

***Dogwood Lake Lot Owners Association
Lot Ownership and Campground Access Policy***

**DWL-POL-002
Revision 007
Revision Date: 06/07/2025**

Lot Ownership & Access Policy

Purpose/Summary:

To define the responsibility for payment of annual assessments and special assessments, the process of acquiring a lot and transferring ownership and control of activation devices for the electronic entrance gate.

This policy is not intended to be legal advice. Buyers and Sellers should do their own research including, but not limited to, understanding the DWL Declaration of Covenants, By-laws, Rules & Regulations, property boundaries, condition of property, legal ownership, existing liens, taxes or any other title restrictions or claims.

Supersedes:

Revision 006, Issue Date 08/14/2019

Applies To

All Association Members (lot owners)

Authority Reference

1. Declaration of Covenants, Dogwood Lake

Approved by:

Board of Directors, Dogwood Lake Lot Owners Association

A. Definitions:

1. Association: Dogwood Lake Lot Owners Association, which is composed of all owners of lots in Dogwood Lake Campground.
2. Buyer: Person, or persons, acquiring ownership of a lot in Dogwood Lake Campground. This does not include the Warren County Assessor, nor the Warren County Trustee
3. Date of Sale: The day the deed is signed, dated and notarized.
4. Immediate Family: Relatives of an Association member including spouses, domestic partners, mother, father, son, daughter, sister, and brother, including those relationships in a stepfamily.
5. Lot Owner: The person whose name appears on a properly signed and notarized deed to a lot. Multiple names on a given deed are treated as one lot owner.
6. Proration Chart: A chart reflecting the dollar amount of dues owed based on the date the deed is signed. The chart calculates to the day and then rounds to a whole dollar amount. The Caretaker has a copy of this chart.
7. Seller: As used herein, applies to a person, or persons, holding title to a lot in Dogwood Lake Campground that is being sold. This does not include the Warren County Assessor, nor the Warren County Trustee.
8. Good Standing: To be in good standing a Lot Owner cannot have any outstanding dues, special assessments, and/or overdue fines.

B. Payment of Annual Lot Assessments & Special Assessments:

1. Annual dues are associated to the owner of a lot. If a lot is sold with dues outstanding, the Seller is liable for dues up to the date of sale. The Buyer is liable for the dues from the date of sale for the remainder of the year. No refunds of dues paid will be issued by DWLOA.
2. Special assessments are associated to the lot and a lot will always carry the burden until payment is made, either by the current owner, or by any future owner of the lot.

C. Process to Purchase/Transfer of Lots:

1. Seller:
 - a. Prepares a deed of transfer (quitclaim deed) with the signature(s) of the current owner(s) notarized. Warren County requires the marital status of the Seller(s) be included on the quitclaim deed and if the seller is married, also requires both spouses to sign the quitclaim deed even if both spouses are not named as owners of the property.
 - b. Gives the Buyer the quitclaim deed and gate activation devices (key cards and fobs) that were assigned to the property being sold and are no longer needed by the Seller.
 - c. Is responsible for lot dues up to the date of transfer.
 - d. Either pays or communicates to the Buyer any unpaid special assessments due on the lot.
2. Buyer
 - a. Completes the Buyer portion of the quitclaim deed. Warren County requires the marital status of the Buyer(s) to be noted on the quitclaim deed.
 - b. Delivers the deed to the Warren County Recorder of Deeds for the transfer to be recorded. Requests a copy of the recorded deed from Warren County.
 - c. Delivers a copy of the deed to the Dogwood Caretaker within 45 calendar days. Unless other arrangements are made, if DWL does not receive a copy of the deed after 45 calendar days, DWL reserves the right to turn off the gate devices associated with the lots until a copy is received.
 - d. Informs the Dogwood Caretaker of which gate activation devices were obtained from the Seller. If the seller did not transfer any devices to the buyer or the buyer wishes to obtain additional and/or new devices, they can be purchased from the Dogwood Caretaker. Three devices per lot, up to a total of 6 devices total for all lots owned, are allowed.
 - e. Is responsible to pay any pro-rated dues outstanding for the rest of the year, as well as any outstanding special assessments due on the lot.
 - f. Completes the DWL Lot Owner Information form.

D. Electric Gate Access:

1. Primary access to Dogwood Lake Campground is through the electronic gate at the entrance. If the gate is inoperable then the alternate gate near the caretaker's house will be used.
2. New gate access devices will not be issued until a signed deed is received from the Buyer.
 - a. The total number of activated devices allowed is as follows:
 - Owners of one lot are permitted to have three (3) activated access cards, transmitters, or a combination of these.
 - Owners of more than one lot are permitted to have a maximum of six (6) activated access cards, transmitters, or a combination of these.
 - Each gate activation device bears a number that is entered into the computer program used to control the gate. When a card or transmitter is provided to a lot owner, that device's number is associated to that lot owner and each time the device is used, a record is automatically made in the program's event log.
 - Only lot owners and their immediate family members shall be in possession of Dogwood Lake Campground gate access devices.
 - b. There is a charge for new access cards and transmitters issued regardless of the reason a device is needed (e.g. due to loss or damage, or due to the seller of a lot not providing the existing devices to the buyer).
3. Gate access devices and access to the campground remain in an active state provided the lot owner is in good standing. If a lot owner is not in good standing, the Board reserves the right to deactivate all gate access devices for that lot owner. Lot owners not in good standing may access their property by contacting the Caretakers for access or walking to their property. Another lot owner shall not grant access to any lot owner that they know is not in good standing.

/s Eadie Schillinger

Eadie Schillinger, Secretary