

# LEISURE LAKE CONDOMINIUM ASSOCIATION

## Rules and Regulations Book

November 2022



**10001 E. GOODALL ROAD DURAND, MI 48429**

**SECURITY 989-288-4131**

**BUSINESS OFFICE 989-288-2616**

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## **WELCOME TO THE CAMP**

The Leisure Lake Condominium Association Board of Directors welcomes you to one of the friendliest resort communities in Michigan. Since its development in the late 70s, the park has grown and matured into a beautiful campground with its own lake. Throughout the camping season, there are many events where you and your family can join in, meet your neighbors, and have a great time.

## **CONTACT INFORMATION**

Guard House: 989-288-4131

Website: [leisurelakemi.org](http://leisurelakemi.org)

Co-owners account information: [Payhoa.com](http://Payhoa.com)

Wi-Fi Password at Clubhouse: clubhouse

Office Phone: 989-288-2616

Email: [leisurelakedurandmi@yahoo.com](mailto:leisurelakedurandmi@yahoo.com)

Office Fax: 989-794-6022

Board of Directors Email: [leisurelakedirectors@gmail.com](mailto:leisurelakedirectors@gmail.com)

Facebook Page: Leisure Lake Residents Of Durand Mi.

## **CAMPGROUND**

- 1) The campground season is May 1<sup>st</sup> to October 31<sup>st</sup> for the annual assessment. Residency is considered temporary and seasonal. Individual co-owner occupancy is restricted to 180 days per fiscal year during the camping season. Per State of Michigan law, the campground may not be any co-owners permanent residence. Electricity and water are included in the annual assessment fee from May 1<sup>st</sup> to October 31<sup>st</sup>. The campground does not have a sewer system. Annual fees are due by May 1<sup>st</sup>.
- 2) Between November 1<sup>st</sup> and April 15<sup>th</sup>, the co-owners may use their lots but will be charged a daily camp usage fee. A restroom and shower facility within the campground shall be kept open during the off-season. No overnight stays are allowed Monday through Thursday during January and February. During January and February, the restroom and shower facility will be open from noon on Fridays until noon on Mondays. The amount of the usage fee and the amenities for which the fee will be applied shall be determined and evaluated by the Board of Directors. During the off-season, guests are prohibited unless deeded co-owner is present with their guests the entire visit, and if a co-owner cannot check on their lot, they may assign a caretaker to check on their unit with the office. Co-owners can assign up to two people as their caretakers. Caretakers cannot stay overnight during the off-season unless the co-owner is with them.

- 3) Co-owners may petition the Board of Directors for a waiver of any of these rules based on hardship. A hardship waiver shall only be granted upon verification of legitimate hardship and approval by the Board.
- 4) A site shall be occupied by not more than one (1) family or one (1) camping unit comprised of not more than eight (8) persons. Exceptions may be made by the Manager with at least one (1) week prior notice. QUIET HOURS for campsites are between 11:00 PM and 8:00 AM. No one under 18 will be allowed to stay alone overnight. All young people under this age must be at their campsite by 11:00 PM unless attending an approved activity.

### **REQUIREMENTS TO BE CO-OWNERS & AND TO HAVE VOTING RIGHTS**

**Definition: Co-owner and co-owners are used interchangeably to mean the owner or owners listed on the registered deed or land contract in Shiawassee County and delivered to the Business Office**

- 1) Membership in the Leisure Lake Condominium Association shall be established by (1) the acquisition of a unit in the condominium, (2) recording the deed or land contract showing the change of record title to the unit with the Register of Deeds in Shiawassee County, and (3) delivering a copy of the Shiawassee County stamped and recorded deed or land contract to the Leisure Lake Business Office. All three steps must be completed before a property owner becomes a member and co-owner of the Leisure Lake Condominium Association, and no other person or entity shall be entitled to membership.
- 2) Only one co-owner is allowed to vote per unit regardless of how many individuals are listed on the deed or land contract. A co-owner is entitled to vote when all three of the following criteria have been met: (1) a copy of the valid deed or land contract for their unit has been recorded with the Register of Deeds in Shiawassee, and the deed is on file with the Leisure Lake Condominium Business Office, (2) the co-owner has provided the Business Office with the co-owner's name, address, telephone number, email address and other required information, and (3) there is no past due assessments, fees or fines levied against the co-owner or co-owners unit.

### **BOARD OF DIRECTORS**

- 1) Leisure Lake Condominium Association is governed by a seven-member Board of Directors that is elected by all co-owners that are eligible to vote. Board of Director members serve for two years. Four members are elected on the even years, and three members are elected on the odd years.
- 2) A candidate for the Board of Directors must be a co-owner. To serve on the Board of Directors, a director must be a co-owner and member of the Leisure Lake Condominium Association for the entire term of office.
- 3) Board of Director members elect the following officers: President, Vice-President, Secretary, and Treasurer. They can also elect an Assistant Secretary and Assistant Treasurer
- 4) Board of Directors officers and members must represent themselves and the park professionally, abstaining from any inappropriate or illegal activity. Board members are not permitted to coerce co-owners, staff <sup>1,2,3,4</sup>, or other Board members. Violation of this rule will be subject to removal from the Board.
- 5) The Board of Directors has the authority to interpret and enforce these Rules and Regulations, as well as designated staff members <sup>1,2,3,4</sup>. A list of the staff members, job titles, and contact information is available at the Leisure Lake website: <https://leisurelakemi.org/board-%26-staff> and in the last page

of the rule book. In those instances not covered by a specific Rule and Regulation, a ruling will be made by the Board of Directors or designated staff members <sup>1,2,3,4</sup>. In the event of a conflict between a ruling and the Regulations and Bylaws, the Bylaws will be considered the final authority. The Board of Directors reserves the right to add to these Rules and Regulations or otherwise amend them should they feel the changes are in the best interest of the co-owners and the operation of Leisure Lake Condominium Association.

### **RESPONSIBILITY OF CO-OWNERS**

- 1) It is the responsibility of the co-owners to see that their children, guests, and renters understand and follow the rules and regulations. Co-owners are held accountable for their own actions, and those of their children, guests, and renters, and all violations, charges, damages, and fees caused by them will be paid by the co-owner.
- 2) Harassment of Leisure Lake Condominium Board Members or employees by co-owners, their children, their guests, or their renters will not be tolerated. Harassment is an actionable offense, an association violation will be issued, and removal from the park can be an immediate result.
- 3) It is the responsibility of the co-owner or potential co-owner to ensure that their RV and improvements are not encroaching on their neighbor's unit or their neighbor's access/enjoyment of their neighbor's property, regardless of how long they have been there. Co-owners and potential co-owners are encouraged to have a survey completed before purchasing or starting improvements.

### **ENFORCEMENT OF RULES**

- 1) Violation of the Rules and Regulations will be reported to the Board of Directors and the Business Office by the park's Security and Maintenance departments.
- 2) Records become a permanent part of each co-owner's record but are only enforceable for two years.

For the First Violation of a Rule, the co-owner will be given a written warning for the infraction. If remedial action is needed, ten (10) days to correct the violation will be given.

**NOT ALL VIOLATIONS REQUIRE THE REMEDIAL 10-DAY TIME PERIOD.** If the co-owner continues the rule violation for non-remedial violations, they will be given a \$25.00 fine, then a \$50.00 fine, then a \$100.00 fine for every subsequent violation until they stop violating the rule. You will be fined repeatedly. Examples of non-remedial violations are but are not limited to the following: cleaning up after your pet, leash law for your pet, speeding, fireworks, driving a golf cart without a license, swimming in prohibited areas, the deadline for leaving the park, etc.

For remedial rule violations, if the correction isn't made within ten (10) days, on the eleventh (11) day, the co-owner will receive a second written warning and a twenty-five dollar (\$25.00) fine.

If you're still in violation on the twelfth (12) day, a third written warning will be issued, accompanied by a fifty-dollar (\$50.00) fine.

On the thirteenth (13) day and each day thereafter, if the violation continues, fourth and subsequent warning letters will be issued along with a one hundred dollars (\$100.00) daily fine.

An owner has a right to appeal fines and charges levied against them. If an owner desires to appeal, they must be placed on the agenda to appear before the Board of Directors to state their case at the next scheduled Board Meeting. The Request to Appear form must be received in the Business Office no later

than ten (10) days before the meeting. Fines will continue to accrue during the appeal process. After the appeal is heard and the Board of Directors renders its verdict, the decision is considered final. All unpaid fines will be automatically applied to the following year's assessment. Partial payments will not be accepted. The outstanding balance must be paid in full. Collections of fines are enforced according to the provisions of the Articles and Bylaws of the Association.

- 3) "Owners" when used in this section, includes all co-owners of a unit, their dependents, and their guests such that a violation of any rule or regulation by any owner, a dependent of an owner or the guest of any owner shall be recorded as a violation for that unit and any subsequent violation whether by the same individual or another co-owner of the same unit, a dependent of that owner or a guest of an owner of that same unit shall be considered to be a subsequent violation.
- 4) Owners, dependents of owners, and guests are not immune from arrest by the regular enforcement authorities, including State Police, Sheriff's Department, and Conservation Officers.

### **BATHHOUSES AND COMFORT STATIONS**

Bathhouses and comfort stations are provided for campers at various locations within the park. They are provided for those camping which are not self-contained. Those with self-contained units are encouraged to use their own facilities. Your assistance in keeping our facilities clean, neat, and damage free is appreciated. A restroom and shower facility within the campground shall be kept open during January and February each year, from noon on Fridays until noon on Mondays.

### **SWIMMING**

- 1) SWIM AT YOUR OWN RISK. PARENTS ARE RESPONSIBLE FOR THE SAFETY OF THEIR CHILDREN. NO DIVING OR SWIMMING FROM ASSOCIATION BOATS OR COMMON GROUNDS IS PERMITTED.
- 2) Swimming outside the designated swimming area is prohibited. Designated swim areas are the beach, private boats, and private co-owner property and their docks.

### **BEACH**

- 1) No throwing of frisbees, balls, or other objects on the Beach, Playground, or in the swimming area of the beach. Scuba Diving is prohibited at Leisure Lake except as approved by the Board of Directors.
- 2) Fires are prohibited on the beach except for a lake-sponsored event.
- 3) All trash must be placed in containers near the beach and clubhouse. Breakable objects, such as glass containers, are not permitted in the Clubhouse, Beach, or Picnic Areas.
- 4) No pets are allowed anywhere near the Clubhouse, Beach, Boathouse, or Picnic Areas. The exception is the bike path.
- 5) The Beach and Clubhouse may be closed at any time at the discretion of the designated staff members<sup>1,2,3,4</sup>.

### **BICYCLES**

- 1) Bicycles must obey all traffic regulations within the park. Bicycles used after dark must have a front light and rear reflector. Bicycles are allowed on the roads, bike paths, and parking areas only.
- 2) Bicycles must be parked in bike racks where provided.
- 3) Bicycles are NOT permitted around the clubhouse, pavilion, or tennis court areas.
- 4) Leisure lake recommends that bicycles have lot numbers visible on them. This will assist in returning to owners if found.

## **WATERCRAFT REGULATIONS**

- 1) This defines the approved watercraft for use on Leisure Lake, listed as follows: pontoons, dinghies, sailboats, paddle boats, inflatable, and standard boats, kayaks, canoes, and paddleboards. All watercrafts must observe all State and Federal guidelines governing the movement of watercraft on inland waters. Jet skis/wave runners/sea-doos (Gas or Electric), and boats with sleeping quarters are not allowed on the lake.
- 2) All boat motors are restricted to electric and do not exceed a maximum power usage of 48 volts. **GAS MOTORS ARE PROHIBITED.** The only exception is for the park's emergency boat. Watercrafts are not to exceed eighteen (18) feet in total length by registration and measurement. The Board of Directors will decide on any boat in question.
- 3) All privately owned watercrafts must have the co-owners lot number visibly displayed. Remove any lot numbers that don't belong to the owner. Any watercrafts left on common ground without a number will be removed from the lake and stored at the co-owners expense. If the watercraft is not identified by the owner after six (6) months, it will be considered abandoned and reported to the Michigan State Police for removal.
- 4) All boats are to be parked or beached at designated boat parking areas only. Designated boat parking areas are defined as a co-owner's private lot, either side of the roped-off swimming area, and the two (2) designated storage areas for non-lake lot owners. Boats or pontoons are not allowed in the swimming area.
- 5) Each person must wear an approved life preserver or have an approved floatation device on their watercraft for each person. For this rule, this could include inner tubes, air mattresses, floatation chairs, sailboards, etc. All watercraft accidents must be reported to security. Boats or pontoons are not allowed to tow any flotation device behind it. (tubes, floaties, innertubes, etc.)

## **WATERCRAFT PROCEDURES**

- 1) Only co-owners can bring approved watercrafts into the facility. Guests are prohibited from bringing watercrafts into the facility. Any watercraft coming into the park from the outside must be quarantined for at least seventy-two (72) hours. The quarantined area is the grass spot in between the mail sheds. Watercrafts must be inspected before being launched into the lake.
- 2) All vendors will be required to pick up and deliver boats to a designated area at the front of the park. Under NO circumstances will dealers, vendors, or any individual be allowed to use their trailers to launch or pick up boats from the lake.
- 3) Leisure Lake Staff will use Association equipment to remove and launch all boats. To avoid any inconvenience and get prompt attention for your boat, it is imperative that arrangements be made in advance at the Guard Shack. There will be NO charge to co-owners for transferring boats during the summer season. Any boat being taken from the lake for repair or other reasons must be removed by designated staff members<sup>1</sup>.
- 4) The Association provides a pontoon boat storage program. Rules, schedules, and collected fees are made at the guard shack.

## **BOATHOUSE**

All association watercrafts (paddle boats, row boats), cushions, life jackets, and other equipment are provided for co-owners at no charge. We ask for your cooperation in treating all equipment and facilities as if they were your own. Damage to the equipment will be charged to the responsible lot owner through the designated staff members<sup>3,4</sup>. Membership cards may be retained in the Boat House and revoked by the designated staff members<sup>1,2,3,4</sup> for violations of the rules and damage to the association equipment. The Business Office will determine the length of the suspension and the amount of damages billed to the co-owner on file. Refer to Exhibit A, Condominium By-Laws, Article VII, Section 20. All individuals wishing to check out equipment must have a current co-owner membership ID card. Once the equipment is returned in satisfactory condition, the co-owner will retrieve their membership ID card. The association reserves the right to revoke those membership cards of any co-owner who violates the following rules governing the use of the equipment or who damages or misuses the equipment.

- 1) Boat House hours will be determined annually by the Board of Directors and posted on the Leisure Lake Website at the beginning of each season and updated when needed. Designated staff members<sup>1,2,3,4</sup> reserves the right to close this facility due to bad weather or lack of use. See security if assistance is needed for the boat house.
- 2) CO-OWNERS TO ASSUME ALL RISKS WHEN USING ASSOCIATION EQUIPMENT. Parents must supervise all minors younger than 10 years of age using association equipment.
- 3) There is a two (2) hour time limit when using Association watercrafts. Exceptions: Row boats for fishing may be checked out one hour before closing time for overnight use and are to be returned within the first hour after opening the following day.
- 4) All Leisure Lake watercrafts must be returned to the Boat House in the condition received. Please report damage with a maintenance request form and turn into the guard shack.

## **BUSINESS OFFICE**

Seasonal office hours will be posted at the Business Office and the Security Guard Shack. Hours are also posted on the Leisure Lake Website at [www.leisurelakemi.org](http://www.leisurelakemi.org)

Once the co-owner has paid the unit's annual assessment, the Business Office will supply the co-owner with an information packet that contains two windshield access stickers, membership identification cards, and information updates. Stickers are to be placed in the co-owner's vehicle only and assist security to identify the co-owners' vehicles. Due to the quantity of parking spaces, no more than two co-owner vehicles are allowed to park within Leisure Lake Property regularly. The vehicle must be registered to the co-owner, and proof of ownership and liability insurance (golf cart/pontoon) must be provided to the office.

For sale signs for a co-owner's property and/or RV units must be purchased from and registered at the office to ensure accurate and current information. All other signs are prohibited on lots and common grounds without prior Board approval.

## **CAMPSITES**

- 1) All lots must be numbered and visible from the road. Only one (1) camping unit and one (1) tent can be used at the campsite. Under no circumstances can any lot, RV unit, or park model be used as a permanent residence. All RV units, sheds, slabs, driveways, and decks will be placed no closer than



one (1) foot from the property lines. Free-standing screen rooms, sheds, or gazebos shall not be placed between the bike path and the shoreline unless approved by the Board of Directors. All permanent structures are prohibited.

- 2) Refrigerators and freezers outside the primary camping unit are not permitted. Exception: small refrigerators under 4.8cu/ft. are allowed inside enclosures and sheds. Clotheslines are permitted to be used during the day. They must be removed when not in use and not left up after dusk. No fence, wood or metal, or any other obstruction is allowed on any lot, regardless of the location of the campsite. Shrubs may be used to obtain the same effect, not to exceed four (4) feet in height. Shrubs and trees cannot obstruct the water pipes or the electrical service.
- 3) Utility trailers, pontoon trailers, or similar items on a co-owner's lot are prohibited for more than 48 hours straight. These items may be stored in the large parking lot for a fee. Parking lot storage forms are available at the guard shack. Personal property (bikes, toys, wagons, tools, etc.) must be properly stored at the end of each day. Anything rusted or deteriorating (such as bikes, wheelbarrows, or firewood) must be removed from the premises. Personal property may not be left on the bike path. Co-Owners shall keep their lots free of junk and clutter. Including but not limited to equipment needing repair, boats, bikes, and any material on shore. Vehicle repair and/or maintenance on any lot or common ground is prohibited (excluding changing a flat tire).
- 4) Co-Owners are responsible for mowing the grass on their lots. After May 1<sup>st</sup>, the grass will be cut by the association when it reaches 6" in length. The co-owner's account will be charged through PayHOA and due within five business days. The cost for the association to cut a co-owner's lot will be posted on the fees page. Co-owners are responsible for removing dead trees on their lot. Lot owners are responsible for all liability relative to dead trees. Co-owners are prohibited from removing trees from their lot without a signed and approved lot improvement form. Contractors or anyone hired to remove trees must be licensed and insured. Trees and shrubbery must be properly trimmed annually to avoid overgrowth and an unsightly appearance.
- 5) No more than two (2) 100 lb. or one (1) 200 lb. propane cylinder is allowed per lot. They must be placed on a firm base, and provisions should be made to protect the cylinders from tipping by vehicle traffic, animals, and /or children at play, etc. The discharge from the cylinder valve relief device should be at least five feet in any direction from openings into sealed combustion system appliances or mechanical air intakes in the unit being served or the neighboring unit.

### **CLUBHOUSE/PAVILLION**

The clubhouse is provided for use by all co-owners whose assessments/dues and accounts are current and violation free. Leisure Lake organized activities will be held between Memorial Day and Labor Day. The schedule for Leisure Lake-sponsored events is available on our website at [www.leisurelakemi.org](http://www.leisurelakemi.org) If tables, chairs, or picnic tables are moved, please return them back to the way they were. Alcoholic beverages are permitted at the Clubhouse or Pavilion for approved adult functions.

- 1) Disorderly behavior and vandalism will not be tolerated. Designated staff members<sup>1,2,3,4</sup> reserves the right to close the facility. Any person who appears to be intoxicated may be asked to leave the premises.
- 2) Driving on the cement around common areas near the clubhouse or pavilion needs prior approval from the board of directors. Golf carts are prohibited from driving in or around the clubhouse or pavilion area.

- 3) No roller blades, roller skates, manual or electric scooters, segways, manual or electric skateboards, or hoverboards in or around the clubhouse and pavilion. Throwing frisbees, balls, or other objects in the Clubhouse or Pavilion is prohibited.
- 4) No pets are allowed in and around the clubhouse or pavilion.
- 5) All trash must be placed in containers near the clubhouse or pavilion. Please clean up after yourself. Breakable objects, such as glass containers, are not permitted in the Clubhouse, Beach, or Picnic Areas.

### **CLUBHOUSE/PAVILION RENTAL**

- 1) The clubhouse and/or pavilion can be rented by deeded co-owners only. They cannot be rented to any renter(s), guest(s), or family members. Clubhouse and/or Pavilion may be rented by co-owners when Co-owners whose assessments/dues and accounts are current and violation-free.
- 2) Rental requests are taken at the office after May 1<sup>st</sup> (note: If all park-sponsored events are scheduled and the co-owners assessments are paid for the season of the rental request is made along with a current and violation-free account, the Board of Directors will announce to all co-owners that they may reserve as early as April 1<sup>st</sup>), all rental requests will be paid in full before the request is approved.
- 3) Cancellation of any rental request made less than 30 to 15 days before the event will result in a 50% cancellation fee, and cancellations 14 days or less before the event will result in a 100% cancellation fee. The cancellation fee will be deducted from the paid balance received for the rental request.
- 4) Bathrooms are not part of any rental and are still open to everyone in the park. Rental space will be off-limits to all not associated with the rental party. The pavilion rental space includes the concrete that encloses the pavilion, except for the common areas between the pavilion and the clubhouse. The clubhouse rental includes the covered porch space facing the beach. The common areas between the pavilion and the clubhouse cannot be rented and are open to everyone in the park.

### **DOG PARK**

- 1) Use of the dog park is at your own risk for you and your pets. Owners are always legally responsible for the behavior of their dog(s). Dogs must be leashed while entering and exiting the dog park. Owners must be within the dog park and supervise their dogs with a leash readily available. Dog handlers must be at 18 years of age. Dogs should be under voice control.
- 2) Dog waste must be cleaned up by its owner IMMEDIATELY.
- 3) The following things are prohibited in the dog park: human or dog treats/food, glass containers, dogs in heat, sick dogs, aggressive dogs, and puppies under 4 months old.

### **DOMESTICATED PETS**

- 1) All pets must (including guest and renter owned) be registered at the Business Office before entry into the park and annually thereafter. Proof of proper immunization and license must be on file before being allowed into the park. Co-owners are responsible for visitors' pets, and they will be subject to all rules and regulations required of co-owners pets. No more than 3 pets per lot.
- 2) Pets must be always maintained and controlled on a leash. Owners are responsible for cleaning up after their pets. Dog runs or houses are not allowed.
- 3) Owners are responsible for any injury or damage caused by their pet, and all animal bites must be reported to the designated staff members<sup>2</sup> immediately. If a pet becomes threatening or annoying to

other campers, security may direct the co-owner to remove the pet from the campground. Refer to Exhibit A, Condominium Bylaws, Article VI, Section 6.

- 4) No pets are allowed anywhere near the Beach, Clubhouse, Boathouse, or Picnic Area. The exception is the bike path. At no time is an animal to obstruct or hinder someone from walking or riding on the bike path. If a pet is chained on a co-owner's lot, the animal must be kept a minimum of 4 ft from the bike path.

### **FACEBOOK**

- 1) Leisure Lake's Facebook page is called: Leisure Lake Residents of Durand, Mi. This is a closed group for co-owners only. This site is for positive feedback, input, and information sharing. If a co-owner becomes negative, confrontational, or inappropriate, the Business Office will remove them from the group.
- 2) To join the Facebook page requires individuals to answer two questions correctly:
  - a) Are you a deeded co-owner?
  - b) What is your lot number?
- 3) The Business Office will receive your request, and upon verification of your account, they will admit access to the resident's Facebook page. If access is declined, it is because the information provided was invalid or the individual is not the deeded co-owner within Leisure Lake.

### **FISHING**

- 1) Fishing Regulations: Michigan regulations governing licenses, seasons, limits, legal size, etc., must be observed at Leisure Lake.
- 2) No fish shelters shall be placed in the lake by anyone without approval from the board of directors.
- 3) No chemicals, plants, fish shelters, or any material, including fish, shall be introduced directly into the lake.

### **GENERAL RULES**

- 1) The SPEED LIMIT is 15 MPH on paved surfaces and 5 MPH on gravel roads. No parking on or along any roadway except designated parking areas and condo units. Parking on unoccupied lots without the co-owner's permission is prohibited. Trespassing or parking on other co-owners lots is prohibited.
- 2) Illegal drugs and underage possession of alcoholic beverages will not be permitted.
- 3) Violators will be fully prosecuted under the law. The hitting of regulation golf balls is prohibited at Leisure Lake. Practice balls of plastic, foam, or rubber are allowed at the ball field. Frisbees, footballs, softballs, etc., may be used in the ball field area. No roller blades or skates, manual or electric scooters, segways, or manual or electric skateboards on the tennis court area. All fireworks, including sparklers, are prohibited within the Facility except for Leisure Lake-sponsored events.
- 4) In bad weather, co-owners should seek shelter in one of the two (2) bathhouses or the Pump House. Generators are allowed to be used in emergency situations only, i.e., power outages throughout the park. Designated staff members<sup>1</sup> will have the authority to move a co-owner's equipment without liability in the event of a catastrophe or at the owner's request. However, neither the designated staff members<sup>1</sup> nor the Association shall have the duty to do so.
- 5) Hunting and trapping of all wildlife within the facility is strictly prohibited by co-owners. Unless prior approval is given from the Board of Directors.
- 6) Littering on Common Grounds and the Lake is prohibited.

## **GOLF CARTS**

- 1) Golf carts must be commercially manufactured. Golf Carts are defined as personal carts that are self-propelled. These carts may be powered by either electric motors or internal combustion engines. Golf carts are not licensed for roadway driving. Off-road vehicles (ORV), all-terrain vehicles (ATV), utility vehicles (UTV), and side-by-side carts are not classified as golf carts and are prohibited to be used in the park. Golf carts must be registered and insured. Co-owners are responsible for bringing a copy of that insurance annually to the Business Office. Golf carts are to be insured, as the park has no liability for damage caused by your golf cart.
- 2) Golf carts must conform to the same rules and regulations as stated for all motor vehicles in the Rule Book and the Condominium By-Laws and State of Michigan rules and regulations. Golf carts must obey all the traffic regulations and speed limits of the park. Golf carts must park in designated parking areas only. Golf carts must obey traffic control signs located throughout the park. Golf carts are limited to one (1) per lot. Co-owners must have their lot number visibly displayed on their golf cart.
- 3) If the golf cart is operated during the night hours, front and rear lights are required. Golf carts cannot be used on the bike path or common ground grassy areas. This includes the cement areas around the clubhouse and the pavilion unless approved by the board of directors. Passengers on a golf cart are limited to the number of seats designed for that golf cart.

## **GUEST RULES AND REGULATIONS**

Co-owners may admit guests by notifying the guard house of the guests' name(s) and their anticipated time of arrival, placing the guests' name(s) on the co-owners annual guest list at the guard house, or by accompanying the guest through the gate. When co-owners pick up their annual packages, they must update their guest list. Co-owners must update their guest list each year by June 1<sup>st</sup>. After June 1<sup>st</sup>, all old guest lists will be discarded, and co-owners will be the only ones admitted. Security reserves the right to vacate all guest(s) from the park for not following the rules and regulations of Leisure Lake. They may be permanently removed from a co-owner's guest list.

- 1) Guest(s) are NOT allowed to bring in guests. Guest(s) who are not properly identified will not be admitted. All guest vehicles must have a tag displayed so security can easily view this tag when entering the park. Guest tags are available at the guard shack. These tags must be displayed whenever the guest vehicles are within the park. Guest(s) not on guest cards during the season are not permitted to enter or re-enter after 11:00 PM unless prior arrangements have been made by the co-owner with Security. During the off-season, guests are prohibited unless deeded co-owner is present with their guests the entire visit.
- 2) Guest(s) can bring pets, but they must be registered at the Business Office before entry into the park. Proof of proper immunization and license must be on file before being allowed into the park.
- 3) Guests are prohibited from bringing any watercrafts into the park.

## **LOT IMPROVEMENT PROCEDURES**

- 1) Complete a lot improvement form and submit it to the guard shack.
- 2) ANY and ALL improvements that need to be made to the co-owners campsite or RV unit MUST be approved by the designated staff members<sup>1</sup> before the work can be done.
- 3) All lot improvements must be completed in 90 days without exception. The designated staff members<sup>1</sup> must approve all extensions.

- 4) All improvements must meet local building codes and be approved by the designated staff members<sup>1</sup> upon completion. Building permits may be required for certain projects before construction commences. All licensed contractors working at Leisure Lake must show valid proof of Workman's Compensation and Liability Insurance.
- 5) Any new or existing structure or improvement deemed unsafe by maintenance will be reported to the Board of Directors. The Board of Directors reserves the right to order the co-owner to repair it properly. In extreme cases, the Board of Directors can request that the structure be torn down and removed. After the notification is given to the co-owner for the removal of the liability and the co-owner does not co-operate, the Board of Directors will authorize the removal of the structure by outside sources at the co-owner's expense.
  - a) **ENCLOSURES**
    - i) Maximum allowable width for enclosures is ten (10) feet with a two (2) foot overhang for the roof. Thirty-six (36) inch maximum kick plate at the bottom.
    - ii) Enclosures may wrap around either the front or rear of the recreational unit, i.e., "L" shaped.
    - iii) Enclosed porches will not extend more than ten (10) feet from the recreational unit in either direction with a maximum two (2) foot overhang for the roof.
  - b) **DOCKS**
    - i) A single dock may be constructed on lots.
    - ii) docks cannot exceed more than ten (10) feet into the water at the time of construction and must be approved by the designated staff members<sup>1</sup>.
  - c) **SHEDS**
    - i) One (1) storage shed is permitted per lot. Maximum size is 9'x10'. Height of 8'.
    - ii) All sheds must be of wood construction with shingled roofs or professionally manufactured vinyl; Exception: Rubber-Made style sheds. The exterior of the woodsheds may be vinyl sided. Two (2) styles of sheds are permitted. Barn Style and Pitched Roof Style.
    - iii) Shed placement must be at least one (1) foot from the owner's property line and the bicycle path. Sheds facing the road and bicycle path must be set back far enough inside the owner's property so that the shed doors are one (1) foot away from the property line or bike path when in the open position. Sheds shall not be located four (4) feet from the adjacent unit. Sheds shall not be located between the bike path and the shoreline. Exceptions: due to lot location and conditions. Must be approved by the Board of Directors.
  - d) **AWNINGS**
    - i) Awnings may NOT exceed the length of the trailer. Except as noted in Rule iii. The maximum width of the awning roof from the Recreational Unit shall NOT exceed twelve (12) feet.
    - ii) Canvas/Vinyl awnings must slide in the original equipment tracks. Awnings must be canvas, vinyl, or a combination of metal and foam and must be commercially fabricated. NO WOOD OR FIBERGLASS.
    - iii) Awnings shall not be located four (4) feet from adjacent recreational units. Awnings may wrap around the front or rear of the unit, i.e., "L" shaped. Awning roofs will not extend more than twelve (12) feet from the recreational unit in either direction or combination thereof.
  - e) **DECKS**
    - i) No matter the size, all decks must meet current building code requirements regarding joist spacing, decking, railing height, and baluster spacing.
    - ii) Any deck over two hundred (200) square feet requires a Building Permit.

## **MAILBOXES AND DELIVERIES**

- 1) A limited number of mail delivery lock boxes are located near the Business Office and may be rented on a first-come, first-served basis. Contact the Business Office for rental information and forms. The rental fee is paid annually. The rental forms need to be completed annually. The renting co-owner is responsible to return all mailbox keys at the end of the rental period. A relocking fee will be assessed if the keys are not returned.
- 2) US Mail packages and envelopes delivered to co-owners at 10001 Goodall Road, Durand, MI, that do not have paid mailboxes will be placed in the small delivery shed. The delivery shed is open 24 hours a day, 7 days a week. Co-owners are 100% responsible for the retrieval and safety of their mail.
- 3) All packages and envelopes delivered by UPS, FedEx, and other carriers are made to the small delivery shed. The delivery shed is open 24 hours a day, 7 days a week. Co-owners are 100% responsible for the retrieval and safety of their packages and deliveries. Note: UPS and FedEx trucks are not allowed to deliver throughout the campground.
- 4) Co-owners are responsible for keeping their mailboxes free from excessive newspapers, junk mail, and other uncollected mail that supports insect infestations.
- 5) Co-owners understand that neglected mailboxes or deliveries will be returned to the sender or disposed of.

## **MOTORIZED VEHICLES**

All motorized vehicles must be properly equipped, insured, and licensed for highway driving and be consistent with MVAC statutes and regulations, except for association vehicles if they are used within the Facility. Each person operating a motorized vehicle must have a valid driver's license or permit issued by the state. All vehicles must obey traffic control signs throughout the park. Everyone must come to a complete stop at the Guard House for check-in. Co-owners need to have their vehicle identification stickers in the interior corner of their driver's side windshield, displayed so that security can see the co-owners lot number. All guest vehicles must have a tag displayed so security can easily view this tag when entering the park. Guest tags are available at the guard shack. These tags must be displayed whenever the guest vehicles are within the park.

- 1) Pedestrians shall have the right of way on all roads. No parking on or along any roadway except designated parking spots, co-owner lots, or areas.
- 2) No motorized vehicles (scooters, unicycles, toys, cars, hoverboards, segways, etc.) may be operated anywhere other than on designated roads and easements and are prohibited from the bike path. Exception: Association vehicles and vehicles authorized by designated staff members<sup>1,3</sup>.
- 3) All-terrain vehicles (ATVs), utility vehicles (UTV), snowmobiles, ORVs, side-by-side carts, etc., are prohibited at Leisure Lake.

## **RECREATIONAL VEHICLE/PARK MODEL UNITS**

Park Models/RV Units greater than forty (40) feet in length need approval from the board of directors and must fit within 12 inches of all property lines. A property survey may be required at the co-owners expense before approval may be given by the board of directors. Only manufactured tip/slide-outs are allowed. Homemade tip/slide-outs are not allowed. Tip/slide-outs are limited to six (6) feet in width. The total width of the travel trailer and tip/slide-out shall not exceed fourteen (14) feet. Any unit whose original design was other than that of a recreational vehicle unit, as defined in Section 12.501 (1d) of Michigan Public Health Act 368, dated 1978, and later converted, will not be permitted in the park campground or on any lot. Units must have a current title and registration on file in the office. If a unit

does not have a registration for a permanent plate, the co-owner will be responsible for paying an annual RV Tax fee.

- 1) Units brought into the park may not be older than fifteen (15) years without approval by the Board of Directors before being brought into the park. It's required to bring a copy of the unit's title to the Business Office for proof of age.
- 2) All camping units must be parked perpendicular to the road. Exceptions must receive the Board of Directors' approval. Lot location, terrain, and style of the unit will be considered in making exceptions. Recreational vehicle tongues may be removed and placed under their respective trailer. Wheels must remain on the unit. All costs for emergency removal and park maintenance will be at the co-owners expense.
- 3) Seepage pits (French Drains) on each site are for the disposal of sink and shower water only. The connection between the RV drain and the seepage pit shall not exceed 1 ½ inch outside diameter. Sewer hoses must not be used for seepage pits (French Drains). The use of washer machines, dishwashers, and garbage disposals is prohibited in any unit.
- 4) Only one (1) satellite dish and one (1) TV antenna are allowed per unit. The dish must be 24 inches in diameter or less. Remove satellite dishes or tv antennas if no longer in use. The satellite dish and TV antenna must be attached to the unit and cannot exceed twelve (12) feet above the unit without prior Board approval.
- 5) All RV Units or Park Models with attachments must be skirted, such as a screened room, Florida room, or attached covered porch. All Park Models and/or new attachments must be skirted within sixty (60) days of placement. RV units resting or stabilized on cinder blocks must be skirted. Waste discharge valves must be plumbed outside the skirting and toward the road, easily accessible. Units with damaged skirting or missing sections will have to be replaced before the end of the season (October 31st).

### **RENTING**

- 1) The co-owner must submit a rental agreement for anyone who rents their lot to the Business Office. Co-owners are responsible for the actions and damage caused by their renters and guests. No renting of any property during the off-season.
- 2) The office must have the names and addresses of all renters and their guests. Rental forms must be filled out and turned into the office for approval before any co-owner's unit can be rented. Renters will receive a packet, an entry permit, and a copy of guest rules. If a renter brings in their own unit, it must be an actual RVIA-approved unit or tent and not older than 15 years. Renters must also provide a copy of their unit's title, pet records, and licenses for any pets they bring into the park, a copy of their driver's license, and sign that they acknowledge the rules and regulations of Leisure Lake.
- 3) At any time, the renter could be asked to leave and vacate the park when not compliant with the rules and regulations set forth for Leisure Lake. The park will not be held responsible, but the co-owner of that lot will be held responsible for any damage, violations, fines, refunds, and any other liabilities found by their renters.

### **RV/PARK MODEL HOLDING TANKS**

- 1) Pump-out requests are typically available when the park water gets turned on until Oct 31<sup>st</sup> of each season. The pump-out schedule is available at the guard shack. Pump-out requests are available and turned in at the guard shack and into the pump-out mailbox outside of the guard shack if the security

guard is not available. Pump-out tickets are available as a single ticket or a booklet of five tickets. Emergency pump-out will result in an additional fee for this service.

- 2) Each connection at your unit requires a separate pump-out ticket. For example, if the co-owner has two tanks they would like maintenance to empty, they must turn in two pump-out request tickets for their lot.
- 3) Pump-out connections need to be easily accessible for the maintenance team. They will not crawl under the unit to reach the connection. Make sure nothing is blocking the connection, such as landscaping, vehicles, golf carts, or anything else that may apply.
- 4) Co-owners are responsible for ensuring their black tanks are not leaking. If they are, the co-owner could require an emergency pump-out, an additional hazardous waste fee, and a violation notice which could result in additional fees.
- 5) The association will not be responsible for skirting or gate valve damage caused during the pumping of holding tanks.

### **SMOKING**

All outdoor/indoor association buildings are designated smoke-free and Vape-free. No smoking or vaping within 25ft of outdoor/indoor Leisure Lake planned activities. Cigarette disposal stands are provided throughout the park. Please help keep our park clean.

### **SEASONAL STORAGE**

- 1) Any co-owner wishing to place a vehicle, RV, trailer, or boat into the large parking lot for storage MUST fill out a Storage Registration Form at the guard shack. Storage fees for items in the large parking lot will be billed per spot used and designated annually by the Board of Directors. The number of vehicles and/or trailers each lot owner can store in the large parking lot cannot exceed a maximum combination of two (2). A pontoon boat being stored during the winter season will not be included in this count. All vehicles and trailers stored in the large parking lot must have a current license plate and be registered to the co-owner.
- 2) All boats must be removed from the storage lot and/or co-owners lot by May 31st unless there is an extension by the designated staff members<sup>3,4</sup>.
- 3) Storage of boats and pontoons during the camping season on a co-owner's lot is prohibited. (May 1st to Oct 31st) Storage of trailers or secondary camping units on a lot is also prohibited.

### **OFF-SEASON STORAGE**

- 1) Any co-owner wishing to place a vehicle, RV, trailer, or boat into the large parking lot for storage MUST fill out a Storage Registration Form at the guard shack. Storage fees for items in the large parking lot will be billed per spot used and designated annually by the Board of Directors. The number of vehicles and/or trailers each lot owner can store in the large parking lot cannot exceed a maximum combination of two (2). A pontoon boat stored during the winter season will not be included in this count. All vehicles and trailers stored in the large parking lot must have a current license plate and be registered to the co-owner. Exception: pontoon boats stored during the winter season and short term (30 days or less) with prior arrangements made at the Business Office.
- 2) Winter Pontoon Storage in the large parking lot is available to all co-owners at a reduced seasonal rate. This fee includes the removal from the lake in the fall and launching in the spring. All boats must be removed from the storage lot and/or co-owners lot by May 31st unless there is an extension by designated staff members<sup>1,3</sup>. Storage of boats and pontoons during the camping season on a co-owner's lot is prohibited. (May 1st to Oct 31st)



- 3) Storage of trailers or secondary camping units on a lot is prohibited. Co-owners have a choice between one (1) vehicle (car, van, or pickup truck) or (1) pontoon, and (1) golf cart may be stored during the off-season on the co-owner's lot only.

### **WASTE DISPOSAL**

- 1) All contractors must remove their waste from the premises. Contractors cannot use our dumpsters. Co-owners cannot dispose of debris and unusable scrap or construction materials in our dumpsters. The exception is when the park brings in a large gondola during the holiday weekends. (Memorial weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend)
- 2) Hazardous materials, large household items, appliances, and flammable liquids are not to be placed in the dumpsters. This is against the law, and fines will be levied. Do not leave trash on the pavement; it must be put in the dumpsters. All household trash must be placed in plastic bags and disposed of in the dumpsters. Bringing trash in from outside the facility to dispose of in the dumpsters is prohibited.
- 3) Grass clippings, branches, and leaves are to be left in the designated area adjacent to Maintenance buildings (dumpsters). Do not place any non-biodegradable containers in the yard waste area. No plastic bags etc.

### **OPEN BURNING AND CAMP FIREPITS**

- 1) “Open burning” is the burning of unwanted materials such as paper, grass, garbage, furniture, and other debris where smoke and other emissions are released directly into the air. During open burning, air pollutants do not pass through a chimney or stack, and/or solid waste combustion is not adequately controlled. The air pollution created by open burning can irritate eyes and lungs, obscure visibility and soil nearby surfaces, create annoying odors, or pose other nuisances or health threats. State of Michigan air quality and solid waste regulations prohibit the open burning of construction and demolition waste. Chemically treated lumber and synthetic and painted building materials contain high concentrations of hazardous compounds that produce toxic emissions when burned. Open burning pollutes the air and poses a fire hazard to our community and is banned anywhere within Leisure Lake Condominium Association.
- 2) Camp Firepits allow the burning of firewood, leaves, branches, and other similar materials for the purpose of food preparation or recreation that does not create a smoke or odor nuisance or fire hazard. A recreational fire in an approved firepit shall be constantly attended to by a competent adult of 18 years or older and completely extinguished before being left unattended.
- 3) Designated staff members<sup>1,2,3,4</sup> reserve the right to stop all burning at any time due to weather, wind conditions, or announced fire bans.

## Leisure Lake Condominium List of Fees

### **Assessment, Banking and Transfer File Fees – Due immediately upon Invoicing**

- \$50 past due payment Fee (Association Dues/Assessments and Township RV Taxes)
- \$50 Bounced Check Fee for each occurrence
- \$50 Lock-on Fee (utilities locked out) for each occurrence
- \$50 Lock-off Fee (utilities back on) for each occurrence
- \$100 New/Updated Co-owner Deed Transfer File Fee

### **Service Fees – Due immediately upon Invoicing**

- \$75 Excessive Grass Cutting Fee
- \$50 Excessive Dumping Fee
- \$250 Dumpster Contamination Fee
- \$100 Hazardous Ground Contamination Fee
- \$100 Environmental Emergency Pump out Fee

### **Off-Season Fees – Due in advance when entering the Camp**

- \$20 Daily Camp Usage Fee (includes electricity to unit and access to bath house at the Clubhouse)
  - Pontoon Boat Program Winter Program for 2022 – Due at the time of scheduling
- \$80 fee if scheduled for removal before October 1<sup>st</sup>.  
\$100 fee if scheduled for removal between October 2<sup>nd</sup> and October 14<sup>th</sup>  
\$120 fee if scheduled for removal between October 15<sup>th</sup> and October 21<sup>st</sup>.  
\$140 fee if scheduled for removal between October 22<sup>nd</sup> and October 31<sup>st</sup>.
- Schedule removal of the boat from the lake-end of season, parking lot storage, schedule boat back in the lake from May to June 15  
Schedule Dates: Thursdays, Saturdays, or Sundays (9:30 a.m. to 2 p.m. every 15-minute increments)

### **Co-Owner's Parking Lot Storage Fees – Payable at the time coming into the Camp**

- Dates available for storage: Memorial Day through Labor Day. NO OFF-SEASON STORAGE.  
Security will issue a sticker that will be displayed on the unit, which includes: Name, Lot#, Phone#, and Paid Dates.  
Acceptable vehicles: boats, cars, utility trailers, RV's. NO CAMPING OR OCCUPANCY IS PERMITTED IN THE LOT.  
Vehicles & trailers will be towed if exceed paid times.
- Co-owner's rates: \$2 per day per parking space

### **Guests of Co-Owners Parking Lot Storage Fees – Payable at the time coming into the Camp**

- Dates available for storage: Memorial Day through Labor Day. NO OFF-SEASON STORAGE.  
Security will issue a sticker that will be displayed on the unit, which includes the Name, Lot#, Phone#, and Paid Dates.  
Acceptable vehicles: boats, cars, utility trailers, RV's. NO CAMPING OR OCCUPANCY IS PERMITTED IN THE LOT.  
Vehicles & trailers will be towed if exceed paid times. Co-owners are responsible for any violations or unpaid fees.
- Guests of Co-owner rates: \$3 per day per parking space

### **New Owner's Late Registration – Due immediately upon Invoicing**

New owners must notify Leisure Lake Condominium Homeowners Association within five (5) business days of purchasing a property at Leisure Lake. New owners must complete the required new owner documents at the Office and provide copies of: (1) the signed deed or land contract and trailer title (if applicable).

Once the new owners have received a copy of the recorded deed back from Shiawassee County and the new title and trailer registration from the Secretary of State (if applicable), the new owners are required to provide copies to the Office. New owners must provide required documents before being given (1) camp access vehicle stickers, (2) logons to PAYHOA and Facebook Residents of Leisure Lake, and (3) co-owner voting rights to the Leisure Lake Condominium HOA.

**NOTE: ALL POTENTIAL PURCHASERS SHOULD CONTACT THE OFFICE BEFORE PURCHASING PROPERTY AT LEISURE LAKE CONDOMINIUM ASSOCIATION TO VERIFY IF THERE ARE ANY OUTSTANDING DUES, FEES, OR PENALTY FEES ASSESSED ON THE PROPERTY. NEW OWNERS WILL NOT BE GIVEN PARK ACCESS UNTIL ALL OUTSTANDING INVOICES ARE PAID IN FULL.**

Failure of new owners to contact the Office at Leisure Lake Condominium Association regarding the purchase (deed/land contract) of their new property within five (5) business days results in a new-owner, late registration fee that will be invoiced to the property.

- \$250 New Owner Late Registration Fee

## THE BOARD OF DIRECTORS

RYAN NASREY - PRESIDENT

LORRAINE BOLLINGER – VICE PRESIDENT

BONNY WEBBER - TREASURER

CHRISTOPHER STEFFES SR. - SECRETARY

REBECCA NASREY – ASSISTANT TREASURER

JOHN MANSE – TRUSTEE

OPEN POSITION (AS OF 10/04/2022)

## DESIGNATED EMPLOYEE(S)

DALE FERRIS<sup>1</sup> – DIRECTOR OF FACILITIES-GROUNDS, LOT IMPROVEMENTS, SECURITY, BOAT PROGRAM, MAINTENANCE

JERRY VIK<sup>2</sup> – SECURITY SUPERVISOR-SECURITY

BONNY WEBBER<sup>3</sup> – DIRECTOR OF BUSINESS OPERATIONS-FINANCIAL, OPERATIONS, PROCEDURES

REBECCA NASREY<sup>4</sup> – OFFICE TECH LEAD-RECORDS, TECHNOLOGY SECURITIES

JOHN MANSE – WEBMASTER