



INDIAN ACRES CLUB OF THORNBURG, INC.  
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# ADMISSIONS COMMITTEE HANDBOOK

February 17, 2024

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## ADMISSIONS COMMITTEE HANDBOOK

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## ADMISSION'S COMMITTEE

1. The affairs of the Indian Acres Club of Thornburg, Inc., (IACT) shall be managed by its Board of Directors (Board) pursuant to Article III of the Articles of Incorporation.
2. To accomplish its purposes, IACT has power to designate such committees as the Board may deem necessary, or convenient in the discharge of IACT's duties. Each such committee shall have and exercise such authority as it is granted to by the Board, including in the discretion of the Board, the authority of the Board.
3. The ADMISSION'S COMMITTEE shall consist of five (5) property owners in good standing. Any member of the Committee at the discretion of the Board may be dismissed from the Committee if he/she becomes delinquent while serving on the Committee. The Committee is a Board Committee under the direction of the President and the Board. Members will be appointed by the President and/or the Board for a 1-year term. Members may be reappointed. Should vacancies occur, the President and/or in the absence of the President, the Board shall appoint replacements.
4. The ADMISSION'S COMMITTEE is responsible for ensuring that all those admitted to the campground and use of amenities are admitted under requirements of current By-Laws, the Rules and Regulations of IACT and other appropriate documents. Actions recommended must be reviewed and approved by the President.
5. Property owners may appeal decisions made by the Admission's Committee to the Judiciary Committee.



## MEMBERSHIP PROFILE

# MEMBERSHIP PROFILE

(PLEASE PRINT ALL INFORMATION)

(Initial and complete each item)

1. \_\_\_\_\_ I am purchasing a lot from a current owner: Glen \_\_\_\_\_ Lot \_\_\_\_\_  
\_\_\_\_\_ I am a co-owner: Glen \_\_\_\_\_ Lot \_\_\_\_\_  
\_\_\_\_\_ I am just looking to purchase a lot.

**2. PERSONAL INFORMATION:**

- a. Name: \_\_\_\_\_  
b. Current Address (Permanent street address only, NO post office boxes):  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
c. Mailing Address (if different than above):  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
d. Length of time at current address: \_\_\_\_\_  
e. Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email Address: \_\_\_\_\_  
f. Emergency Contact (Name, Relationship, and Telephone Number):  
\_\_\_\_\_

3. \_\_\_\_\_ I acknowledge that I must provide the following documents for identification purposes:  
a. A valid state driver's license (or photo identification/city identification card), and  
b. A copy of a current utility/insurance/mortgage/lease bill in my name from my permanent address.  
4. \_\_\_\_\_ I acknowledge that I will provide a copy of the Deed upon the purchase of a lot and/or addition to the Deed to the Indian Acres Club of Thornburg, Inc. (IACT) Administration office.  
5. \_\_\_\_\_ I acknowledge that all property owners are members of IACT and accept responsibility for payment of annual membership dues.  
6. \_\_\_\_\_ I acknowledge if I have not purchased a lot within 120 days, a new membership profile must be completed.  
7. \_\_\_\_\_ I acknowledge that the above information will undergo both review and verification through internal records and external resources.

**I acknowledge that all property owners and their guests are restricted from using IACT as their permanent residence.**  
Initial \_\_\_\_\_

I affirm all information provided herein is true and accurate to the best of my knowledge, and I agree to abide by all recorded covenants, bylaws, and all IACT rules and regulations that convey with becoming a member.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IACT does not discriminate on the basis of race, color, gender, age, national origin (ancestry), religion, creed, sexual orientation, disability or veteran's status.

(Over)

The ASSOCIATION shall provide lot owners and immediate family identification that entitles the full use of the amenities comprised of common areas owned by the ASSOCIATION, so long as owner does not become a delinquent member. Members of the immediate family shall include the spouse of such owner and the minor children of same, plus those major children and/or the parents of the owner and/or spouse and minor grandchildren of owner and/or spouse who reside in the primary residence of said owner.

Please list the names, date of birth, and relationship of eligible individuals for whom you are requesting identification cards:

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Extended Family Pass Information

Please list information for any Grandchildren who do not reside with the property owner. Note that cards of the grandchildren will expire when they reach 18 years old. Must show proof as required for these passes.

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

#### Owner's Choice Guest Pass

Please list information for one person chosen by the property owner. Note: \$25/fiscal year

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship (friend, Significant Other, etc)</u>
-----	-----	-----

Do Not Write Below This Line

-----OFFICE USE ONLY-----

Received By: _____	Date: _____
Security: _____	Date: _____
Administration: _____	Date: _____
Director of Operations: _____	Date: _____

There will be a \$25 replacement charge for lost or destroyed Membership Cards/Passes.

## TYPES OF REGULAR PASSES

All these passes issued by the ASSOCIATION will be hard plastic, with identification stamped on it consisting of the type of pass, Glen and Lot number of the property owner to which the pass was issued. Some may also include a picture of the property owner and/or family member. All passes require a Photo ID to be issued the pass and your picture will be taken for the pass, except in the case of a guest pass. No one six (6) years of age and older shall be admitted into IACT unless that person has in his/her possession, and exhibits to the Entrance Gate personnel on duty at the entrance, ONE (1) of the following valid passes:



Type of Pass	Stamped on Pass	Validated By	Governing Document
Property Owner	Owner Owner's Name Glen/Lot Number	Membership Profile to Administration	IACT By-laws Art III, Sect 2, Para 1 <b><u>Assumes ALL "legal"</u></b> <b><u>responsibility</u></b>
Family Member	Family Member or Spouse Person's Name Glen/Lot Number	Application to Administration	IACT By-laws Art III, Sect 1, Para 3 Art III, Sect 2, Para 1
Extended Family Member	Extended Family Grandchild's Name Glen/Lot Number	Application to Administration	Resolution dated 6/27/98 <b>OWNER or Family Member at least 18 MUST BE ON PROPERTY</b>
Owner's Choice Guest Pass	Owner's Choice Person of Choice Name Glen/Lot Number	Application to Administration + a fee & 1 pass per fiscal year See Pass Fees Cost Schedule	Resolution dated 6/27/98 <b>OWNER or Family Member at least 18 MUST BE ON PROPERTY</b>
Guest Pass	Guest of: Glen/Lot Number	10 passes per glen/lot/month issued to property owner by Administration	Resolution dated 6/27/98 <b>OWNER or Family Member at least 18 MUST BE ON PROPERTY</b>
Special Event Pass (see list under By-Laws in Supporting Documents)	Special Event Pass Person's Name Glen/Lot Number	Approved by Admissions Committee; requested/approved annually	IACT By-laws Art III, Sect 1, Para 3
Employee Pass	IACT Employee	Personnel Record	Resolution dated 6/27/98

## GENERAL INFO FOR ALL PASSES

1. All persons/vehicles entering or exiting Indian Acres Club of Thornburg (IAC) property must enter through an open gate as directed by IAC staff or authorized persons.
  - a. All vehicles entering or exiting IAC property are subject to search by IAC staff or authorized persons for any reason.
  - b. All persons entering or exiting must give the Entrance personnel a valid IAC pass as listed in this document or a valid ID as listed in the Acceptable Forms of Identification to be scanned into the IAC system. Failure to do so will result in an Admissions Violation with a fee assessed per the Admissions Violation Fee for each violation.
2. Pass “hopping” (a person using more than one type of pass or the same type of pass but from different property owners) will not get any more days than the maximum allowed on any IAC pass definition
  - a. For example, but there may be other examples, a guest who has used 20 days and then becomes an Owners Choice Guest will not get another 210 nights but will be limited to only 190 (210 - 20 = 190). This includes a previous owner as well in that fiscal year.
  - b. No one person can ever have over 210 sleep overs **no matter how many lots are owned at IAC** during the fiscal year.
3. **The property owner assumes all “legal” responsibility for the actions of anyone using a pass issued from the property owner(s) lot(s).**
4. Any pass holder, other than a property owner or a family pass holder, must have the property owner or family member 18 or older on property at all times.
5. No person under the age of 18, no matter what type of pass, can be left on property without their parent or family member who is 18 or older, or responsible adult who is also a property owner or their family member who is 18 or older.
6. **If a property owner(s) becomes a delinquent member, all non-property owner passes will become null and void until the property owner becomes a current member.**
7. **If the property owner(s) is found to be in violation of the residency rules by Site Control, along with any fines imposed, all property owner(s) of that lot are prohibited from having guests at IAC and all 10 guest passes for each lot owned by the owner(s) will become null and void, any additional IAC passes will be deactivated and the property owner(s) are prohibited from using any IAC amenity or common area until residency is corrected and fees are paid as notified by Site Control.**

## ACCEPTABLE FORMS OF IDENTIFICATION

The following list of acceptable forms of identification (ID) will be valid for any person(s) entering IAC. The definition of “valid” is an ID that has an expiration date but it is not expired.

1. A valid State or District of Columbia issued driver’s license.
2. A valid State or District of Columbia issued driver privilege card.
3. A valid driver’s license issued by any recognized country belonging to the United Nations.
4. A valid United States or any recognized country belonging to the United Nation passport or passport card.
5. A Student ID with photograph within 2 years of the issued date that has been issued by any public, private or charter school or an institution of higher education located in any state or territory of the United States for age 18 or above.
6. A valid U.S. military ID card, CAC for active and Reserve members; a Department of Defense DD Form 2 for retirees; a DD form 2765 for privileged veterans, and the DD Form 1173-1 for dependents.
7. A valid Tribal ID issued of recognized Native American Tribes in the United States.  
[https://en.wikipedia.org/wiki/List\\_of\\_federally\\_recognized\\_tribes\\_in\\_the\\_United\\_States](https://en.wikipedia.org/wiki/List_of_federally_recognized_tribes_in_the_United_States)



## FUNSTEADER'S REQUEST FOR REGULAR PASSES

### FAMILY MEMBER PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

A pass issued to a spouse or family member of a member in good standing.

1. Acceptable proof of residency for Family Member cards are the following: driver's license, voter registration card, State/city identification card as per Board resolution dated November 20, 1993.
2. A property owner who gives false information pertaining to dependency for the purpose of obtaining a Family Member Pass shall be fined per the Admission Violation Fee for each offense and the Family Member Pass falsely obtained shall be cancelled.

### EXTENDED FAMILY MEMBER PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

1. An Extended Family Member Pass is a pass designated for "extended" family members of property owners who are members in good standing.
2. These passes will be treated at the entrance/exit gate as a regular Family Member Pass but will also be treated as a Limited Pass with the same rules of cancellation.
3. All Extended Family Member Passes will be null and void if the property owner associated with these passes becomes delinquent at any time.
4. Extended Family Member Pass holders have no voting rights in the Association nor the obligation of payment of annual charges or special assessments.
5. Grandchildren under the age of 18 who do not reside with the property owner are eligible but the lineage of said grandchild must be verified. Verification shall consist of two birth certificates:
  - a. one of the child of the property owner (parent of the grandchild) and,
  - b. one of the grandchild.
6. A property owner who gives false information pertaining to dependency for the purpose of obtaining an Extended Family Member Pass shall be fined per the Admission Violation Fee for each offense and the Extended Family Member Pass falsely obtained shall be cancelled.

## OWNER'S CHOICE GUEST PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

1. One Owner's Choice Guest Pass will be issued for each lot owned by a property owner in good standing. The property owner can choose one person to have this pass which can be used for such people as a Significant Other or a special friend. The Owner's Choice Guest Pass is issued from the administration office. The chosen person's name with the property owners Glen/Lot number will be on the pass and the chosen person's picture must be on the pass.
2. Owner's Choice Guest Pass holders have no voting rights in the Association nor the obligation of payment of annual charges or special assessments. The Property Owner of the lot is responsible for the actions of the chosen person to which the Owner's Choice Guest Pass is issued. The Property Owner can only change the chosen person at the end of the fiscal year for the next fiscal year.
3. RULES for Owner's Choice Guest Pass (OCGP):
  - a. The property owner or a family member at least age 18 must be on property with this chosen person.
  - b. Is valid for one fiscal year which runs from November 1<sup>st</sup> to October 31<sup>st</sup>
  - c. Has an annual fee per fiscal year. See Pass Fees Cost Schedule
  - d. Is non-transferrable during the fiscal year
  - e. Will have the same limitation of days each fiscal year as a Property Owner's pass which will also include any regular guest pass days used. (Formula: OCGP days = 210 days – any Guest pass days used)
  - f. Will be deactivated for violations of the rules
4. **VIOLATIONS** of Owner's Choice Guest Pass:
  - a. If the Chosen Person:
    - (1) Has violated any rules such as residency or being on property without the owner or a family member at least age 18 present or imprisoned by any state or local authority, the Owner's Choice Guest pass will be automatically deactivated and the chosen person could be barred from IACT property.
    - (2) Has their Owner's Choice Guest Pass deactivated, due to no fault of the chosen person, the chosen person could still come into IACT on a guest pass visiting another property owner, **ONLY if the total number of days used as an Owner's Choice Guest Pass has not exceeded 60 days. The number of visits allowed will be calculated based on the number of days already used on the Owner's Choice Guest Pass.**
  - b. If the Property Owner:
    - (1) Becomes delinquent, the Owner's Choice Guest Pass will not be valid until the Property Owner is a member in good standing again.

## GUEST PASS

(Please read the **GENERAL INFO FOR ALL PASSES** and **ACCEPTABLE FORMS OF IDENTIFICATION** sections in this document)


1. A guest pass issued by IACT to a member in good standing:
2. Each lot is assigned 10 guest passes per month.  
**Any lot using more than 10 guest passes per month for that lot will be charged the same fee as a Special Event Pass for each guest pass over the 10 allowed. The price of each guest pass used over the allowed 10 passes will be the same as listed in the PASS FEES COST SCHEDULE for a Special Event Pass.**
3. Each pass is valid for up to 96 hours (4 days) for each visit.
4. Only the **owner(s)** or family member 18 years old or older of the lot is authorized to issue these guest passes.
5. Each guest is only allowed 15 visits in any 1-year period for a total of up to 60 days.
6. The 1-year period of time for any guest begins on the same schedule as annual membership:  
November 1 - October 31 annually.
7. Once the number of passes/month are reached, no more guest passes are valid for that glen/lot number
8. Once the number of visits/year are reached by a particular guest, that particular guest will not be allowed entrance to IACT property.
9. The property owner or a family member age 18 or older must be on property with the guest(s).
10. All children over the age of 6 must have a guest pass.
11. All guests 18 years of age and older, must have a valid ID that will be used to scan into the IACT guest system for tracking purposes.
12. Any guest violating these policies will be considered trespassing on IACT property.
13. Reports will be run and any guest found to be on property past the expiration date/time will be asked to leave immediately.
14. The property owner will ensure that all guests receiving a pass to IACT will have complete instructions as to directions and responsibilities.
15. **Any guest found on IACT property without the property owner present or family member 18 or over may be barred from IACT property by the IACT President.**
16. No extra guest passes will be sold for Holiday Weekends. (Approved at the 2000 Annual Meeting of IACT Property Owners)

## TYPES OF OTHER PASSES

### SPECIAL EVENT PASS

(Please read the **GENERAL INFO FOR ALL PASSES** and **ACCEPTABLE FORMS OF IDENTIFICATION** sections in this document)

1. A pass approved by the Admissions Committee where the number of guests exceed limitations placed on guest passes or a variance to other admission requirements is desired.
2. The Special Event Pass will be similar to the **Guest Pass**.
3. It is the owner(s), Organization's or Club's responsibility to ensure that Special Event Passes are completed properly and signed for each guest.
4. Owner(s), organizations, and/or clubs requesting Special Event Passes are to have the charges for such passes paid in full prior to allocation.
5. There will be no refunds after the purchase of Special Events Passes except in cases of unforeseen events that prevent IACT's ability to have such an event (i.e., snowstorm, hurricane, loss of power).
6. See Pass Fees Cost Schedule for the cost of a pass.
7. As approved at the 2000 Annual Meeting of IACT Property Owners, no extra guest passes will be sold for Holiday Weekends.

GATE PASS IACT, Inc.		SPECIAL EVENT PASS		GUEST PASS IACT, Inc.		SPECIAL EVENT PASS		
front		GUEST NAME _____ please print in ink is authorized entry as guest of _____		Guest Name _____ please print in ink				
	Owner's Name _____		Owner's Name _____					
	GLEN NO. _____		GLEN NO. _____ FUNSTEAD NO. _____					
	I certify that I will explain to all my guests the rules and regulations and accept full responsibility for their compliance therewith and any violation thereof during their stay.		Valid Only For Date _____					
	Owner's Signature _____		Vehicle Make _____		Plate No. _____			
	Valid Only For Date _____			Guests agree to abide by all rules of the reservation. To be turned in at exit upon departure.				
	Vehicle Make _____		Plate No. _____					
back	GUESTS MAY USE ONLY THE FOLLOWING AMENITIES THAT ARE NOT CROSSED OUT				GUESTS MAY USE ONLY THE FOLLOWING AMENITIES THAT ARE NOT CROSSED OUT			
	Ballfield _____	Picnic Area _____	Ballfield _____	Picnic Area _____				
	Beach Area _____	Pool _____	Beach Area _____	Pool _____				
	Caravan Circle _____	Rec Center _____	Caravan Circle _____	Rec Center _____				
	Chapel _____	Restaurant _____	Chapel _____	Restaurant _____				
	Clubhouse _____	Tee Pee _____	Clubhouse _____	Tee Pee _____				
	Funstead _____	Trapp Farm _____	Funstead _____	Trapp Farm _____				
	Other _____		Other _____					

## PROSPECTIVE BUYERS PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

1. Prospective Buyers looking to buy property at IACT can be issued a 4-hour pass from the Entrance Gate between 9 am - 3pm daily.
2. This pass will begin from the time issued at the Entrance Gate and then it expires 4 hours later. Upon expiration, the prospective buyer must leave IACT.
3. This is a unique pass to look at property for sale within Indian Acres. It is not available on Holiday weekends such as Memorial Day, 4<sup>th</sup> of July or Labor Day.
4. Any prospective buyer will be allowed to come in to look at property unescorted ONLY 3 times.
5. After 3 unescorted visits, any prospective buyers will need to call admin or the Entrance Gate to setup an appointment for a guided tour with an IACT approved tour guide.
6. Any property owner in good standing may also use one of their personal guest passes from their allotted guest passes, which has the same rules as any guest pass, to bring in any prospective buyer(s).
7. Any prospective buyer(s) using a guest pass will be flagged in our system as having used one visit of the total number of visits allowed per guest.

## COMMERCIAL VENDOR PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

1. A pass issued by the Entrance Gate to any vendor doing IACT contractual or Funsteads business within IACT. a. Examples are as follows but not limited to: gas delivery to the Maintenance yard, supplies to the Trading Post, trash pickup, trailer repair at an owner's lot, delivery of a utility shed, propane gas delivery, new trailer, or gravel to a lot, etc.
2. The property owner needs to notify the Entrance Gate with their Account Number of their lot(s) which is found on their IACT statement (or call admin to request it) or meet the vendor at the Entrance Gate to fill out an authorization form for the vendor so IACT knows the contractor is a valid contractor doing work at that Glen/Lot number.
3. The vendor can only do work at locations that have been properly approved.
4. The property owner is subject to an admission's violation if no vendor authorization form is submitted to the Entrance Gate.
5. Each person must have a valid ID to be scanned into the IACT pass system.
6. Any children 18 and under accompanying a vendor must remain with the vendor at all times while on IACT property.
7. All vendors must have either one the following:
  - a. Vendor vehicle must be marked with business
  - b. Business card
  - c. Business license

## IAC SPONSORED CLUB PASS

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

1. IACT Sponsored Clubs include the following:
  - a) Quilting Club - Meets Fridays at the Sportsman Club
  - b) Religious Life
    - 1) VBS – one-week event
    - 2) Gospel Fest – one-day event
    - 3) Various visiting Speakers for Sunday Church Services
    - 4) Any special meetings held with outside groups within IACT property – specific date/time.
  - c) Any future IACT Club recognized by the IACT Board of Directors.
2. The head of each Club is responsible for obtaining a pass(es) from administration for each person who will be attending the Club function.
3. Each IACT Sponsored Club Pass will be limited to the area, time and dates of each club event.

## OVERNIGHT CAMPING – CARAVAN CIRCLE

**(Please read the GENERAL INFO FOR ALL PASSES and ACCEPTABLE FORMS OF IDENTIFICATION sections in this document)**

### **OVERNIGHT CAMPING – CARAVAN CIRCLE**

1. Camping on Caravan Circle is available as follows:
  - a. By property owner (s)
  - b. By guest(s) of a property owner
2. It shall be the responsibility of the Site Control Department to assign Caravan Circle spaces.
3. Any violations of the rules regarding guests and guest passes will be administered by the Admissions Committee.
4. All other violations will be administered by Site Control and Security.

## ADMISSION VIOLATIONS AND TICKETS

The following are **SOME BUT NOT ALL** of the violations which may result in the issuance of an Admission Ticket by the IACT Security Department:

1. Unauthorized Use of Owner Card
2. Unauthorized Use of Family Member Identification
3. Unauthorized Use of Guest Pass(es) and/or Owner's Choice Guest Pass
4. False Information Used to Obtain Identification Card(s)
5. Failure to Present Valid Guest Pass
6. Leaving Minors Unattended or Unsupervised Within the Confines of IACT
  - a. No person under the age of 18, no matter what type of pass, can be left on property without a parent or responsible adult who is either a property owner or family member who is 18 or older.
  - b. In the event this rule is violated, the property owner responsible for such violation shall be subjected to an assessment for such violation, not to exceed the Admissions Violation Fee for each violation
  - c. After parent or person legally responsible for such minor has been notified in person or by telephone of a violation, an additional violation is committed for each 24-hour period such minor remains at IACT unaccompanied by a property owner or family member who is 18 or older.
7. As prescribed in Article II, Section 5 of the Organization System for Enforcement of Rules, Regulations and Restrictive Covenants, the Admissions Committee is responsible for enforcing all requirements in current Bylaws and rules and regulations of amenities by those admitted by appropriate document. As set out in a Board Resolution, the Admissions Committee shall impose a monetary assessment per the Admissions Violation Fee for any false information used to obtain family identification cards and/or guest passes from the Association.
8. Failure to comply with the rule(s) regarding any pass in the Admissions Committee Handbook.


## PASS FEES COST SCHEDULE

Type of Pass	Cost
1. Property Owner	Free
2. Family Member	Free
3. Extended Family Member	Free
4. Guest Pass	10 Free/Monthly
5. Owners Choice Guest Pass	\$25/annually
6. Employee	Free
7. Special Event Pass	\$15/each
8. Prospective Buyers Pass	Free
9. Commercial Vendor Pass	Free
10. IACT Sponsored Club Event Pass	Free
11. Replacement Membership pass, 10 guest passes or Owner's Choice Guest Pass	\$25/each
12. Admissions Violation Fee	\$50/each



Admission Tickets are routed to the Admissions Committee for review and proper disposition.

SHOWN  
REDUCED  
SIZE

 **INDIAN ACRES**  
Admission Ticket

NAME OF VIOLATOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_

CIRCLE ONE:    OWNER    DEPENDENT    GUEST

GLEN: \_\_\_\_\_ LOT: \_\_\_\_\_  
LOT OWNER(S) NAME(S): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DATE OF OFFENSE: \_\_\_\_\_ TIME: \_\_\_\_\_  
TYPE OF OFFENSE:

<input type="checkbox"/>	Unauthorized use of Owner Card
<input type="checkbox"/>	Unauthorized use of Family I.D. Card
<input type="checkbox"/>	Unauthorized use of Guest Pass(es)
<input type="checkbox"/>	False information used to obtain I.D. Card(s)
<input type="checkbox"/>	Failure to present Valid Guest Pass
<input type="checkbox"/>	Leaving Minors Unattended or Unsupervised within the confines of Indian Acres
<input type="checkbox"/>	Other (Explain):
<input type="checkbox"/>	
<input type="checkbox"/>	

DESCRIPTION OF OFFENSE: \_\_\_\_\_

TYPE OF VEHICLE: \_\_\_\_\_  
LICENSE NUMBER: \_\_\_\_\_

SECURITY DEPARTMENT ACTION(S) TAKEN:  
A. Violator Taken to Parents/Guardian \_\_\_\_\_  
B. 1. Guest Taken to Lot Owner \_\_\_\_\_  
2. Pass Revoked & Individual Removed From Property \_\_\_\_\_

SIGNATURE OF VIOLATOR/OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

OFFICER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

Admission Tickets are routed to the Admissions Committee for review and proper disposition (date to be determined). Lot Owner must be present.



## SUPPORTING DOCUMENTATION

### IAC Bylaws

#### **Article III, Section I, Paragraph 3**

Member(s) of the lot owner's immediate family, so long as such owner does not become a delinquent member, are entitled to membership privileges, except that of voting, or the obligation of payment of annual charges or special assessments. Members of the immediate family shall include the spouse of such owner and the minor children of the same, plus those major children and/or the parents of the owner and/or spouse and minor grandchildren of owner and/or spouse who reside in the primary residence of said owner. IN ADDITION TO THE ABOVE, A MAXIMUM OF TWO (2) ADDITIONAL IDENTIFICATION CARDS MAY BE ISSUED at the discretion of the ADMISSIONS COMMITTEE, to be valid only when person using same is accompanied by owner, for use by:

1. Minors in the process of adoption by owner where such proceedings are being processed by a court of proper jurisdiction.
2. Individuals, living permanently in member's primary residence, who are consanguineous relatives of owner or spouse.
3. Minors, living in the member's primary residence, where owner is the legal guardian of the minor, or whose custody has been legally placed in owner for no fee or remunerations for such custodianship.
4. Doctor, nurse, or chauffeur required because of the physical condition of owner or spouse.

**Special membership cards approved by the Admissions Committee  
must be requested and approved on an annual basis.**

#### **Article III, Section 2, Paragraph 1**

The ASSOCIATION shall provide, upon payment of the annual dues, each member and members of the member's immediate family (as defined above), with an identification card, or similar form of identification, which shall adequately disclose and state that such person is entitled to the full use and enjoyment of the amenities comprising of the common area owned by the ASSOCIATION. It shall be the responsibility of the holder of such identification to keep same in their possession and to present it to authorized designated representatives of the ASSOCIATION when requested.

## IACI Resolutions

### INDIAN ACRES OF THORNBURG, INC.

#### POLICY RESOLUTION 1/23/99

WHEREAS, Article III, Paragraphs 6.1. and 6.b. of the Articles of Incorporation ("Articles") of Indian Acres Club of Thornburg, Inc. ("IACI") provide IACI with the power to levy against the owners of each lot a uniform annual charge and any additional increments of any such annual charge; and

WHEREAS, Article III, Paragraph 6.c. of the Articles provides IACI with the power to collect any such annual charge, including any additional increment thereof, any assessed and unpaid costs, and any unpaid find; and

WHEREAS, ARTICLE VI, Paragraph 1.A. of the Articles defines a Member as every owner of any legal or equitable fee simple title to any numbered lot; and

WHEREAS, Article VI, Paragraph 3.c. (i) of the Articles provides the Board of Directors of IACI ("Board") with the right to suspend the voting rights and the rights to use of the recreational facilities of IACI of any Member ("membership privileges") for any period during which any annual charge, including any additional increments thereof, costs, and fines, owed by the Member shall remain unpaid; and

WHEREAS, Article II, Section 10 of the By-Laws of Indian Acres Club of Thornburg, Inc. ("By-Laws") defines a delinquent Member as any Member owner who is not current in payment of any annual charge and/or assessment set or authorized by the Board with respect to any and all lots owned by the Member; and

WHEREAS, Article III, Section 1 of the By-Laws states that the obligation of Members to pay the annual charge or other assessments set by IACI runs with ownership of a lot and failure to pay such annual charge or assessment makes such a Member a delinquent Member whose voting rights and rights to use and enjoyment of facilities and services of IACI are suspended as long as such charges remain unpaid; and

WHEREAS, for the benefit and protection of IACI and the individual Member, the Board deems it necessary and desirable to strictly enforce the Articles and By-Laws of IACI regarding the suspension of the membership privileges of any Member for any period during which any annual charge, including any additional increments thereof, costs, and charges, owed by the member shall remain unpaid; and

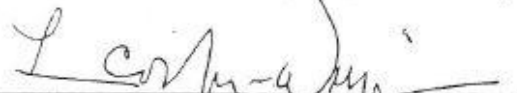
WHEREAS, the Resolution shall apply to any delinquent Member and such Member's family members, guests, invitees or anyone else using the facilities or services of the Association by or through the delinquent Member.


NOW, THEREFORE, BE IT RESOLVED, That the following Resolution be adopted by the Board, and that this resolution shall serve as Policy Resolution 1/23/99 and supercedes all prior Resolutions of the same number.

1. The Board of Directors of Indian Acres Club of Thornburg, Inc. may suspend the voting rights and the rights to use of the recreational facilities of Indian Acres Club of Thornburg, Inc. of any Member /


Members for any period during which any annual charge, including any additional increments thereof, costs, and other charges owed by the Member/Members on any lot owned by the Member/Members remains unpaid.

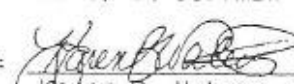
2. Prior to the suspension of any membership privileges, the Member / Members shall be given the opportunity to be heard and to be represented by Counsel before the Board of Directors or as specified in the Association's governing documents. Notice of a hearing shall be hand-delivered or mailed by registered or certified mail, return receipt requested, to the Member/Members at the address of record with the Association at least fourteen (14) days prior to the hearing.
3. The Member/Members may request that the hearing be conducted on a date other than as specified in the notice, but such request shall only be granted if reasonable and satisfactory justification for rescheduling the hearing is presented by the Member/Members to the Board. All hearing dates shall be set by the Board of Directors at its discretion.
4. Failure of a Member/Members to attend the hearing shall be deemed to constitute a waiver of the Member's/Members' right to a hearing, and a suspension of membership privileges may be imposed as if the hearing had been conducted with a decision rendered by the Board of Directors unfavorable to the Member/Members.
5. The Board of Directors may hold the hearing in Executive Session, on its own motion or that of the respondent-Member/Members, to discuss issues related to a suspension of membership privileges. All formal votes, however, shall be conducted in open session. Written notice of the decision of the Board of Directors will be sent to the Member / Members after the hearing date. The notice shall also advise the Member/Members of the date on which the Member's/Members' rights, privileges, services or benefits will be suspended ("effective date").
6. Membership privileges shall be reinstated by the Board when the Member's/Members' delinquent assessment account is brought current, including the payment of Attorney's fees, interest, charges and costs incurred by the Association as a result of the delinquency, and all costs associated with the suspension of reinstatement of privileges.

  
Lillian Cooper-Wiggins, Chairman


  
Melvin A. Streater, 1st VP/Asst. Treas.


  
Victoria M. Hill, Treasurer

  
Audrey J. Dorfman

Attest:   
Karen R. Waters, Secretary

  
Doris G. Ford, President

  
Roy Joyner, 2nd Vice President

  
Clay W. Hillman

  
Geary H. Rogers

Approved: January 23, 1999

Confirmed: February 27, 1999





## RESOLUTION

WHEREAS, IACT has had a policy of issuing various passes to its members based upon a number of policies established under the following documents: Admission Booklet and Indian Acres Security Department Rules and Regulations; and

WHEREAS, there is no requirement under any of the governing documents of Indian Acres (Declaration of Restrictions, Articles of Incorporation, By-Laws) that IACT provide any sort of passes to any persons other than Lot Owners and Family Members; and

WHEREAS, IACT has decided to issue a variety of specialized passes such as Guest Passes, Special Event Passes, Overnight Passes, Employee Passes, Temporary Passes, Commercial Vendor Passes or Special Passes to persons other than Lot Owners and their families; and

WHEREAS, the IACT Board of Directors has determined that it is in the best interest of the Members of IACT to revise its Admission Policies to clarify that the specialized passes issued pursuant to the Admission Policies are revocable.

NOW, THEREFORE, it is hereby RESOLVED that the following Pass Cancellation Policy shall be implemented effective 6/27/98, at which time this policy shall supersede all other provisions of the Admission Booklet and Security Department Rules and Regulations. This Policy shall be treated as an Amendment to the Admissions Booklet.

## PASS CANCELLATION POLICY

ANY PERSON WHO ENTERS INDIAN ACRES RECREATIONAL CAMPGROUND  
WITHOUT A VALID PASS SHALL BE TRESPASSING AND  
SHALL BE SUBJECT TO CRIMINAL PROSECUTION.

### 1. Cancellation of Owners Passes and Family Member Passes:

IACT has the power under Section 12G of the Declaration of Restrictions and Article VI, Section 3C of the Articles of Incorporation to suspend any Owner Pass or Family Member Pass. This policy shall not affect the currently existing powers of the Board of Directors of IACT to suspend any Member's pass.

### 2. Limited Passes:

A. Definitions. For the purposes of this Policy the term "Limited Pass" shall refer to any pass other than an Owner's Pass or Family Member Pass, including, but not

limited to: Guest Pass, Special Event Pass, Overnight Pass, Employee Pass, Temporary Pass, Commercial Vendor Pass or Special Pass. The term "Lot Owner" shall refer to the Member of IACT who arranged to have a particular Limited Pass issued. The term "Passholder" shall refer to the person who is using a Limited Pass to enter and remain in Indian Acres.

- B. Cancellation of Limited Passes. It is the policy of the Board of Directors of IACT that there is no duty to issue or recognize Limited Passes. All Limited Passes are subject to cancellation by IACT. Cancellations shall be governed as follows:

- (1) Cancellation by President. The President of IACT shall have the authority to cancel any Limited Pass as described in this paragraph.
  - (i) Any Passholder whose Limited Pass has been cancelled shall not be allowed to enter Indian Acres Recreational Campground (even with an otherwise valid pass of any type) so long as a Limited Pass cancellation is in effect.
  - (ii) Before cancelling any Limited Pass, the President shall perform such investigation of the circumstances as the President deems reasonable under the circumstances. If, after such investigation, the President determines that there is probable cause to believe that the Limited Pass holder, or Lot Owner has (a) violated any rule or regulation of IACT, or (b) while present in Indian Acres Recreational Campground has violated any law of the Commonwealth of Virginia, County of Spotsylvania or United State of America, then the President shall cancel the Passholder's Limited Pass.
  - (iii) If the President of IACT is not present, or is otherwise unable to act under this paragraph, then the Vice President of IACT may exercise the powers of the President as provided herein.
  - (iv) If the cancellation of the Limited Pass is not appealed, then the Passholder shall be permanently barred from entering into Indian Acres, even if in possession of an otherwise valid pass; however, the President may reinstate such Limited Passholder's right to use a Limited Pass on such terms and conditions as the President deems appropriate.

- (2) Appeal of Cancellation. The Lot Owner may appeal the cancellation of the Limited Pass. The appeal shall be to the IACT Board of Directors and shall be filed in writing within seven (7) days from the date of cancellation

of the Limited Pass. The Lot Owner shall be provided with notice of the time and place of the hearing. The Lot Owner shall have an opportunity to be heard at the meeting and to present a defense to any accusations. The IACT Board of Directors shall have the power to:

- (a) reinstate the Passholder's rights to hold a Limited Pass, i.e. reverse the cancellation of the pass; or
- (b) permanently prohibit the Passholder from using any Limited Pass to enter Indian Acres; or
- (c) allow the Passholder to use Limited passes under such conditions as the Board deems appropriate; or
- (d) suspend the Lot Owner's right to use the recreations amenities or other amenities, including services, or
- (e) impose a monetary penalty against the Lot Owner for any violation of the Rules, Regulations and Covenants of Indian Acres (which such violation was committed by the Lot Owner or the Passholder), such penalty not to exceed the IACT monetary penalty schedule then in effect.

C. Right to Amend Policy. IACT has no obligation to issue Limited passes. IACT reserves the right to amend or rescind its pass policy at any time without notice to any person. Likewise, IACT reserves the right to revoke the pass of any person, at any time, for any (or no) reason.

Duly Adopted: 6/27/98

Bobby Stonenberg  
Secretary