$45	\$280	21	\$70	\$255
22	\$19	\$306	22	\$46	\$279	22	\$71	\$254
23	\$20	\$305	23	\$47	\$278	23	\$72	\$253
24	\$20	\$305	24	\$48	\$277	24	\$73	\$252
25	\$21	\$304	25	\$49	\$276	25	\$74	\$251
26	\$22	\$303	26	\$50	\$275	26	\$75	\$250
27	\$23	\$302	27	\$51	\$274	27	\$76	\$249
28	\$24	\$301	28	\$52	\$273	28	\$77	\$248
29	\$25	\$300				29	\$77	\$248
30	\$26	\$299				30	\$78	\$247
31	\$27	\$298				31	\$79	\$246

Revised 3/5/2019

**Appendix A**  
**Dues Proration Chart**  
**April - June**

**Annual Dues = \$325**

**Daily Dues = \$0.89**

Month	Dues		Month	Dues		Month	Dues	
April	Seller	Buyer	May	Seller	Buyer	June	Seller	Buyer
1	\$80	\$245	1	\$107	\$218	1	\$134	\$191
2	\$56	\$244	2	\$107	\$218	2	\$135	\$190
3	\$57	\$243	3	\$108	\$217	3	\$136	\$189
4	\$58	\$242	4	\$109	\$216	4	\$137	\$188
5	\$58	\$242	5	\$110	\$215	5	\$138	\$187
6	\$59	\$241	6	\$111	\$214	6	\$139	\$186
7	\$60	\$240	7	\$112	\$213	7	\$140	\$185
8	\$61	\$239	8	\$113	\$212	8	\$140	\$185
9	\$62	\$238	9	\$114	\$211	9	\$141	\$184
10	\$63	\$237	10	\$115	\$210	10	\$142	\$183
11	\$64	\$236	11	\$115	\$210	11	\$143	\$182
12	\$65	\$235	12	\$116	\$209	12	\$144	\$181
13	\$66	\$234	13	\$117	\$208	13	\$145	\$180
14	\$66	\$234	14	\$118	\$207	14	\$146	\$179
15	\$67	\$233	15	\$119	\$206	15	\$147	\$178
16	\$68	\$232	16	\$120	\$205	16	\$148	\$177
17	\$69	\$231	17	\$121	\$204	17	\$148	\$177
18	\$70	\$230	18	\$122	\$203	18	\$149	\$176
19	\$71	\$229	19	\$123	\$202	19	\$150	\$175
20	\$72	\$228	20	\$123	\$202	20	\$151	\$174
21	\$73	\$227	21	\$124	\$201	21	\$152	\$173
22	\$74	\$226	22	\$125	\$200	22	\$153	\$172
23	\$74	\$226	23	\$126	\$199	23	\$154	\$171
24	\$75	\$225	24	\$127	\$198	24	\$155	\$170
25	\$76	\$224	25	\$128	\$197	25	\$156	\$169
26	\$77	\$223	26	\$129	\$196	26	\$156	\$169
27	\$78	\$222	27	\$130	\$195	27	\$157	\$168
28	\$79	\$221	28	\$131	\$194	28	\$158	\$167
29	\$80	\$220	29	\$132	\$193	29	\$159	\$166
30	\$81	\$219	30	\$132	\$193	30	\$160	\$165
			31	\$133	\$192			

Revised 3/5/2019

**Appendix A**  
**Dues Proration Chart**  
**July - September**

**Annual Dues = \$325**

**Daily Dues = \$0.89**

Month	Dues		Month	Dues		Month	Dues	
July	Seller	Buyer	August	Seller	Buyer	September	Seller	Buyer
1	\$136	\$164	1	\$186	\$139	1	\$214	\$111
2	\$137	\$163	2	\$187	\$138	2	\$215	\$110
3	\$138	\$162	3	\$188	\$137	3	\$216	\$109
4	\$138	\$162	4	\$189	\$136	4	\$217	\$108
5	\$139	\$161	5	\$190	\$135	5	\$217	\$108
6	\$140	\$160	6	\$191	\$134	6	\$218	\$107
7	\$141	\$159	7	\$192	\$133	7	\$219	\$106
8	\$142	\$158	8	\$193	\$132	8	\$220	\$105
9	\$142	\$158	9	\$193	\$132	9	\$221	\$104
10	\$143	\$157	10	\$194	\$131	10	\$222	\$103
11	\$144	\$156	11	\$195	\$130	11	\$223	\$102
12	\$145	\$155	12	\$196	\$129	12	\$224	\$101
13	\$146	\$154	13	\$197	\$128	13	\$225	\$100
14	\$147	\$153	14	\$198	\$127	14	\$225	\$100
15	\$147	\$153	15	\$199	\$126	15	\$226	\$99
16	\$148	\$152	16	\$200	\$125	16	\$227	\$98
17	\$149	\$151	17	\$201	\$124	17	\$228	\$97
18	\$150	\$150	18	\$201	\$124	18	\$229	\$96
19	\$151	\$149	19	\$202	\$123	19	\$230	\$95
20	\$151	\$149	20	\$203	\$122	20	\$231	\$94
21	\$152	\$148	21	\$204	\$121	21	\$232	\$93
22	\$153	\$147	22	\$205	\$120	22	\$233	\$92
23	\$154	\$146	23	\$206	\$119	23	\$233	\$92
24	\$155	\$145	24	\$207	\$118	24	\$234	\$91
25	\$156	\$144	25	\$208	\$117	25	\$235	\$90
26	\$156	\$144	26	\$209	\$116	26	\$236	\$89
27	\$157	\$143	27	\$209	\$116	27	\$237	\$88
28	\$158	\$142	28	\$210	\$115	28	\$238	\$87
29	\$159	\$141	29	\$211	\$114	29	\$239	\$86
30	\$160	\$140	30	\$212	\$113	30	\$240	\$85
31	\$160	\$140	31	\$213	\$112			

Revised 3/5/2019

**Appendix A**  
**Dues Proration Chart**  
**October - December**

**Annual Dues = \$325**

**Daily Dues = \$0.89**

Month	Dues		Month	Dues		Month	Dues	
October	Seller	Buyer	November	Seller	Buyer	December	Seller	Buyer
1	\$241	\$84	1	\$268	\$57	1	\$295	\$30
2	\$242	\$83	2	\$269	\$56	2	\$296	\$29
3	\$243	\$82	3	\$270	\$55	3	\$297	\$28
4	\$244	\$81	4	\$271	\$54	4	\$298	\$27
5	\$244	\$81	5	\$272	\$53	5	\$299	\$26
6	\$245	\$80	6	\$273	\$52	6	\$300	\$25
7	\$246	\$79	7	\$274	\$51	7	\$301	\$24
8	\$247	\$78	8	\$275	\$50	8	\$301	\$24
9	\$248	\$77	9	\$276	\$49	9	\$302	\$23
10	\$249	\$76	10	\$276	\$49	10	\$303	\$22
11	\$250	\$75	11	\$277	\$48	11	\$304	\$21
12	\$251	\$74	12	\$278	\$47	12	\$305	\$20
13	\$252	\$73	13	\$279	\$46	13	\$306	\$19
14	\$252	\$73	14	\$280	\$45	14	\$307	\$18
15	\$253	\$72	15	\$281	\$44	15	\$308	\$17
16	\$254	\$71	16	\$282	\$43	16	\$309	\$16
17	\$255	\$70	17	\$283	\$42	17	\$309	\$16
18	\$256	\$69	18	\$284	\$41	18	\$310	\$15
19	\$257	\$68	19	\$285	\$41	19	\$311	\$14
20	\$258	\$67	20	\$285	\$40	20	\$312	\$13
21	\$259	\$66	21	\$286	\$39	21	\$313	\$12
22	\$260	\$65	22	\$287	\$38	22	\$314	\$11
23	\$260	\$65	23	\$288	\$37	23	\$315	\$10
24	\$261	\$64	24	\$289	\$36	24	\$316	\$9
25	\$262	\$63	25	\$290	\$35	25	\$317	\$8
26	\$263	\$62	26	\$291	\$34	26	\$317	\$8
27	\$264	\$61	27	\$292	\$33	27	\$318	\$7
28	\$265	\$60	28	\$293	\$32	28	\$319	\$6
29	\$266	\$59	29	\$293	\$32	29	\$320	\$5
30	\$267	\$58	30	\$294	\$31	30	\$321	\$4
31	\$268	\$57				31	\$322	\$3

Revised 3/5/2019

# Board Member Duties



# **Dogwood Lake Lot Owners Association Board of Directors Responsibilities**

*DWL-POL-003*

**Original Issue**

**Issue Date: 04/28/2002**

Revision: Original

Revision Date: N/A

## **Purpose/Summary**

To describe the positions composing the Board of Directors (hereinafter, referred to as "Board"), and to define their associated duties and responsibilities.

## **Supersedes**

None

## **Applies To**

Board of Directors

## **Process Owner**

President, Board of Directors

## **Authority Reference**

1. Declaration of Covenants, Dogwood Lake
2. By-Laws of Dogwood Lake Lot Owners Association

## **Approved By**

Board of Directors,  
Dogwood Lake Lot Owners Association

## **A. Requirements**

1. The affairs of the association shall be managed by a Board of seven directors. The Board is composed of four officer positions, and three committee chairperson positions.
  - a. The officer positions are:
    - President
    - Vice President
    - Secretary
    - Treasurer
  - b. The committee chairperson positions are:

# Dogwood Lake Lot Owners Association Board of Directors Responsibilities

DWL-POL-003

- Maintenance
- Environmental
- Lake

The committee chairperson positions may be added, combined and/or rearranged as deemed appropriate by the Board of Directors.

2. Each director shall serve for three years or until his prior resignation or removal. Board vacancies due to term expiration shall be filled at the annual meeting of the association held in August. Resignations or other vacancies may be filled by appointment of the Board to complete the remainder of the vacating member's term.
3. Officer and chairperson positions shall be appointed by the Board after the annual election and shall serve for one year or until their death, resignation, or removal prior to the expiration thereof.
4. Any Association member in good standing may run for the Board. To be considered in good standing, the member must not have any annual assessments, special assessments, or fines outstanding.
5. Board members shall remain in good standing for the duration of their term on the Board.

## C. Duties and Responsibilities

### 1. President

- a. Set meeting agendas and preside over the Board meetings.
- b. Set goals for management of DWL.
- c. Ensure the budget is adhered to.
- d. Sign any legal documents pertaining to DWL.
- e. Chair monthly and special meetings.
- f. Negotiate caretakers' contracts and direct caretakers in their day-to-day duties.
- g. Oversee caretakers' maintenance of the gate entry system
- h. Act as a substitute when the President is unavailable

### 2. Vice President

- a. Act as a substitute when the President is unavailable
- b. Provide reports for other officers if not available during monthly or annual meetings.
- c. Oversee accounting records kept by the Treasurer.
- d. Oversee the Activities Committee.
  - i. Activities Committee duties
    1. Determine activities to be held throughout the camping season.

# Dogwood Lake Lot Owners Association Board of Directors Responsibilities

DWL-POL-003

2. Prepare a schedule of activities.
3. Organize and oversee activities.
4. Establish fundraising events.
5. Purchase and deliver candy, soda, and water to be sold at the clubhouse.
6. Manage Lot Owner rental of clubhouse.
7. Establish and manage a bank account for deposit of funds generated.

## 3. Secretary.

- a. Act as a substitute when the President and Vice President are unavailable.
- b. Develop Board, monthly and special meeting agendas with input from the President and rest of the Board.
- c. Schedule meetings including teleconferencing.
- d. Schedule and communicate annual and special meeting dates with lot owners.
- e. Record and distribute meeting minutes.
- f. Conduct annual and special elections.
- g. Manage suggestions and complaints from lot owners by bringing them to the Board for resolution. Maintain records with evidence of resolution
- h. Manage communication of fines to lot owners. Maintain record of communication in Lot Owner's file.
- i. Ensure necessary records are retained.
- j. Maintain a master calendar of major events including meetings, audits, record filings with DNR and other agencies.
- k. Assist committee members in preparing for audits.
- l. Revise, update or create policies, procedures, and processes.
- m. Create and control standard forms.

## 1. Treasurer

- a. Collect annual assessments, special assessments, and fines from lot owners. Monitor monies owed and submit to collections, as necessary.
- b. Submit annual dues letters to lot owners.
- c. Remit payments to creditors and salaries to caretakers
- d. Develop annual operating budget. Present to lot owners for approval at the annual meeting.
- e. Monitor operating budget.
- f. Maintain lot owner records including name, contact information and monies paid and owed.
- g. Provide reports as necessary to assist other Board members in performing their duties.
- h. Maintain financial records.
- i. Provide monthly budget to lot owners at the monthly meeting.
- j. Prepare records for tax reporting.
- k. Maintain insurance policies and manage claims.

# Dogwood Lake Lot Owners Association

## Board of Directors Responsibilities

DWL-POL-003

- l. Manage association lot sales.
- m. Maintain account and password back-ups for DWL Board electronic accounts (banking, Board member's email, texting, teleconferencing etc.), provide access to this information to the Board President and ensure passwords are changed during transition of new Board members.

### 2. Park Maintenance

- a. Develop a priority list for areas and facilities that need repair, replacement, etc.
- b. Develop plans for projects including obtaining bids, pricing, and acquisition of materials.
- c. Arrange for volunteers to assist with projects as needed.
- d. Manage projects to completion.
- e. Oversee maintenance of pool.
- f. Oversee maintenance of electronic access gate.
- g. Oversee maintenance of water system.
  - i. Ensure daily water testing is accomplished, records are updated and retained.
  - ii. Apply for permit renewal, prepare for, and participate with the DNR during their inspection.

### 3. Environmental Committee Chairperson

- a. Evaluate requests for lot improvements and issue permits.
- b. Issue permits for guest campers.
- c. Perform lot inspections for violations of Covenants, By-Laws, Rules and Regulations, and any other policies established to ensure properties are well maintained.
- d. Maintain a report of inspections performed, document violations with pictures and textual descriptions and issue.
- e. Issue violation and/or courtesy letters by authority of the Board.
- f. Oversee maintenance of sewer treatment plant and surrounding areas.
  - i. Submit quarterly discharge reports to DNR, maintain records of submittals.
  - ii. Apply for renewal of the plants operating permit and participate with the DNR during their inspections.
- g. Manage trees and foliage on common ground. Arrange for removal, as necessary.
- h. Develop rules & regulations pertaining to Environmental issues.

### 4. Lake Committee Chairperson

- a. Monitor the condition of the lake and recommend improvements.
- b. Determine when fish stocking is necessary.
- c. Create underwater structures and place in position.
- d. Arrange for volunteers for lake clean-up activities.

## **Dogwood Lake Lot Owners Association Board of Directors Responsibilities**

*DWL-POL-003*

- e. Testing lake water quality
- f. Vegetation Control
- g. Oversee maintenance of Dam. Prepare for and participate in DNR Dam Inspections and permit process.

# Guest Policy

(See end of document for revision history)

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(Space above reserved for Recorder of Deeds certification)

**Guest Policy**  
of  
**Dogwood Lake Lot Owners Association**

Date: June 29, 2013

Revision: 002

This policy applies to all Association members (lot owners), their immediate families, and their guests, and its purpose is to provide security for Association members and their property, as well as the common property and facilities located in **Dogwood Lake Campground**, 25570 South Hwy 47, PO Box 527, Warrenton, MO 63383.

**Glossary of Terms:**

- A. Association: Dogwood Lake Lot Owners Association, which is composed of all owners of lots in Dogwood Lake Campground.
- B. Gate Access Device: A card or transmitter bearing a coded chip that allows the Campground's entry gate to be opened electronically.
- C. Guest: Anyone other than a member of the Association.
- D. Immediate Family: Relatives of an Association member including mother, father, son, daughter, sister, and brother, including those relationships in a step-family.
- E. Lot Owner: Any person whose name appears on the recorded deed for a lot in Dogwood Lake Campground.

**Policy:**

- A. Guests, other than immediate family members, shall not be in possession of Dogwood Lake Campground gate access devices and may only visit the Campground when the respective lot owner is present. These guests must be admitted by the respective lot owner.

[Back to top](#)

- B. If a guest, other than immediate family member, leaves and returns, he/she must be readmitted by the respective lot owner.
- C. Lot owners are permitted to leave while their guests are present, but must return if non-immediate family guests are remaining in the Campground overnight. Lot owners need not be present when immediate family members are staying overnight.
- D. Lot owners are responsible for the actions of their guests, including repairs, or financial reciprocation for any damage caused by those guests to Association property, or to the personal property of Association members.
- E. Association members, and their immediate family members, shall not provide access to the Campground, nor have as a guest, any Association member who is not in good standing (e.g. a lot owner who has unpaid dues, fines, etc.).

**Revision Notes:**

- A. Original issue was voted on and approved by Association members in the Association's annual meeting held August 26, 2006.
- B. Revision 001 eliminated the requirement for guests to sign in at the clubhouse and is the result of a decision by the Board of Directors.
- C. Revision 002 adds the restriction that prohibits an Association member who is not in good standing from being admitted as a visitor of another Association member. This requirement was voted on and approved by Association members in the Association's annual meeting held August 18, 2012.



# Maintenance of Well & Water Testing

## **Maintenance of Well & Water Testing**

### **Purpose/Summary**

To define the requirements and processes to monitor and maintain the Dogwood Lake Lot Owners Association (DWLOA) water distribution system.

### **Supersedes**

None

### **Applies To**

Maintenance, Dogwood Lake (DWL) Board of Directors  
Caretakers  
DWL Board of Directors

### **Authority Reference**

Permit of Approval for a Non-Community Water Supply to Dispense Water to the Public, Permit No. 6241431

1. Missouri Department of Natural Resources (DNR), Water Protection Program, Public Drinking Water Branch, Owners and Operators Handbook for Noncommunity Public Water Systems

### **Approved By**

Shane Metcalf, Maintenance, Board of Directors, DWLOA

## **1. Introduction**

This procedure defines the process to maintain, perform water quality testing and maintain records per the requirements of the Dogwood Lake Lot Owner Association (DWLOA) water permit.

## **2. Requirements**

### **A. Water Sampling & Testing**

Tests are routinely performed daily and monthly. These routine samples must be collected from sites in accordance with the written sample siting plan located in Appendix A and are representative of water throughout the distribution system.

If there is a change in the person who takes the water samples, notify the DNR by calling or writing to the department's regional office.

a) Daily Testing

Any water system that adds chlorine must monitor the chlorine concentration level (residual) in the water daily at the entrance to distribution and record the results.

Water sample to monitor chlorine concentration should be taken and recorded daily using the form provided in Appendix B.

For systems adding free available chlorine in the form of chlorine gas or a sodium hypochlorite solution (common unscented household bleach), the chlorine residual entering the distribution (leaving the well house) cannot be less than 0.5 mg/L (milligrams per liter) of free chlorine for more than four hours. The chlorine residual in the distribution system should never drop below 0.2 mg/L of total chlorine. Notify the department as soon as possible but no later than the next business day if the chlorine residual drops below the required minimum residuals.

b) Monthly Testing

Monthly samples are bacteriological samples and are sent to the DNR lab. The bacteriological sample must be to the laboratory within 30 hours of being collected or it will not be accepted. The DNR bacteriological sampling schedule is available online at [Sampling Schedule](#).

Take the sample using the Sample Collection Instructions, Public Drinking Water for Chloroform Bacteria Analysis located in the daily log notebook and Caretaker's Manual. During the operational season (April – October) the samples should be taken from a different location each time. The chlorine residual must also be measured at the same point in the distribution system and at the same time as each bacteriological sample is collected out in the distribution system.

Complete the Environmental Sample Collection Form as shown in Appendix C. If the bacteriological sampling card is not completely filled out with required information, or the sample fails to arrive at the lab within 30 hours of collection, the sample will be invalidated (not tested) and a new sample must be sent. If a new sample must be provided it should be marked "Replacement."

After taking the sample, drop the sample at the pick-up location for the Missouri State Public Health Laboratory.

c) Other Testing

Throughout the year, DNR may send water sampling kits with containers that are different from the monthly bacteria sample bottles. These are for analysis of various regulated chemicals in addition to the monthly bacteriological sample. These samples usually come once a year in July and are delivered by UPS and

must be returned the next day. Take these samples as soon as possible as described below or using the instructions included.

- This sample should be from the faucet behind the chlorine tank that comes directly from the well.
- Run the water at the shut off valve.
- Heat it with a torch to kill any germs.
- Use a mixture of 50/50 chlorine and water and spray the faucet. Wait until it is dry then take the sample.
- The water must be refrigerated and then kept on ice when taken to the health department. Provide samples to DNR as specified in the instructions usually before 10 a.m. the next morning.

**B.** Missouri Safe Drinking Water regulations require owners of public water systems to get prior written approval from the department before any construction, expansion, modification and improvement of the water system source, water treatment facility. This also includes distribution water line extensions and changes to motor size and storage tanks. Prior approval is not required for adding service connections or replacing a pump or motor with the same size and speed unit.

### **C.** Record Retention

Records must be maintained on the premises of DWL. These records will be furnished on demand to the DNR during any investigation or audit.

Records to be maintained and retention requirements:

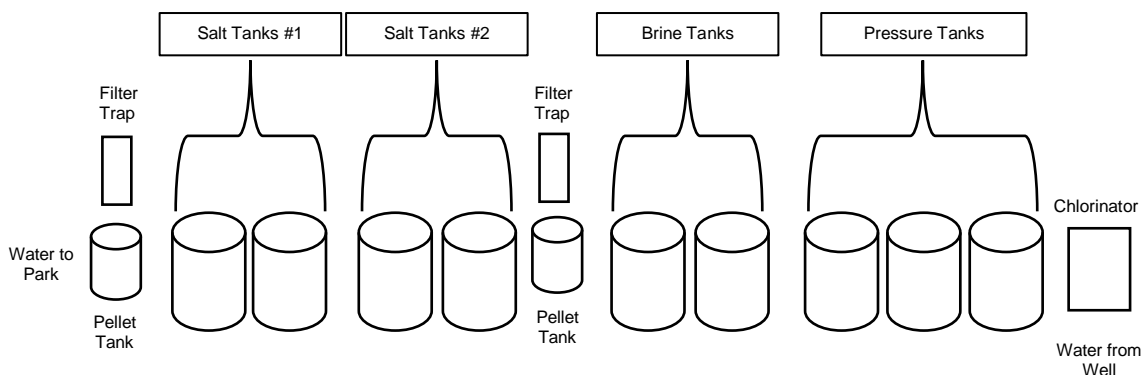
- Records of actions taken by the water system to correct violations of the Public Drinking Water regulations: 3 years.
- Records of Public Notices issued by the water system due to violations, copies of Consumer Confidence Reports, and verification or certification forms that the public notice or CCR was issued or distributed as required: 3 years.
- Microbiological sample analysis reports: 5 years.
- Daily Operational Monitoring reports: 5 years.
- Turbidity analysis reports: 5 years.
- Records concerning a variance or exemption: at least 5 years following the expiration of the variance or exemption.
- Inspection reports and Sanitary Survey reports: and any communications relating to inspections or sanitary surveys conducted by the system itself, by a private consultant, or by the Department, or federal agency: 10 years.
- Chemical (IOC, SOC, VOC, etc.) and Radiological analysis of water samples: 10 years.
- Lead and Copper:
  - Original records of all sampling data and analysis, and reports, surveys, letters, evaluations, schedules and any other information required by the Lead and Copper regulations: 12 years.

- Records of violations of monitoring or testing procedures and the public notices for sampling, monitoring, MCL or other violations: 12 years.
- Stage 2 Disinfection Byproducts Rule:
  - Initial Distribution System Evaluation
  - (IDSE) reports: 10 years
  - Compliance monitoring results: 10 years
  - Compliance monitoring plans: As long as the corresponding monitoring occurs. Keep the previous monitoring plan for 10 years
- Ground Water Rule.
  - Documentation of Corrective Actions taken by the water system: 10 years.
  - Documentation of notice to the public for a fecal positive source water sample, or a significant deficiency (10 CSR 60- 4.025(4)(A)7): 3 years.
  - Records and reports of decisions of invalidation of all total coliform routine samples in the distribution system, and of fecal indicator-positive ground water source samples: 5 years.
  - Consecutive systems: documentation of notification to the wholesale systems of total-coliform positive samples that are not invalidated: 5 years.
  - Permanent water system records should include well construction information, including maintenance records, as built plans of storage and distribution lines; daily (or monthly) gallons pumped, draw-down and monthly pump rate, and consumer complaints.

(Note: some of these records may not be pertinent to DWL, but the complete list is included here for informational purposes)

## 2. Well Monitoring and Maintenance

### A. Diagram of Water System



### B. Monitoring water usage

- a) Record water usage by using the flow meter or subtracting the smaller number from the larger number on tanks 1 and 2. These numbers added together are the number of gallons used since the last record. If this is extremely high, there is potentially a water leak in the park. The minimum is usually 1000 gallons and could be as high as 25,000 gallons on a holiday weekend.

### **C. Chlorinator & Blue Pressure tanks**

- a) Monitor the fluid level in the bleach dispenser daily and add if necessary. In periods of high-water usage, these may need to be checked more than once a day. The ratio of bleach is one gallon of bleach to one gallon of water.
- b) Check the pressure on the Pressure tanks. The gauge goes on at 32 lbs. and off at 52 lbs. Do not let go above 52 lbs.
- c) Once a year clean with dilute Clorox and rinse.

### **D. Filter (Salt) tanks & Filter Trap**

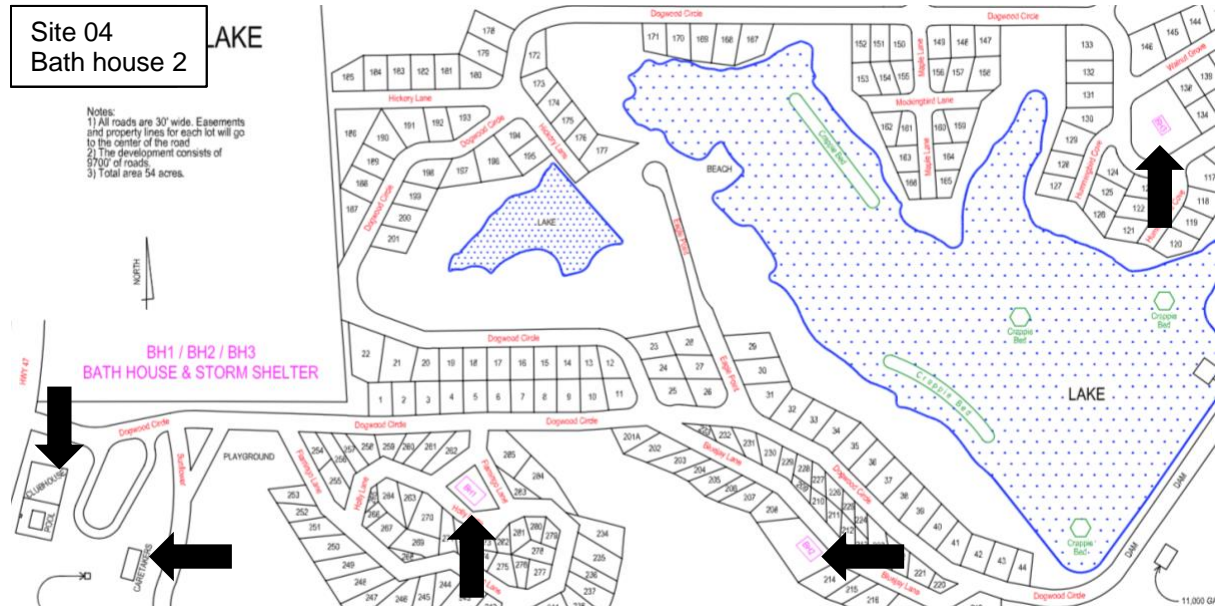
- a) Check the salt level in the filter (salt) tanks daily. If the salt goes below the water line, add a bag of solar/pellet salt.
- b) Filter (salt) tanks 1 should be bled off every two months. If there is air in the system bleed it from these faucets
- c) Filter (salt) tanks 2 should be set to cycle on, as necessary. Setting them to cycle early in the morning is when demand is lowest.
- d) Monitor the filter trap daily. If it is turning brown, unscrew the bottom and dip the filter into CLR and leave it until it is clean. Replace it with a clean filter which should be clean and ready to go. If the trap gets dirty too often, set the filter tanks to cycle more often.
- e) Once a year clean with undiluted Clorox and rinse.
- f) If the electricity goes off, unplug the tanks and reset the numbers.

### **E. Winter Operation**

- a) Plug in the heat tape and electric heater in the pump house. Monitor throughout the season to ensure continued operation.

## Appendix A, Sample Siting Plan

During the operational season (April – October) daily and monthly samples will be taken from two of the five sites. Sites will be selected to ensure all sites are monitored on a continual basis. During the other months, Sites 3 – 5 are winterized for the season, so samples will be taken from Sites 1 & 2.







# Appendix C, DNR Sample Card Example

## BACTERIOLOGICAL SAMPLING CARD

Detailed instructions are printed on the back side of each sample card.

**ROUTINE:** Check this box for your monthly sample.

**REPEAT:** Check this box if your Routine sample was positive for total coliform/ E. coli bacteria. A PWS must collect a set of repeat samples within 24 hours of notification.

**PWS ID#:** Your 7-digit identification number must be entered to process this sample and give you proper credit.

**Bottle No:** Enter bottle number from container.

**Chlorine Level (free and total):** Must be recorded if chlorine is used.

**Collection Point:** Must be completed with a location: like "Utility Room" or "Kitchen"

SEE REVERSE SIDE FOR INSTRUCTIONS

<b>PUBLIC WATER SYSTEM NAME AND ADDRESS</b>		<b>BOTTLE NO.</b>															
SUPPLY NAME		MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES															
STREET ADDRESS		STATE PUBLIC HEALTH LABORATORY															
CITY		<b>BACTERIOLOGICAL WATER ANALYSIS</b>															
COUNTY		CHLORINE RESIDUAL (AT COLLECTION POINT)															
		FREE	TOTAL														
			mg/l														
<b>LAB USE ONLY</b>																	
<b>COLLECTION POINT</b>		<b>ANALYSIS RESULT</b>															
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**REPLACEMENT:** Check this box to replace an invalidated sample. A sample can be invalidated if it arrives at the lab too late or if the bottle is overfilled, under-filled, cracked or leaking. An invalid sample will not count for the total samples required each month. Water systems are responsible for replacing invalid samples.

**SOURCE/WELL:** Check if the sample came directly from a well prior to treatment. This is required for systems using wells without chlorine contact time (provides and monitors for 4-log inactivation of viruses) when the monthly routine sample is coliform positive.

**SPECIAL:** Check this box if you are submitting a sample that is not intended to be counted towards your monthly sample requirement. For instance, if you recently replaced your pump or a section of line and want to be sure no contamination entered your system. If the special sample is found to be coliform present you will not receive a violation notice. Special samples do not count for the required monthly samples.

**DATE and TIME:** For DATE, use 2 digits for month, day, and year. April 1, 2012 would be written as 1041011121. TIME is recorded in military time. Use the 24 hour clock to record the time sample was collected.

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

**Military Time Explained**

**TIME:** Time is recorded in military time. For instance, if you collect a sample at 8 a.m., write "0800." If you collect a sample at 3 p.m., write "1500." The lab will not accept samples that are over 30 hours in holding time.

# Violations & Assessing Fines

**Purpose/Summary:**

To define the process:

- To ensure compliance with restrictions, rules and regulations
- Issue warnings
- Assess & collect fines

**Applies To:**

All Lot Owners

**Process Owner:**

Environmental Chairperson, DWLOA Board of Directors

**Authority Reference:**

1. Declaration of Covenants, Dogwood Lake
2. By-Laws, Paragraphs 2.5, 4.1, 6.1, 6.2 & Addendum – Violation Fine Schedule
3. Dogwood Lake Campground Rules and Regulations
4. DWL-POL-001, Lot Improvement Policy
5. Guest Policy of Dogwood Lake Lot Owner's Association

**Definitions:**

1. Lot Owner: Any Lot Owner within Dogwood Lake Campground.
2. Board of Directors: Elected or appointed members charged with the responsibility of governing Dogwood Lake Campground.
3. Repeat Violation: Any specific violation by a Lot Owner that has occurred in the past 24 months or repeat notice to correct.
4. Suspension of Privileges: Revocation of Dogwood Lake privileges and suspension of access devices for the electric gate.

**A. Requirements:**

1. Per the By-laws, The Dogwood Lake Owner's Association (DWLOA) Board of Directors has the authority to manage the affairs of the Association. This includes the enforcement of restrictions, rules and regulations as defined in the Covenants, Rules & Regulations and other Policies.
2. Action may be taken as a result of Lot Inspections, Complaints or if violations come to the attention of the Board by other means.
3. Violations & Complaints will be recorded in the associated log. The Environmental Chairperson and Secretary will monitor the logs to ensure resolution.
4. Written communication to Lot Owners shall be filed in the corresponding Lot Owner's file.

**B. Process**

**1. Lot Inspections**

- a. An inspection of privately owned lots in Dogwood Lake Campground shall be performed at least annually. The purpose of this inspection is to ensure established regulations are being followed. The inspection shall be performed by the members of the Environmental Committee with assistance, when necessary, from other Board members. Follow-up inspections and interim inspections may be performed throughout the year as deemed appropriate by the Board. Complete

objectivity must be always exercised to avoid what could be viewed as inconsistencies in reporting violations.

- b. Lots shall be inspected from the road for such things as trash and debris, RV cleanliness, improper disposal of wastewater, and any other conditions addressed by the Covenants, By-Laws, Rules and Regulations, Lot Improvement Policy and other policies or procedures. The purpose of this inspection is to identify obvious violations, and to affect resolution as soon as possible.
- c. If a suspected violation requires closer observation, the inspection team shall enter the property to confirm. No one from the inspection team shall enter any property that is posted “No Trespassing”, or that has been marked per Missouri’s “purple paint statute” unless observation from outside the property lines strongly indicates a violation.
- d. Those lots determined to be in violation of regulations shall be photographed and the violations recorded. A list of these lots and violations will be provided to the Secretary to record in the Violation Log. The Environmental Chairperson shall review the violations for Repeat Violations.
- e. The Secretary or Environmental Chairperson shall prepare and send a written warning to each Lot Owner whose lot is determined to be in violation of policies as defined in Paragraph 4 below. If the violation is a Repeat Violation, a fine shall be assessed with the first letter.
- f. A follow-up inspection should take place after the time frame for compliance has passed. If the lot has been brought into compliance, the Environmental Chairperson shall inform the Secretary to close the violation in the Violation Log. If the lot has not been brought into compliance, a second letter shall be issued as defined in Paragraph 4 below.
- g. A follow-up inspection shall be completed after the time frame for correction in the 2<sup>nd</sup> letter has passed. If the lot is not in compliance a 3<sup>rd</sup> letter shall be issued stating the Lot Owner is considered no longer in good standing. It should also advise that if the lot is not brought into compliance in the next 30 days, the board may exercise their right to have the lot cleaned up, bill the Lot Owner for the cost and place a lien on the lot.
- h. If the lot is not in compliance after the 3<sup>rd</sup> letter, the board shall issue a letter informing the Lot Owner that the lot will be cleaned up. The board may choose to hire an outside contractor to clean-up the lot or perform the work themselves. If the work is performed by an outside contractor, the amount of the bill will be charged to the lot owner. If the work is performed by the board, the board will keep track of hours spent in the volunteer log and charge the lot owner a rate of \$200 per hour.

## **2. Complaints**

- a. If a Lot Owner files a complaint regarding another Lot Owner’s violation of the restrictions, rules or regulations, the Secretary shall record the complaint in the Complaint Log, determine if it is a repeat violation and assign the complaint to the appropriate Board Member for investigation.
- b. If the complaint is validated, the Board will determine if a written or verbal warning should be issued and if a fine is justified. The violating Lot owner will be notified as defined in Paragraph 4 below.
- c. The Secretary & Environmental Chairperson will monitor the complaint for resolution. Additional notifications and/or fines shall be issued as defined in Paragraph 4 below. When the complaint is resolved, the Secretary will close the complaint in the Complaint Log.

### **3. Other Violations**

- a. Violations brought to the Board's attention shall be reviewed by the board for action and follow the notification process listed in paragraph 4 as applicable. The Board may elect to issue verbal or written warnings or immediately assess a fine depending on the severity of the violation. Violations and action taken will be recorded in the violation log.

### **4. Notification Process**

- a. Verbal warnings shall be issued by a Board Member. Details of the verbal warning shall be communicated to the Secretary to record in the Complaint or Violation Lot.
- b. Written warnings shall be issued by the Environmental Chairperson or Secretary. The letter shall include the timeframe for correction and photograph (if applicable). A copy of the letter shall be filed in the Lot Owner File.
- c. Violation Letters shall be issued by the Environmental Chairperson or Secretary. The letter shall include the timeframe for correction, the fine amount and due date, photograph (if applicable) and the appeals process defined in the Covenants. The amount of the fine shall be communicated to the Treasurer to record in the Lot Owner List.
  - Fines shall be assessed as defined in the By-laws, Addendum, Violation Fine Schedule. Fines shall be progressive for repeat notice to correct a violation.

### **5. Appeals**

- a. A Lot Owner has the right to file an appeal if he or she disagrees with the violation. The appeal must be submitted in writing to the Environmental Chairperson within 30 days of the notification and shall contain a brief statement of the facts and the reasons why the appellant feels the violation is unjustified.
- b. The Board will review the appeal and determine if the appeal is valid. If it is determined to be valid, the violation shall be voided in the violation log.

#### **Approved by:**

/signed Tom Bauer

Tom Bauer, Environmental Chairperson  
DWL Board of Directors

# Activities

## **Purpose/Summary**

To define guidelines governing the Activities Committee and its management of campground social activities.

## **Applies To**

The Activities Committee, Dogwood Lake Lot Owners Association members who participate in those activities.

## **Process Owner**

Vice President, Board of Directors

## **Authority Reference**

Dogwood Lake Campground Rules and Regulations

## **B. Introduction**

The Dogwood Lake Campground Activities Committee plans and executes activities that benefit Association members, both socially and for the purpose of raising funds (donations) that are used to further enhance the campground.

## **C. Requirements**

1. An Activities Chairperson shall be appointed by the Board. That person shall remain in that position until he/she resigns or until terminated by the Board. At the discretion of the Board, a person serving as Activities Chairperson may be terminated from that position due to inappropriate conduct, violation of rules, etc.
2. The Activities Committee shall be overseen by the Vice President. The Vice President is responsible for coordinating with the DWL Board of Directors and approving the activities schedule, fundraising activities and the use of funds raised.
3. Funds raised by the Activities Committee shall be managed by the Activities Chairperson and reported on at the monthly meeting. The Activities Chairperson is responsible to periodically close out the register and deposit the funds into the Activities account.
4. Expenditure of funds over \$250 from the activities account for any one item purchased must be approved by the DWL Board of Directors before being spent.
5. Events shall be open to all Association members and must be designed in a manner that protects the welfare and safety of the participants.
6. Any activities utilizing the clubhouse or pool after normal operating hours shall be coordinated with the Caretakers by the President.
7. The Activities Committee shall be responsible for the rental of the Clubhouse and purchasing inventory for the clubhouse.
8. Any fundraising activities to benefit DWL not organized by the Activities Committee, shall be coordinated with the Committee to ensure no conflicts with planned activities and to determine how funds raised should be handled.
9. The Activities Chairperson shall ensure volunteers sign in on the roster sheet located in the clubhouse when necessary.
10. Association members participating in campground activities are responsible for their own conduct and will be held accountable for any damage to property, harm to another person, etc.

[Back to top](#)

### **C. Process**

1. Each year, the Activities Committee prepares an activities schedule of events that will be held. The list is coordinated with the DWL Board of Directors by the Vice President. This list is then communicated to the Association members via Facebook, website and posting in the Clubhouse or other means.
2. The Activities Chairperson can enlist the support of other volunteers from the Association to assist in planning and execution of social activities. These volunteers may be members of the committee or may be called as needed.
3. Before each event, a reminder should be posted to the DWL Facebook page. Signs may also be posted on the gate, in the bathhouses, clubhouse or other places deemed appropriate. Signs must be removed after the event.
4. If an event is cancelled or postponed, it will be communicated via the DWL Facebook page.
5. After each event, volunteers record their time spent in the Activities Log in the Clubhouse.
6. Clubhouse rental:
  - a. The Activities Chairperson and Caretaker shall coordinate Clubhouse rental requests to ensure there are no conflicts with scheduled activities or Park business.
  - b. The Activities Chairperson collects the rental fee and deposit check. Rental fees are deposited into the Activities bank account. Deposits are returned to the renter after the scheduled date if the Clubhouse is left in good order.

Approved by:

/signed Marsha Meyer

Marsha Meyer, Vice President  
DWL Board of Directors



# Elections – Board of Directors & Proposals

**Dogwood Lake Lot Owners Association  
Operating Procedure  
Elections - Board of Directors & Proposals**

***DWL-PRO-009***  
**Revision: 3**  
**Issue Date:** October 24, 2022  
**Supersedes:** Rev 2, 06/01/2021

Purpose/Summary:

To describe the process for managing elections for the Dogwood Lake Owners Association (DWLOA) (referred herein as Association) Board of Director positions and proposals to be brought before the Lot Owners.

Applies To:

1. Board of Directors, DWLOA
2. DWLOA Lot Owners

Process Owner:

Secretary, DWLOA Board of Directors.

Authority Reference:

1. Declaration of Covenants, DWLOA
2. By-Laws of DWLOA

Definitions:

1. **Acclamation:** automatic election of a nominated candidate(s) to the office for which they have been nominated, due to no opposing candidate(s).
2. **Cumulative Voting:** a system of voting in an election in which each voter is allowed as many votes as there are candidates and may give all to one candidate or varying numbers to several.
3. **Good Standing:** To be in good standing a Lot Owner cannot have any outstanding dues, special assessments, and/or overdue fines.
4. **Lot Owner:** An individual whose name appears on the deed to a lot in Dogwood Lake Campground.
5. **Majority:** More than half of all ballots cast.
6. **Plurality:** The largest number of votes received. May be less than a majority.
7. **Poll Volunteers:** Lot Owners in good standing who have volunteered to help manage the voting process.
8. **Quorum:** the minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.
9. **Voting Overseer:** A Lot Owner in good standing who is the Secretary's designee for overseeing the polling activity during the annual meeting.

**A. Introduction:**

1. The Board of Directors is made up of seven Lot Owners who have been elected by the Association membership. They are elected for terms of three years. Each year, the terms of some members of the Board of Directors expire, which are filled using an election process in the annual meeting of the Association. Candidates do not run for a specific position on the board, positions are appointed after the election.
2. The number of Board openings each year shall occur as follows:
  - ▶ 2023 = (3)
  - ▶ 2024 = (2)
  - ▶ 2025 = (2)
  - ▶ 2026 = (3)
  - ▶ 2027 = (2)
  - ▶ 2028 = (2)

The pattern then repeats in subsequent years.

Note: Sample forms referenced herein can be found in DWL Teams, Elections.

**B. Requirements**

1. The Secretary shall be responsible for executing the process and shall have the final decision on matters relating to the election.
2. If the current Secretary is running for re-election, he or she shall not be involved in the counting of the ballots. The Election Overseer under the supervision of the Vice President assumes the responsibility. The Secretary shall be responsible for all other matters and duties of the election.
3. Any Lot Owner in good standing can nominate themselves or be nominated to be a candidate for election to the board. If nominated by someone else, the nominee must accept the nomination.
4. Written or printed notice stating the place, day and hour of the election shall be delivered not less than five nor more than 40 days before the date of the election, either personally or by mail. If mailed, each notice shall be deemed delivered when deposited in the United States mail addressed to the lot owner as it appears on the Association records.
5. Only Lot Owners in good standing shall be allowed to vote in any election.
6. Each Lot shall be entitled to one vote on any matter coming before the Association. If a lot has more than one owner, the owners shall designate one of the owners to vote. If not designated, the voter shall be designated by the Board. This also applies to half lots.
7. Any Lot Owner owning more than one lot shall be entitled to one vote for each lot owned.
8. Any Lot Owner shall be allowed to vote by proxy. All proxies must be in writing and signed by the voter manually. The voter may limit his proxy to those matters he specifies or confer

absolute discretion upon his proxy. Unless otherwise specified, the proxy shall be considered to confer absolute discretion, Proxy shall be valid for 30 days and must be filed with the Secretary on or before the day of the election.

9. Cumulative voting shall not be allowed.
10. Fifty votes present in person or by proxy shall constitute a quorum.
11. Board members are elected by plurality.
12. Unless a larger vote is required by the State of Missouri or the Covenants, the vote of a majority of the Lot Owners present shall be sufficient for the adoption of any matter to be voted on by the Lot Owners.
13. To change the annual assessment or annual assessment limit a majority vote of those present and qualified to vote at the annual meeting of Lot Owners is required.
14. To amend the Covenants, approval of the Board of Directors and a vote of 55% of all lots (including proxies) at a Lot Owner's meeting is required.

### **C. Process**

1. No later than 60 days before the election, the Secretary shall communicate to the Lot Owners the upcoming election and number of available Board positions to be filled. This communication may be in the form of an election flyer, a social media post on the Association Facebook page or other social media outlet, via the Association Website, and/or any other means suitable to communicate the election to the Lot Owners. The announcement should state the method(s) a Lot Owner can use to become a candidate, the deadline for becoming a candidate and include a Candidate Questionnaire Form for the candidate to complete if he or she desires.

The Secretary shall create a Candidate Sign-Up Sheet and post it in the clubhouse simultaneously with the election communication. The Secretary shall ensure all Candidates' names are included on the Sign-up sheet. To be on the official ballot, candidates must sign up 45 days prior to the election.

2. The Secretary shall communicate a call for proposals from the Lot Owners. To be included in the Proposal Document and notification letter, proposals must be received no later than 45 days prior to the election. Proposals from a Lot Owner must be submitted to the Board and must be complete, with all research and background information included. If, in the Board's opinion, a proposal is not stated clearly enough, it will not be included with the announcement letter; however, the Lot Owner may present it during the Meeting.
3. The Secretary shall coordinate with the rest of the Board to develop proposals to be presented by the Board for a vote.
4. The Secretary shall coordinate with the Board on what type of voting will be allowed.

Voting Methods:

- a) In Person: Ballots will be distributed to Lot Owners as they enter the clubhouse at the Annual Meeting.

**Dogwood Lake Lot Owners Association  
Operating Procedure  
Elections - Board of Directors & Proposals**

**DWL-PRO-009**  
**Revision: 3**  
**Issue Date:** October 24, 2022  
**Supersedes:** Rev 2, 06/01/2021

- b) **By Proxy:** A Lot Owner may give a signed proxy statement to someone to vote on his or her behalf. Proxies shall be valid for 30 days after signed.
  - c) **Absentee Ballot:** Completed ballots can be mailed or deposited in the ballot box located in the clubhouse.
  - d) **Electronically:** Electronic votes may be done via email, Facebook or other method as determined by the Secretary.
5. The Secretary shall create a Proposal Document describing the details of the proposals to be voted on in the Meeting and identify each proposal with an alphabetic character (i.e., A, B, C, etc.).
6. The Secretary shall generate the Official Voting Ballot. The ballot shall include names of candidates running for a Board position and the proposals to be voted on with a brief description of the proposal. Spaces for write-in candidates and for any proposals submitted from the floor at the meeting shall be included.

No write-in candidates will be accepted on absentee ballots. If absentee voting is allowed, it is recommended that a separate version of the ballot be generated. Absentee ballots shall include names & lot numbers to ensure no duplicate voting and should include an identifier to ensure that copies are not accepted (for instance watermarked paper or affixing the DWL seal to the ballot). They should also omit lines for write-in candidates and proposals from the floor.

7. The Secretary shall create an Announcement Packet for the Meeting. This shall include:
- a) A letter communicating whether the meeting is an Annual Meeting or a Special Meeting; the date, time and place of the meeting; any board positions to be filled, candidates running to fill the positions and any proposals to be voted on and the method(s) the Lot Owner can use to cast their ballot. If absentee or electronic voting is allowed, communicate the deadline for receiving these votes.
  - b) The Proposal Document
  - c) A proxy form
  - d) If absentee voting is allowed, a copy of the official voting ballot form with the Lot Owner name(s) and lot number(s). If a Lot Owner owns more than one lot, a ballot for each lot owned

This Announcement Package shall become a part of the election records.

8. The Secretary shall print and mail the Announcement Packet to Lot Owners no earlier than 45 days and no later than 30 days prior to the election.
9. The Secretary shall post a list of all qualified voters with their DWL lot numbers in the Clubhouse when the election is announced.
10. The Secretary shall solicit Poll Volunteers from Association to assist with distributing and counting ballots. It is recommended that a minimum of two volunteers should be at each ballot distribution table, two teams of two volunteers each responsible for counting the

ballots and one volunteer to be the Election Overseer.

11. The Secretary shall create and print documents to facilitate the election process. These should include:
  - a) Signs for the ballot tables that direct Lot Owners to the correct table to receive their ballot. It is recommended that the tables be separated roughly in half alphabetically to expedite the process.
  - b) Voting Tally Forms to be used by the ballot handlers when counting votes on the day of the election and for recording absentee ballots.
  - c) Voting Results - Team Summary form – This is the form that the ballot counters will use to record the results of the team’s counts.
  - d) Voting Results – Final Form – the form the Secretary & Voting Overseer use to document the final results of the election.
  - e) Ballot Record -- The day before the meeting, create a document showing all Lot Owners and whether they are in good standing. This should be divided into a document for each table distributing ballots. It should indicate the whether the lot owner is in good standing and a column for the method of voting. The report shall be based on the latest information as of the last mail pickup on the day before the meeting.
12. After the last mail pickup has been made the day before the meeting, a team made up of the Secretary or Vice President (if the Secretary is running for re-election) the Voting Overseer, at least two of the other Poll Volunteers shall open all absentee ballots (if applicable). The team will verify the ballot was received from a Lot Owner in good standing. At the Secretary’s discretion, the absentee ballots may be counted at this time or only recorded as received on the Ballot record.

If only recorded, the ballots shall be divided roughly in half and placed in sealed envelopes marked with the appropriate team for counting the day of the election. If counted, the ballots shall be placed in a sealed envelope and marked ‘Absentee Ballots’ and stored with the election records.

13. As Lot Owners arrive on the day of the meeting, providing they are Lot Owners in good standing they shall be given ballots based on the number of lots owned. The Lot Owner shall sign the Ballot Record indicating the ballot(s) was received. When a Lot Owner presents a voting proxy duly signed by an absentee Lot Owner, the Lot Owner presenting the proxy shall be given the absentee Lot Owner’s ballot(s) and shall sign the Ballot Record for those lots.

If a Lot Owner who voted absentee is present at the meeting or if a Lot Owner presents a voting proxy duly signed by an absentee Lot Owner who voted absentee, the Lot Owner will be given a ballot to vote on only Proposals introduced from the floor.

If there is a discrepancy between the official voting record and status of the Lot Owner, the Secretary will resolve the discrepancy and update the official voting record accordingly.

14. When called for by the meeting agenda, the President shall introduce the Board candidates and call for nominations from the floor. Any nominees from the floor must be in attendance to accept the nomination. If a nomination is made from the floor, the President shall ask if the nominee accepts the nomination. After adding any additional candidates, each candidate may present an introductory speech.

The President will then call for any Proposals from the floor. Proposals shall be in writing. The person making the Proposal will explain the Proposal to the Lot Ownership and answer any questions they may have. The Secretary will then assign the next letter to the proposal and announce it to the Lot Ownership.

If possible, any board nominations and proposals presented from the floor shall be displayed clearly for Lot Owners to refer to during voting.

15. If the number of candidates running for election is less than or equal to than the number of vacant seats, the Secretary may call for appointment by acclamation. The President shall then announce appointment by acclamation to the Association. If there are no objections, he or she shall then instruct the Lot Owners that they should only vote for the proposals on the ballot.
16. The President shall call for a recess so the voting can take place. The Poll Volunteers shall assemble in an area where completed ballots are being deposited. After voting is closed, the volunteers shall count the votes and record them on the Tally Sheets. If appointment by acclamation was made, the votes for the board Lot Owners will not be counted. Only absentee ballots recorded prior to the meeting and shall be counted.

After tallying the votes, the poll volunteers will total the results on the Tally Sheet and transfer the totals to the teams' Voting Results Summary Sheets.

The Voting Overseer and Secretary (or Vice President if the Secretary is running for office) shall verify the totals on each Team's Tally Sheet and Voting Results Summary Sheet. The totals shall then be transferred to the Voting Results – Final Summary.

The Voting Overseer and Secretary (or Vice President) shall then determine the elected candidates and whether each Proposal has passed or failed based on paragraphs C11-C14.

When the counting is complete the Secretary (or President if the Secretary is running for office) shall read the election results to the Lot Ownership.

17. A recess of the meeting shall be called for by the President, or Vice President if the President's term is up. The newly elected Board members, and the Board members whose terms have not expired, shall meet to determine the position/role each Board member will serve in for one year.
18. The new President shall resume the meeting, and the new Secretary shall introduce the members of the new Board and identify their positions.
19. The Secretary shall compile the official election record. The election record shall include a copy of the Announcement Package including a copy of the ballot, Proposal Package and Proxy Form, the completed Voting Tally Forms, Voting Results - Team Summary and Final

**Dogwood Lake Lot Owners Association  
Operating Procedure  
Elections - Board of Directors & Proposals**

***DWL-PRO-009***  
**Revision: 3**  
**Issue Date:** October 24, 2022  
**Supersedes:** Rev 2, 06/01/2021

forms, Ballot Record and the ballots, The election record shall be bundled and marked with the election year and filed in the labeled record storage box in the Clubhouse. All documents except the ballots should be scanned and filed in the Teams Election Team folder under the corresponding year.

Approved by:

/signed Eadie Schillinger, Secretary

Eadie Schillinger, Secretary  
DWL Board of Directors



# Guide to Warren County Regulations

Dogwood Lake Campground Guide to Warren County Regulations  
Revision 4  
June 3, 2022

***Prior to moving a recreational vehicle onto a lot*** in Dogwood Lake Campground, the following Warren County requirements must be met. This applies to all RV's, including pop-up campers. (NOTE: To ensure you are complying with the latest regulations, contact Warren County Environmental Health Services, or Planning and Zoning before placing a recreational vehicle on your lot.) ***All fees are subject to change.***

A. If lot has access to the Campground sewer system:

1. Obtain a permit from the Dogwood Lake Environmental Committee stating the lot has sewer access.
2. Obtain a permit from Warren County Planning and Zoning to use the RV on the lot and have electric service connected by Ameren Missouri. Current cost of this permit is \$80.00.

B. If lot does not have access to the sewer system and has no existing wastewater holding tank:

1. Obtain a permit from Warren County Environmental Health Services for the installation of a 1000-gallon tank. Obtaining this permit requires a sketch showing the lot number, its boundaries, and planned location of the tank. The tank must be located at least 10 feet from the nearest lot boundary. Current cost of the permit is \$100.
2. The tank may be installed by the lot owner, or a registered installer. In either case, Warren County Environmental Health Services must be contacted by 9:00 a.m. the day of the tank installation so it can be witnessed by the inspector.
3. Contact a tank-pumping contractor (Current contractor used by DWL is Masterson and Associates) and initiate a contract for pumping the tank. A copy of this contract must be submitted when applying for the permit to have electrical service connected by Ameren Missouri.
4. The tank will be inspected again each year after its installation. For this annual inspection, the lot owner must provide copies of receipts showing the tank has been pumped and pay an inspection fee. This fee is currently \$50.00.
5. Obtain a permit from Warren County Planning and Zoning to place the RV on the lot and have electric service connected by Ameren Missouri. Current cost of this permit is \$80.00.

C. If lot does not have access to the sewer system, but has an existing holding tank:

1. Obtain a tank inspection permit from Warren County Environmental Health Services. The tank will be inspected to verify it was installed prior to enforcement of the 1000-gallon tank regulation. Current cost of this permit is \$125.00. There will also be an annual inspection for all newly installed holding tanks as well as existing tanks which already require the annual inspection. The cost for the annual inspection is \$50.00 a year.
2. Obtain a permit from Warren County Planning and Zoning to place the RV on the lot and have electric
3. service connected by Ameren Missouri. Current cost of this permit is \$80.00.

D. Contact information

Warren County Environmental Health Services: 636-456-7169  
Warren County Planning and Zoning: 636-456-3044  
Office hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

This information was verified with Warren County in May of 2022. It is suggested to verify correctness with Warren County.



Warren County Planning and Zoning  
101 Mockingbird Lane, Suite 201 · Warrenton, MO 63383

Phone: 636-456-3044/Fax: 636-456-0447 E-  
mail:[ashelby@warrencountymo.org](mailto:ashelby@warrencountymo.org)/Web:[www.warrencountymo.org](http://www.warrencountymo.org)

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**It is strongly suggested that prior to coming in for this permit, you call the office to make sure the Sanitarian and Planning & Zoning Administrator will be in the office.**

**SECTION 1: Residences** \_\_\_\_\_ For cost of your Structure Permit, see the Fee Schedule included in this packet.

(Checks must be made payable to WARREN COUNTY TREASURER.)

**STEP 1: SOIL EVALUATION** If ***you are building a home that will be on an individual septic system***, obtain a soil evaluation from one of the State and County approved Soil Scientists and work with the Warren County Sanitarian to obtain a Septic Permit. (*Some home additions may also require a Septic Permit. Contact the Warren County Sanitarian for guidance before planning an addition to your residence.*) **If a Septic Permit is required it must be issued before the Structure Permit. A Structure Permit may only be issued once this step is completed and a permit has been issued for the individual septic system. The Septic and Structure permits may be issued on the same visit, if schedules are coordinated between applicant and both departments.**

**STEP 2: FLOODPLAIN** - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain, per County Codes.

**STEP 3: PERMITS** - If you are on a community sewage system, a Structure Permit is required BEFORE a residence may be built or a modular home/mobile home/RV is brought on to the property. If the residence will be served by an on-site septic system, two permits are required, one for septic and one for the structure, and must be obtained before the work begins. (Permit fees double if not obtained as required. Violations may result in prosecution.) If your home is being constructed on-site, you may obtain a Temporary Electric Sticker with your Structure Permit, to be used for construction purposes only. Your Permanent Electric Sticker is issued only after the septic system has passed final inspection, and this sticker will allow for permanent electrical service to the structure. Structure Permits expire 1 year from the date of issuance. Permits should be displayed at the construction site. If the property owner listed on the deed is unable to obtain the permits, a signed, notarized affidavit must be presented giving someone else permission to obtain the permits. If you are building a new residence, bringing a modular home/mobile home/RV onto the property and there is an existing home on the property, you have 60 days to remove the old home.

**When Applying - Bring the Following:**

- Copy of building plans (unless you are building in the floodplain, plans will be returned after review) or
- A layout of the new/used mobile/manufactured/modular home with make, model and year. Zoning codes don't allow a home constructed off-site to be placed on a property and/or issued a Permanent Electric Sticker for a new residence until a final inspection of the sewage system has been completed and the system has passed.
- Mobile home/modular home/RV title or bill of sale, showing make, year, model and VIN/Serial Number.
- Address Assignment from 911 Business Offices - call **(636)456-7088** to obtain a valid address assignment.
- Recorded warranty deed if the property has been purchased less than 6 months ago.
- Completed permit application & appropriate fee. Checks should be made payable to Warren County Treasurer.
- photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust, an LLC, or owned by something other than an individual name, legal documents must be provided showing the person applying for the permit has the authority to make decisions/sign legal documents.

**STEP 4: ELECTRIC STICKERS** - If you are on an individual septic system, your Permanent Electric Sticker will only be released after your septic system has passed final inspection. When the sewage system is completed and has been inspected by the Warren County Sanitarian you will be notified by the Sanitarian and you can pick up your final sewage inspection form and Permanent Electric Sticker.

\* **NOTE: Warrenton and Wright City Fire Districts require building permits. Contact them for info at: Warrenton Fire – (636) 456-8935 Wright City Fire – (636) 745-2262**

**Monthly County Permit Lists are supplied to local Fire Districts.**

**It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and to be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property. It is also the property owner's responsibility to take appropriate steps to identify property lines, easements, right of ways, and public or private roads and comply with setback requirements. If you will be creating a new entrance point from your property onto a STATE road, you MUST contact MoDOT at 573-248-2490; if the new entrance point will be onto a COUNTY road, you MUST contact the County Road & Bridge Department at 636-456-3512.**

**It is strongly suggested that prior to coming in for this permit, you call the office to make sure there will be someone in the Planning & Zoning office.**

SECTION 2: Additions, Improvements, or Non-Residential Structures

*Some home additions without plumbing may also require a septic inspection. Contact the Warren County Sanitarian for guidance before planning your home addition.*

To determine the cost of your permit(s), see the Fee Schedule included in this packet. (Checks must be made payable to Warren County Treasurer.)

**All structures in unincorporated Warren County require a permit, regardless of size or use.**

STEP 1: PLUMBING – If your structure will have internal plumbing, contact the Sanitarian regarding septic requirements. If a septic permit is required, it must be obtained prior to the structure permit.

STEP 2: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain, per County Codes.

STEP 3: PERMITS - Permits expire 1 year from the date of issuance. Display the permit at the construction site. If the property owner listed on the deed is unable to obtain the permit, a signed, notarized affidavit must be presented giving someone else permission to obtain permits for the property. Certain non-residential activities require Conditional Use Permits. Contact this office for more information.

**When Applying - Bring the Following:**

Address Assignment from 911 Business Offices – to obtain a valid address call **(636) 456-7088**, unless the property already has an address assigned by the 911 Office.

Recorded warranty deed if the property has been purchased less than 6 months ago.

Completed permit application with the appropriate fee. Checks should be made payable to Warren County Treasurer.

Photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust or owned by an LLC or owned by something other than in an individual name, legal documents must be provided showing the person applying for the permit has the authority to make decisions and sign legal documents on behalf of the trust, LLC, or other entity.

**If you will be creating a new entrance point from your property onto a STATE road, you MUST contact MoDOT at 573-248-2490; if the new entrance point is onto a COUNTY road, you MUST contact the County Road & Bridge Department at 636-456-3512.**

It is the property owner's responsibility to take necessary steps to identify property lines, easements, right of ways, and public or private roads and comply with the appropriate setback requirements.

Step 4: ELECTRIC STICKERS - When the Structure Permit is approved and purchased, an Electric Sticker will be issued for non-residential structures, if requested.

**\* NOTE: Warrenton and Wright City Fire Districts require building permits. Please contact them at:**

**Warrenton Fire – (636) 456-8935**

**Wright City Fire – (636) 745-2262**

Monthly County Permit Lists are supplied to local Fire Districts.

It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and to be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property.

**~~~~~The Zoning Permit fee will double if not obtained before the project is started. ~~~~~**

**Additional information regarding Warren County's zoning codes is available on the website at [www.warrencountymo.org](http://www.warrencountymo.org)**

*Rev 03/2021*

**\*\*\*Note: This document was created from the Warren County Planning and Zoning information.**

**This information and the actual permit can be found at <https://warrencountymo.org/wp-content/uploads/2019/03/Structure-Packet.pdf>**

**WARREN COUNTY PLANNING AND ZONING**

**Schedule of Fees effective March 1, 2021 Exact Cash or Check only**

\*\*\*Fee will be doubled if the correct permit(s) is not obtained before the project is started\*\*\*

Construction Permits

Single Family Residence & Manufactured Dwelling:	\$125.00
Mobile Home, Recreational Vehicle, Camper:	\$100.00
Two Family Residence (2 units)	\$200.00
Improvement:	
120 sq. feet & under	No Charge
121-250 sq. feet	\$60.00
251-1000 sq. feet	\$70.00
1001-2000 sq. feet	\$95.00
2001 & over	\$120.00
Home Additions & In Ground Pools	\$70.00
Privacy Fences	\$60.00
Commercial:	\$100.00 plus 5¢/ sq. ft.
Multi-Family Residence (more than 2 units) is charged at Commercial	
RateShared Use (Tower)	\$300.00
Changes to Existing Towers	\$200.00
MoDOT Permitted Billboards/Signs	\$100 plus 5¢/ sq. ft. of face

Application for Rezoning or Amendment

Fee	\$ 800.00
Certified Mailings	(# x \$8.00)
<i>(Note One: In the event the actual expenses associated with the Public Hearing Process required for rezoning or code amendments, the applicant shall be responsible for any additional cost.</i>	

Variance

Fee	\$250.00
Certified Mailings	(# x \$8.00)
(See Note One above)	

Conditional Use Permit

Fee	\$800.00
Certified Mailings	(# x \$8.00)
(See Note One Above)	

**Subdivisions**

Preliminary Plats:	\$30.00/lot w/a min fee of \$500.00
Final Plats:	\$100.00
<b><u>Copies</u></b>	
Paper copies of Master Plan or Codes	\$50.00
CD copy of Master Plan or Codes	\$10.00
<b><u>Certification of Zoning</u></b>	
Written Certification of Zoning	\$25.00

# Park WIFI

## MAC Address Registration for use of Dogwood Lake Campground Wi-Fi

All owners wishing to use the Dogwood Wi-Fi must register their devices by providing the MAC address of each device that will connect to the internet. Form available [here](#).

Please provide the following for up to 10 devices per owner:

Lot number, Lot owner Name & Phone Number, Type of Device and MAC Address

Type of Device (Phone, computer, tablet, smart TV, camera, etc.)

The WIFI or wireless MAC address format is 00:00:00:00:00:00.

The MAC address is a unique manufacture assigned number used by each device to communicate on the wireless network. It consists of six sets of numbers and letters (0-9 and AOF) separated by a “:” or “-”. Example “FC:DB:B3:3C:A6:6E”. Some devices will have a MAC address for both the wireless connection and wired network port, we only need the wireless MAC. If you don’t know which is which, just copy down both.

A good reference for finding it on most devices <https://support.sou.edu/kb/articles/finding-the-mac-address-on-your-device>.

No Amazon Firesticks allowed.

On an Android phone the MAC address can be found under “settings”, “about phone”, “status”, the Wi-Fi MAC address.

On a iPhone it can be found under “settings”, “general”, and “about”, and then WI-FI address.

### Mac OSX (10.9.x and above)

- A. Click on the Apple Menu and choose the System Preferences menu item.
- B. Click on Network.
- C. Click on Wi-Fi
- D. Click the Advanced button
- E. The wi-Fi Address is your wireless MAC address.

### Linux

- A. In a terminal window type ifconfig and return.
- B. You’ll see a list of interfaces. Your wireless interface will likely be named wlan0 or wefi0. The wireless MAC address will be in the field labeled HWaddr.
- C. You can also use iwconfig to find your wireless MAC address if you have it installed.

### Apple TV

- A. On the Apple TV main menu, select settings
- B. In the Settings menu, select About
- C. The Apple TV’s MAC address will be listed as either the Wireless ID or Ethernet ID

### Game Console or Entertainment device


The MAC address is often printed on a label attached to the device or printed on the box it came in. Otherwise, you can check the manual or find the information in the Settings or Preference menus.

[Back to top](#)

## **Random MAC addresses will not work with the Dogwood WIFI:**

Newer models of both Android and IOS phones now have a security feature that creates a random WIFI MAC address when you first connect to a WIFI location, while this is a good security feature and can reduce tracking of your phone locations and shopping habits it will cause a problem when trying to connect to the Dogwood WIFI for the first time. So if you're having problems connecting to Clubhouse first look to see if private addressing is enabled.

iPhone, iPad, or iPod touch

1. Open the Settings app, then tap Wi-Fi.
2. Tap the information button  next to the Clubhouse network.
3. Tap to turn Private Address off
4. Join the Clubhouse network and enter the password

Google Pixel

1. Open the Settings app
2. Select Network and Internet
3. Select WiFi
4. Connect to the Clubhouse WIFI network
5. Tap the gear icon next to the current connection
6. Select Advanced
7. Select Privacy
8. Select "Use device MAC"

Samsung Galaxy

1. Navigate to "Settings"
2. Select "Connections"
3. Select "WiFi"
4. Select Clubhouse WIFI network to connect
5. Tap the gear shaped icon next to the network you connected to
6. Select "Advanced"
7. On the next screen there is a menu labeled "MAC Address Type". Tap on "MAC Address Type"
8. Select "Use Phone/Device MAC"

## **Be considerate if you're using a WIFI Hotspot at Dogwood:**

WIFI hotspots allow you to share your cellular internet data connection with other local WIFI devices, if you do this at Dogwood, please ensure that you don't give your private hotspot a SSID name that is already in use such as clubhouse, automation or dogwood or one that would make other campers attempt to connect with your Hotspot thinking that it could be the Clubhouse or Dogwood WIFI names. Also make sure you use encryption and set a password on your hotspot, that's a good idea even if you're not at Dogwood and this will prevent phones and tablets from automatically connecting to your hotspot when they are in range. We have had problems in the past where a local device was offering a no password hotspot named Clubhouse and several devices connected to this hotspot instead of the real Dogwood WIFI offering.

When configuring your hotspot or RV, you have control over what WIFI name, channels, bandwidth and power levels it uses for its client connections, please be considerate of your dogwood neighbors and select a bandwidth and base channel that does not conflict with what is already in use by dogwood at your location. There are a limited number of

[Back to top](#)



20MHz channels available on the 2.4GHz band (channels 1-11) please select a channel that clubhouse is not using and configure your bandwidth to use a single 20MHz channel. If you select 40mhz it uses 2 20MHz adjacent channels bonded together.

Many hotspots, 4G LTE routers and RVs offer client connections on both the 2.4GHz (channels 1-11) and 5GHz bands (channels 36 – 165), the 20MHz 5ghz channels can offered as a single 20MHz, or bonded 40MHz, or 80MHz connections.

A large portion of the 5GHz band has channels (52-144) reserved for DFS (Dynamic Frequency Section) a fancy term for a priority use arrangement by military and aviation radars where it is ok for hotspots and other devices to use these channels and they are normally open but should a military radar be detected the hotspot will give the radar priority and select an alternate channel(s). Channel naming under the 5GHz band uses a numbering schema where there are 25 20MHz channels each spaced 3MHz apart to prevent signal overlap and are numbered 36, 40, 44, 48, 52-dfs, 56-dfs, 60-dfs, 64-dfs, 100-dfs, 104-dfs, 108-dfs, 112-dfs, 116-dfs, 120-dfs, 124-dfs, 128-dfs, 132-dfs, 136-dfs, 140-dfs, 144-dfs, 149, 153, 157, 161 and 165. Only 10 non-DFS 20MHz channels are available

When an 40MHz bandwidth is selected the channel numbers change combining two of the underlying 20MHz channels into one 40MHz channel example channel 38 combines (36 & 40)

The 40MHz channels are 38, 46, 54-dfs, 62-dfs, 102-dfs, 110-dfs, 118-dfs, 126-dfs, 134-dfs, 142-dfs, 151, 159 only 4 non-DFS 40MHz channels are available

When an 80MHz bandwidth is selected the channel numbers change again combining two 40MHz channels or 8 20mhz channels into one example 42 combines two 40MHz channels (38 & 46)

The 80MHz channels are 42, 58-dfs, 106-dfs, 122-dfs, 138-dfs, 155 leaving only 2 non-DFS 80MHz channels available

Please consider that WIFI communications are very sensitive to co-channel interference, a condition where multiple access points or in this case hotspots and dogwood access points are in the same local area and are on the same channel, a telephone analogy of a multiple line conference call with too many people trying to converse at the same time could be used, nothing gets said and no data is passed.

The dogwood WIFI infrastructure for the clubhouse SSID uses a single 80MHz wide 5GHZ band (channel 146) to provide a meshed interlink between WIFI access points. Connections to clubhouse are then offered to park users on the 2.4GHz band using a 20MHz bandwidth with alternating channel assignments 1,6,11 depending on the proximity of the adjacent access points

Suggested channels and settings for co-location of hotspots and dogwood wifi

- Set your 2.4ghz bandwidth to 20mhz
- Check what 2.4ghz channel is in use where you're going to locate your hotspot
- Set your 2.4Ghz channel to the following:

The park uses channels 1, 6 or 11. If the area you're located in has channel 1 in use select channel 3 for your settings. If channel 6 or 11 is in use then pick channel 1. Do not use an in-between channel (2,4,5,7,10) as this will cause interference on adjacent channels

If your hotspot does not have the ability to scan for active channels then use the table below which lists the lots that have active WIFI units, the channels they are using and the recommended channel for your device.

[Back to top](#)

Lot Number	Dogwood Channel		Recommended Hotspot Channel	
	2.4Ghz	5Ghz	2.4Ghz	5Ghz
Clubhouse Roof	6	149 VHT40	1 VHT20	36 VHT40
Club House Interior	11	149 VHT40	1 VHT20	36 VHT40
104	6	157 VHT40	3 VHT20	36 VHT40
121	11	157 VHT40	1 VHT20	36 VHT40
133	6	157 VHT40	1 VHT20	36 VHT40
142	6	157 VHT40	1 VHT20	36 VHT40
149	1	157 VHT40	3 VHT20	36 VHT40
158	11	157 VHT40	1 VHT20	36 VHT40
159	6	157 VHT40	1 VHT20	36 VHT40
166	1	157 VHT40	3 VHT20	36 VHT40
169	11	157 VHT40	1 VHT20	36 VHT40
179A	11	157 VHT40	1 VHT20	36 VHT40
198	1	157 VHT40	3 VHT20	36 VHT40
201A	1	149 VHT40	3 VHT20	36 VHT40
205	11	149 VHT40	1 VHT20	36 VHT40
215	11	157 VHT40	1 VHT20	36 VHT40
228	6	149 VHT40	1 VHT20	36 VHT40
234	6	149 VHT40	1 VHT20	36 VHT40
248	11	149 VHT40	1 VHT20	36 VHT40
253	11	149 VHT40	1 VHT20	36 VHT40
261	11	149 VHT40	1 VHT20	36 VHT40
279	1	149 VHT40	3 VHT20	36 VHT40
29	11	149 VHT40	1 VHT20	36 VHT40
314 sunflower	11	149 VHT40	1 VHT20	36 VHT40
304	1	149 VHT40	3 VHT20	36 VHT40
332	11	157 VHT40	1 VHT20	36 VHT40
34	1	157 VHT40	3 VHT20	36 VHT40
340	6	157 VHT40	1 VHT20	36 VHT40
348 Disabled				
358 Disabled				
366	6	157 VHT40	1 VHT20	36 VHT40
374	11	157 VHT40	1 VHT20	36 VHT40
40	6	157 VHT40	1 VHT20	36 VHT40
44	1	157 VHT40	3 VHT20	36 VHT40
47	11	157 VHT40	1 VHT20	36 VHT40
54	1	157 VHT40	3 VHT20	36 VHT40
7 Sunflower	1	149 VHT40	3 VHT20	36 VHT40
75	11	157 VHT40	1 VHT20	36 VHT40
8	11	149 VHT40	1 VHT20	36 VHT40
80 Disabled				
91	1	157 VHT40	3 VHT20	36 VHT40
95	11	157 VHT40	1 VHT20	36 VHT40
98	6	157 VHT40	1 VHT20	36 VHT40
Bath House 1	6	149 VHT40	1 VHT20	36 VHT40
Bath House 3	1	157 VHT40	3 VHT20	36 VHT40
Caretaker House	6	149 VHT40	1 VHT20	36 VHT40
23 sunflower	1	149 VHT40	3 VHT20	36 VHT40
Lakeside lot 40	6	157 VHT40	1 VHT20	36 VHT40
31 dogwood Circle	6	149 VHT 40	1 VHT20	36 VHT40

The park also uses an 80mhz wide channel on the 5Ghz band starting at channel 146 as a data link between the 52 meshed access points, so if you're going to use 5Ghz please set the channel width to 40mhz or smaller and pick a channel at the lower end of the band like 36, 38 or 40 or one of the DFS channels between 52-144 if you don't need 5Ghz then turn it off.

Setting the proper power level is also important, your power to a level only needs to cover your immediate area, using 100% power only creates a higher level of interference with other areas of the park. If you don't know how to figure out any of these settings for your device or RV, please ask.

[Back to top](#)

# Clubhouse

## Clubhouse Hours

### **Spring Hours April 1<sup>st</sup> – May 29<sup>th</sup>**

Monday – Thursday – Closed

Friday & Saturday – 11:00 a.m. to 9:00 p.m.

Sunday – 11:00 a.m. to 5:00 p.m.

### **Summer Hours May 30<sup>th</sup> – Sept 4<sup>th</sup> (Except Holiday Weekends, see below)**

Monday -- Closed

Tuesday – Thursday – 11:00 a.m. to 5:00 p.m.

Friday & Saturday – 11:00 a.m. to 9:00 p.m.

Sunday – 11:00 a.m. to 5:00 p.m.

### **Memorial Day, July 4<sup>th</sup> & Labor Day Weekends**

Friday - Sunday – 11:00 a.m. to 9:00 p.m.

Monday – 11:00 a.m. to 5:00 p.m.

Tuesday – Closed

### **Fall Hours September 5<sup>th</sup> – Last Weekend in October**

Monday – Thursday – Closed

Friday & Saturday – 11:00 a.m. to 9:00 p.m.

Sunday – 11:00 a.m. to 5:00 p.m.

### **Winter Hours Last Weekend in October – April 1<sup>st</sup>**

Closed

## **Clubhouse Kitchen Rules**

(Do not apply to Rentals, Fundraising and Activities Committee Functions)

The kitchen area in the clubhouse is for all lot owners to use as they need. However, to promote fairness to all lot owners and to protect our clubhouse property, the following rules must be followed:

- A. Lot owner must get permission from the caretaker before using the kitchen. If there are no conflicts, the caretaker may give permission for the use of the kitchen.
- B. Lot owner cannot use the area if the lodge is closed, and caretaker is not present.
- C. Lot owner will not be allowed to use the facility if someone else has the clubhouse booked for an event. This includes fund-raising and activities events.
- D. Lot owner must fill out the sign-in sheet.
- E. Lot owner must stay in the clubhouse until cooking and clean-up is complete.
- F. Lot owner must supply their own paper products (napkins, plates, bowls, cups, cutlery, etc.)
- G. Lot owner must clean the area and put items back in original locations before leaving. The caretaker will determine if the kitchen has been cleaned properly. If the kitchen is not cleaned, the caretaker will send the Board a complaint and the Board will determine the fine.
- H. Repairs for any damage done to the clubhouse due to the lot owner's use (i.e., fire damage, grease spills, smoke damage, etc.) shall be paid for by the lot owner in addition to receiving a fine.

## DONATIONS FOR RENTAL OF DOGWOOD LAKE CLUBHOUSE

Available dates are April 10 – October 30. Rentals not allowed on holiday weekends

### Rental availability is subject to DWL activities schedule

- Clubhouse rental/sanitation donation of \$65.00 must be paid in full in advance to hold the reservation. A refundable clean-up deposit of \$50.00 must also be paid in advance.
  - Clubhouse will be sanitized before/after event by caretaker. \$15 of each rental goes to caretaker.
  - Once cleanliness approved by caretaker then clean up deposit \$50 will be returned by activities dept.
- Picnic area rental fee donation of \$25.00 must be paid in advance to hold the requested date – picnic area rental does not include pool use.
- Rentals are on a first come basis. Requests will not be approved for members that are not in good standing.
- Reservations cannot be made before opening day.

Rental hours are as below: This includes set up and clean up to be completed. All other times must be approved by the Board.

Saturday  12:00 p.m. – 4 p.m. or  4 p.m. – 8 p.m.

Sunday  12:00 p.m. – 4 p.m

Weekday \_\_\_\_\_  12:00 p.m. – 4 p.m

Lot Owner's Name: \_\_\_\_\_ Lot # \_\_\_\_\_

#### Area Requested:

**Clubhouse:** \_\_\_\_\_ Rental Date: \_\_\_\_\_

Rental/Sanitation fee amount \$65.00 Date Paid: \_\_\_\_\_

Clean up Deposit fee \$50.00 Date Paid: \_\_\_\_\_

Date Refunded & Initials: \_\_\_\_\_

**Picnic Area:** \_\_\_\_\_ Rental Date: \_\_\_\_\_

Rental/Sanitation fee amount \$25.00 Date Paid: \_\_\_\_\_

Lot owner renting facility must be present to allow admission of guests into the park and must be present at event until all guests have left the park.

All Dogwood Lake facilities shall remain open to all lot owners while facility is reserved.

Dogwood rules and regulations apply to your guests, and you assume responsibility for them. Any guests not following dogwood rules may be asked to leave the premises.

Refrigerator in clubhouse kitchen has limited space and items inside are not for general use. It may be used if space allows during event. Coolers are recommended to store items. You must supply your own paper products- plates, napkins, bowls and cutlery.

Please leave the facilities neat and clean at the end of your event.

By Signing below, you agree to the terms of this donation/rental agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DONATIONS FOR RENTAL OF DOGWOOD LAKE CLUBHOUSE

**Off Season Rentals November- March.** Rentals not allowed on holiday's.

Rental availability is subject to DWL activities and Caretaker schedule.

- A Clean up refundable deposit of \$50.00 must be paid in advance to hold date. Clubhouse rental/sanitation donation of \$125.00 must be paid in full prior to requested date. (\$75 of the total fee goes to caretaker)
- Clubhouse will be sanitized before/after event by caretaker.
- Once cleanliness approved by caretaker then clean up deposit \$50 will be returned by activities dept.
- Rentals are on a first come basis. Requests will not be approved for members that are not in good standing.
- **Reservations will only be made upon Caretaker availability for off-Season rentals.**

Rental to be limited to a 4hr rental: This includes set up and clean-up to be completed.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Lot Owner's Name: \_\_\_\_\_ Lot # \_\_\_\_\_

**Area Requested:**

**Clubhouse:** \_\_\_\_\_ Rental Date: \_\_\_\_\_

Rental/Sanitation fee amount \$125.00 Date Paid: \_\_\_\_\_

Clean up Deposit fee \$50.00 Date Paid: \_\_\_\_\_

Date Refunded & Initials: \_\_\_\_\_

**During inclement weather the park roads will not be cleared just because there is a rental. Rental may be canceled/rescheduled if unsafe conditions for caretaker and for Park entrance to be cleared.**

Lot owner renting facility must be present to allow admission of guests into the park and must be present at event until all guests have left the park.

Clubhouse is open for rental only; it will not be open for purchases.

Dogwood rules and regulations apply to your guests, and you assume responsibility for them.

Any guests not following dogwood rules may be asked to leave the premises.

Refrigerator in clubhouse kitchen has limited space and items inside are not for general use. It may be used if space allows during event. Coolers are recommended to store items. You must supply your own paper products - plates, napkins, bowls and cutlery.

Please leave the facilities neat and clean at the end of your event.

By Signing below, you agree to the terms of this donation/rental agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Fishing Regulations



### **Fishing Methods Allowed**

- A. Fishing pole/rod and reel
- B. Do not leave fishing lines or gear unattended

### **Fishing Methods Not Allowed**

- A. Jug fishing
- B. Trotlines
- C. Limb lines
- D. Giggling
- E. Seining

### **Size Limits**

- A. Bass under 9 inches: No limit
- B. Bass 9 - 14 inches: Limit 10 daily
- C. Bass 15 inches and longer: Catch and release only
- D. Catfish any size: Limit 6 daily
- E. Crappie & Bluegill: No limit
- F. Carp: No limit

No boats can be left in the lake or block access to lakefront.

# Forms

Lot Improvement Permit Request Form  
Quitclaim Deed  
Registration & Emergency Contact Form  
WIFI MAC Address Form  
Suggestion Form  
Complaint Form  
Guest RV Permit Request Form  
[Warren County Permit Request](#)

**Permit Request Form** (email to [environmental@dogwoodlakes.net](mailto:environmental@dogwoodlakes.net) or drop off in clubhouse)

Date Submitted: \_\_\_\_\_

Lot Owner (s): \_\_\_\_\_ Lot #: \_\_\_\_\_ Phone: \_\_\_\_\_

9-1-1 Address for Lot: \_\_\_\_\_

Request to Place RV on Lot      RV Year Make/Model \_\_\_\_\_

Request for Temporary Storage      RV Year Make/Model \_\_\_\_\_

Length of anticipated storage \_\_\_\_\_

Construction Project:

Project Type: *(See the Lot Improvement Policy for improvements requiring approval.)*

\_\_\_\_\_  
\_\_\_\_\_

Materials to be Used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Dimensions: \_\_\_\_\_

Person or Company Performing Work: \_\_\_\_\_

Equipment to be Used: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

- You must submit a detailed sketch of the project, including dimensions and location of project/RV on lot.
- Sheds shall not be larger than 192 square feet.
- Contact Planning and Zoning (636-456-3044) prior to starting a project to determine if a Warren County permit is required. It is the lot owner's responsibility to obtain all required permits.
- The original approved copy of this permit request form, with Dogwood Seal, must be presented to Warren County Planning and Zoning when applying for the Warren County permit.
- When accessing the water system, 24-hour notice required for planned outage. Shut-off valves shall be installed on all new and replaced water hookups.

If not on the sewer system what size holding tank does your lot have: \_\_\_\_\_

Area below this line is for use by Environmental Committee

Approved    Denied      Date: \_\_\_\_\_

Is Lot Connected to Sewage Treatment Plant?      Yes       No

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Environmental Committee Signatures: \_\_\_\_\_  
\_\_\_\_\_

Revised 03/22/2023

[Back to top](#)

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(Space above reserved for Recorder of Deeds certification)

**QUITCLAIM DEED KNOW ALL MEN BY THESE PRESENTS THAT:**

THIS INDENTURE, made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between \_\_\_\_\_, (“Grantor[s]”) whose address is \_\_\_\_\_, and \_\_\_\_\_ (“Grantee[s]”) whose address is \_\_\_\_\_.

FOR A VALUABLE CONSIDERATION, in the amount of One Dollar and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor(s) hereby REMISE, RELEASE, AND FOREVER QUIT-CLAIM to Grantee(s), all right, title, interest and claim to the plot, piece or parcel of land, with all the buildings, appurtenances and improvements thereon, if any, in the County of Warren, State of Missouri described as follows:

**Lot \_\_\_\_\_, Parcel ID \_\_\_\_\_, in Plat \_\_\_\_\_, as designated on the Plat of that certain Subdivision known as “Dogwood Lake” located in Warren County, Missouri.**

SUBJECT TO all, if any, valid easements, rights of way, covenants, conditions, reservations and restrictions of record.

TO HAVE AND TO HOLD the same with all the rights and immunities, privileges and appurtenances thereto belonging, unto the said Grantees and unto their heirs and assigns of the Grantee(s) forever; so that neither the Grantor(s) nor their heirs, nor any other person or persons for them or in their name or behalf, shall or will hereafter claim or demand any right or title to the aforesaid premises or any part thereof, but they and every one of them shall, by these presents, be excluded and forever barred.

GRANTOR(S) do not warrant title to the property as this is a quitclaim conveyance.

[Back to top](#)

IN WITNESS WHEREOF, Grantor(s) have executed this Quitclaim Deed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ Signature of Seller

\_\_\_\_\_ Printed Name of Seller

State of Missouri } County of \_\_\_\_\_  
                          } ss.

\_\_\_\_\_ Signature of Seller

\_\_\_\_\_ Printed Name of Seller

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

WITNESS my hand and official seal.

\_\_\_\_\_ Signature of Notary Public

\_\_\_\_\_ Printed Name of Notary

NOTARY SEAL

## Registration Form & Emergency Contact Information

In order to correspond with and/or notify in an emergency, the Board of Directors has resolved to request all lot owners to complete this registration form. This information will be kept confidential and used only to perform DWLOA business. Please fill out entirely.

Lot Owner's Name(s). \_\_\_\_\_

Lot Number(s). \_\_\_\_\_

Primary or Principal address (no P.O. Boxes)

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Mailing Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

Email address \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work Phone number \_\_\_\_\_

Emergency contact #1 \_\_\_\_\_

Phone number \_\_\_\_\_

Relationship \_\_\_\_\_

Emergency contact #2 \_\_\_\_\_

Phone number \_\_\_\_\_

Relationship \_\_\_\_\_

MAC Address List for Dogwood Lake WIFI

Lot Number(s): \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Device Type	Device MAC Address

**Dogwood Lake Suggestion Form**

No. \_\_\_\_\_

**Area of Concern:**

\_\_\_\_\_  
**Description of Suggestion (explain in detail):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Lot Owner's Signature:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_

**Lot Owner's Contact Information:** \_\_\_\_\_

**Submittal Instructions:**

**Complete this form and (1) deposit a copy in the suggestion box located in the clubhouse, or:  
(2) scan the completed form and send a copy to the Board Secretary at [secretary@dogwoodlakes.net](mailto:secretary@dogwoodlakes.net).**

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**Resolution/Comments from Board:**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Revised 10/24/2021

[Back to top](#)



**Dogwood Lake Complaint Form**

**Date of Violation (if applicable):** \_\_\_\_\_

**Violator's Lot No. (if applicable):** \_\_\_\_\_

**Description of Complaint (explain detail):**

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**Date:** \_\_\_\_\_

**Lot Owner's Signature:** \_\_\_\_\_

**Lot No.:** \_\_\_\_\_

**Lot Owner's Contact Information:** \_\_\_\_\_

This form can be filled in and submitted using any one of the following methods:

- A. Save the form to your computer, fill in the fields, and either email the completed form to the Dogwood Lake Board Secretary at [secretary@dogwoodlakes.net](mailto:secretary@dogwoodlakes.net)
- B. Print the form from here, fill it in by hand, and deposit it in the complaint box located in the clubhouse.

Complaint must be specific and must include date and time if it applies to an incident. The Board cannot respond to nonspecific complaints. Your name and lot number will not be disclosed to others.

**Resolution/Comments from Board:**

**Date:** \_\_\_\_\_

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### Permit Request Form for Guest RV Parking

Date Submitted: \_\_\_\_\_

Lot Owner (s): \_\_\_\_\_ Lot: \_\_\_\_\_ Phone: \_\_\_\_\_

911 Address of Lot: \_\_\_\_\_

Request to Place Guest RV on Lot #: \_\_\_\_\_ 911 Address of Lot: \_\_\_\_\_

Requested Duration: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (14) Day Maximum

Does Lot have Access to Wastewater Disposal? No  Yes  On Lot  On Adjacent Lot

Name of RV Owner (Guest): \_\_\_\_\_

Relationship to Lot Owner: \_\_\_\_\_ (Lot owner's presence while guests are in the campground must comply with the Guest Policy.)

(See the *Dogwood Lake Campground Rules and Regulations* for regulations governing Guest RVs.)

#### RV Description:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Length: \_\_\_\_\_

I, \_\_\_\_\_ acknowledge I am responsible for informing my guests of all regulations governing required behavior while in Dogwood Lake Campground including, but not limited to, rules governing: guest access to campground, waste water disposal, speed limits, swimming pool, quiet hours, pets, golf cars, and lakes. ***(The lot owner is advised to provide a copy of the Dogwood Lake Campground Rules and Regulations to their guests.)***

I further acknowledge I am responsible for the behavior of my guests and will be held accountable for any rules violations, and for any property damage that may be caused to another lot owner's property, or to Association property.

\_\_\_\_\_  
Date: \_\_\_\_\_

**Lot Owner's Signature**

Area below this line is for use by Environmental Committee

Approved  Denied Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Environmental Committee Signatures:** \_\_\_\_\_  
\_\_\_\_\_

(NOTE: Permit requests for Guest RVs do not require approval by Warren County.)

# Recommended Service Providers

All business contacts are provided as a courtesy only and do not constitute endorsement or liability from Dogwood Lake Campground. These are vendors who are in the local area and who have provided services in the past.

John's Tree Service--(636)456-3334 or (636)359-4296

Tree removal, trimming and stump grinding. Mowing, mulching and leaf removal. Reliable. Free estimates. Insured.

Jason Higby Tree Specialist--(314)853-2637

Tree trimming, topping and removal.

Dave's Spot Tree Service, Dave Killian --(636)240-3464

Tree trimming, topping, removal and stump removal. Brush disposal. Tie walls. Free estimates. Insured.

Twiehaus Grading, Carl Twiehaus--(636)262-3672

Hasenjager Trucking - 636-433-2311 Gravel delivery 12187 State Hwy D Marthasville, MO 63357

Lewis-Bade, Inc.--(636)456-2615 [www.lewisbade.com](http://www.lewisbade.com)

Professional land surveyors and engineers

Bill Thomas Camper Sales -- (800)367-5767 [www.btcamper.com](http://www.btcamper.com)

Family-owned and operated for over 43 years. Fifth-wheels; Travel trailers; Toy haulers; Tent campers; Expandables; Used RVs

Kemco Aluminum, Inc. --(636)456-2557 or (800)456-5362

Insulated Aluminum Roof-over Systems for your travel trailer. We do lift the air conditioners up. Patio Enclosures; Deck Covers; Insulated 4-Season Rooms; Screen Enclosures.

RV Support Services--314-369-2751 (Mobile); 314-568-2000 (Office) Jim Hugget,

Owner/Operator: 20 Year's Experience in the RV Industry. Email: [jrvs@sbcglobal.net](mailto:jrvs@sbcglobal.net) Website: [www.rvsupport.net](http://www.rvsupport.net)

Integrity Custom Construction Services, Bryan 314-705-4704, [bryanm.integrity@gmail.com](mailto:bryanm.integrity@gmail.com).