

Leisure Lake

Membership Association, Inc.

Policies and Procedures

Having been voted upon and adopted by the members in good standing present at the July 2021 Membership meeting. These policies and procedures are amended and restated and put into place effective as of July 11, 2021.

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***SHADYSIDE CORPORATION RELINQUISHES OWNERSHIP TO LLMA

The 7th amendment made the 25th day of June, 2001 to the Declarations of Covenants and Restrictions date May 19, 1980 and recorded May 20, 1980 in the office of the Recorder of Portage County, Ohio in Vol. 978, Pg. 372, by Shadyside Corporation.”

Whereas, Shadyside Corporation is the owner of certain real properties situated the County of Portage, State of Ohio, which is more particularly described in the Declaration of Covenants and Restrictions, as amended (the “Declaration”);

Whereas, Declarant desires to amend the above described Declaration as heretofore amended, as more fully set forth herein.

Now, therefore, Shadyside Corporation hereby declares that all of the properties described above shall be held, sold, and conveyed as set forth in the said Declaration, as heretofore and herein amended, which are for the purpose of protecting the value and desirability of, and which shall run with the real property and be binding upon all parties having any right, title or interest in the described properties or any part thereof, their heirs, successors and assigns, and shall inure to the benefit of each owner thereof.

Article I of the Declaration, as heretofore amended, shall be amended by replacing the existing language as follows:

Section 1: “Association” shall mean and refer to Leisure Lake Membership Association, a corporation not for profit, (not non-profit) its successors and assigns.

Section 4. “Declarant” shall mean and refer to Leisure Lake Membership Association.

Article III, of the Declaration, as hereto amended, shall be amended as follows:

Section 4: There is reserved to Shadyside Corporation, any reservations of easements of record, all right, title and interest in and to any oil, gas or other minerals and in from the property, including the right to access to the property and the right to drill and maintain mines or wells on the property and to remove such oil, gas or minerals by pipeline or otherwise.

As signed by Doris Pearlman, President of Shadyside Corp. on the 25th day of June, 2001 and Recorded by Linda Fankhauser, Portage Co. Recorder File #200204209.

DECLARATION OF COVENANTS AND RESTRICTIONS
LEISURE LAKE MEMBERSHIP ASSOCIATION

THIS DECLARATION OF COVENANTS AND RESTRICTIONS, made this ____ day of month, 2021, by Leisure Lake Membership Association (LLMA), an Ohio corporation, hereinafter referred to as “Declarant”.

WITNESSETH:

WHEREAS, Declarant is the owner of certain property on State Route 225 in the County of Portage, State of Ohio, which is more particularly described on Exhibit “A” attached hereto and made a part hereof (the “Property”); and

WHEREAS, Declarant desires to establish easements, restrictions, covenants and conditions for the purpose of protecting the value and desirability of the Property.

NOW THEREFORE, Declarant hereby declares that all of the Property shall be held, sold and conveyed subject to the following easements, restrictions, covenants, and conditions which shall run with the Property and be binding on all parties having any right, title, interest, or Membership Agreement in

the Property or any part thereof, their heirs, successors, and assigns, and shall inure to the benefit of each member thereof.

ARTICLE I
Definitions

Section 1. "Development shall mean and refer to the existing Property, and additions thereto, as are subject to this Declaration or any Supplemental or Amended Declaration hereto.

Section 2. "Common Areas" shall mean all real property or improvement on the Property which may be owned by the LLMA for the common use and enjoyment of the Owners.

Section 3. "Declarant" shall mean and refer to Leisure Lake Membership Association (LLMA), an Ohio Corporation, its successors and assigns.

Section 4. "Member" means:

- a. Any person/s who holds a recorded deed or a completed Membership Agreement in good standing with LLMA.
- b. Membership Agreements are non-transferable. Person/s cannot be added except through marriage.
- c. Any person/s who sells their recorded deed or revokes their Membership Agreement is no longer a member of LLMA.

Section 5. "Interest" means any deeded or Membership Agreement lot/campsite.

Section 6. "Board" means the Executive Officers and Trustees of Leisure Lake Membership Association as duly elected and installed per the Constitution.

Section 7. "LLMA Improvements" means all buildings, out buildings, streets, roads, driveways, parking areas, fences, retaining and other walls, hedges, poles, antennas, and any other structures of any type or kind.

Section 8. "Declaration" means this Declaration of Covenants and Restrictions for Leisure Lake, as the same may be amended or supplemented from time to time.

Section 9. "Supplemental Declaration" means, in the case of real property being annexed to Leisure Lake, any recorded Supplemental Declaration of Declarant which incorporates the provisions of this Declaration therein by reference.

ARTICLE II

Membership, Gate Cards and Voting Rights in the Association

Section 1. **Membership.**

- a.) Membership refers to Article I, Section 4.
- b.) Every lot/campsite occupied needs either a recorded deed or Membership Agreement purchased and all dues, assessments, bills, fines, etc. paid in full.

Section 2. **Gate Cards.**

For the security of the park and all members the Board of Directors has established the following policy pertaining to the issuing of gate cards.

- a.) Must pass a felony background check prior to Board approval of any deed, membership agreement or issuing of gate cards.
- b.) There is a maximum of 4 (four) gate cards no matter how many people are on the deed or membership agreement or how many deeds or membership agreements you have.
- c.) First 2 (two) cards are no charge, the 3 and 4th card are \$25.00 each after a felony background check and Board Approval.

Section 3. **Voting Rights.** As stated in the Constitution, Article X, Section 10.2

ARTICLE III
Property Rights

Section 1. **Members' Easements of Enjoyment.** Subject to the provisions of Section 3, every Member shall have a right and easement of enjoyment in and to all the Common Areas of the development including roads, recreation areas and parking areas, and such easement shall be appurtenant to and shall pass with the title to every interest in the development.

Section 2. **Title to Common Areas.** The Declarant has legal title to the Common Areas.

Section 3. **Extent of Members' Easements.** The rights and easements of enjoyment created hereby shall be subject to the following:

(a) The Declarant accepts campers from Coast to Coast, Resort Parks International and Passport America at a predetermined rate.

(b) to rent campsites to non-members (sponsor by a Member) on a daily or weekly established rate.

(c) the right of the Declarant, to borrow money in accordance with Article XII, Section 12.6 of the Constitution, for the purpose of improving the park.

(d) the right of the Declarant to take such steps as are reasonably necessary to protect the above-described properties against foreclosure; and

(e) the right of the Declarant to suspend/revoke the enjoyment rights of any Member with any financial obligation unpaid, and for any infraction of its published rules and regulations

(f) the right of the Declarant to charge reasonable admission and other fees for the use of the Common Areas; and

(g) the right of the Declarant to dedicate or transfer all or any part of the Common Areas to any public agency, authority, or utility for such purposes and subject to such conditions as may be agreed to by the Members.

Section 4. **Reservation of Easements.** Notwithstanding, there is reserved to Shadyside Corporation, in addition to any reservations of easements of record, all right, title and interest in and to any oil, gas or other minerals and in from the property, including the right to access to the property and the right to drill and maintain mines or wells on the property and to remove such oil, gas or minerals by pipeline or otherwise. Leisure Lake Membership Association, itself, its successors and assigns reserves a fifteen foot wide easement along both sides of all road rights of way, a five foot wide easement along the side line and a ten foot easement along the rear line of each and every campsite with the right of ingress and egress thereon for the purpose of installing and maintaining roads, utility lines, gas and water mains and lines, sewer lines, manholes and drainage ditches and appurtenance thereto; together with the right to trim, cut or remove any trees and brush where necessary and the right to locate guy wires, braces and anchors where necessary.

ARTICLE IV
Covenant for Maintenance Assessments

Section 1. **Creation of the Lien and Personal Obligations of Assessment.** Each member with an interest, except the Declarant, or upon the execution of any agreement to purchase the fee title to any interest, whether or not it shall be so expressed in any such deed or agreement, shall be deemed to covenant and agree to pay to the Association: (1) annual assessments or charges; (2) special assessments for capital improvements, such assessments to be fixed, established and collected from time to time as hereinafter provided; (3) a one-time initiation fee per lot/campsite. The annual and special assessments and initiation fee together with interest accrued thereon and costs of collection thereof as hereinafter provided, shall be a charge on the land or interest and shall be a continuing lien upon the interest against which each such assessment is made.

Section 2. **Purpose of Annual Assessments (know as Dues).** The assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety, and welfare of all the members in the Development and in particular for the improvement and maintenance of properties, services and facilities devoted to this purpose and related to the use and enjoyment of the Common Areas, including, but not limited to, the payment of taxes and insurance thereon and repair, replacement, and additions thereto, and for the cost of labor, equipment, materials, management, and supervision thereof.

Section 3. **Date of Commencement of Annual Assessments.** The annual assessments (dues) shall become due and payable on the first day of May each year. A late fee as established in Section 5 of this article will be added to the member's bill after May 1st.

Section 4. **Special Assessments for Capital Improvements.** In addition to the annual assessments(dues), the Association may levy in any assessment year a special assessment, applicable to that year only, for the purpose of defraying, in whole or in part, the cost of any construction or reconstruction, unexpected repair or replacement of a described capital improvement or a new capital improvement upon the Common Areas, including the necessary fixtures and personal property related thereto.

The due date of any special assessment under this Section hereof shall be fixed in the resolution authorizing such assessment.

Section 5. **Effect of Non-Payment of Assessment; The Personal Obligation of the Member; The Lien; Remedies of Association.**

(a) If the assessments are not paid on the date when due, then such assessment shall become delinquent and shall, together with accrued interest thereon and cost of collection thereof as hereinafter provided, become a continuing lien on the interest which shall bind such interest in the hands of then Member, his heirs, devisees, personal representatives and assigns. The personal obligation of the then Member to pay such assessment, however, shall remain his personal obligation for the statutory period and shall not pass to his successors in title unless expressly assumed by them.

(b) If the assessment is not paid by the due date, a 15% late fee will be added to the members bill and be due immediately. The Association may bring an action at law against the Member personally obligated to pay the same or to foreclose the lien against the member's interest, and there shall be added to the amount of such assessment the costs of preparing and filing the complaint in such action, and in the event a judgment is obtained, such judgment shall include accrued interest on the assessment as above provided and reasonable attorney's fee to be fixed by the court together with the costs of the action.

Section 6. **Exempt Property.** The following property subject to this Declaration shall be exempted from the assessments, charge and lien created herein: (a) all properties to the extent of any easement or other interest therein dedicated and accepted by the local public authority and devoted to public use; (b) all Common Areas as defined in Article 1, Section 3 hereof; (c) all properties exempted from taxation by the laws of the State of Ohio, upon the terms and to the extent of such legal exemption; (d) any interest owned by the Declarant until the Declarant has sold all of the interests in the Development.

Section 7. **No Refund Policy.** If a member chooses to leave during the calendar year for which the dues have already be paid (May 1st – April 30th) no refunds will be given.

ARTICLE V

Member & Campsite Rules & Restrictions

The following shall be applicable to all Members in the Park:

Section 1. **Quiet Time.** As previously set, Quiet Time in the park is 11:00PM to 8:00AM daily. On holiday weekends it is extend to 12 Midnight to 8:00AM.

Section 2. **Right to enter.** The Declarant reserves the right to enter upon any occupied or unoccupied campsite for the purpose of improving its general appearance, repair of any infrastructure, or any such other purpose as it may deem necessary without being classified as a trespasser or being liable for damages for property removed.

Section 3. **Fences.** All campsite sight lines shall be kept free and open and no upright permanent privacy fencing of any material including but not limited to, chain link, wood or plastic may be constructed on any lot.

Section 4. **Nuisances/Member Behavior.** No noxious, offensive, nuisance or illegal activities shall be carried out on any campsite nor shall anything be done on any campsite that shall be or become an unreasonable annoyance or nuisance to the Development.

Section 5. **Signs.** No sign should be erected or maintained that is derogatory to any individual or group and shall be appropriate to a family friendly park.

Section 6. **Garbage and Refuse Disposal.** No Member shall burn trash, garbage, or other like household refuse on any campsite, nor shall any Member accumulate litter, refuse or garbage, except in receptacles provided for such purposes. Dumpsters are for park use only-do not bring your garbage/trash from home. The disposal company will not accept any building materials, furniture, refrigerators or large items. Members are responsible to get them out of the park.

Section 7. **Removal of Trees.** No tree may be removed from any campsite except by the Declarant. Tree forms are available in the office for reporting a dead tree or unsafe branches or limbs.

Section 8. **Motor Vehicles/Golf Carts/UTV.** A 5 MPH speed limit is strictly enforced. No motor vehicles of any type shall be operated off the roads within the development. The only motor vehicles allowed to be operated on the roads within the development are the private automobiles, trucks and motorcycles of the Members and their guests for the purpose of transportation to and from their campsite. No dirtbikes, minibikes, ATV's or similar type vehicles will be permitted. Children's battery operated vehicles are permitted on park roadways. They must have a 5 to 6 foot pole with a bright colored flag at the top attached to the vehicle and a parent/guardian-18 years of age or older following directly behind them. No vehicles are to be stored on a lot. No stripped down, partially wrecked or junk motor vehicles (including golf carts) or sizeable part thereof, and no discarded or abandoned material of any kind shall be permitted to be parked or stored upon any campsite or along any service driveway, street, park area or Common Areas within the Development. No commercial truck shall be parked for storage at any time on any campsite in the Development except during deliveries or servicing. Attached to this document are the Golf Cart/UTV rules and regulations for your review.

Section 9. **Emergency Vehicle Access.** To maintain access for emergency vehicles a maximum of 2 vehicles may be parked on a lot. No vehicle shall be parked on or along any street or service driveway of common areas within the development.

Section 10. **Bike Riding.** Bike riding on park roadways is permitted but close attention must be paid to all other vehicle traffic. Parents/Guardians are required to teach their children safe bicycle operating practices, as well as to monitor their children's bicycling activities. Bike riders must obey the same traffic laws that apply to operators of motor vehicles, including obeying the speed limit, traveling in the same direction as the rest of the traffic and yielding the right-of-way. No bike riding after dusk is permitted.

Section 11. **Limitations on Use.** No campsite shall be used by its member as his or her residence, per our Conditional Zoning Permit with Paris Township. Members must be out of the park for 120 days each camping season (May 1 to April 31 of the following year). Members are required to sign in and out weekly.

Section 12. **Recreational Vehicle Terms & Restrictions.** The term "recreational vehicle" for the purpose of these covenants includes campers and tents. The recreational vehicle to be placed on any campsite must be approved by the Declarant and set by two board members in accordance with the Ohio Revised Code 3701.26-04 guidelines. Any recreational vehicle moved for any reason, must be reset by two board members in accordance with the ORC guidelines. No home-made vehicles or converted buses are allowed. No more than one tent and one camper are permitted on any campsite. All recreational vehicles on any campsite must be in good condition, washed and painted and maintained on the exterior. Per the Portage Health Department all campers must have their lot number displayed on the outside of the unit, visible to the road.

Section 13. **Pets.** No animals or livestock of any description, except the usual household pets, shall be kept on any campsite. All household pets must be kept on a leash. The Portage Health Dept. requires a Pet Registration Form be completed for each pet. This includes shot record and picture of the pet and must be updated yearly. Forms are available in the office.

Section 14. **Campsite Appearance.** All campsites, whether occupied or unoccupied, and any improvements placed thereon shall at all times be maintained in such manner as to prevent their becoming unsightly by reason of unattractive growth on such campsite or the objectionable accumulation of rubbish, debris and unsightly accumulation of items (junk) thereon. Per Ohio Revised Code 3767.29 all refrigerators or freezers must be in your camper or locked shed. All structures on a campsite/lot are required to be cleaned once a year. Outdoor clothes poles or clothes lines are prohibited. If non-compliant members will be fined and face possible revocation of their membership.

Section 15. **Campsite Use.** No campsite shall be used for commercial purposes or for any purpose other than camping. No campsite/camper may be leased or rented by its owner without the written consent of the Declarant.

Section 16. **Campsite Toilets.** No outside toilet, outhouse, individual sewage or waste disposal system, whether of a permanent or temporary nature, shall be permitted on any campsite. No individual well shall be permitted on any campsite.

Section 17. **Camper/Lot Damage.** Any structures or material on any campsite in the Development which may be destroyed in whole or in part by fire, windstorm, or any other cause or act of God must be rebuilt or all debris removed and the campsite restored to a slightly condition with reasonable promptness; provided, however, that in no event shall such debris remain longer than 30 days.

Section 18. **Burning/Trash.** No trash, ashes, garbage or other refuse shall be dumped, stored or accumulated on any campsite. Nor shall grease, cooking oils or animal fats be poured or spilled onto the ground within the Development. No burning of wood pallets per the Health Department and no open burning of leaves per the Fire Dept. Only seasoned wood is allowed by the Health Department.

Section 19. **Campfires.** No open fires of any kind shall be permitted on any campsite except within the confines of a fire pit or fire ring. The fire pit/ring must be at least 10 feet from any structure and no larger than 4 feet in diameter.

Section 20. **No Camping.** No camping shall be permitted in any easement area, within the setback areas or in any Common Areas, streets or service driveways within the Development.

Section 21. **Speeding/Reckless.** 5 MPH Speed Limit throughout the entire Development. No vehicle of any type may be driven or towed in a reckless or impaired manner on or along any street or service driveway within the Development. Furthermore, all such vehicles must observe speed restrictions and noise limitations throughout the Development as established or changed from time to time by the Declarant.

Section 22. **Hunting/Guns.** No hunting, trapping or shooting of firearms is permitted on any campsite or within the Development. No guns are allowed in any buildings in the Development.

Section 23. **Insurance.** All members are required to obtain and keep current adequate insurance on their campers and personal property. A signed Leisure Lake Membership Association Liability Waiver needs to be on file for every Member.

Section 24. **LLMA Policies.** Attached are detailed Park Policies.

All members must abide by these rules and regulations.

Declarant reserves the right to amend this Article.

ARTICLE VI Conveyances

Section 1. Restriction on Transfer. To assure a community of congenial residents, and to further the continuous harmony of the Development, the sale or lease of any campsite/lot shall be subject to the provisions set forth in Sections 3, 4 and 5 of this Article.

Section 2. Enforcement. In the event of an attempted conveyance in contravention of the provisions herein contained, the Declarant shall have the right to enforce these provisions by legal proceedings, by injunctive proceedings, or by any legal means calculated to produce compliance.

Section 3. Provisions.

(a) A member, intending to make a bona fide sale or lease of their interest shall give the Declarant a written notice of his intention, together with the name and address of the purchaser or lessee, and such other information as the Declarant may reasonably require.

(b) A BCI Criminal Background check must be obtained by the purchaser or lessee and submitted to the Declarant prior to the completion of all transactions. Within 30 days from the receipt of the completed background check, free of any felony convictions the Declarant shall either approve or disapprove of this transaction.

(c) Approval will be evidenced by the establishment of a Membership Folder. Disapproval of a sale or lease will be maintained in an office file.

Section 4. **Payment of Assessments.** No Member shall sell or lease, nor shall approval be given until and unless all assessments past due are paid, or their payment provided for, to the satisfaction of the Declarant.

Section 5. **Owner Remains Liable.** If a Member shall lease his interest, he shall remain liable for the performance of all of the agreements and covenants in this Declaration and shall be liable for all payments required to be made pursuant thereto. No Member shall lease his interest for a period less than one year.

Section 6. **Conveyance Subject to Declaration.** Every purchaser, or lessee, who acquires any interest in the Development shall acquire the same subject to this Declaration, the provisions of the Constitution and Articles of Incorporation of the Association.

Section 7. **Successors.**

(a) If a member with a Membership Agreement should die his interest shall pass to his spouse or person/s listed on his Membership Agreement. If no one is listed his membership is terminated and his family has 30 days to remove his camper and personal belongs.

(b) If a Member with a recorded deed should die his interest shall pass to those listed on his deed. If no one is listed his family has 30 days to remove his camper and personal belongs.

Section 8. **Rules of Succession.**

(a) The Declarant requires that any successor to have a BCI Criminal Background check (not older than 2 years), free of any history of a felony conviction, guilty plea or plea of no contest.

(b) The Declarant has 30 days thereafter to approve/disapprove of said person/s.

(c) The approved successor shall give the Declarant a written notice of his/her intention, together with names and addresses and such other information as the Declarant reasonably requires.

Section 9. **Members Obligation**

Nothing in this Article shall be deemed to reduce the obligation of any Member at the time of his death nor the assessment attributable to the interest becoming due after the Member's death, all of which shall be fully due and payable as if the Member had not died.

ARTICLE VII

General Provisions

Section 1. **Duration.** The covenants and restrictions of this Declaration shall run with and bind the land and shall inure to the benefit of and be enforceable by the Declarant and Members, until revised or amended by 2/3 majority vote of the Membership.

Section 2. **Notices.** Any notice required to be sent to any Member under the provisions of this Declaration shall be deemed to have been properly sent when mailed, postpaid, to the last known address of the person who appears as Member on the records of the Declarant at the time of such mailing.

Section 3. **Enforcement.** Enforcement of these covenants and restrictions shall be by any proceeding at law or in equity against any person or persons violating or attempting to violate any covenant or restriction, either to restrain violation or to recover damages, and against the land to enforce any lien created by these covenants; and failure by the Declarant or by any Member to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter. See Park Policies on Penalties for Violations.

Section 4. **Severability.** Invalidation of any one of these covenants or restrictions by judgment or court order shall in no way affect any other provisions which shall remain in full force and effect.

Section 5. **Controlling Law.** This Declaration is an enforceable contract, according to its terms, and may be enforced by the Declarant, and is subject to all applicable Federal, State, County and Township laws and regulations, as stated in the Preamble of the Constitution of Leisure Lake Membership Association.

ARTICLE VIII

Method of Amendment of Declaration

This Declaration may be amended at any regular or special meeting of the Association, called and convened in accordance with the Constitution by the Declarant and/or its members. In addition, Declarant reserves the right to add by amendment or Supplemental Declaration, permissible uses for the Property, modified restrictions or covenants including limited or restricted uses of Common Areas therein in addition to the provisions of this Declaration. The amendment shall become effective upon recording.

No amendment shall change the rights and privileges of the Declarant without the applicable party's written approval.

ARTICLE IX

Annexation

A. Property to be Annexed. The declarant may, from time to time and in its sole discretion, annex to the Development any other real property owned by the Declarant which is contiguous or adjacent to or in the immediate vicinity of the Development.

B. Manner of Annexation. The Declarant shall affect such annexation by recording a plat of the real property to the annexed and by recording a Supplemental Declaration which shall:

- (1) Describe the real property being annexed and designate the permissible uses thereof.
- (2) Set forth any new or modified restrictions or covenants which may be applicable to such annexed property, including limited or restrictive uses of Common Areas; and
- (3) Declare that such annexed property is held and shall be held, conveyed, hypothecated, encumbered, leased, rented, used, occupied, and improved subject to the provisions of this Declaration. Upon the recording of such plat and Supplemental Declaration, the annexed area shall become part of the Development, as fully as if such area were part of the Development on the date of recording of this Declaration.

PROCEDURE-CONSEQUENCES- PENALTIES

IMPORTANT INFORMATION

***ARTICLE XII-POWERS AND RESPONSILITIES OF THE BOARD OF DIRECTORS, SECTIONS 12.1, 12.2 & 12.3 GIVE POWER TO THE BOARD TO DRAFT AND ENFORCE RULES AND REGULATIONS TO GOVERN THE ASSOCIATION.

***ALL MEMBERS ARE SUBJECT TO ALL APPLICABLE FEDERAL, STATE, COUNTY AND TOWNSHIP LAWS AND REGULATIONS. THE BOARD CAN NOT OVERRIDE THESE LAWS.

*** THE 3 STRIKE RULE WAS RESCINDED BY THE LLMA BOARD ON 12/5/2020.

PROCEDURE:

All violations must be written up and documented prior to being submitted to the board.

Any member can submit a complaint form to the board.

Complaint Forms will be presented to the member involved to be signed, then turned into the board.

The Board will review as soon as possible and determine penalties.

POSSIBLE PENALTIES:

1. Warning
2. Fine (\$25. to \$100. and can be assessed multiple times)
3. Loss of use-Time out of park
4. Loss of Membership

GUIDELINES:

1. Warning for minor infraction
2. Fines for ignoring Lot Maintenance, not paying bills on time, repeat offenses
3. Gate Card Deactivated – some examples: Drunk & Disorderly, Reckless Endangerment, Harassment of Members
4. Loss of Membership-Theft of park or a member's property, drug sales, physical contact (fighting), ignoring the Conditional Zoning Permit, etc.

This is an overview-does not cover every possible offense/violation.

Leisure Lake Membership Association

C.A.S.T.

Camper Assist Security Team

Purpose: To assist the Board in securing the Safety, Health, and Wellbeing of its members and guests and to assist anyone with questions, concerns, or help at any time during their stay.

Chain of Command: Contact Officer on Duty
Security Trustee
Vice President or President

Security Activities: Weekend Activity – 2 teams to be present
Holidays – all board members are asked to be on duty

Patrol: All buildings and surrounding areas, all roadways, grounds, lake, pool and comfort stations

Duties: Enforcement of the park rules and guidelines
At midnight, turn off all interior building lighting in the Clubhouse
Check around the exterior of the Clubhouse and all buildings
Ride thru the park and make certain no one is just roaming around the park. No bikes after dusk. Children under 18 must be on their lot after dark.
Please refrain from having alcohol on your cart while on duty.

It is strongly advised to apply common sense when approaching anyone as with any action there is always a reaction. Never approach alone, always have at least 2 CAST/board members. Be courteous, kind and only approach with the idea of discussing the issue. The board or a selected committee will be the enforcement agency in the final determination of punishment. In the event of a "write up", the completed form is to be given to the security trustee.

LEISURE LAKE MEMBERSHIP ASSOCIATION

Golf Cart/UTV Rules and Regulations

For the Safety and Enjoyment of Leisure Lake Membership Association, the Board of Directors have developed and implemented the following. Rules and Regulations for the use of Golf Carts and/or UTVs within our park

1. Two golf carts/UTVs per Membership are allowed. Storage of additional golf carts/UTVs on site is not permitted; all others must be removed from the park.
2. Both gas powered and electric golf carts/UTVs are permitted within the park.
3. Electric golf carts/UTVs may only be charged through the owner Member's outlet. Plugging into another member's outlet and/or a park outlet is considered theft (see Electric Policy).
4. All member's owning golf carts/UTVs are required to submit to and pass a golf cart compliance inspection by the Leisure Lake Membership Association.
5. **All golf carts/UTVs must be identified with the proper ID (Lot Number)** and stickers before they may be operated within the park.
6. **All motorized vehicles, including golf carts and UTVs MUST obey the 5 MPH speed limit.**
7. Golf carts/UTVs may ONLY be driven by a licensed driver. Younger looking drivers may be asked to produce their driver's license by any member of the LLMA BOD or LLMA Security Team.
8. **Golf carts/UTVs may ONLY be driven on marked roadways.** Damage to Leisure Lake property will NOT be tolerated, including, but not limited to, the graveled roadways and grassy areas.
9. No golf carts/UTVs may be operated by a visibly impaired operator.
10. Golf carts/UTVs may only carry the number of passengers who **can and must be** safety seated.
11. All Golf carts/UTVs MUST have two (2) front lights (white) and two (2) rear lights (other than white) to operate within the park after dark. All lights need to be visible at all times.
12. All golf carts/UTVs must be parked by midnight, unless traveling to/from the comfort station or returning to your site.
13. Horseplay with any golf cart/UTV will result in immediate suspension of operating privileges and removal of the golf cart/UTV from the park.
14. Halloween Trail: only open during dry conditions and closes at 11pm

ANY infraction of these Rules and Regulations will be subject to the following penalties.

If the golf cart/UTV is driven by a member owner of the golf cart/UTV, at the time of an infraction, the owning member will be subject to the penalties.

If the golf cart/UTV is driven by a member, who is not the owner of the golf cart/UTV, at the time of an infraction, the driver causing the infraction will be subject to the penalties.

If the golf cart/UTV is driven by a guest at the time of an infraction, the guest's sponsoring member will be subject to the penalties. The violations will be issued by the Security Team/Board. Driving under the influence will not be tolerated.

**ELECTRIC BILLING INFO FOR 2021-2022 CAMPING SEASON
IMPORTANT DATES-MONTHLY ELECTRIC BILLS**

<u>2020-2021 Remaining bills</u>			
November, December, January bill	-		February 13, 2021
February, March, April bill	-		May 8, 2021
<u>2021-2022 Dates</u>			
May bill	- June 12, 2021	Sept bill	- Oct. 9, 2021
June bill	- July 10, 2021	October bill	- Nov. 13, 2021
July bill	- Aug 14, 2021	Nov., Dec., Jan. bill	- Feb. 12, 2022
August bill	- Sept 11, 2021	Feb., March, April bill	- May 14, 2022

PLEASE KNOW THIS PROCESS.

ELECTRIC BILLING INFO- **Remember it is the member's responsibility to obtain their bills for payment.** Electric bills come out the **SECOND SATURDAY** of the month May through November, then February and May for winter months. Bills are available at the campground office during regular office hours and can be paid at that time or within 30 days to be considered on time. After the due date you are considered late and a fine will be added to your bill. Fines are listed below. If late you are given two (2) weeks to make your bill current or your meter is then locked. Bills are not mailed out unless you provide **a self-addressed stamped envelope.** Payment options are check, credit card, bank on-line payments and pre-paying your account or providing a self-addressed stamped envelope. Cash is discouraged due to security reasons, **and change is not made.**

IMPORTANT: MEMBERS ARE ENCOURAGED TO LOCK THEIR METER AT ALL TIMES.

The Board policy for members who are late with their electric payment is as follows: The fines will be put into effect May 1st. This policy will continue through each camping season May 1st through April 30th.

- The first late notice would incur a \$10.00 fine on the member
- The second notice would incur a \$20.00 fine the third a \$30.00 fine and so on, so that the fine would be progressive for each month late
- There would also be a \$15.00 Reconnect Fee if meter is locked
- If stickered the member is required to pay the entire **electric bill-not just the past due amount**

******REMINDER****ELECTRIC SECURITY DEPOSIT-Approved by Board on January 12, 2019**

Starting with the May 1, 2019 camping season, the Board has passed an Electric Security Deposit requirement. This is due to the volume of members who are chronically late with payment of their electric bills.

The Park is responsible to pay the whole electric bill, for both park and members use. Current policy is that members have four (4) weeks to pay their bill, if late they have an additional 2 weeks before they get locked. By this time, they have run up a second bill-going on a third bill (meaning the Park has paid three (3) of their electric bills without receiving any payment). This impacts the Parks use of its funds.

NEW POLICY is: 1) if late two (2) times in a camping season; or 2) locked at any time in a camping season; the member is required to pay their bill, all late fees, plus a \$200 Security Deposit (due immediately). The Deposit will be held for the remainder of the camping season (May 1st through April 30th). If no other problems arise the deposit will become an Electric Credit for the next season. If this occurs within 2 years you will be charged a \$400 security deposit to be held and will become an Electric Credit.

The Board appreciates your cooperation. Thank you.

UPDATED: February 2021

LLMA CLUBHOUSE, KITCHEN & PAVILIONS RENTAL AGREEMENT

The undersigned member agrees to rent the Clubhouse, Kitchen, or Pool Pavilion (circle one) at a cost of \$100 for _____ to be paid in full one (1) week in advance of rental date. A check-in inspection shall be completed at the time of rental by the Officer on Duty and the member.

The undersigned member also agrees to pay a deposit in the amount of ½ the cost (in cash or check), **REQUIRED TO BE PAID UPON RESERVATION**. If cancelling, you must inform office at least one (1) week prior for refund.

Please furnish your own supplies for the kitchen, park kitchen supplies are not to be used.

The undersigned member acknowledges responsibility for all of his/her guest's activities and conduct, that there shall be no underage drinking tolerated, and that quiet time/curfew is to be observed.

THERE IS NO SMOKING OR PETS ALLOWED IN THE BUILDING. THE MEMBER IS ALSO RESPONSIBLE FOR ALL CLEAN-UP AND TRASH REMOVAL TO THE DUMPSTER WHEN FINISHED WITH THE RENTAL.

The member must come to the office on the day of the rental in order to receive the key to the kitchen if being rented.

Time of Rental begins _____ Rental ends _____

Member: _____

Print Name _____ Lot Number _____

Amount of Deposit _____ Date Deposit Paid _____ By _____

Rental Fee Paid _____ Date _____ By _____

If you require a gate code on the date of your event, please notify the office one (1) week ahead of date so we can assign a gate code for you. This gate code is only good on the day of your event.

Leisure Lake Membership Association Hamlet Rental Agreement

The undersigned member agrees to rent the Hamlet at a cost of _____ for the dates of _____) **to be paid in full** prior to or at the time the key is received. A check-in inspection shall be completed at that time by the Officer on Duty and the Member

The undersigned member also agrees to pay a deposit in the amount of ½ the cost (in cash or by check). **REQUIRED TO BE PAID AT THE TIME OF RESERVATION.** There will also be a **\$50 refundable deposit** due at time of reservation and will be returned after a LLMA board member signs off inspection at checkout time. If cancelling, you must inform office at least one (1) week prior for a refund.

The undersigned member acknowledges responsibility for all of his/her guest's activities and conduct, that there shall be no under aged drinking tolerated, and that quiet time/curfew is to be observed. **THERE IS NO SMOKING OR PETS ALLOWED IN THE HAMLET. THE MEMBER IS RESPONSIBLE FOR ALL CLEAN-UP AND TRASH REMOVAL TO THE DUMPSTER WHEN FINISHED WITH RENTAL.**

Check in time is to be when the Officer on Duty is available to do the check-in procedure with the member and keys will be given at this time.

Check out time is between 9am-11am the date of departure.

The Officer on Duty shall attach the inspection form to this rental agreement.

Member: _____ Lot Number _____

Print Name _____

Name of Guests: _____

Amount of Deposit Date Deposit Paid By _____

Rental Fee Paid or Refund Date By _____

Leisure Lake Membership Association Pool Rules and Regulations

- No Lifeguard is on duty, swim at your own risk.
- No food or glassware permitted in the pool area.
- Only clean plastic water bottles are permitted.
- All children under the age of sixteen (16) years of age must be accompanied by a parent or responsible adult.
- All persons entering the pool area must sign in, whether or not you are swimming. Anyone caught in the pool area without signing will be suspended from the pool. This is for your safety!
- All persons using the pool must take a shower before entering the pool.
- Any person having any infectious or communicable disease is prohibited from using the pool.
- Persons having open blister, cuts, etc., are advised NOT to use the pool.
- Spitting, spouting water, blowing the nose, or discharging of bodily wastes in the pool is strictly prohibited.
- Running boisterous or rough play or excessive noise is forbidden in the pool area, showers, or dressing areas.
- No blue jean shorts and/or tee shirts will be permitted. Official swim wear only. Infants are NOT permitted in the pool wearing diapers (swimmer diapers are provided by the park upon entrance of the pool)
- Approved flotation devices only. Please be considerate to your fellow swimming members.
- Dogs and other animals are not permitted in the pool building.
- Management reserves the right to refuse admittance to or eject from the pool any persons failing to comply with any of the above health and safety regulations.
- Our pool is under 24-hour security with state-of-the-art cameras in the pool area and lobby.

Any violation of the above rules could result in suspension from use of the pool.

Leisure Lake Membership Association

Social Media Policy

The Official webpage is leisurelakepark.com and the Official Facebook page is Leisure Lake Park.

Social Media is any form of online technology publication or presence that allows user-generated content for social interaction. The policy governs self-published content and commentary on social networking sites including social sharing, video/audio/photo sharing sites, blogging, forums, discussion boards, chat rooms, wikis and podcasts through the Web or Internet (Social Media).

Authorized Social Media

Authorized Social Media is used to convey information about Leisure Lake Membership Association. The Leisure Lake Membership Association must ensure that use of Social Media communications maintains our brand identity and reputation while minimizing actual or potential legal risks, whether used internally or externally. Please note this policy covers all posted Social Media communications. The Leisure Lake Membership Association Social Media Policy applies to Officers, Trustees, Volunteers, the membership, vendors, contractors, and suppliers.

General Provisions

Official Leisure Lake Membership Association Social Media will be created, managed, maintained, and overseen by dedicated authorized Officers, Trustees and/or Volunteers who will be responsible for the purpose of conducting business and/or imparting information. Social Media communication shall be conducted in a professional manner.

Rules and Guidelines

Authorized Officers, Trustees and Volunteers will protect the privacy of the membership, vendors, suppliers, or any park related matter when communicating in any media including Social Media. Authorized Officers, Trustees and Volunteers are prohibited from disclosing personal information regarding the membership and any other proprietary and nonpublic information to which they have access. Such information includes, but is not limited to, personal membership and credit information, proprietary information about the Park business and operations, financial information, and strategic business plans.

Authorized Officers, Trustees and Volunteers are responsible for ensuring all Social Media accounts and information comply with the Leisure Lake Memberships written policies. They are authorized to remove content that is not meeting the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content does not require advance warning to the membership. If an error has been communicated electronically, Authorized Officers, Trustees and Volunteers shall immediately notify the appropriate party of the error and the error shall be corrected and/or notice sent to parties receiving the electronic communication of the error.

The Leisure Lake Membership Association maintains Social Media sites that promote the Web site and catalogs including Facebook and Twitter. Members, if they wish, can join, "like" or follow these sites. Members may ask their friends and acquaintances to join, "like" or follow these sites. If they have chosen to follow sites, we respectfully ask the members to comment, respond or post on the sites their positive camping experiences, photos and interact with other members on the sites.

While negative or disparaging information may be posted by the membership on Social Media sites, the Leisure Lake Membership Association authorized Officers, Trustees and Volunteers reserves the right to edit and/or remove such content and only authorized Officers, Trustees and Volunteers with permission may respond to posted requests for information.

The Leisure Lake Membership Association expects all members to abide by all rules and guidelines of this policy.

Personal Social Media

The Leisure Lake Membership Association respects the right of the membership to participate in Social Media as a medium of self-expression, self-publishing and public conversation and does not discriminate against members who utilize this media for personal interests and affiliations or other lawful purposes. Members are expected to follow the guidelines and policies set forth in this policy to provide a clear line between you as the individual and you as the member. Leisure Lake Membership Association members may not advertise, sell, promote products, services or benefit monetarily from the use of our Social Media Site. Members who are not officially authorized to post on behalf of the Association cannot use LLMA owned equipment, including computers, licensed software, or other electronic equipment, nor facilities to conduct personal or business Social Media activities. Members shall not participate in any cost-per-click, pay-per-click, cost-per-action campaigns, search engine optimization activities that involve the Leisure Lake Membership Association. Members may not bid on any items on behalf of the Association on any search engines or any other Internet sites to benefit monetarily. At no time shall any member create a Social Media site representing falsely that they are an "Official" Leisure Lake Membership Association site or act as a spokesperson for the Association without express permission from the Board of Directors. Anonymous postings about the Leisure Lake Membership Association are not permitted. Members cannot use their personal or business Social Media sites to harass, threaten, discriminate, or disparage against the Leisure Lake Membership Association its Officers, Trustees, Volunteers, other members, vendors and suppliers or anyone associated with or doing business with the Leisure Lake Membership Association. If you choose to identify yourself as a member of the Leisure Lake Membership Association online, please understand that some readers may view you as a spokesperson for the Association. Because of this possibility, we ask that you expressly state in your personal Social Media sites that your views expressed in Social Media accounts are your own and not necessarily those of the Leisure Lake Membership Association, nor of any person or organization affiliated or doing business with the Association. Please be aware that if others (friends, followers, tweeters, etc.) post negative or disparaging posts on your personal and business accounts about the Leisure Lake Membership Association you are legally responsible for these posts. We ask that the negative or disparaging posts about the Association be deleted.

If contacted by the media or press about a personal or an Association related post that relates to the Leisure Lake Membership Association, members are required to always speak with the authorized Officers, Trustees or Volunteers before responding.

If no longer a member of the Leisure Lake Membership Association, we respectfully request that this policy be followed.

Monitoring

The Leisure Lake Membership Association reserves the right to monitor for postings that may be potentially damaging or that may constitute unauthorized disclosure of personal information. Authorized Officers, Trustees and Volunteers review the content on the Association Social Media. Members shall have no expectation of privacy when using Park equipment/facilities.

All deleted communications or posts are still accessible internally.

Violations

The Leisure Lake Membership Association investigates and responds to all violations of the Social Media policy and other related policies. The Association reserves the right to take legal action where necessary against members who engage in prohibited or unlawful conduct. Unlawful activity may be prosecuted, and any material or legal costs incurred may be sought against members because of a breach of LLMA policy.

Tree Policy for Leisure Lake Membership Association

- All trees are the property of Leisure Lake Membership Association (LLMA) and cannot be removed and altered by any member or outside service without a written authorization from the LLMA Board of Directors.
- This includes all common areas as well as individual camp sites.
- All wood from LLMA trees is the property of LLMA
- All dead or suspected dead trees and/or branches must be reported to the LLMA Board of Directors in writing, using the proper form.
- LLMA is responsible for any dead wood and/or branches only if reported in writing prior to any damage from dead trees and/or branches.
- All damage to property from dead trees or branches not reported to LLMA in writing is NOT the responsibility of LLMA.
- LLMA is not responsible for any trees or branches that are a result of nature, an act of God, or an unauthorized service or member, whether the tree and/or branches were dead or alive and whether reported in writing to the LLMA Board.

If a current member or new member request that a tree be cut down to accommodate a camper or other building project, they will be requested to contribute two (2) viable trees in order to replace the tree they are requesting be removed.

I have read these rules and restrictions and understand them in their entirety.

TREE INCIDENT REPORTING FORM

Name: _____ Lot # _____ Date: _____

Describe what happened and what damage was sustained: _____

LLMA BOARD SECTION:

Do we need to secure or cover up the property to prevent further damage: Yes No

I need a second opinion.

LLMA Tree Trustee: _____ Date: _____

LLMA President or V. Pres contacted: Yes No Date: _____

Treasurer or Secretary contacted: Yes No Date: _____

Insurance company contacted by: _____ Date: _____

Member Name: _____ Lot # _____

Print Name

_____ Date: _____

Signature

LLMA Board member: _____ Date: _____

Print Name

LLMA Board Member: _____

Signature