
Woodland Lakes

Standard Operating Procedures

SOP

Volume I



MARCH 2024

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Woodland Lakes
Revision Record

Change Number	Change Date	Entered By
1	July 8, 2006	Bob Murphy
2	March 10,2007	Bob Murphy
3	November 10, 2008	Lee Hovis
4	October 2, 2010	Debbie Clutter
5	May 21, 2011	Debbie Clutter
6	July 9, 2011	Debbie Clutter
7	Aug. 18, 2012	Debbie Clutter
8	Jan. 7, 2017	Debbie Clutter
9	August 12, 2017	Debbie Clutter
10	November 11, 2017	Debbie Clutter (Quiet Time in subdivision rules)
11	August 11, 2018	Debbie Clutter
12	January 12,2019	Christina Scroggins
13	July 13, 2019	Christina Scroggins
14	February 8, 2020	Darlene Merseal
15	July 11, 2020	Christina Scroggins
16	March 13, 2021	Christina Scroggins
17	February 12, 2022	Christina Scroggins
18	April 9, 2022	Christina Scroggins
19	January 14, 2023	Christina Scroggins
20	July 8, 2023	Christina Scroggins
21	September 30, 2023	Christina Scroggins
22	December 3, 2023	Christina Scroggins
23	March 9, 2023	Christina Scroggins

1 Introduction

This handbook contains procedures for conducting the various operations of the Woodland Lakes Trusteeship, Inc. in administering the Woodland Lakes subdivision located in Washington County, Missouri. The primary governing document for the Trusteeship is the *Trust Indenture and Restrictive Covenants*, also referred to herein as the 'Trust Indenture', which takes precedence over these procedures in case of contradiction.

Procedures contained in this handbook are organized into categories insofar as possible. Procedures not related to any category are included in the General Procedures section. This handbook also contains sections delineating the general duties of Trustees, Managers, and employees (contained in volume 2). These lists of duties are not intended to be all-inclusive, but to serve as guidelines in describing the various positions of Trusteeship personnel.

1.1 Revisions

These handbooks of procedures are intended to be a living document, that is, one which will be revised periodically as procedures or requirements change. Revisions will be the responsibility of the Board of Trustees. A revision record is included in this procedure to allow holders of the document to verify their version's status. Once the procedure handbook is adopted, all revisions shall be indicated in the revision record upon approval by the Board of Trustees.

Enactment of any changes to procedures or policy of the Trusteeship shall be documented in this Standard Operating Procedures. Changes may be proposed by any Trustee and shall be considered in the regular meetings of the Board. Each change shall be read in its entirety into the minutes of the meeting during which it is considered. All changes adopted by the Board of Trustees shall be recorded in the Standard Operating Procedures. Rescinded Resolutions shall be maintained in a history binder in the office. Modification of this appendix shall not require formal approval of the Board but shall be carried on in an ongoing manner.

1.2 Ratification

Within three months of any election of any new Trustee, the sitting Board of Trustees shall ratify this document as the official procedures for the Trusteeship, concurrently making any required revisions.

1.3 Availability

Trusteeship will maintain copies of this procedures document in the Trustee Office, in the gate house, and in the maintenance facility for easy reference. Any Property Owner may purchase a copy for his or her personal use. Two (2) copies will be maintained in the trusteeship office. Owner(s) may purchase a copy at .25 per page. Revisions will be available in the office free of charge.

2 Trustees and Trusteeship Meetings

2.1 Board of Trustees

The Board of Trustees shall be comprised of seven elected Trustees in accordance with the provisions of the Trust Indenture. Each Trustee shall be of equal standing on the Board of Trustees and shall represent the property owners at large. It shall be the duty of each Trustee to represent the body of property owners and not any individual or special interest. Upon election, a Trustee shall sign a letter of acceptance which shall be kept on file which states his or her intention to comply with the guidelines of the Trust Indenture and this procedure.

When a tie occurs at a trustee election the position shall remain vacant until the next duly called meeting. At such time there will be a runoff election between the candidates involved.

In the event the Board of Trustees should fall below four members, the President of the Board is to notify all property owners by letter, setting forth date, and time for an election at a convenient place for the transaction. Business shall continue as status quo for the duration preceding the election.

The terms Board of Trustees, Trustee Board, and Trustees are used interchangeably in this procedure to indicate those individuals who are elected by the property owners to serve in the position of Woodland Lakes Trustee.

2.2 Recall Procedure

A Board members name may be placed on the ballot for recall as follows:

1. Six of the seven members of the Board voting yes will place a trustee's name on the ballot for the reason of incompetence. After the name has been placed on the ballot, the same procedure for electing a trustee will apply for the recall of a trustee. The owner of each lot shall be entitled to one (1) vote for each full lot owned, not to exceed a total of five (5) voted by any one owner, which vote may be cast only in person, or by Absentee Ballot.
2. Twelve notarized petitions from property owner(s) entities signed and notarized. Reasons for recall must be clearly stated. Acceptable reasons: incompetence, 6/7 of the board not being able to work with them and theft.
3. An individual may be part of more than one group of owners. Each group of owners is entitled to one vote. The same individual may represent more than one group to which he or she belongs.
4. In the event a trustee elects not to have his or her name placed on the ballot for recall a written resignation must be posted in the office two weeks prior to the newsletter being printed.
5. Recall petitions must be received in the office 90 days prior to Property owners meeting for the following reasons:
 - a. Property Owner(s) can be verified.
 - b. That it can be included in the newsletter.

2.3 Trustee Duties

The duties of each Trustee shall include, but not be limited to: service as director or elected officer of the Woodland Lakes Trusteeship corporation, participation if possible in all meetings of the Board of Trustees, both regular and special called, research of issues presented to the Board so as to gain the ability to take an informed position, participation in the semi-annual property owner meetings, participation in liaison assignments, task groups or sub-committees of the Board of Trustees as may be appointed, and periodic inspection of assigned sections of the subdivision to ascertain and enforce Trust Indenture compliance. Each Trustee shall be accountable for Trusteeship property held, including keys or record material. Upon termination of Trustee status, an individual shall return all Trusteeship property as soon as practicable.

Trustees may be reimbursed for actual and reasonable out of pocket expenses incurred during the performance of Trusteeship business. Trusteeship business shall not include attending meetings of the Board of Trustees. Receipts shall be required for all expenses except for vehicle mileage, which may be documented by number of miles driven and purpose of trip. Trustees utilizing their personally owned vehicles in performance of Trusteeship business shall be reimbursed at the rate established by the Internal Revenue Service and published in their guidelines.

2.4 Trustee Officers

The Board of Trustees shall elect from among themselves officers of the Woodland Lakes Trusteeship, Inc. as required by Missouri law; those officers shall also serve as officers of the Board of Trustees. Other officers may be elected at the discretion of the standing Trustee Board. Trustees not being elected to an office shall serve as directors of the corporation.

1. **Board President.** The President of the Board of Trustees shall serve both as President of the Board and President of Woodland Lakes Trusteeship, Inc. The President shall be responsible to chair and set the agenda of all meetings of the Board and the semi-annual property owner meetings unless another Trustee shall be selected by the Board to perform these duties.

2. **Board Vice President.** The Vice President of the Board of Trustees shall serve both as Vice President of the Board and Vice President of Woodland Lakes Trusteeship, Inc. The Vice President shall be responsible to chair any meetings of the Board in the absence of the President unless another Trustee is selected by the Board to perform these duties. The Vice President shall assist the President with agenda duties.

3. **Board Secretary.** The Secretary of the Board of Trustees shall serve both as Secretary of the Board and Secretary of Woodland Lakes Trusteeship, Inc. The Secretary shall be responsible for all official correspondence of the Trusteeship, shall ensure that agendas are prepared for all meetings of the Board and semi-annual property owner meetings, and shall ensure that minutes are produced for all meetings of the Board and the semi-annual property owner meetings. Also, to ensure that changes to the S.O.P. are kept current.

4. **Board Treasurer.** The Treasurer of the Board of Trustees shall serve both as Treasurer of the Board and Treasurer of Woodland Lakes Trusteeship, Inc. The Treasurer shall be responsible for all financial reporting for the Trusteeship and shall reconcile all Trusteeship bank accounts upon receipt of statements. The Treasurer shall prepare a report for each meeting of the Board and each semi-annual property owner meeting. An Assistant Treasurer may be selected by the Board with the same duties as the Treasurer.

5. **Trustee Liaison Officers.** The Board of Trustees may appoint from among themselves Liaison Officers for various organizations, which may include The County of Washington, the Community Service Organizations, standing Trusteeship committees, and others as desired. A Manager may also be assigned to perform any of these liaison duties. The board, as a majority, has the right to appoint and/or remove a liaison from their position. Liaisons are to help with the day-to-day operational decisions, with the authority to approve expenditures within budget guidelines.

2.5 **Meetings**

1. The Trustees shall convene regular periodic meetings as provided in the Trust Indenture. The President of the Board or any Trustee appointed by the Board shall preside at these meetings. The meetings shall be conducted in general compliance to *Robert's Rules of Order*, but departures from those rules shall not carry any penalty and shall not void any decisions taken. The Trustees may convene executive sessions, either before or after a regular periodic board meeting or as a separate meeting, for the purpose of discussing sensitive information including personnel, financial, real estate, or legal matters. Other meetings may also be convened as discussed in the following paragraphs.

2. The Trustees may, at their discretion, convene formal or informal meetings or working sessions at times other than regular periodic meetings. Formal minutes may be taken at these meetings, but at a minimum, informal minutes shall be taken and any decisions taken in an informal meeting or working session shall be reported at the next regular periodic Trustee Board meeting where practical. Reading and approving the minutes of an informal meeting or working session shall constitute an adequate report.

When circumstances require, the Trustees may meet via telephone conference call or may circulate among themselves a decision paper for signature. When possible, all Trustees shall be contacted and be afforded the opportunity to participate in the decision. When not possible due to the urgency of the matter, all Trustees shall be informed of the decision taken as soon as practicable. Decisions taken in this manner shall be subject to review at the next regular periodic Board meeting upon request of any Trustee.

3. Semi-annual Property Owner Meetings

1. In compliance to the requirement of the Trust Indenture, semi-annual property owner meetings shall be held in April and October of each year. At these meetings, issues requiring action by vote of property owners shall be brought before all property owners.

2. Every property owner shall be notified via first class mail to the address of record of any proposed amendments to the Trust Indenture which will be presented for vote, election of Trustees, and other issues at least thirty days prior to each semi-annual property owner meeting. The Trusteeship newsletter shall be the normal vehicle for such notification. The posting of a copy of the newsletter containing the required information to the last known address of record shall constitute compliance with this requirement; the Trusteeship shall not accrue any liability for non-delivery of mail by the U. S. Postal System. The accuracy of the last known address of record of each property owner shall be the responsibility of the individual property owner.

2.6 **Agenda**

Regular and periodic meetings shall generally follow the following standard agenda, which may be modified at the discretion of the Board:

- **Call to Order**
Upon call to order, the chair shall preside and shall control the events of the meeting. Persons disrupting the proceedings may be requested to maintain silence or may be ejected from the meeting room at the discretion of the chair.
- **Announcements**
Announcements may be formal or informal; announcements shall be solicited from the audience if appropriate.
- **Approval of Minutes**

Written material including letters received by the Trusteeship or written statements by property owners shall be attached to the minutes upon approval by the Board.
- **Reports**
Reports from Treasurer and Chairpersons of standing committees or task committees.
- **Old Business**
Reasonable comments from property owners directly pertaining to agenda items shall be solicited by the chair.
- **New Business**
Reasonable comments from property owners directly pertaining to agenda items shall be solicited by the chair.
- **Property Owner Comments**
Reasonable comments from property owners on subjects not included in the agenda shall be solicited by the chair and /or by sign-in sheet.

- **Adjournment to Executive Session**

Executive sessions shall be conducted as required to discuss personnel matters, legal matters, and financial matters which are sensitive to public release. Executive sessions may be conducted before, after, or at a date and time at the discretion of the Board. An executive session is only required should applicable discussion items exist.

2.7 Meeting Minutes

a. Minutes of each regular periodic Trustee Board meeting shall be prepared by the Office Staff or the Board Secretary and shall be approved by the Board at the next regular periodic Trustee Board Meeting. Documents such as letters which are subjects at a meeting shall be attached to the meeting minutes as enclosures or attachments rather than being included in the body of the minutes. One copy of the minutes of these meetings shall be furnished free of charge to any Property Owner upon request. Additional copies will be charged for at the prevailing rate. The minutes will also be posted on the official website.

b. It is understood that 'minutes' as discussed in these procedures refers to a summary of the items discussed.

2.8 Ballots and Voting

1. A list of property owners who are current on their assessment payments shall be prepared by the Office Staff and used at the semi-annual property owner meeting to verify those property owners who, according to the requirements of the Trust Indenture, are entitled to vote. Those owners shall be presented with a ballot marked with the number of votes to which that property owner is entitled. All ballots shall be witnessed and there will be an owner check in process for purposes of establishing a quorum. No record shall be kept on which property owner is given which numbered ballot.

2. Ballot Box. A locked ballot box shall be made available at the property owner meeting for deposit of property owner ballots; each property owner shall deposit his or her own ballot into the box.

3. Ballot Counting Committee.

a. A ballot counting committee consisting of as many property owners as the board determines necessary and two or more Trustees shall be appointed by the chair during each property owner meeting. The ballot box shall be returned to the Trustee office or the location where the counting will take place, by the Trustee serving on the appointed ballot counting committee after the conclusion of the meeting; where the ballot counting committee shall immediately count the ballots and prepare a summary report of the results. The results shall be posted in the Trustee office and at the gate as soon as available. All results are final.

b. The ballot counting committee may at their option suspend their efforts for meals, sleep, or other necessary reason. Should they elect to do so, the ballots will be secured until such time as all members are present and ready to resume counting.

c. A ballot counting worksheet shall be prepared by this committee or may be prepared in advance by the Office Staff to ensure each issue on the ballot is properly tallied with the appropriate percentage required for passage. General amendments to the Trust Indenture and Special Assessments require a 2/3 majority vote; specified articles of the Trust Indenture require a 3/4 majority vote for amendment; the uniform annual assessment may be increased by a simple majority vote; Trustees are elected by majority vote. To recall a Trustee will take 2/3 vote.

4. Trustee Elections. Trustee elections shall be held as part of a semi-annual property owner meeting when necessary to fill vacancies on the Board. Since the Trust Indenture requires all Trustees to be elected and does not allow the standing Trustee Board to appoint individuals to fill vacancies, an election may be held at any semi-annual property owner meeting. Persons signing up shall have their names included on the ballot from the sign-up sheet in the order listed. To be included on the Ballot, persons must sign up within sixty (60) days prior to the election date, be in good standing, pass a background check, and not be involved in any litigation against Woodland Lakes Trusteeship, Inc.

5. Financial Reports and Budget. A complete financial report for the previous fiscal year shall be prepared by the Bookkeeper under the direction of the Board Treasurer and shall be presented at the April property owner meeting. The property owners shall ratify by vote the approved budget for the new fiscal year at the October property owner meeting.

6. Quorum at Property Owner Meetings.

a. In compliance to the requirement of the Trust Indenture, a quorum of 100 or more Property Owners shall be established prior to conducting any business at a Property Owner meeting. Once established, a quorum shall permit the conduct of all business coming before the Property Owners during that entire meeting.

b. The following procedures shall be followed when a quorum has not been met (that is, less than 100 Property Owners present) by the time set for starting the Property Owner Meeting:

(1) The board will wait no later than 10:30 to meet the quorum requirement.

(2) If after the time has expired, and a quorum has not been reached, the following procedures may be followed:

(a) Call the assembly to order, make announcements, and set a date for a "Continued Meeting" approximately sixty days after the regular meeting.

(b) Send out notices for the new meeting date, including in the notices that the ballot will be the same for the "Continued Meeting". The notices shall be mailed to all property owners and be received at least thirty days prior to the "Continued Meeting".

(3.) Any Trustee whose term expires shall continue to serve until the election held at the "Continued Meeting".

2.9. **Inclement Weather Plan.** During periods of inclement weather (flooding, ice, snow, extreme cold, etc.) and when the roads in and leading to Woodland Lake are not conducive to the welfare of the community all scheduled meetings, activities and functions will be rescheduled. If feasible, the meeting will be held the following Saturday or when more favorable conditions exist. The people will be notified 24 hours when possible, prior to the scheduled activities. The determination of said conditions will be made by the available Trustees. The manner of notification will be by CB, phone or by calling the gate. Teleconference meetings will be held to prevent Trust Indenture violations.

3 Entry Into Woodland Lakes Subdivision

3.1 Persons Authorized Entry

All persons other than owners desiring entry into the Woodland Lakes Subdivision must have proper identification before entry will be permitted.

3.2 Entry Procedures

Persons desiring entry into the Woodland Lakes Subdivision shall be properly identified before entry will be permitted. Proper identification varies among the categories of persons who are authorized entry. Persons displaying proper identification to the gatekeeper shall be immediately admitted, together with all persons in the identified vehicle. The types of proper identification applicable to persons authorized entry are summarized in the following paragraphs.

1. Property Owners

a. Proper identification of property owners may take several forms. Property owners' vehicles may be identified by displaying a windshield decal of the current year affixed to the windshield directly above the State Inspection sticker found in the lower corner of the drivers' side windshield. Property Owners may be identified by display of a current property owner identification card or by RFID tag. Property owners may also be properly identified by submitting to the gatekeeper a single-entry pass issued by the Trustee Office.

b. Property Owners shall not be admitted to the subdivision on a guest pass or family pass or guest card other than their own.

c. Before an Owner is given a windshield decal for his or her vehicle, visual proof of a valid operator license issued by the State in which they reside and current registration and insurance for their vehicle is required.

d. Any property owner who does not have a current windshield decal properly affixed to the vehicle in which he or she arrives may gain entry into the subdivision by showing a Property Owner Identification Card, a picture identification, as well as proof of current insurance coverage for the vehicle they are driving. A windshield decal which is not affixed to a vehicle shall not be recognized as a valid method of entry. The property owner shall be issued a Temporary Property Owner Vehicle Identification Card and logged in on the owner log. This card shall always be displayed on the dashboard of the vehicle while it is in the subdivision and shall be surrendered to the gatekeeper upon exit.

e. Property owners requesting entry during Trustee Office hours who are not properly identified shall be directed to the Trustee Office to obtain proper identification. During hours when the Trustee Office is closed, property owners may be admitted by the gatekeeper if the property owner's name appears in the book maintained in the gatehouse and if the gatekeeper's record book indicates that the property owner is paid up in his or her assessments and charges. They must show a photo I.D. as well as proof of current insurance coverage for the vehicle they are driving.

2. Family of Property Owners.

a. Proper identification of family member(s) shall consist of

1. (Family) Privilege Pass of the current year, or identification by a temporary guest pass filled out by the property owner with the appropriate date. Display of a (Family) Privilege Pass also allows the properly identified Family member to register with Woodland Lakes office their own boat, jet ski, motorcycle, ATV, dune buggy, or similar utility vehicle to bring into the subdivision. Family of property owners shall be logged in on the Family Log upon each entry and shall be issued a dashboard guest card for vehicle identification while within the subdivision. They must show a photo I.D. and proof of current vehicle insurance coverage for entry.

3. Contractors, Suppliers, Service and Utility Company Personnel.

Owners must notify the gate before contractors, suppliers, service personnel and utility company personnel, that are not subject to the Heavy Use Road Plan, shall be granted entry so long as they are in a vehicle identifying their company or firm, or if they present adequate identification of a suitable form. These persons shall be logged in on the Contractor log upon each entry. No door-to-door solicitation will be permitted within the subdivision.

a. Heavy Use Road Plan: There will be a charge of \$20.00 per entry for any authorized for-hire commercial vehicles with registered gross weights of more than 26,000 pounds and are not acting under a signed service agreement with Woodland Lakes Trusteeship. Any non-compliant commercial vehicle meeting the qualifications and requirements of this plan will not be allowed entry into Woodland Lakes or use of community roads. Drivers of vehicles subject to the Heavy Use Road Plan must prepay for entry vouchers in the office during regular hours of operation, they may not be purchased at the gate. All monies collected through the Heavy Use Road Plan will be placed in the general fund, earmarked for road maintenance, and disclosed within the Woodland Lakes Financial Report.

b. Vehicles Subject to the Heavy Use Road Plan meet the following criteria:

- i. Is a commercial Vehicle; or
- ii. Is authorized for-hire; or
- iii. Is rated above 26,000 pounds; and/or
- iv. Is not acting under a signed service agreement with Woodland Lakes Trusteeship; and
- v. Is laden with, or used for transporting, one or more of the following for commerce goods/services:
 1. Rock
 2. Gravel
 3. Dirt
 4. Concrete
 5. Mulch or Landscaping Material
 6. Any other materials transported in bulk that meets the outlined requirement.

4. Tenants. It shall be the responsibility of the Property Owner to notify the Trustee office of the establishment and termination of a lessor/lessee relationship by completing the Rental Agreement attached as Appendix E. The renter/lessor will be provided with a copy of the rules & regulations and new owner(s) packet. Resident tenants shall be issued windshield decals for their vehicles in the same manner as for a property owner and shall be given the opportunity to purchase guest passes and privilege passes in the same manner as property owners. Decals and passes will be marked to expire concurrent with the expiration of the lessor/lessee agreement or contract. Rental or lessor are eligible for a mailbox.

5. Property Owner Identification Cards

a. Property Owner Identification Cards shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color to be easily associated with a particular fiscal year. Property owners who are current on all assessment payments, charges, and fees shall be issued one property owner identification card for each person listed on the deed or contract for the lot. Presentation of a property owner identification card to the gatekeeper, together with verification of identity by at least one form of identification including a photograph of the holder, shall authorize immediate admittance to the subdivision. It will also allow the property owner to bring in their own registered boat, Jet Ski, motorcycle, dune buggy, ATV, or similar utility vehicle provided that the utility vehicle displays an appropriate decal. Property Owner Identification cards may be laminated by the Trustee Office for a nominal fee of \$.50 and \$2.00 for replacement.

b. Property owner identification cards with an expiration date may also be issued by the Trustee Office to property owners who have established a payment schedule for assessments; the expiration date will correspond with the due date for the next scheduled payment.

6. Decals

a. Decals suitable for installation on the vehicle windshield shall be similarly prepared for each Trusteeship fiscal year. Windshield decals shall be consecutively numbered. Property owners whose current assessments are paid in full may be issued windshield decals for identification. Upon presentation of proof of ownership/insurance, current registration (for vehicles registered to the property owner) and photo I.D., windshield decals may be issued. The windshield decals number(s) issued to specific property owner(s) shall be maintained in the property owners' file of the Trusteeship. Windshield decals shall only be replaced if the old decal(s) are returned to the Trusteeship. Display of a windshield decal on a vehicle shall authorize immediate admittance to the subdivision.

b. Windshield decals will not be issued to new property owners until after the appropriate assessment has been billed and paid.

c. Any Property Owner who does not have a current windshield decal affixed to the vehicle in which he or she enters, but gain entry into the subdivision by showing a Property Owner Identification Card, valid photo I.D. and proof of current vehicle insurance shall be issued a Temporary Property Owner Vehicle Identification Card. This card shall always be displayed on the dashboard of the vehicle while it is in the subdivision and shall be surrendered to the gatekeeper upon exit. Failure to surrender or destruction of the card will result in a charge of \$5.00 being levied against the property owner's next assessment.

d. Utility (toy) Decals. Utility (toy) vehicles are defined for this purpose as boats, jet skis, side x sides, dirt bikes, mopeds, mini-bike, golf carts, go carts, campers, utility trailers, unlicensed dune buggies, and ATVs. Decals suitable for application to utility (toy) vehicles and used solely for identification of the boat, Jet Ski, side x side, dirt bikes, mopeds, mini-bike, golf cart, go cart, trailer, unlicensed dune buggy or ATV owner shall be prepared. All boats, jet skis, side x sides, dirt bikes, mopeds, mini-bike, golf carts, go carts, campers, utility trailers, unlicensed dune buggies and ATVs entering the subdivision shall be identified with a decal. The "toy" owner must produce their toy card and photo I.D. upon entry and exit.

(1) Effective July 24, 2004, all toys and boat motors 9.9 horsepower and over will be re-stickered every three (3) years at a fee of \$15.00. These stickers are non-transferable and non-refundable. The fee is to be prorated for the second and third year at \$5.00 per year or any part thereof. New stickers are to be applied by September 30 of each three (3) year period from the effective date (i.e. Sept. 30, 2004, Sept. 30, 2007, etc.).

(2) Must show a notarized bill of sale, title (with the name printed on the front), or sales receipt from the dealership the toy was purchased from and proof of insurance to purchase a Woodland Lakes sticker.

e. Trailers may be stickered at the owner's option. Displaying a decal on vehicle shall not in itself grant entrance or exit of the subdivision for that utility vehicle. As a condition of entry/exit the owner of a box trailer will allow the gatekeeper to look inside. Failure will result in said box trailer having to stay outside of the gate.

7. Identification Cards and passes

a. Guest identification cards shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color to be easily associated with a particular fiscal year. Property owners may purchase guest passes for \$65.00 per guest pass. Guest passes may not be purchased until assessments are paid in full. Property owners may purchase an unlimited number of guest passes. Each guest pass will be personalized to a particular guest and such guest will have to show a photo ID and proof of current vehicle insurance coverage to use the pass. Guest passes MUST be purchased in person by the owner, they cannot be mailed. Guest Passes shall be laminated by the Trustee Office when purchased. Guest Passes may be replaced by the Trustee Office upon request in case of damage for a fee. Lost, missing, or stolen guest passes shall not be replaced.

(1) Presentation of a guest pass, proof of current vehicle insurance coverage, and photo I.D. to the gatekeeper shall grant entry of that guest and persons in his or her vehicle to the subdivision after being properly logged in by the gatekeeper. Possession of a guest pass shall not allow an individual to bring into the subdivision any boat, Jet Ski, unlicensed motorcycle, unlicensed dune buggy, ATV, or similar vehicle.

b. (Family) Privilege Passes shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color to be easily associated with a particular fiscal year. Property owners may purchase (family) privilege passes, in person, by identifying the family member who will be using the pass, and that family member's relationship to the property owner. (Family) Privilege passes may not be purchased until assessments are paid in full. There is a replacement fee of \$10.00.

(1) Presentation of a (family) privilege pass, proof of current vehicle insurance coverage, and photo I.D. to the gatekeeper shall grant entry and allow the family member to bring into the subdivision their own registered boat, jet ski, motorcycle, dune buggy, ATV, or similar utility (toy) vehicle provided that the utility (toy) vehicle displays an appropriate decal. Holders of (family) privilege passes shall be logged in at the gate in the same manner as holders of guest passes. (Family) Privilege passes shall be the equivalent of the property owner family pass required by Article XV of the Trust Indenture.

c. Temporary guest pass forms shall be maintained at the gate and in the Trustee Office. These forms, when filled out by a non-resident property owner showing their owner I.D. and photo I.D. in person, at the gatehouse, shall admit the named guest and those in his or her vehicle to the subdivision, and are only valid on the date(s) indicated on the form. Permanent Resident owners may apply for a PIN# for remote identification in lieu of the in-person requirements. Misuse of PIN# will result in termination of privilege. The forms, once filled out, shall be maintained at the gatehouse. Persons requesting admittance to the subdivision on a temporary guest pass must present to the gatekeeper a photo I.D., proof of current vehicle insurance coverage, and the vehicle must have current legal license plates. Guests will be identified by a temporary guest pass and shall be logged in at the gate as any other guest and admitted. Exception to the rule shall be as follows:

(1) If authorized by the Property Owner, guests will be repeatedly given access from six (6) PM Friday through six (6) AM Monday.

(2) When holidays fall on Fridays or Mondays, access may be extended to include Thursday or Monday as the case may be.

d. Single-entry Passes. A unique style of single-entry pass shall be maintained in the Trustee Office for use at the discretion of the Office Staff or any one Trustee to grant a single entry to persons not otherwise eligible for entry into the subdivision. The Office Staff or any Trustee may also elect to hold an individual's driver license or similar document as good faith bond and must be shown proof of current vehicle insurance coverage, when that individual is being granted a single entry into the subdivision. These single-entry passes shall be collected by the gatekeeper upon entry of the holder and shall be periodically returned to the Trustee Office by the gatekeepers. A written log shall be maintained of each issuance of a Single-Entry Pass noting the date, approximate time, individual name, reason for issuance, and who issued the pass.

(1) Non-owners will be granted entry to look at tax lots and property for sale within the subdivision. They must register at the office, leave their driver's license as bond, and present proof of current vehicle insurance. They will be issued a prospective buyer pass to hang on their rearview mirror for the entirety of their visit. They must exit the subdivision and return the pass to the office by 4:00 p.m. and retrieve their driver's license.

e. Guest Log and Guest Card. Persons being admitted on a guest identification card, family pass, temporary guest pass, or single-entry pass shall, after being identified and current vehicle insurance coverage verified, sign a guest log maintained by the gatekeeper and shall be issued a numbered dashboard guest card for vehicle identification. This dashboard guest card shall be displayed in the vehicle while in the subdivision and shall be surrendered to the gatekeeper upon exit. During the course of a weekend, persons being admitted on a guest pass, family pass, or temporary guest pass (but not single-entry pass) may request to the gatekeeper that their dashboard card be held and re-issued to them for reentry should they wish to temporarily leave the subdivision.

f. Woodland Lakes Resident Pass. A Resident Pass shall be of a distinctive pattern and/or color to be easily associated for each fiscal year. This pass will be specifically for non-owner family HOUSEHOLD MEMBERS of Permanent Residents of Woodland Lakes. Permanent Resident Property owners may request (Resident) privilege passes, in person, by identifying the family member who will be using the pass, and the family member's relationship to the property owner. (Resident) Privilege passes may not be obtained until assessments are paid in full. Abuse of this pass will result in loss of privilege.

(1) Presentation of a (Resident) privilege pass, proof of current vehicle insurance coverage, photo I.D. and current legal plates on the vehicle they are driving to the gatekeeper shall grant entry for the household Resident. Holders of the Resident pass cannot sign-in guests, cannot register toys/vehicles and cannot purchase family/guest passes.

3.3 Delinquent Property Owners. Property owners allowing any regular or special assessment or charges levied by the Board to become delinquent past October 1st of any year shall not be allowed vehicular entry into the common ground of the subdivision, to include guest of another property owner (see para: 3.2,1,b) and are prohibited use of roads, common ground, amenities, and guest sign-in privileges. Violations are subject to fines. This requirement shall not apply to property owners who are on an established assessment payment schedule. Exceptions may be made by the Office Staff, or any Trustee to grant entry by single-entry pass for specific purposes, such as sale of the lot or removal of personal items from the lot.

3.4 Organization Entry. Vehicle stickers will be issued to the organization vehicles following the same procedure as for other owners. A maximum of three owner ID cards will be issued and the Board of Directors names will be written on the back. The owner cards will be laminated at no charge. Special arrangements can be made through the Trustee office for group activities.

3.5 Holiday Equipment/Delivery Restriction.

a. On holiday weekends (Friday through Monday) no dump trucks, backhoes, skid steers (Bobcats), farm-type tractors, or any delivery trucks (such as for carports, buildings, Lowes, etc.) will be allowed.

4 Permits

4.1 Permits are required before various improvements are made to any property within the Subdivision. Projects or improvements which require permits are as follows:

1. Mobile Homes, New.

a. Effective 7-2-87, all future mobile homes must contain 720 square feet minimum. The 720 square feet must be as designated by and constructed by the mobile home manufacturer.

b. Effective 10-4-87, mobile home skirting shall be required on all mobile homes within the subdivision.

2. Mobile Homes, Used, (10 years and under).

a. Effective 9-28-92, Trustees, when inspecting used mobile homes off the property, shall schedule an appointment with the owner for the inspection.

(1) An inspection fee of twenty-five dollars (\$25.00) or fifty cents (\$.50) per mile driven to inspect said used mobile home, whichever is greater, shall be levied and payable before the inspection.

b. Permits will be required for all used mobile homes to be brought into the subdivision and/or placed on lots. No permit will be issued for used mobile homes without full board approval. Proper verification of the age of the mobile home will be required. Permit applications for used mobile homes shall be accompanied by suitable photos of the mobile home. The trustees at their discretion may require an inspection of the exterior and interior plumbing of the mobile home before permit approval. Upon establishment of the requirement for an inspection, an appointment will be scheduled with the owner of the unit for said inspection at the mutual convenience of the owner and the inspecting Trustee(s). If inspection(s) are required, they will be made as soon as practical. Any improvements or repairs required as a result of the Trustee(s) inspection, must be made prior to the unit being brought into the subdivision or placed on a lot. Used mobile homes permits will be approved subject to final on-site inspection by the Trustees.

3. Modular Homes. Permit application for a type of pre-manufactured home known as a modular home shall be granted for siting on a building only lot should the proposed modular home be of at least 1000 square feet of living space and on a multi-purpose lot if of at least 720 square feet of living space if the proposed modular home shall otherwise meet the requirements for the permit requested. Specific requirements a modular home shall meet include installation on a foundation or basement and that the steel transportation undercarriage shall be removed from the modular home upon installation or siting. Permit applications for a modular home shall be provisionally granted subject to final on-site inspection to determine that the structure is in fact a modular home as defined in this policy.

4. Camping Cabins. Camping cabins are to be a simple well-designed structure that is sturdy enough for years of weekend and vacation use.

a. A property owner must submit an acceptable set of plans to the Board of Trustees of Woodland Lakes when applying for a camping cabin permit. The permit will go before a building committee for their recommendations before approval of the Board of Trustees. The permit must be approved before placement on or construction of a cabin on any multi-purpose lot within the subdivision.

b. A final inspection and/or other inspections by the manager and/or the Board of Trustees will ensure all permit requirements have been complied with. Non-compliance to permits will refer to Article XI., item 14 of the Trust Indenture.

c. Construction to be completed within six (6) months of the permit issuance.

d. Figure 2 is the requirements for a camping cabin.

CAMPING CABIN REQUIREMENTS (SITE BUILT)

Size:	Maximum area 520 sq. ft. on multi-purpose lots. Porch is optional (see requirements below).
Types of Roof:	Gable, Hip or Gambrel
Structure of Roof:	2 X 4 trusses 24" on center with gussets or steel plates at all joints. Minimum 12" overhang
Roof Covering:	Roof must have a minimum 3" to 1' slope. Plywood or wafer board covering not less than 7/16 inch. Fiberglass or asphalt shingles with a 20-year limited warranty and including metal drip edges. Wood shingles, wood shake or pre-finished metal properly installed are acceptable.
Side Walls:	Minimum 2 X 4 studs 16" center with single bottom plate and double top plate. Side walls 8' high. Exterior wall covering shall be exterior grade plywood, textured 111, cedar plywood or equivalent. Material must be stained or painted where applicable. Where cedar or vinyl siding is used an insulation board may be used provided that 4 X 8 sheet of plywood is used on each corner for stability.
Floor Framing:	Minimum joist 12" on center may be used only with skid construction not to exceed 6' on center. 2 X 4 joist span not to exceed 6' 2 x 6 joist span not to exceed 12' 2 x 8 joist span not to exceed 16' Bridge blocks in floor to support at all floor seams.
Floors:	Sub floor shall not be less than 5/8" plywood.
Foundation:	Building shall be constructed or placed on concrete slab, skids, piers or footing and must be level, plumb and square. Skids shall be two or more 4 X 6 skids pressure treated not more than 6' apart.
Windows:	Minimum of 1 – 24" x 24" side slide or 24"36" up/down
Porch:	May be screened or glass enclosed and must not exceed 50 percent of the enclosed area of cabin. Example: 120 sq. ft. building may have a 60 sq. ft. porch.
Electric:	Not required on lot

Figure 2

5. Storage Sheds (All). Storage buildings shall comply with the following as appropriate:
 - a. Commercially constructed buildings must be new or in good repair with no rust or similar defect evident.
 - b. (removed July 2019)
 - c. Storage building roof type and materials will be approved on a case basis.
 - d. Plans or specifications shall be submitted for each storage building. For a commercially constructed building, a specification sheet shall be sufficient.
 - e. All storage buildings must be completed within sixty days of construction start.
 - f. Owner designed and constructed storage building permits are conditionally approved for construction; final approval is subject to site inspection by a Trustee or the Manager.

6. Fences. Commercially available fences, excluding barbed wire or razor wire. No unsightly fences

7. Culvert pipes. Effective 12-16-88, individual property owners shall be responsible for keeping driveway culverts open and water flowing. Property owner installed culvert pipes which cause damage to common ground roadways, due to insufficient size or stoppage, shall be removed by Trusteeship employees and placed on the owner's lot. Prior to installing a driveway culvert pipe, a property owner shall be advised of the recommended size from the Trusteeship and shall install a pipe of at least the recommended size. (Normal recommended size 12" on flat ground and 18" or larger on hills, as determine by Woodland Lakes). The culvert can be a corrugated steel pipe or smooth bore plastic pipe.

8. Wells. Effective 2-10-88, any person or firm drilling a water well within the subdivision must be properly licensed by the State of Missouri.

9. Aeration systems. Systems must be constructed by a licensed contractor.
 - a. Effective 4-29-89, aerators must remain in operation 24 hours per day 365 days per year, whether the property owner is using the system or not.
 - b. Effective 5-4-91, an approved sewage/wastewater handling facility (aerator or holding tank) must be installed and in operation before a mobile home or constructed home is occupied.

10. Installation of Electric Service, effective 12-19-92, the policy of the Board of Trustees shall be:
 - a. Electric service wiring may be installed across common ground roadways only when contained in Rigid conduit schedule 40 galvanized steel pipe and buried not less than eighteen inches nor more than twenty-nine inches below grade completely across the roadway. Electric service buried across common ground roadways at depths greater than 29 inches may be installed in non-metallic conduit. Trenches must be filled with clean rock and all spoils hauled away. Electric service in areas served by paved roads shall be installed above ground when crossing the paved road.

b. Any additional poles to accommodate the lines shall be at the expense of Woodland Lakes.

c. Property owners installing a trench across a common ground roadway for the purpose of electric service installations shall be responsible to restore the roadway to its pre-installation condition.

11. Site-built constructed dwellings.

12. Room additions to constructed dwellings, mobile homes, or RVs. A sketch of room additions shall be attached to the permit application and shall indicate the materials to be used for (1) construction, (2) exterior walls, and (3) roofing. The sketch shall show the size of the proposed construction. Room additions will be approved subject to final on-site inspection by the Trustees.

13. Deck structures with or without covers or covers for existing deck structures. A sketch of deck covers or covered decks shall be attached to the permit application, and shall indicate the materials to be used for (1) construction, (2) exterior walls (if any), and (3) roofing. The sketch shall show the size of the proposed construction. Deck covers or covered decks will be approved subject to final on-site inspection by the Trustees.

14. Garages; All other structures shall be in the rear of the living accommodations and shall be of neat construction, and of a character to enhance the value of the property. A garage may be constructed separately or attached to the dwelling but must be of the same construction material as the living accommodations and the exterior of it must be finished in the same manner (except in the case of mobile homes).

15. Commercial buildings.

16. Boat and swimming docks. (See appendix B)

17. Pole Barn structures.

18. Shipping Containers. (See appendix F)

19. Porta Potty. All owners requesting placement of a porta potty (single occupant only) on their lot shall comply with the following:

- a. Property owner must obtain and maintain an active contract with a waste service company with which the porta potty belongs.
- b. Property owner must complete a permit form and attach a copy of the initial service contract from the service provider before any such permit form will be considered for approval.
- c. If at any time the service contract is cancelled or lapsed, the property owner must have the porta potty immediately removed from Woodland Lakes.
- d. When applicable, the property owner agrees to fill out an additional permit form and submit a new service contract within 30 days of any expiring contract.
- e. There shall be no privately owned porta potties permitted in Woodland Lakes.

4.2 Permit applications are to be filed, sketches with dimensions attached, and signed by an owner of said lot. The Office Staff is charged with ensuring that all Information needed to consider the application is provided.

4.3 Permits for site built structures (fences, room additions to constructed dwellings, mobile homes, or RVs [Recreational vehicle, as used in the subdivision indenture shall be defined as a vehicle titled and licensed as "recreational vehicle" by the licensing authorities which is either self-propelled or readily towable by a non-commercial passenger automobile, pickup truck, van or suv], deck structures with or without covers or covers for existing deck structures, storage sheds, storage buildings of non-commercial design, pole barns, garages, commercial buildings , boat or swimming docks, camping cabins, shipping containers, and site built residential dwellings) shall be reviewed by a Building Committee, which is to be comprised of at least one Board Member and volunteers knowledgeable in the building trades and commissioned by the Trustees. If the proposed project is approved, it will be OK to proceed with the project. All variances require the unanimous approval of the Trustees prior to approval, see paragraph 4.5. Concerns or recommended changes which preclude the Committee's approval shall be addressed to the applicant.

4.4 All other permits or unusual permits shall be taken directly to the Board for approval.

4.5 All permits requiring a variance will require a unanimous vote of the board.

4.6 Upon completion of the project or improvement, the applicant shall notify the Office that they are ready for final inspection. The Manager, Trustee, or Building Committee Volunteer shall make a final inspection and suitable recommendation to the Board for approval. A copy of the approved permit will be retained in the Property Owner's paper file and noted on the electronic records maintained in the Office.

4.7 Any permit granted by the Board of Trustees may be revoked for cause should the permitted item not be installed in accordance with the requirements of the permit or should the permitted item be allowed to deteriorate to an unsuitable condition outside the requirements of the permit. A permit may be revoked by a vote of the Trustees. The Property Owner shall be notified in writing and given a reasonable time to bring the permitted item into compliance before the permit is revoked and the item either required to be removed from the subdivision or brought into compliance by the Trusteeship.

4.8 No converted school buses or office trailers are allowed entry into the subdivision.

5 Financial Accounting

The Trusteeship shall operate on a fiscal year basis. The Trusteeship fiscal year shall be from September 1 to August 31 of each year.

All ongoing routine financial accounting actions shall be the responsibility of the Bookkeeper, who shall keep the records of the Trusteeship in the Office. The Bookkeeper may be assisted by computer equipment and software and may keep financial records electronically in addition to paper-based records. All electronically stored financial records shall be maintained at least bi-weekly in duplicate to avoid loss in case of computer equipment, software, or storage media failure. A duplicate of essential electronically stored records shall be stored in a fire-resistant container or will be stored electronically offsite.

Paper based financial records for each fiscal year shall be collected together at the conclusion of the year and filed in an identified file in the Trusteeship Office, where they shall be maintained for a period of three years. Paper based records older than three years shall be transferred to permanent storage containers and stored in a suitable location.

5.1 **Payroll.** Employees of Woodland Lakes Trusteeship, Inc. shall be paid weekly. Employees shall be paid by direct deposit from a general checking account, the requirements for which are described in the Employee Handbook.

1. Pay Checks. A payroll company shall prepare employee paychecks for direct deposit after the Manager has reviewed and approved the maintenance, gatekeepers, security, and office payroll for the week. Employee paychecks will be direct deposited on Thursday and shall include the pay period from Monday through Sunday ending 11 days before the deposit date.

2. An employee may request and receive a paycheck for vacation only if requested one (1) week in advance and only for earned vacation.

5.2 **Accounts Payable**

Accounts payable for business expenses other than field maintenance shall be reviewed and approved by the Bookkeeper and at least one Trustee weekly. Accounts payable for field maintenance expenses shall be reviewed and approved by the Bookkeeper and at least one Trustee weekly. Approved accounts payable, other than reimbursed expenses, shall be prepared weekly by the Bookkeeper and signed by two Trustees. Reimbursed expenses shall be approved by the full board in open session prior to payment. All payables, except payroll, shall be made by checks drawn on the Trusteeship's general checking account insofar as possible.

5.3 Receivables

The receivables of the Trusteeship include regular assessments, which are levied according to the requirements of the Trust Indenture against each lot within the subdivision, special assessments (which are levied according to the provisions of the Trust Indenture against each property owner), exempt income, which is derived from sale of property, related services to property owners, and non-exempt income (i.e. taxable income) accrued by the Concession Stand and vending machines.

1. Regular Assessments. The amount of the regular (uniform) assessment is established by vote of the property owners and shall be levied annually against each lot. The regular assessment amount shall be due and payable as of September 1st of each year and shall be deemed delinquent on October 1st of each year. Interest charges authorized in the Trust Indenture and Restrictive Covenants shall be added to the amount owed on the 1st of each month following the due date. Interest shall be charged at the rate of .83 percent per month.

2. Special Assessments. The number and amount of the special assessment is established by vote of the property owners within the limits set by the Trust Indenture and Restrictive Covenants and shall be levied annually against each lot. Unless a Special Assessment specifically identifies a due date in the text, it will become due and payable on September 1st and deemed delinquent on October 1st. Interest charges, as allowed for in the Trust Indenture and Restrictive Covenants shall be added to the amount owed on the 1st of each month following the due date.

3. Assessment Payments. Property owners, with the permission of the Trustees, may establish a payment schedule for their regular and special assessments. Under normal conditions, a payment schedule for assessments will not be established which would extend the total payment past the Spring Owners Meeting. Property owners who are current in paying their assessments in accordance with an established payment schedule shall be allowed entry into the subdivision as described in the appropriate section of this procedure. Owners will be issued pass(es) month to month in accordance with the payment plan and are considered in good standing if payments are up to date.

All assessments shall be due on September 1st of each year and considered delinquent on October 1st of each year. Property owners who have not paid all assessments in full or established a payment schedule in the Trustee Office by October 1st of each year shall not be issued property owner identification cards or decals nor allowed vehicular access into the common ground of the subdivision.

4. Exempt Income. Exempt income is defined as that income which qualifies for tax exempt status by being derived from a source related to the basic operation of the Trusteeship. Examples of exempt income include property cleanup charges, charges, returned check charges, income derived from sale of photocopies, charges for laminating, sale of any Trusteeship property, facility, or equipment, credit card service charges, and similar types of income.

5. Non-exempt Income. Non-exempt income, which is taxable by the Federal and State Governments, is that income derived from interest charged against delinquent accounts, sale of items in the Concession Stand, coin operated vending machines, sale of guest passes and privilege passes. Any other income not qualifying for exempt status shall also be considered non-exempt and shall be properly accounted for tax purposes.

5.4 **Petty Cash.** A petty cash fund may be maintained by the Business Office Staff to make change when property owner assessments are paid in cash and to handle minor cash transactions. All income obtained via the petty cash fund shall be posted against the appropriate income category. All expenses paid from the petty cash fund shall be posted against the appropriate expense category. The petty cash fund shall not exceed five hundred fifty dollars (550.00). The petty cash fund shall be managed in the same fashion as any other asset account of the Trusteeship.

5.5 **Bank Asset Accounts and Other Financial Instruments.** The Trusteeship shall maintain such bank accounts and asset accounts as necessary to carry out the financial business of the corporation. Care shall be taken to remain within the limits of any single account or financial institution with respect to deposit insurance on any account of the Trusteeship.

1. General Checking Accounts. The Trusteeship shall maintain a general checking account from which to remit payable. This checking account shall require two signatures on each check. As a minimum, all Trustees shall be signatories on the account. When the personnel of the Trusteeship change, the new personnel will be added to the account and the former personnel removed from the account as soon as practicable. Additional checking accounts may be maintained as desired, so long as they are maintained following the same requirements. When the personnel of the Trusteeship change, the new personnel will be added to the account and the former personnel removed from the account as soon as practicable.

2. Payroll Checking Account. The Trusteeship will utilize the general checking account for payroll.

3. Savings Accounts. The Trusteeship may maintain savings accounts as necessary to gain interest from funds on deposit. Savings accounts shall contain the names of all Trustees as depositors or owners of the account. Managers may be on the account as depositors of the account at the discretion of the Trustees.

4. Certificates of Deposit. The Trusteeship may maintain certificates of deposit as desired. Certificates of deposit shall be maintained until maturity when possible. Should a certificate of deposit be in the name of individual or individuals who are no longer Trustees, such certificate of deposit need not be redeemed merely to change the name(s) thereon.

5. Check Signing Procedures. No blank pre-signed checks shall be prepared by any individual authorized to sign checks on behalf of the Trusteeship. Blank pre-signed checks are defined as those with both required signatures, but with the Payee portion of the check not filled out. When necessary, pre-signed checks with the Payee portion already filled out (but not indicating the amount of the check) may be prepared and so used. When necessary, a reasonable number of checks with the signature of one of the two required may be kept in the Trustee Office for use by the Bookkeeper in making timely payments of amounts owed.

5.6 Budget

1. Budget Preparation and Approval. Annual budgets shall be prepared by the Board of Trustees prior to the commencement of the Trusteeship fiscal year. The annual budget shall consider all income due and all required expenditures for the forthcoming fiscal year to the best of the Trustees' ability. The budget shall be prepared by a budget committee composed of Trustees, the Accountant, and the Bookkeeper. The budget committee may also include property owners. When finalized, the annual budget shall be approved by vote of the Board of Trustees prior to commencement of the new fiscal year.

2. Income and Expense Accounts. The annual budget shall provide categories of income and expense accounts for every expenditure expected to be made by the Trusteeship. Expense accounts shall be included to the detail necessary to provide visibility into Trusteeship financial performance and to keep records to assist in future planning. The income accounts and expense accounts to be included in the budget are delineated in Appendix A to this procedure.

5.7 Periodic Reports

1. Reports shall be prepared monthly by the Bookkeeper which reflect the status of Trusteeship budget. The reports shall include amounts received and amounts spent during the month and shall show status of those amounts against the current annual budget. The monthly reports shall be maintained in the Trustee Office for review by Trustees and property owners. Cash Flow Reports shall be approved at regular meetings of the Board.

2. A summary report for each fiscal year shall be prepared by the Bookkeeper and approved by the Trustees at a regular property owners meeting.

5.8 Annual Audit. In accordance with the requirements of the Trust Indenture, the Trusteeship shall obtain the services of a Certified Public Accounting firm to perform an annual audit of Trusteeship records and procedures. Results of the annual audit shall be presented to the property owners at the semi-annual property owner meeting which follows receipt of the results. The presentation will normally be made by a representative of the firm which conducted the audit in April.

5.9 **Taxes.** Although assessment income and other income derived from transactions related to the not-for-profit nature of the corporation are considered exempt from income taxes by both the Federal and State Governments, income taxes are payable on Trusteeship income which is deemed non-exempt.

1. **Income Taxes.** Income tax returns shall be prepared and submitted both to the Federal Government and the State of Missouri in a timely manner. The services of a professional income tax preparation firm may be engaged for this purpose.
2. **Sales Tax.** The State of Missouri requires the Trusteeship to collect sales tax on the sale of items from the Concession Stand (if operated by the Trusteeship) and coin operated vending machines. Sales tax at the applicable rate shall be added to all items for sale in the Concession Stand. Sales tax on income from coin operated vending machines shall be calculated from the gross income from these sources. All sales tax due shall be remitted to the State of Missouri in a timely manner.
3. **Sales Tax Exemption.** The Trusteeship shall maintain a sales tax exemption certificate with vendors of items for sale in the Concession Stand, should the Trusteeship operate it. These items, and only these items, shall be procured free of sales tax when possible; sales tax will be collected when these items are sold.
4. **Federal Insurance Contributions Act (FICA).** The Trusteeship shall collect from each employee's gross wages such FICA contributions as are provided for by law. The collected amounts shall be remitted to the appropriate Federal agency as required.
5. **Employee Tax Withholding.** The Trusteeship shall withhold such amounts for income taxes from each employee's gross wages as are provided for in Federal and State law. The withheld amounts shall be remitted to appropriate Federal and State agencies as required.
6. **Employment Insurance.** The Trusteeship shall pay such amounts for employment insurance against each employee's gross wages as are provided for in Federal and State law. The required amounts shall be remitted to the appropriate Federal and State agencies in accordance with their requirements.

5.10 Concession Stand

A concession stand will be in the vicinity of the swimming pool. The concession stand may be operated by the Trusteeship as a retail enterprise for the benefit of all property owners. A separate accounting system with the concession stand having its own income statement shall be established. A separate bank account in the name of the concession stand shall be established with all trustees being signatories on the account. All income from the concession stand operation, including sales via soda machines, shall be deposited in the concession stand account. All expenses attributable to the concession stand operation except payroll shall be paid from the concession stand account. Payroll and payroll overhead costs shall be transferred from the payroll account to the concession stand account. At the conclusion of each operating season, the concession stand shall transfer all monies in excess of the current fiscal year budgeted amounts to the Trusteeship General Fund. The amounts listed above shall be maintained in the Concession Stand bank account for the next operating season. The Concession Stand checkbook(s) and all records for the concession stand operation shall be maintained in the Trustee Office.

The Trusteeship May hire one or more concession stand operators as permanent part-time employees. Concession stand operators shall be paid from the regular Trusteeship payroll accounting system, and costs of same transferred to the concession stand account. The concession stand operator(s) shall be responsible for receiving and maintaining inventory of all food and non-food items sold via the operation and all incidental supplies necessary in the dispensing or preparation of items sold. The concession stand operator (s) shall be responsible for receiving and accounting for all monies obtained through sales from the concession stand, ice machines, and during the operating season, soda machines located in the concession stand area. The Office Manager shall be responsible for receiving and accounting for all monies obtained through sales from the soda machines located other than in the concession stand area, and other than during the operating season, from soda machines located in the concession stand area.

Ordering and scheduling of deliveries of food and non-food items sold via the concession stand operation shall be the responsibility of one or more Trustee to be appointed by the Board. The appointed Trustee / Trustees shall oversee the total operation of the concession stand for the period of his or her appointment.

At the Board's discretion, operation of the Concession Stand may be either suspended or let by bid to a concessionaire.

6 Trusteeship Records

The Trusteeship shall in its Trustee Office maintain such records as are required to properly serve the property owners. In addition to general records, specific records regarding each property owner shall be kept as described in the following paragraphs. All records, contracts and other documents (current and past) are considered confidential and are not public record. Therefore, they will not be generally available to the public unless otherwise listed in this document or the indenture (i.e. Meeting Minutes, Cash Flow Report).

6.1 General Records. The types of general records to be maintained include correspondence, meeting minutes, employee records, general and financial historical records, and other records of a similar nature. Maintenance of general records shall be the responsibility of the Office Manager.

6.2 Property Owner Records. A complete record shall be kept of all owners of lots or property within the subdivision. Property owner records shall be maintained electronically, by computer equipment and software, or on paper, or by combination of these techniques at the discretion of the Office Manager. Property owner records shall be kept in the Trustee Office by the Office Manager. Any electronically stored property owner records shall be maintained at least in duplicate to avoid loss in case of computer equipment, software, or storage media failure. A duplicate of essential electronically stored records shall be stored either in a fire-resistant container or in a separate place. Or will be stored electronically offsite.

1. Property Owner Records (electronic). A computer data base containing a record for each property owner shall be maintained. The data base shall contain, as a minimum, the following information about each property owner and lot in the subdivision:

- Property Owner Name(s) as listed on deed or purchase contract
- Owner address (a single address of record for communication with all owners)
- Telephone Number (a single telephone number as above)
- Property location, identified by Lot, Block, and Section
- Type of Lot (commercial, building only, multipurpose, or camping)
- Purchase date
- Multiple lots owned by a single owner or group of owners
- Assessments Owed
- Assessments Paid
- Interest due on delinquent assessments
- Balance due the Trusteeship
- Property Owner Bankruptcy
- Property Owner Identification Cards Issued (by fiscal year)
- Property Owner Windshield Decals Issued (by fiscal year and decal number)
- Guest Cards purchased (by fiscal year)
- Privilege Passes purchased (by fiscal year)
- Utility Vehicle Decals Issued (by decal number and vehicle description)
- Lots for Sale by Owner
- Lots for Sale by County or County Trustee
- Permits issued
- Legal Slide-in Campers

2. Property Owner Records. Conventional files shall be maintained for each property owner for whom correspondence, permit applications, or similar record material exists. Copies of these documents shall be maintained in a file organized by property owner name or by lot-block-section as determined by the Board of Trustees.

3. Incident File. A file will be maintained containing reports of vandalism and/or break-ins, including time and date the Property Owners were notified of the incident. Any follow up information from law enforcement and/or Property Owners will be attached to the original report.

6.3 **Record History**. Historical records consisting of all Trusteeship conventional (non-electronic) records shall be kept in a historical file by fiscal year after being removed from the current files at the end of the fiscal year. No Trusteeship conventional records shall be deliberately destroyed nor removed from the Trustee Office (except for official purposes) by any employee, Trustee, or property owner.

6.4 **Rescinded Resolutions** shall be maintained by the Trusteeship Secretary in a history binder.

7 Maintenance Facility and Equipment

7.1 **Maintenance Facility**. The Trusteeship will maintain a Maintenance Facility and will equip it with such tools, equipment and supplies as may be required to perform preventative and corrective maintenance upon the equipment owned by the Trusteeship.

7.2 **Property Maintenance Equipment**.

The Trusteeship will obtain and operate such equipment to perform property maintenance as may be required and is affordable within the limits of the Trusteeship budget. Property maintenance for purposes of this section includes maintenance of roadways, common ground, and capital facilities such as bath houses, swimming pool, the Maintenance Facility, the Trustee Office, and similar facilities. Equipment may include machines, power operated equipment or hand operated equipment of any suitable character required.

Tools and equipment belonging to the Trusteeship shall not be loaned or removed from the subdivision except for official purposes. Employees on or off duty are prohibited to use Trusteeship equipment and tools to pull, tow, jump-start, or otherwise repair vehicles for any property owner, personal vehicle, or guest without a waiver form signed. Trusteeship tools shall be marked for identification purposes in the event of loss or theft.

7.3 **Equipment Maintenance Program**

All equipment owned by the Trusteeship, whether fixed, installed, mobile, or portable, shall be included in a program of scheduled preventative maintenance. The scheduled preventative maintenance program shall be established and operated by the Maintenance Department and Maintenance Liaison. The Maintenance Department/Liaison shall also ensure that corrective maintenance which is within the capability of the Trusteeship's maintenance staff and equipment is performed by the Maintenance Facility staff. Maintenance actions which are outside the capability of the maintenance staff or equipment shall be contracted to an appropriate outside maintenance facility.

7.4 **Safety**

All equipment of any character owned or operated by Trusteeship personnel shall be maintained in as safe as condition as possible. All equipment safety devices, guards, or similar appliances provided by the manufacturer of any equipment shall be properly installed on the equipment and shall not be removed nor bypassed by Trusteeship personnel. Equipment shall not be operated if any safety device is not operable if such operation would pose any safety hazard to the equipment operator or any other person.

8 Insurance Coverage

The Trusteeship shall maintain insurance coverage in force of the following types. Agents and companies shall be selected and periodically reviewed by the Board of Trustees for each coverage.

8.1 Liability Coverage

The Trusteeship shall maintain liability coverage in force to provide coverage against liability, fire, theft, property damage, and similar events on all property of the Trusteeship, including buildings, vehicles, equipment, and other property other than real estate.

8.2 Officers & Directors Coverage

The Trusteeship shall maintain officers & directors' insurance to provide coverage for personal lawsuits against Trustees for acts performed in the name of the Trusteeship.

8.3 Dishonesty Bond

The Trusteeship shall maintain a dishonesty bond covering all Trustees and employees of the Trusteeship.

8.4 Health Insurance

Health Insurance will be provided for full-time employees when funds are available.

8.5 Workman's Compensation

The Trusteeship shall maintain a workman's compensation insurance program as required by law.

8.6 Employment Insurance

The Trusteeship shall maintain an employment insurance program as required by law.

9 Trusteeship Committees

9.1 Long Range Planning Committee

The Long-Range Planning Committee shall be a group of volunteer persons who are interested in long range planning for the Trusteeship. The Long-Range Planning Committee shall be a standing committee and shall include at a minimum a chairperson or spokesperson, property owners who shall be confirmed by the Trustees, and one Trustee who shall be appointed by the Board of Trustees. Information and data gathered by the Long-Range Planning Committee shall be carefully considered by the Trustees when preparing annual budgets and making long range planning decisions.

9.2 Lake and Fish Management Committee

The Lake and Fish Management Committee shall be a group of volunteer persons who are interested in management of the lakes within the subdivision and the fish in those lakes. The Lake and Fish Management committee shall be a standing committee and shall include at a minimum a chairperson or spokesperson, one Trustee, and may include additional property owners, who shall be confirmed by the Trustees. This committee shall make recommendations to the Board of Trustees on matters concerning subdivision lakes and surrounding areas, and the fish population in subdivision lakes. The committee is encouraged to coordinate with the Missouri Department of Conservation and similar organizations to obtain lake and fish management information and to assist them in formulating their recommendations to the Trustees. Information and data gathered by the Lake and Fish Management committee shall be carefully considered by the Trustees when preparing annual budgets and making decisions concerning the subdivision lakes and fish.

10 General Procedures

10.1 Contracts

1. Requirements for Contracts. Agreements entered into by the Trusteeship with a contractor or supplier for the purpose of constructing or repairing facilities, purchasing supplies, or purchasing new equipment shall have a bid package prepared for the agreement. Each bid package shall include, as appropriate, material specifications, equipment specifications, drawings, required start and completion dates, required delivery dates, and Trusteeship insurance and/or bonding requirements. Bids shall be obtained from a minimum of two qualified contractors or suppliers. Contracts shall be awarded on the bases of costs, qualification of the contractor or supplier, and the ability of the successful bidder to meet all of the bid package requirements. Exceptions to the requirements of this resolution may be made by the Trusteeship for vehicle and equipment repairs, small item purchases of a routine nature, used equipment where condition of same cannot be specifically addressed in a request for bid, and emergency situations where time is the significant factor in the discussion, or when the specialized skills or knowledge of a specific contractor are required for the benefit of the Trusteeship.

2. Execution of Contracts. All contracts to be executed on behalf of the Trusteeship shall be approved by majority of the Trustees.

10.2 Fishing and Boat Motor Regulations.

1. General. Fishing rules and regulations established by the Missouri Department of Conservation shall apply to all lakes within the subdivision, with the exception that techniques of fishing known as trotline, throw line, limb line, jug line or their equivalent shall not be permitted within the subdivision. Trolling motors of up to and including 3.5 hp will be allowed on all lakes in the subdivision. Should a rule specific to an individual lake be enacted, that rule will be posted at the lake involved.

2. Catch Limits. The rules and regulations for fish size and catch limits for the lakes in the subdivision as recommended by the Missouri Department of Conservation shall apply.

10.3 Back-Gate Access

The key to the back-gate off Mine Road shall be kept at the gatehouse. Effective 10/3/14, the back-gate access procedure is as follows:

The back-gate access is for Emergency Vehicles Only. Anyone wanting to use the access should, in advance, get permission from a trustee. Short notice requests via the gate guard to a trustee will suffice, but in any case, the key must be signed out at the gate and returned promptly. Exceptions can be made for anyone, including contractors, provided they can show a legitimate need.

Non-emergency vehicle traffic can cost the mine expensive fines and result in the loss of our privilege to use it. Therefore, anyone using the access without proper permission from the board will be subject to a summons for trespassing on mine property.

Each Trustee will be issued and is responsible for their key at all times. Misuse or neglect of the Back-Gate key will result in returning the key to the Trustee box with a majority vote from the board.

Keys will be issued to the Sullivan Fire District or other policing authorities. Keys are not to be reproduced.

10.4 **Swimming Pool Regulations**. No lifeguard is on duty at the pool. All children must be accompanied/supervised by a adult.

1. Single person rafts or tubes are allowed Monday through Thursday. They are not allowed on Friday, Saturday & Sunday. No rafts are allowed on holiday weekends.
2. All animals are prohibited within the pool enclosure and areas adjacent to the concession stand and the pavilion next to the pool.
3. Rules for pool use are posted at the pool. For everyone's safety and enjoyment please follow them.

10.5 **Commercial Policy**. A detailed site plan must be approved by the Board of Trustees prior to any permit for commercial lot improvement or use is issued. The Board of Trustees will provide specific guidelines and evaluation criteria prior to the appointment of said committee.

1. Permit issuance will be contingent on the following requirements and restrictions being met and observed.
 - a. The site plan must depict the location and dimensions of fences, driveways, parking areas, trash and waste facilities, signs, landscaping, outdoor lighting plots, and structures which will be located on the property.
 - b. Commercial enterprises may be operated within the Woodland Lakes Subdivision only as provided for in the Trust Indenture. This limits commercial use to lots specifically identified as commercial and, in the case of the Trusteeship, to common ground areas.
 - c. Hours of operation will not exceed the period from 7:00 a.m. to 10:00 p.m. without the expressed permission of the Board of Trustees.
 - d. Vehicular ingress/egress from both Mine Road and the roadways of the Woodland Lakes Subdivision is prohibited unless through traffic if blocked by fences, permanent barricades, structures, or a combination thereof. Should ingress/egress from Mine Road be desired an easement agreement must be negotiated with the Board.
 - e. Structures located on commercial properties, be they of permanent, mobile, or modular construction must be permitted prior to construction or placement.
 - f. Signs, other than those specifically allowed by the Trust Indenture, must be approved prior to placement.
 - g. Periodic inspection of all facilities to ensure that no accumulation of debris or trash exists will be conducted by the Manager.

10.6 **Pets or Animal Policy**

1. No pets or animals will be allowed in any buildings controlled by the Woodland Lakes Trusteeship except for service animals.
2. Pet shall be kept on a leash or other form of restraint when on premises, when not in an enclosure.
3. No pets on beaches & pavilions.

10.7 **Trash dumpsters** within the subdivision are for property owners to dispose of trash created within the subdivision. Owners and their guests found to be transporting trash into the subdivision for disposal shall be subject to consequences permitted by the Trust Indenture.

1. Do not deposit hazardous material (oil, batteries, fuel, lawn motors), steel, tires, etc. in the dumpsters, this is a violation of Federal Law.

10.8 **Liquidation of Trusteeship Equipment and Assets**

- a. All material and property other than general scrap material, shall be put out for sale from the Trusteeship. The Trusteeship shall notify by posting in the office, at the gate house and on the website items for sale.
- b. Any real property asset that the Trusteeship intend to liquidate/sell with a value over \$50.00 shall be place for sale by:

Sale of Real Estate

1. Setting a sale amount by a Treasurer with input from Realtor:
2. Clearly identifying said assets for sale with a For Sale sign:
3. Posting such assets for sale at the office, gatehouse, and the official Woodland Lakes Trusteeship website.
4. Once a property is placed for sale by the Trusteeship, property owners owning a neighboring lot with common property borders, will have a two (2) week first option to buy. It is the responsibility of the interested property owner to contact the Trusteeship with their desire to purchase.
5. If no neighboring property owners contact the Trusteeship to purchase a property asset, the property asset will be open for sale to the general public.
6. Once an offer to purchase a property asset has been accepted by the Treasurer, the buyer has ten (10) days to pay in full or the property asset will be placed back up for sale.
7. Once payment for said property has been satisfied, the Trusteeship will issue a General Warranty Deed to buyer and file the same with the Washington County Recorder of Deeds.

10.9 **Unattended Fires**

Anytime the water truck is rolled out for an unattended fire, fines will be assessed to the property owner's account record as permitted by the Trust Indenture.

10.10 Community Center / Common Ground Usage

Any and all groups wanting to use Woodland Lakes Community Center & Common ground for fundraisers to raise money for their group must be a registered non-profit group.

1. They must provide the trusteeship expenditures, profit and loss financial statements every 6 months as requested.
2. The Community Center/ Common Ground Usage Agreement must be filled out (SEE APPENDIX G).
3. Must pay the deposit and the required Community Center usage charge.
4. The Community Center/ Common Ground Usage Agreement must be signed, the deposit paid, and the required usage fee must be paid to save the date.
5. If an individual/ property owner would like to do a fundraiser to raise money, they must be sponsored by Woodland Lakes Trusteeship. They must turnover all monies raised to Woodland Lakes.

Any fundraisers that do not fall under these categories will require Board approval.

10.11 Tampering with Woodland Lakes Trusteeship Inc. Equipment

1. No person(s), other than an authorized Woodland Lakes Trusteeship Trustee, employee, or hired contractor shall intentionally or knowingly remove, damage, disable, obscure, tamper with, alter the direction of, or in any way disrupt, block or impair the normal operation or functionality of:
 - a. Any surveillance camera, security, safety, or performance monitoring, recording, communication or alarm device, or related equipment.
 - b. Any fire, smoke or other alarm or alarm system or related equipment.
 - c. Any fire extinguisher or fire suppression device or related equipment.
 - d. Any security, security lighting, or related equipment.
 - e. Any lock or other entrance, or exit, or monitoring device.
2. No person(s) other than an authorized Woodland Lakes Trusteeship trustee, employee, or hired contractor shall enter or exit the back gate without permission from a trustee.
3. No person(s) other than authorized Woodland Lakes Trusteeship trustee, employee or hired contractor shall tamper, cover, vandalize or disregard any of the signage posted in Woodland Lakes.
4. Any person who by accident does any of the above-mentioned prohibited acts or who witnesses any such accidental or prohibited intentional act shall immediately report that fact to Woodland Lakes Trusteeship office, gate or security personnel.
5. Any person(s) violating any of the above mentioned is subject to prosecution, fines, and cost of repair equipment. If violation is in the Community Center future rentals will be denied and loss of security deposit.

10.12 Permanent Residency

1. **Permanent Resident:** Per Article XI.9.a.: A Permanent Resident is a lot owner who has a residential lot with Well, State Approved Waste-Water Treatment (septic) System and a home of the appropriate size for the lot designation. Any owner that meets all of the requirements to be a permanent resident can ask to obtain a Woodland Lakes mailbox. In the event the Trusteeship suspects an owner to be in violation of Article XI.9.a. of the Woodland Lakes Trust Indenture, the owner will be required to produce (2) two forms of proof of a primary or principal residence other than Woodland Lakes. Any exception must have written approval from the Board of Trustees. Acceptable forms of proof of primary residency include, but are not limited to:
 - A. **Utility Bill** (Water, Gas, Electric or Sewer Bill dated within the last 30 days)
 - B. **Housing Documents** (Mortgage, Mortgage Statement)

2. **Mail and Package Delivery for Residents:** Once a property owner has achieved all the requirements to become a permanent resident, they can request a mailbox from the office personnel. The office personnel will issue a mailbox number and prepare a letter to the post office informing them that the property owner is now a Woodland Lakes Resident. The property owner is then responsible for taking the letter to the Sullivan, Missouri Post Office and retrieving the key to their assigned mailbox from the Post Office.
 - a. **Package delivery shed:** Packages that are too big to fit into the permanent residents' mailboxes may be placed into the locked package shed, located near the mailboxes, (if you so choose) by USPS, UPS, FEDEX and AMAZON marked delivery vehicles. All other package deliveries such as Walmart delivery, DoorDash, etc., will need to be met at the gate by the resident or make arrangements with the delivery service to deliver the package to the residents' home, in which case the delivery person/company must be signed in at the gate by the property owner prior to their arrival. Residents who choose to have any packages whatsoever delivered directly to their home must first sign the service/person in at the gate house prior to their arrival. To obtain access to the package shed, a permanent resident can go to the Woodland Lakes' Office and sign a waiver to obtain up to two key fobs per household that will unlock the shed. The serial number for each key fob issued to each property owner will be recorded and maintained in the Trustee office. Each resident that obtains a key fob to the package shed is solely responsible for the key fob and who has access to the package shed with their fob. Only Woodland Lakes residents, and their household members should be entering the package shed with the resident key fob. Non-residents should not be entering the package shed. Exceptions may be made to this rule with approval of Trustees/Trustee Representative. Misuse of the package shed/key fobs will result in loss of privilege. Use of the package shed is AT YOUR OWN RISK. The Trusteeship and its employees assume no liability for missing, damaged, lost, or stolen packages.

Appendix A Income and Expense Accounts

INCOME ACCOUNTS

40010 Current regular assessments
40015 Previous regular assessments
40020 Fish assessments
40025 Electric Distribution assessments
40030 Pool special assessment
40065 Community Center Special Assessment
40075 Road Assessment
40080 Road Paving
40085 Security Assessment
42005 Toy stickers taxable
42010 Guest & Family passes – Taxable
42012 Holiday Passes
42015 Office non-taxable
42020 S.O.P. – nontaxable
42025 Woodland Lakes charges
42040 Cell Tower Income
42045 W.L.C.O. Sales
42050 Ice Machine Sales
42055 Community Center Income
42065 Concession Income
42071 Clothing Resale
43001 Heavy Use Road Charge
44010 Bank income
44016 Concession Stand over & short cash
44025 Collection
44030 Missouri 2% discount
44040 Scrap Metal income
44045 Entertainment Income
44050 Amnesty
44051 WL Real Estate
44060 Insurance Proceeds

EXPENSE ACCOUNTS

51005 Concession Stand Resale Items
51020 Ice Expense
51300 Cost of Shirts for Resale
52010 Printing and Production
52020 Postage and Delivery
52030 Miscellaneous Admin
52040 Entertainment
52050 Licenses and Permits
52060 Travel-Mileage
52120 Computer Maintenance & Training
52130 Computer – Internet, Cable
52200 Concession Stand Inventory
52215 Community Center Expense
52310 Office Equip Maint/Repairs
52400 Dues and Subscriptions
52410 Amnesty

EXPENSE ACCOUNTS (continued)

52411 WL Real Estate Expense
52420 Bad Debt Expense
52430 Bank Service Charges
52460 Credit Card Expenses
52470 Office Equip / Rental – Lease
52480 Office Supplies General
52490 Reimbursed Expenses
52510 Reconciliation Discrepancies
52530 Payroll Fees
52540 Uniform Expense
53000 Security Supplies
55020 Audit – Yearly
55030 Legal Fees
55040 Security
55050 Accounting
56100 Salaries – Office
56101 Salaries – Maintenance
56102 Salaries – Security & Gate
56200 Salaries
56300 Salaries – Bonus Expense
57010 FUTA
57020 State Unemployment Tax
57070 Work Comp Insurance
57075 Employee Medical Expenses
57080 Payroll Tax
57090 Payroll Tax Expense
57095 Employee Training
58100 General Liability Insurance
59100 Accumulated Depreciation – Buildings
59200 Accumulated Depreciation – Swimming Pool
59300 Accumulated Depreciation – Mach & Equip
59400 Accumulated Depreciation - Improvements
60100 Phone-Office, Fax, Shop, Gate
61200 Crawford Electric Distribution
63010 Pool Electric
63020 Concession Stand Electric
63030 Crystal Electric
63040 DeLago Electric
63050 Emerald Electric
63070 Greystone Electric
63080 Lakeview Electric
63090 Northwoods Electric
63110 Office Electric
63120 Community Center Electric
63140 Ruby Electric
63150 Shop Electric
63160 Woodland Electric
63180 Pavilion Electric
63190 Lift Station Crystal Lake
63195 Woodland Lake Aerators Electric
64100 Office Propane
64200 Shop Propane
64300 Trash Hauling
64400 Waste Hauling

EXPENSE ACCOUNTS (continued)

70020 Lakes Dams & Spillway
70030 Asphalt
70040 Rock
70050 Repairs/Improvements/Equip Lease
70060 Culverts
70070 Engineering Services
70080 Fish Stocking
70090 Contract Labor
70100 Concession Stand
72010 Fuel
72020 RM Equip Vehicle
72030 Ins-Equip Vehicles
72040 Penetrating Oil
72050 Maint. Equipment Misc.
72060 Unleaded Gasoline
72070 Dyed Diesel Fuel
72080 Highway Diesel Clear
72090 Misc. Lubricants & Gases
72120 Tools
72130 Oiler / Roller
73050 Facility – Concession Stand
73100 Facility – Gate
73150 Facility – Crystal Lake Lot Development
73200 Facility - Office
73250 Facility – Pool
73300 Facility – Community Center
73350 Facility – Shop
74050 Facility – Crystal BH
74100 Facility – Pool BH
74150 Facility – DeLago BH
74200 Facility – Emerald BH
74250 Facility – Graystone BH
74300 Facility – Lakeview Dump Station
74350 Facility – Northwoods BH
74400 Facility – Ruby BH
74450 Facility – Woodland BH
78100 Real Estate Tax
78200 Federal Tax
78300 Personal Property Tax
78400 Missouri State Tax
784500 Sales Tax Expense
79020 Interest Expense

APPENDIX B

Boat Dock Specifications

Lakefront property owners may install boat docks and walkways.

1. Maximum size of docks are as follows:

Extension into lake – Maximum of twenty (20) feet from waterfront property line.

Length – Maximum of lot width less five (5) feet easement on each side.

Example: 100' wide lot – dock width could be 90'

2. All flotation devices must be of a non-corrosive material.
3. All building materials (lumber) must be pressure treated.
4. A permit is required before placement of a boat dock.
5. No concrete piers are to be placed in the water.

Appendix C Payment Plan

APPLICATION FOR PAYMENT PLAN

WOODLAND LAKES TRUSTEESHIP, INC
12 WOODLAND LAKES
SULLIVAN, MO 63080
573-468-6505

This payment plan is agreed upon between, _____, **Lots** ____, **Block** ____, **Section** ____, and Woodland Lakes Trusteeship, Inc., and is effective _____ for a term of _____ months.

Name: _____
Address: _____
Telephone: _____

1. As of _____ your balance is \$_____ in assessment(s) plus estimated assessments of \$_____ for the 20____ assessment(s).
2. An interest rate of Eighteen percent (18%) per annum on the unpaid balance will be added on the first day of each month. Additionally, there is a Twenty-Five dollar (\$25.00) administration fee, which is included in the amount listed in paragraph One (1) above.

Your first payment of \$_____ is due in December and your monthly payments of \$_____ are due each month through _____. There is no grace period and missed payments will automatically void this agreement.

3. A 30-day Owner card will be issued with each payment. Vehicle stickers and Family passes will be issued when the balance is paid in full.
4. Contact the Woodland Lakes office for last payment or payoff balance at (573) 468-6505.
5. I have read & received a copy of this document and agree to the terms set above.

Signature _____ **Date** _____

Signature _____ **Date** _____

Office Personnel _____ **Date** _____

Appendix D

Woodland Lakes Subdivision Rules

Revised 09/30/2023

General behavioral rules and rules regarding the use of common ground areas within the Woodland Lakes Subdivision are herein listed by the Board of Trustees as provided for in the Trust Indenture and Restrictive Covenants. They are ratified each year by the sitting Board of Trustees.

RULES FOR THE LAKES:

- State and Coast Guard regulations pertaining to the use of watercraft are enforced.
- Boats and jet skis must be registered with the Trustee Office and must have a current Woodland Lakes identification sticker affixed in plain sight.
- No wake area, as posted is to be observed and no motorized boat or Jet Ski shall come within twenty-five (25) feet of the shoreline, docks, swim area or other watercraft at more than idle speed.
- Boats and jet skis are not permitted in areas designated as swimming areas.
- Deep Waters – SWIM AT OWN RISK.
- Boats and jet skis are not to be moored to common ground areas overnight.
- Public fishing docks, placed in various lakes, are not to be used for Boat or Jet Ski mooring, diving or swimming. Fishing from beaches and in roped swimming areas is prohibited.
- While there is no horsepower limitation on Crystal Lake, watercraft are to be operated at no more than 35 mph during daylight hours and no more than 5 mph after dark.
- All other lakes are limited to either non motorized watercrafts or to watercrafts powered by trolling motors or engines 3.5 horsepower (3.5hp) or less.

RULES FOR ROAD: APPLIES OT ALL LICENSED AND LICENSABLE VEHICLES

- The speed limit on hard-surface roads within the subdivision is twenty-five (25) mph.
- The speed limit on gravel roads, Crystal Lake area and surrounding the pool area, Community Center, beach and dams within the subdivision is fifteen (15) mph.
- All traffic signs must be obeyed.
- Motorized vehicles shall be on record at the Trustees Office or Gatehouse.
- Owner's stickers are to be affixed in the lower left (driver's side) of the windshield.
- Identification stickers for recreational vehicles registered at the Trustee Office must be affixed to the vehicle in plain view.
- If a sticker becomes damaged, a new sticker will be issued upon return of the old sticker. A fee will be charged.
- Identification Dash Cards must be displayed on the left side of the dashboard in vehicles not displaying a Woodland Lakes sticker.
- The following is required to operate a motor vehicle within Woodland Lakes: All Drivers are required to have a valid operator's license issued by the State in which they reside and have liability automobile insurance coverage.

PARKING RULES (ALL VEHICLES)

- Parking is not permitted on dams, beaches, park areas, boat ramps or helipad.
- Boat trailers and tow vehicles may only park in areas designated for that use.
- Parking is permitted on roadways if passage by another vehicle is possible.
- Parking violators will be towed at the vehicle owners' expense.

RULES FOR OPERATING MOTORIZED RECREATIONAL VEHICLES (ATVs, BUGGIES, GO-CARTS, ETC...)

- Individuals under the age of sixteen must wear helmets and display flags while operating motorized recreational vehicles, and under supervision of an adult. Individuals under the age of sixteen must wear a helmet when a passenger of any non-seatbelt equipped recreational vehicle.
- Operating a motorized/recreational vehicle in a careless manner, which puts either the operator, passenger or other at risk is prohibited.
- Operating, parking, or washing a motorized/recreational vehicle in streams, lakes, spillways or on dam slopes are prohibited.
- Motorized/recreational vehicles must be equipped with a muffler, or an approved baffle exhaust system and a Dept of Conservation approved spark arrester.
- Property owners or guests causing intentional damage to roads, parking lots or other common ground areas will be charged the cost of repair and may lose the privilege of operating vehicles or using Common ground areas.

RULES FOR PARKS

- Overnight camping is not allowed in parks or other common ground.
- Fires in parks or around lakes are prohibited except in BBQ pits and must not be left unattended.
- Glass containers are not allowed on the beach or in designated swimming areas.
- Pets are not allowed within the fenced pool area, on beaches or designated swimming areas.

RULES FOR THE USE OF THE POOL

- Smoking and the consumption of food are prohibited within the pool area enclosed by the fence. Plastic cups or bottles are allowed.
- Children under the age of twelve (12) should be accompanied and supervised by an adult over the age of eighteen (18) while in the pool area. Unsupervised children may be asked to leave.
- Entrance to and exit from the pool area shall be only through the pool gate.
- Pool hours are posted and must be observed. Trespassers will be prosecuted.
- Single person rafts or tubes are allowed Monday through Thursday. They are not allowed on Friday, Saturday & Sunday. No rafts are allowed on holiday weekends.
- No pets are allowed in the swimming pool area, which includes the pavilion by the snack shack.

RULES FOR BATHHOUSES

- Direct hookup from a Structure or a recreational vehicle to common ground electric and water supply is prohibited.
- Washing ATVs and any other vehicles on bathhouse property is prohibited.
- Men and Women's bathhouses are marked. Gender sharing is prohibited.
- No cleaning of fish, dishes, laundry, etc. at or in the bathhouses. Bathhouses are intended for personal hygiene only. No Loitering.

RULES FOR GENERAL BEHAVIOR WITHIN SUBDIVISION

- Quiet time is between the hours of 10:00 p.m. and 7:00 a.m. Except during the peak season, April 1st, through November 1st weekends, (to include Friday and Saturday nights) when quiet time is 12:00 a.m. to 7:00 a.m. At the discretion of the board, the same extension will be applied to the Fourth of July holiday weekend.
- Open fires are not to be left unattended anywhere in the subdivision.
- Behavior that is either loud or offensive to others is prohibited.
- Discharging firearms or fireworks is prohibited.
- Dogs are to be confined to owner's property, on leashes at all times, and under owner's control.
- No hunting within Woodland Lakes Subdivision.
- Illegal drug use on common ground is prohibited.

DISCIPLINARY PROCEDURES:

The criteria and process of "fining" offending property owners and guests, as approved by the property owners at the October 1, 2016 meeting, is herein established and defined. Authorities other than the Board of Trustees may enforce some of the rules, herein promulgated with penalties not herein identified. These may include the Washington County Sheriff's Dept., the Missouri State Highway Patrol, the Missouri State Water Patrol, the Dept of Conservation, the Fire Marshall of the Sullivan Fire Protection District and the State and Federal Liquor and Tobacco Control Division.

Complaints and reports of the rule violations must be made in writing to the Board of Trustees. The written complaint/report must include the name of the individual filing the complaint/report, the name(s) of those seen violating the rules and a brief summary of the incident witnessed.

When the individual seen breaking the rules cannot be identified by name, the written complaint/report should include information, physical description of the individual and when a vehicle is involved a description and plate or sticker number(s) so that the Board can attempt to make a positive identification.

These rules are to be observed by property owners, family members and guests. **PROPERTY OWNERS are held responsible for the actions of their family members and guests while in the subdivision and are responsible for payment of any fines levied.** Should a family member or guest commit two (2) rule infractions over the course of a year, entry to the subdivision may be denied.

- **Complaints** The board of Trustees will review the complaint/report to determine the validity of the information provide. If the Board determines that a rule has been broken, fines will be levied.
- **First Complaint** On receipt of a valid complaint/report, the Board will issue a WARNING for each rule violated.
- **Second Complaint** On receipt of a valid complaint/report, the Board will issue a fine up to \$200.00 **for each rule violated** and a **warning** that further action may be taken should the behavior continue. _____
- **Third Complaint** On receipt of a third valid complaint/report, the Board will take actions deemed necessary to ensure that **suspension of driving privileges, use of common ground facilities/amenities, additional fines, removal of stickers or a combination may occur.**

Should the nature of a rule violation warrant it, the Board of Trustees reserve the right to waive the first, second and third penalties as noted above and proceed with immediate action including but not limited to fining, suspension of common ground privileges, or legal action. Property owners can appeal any disciplinary action by the board within 90 days by requesting a meeting with the Board of Trustees.

Appendix E Rental Agreement

Rental Agreement

Date: _____

Name (Owner): _____

Address: _____

Phone: _____

Lot, Block, Section: _____

Property Renting: Home: _____ Mobile Home: _____

Well & Septic: _____

Name (Renters): _____

Additional Occupant: _____

Additional Occupant: _____

Term of Lease:
 Date Established _____

 Date Terminated _____

Signature (Owner): _____

Signature (Renters): _____

APPENDIX F

SHIPPING CONTAINER REQUIREMENTS FOR PERMIT

A shipping container is a steel container with the strength suitable to withstand shipment, storage, and handling.

A property owner must submit a Shipping Container Permit form to the Board of Trustees of Woodland Lakes. The permit must be approved by the Board of Trustees before placement on any lot within the subdivision.

A final inspection and/or other inspections by the property manager and/or the Board of Trustees will ensure all permit requirements have been complied with.

1. Shipping containers must be placed more than 5 Feet from any adjoining property lines and more than 15 Feet from road frontage property lines in accordance with utility easements.
2. Shipping containers can be no larger than 40 Feet Long.
3. Shipping containers must be painted within 30 days of arrival on any lot. Paint choices are limited to earth-tone colors, (i.e. Brown, Green, Gray, etc.).
4. Shipping containers are not to be painted in any bright colors and may not have any labeling or graffiti on them.
5. Property owners may request up to 2 – Thirty (30) day extensions for a total not to exceed Ninety (90) days to comply, unless there are unforeseen circumstances; in which the Trustees may allow a variance from this rule.
6. Property owner must also maintain any Shipping containers on their lot by repainting when necessary and keep shipping container from becoming an eyesore.
7. Property owner must agree that any violation to comply with these specifications can result in fines and possibly the removal of the property owners' storage container by Woodland Lakes at the property owner's expense. If removed, the container becomes the property of Woodland Lakes.

All fines and costs will be added to the assessment record account.

APPENDIX G

**Woodland Lakes Community Center/Common Ground Usage Agreement
THERE WILL BE NO RESERVATIONS TAKEN FOR THE THREE MAJOR SUMMER HOLIDAY
WEEKENDS (FRIDAY THROUGH MONDAY)**

This request is made on this _____ day of _____, 20____, between the Woodland Lakes Trusteeship and _____, hereinafter user.

In consideration of their promises set forth herein, the parties agree that:

The Woodland Lakes Trusteeship hereby allow _____, to use
(name of property owner)

_____, for _____.
(which common ground facility) (type of event/Occasion)

REQUESTED DATE FOR USAGE: _____
TIME OF USE: From: _____ TO: _____

DO YOU INTEND TO USE THE FACILITY FOR FUNDRAISING ACTIVITIES? YES ___ NO ___
IF YES, YOU MUST BE IN COMPLIANCE WITH S.O.P. VOL I, 10.10, (See attached)

The Community Center/ Common Ground Usage Agreement must be signed, the deposit paid, and the required usage charge must be paid to save the date.

Name

Date

Phone Number

Lot, Block & Section

Signature (Property Owner) Date

TERMS APPROVED AND ACCEPTED:

Signature (Trustee)

Signature (Trustee)

Date

<p>FOR OFFICE USE ONLY: COMMUNITY EVENT (CHARGE & DEPOSIT WAIVED):</p> <p>_____ Date & Signature</p> <p>DEPOSIT RECEIVED AND USAGE CHARGE PAID: _____</p> <p>OPTIONAL \$125.00 CLEANING FEE INCLUDED? YES _____ OR NO _____</p> <p>DEPOSIT RETURNED: _____</p> <p>Deposit not returned for the following reasons: _____ _____</p> <p>Attest: _____ Woodland Lakes Employee's Signature</p>

RULES AND REGULATIONS FOR COMMUNITY CENTER USE:

1. Only property owners may apply to use the community center. The Deposit will not be returned to the person signing agreement if found that the community center use was given to another person.
2. The security deposit will be held with the usage agreement form until Woodland Lakes staff or Trustees have verified that there is no damage to the community center facility and/or common ground. Charges for any damages will be assessed.
3. Users have exclusive use of the Woodland Lakes Community Center. Please note: There are no utensils, dishes, pans, or coffee makers available for use. The Woodland Lakes Community Center has folding tables and chairs to provide seating for approximately 186 people. Users are responsible for their own set up and take down.
4. Damages incurred will be the responsibility of the user.
5. **DO NOT STAND ON CHAIRS OR TABLES PROVIDED TO PUT UP DECORATIONS. PLEASE BRING YOUR OWN STOOL OR STEPLADDER.**
6. Floors should be swept and mopped, if necessary, after use. A broom and mop will be made available in the storage area. **PLEASE BE NEAT!**
7. Community Center is to be cleaned and trash is to be taken out at the end of your event unless other arrangements are made with the trusteeship.
8. **NO SMOKING IS ALLOWED INSIDE THE COMMUNITY CENTER**
9. Please remember to turn all lights out and lock the door when you leave
10. Quiet time must be observed for all outside activities and inside activities must not disturb neighbors.
11. A guest list of all non-owners must be delivered by user to the gate house for check-in convenience.
12. There shall be nothing attached to the walls, doors, or windows without prior approval of Woodland Lakes.
13. There shall be no commercial fryers used inside or outside of the Community Center.
14. All Federal, State and Local laws and Woodland Lakes Subdivision rules shall be observed.

OPTIONAL FEE FOR CLEANING SERVICES:

You may choose to pay an additional \$125.00 for Woodland Lakes staff to clean up after your event. If you choose this option, you will need to make sure that all food and trash is collected in trash bags and all trash bags tied up and left just inside the door. Woodland Lakes staff will then come in and put tables & chairs away, wipe down counters, sweep & mop the floors and take all trash to the dumpsters.

S.O.P. Vol I, 10.10 Community Center / Common Ground Usage

Any and all groups wanting to use Woodland Lakes Community Center & Common ground for fundraisers to raise money for their group must be a registered non-profit group.

1. *They must provide the trusteeship expenditures, profit and loss financial statements every 6 months as requested.*
2. *The Community Center/ Common Ground Usage Agreement must be filled out (SEE APPENDIX G).*
3. *Must pay the deposit and the required Community Center usage charge.*
4. *The Community Center/ Common Ground Usage Agreement must be signed, the deposit paid, and the required usage fee must be paid to save the date.*
5. *If an individual/ property owner would like to do a fundraiser to raise money, they must be sponsored by Woodland Lakes Trusteeship. They must turnover all monies raised to Woodland Lakes.*

Any fundraisers that do not fall under these categories will require Board approval.

Attorney Fees

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT PLUS ANY ADDITIONAL COSTS NECESSARY TO REPAIR DAMAGES OR REPLACE PROPERTY AND/OR POSSIBLE FUTURE USE OF THE WOODLAND LAKES COMMUNITY CENTER.

I have received and understand the rules and regulations as stated on this Woodland Lakes Community Center/Common Ground Usage Agreement Form. I realize that failure to abide by the rules as stated or any damage to the Woodland Lakes Community Center/Common Ground during the time of my usage, will result in the loss of my \$200.00 security deposit and any additional costs determined to be necessary by the Woodland Lakes Trusteeship to cover the repair or replacement of damaged property. I further understand that failure to abide by the rules and regulations as stated could also result in my being prohibited from using the Woodland Lakes Community Center and/or Common Ground in the future.