

## Welcome to Dogwood Lake

This information provided as a courtesy to new lot owners, is an overview of some of the important information all lot owners should know. Lot owners should familiarize themselves with our governing documents in entirety

Presented by  
Dogwood Lake Board of Directors



# Welcome to Dogwood – New Lot Owner Introduction

## ▶ Agenda

- ▶ General Park Overview
- ▶ Board Overview
- ▶ Governing Documents Overview
  - ▶ Covenants
  - ▶ By-laws
  - ▶ Rules & Regulations
  - ▶ Policies
  - ▶ Procedures
- ▶ Communication
- ▶ Meetings
- ▶ 5-Year Plan



## Welcome to Dogwood – New Lot Owner Introduction

---

### ► General Park Overview

- Incorporated as a non-profit organization in the State of Missouri in 1977
- 389 of 389 lots owned
- Governed by Covenants, By-Laws, Rules & Regulations as well as various supporting Procedures & Processes
  - These cover lot ownership, access, voting, meetings, lot improvements and use, restrictions, etc.
  - Lot owners are expected to read and understand these documents thoroughly. They are available on our website at [dogwoodlakes.net](http://dogwoodlakes.net)
  - Any questions on these documents should be addressed to [secretary@dogwoodlakes.net](mailto:secretary@dogwoodlakes.net)
- We maintain our own DNR approved and monitored well water and waste treatment plant
  - Water testing done daily and samples sent to DNR monthly; sewer testing done quarterly and sent to DNR; both systems require periodic DNR inspections and permits
- Large Dam is certified by DNR and subject to periodic inspections



## Welcome to Dogwood – New Lot Owner Introduction

### ❖ Board Members

- ▶ President: Dana Walker (2025) [president@dogwoodlakes.net](mailto:president@dogwoodlakes.net)
- ▶ Vice President: Marsha Meyer (2026) [vicepresident@dogwoodlakes.net](mailto:vicepresident@dogwoodlakes.net)
- ▶ Treasurer: Sheri Metcalf (2027) [treasurer@dogwoodlakes.net](mailto:treasurer@dogwoodlakes.net)
- ▶ Secretary: Eadie Schillinger (2025) [secretary@dogwoodlakes.net](mailto:secretary@dogwoodlakes.net)
- ▶ Lake Committee: Keith Antoff (2026) [lakecommittee@dogwoodlakes.net](mailto:lakecommittee@dogwoodlakes.net)
- ▶ Park Maintenance: Shane Metcalf (2027) [maintenance@dogwoodlakes.net](mailto:maintenance@dogwoodlakes.net)
- ▶ Environmental: Tom Bauer (2026) [environmental@dogwoodlakes.net](mailto:environmental@dogwoodlakes.net)
- ▶ Caretakers: Don Tayon and Michelle Zeitz [caretaker@dogwoodlakes.net](mailto:caretaker@dogwoodlakes.net)
- ▶ Activities: Kathy Antoff and Maria Gholson [activities@dogwoodlakes.net](mailto:activities@dogwoodlakes.net)

Use these established emails to contact board members or support



## Welcome to Dogwood – New Lot Owner Introduction

---

### ➤ **Board Overview - Consists of 4 Officers & 3 Committee Chairs - Roles Defined by Policy 003 -Board Members Duties**

#### ➤ **Board Officers**

##### ➤ **President**

- Set agendas and preside over meetings
- Set goals for management of DWL
- Manage caretaker contract
- Sign legal documents for DWL

##### ➤ **Vice President**

- Act as substitute in President's absence
- Oversee Activities Committee
- Oversee Treasurer's accounting records
- Assist with fundraising efforts



# Welcome to Dogwood – New Lot Owner Introduction

---

## ❖ Board Officers Duties

### ➤ Secretary

- Manage all record keeping, policy and procedural changes
- Manage elections
- Record and report meeting minutes
- Manage Suggestions & Complaints
- Manage website, text communication

### ➤ Treasurer

- Manage all Dogwood payables and receivables
- Record and report on park budget, fundraisers, reserve account, carry over funds





# Welcome to Dogwood – New Lot Owner Introduction

## ❖ Board Committee Chair Duties

### ➤ Environmental Committee Chair

- Perform lot inspections and ensure compliance to Dogwood governing documents and environmental issues
- Approve Permits
- Manage sewer plant, sewer system maintenance and service contractor
- Apply for sewer permit renewal, prepare for and participate with the DNR during their inspection

### ➤ Maintenance Committee Chair

- Develop a priority list for areas and facilities that need repair, replacement, etc.
- Develop plans for & manage projects including obtaining bids, pricing, and acquisition of materials
- Arrange for volunteers to assist with projects as needed
- Oversee maintenance of pool, electronic access gate and water system.
- Apply for well permit renewal, prepare for, and participate with the DNR during their inspection



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Board Committee Chair Duties, cont.

#### ▶ Lake Committee Chair

- ▶ Monitor the condition of the lake and recommend improvements.
- ▶ Determine when fish stocking is necessary.
- ▶ Create underwater structures and place in position.
- ▶ Arrange for volunteers for lake clean-up activities.
- ▶ Testing lake water quality
- ▶ Vegetation Control
- ▶ Oversee maintenance of Dam; prepare for and participate in DNR Dam Inspections and permit process





## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ Caretakers - Cell number: 636-251-2089
  - ▶ Contract hires, work on yearly contract from January to December
  - ▶ Duties include general park maintenance and daily operation of the following:
    - ▶ Daily maintenance of water supply, including repairs, testing and reporting
    - ▶ Respond to any park emergencies and relay information as needed
    - ▶ Trim limbs and cut brush
    - ▶ Cut grass and trim
    - ▶ Grade and maintain roads, keep ditches clear for drainage
    - ▶ Maintain and clean pool, bathhouses and clubhouse
    - ▶ Assist with project bids and contractors
    - ▶ Misc. projects as needed



# Welcome to Dogwood – New Lot Owner Introduction

---

## ► Caretakers

- Manage clubhouse operations and general administrative duties
  - Maintain and clean clubhouse and clubhouse bathrooms
  - Manage clubhouse till and product sales
  - Manage member records and gate devices
  - Manage day-to-day administrative tasks
  - Manage and respond to Dogwood inquiries for lot sales and information
  - Answer Dogwood phone during operating hours and cellphone during hours the clubhouse is closed
  - Manage rentals of clubhouse and ensure compliance to rental rules
  - Accept payments for lot dues and fines
  - Receive and process paperwork for permits
  - Receive and record lot sales and registered deeds



## Welcome to Dogwood – New Lot Owner Introduction

### ❖ Governing Document Overview - in order of precedence

1. Declaration of Covenants of Dogwood Lake
2. By-Laws of Dogwood Lake Lot Owners Association
3. Dogwood Lake Campground Rules & Regulations
4. Policies - defined to implement & enforce preceding documents
  - ▶ DWL-POL-001 - Lot Improvement Policy
  - ▶ DWL-POL-002 - Lot Ownership and Campground Access Policy
  - ▶ DWL-POL-003- Board of Directors Responsibilities
  - ▶ Not numbered - Guest Policy (will be DWL-POL-004 upon next revision)
  - ▶ DWL-POL-005 -Utility Connection Policy
5. Procedures - defines how policies are are implemented / processes performed
  - ▶ DWL-PRO-002 - Maintenance of Water System
  - ▶ DWL-PRO-004 - Violations & Assessing Fines
  - ▶ DWL-PRO-006 - Activities
  - ▶ DWL-PRO-009 - Elections - Board of Directors & Proposals



## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ The following is an overview of the governing documentation, it is expected that lot owner's read and familiarize themselves with the rules, regulations, restrictions and other procedures and processes
- ▶ Documentation is available on the DWL Website at [DWL Policies & Forms](#)



## Welcome to Dogwood – New Lot Owner Introduction

### ❖ Declaration of Covenants of Dogwood Lake - sets forth highest level governance

- Land Use
  - ▶ Occupancy limited to 6 months in any 12-month period
  - ▶ Not to be used as the primary or principal residence
  - ▶ RVs and Lots must be maintained
- Lot Restrictions
  - ▶ One RV per lot
  - ▶ No permanent improvements without permitted approval
  - ▶ No trees over 4" may be removed without consent
  - ▶ No vehicle parking on roads
  - ▶ No firearms discharged
- Defines the Environmental Committee & Powers
- Defines the Association & Membership
- Mandates Assessments
  - ▶ Provides for general funds for the Association to operate - maintenance of the common property, security & water
  - ▶ must be equally apportioned across lots
- ▶ Requires 55% approval of lots to amend the Covenants



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ By-Laws of Dogwood Lake Lot Owners Association
  - ▶ Membership & Voting Rights
    - ▶ All lot owners are members of Dogwood Lake Lot Owner's Association
    - ▶ Entitled to one vote per lot
    - ▶ Suspension of privileges - If a lot owner has overdue liens, assessments or other fees, they are no longer in good standing and the Board reserves the right to suspend privileges including voting rights and use of common ground and amenities including electronic gate access
  - ▶ Meetings
    - ▶ A minimum of one business meeting each year - normally in August
    - ▶ Defines special meetings - can be called by the Board or a group of members with 50 votes
  - ▶ Directors & Offices- Defines operating guidelines & structure for the Board
    - ▶ Grants the Board full power to manage the affairs of the Association
  - ▶ Requires members to notify the Secretary of current mailing address
  - ▶ Can be changed by the Board





## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Dogwood Lake Campground Rules & Regulations

- ▶ Includes the Fine Schedule for Assessing Fines
- ▶ Quiet Hours 11:00 pm to 7:00 am
- ▶ Lots
  - ▶ Lot Improvements per the Lot Improvement Policy
  - ▶ No derelict vehicles, RVs & sheds shall be kept clean & in good condition
- ▶ Traffic
  - ▶ Speed Limit is 10 mph throughout the park - includes golf carts
  - ▶ No motor vehicles driven across private property or dams
  - ▶ Motor vehicles must have lot numbers displayed and illumination at night
- ▶ Golf Carts
  - ▶ Must have Lot Number in numbers 3” high
  - ▶ Can only be operated by persons over 16, unless accompanied by an adult over 18



## Welcome to Dogwood – New Lot Owner Introduction

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Lakes

- ▶ Swimming in large lake only; under 16 must be accompanied by an adult
- ▶ Posted fishing limits shall be observed
- ▶ No jugs, trotlines, limb lines, gigging or seining
- ▶ Boats shall have the lot number displayed in numbers at least 3” high
- ▶ Trolling motors only - any gasoline engines must be in a raised position and wrapped in plastic
- ▶ Boat storage
  - ▶ Must be stored to not collect water
  - ▶ Cannot be left in lake overnight or stored on common ground
- ▶ No aquatic vegetation, fish cover or wastewater shall be placed in the lake



## Welcome to Dogwood – New Lot Owner Introduction

---

### ► Fishing Limits

- Bass under 14 inches - no limit
- Bass 15 inches or larger - catch and release only
- Catfish any size - limit 6 daily
- Crappie & bluegill - no limit
- Carp - no limit



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Swimming Pool

- ▶ Lot Owner's are responsible for their guests and must accompany them in the pool
- ▶ No food or smoking inside the pool fence
- ▶ Drinks are allowed in the pool area but not in or at the edge of the pool
- ▶ No glass containers
- ▶ Children under 14 must be accompanied by an adult
- ▶ Children not potty trained must wear swim diapers
- ▶ No Cut-offs



## Welcome to Dogwood – New Lot Owner Introduction

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Dumpsters

- ▶ No outside waste
- ▶ Nothing should be placed in front of the dumpsters
- ▶ Household dumpsters are available year round
  - ▶ No construction debris
- ▶ Roll-off dumpsters are provided in the Spring & Fall
  - ▶ Large items that will not decompose should be saved for the roll-off
- ▶ Large appliances, yard waste, concrete, paint or oil, Hazardous liquids or waste, tires, electronics, mattresses & propane tanks shall not be placed in either dumpster
  - ▶ There is a recycle facility just south of the park for disposal of some items
  - ▶ John's Tree service will haul any metal items - may be placed behind the dumpster



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Common Ground & Easements

- ▶ No structures or RVs shall be placed on or extend onto common ground or easements
- ▶ Common ground or easements shall not be used for parking or personal use without permission from the Board
- ▶ No camping on common ground

#### ▶ Roads

- ▶ Roads are only maintained from April to October
- ▶ Any grading or snow removal without approval is subject to a significant fine
- ▶ Intentionally destroying speed bumps or speed dips is a fineable offense.
- ▶ Leaves and other debris shall not be left in roads, or in easement ditches or swales when cleaning lots.





## Welcome to Dogwood – New Lot Owner Introduction

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Guest RVs

- ▶ Lot owners may request a guest RV permit
  - ▶ Maximum of 3 permits per year, 2-week maximum stay
  - ▶ Only allowed April through October
  - ▶ Must have an empty lot - cannot be placed on a lot where an RV already exists

#### ▶ Firearms & Fireworks

- ▶ No firearms shall be discharged without authorization
- ▶ Fireworks allowed during the Independence Day holiday only
  - ▶ Large dam or beach area only

#### ▶ Firewood

- ▶ Firewood in the wood lot is available for lot owner use in the park, be courteous and take only enough for a few fires
- ▶ Per Missouri DNR quarantine guidelines, firewood shall not be brought into the park from a location further than 50 miles from the park



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Dogwood Lake Campground Rules & Regulations

#### ▶ Burning

- ▶ No fires or burning when a red flag warning is issued.
- ▶ Use extreme caution when burning leaves. Avoid burning on a windy day, and never leave a fire unattended, even if it appears to be only smoldering. This also applies to your campfires.

#### ▶ Respectful Conduct

- ▶ All lot owners, guests, and visitors of the Dogwood Lake Campground shall treat caretakers with courtesy and respect.



## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ Policies - Defines how to implement & enforce preceding documents
  - ▶ DWL-POL-001 - Lot Improvement Policy
  - ▶ DWL-POL-002 - Lot Ownership and Campground Access Policy
  - ▶ DWL-POL-003- Board of Directors Responsibilities (Overview given in Board Member Introduction previously)
  - ▶ Not numbered - Guest Policy (will be DWL-POL-004 upon next revision)



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ DWL-POL-001 - Lot Improvement Policy
  - ▶ Procedure for requesting approval for a permit
    - ▶ RV Placement, temporary and permanent & permanent improvements
  - ▶ Prior to placing an RV on a lot for the first time, a permit form with a sketch of RV placement should be submitted.
    - ▶ RVs can be moved in and out to the same lot, but a new permit is required to move it to a different lot
    - ▶ A permit must also be obtained from Warren County
  - ▶ To temporarily store an RV a permit must be requested by the lot owner
    - ▶ RV must be on a vacant lot
    - ▶ If no access to sewer or no tank, the RV cannot be hooked up to water or occupied
    - ▶ Storage should not exceed 30 days
  - ▶ It is the Lot Owner's responsibility to contact Warren County to determine if a county permit is required
    - ▶ Approval from Dogwood Environmental Committee is required before requesting a permit from Warren Count Planning & Zoning



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ DWL-POL-001 - Lot Improvement Policy
  - ▶ Permanent Improvement - A permit is required for the following
    - ▶ Decks
    - ▶ Retaining walls & backfill
    - ▶ Permanent shelters, patio covers & carport covers
    - ▶ Water & Sewer line access
    - ▶ New or replaced water spigot
    - ▶ Electric lines (above and below grade)
    - ▶ Tree removal (exceeding 4" in diameter)
    - ▶ Sheds (size cannot exceed 192 ft<sup>2</sup>)
    - ▶ Screened in porches and porches with glass
      - ▶ Minimum amount of screen and/or glass is 60%
    - ▶ Permanent dog kennels or pens
    - ▶ Culverts for rainwater run-off



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ DWL-POL-002 - Lot Ownership and Campground Access Policy
  - ▶ Payment of Annual Lot Assessments & Special Assessments:
    - ▶ 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.
    - ▶ 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.





## Welcome to Dogwood – New Lot Owner Introduction

- ▶ DWL-POL-002 - Lot Ownership and Campground Access Policy
  - ▶ Process to Purchase/Transfer of Lots -- Seller
    - ▶ 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
    - ▶ 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
    - ▶ Is responsible for lot dues up to the date of transfer
    - ▶ Either pays or communicates to the Buyer any unpaid special assessments due on the lot



## Welcome to Dogwood – New Lot Owner Introduction

### ► DWL-POL-002 - Lot Ownership and Campground Access Policy

#### ► Electric Gate Access:

- 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.
- New gate access devices will not be issued until a signed deed is received from the Buyer. 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.
- Gate access devices and access to the campground remain in an active state provided the lot owner is in good standing. The Board reserves the right to deactivate all gate access devices for owners not in good standing.
- Another lot owner shall not grant access to any lot owner that they know is not in good standing.



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ DWL-POL-002 - Lot Ownership and Campground Access Policy
  - ▶ Process to Purchase/Transfer of Lots -- Buyer
    - ▶ 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
    - ▶ 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
    - ▶ 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
    - ▶ 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
    - ▶ 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
    - ▶ Completes the DWL Lot Owner Information form



## Welcome to Dogwood – New Lot Owner Introduction

- ▶ Guest Policy (Not numbered - will be DWL-POL-004 upon next revision)
  - ▶ Guests, other than immediate family members, shall not be in possession of Dogwood Lake Campground gate access devices and may only visit the Campground when the respective lot owner is present. These guests must be admitted by the respective lot owner.
  - ▶ If a guest, other than immediate family member, leaves and returns, he/she must be readmitted by the respective lot owner.
  - ▶ Lot owners are permitted to leave while their guests are present but must return if non-immediate family guests are remaining in the Campground overnight. Lot owners need not be present when immediate family members are staying overnight.
  - ▶ Lot owners are responsible for the actions of their guests, including repairs, or financial reciprocation for any damage caused by those guests to Association property, or to the personal property of Lot Owners.
  - ▶ Lot Owners, and their immediate family members, shall not provide access to the Campground, nor have as a guest, any Lot Owner who is not in good standing (e.g. a lot owner who has unpaid dues, fines, etc.).



## Welcome to Dogwood – New Lot Owner Introduction

---

### ► DWL-POL-005 - Utility Connections

#### ► Water

- No charge to lot for water or to hook to water system
- Cost of hook-up is at the lot owner's expense
- Permit form Environmental Committee required to hook-up to water or make any repairs (including replacing spigots)
- New or repaired water connections shall have a shut-off installed below the frost line
- New water lines shall be installed 43" deep (frost line)
- Schedule repairs or installations that require the water to the park to be shut-off require a minimum of 24 hours notice
- New or repaired water lines must be inspected before they are covered up



## Welcome to Dogwood – New Lot Owner Introduction

### ► Sewer Connections

#### ► Sewer

- Sites not on direct connections to the sewer must have a holding tank installed before an RV permit can be obtained from Warren County
- Tanks can be pumped and emptied into the wastewater plant - DWL has a contract with Mission Septic to pump tanks
  - Payments can be placed in the payment box to the right of the clubhouse door
  - Current prices are posted on FB and the payment box
- New tanks require permits from DWL and Warren County. They must be 1000 gallons and inspected by Warren County during installation and annually
- There is a mix of 350 gallon and 1000-gallon tanks in the park. 350-gallon tanks have been grandfathered in and do not require annual Warren County inspections. Most 1000-gallon tanks require annual inspections





## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ Procedures - define how policies are implemented / processes performed
  - ▶ DWL-PRO-002 - Maintenance of Water System - available for review
  - ▶ DWL-PRO-004 - Violations & Assessing Fines
  - ▶ DWL-PRO-006 - Activities
  - ▶ DWL-PRO-009 - Elections - Board of Directors & Proposals - will be covered under Annual Meeting



## Welcome to Dogwood – New Lot Owner Introduction

### ► DWL-PRO-004 - Violations & Assessing Fines

- Per the By-laws, The Dogwood Lake Owner's Association (DWLOA) Board of Directors has the authority to manage the affairs of the Association. This includes the enforcement of restrictions, rules and regulations as defined in the Covenants, Rules & Regulations and other Policies.
- Action may be taken as a result of Lot Inspections, complaints or if violations come to the attention of the Board by other means.
- Violations & Complaints will be recorded in the associated log. The Environmental Chairperson and Secretary will monitor the logs to ensure resolution.
- An inspection of privately owned lots in Dogwood Lake Campground shall be performed at least annually by the Environmental chairperson with assistance from other board members as needed
- Fines shall be assessed as defined in the By-laws, Addendum, Violation Fine Schedule. Fines shall be progressive for repeat notice to correct a violation.



## Welcome to Dogwood – New Lot Owner Introduction

### ► DWL-PRO-004 - Violations & Assessing Fines

#### ► Notification

- Verbal warnings shall be issued by a Board Member. Details of the verbal warning shall be communicated to the Secretary to record in the Complaint or Violation Lot.
- Written warnings shall be issued by the Environmental Chairperson or Secretary. The letter shall include the timeframe for correction and photograph (if applicable).
- Violation Letters shall be issued by the Environmental Chairperson or Secretary. The letter shall include the timeframe for correction, the fine amount and due date, photograph (if applicable)

#### ► Appeals

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



## Welcome to Dogwood – New Lot Owner Introduction

---

### ► DWL-PRO-006 - Activities

- The Dogwood Lake Campground Activities Committee plans and executes activities that benefit Lot Owners, both socially and for the purpose of raising funds (donations) that are used to further enhance the campground.
- An Activities Chairperson shall be appointed by the Board and the committee is overseen by the Vice President
  - Events shall be open to all Lot Owners and must be designed in a manner that protects the welfare and safety of the participants.
  - Any activities utilizing the clubhouse or pool after normal operating hours shall be coordinated with the Caretakers by the President.
  - The Activities Committee shall be responsible for the rental of the Clubhouse and purchasing inventory for the clubhouse.
  - Any fundraising activities to benefit DWL not organized by the Activities Committee, shall be coordinated with the Committee to ensure no conflicts with planned activities and to determine how funds raised should be handled



## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ Dogwood Website - [www.dogwoodlakes.net](http://www.dogwoodlakes.net)
  - ▶ The website provides useful information for current lot owners & potential buyers
    - ▶ Policies and Forms
    - ▶ Meeting Minutes
    - ▶ Recommended Services
    - ▶ Park Updates
    - ▶ Description of Dogwood Lake
    - ▶ Amenities
  - ▶ To post a lot for sale send information to [webadmin@dogwoodlakes.net](mailto:webadmin@dogwoodlakes.net)



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Dogwood Facebook Page

- ▶ Dogwood Lake Campground And Owners Association
  - ▶ Lot owners and immediate family members may join
  - ▶ Must answer the questions to be approved

### ▶ Text Notifications

- ▶ Notifications are sent for things such as inclement weather, water-shut offs, gate issues, etc.
  - ▶ To be added, send your name, lot number and mobile number to [secretary@dogwoodlakes.net](mailto:secretary@dogwoodlakes.net)
  - ▶ Please do not respond to the text messages



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Monthly Board Meetings

- ▶ Best opportunity for lot owners to stay abreast of ongoing projects and status throughout the park
- ▶ Meetings are held the second Sunday of every month at 9:30 am; subject to change
- ▶ Consider Teams for monthly meetings; all monthly meetings are accessible to all owners along with the Facebook live streaming.
- ▶ Meeting minutes are recorded and accessible on DWL Website and Lot Owners Microsoft Team site
  - ▶ For access to Teams, send an email to [treasurer@dogwoodlakes.net](mailto:treasurer@dogwoodlakes.net)





## Welcome to Dogwood – New Lot Owner Introduction

---

- ▶ Spring Information Meeting
  - ▶ Important Reminders, General Park Overview
  - ▶ Board Overview
  - ▶ Financial Position
  - ▶ Meeting Reminders, Communication
  - ▶ Committee & Caretaker reports and accomplishments
  - ▶ Caretakers' accomplishments
  - ▶ Activities Update
  - ▶ Review of 5-year plan



## Welcome to Dogwood – New Lot Owner Introduction

### ▶ Annual Meeting

- ▶ Agenda is similar to Spring Meeting agenda
- ▶ Election of Officers & vote on proposals
  - ▶ The Secretary is responsible for executing the process per Missouri State law and shall have the final decision on matters relating to the election.
  - ▶ The Secretary will publish a call for nominees and proposals from the lot owner before the election
    - ▶ Proposals from a Lot Owner must be submitted to the Board and must be complete, with all research and background information included.
    - ▶ Any Lot Owner in good standing can nominate themselves or be nominated to be a candidate for election to the board
- ▶ Notice of the election, including absentee ballots will be delivered either personally or by mail.
  - ▶ If mailed, each notice shall be deemed delivered when deposited in the United States mail addressed to the lot owner as it appears on the Association records.



## Welcome to Dogwood – New Lot Owner Introduction

---

### ▶ Annual Meeting

#### ▶ Election

- ▶ Each Lot shall be entitled to one vote on any matter coming before the Association.
- ▶ Voting is in-person, proxy or absentee
- ▶ Only Lot Owners in good standing shall be allowed to vote in any election. Any Lot Owner owning more than one lot shall be entitled to one vote for each lot owned.
- ▶ To change the annual assessment or annual assessment limit a majority vote of those present and qualified to vote at the annual meeting of Lot Owners is required.
- ▶ To amend the Covenants, approval of the Board of Directors and a vote of 55% of all lots (including proxies) at a Lot Owner's meeting is required



## Welcome to Dogwood – New Lot Owner Introduction

### ❖ 5-Year Plan

#### ➤ 2024

- Sewer Motor Replacement and Rebuild - \$5,500 (carry over balance to 2025)
- Pool Repairs - \$51,100 (special assessment 365 lots @ \$140))
- Bar Screen for sewer plant - \$2,000 (carry over to 2025)
- Lake Aerations - \$6000\* (covered by donations; \$1,496 transfer to 2025)

#### ➤ 2025

- Sewer Pipe Replacement - Verbal \$5K Mission Septic
- Sewer Plant Blower - \$4,000 (\$4,149 carry over from 2024)
- Bar Screen for Sewer Plant - \$2,000 (carry over from 2024)
- Lake Aeration/Dock Replacement - \$6,752 (donation, carry over, 2025 allocation)
- Repair Water Shut Off Valves - \$750
- Clubhouse Electric - \$7,000



## Welcome to Dogwood – New Lot Owner Introduction

### ❖ 5-Year Plan (cont.)

#### ➤ 2026

- Water Line on Blue Jay - \$28,000 (special assessment)
- 2nd Sewer Plant Blower/Motor - \$7,200 (assess if needed)
- Water Line Shut-off Valves (cont) - \$750
- 2 Water Line Flush Hydrants - \$6,000
- Dock Replacement (cont.) - \$4,000
- Lake Aeration (cont) - \$5,000 - reassess (if unnecessary, consider beach project)

#### ➤ 2027

- Guard Rails - \$36,470 (special assessment)
- Lake Aeration (cont.) - \$3,000 (or beach project)

#### ➤ 2028

- Beach Projects - \$10,000
- Wi-Fi Improvements - \$6,000 (May pursue grants at n/c)
- Parking Lot Resurface - \$30,000 (special assessment)