

CODE OF CONDUCT

The Protective Restrictions, Covenants and Limitations for Valley of the Pines which are recorded in the office of the Steuben County Recorder constitute a part hereof.

I. Lots

1. Supplement to Rule 6b [of the Protective Restrictions]
 - a. Keep lots clear of garbage and trash as specified in 6b. If you have trash to be picked up, prearrange with resident manager.
 - b. No wrecked, abandoned, discarded or junk vehicle, trailer, watercraft, equipment or material of any kind shall be placed or be permitted to remain on any lot. Items such as trailers and watercraft are permitted but should be placed toward the rear of the lot.
 - c. The watercraft, **MUST** be in working condition, sea worthy, have a current State registration (when required), may only be stored in the Valley on a trailer, unless stored over winter months and must be used on a regular basis (“monthly”) weather permitting. When possible watercraft should be stored to the rear of the lot.
(Added 9-3-16)
2. Approval by the Board of Directors as to location and size of any structures or facilities is necessary prior to construction. Approval for construction must be obtained at any monthly Board meeting. Approved plans must then be presented to the Steuben County Plan Commission and Health Departments for issuance of building permits. Each lot owner is requested to complete construction within a reasonable period. Construction should not extend over weeks or months. **(Revised 5-29-93)**
3. Carport awnings (canvas only) are allowed seasonally. No metal permanent structures. Awnings must be taken down at the end of each season. **(Added 9-3-16)**
4. Ornamental fencing is permitted subject to the prior approval of the Board.
5. Renting of lot/unit(s) only by full season. No rentals by day, week or month are allowed.
(Added 9-3-16)
6. Do not trespass on private property. Use roadways and common areas.
7. Parking on roadways is permissible in front of your lot only. If additional space is needed, consult your neighbor.
8. Snowmobiles are hereby allowed to be operated only on roadways at posted speed limits for ingress and egress to RV units. No unlicensed vehicles except motorized golf carts shall be permitted on the Valley of the Pines roads. Golf cart must be a manufactured golf cart, have a visible light if operated at night, and the operator must have a valid driver’s license or have submitted a usage request (due to physical impairment) to the Board of Directors for approval. Valley lot owner must submit a copy of proof of liability insurance to the Board of Directors. **(Revised 7-13-02)**
9. Quiet time is between 11:00 PM and 7:00 AM. Quiet hours will be extended to 12:00 Midnight on the three (3) major holiday weekends (Memorial Day, July 4th and Labor Day). Music and noise are to be kept at a level so as not to disturb neighbors. **(Revised 8-30-14)**
10. No more than one camping vehicle shall be permitted upon any one lot. However, no more than one tent is permitted upon one lot for period not to exceed 72 hours provided proper sanitary facilities are available on that lot.
11. Property owners are responsible for family members and guests in the use of Valley of the Pines common areas and facilities.

II. Common Areas and Facilities

1. Motor Vehicle Rules
 - a. Roadway speed for all motor vehicles is 13 mph.
 - b. Park on a lot, at the manager’s residence, or at the designated spaces at the clubhouse.
 - c. “Allowed” motor vehicles are restricted to roadways. “Driving around” - excessive, apparently non-purposeful use of motor vehicles in the Valley is discouraged.
 - d. Golf carts are not considered as a “motor vehicle” and will be allowed on common

CODE OF CONDUCT

grassy areas. **(Revised 9-5-15)**

2. Clubhouse Rules (**Composite of original rules of 5-11-85 and revisions of 5-1-87 and 7-1-90**)

a. General Use:

- Casual use of the Clubhouse by adult association members during unreserved time is encouraged. Responsible care in all seasons is expected.
- Use of the restrooms by guests/members is permissible. However, it is expected that swimmers dry off first and enter by the main door of the Clubhouse and not by the sliding doors. Use of the living room furniture by persons wearing swimming suits is not permitted. The member will be subject to any damage incurred.
- Wet clothing in winter or wet suits in summer are not permitted in the front room of the clubhouse. Neither should wet clothing or wet towels be placed on the furniture in the Clubhouse. In the winter, care should be exercised in eliminating as much snow from your clothing as possible before entering the building. In the summer, when entering the Clubhouse in a swim suit, you should dry yourself off before walking in the back room.
- To preserve the carpeting and furniture, changing of clothes when swimming is strictly prohibited. Please use the member's RV for this purpose.
- All lights should be turned off before leaving the building.
- Electric heaters are not to be used in the clubhouse.
- Careful use of the fireplace is expected, including the proper cleaning up after use. If you must leave before the ashes are cool, please make arrangements with the Property Manager for the disposal of the cool ashes (including reimbursing him for his time).
- The electric hot water heater at the kitchen sink is available but must be turned off when you are finished.
- The rest rooms are to be kept neat and tidy.
- The thermostat is a low-level control unit, which means that there is a low setting and a maximum (presently they are 30° and 60°), and a locked cover is over the thermostat. The Property Manager will control the setting, thus he must be advised of all usage so he can adjust the settings.
- The Clubhouse must be left in the condition it is found. All refuse must be removed and placed in the dumpster at the main gate. Kitchen area, tables, and restrooms must be cleaned. A vacuum cleaner is located in the front closet along with cleaning supplies.
- When leaving, please check to see that the windows are closed and locked, and that the stove, hot water heater, and water are turned off. Make sure the main door is locked.
- Full-season (May through September) renters of lots may have key access to the clubhouse, provided that the lot owner is current in annual maintenance fees. A \$50 security deposit, along with the name and permanent address and phone number of the renter, shall be submitted to a member of the Board of Directors at least seven days prior to renter access. This deposit is to be refunded within

swimming

30 days after the owner notifies the Board that renter access has been ended by return of the key to the owner and provided that no Clubhouse damage attributed to the renter has occurred. The lot owner is responsible for renter caused damages in excess of the security deposit. The lot owner is responsible for providing the key and a current copy of the Code of Conduct to the lot renter,

CODE OF CONDUCT

for advising each renter that no key duplicates are to be made and for assuring return of the key following rental. **(Paragraph added 5-24-97)**

b. Clubhouse Rental:

The Clubhouse may be reserved by association members for private parties or gatherings providing the member has paid the current annual maintenance fee and using the following guidelines:

- A \$75 deposit shall be submitted to a member of the Board of Directors at least seven days prior to the scheduled event. Upon payment of the deposit, the reservation will be recorded on the schedule calendar provided in the clubhouse. **(Revised 7-9-11)**
- \$50 of the amount will be a rental fee and shall be retained by the Treasurer of the Association. The balance of \$25 is a security deposit to be refunded thirty days after the rental, provided the Clubhouse is left clean and orderly. **(Revised 9-2-95)**
- The Clubhouse sanitation system is limited. Groups larger than twenty-five should plan on using the member's RV facilities to supplement the sanitation facilities particularly if the Clubhouse is to be used for more than three hours.
- Clubhouse rental can not guarantee exclusive use of the beach, lake and community area surrounding the Clubhouse.
- The Clubhouse shall be left in the same or better condition than when it was found.

3. Lake Use

- a. ALL SWIMMING AND WATER-RELATED ACTIVITIES ARE DONE AT YOUR OWN RISK. Parents are urged to closely supervise small children's activities.
- b. Bathing or washing of anything or anyone in the lake is prohibited.
- c. The paddle boats should be used as intended, not as a diving board or fishing boat.
- d. After usage of private watercraft, the watercraft should be removed from the lake shore. Watercraft are generally understood to include canoes, row boats, and similar craft.
- e. Watercraft are not to be launched by backing a trailer into the water.
- f. All watercraft to remain out of designated swimming area.
- g. No watercraft using an electric or gasoline motor shall be used on the lake.
- h. Pets are only permitted in the designated dog swim area of the lake located in the northeast section between the two fishing piers. Pets are not permitted in the creek that flows into the lake and are not permitted on the sand beach areas. **(Paragraph Revised 8-30-14)**
- i. Fishing Rules: Fishing is open to lot owners and their guests. **"Fishing" is defined**

as

a fishing pole, hook or lure. No spearing or netting will be allowed. Fishing is only permitted from the banks outside the swimming area. Fishing from paddle boats

or the swimming raft is not permitted in any area. There will be no feeding of fish in the swimming area. Fishing “catch” limits to be determined by Lakes & Grounds Committee and posted on the bulletin board at the clubhouse entrance. Please return all undersized fish to the lake. **(Revised 7-9-11) (Bold Wording Added 9-3-16)**

4. Common Area Use
 - a. Common areas will not be used for temporary or long term storage of personal property.
 - b. Sporting equipment and designated areas should be used for the designed activities only. Common sense should prevail.

Page C-3

CODE OF CONDUCT

5. General
 - a. All lot uses shall be conducted so as to not disturb your neighbors unreasonably.
 - b. The front gate is to be locked if the manager is going to be absent after 11 pm or at any other time at his discretion.
 - c. Fireworks are not permitted at any time because of the inherent fire hazard.
 - d. No hunting is allowed in the Valley. (Does not include trapping of nuisance animals, i.e. red squirrels, ground hogs, etc.) **(Added 9-3-16)**
 - e. Cutting or transplanting vegetation to or from the common use areas are prohibited except as part of a Valley of the Pines Association sponsored improvement or maintenance program.
 - f. Lot owners are encouraged to inform family members, guests and renters about the general rules and Code of Conduct of the Valley of the Pines Association.
 - g. Lot owners current in dues may rent the Valley’s tractor on a non-interfering basis at a rate of \$50 per hour to assist in performing work on their Valley lots, provided that the tractor must at all times be operated by a person skilled and experienced in the safe operation of such machinery, as determined and agreed to in the sole judgment of the Board of Directors or its property manager. This rate does not include costs of fuels, lubricants, or other supplies used in extended tractor operation, which remains the renter’s responsibility. All liability for any damages or injury caused or incurred by the tractor while in rental usage are strictly limited to the lot owner who rents the tractor. Recovery of rental charges or actual damage costs shall reside under the existing collection authority vested in the Valley of the Pines Association by the By-laws and the Restrictions. A \$50 deposit shall be posted at the time of rental arrangement and placed with the property manager or Board of Directors, to be applied to the final rental charges. Also, a signed rental statement identifying the approved tractor operator, the tractor time-meter readings at the beginning and end of the rental period, the date and time the tractor was taken and returned, and the signature of the renter and the authorizing representative shall be submitted by the renter at time of rental and updated at time of tractor return. The tractor shall be returned in the condition it was issued, including adequate supplies of fuel and fluids. **(Paragraph added 9-4-99)**

III. Amendments

The amendment of the Code of Conduct, except for the Restrictions and Limitations, shall be by vote of a majority of those voting at any quorum meeting of the members. Written notice of passage of each new revision to the Code of Conduct shall be supplied to each lot owner at the next occurring general membership meeting. Owners absent at the meeting shall be sent such

notice by mail no later than 30 days prior to the next following general membership meeting.
(Section III added 5-24-97)

CODE OF CONDUCT

Transcription Notes:

This is a retype of the C. Denlinger 1992 Code of Conduct, including all amendments and changes following that date which can be documented as approved in the written minutes.

4 Nov 1996

James W. Rowe

President, VOP Board of Directors

Revisions have been included as a result of three amendments passed by a majority of members at the general membership meeting of 24 May 1997.

28 May 1997

James W. Rowe

President, VOP Board of Directors

Revisions have been included as a result of two amendments passed by a majority of members at the general membership meeting of 4 September 1999.

4 September 1999

James W. Rowe

President, VOP Board of Directors

Revisions have been included as a result of two amendments passed by a majority of members by mail ballot mailing on 15 May 2002.

13 July 2002

Kenneth E. Lewis

President, VOP Board of Directors

Transcription Notes:

Retype of transcription (C. Hudec, Treasurer) 22 May 2011

Two (2) revisions have been included as a result of the majority of members and also passed by the Board of Directors on 9 July 2011.

12 August 2011

Cindy E. Hudec

Treasurer, VOP Board of Directors

Revisions have been included as a result of two (2) amendments passed by a majority of members at the general membership meeting of August 30, 2014 and one (1) amendment passed by a majority of members at the general membership meeting of September 5, 2015.

13 July 2016

Cindy E. Hudec

Treasurer, VOP Board of Directors

Revisions have been included as a result of five (5) amendments passed by a majority of members at the general membership meeting on September 3, 2016.

11 September 2016

Cindy E. Hudec

Treasurer, VOP Board of Directors

