

Appendix N

SUMMARY OF BOARD RESOLUTIONS REGARDING PARK RULES & REGULATIONS

An “Official Warning” (possible fine) will be issued for failure to follow any of these rules that have been adopted by the Board.

2014 The following rule changes are effective this year:

- **Revised Firewood Rules** - The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and the Wisconsin Department of Natural Resources (WDNR) have mandatory guidelines established for the protection of our forest. We are joining the majority of Counties, Cities, Municipalities and many other private campgrounds in voluntarily enacting the same guidelines to protect our property. Our **firewood policy** is as follows:
 - If you live **out of state** or in a quarantined county then you **may not bring** any kind of wood into the park (period). **Federal fines up to \$1,000.00 may be imposed.**
 - Jefferson County, the county we are in, is **now a quarantined county**. You can bring firewood in if:
 - It's from within Jefferson County,
 - It's within 10 miles of the park.
 - Also allowed is dimensional lumber, such as 2x4 or 4x6 scraps from a building project, will be allowed, upon the discretion of Park Manager.
 - **Not allowed**, as specified in the DNR regulations:
 - Full or partial pallets, skids or slabs. This wood is fresh enough to harbor pests and has traveled long distances.
 - Wood that is painted, treated with preservatives, or made up of a composite of wood and glue such as chipboard and plywood. Toxins are released when this is burned causing a serious health hazard.
 - Procedure:
 - You **must register**; fill out a form verifying where the firewood originated, **each time** that you want to bring firewood into the park. (Refer to Appendix E, “Request to Bring Firewood Into The Park Form”).
 - Pay a \$10 administration fee.
 - If the firewood you are bringing in is not from your residence, but is bought or given to you from someone else, then you must also have them fill our
- “To Bring Firewood into the Park Form” and Appendix F, “Firewood Certification of Origin Form”).
 - Pay a \$10 administration fee.
 - The firewood you are bringing in, along with the firewood already on your site, must be stored neatly on your lot and not on any common area. The Park has the right to seize and burn any firewood suspected of not meeting these criteria.
 - **Phase 1 of the Site Maintenance Guidelines** was revised per below (and section 6.22 in this manual). The park will no longer mow your grass. There is no longer a Mow/No Mow list.
 - **Site Mowing & Trimming** - The Park appreciates and respects you mowing your own lot. Necessary mowing / trimming must be done on a timely basis such that no vegetation exceeds the current Park standard. The grass height standard for 2012 is less than 6”.
 - When your grass reaches a height greater than 6”, a Park employee will cut it. There will be a minimum 30 minute labor charge, at the current Park labor rate, for any grass cutting or trimming, obstacle removal or other work necessary for your lot to be compliant with the site guidelines. The current hourly rate for 2012 is \$50 per hour. Any additional work needed over the 30 minute minimum labor charge will be broken down in 15 minute increments. You will be sent an invoice for the work performed. If amount due is not paid, you will be considered late on your dues or rental fee.
 - The Park is not liable for any damages that occur while cutting or trimming your sight. Site Owner and Seasonal occupants are required to have insurance on their units and its contents to cover any costs due to damage.
 - A letter will not be sent out before mowing or trimming occurs. Please consider this your notification.
 - The Park is not liable for any damage that occurs to or on your site while we are cutting your lawn. For example, if there are rocks in your yard that the mower propels into your unit, we are not liable, as it is your responsibility to see that your lawn is free of obstacles.

- **Golf Cart Rules** added the following changes:
 - Added to 5.2; Golf carts should be registered the first weekend of the season that you are up here that registration is open.
 - Added to 5.5;
 - Numbers must be readable at all times, even when the golf cart has an enclosure cover.
 - Must have 2, (**one on each side**), **working front and rear lights**. Lights must clearly illuminate your path for driving, but not be aimed so high that they bother people in their sites. Lights must be visible at all times, even when the golf cart has an enclosure cover.
- Seller should be aware that the Board will verify that anything on the lot is in compliance with current Jefferson County Zoning Requirements, if not, the Buyer will have to make necessary changes such that everything is in compliance.
- **Park Improvement Permit**
 - A **Park Improvement Permit** must be obtained for any Site improvements/alterations. They include, but are not limited to contour improvements, fencing, landscaping, changing camper pad location, concreting, black topping or graveling of vehicle pads, any and all construction (decks, patios, sheds), external lighting, satellite dishes, fire pits and any change in method of disposing, storing of gray or black water. An “Official Ticket” will be issued for failure to follow to comply with the Park Improvement Permit. The first offense is \$25.00, repeat offense is \$50.00.
- **Fee Schedule**, Appendix J, is revised as follows:
 - ⊖ **Violations** to Section 6, 7 or 8 of the Site Owner / Seasonal Handbook must be corrected. If you fail to make the corrections, the park will make the correction on your behalf by doing the work themselves or hiring a contractor. The Park will correct each issue at a charge of \$50.00 per hour, 30-minute minimum. If additional labor is needed over the 30-minute minimum it will be broken down into 15 minute increments. If a contractor is hired, it is your responsibility to pay the contractors fee.
- **Declaration of Condominium Bylaws were changed** to allows the Board to take action against any Unit Owner that is in default of payment of dues, assessments, or other charges or is in repeated violation of the Dec’s, Bylaws or Rules & Regulations of the Association. Such actions shall allow the Board to:
 - In the case of default of payment, either sue for collection of debt or foreclose under more specific, less costly guidelines;
 - Upon default of payment of more than ninety (90) days, disconnect water, sewer, electric or any other utilities of the site;
 - Upon default of payment of more than ninety (90) days and 15 days after giving written notice of intention, remove RV, fixtures, or personal property from site;
 - Upon an onsite violation of the Dec’s, Bylaws, or Rules, enter that part of the property where the violation exists and remove the structure, thing or condition that is non-compliant and can take legal action. All expenses shall be charged to the site owner.
 - If the violation continues for thirty (30) days after written notice, issue a fifteen (15) day notice in writing terminating the rights of the site owner to continue as site owner and to continue to occupy, use or control his site. The site must be sold at a judicial sale. The proceeds must first be paid to cover the costs incurred by the Association.
 - Upon mailing a notice, the written notices referred to above will be considered served when mailed by regular mail to the last known address of the site owner on the Association records. Further language, that will tell the Board and the legal system (Courts) will know exactly what actions they can and cannot take when a site owner is delinquent with payments or in violation of the Dec’s, Bylaws or Association Rules. The language we will be adding to the Condo Dec’s is more specific in the actions we can take to resolve collections problems. It is the language that attorneys are now putting into the Condo Dec’s they write.

2013 The following rule changes are effective this year:

- Site Guidelines Phase 2 is in effect:
 - Details of the site use and improvement guidelines are in Section 6 of the Seasonal and Lot Owner Handbook; each site occupant is responsible for reading Section 6 and complying.
 - A Park Improvement Permit must be completed by the site occupant and approved by Park Management prior to any site use or improvement.
 - Buying items such as (but not limited to) decks, sheds or waste tanks from someone else in the park must obtain prior approval from Park Management to ensure that the seller is actually the rightful owner.
 - There is a 30-minute minimum labor charge, at the current Park labor rate, for any work performed on a lot to make it compliant with the site guidelines. The current hourly rate for 2013 is \$50 per hour. Any additional work needed over the 30-minute minimum labor charge will be broken down in 15-minute increments. An invoice will be sent to the site owner/seasonal for the work performed. If amount due is not paid, it will be considered late on the occupant's dues or rental fee. (If hourly labor rate changes, it will be included in the annual rule change
 - Fines will be issued for Site Guidelines Phase 1 & 2 violations, no excuses accepted, and no exceptions.
- Golf Carts:
 - Sticker rule compliance will be enforced:
 - Rear site numbers must be visible at all times, even when you have a passenger in the rear seat or when the cart has a cover on, or any other obstruction.
 - Site numbers must be a contrasting color with cart colors so the numbers can be seen during the day and at night. Black numbers are no longer acceptable on the front windshield.
 - Seasonal and Lot Owners between the ages of 15 and 21 without a valid operating permit from the state in which he or she resides can obtain a Park Driving Permit. All other campers are not eligible for a Park Driving Permit.
- The following items were discussed as future rule changes. We are asking for your cooperation, understanding and voluntary compliance:
 - Site numbers on the side of golf carts to help identify carts in problematic situations.
 - No golf cart traffic after 1am due to noise violation complaints.
- The Park has received numerous complaints regarding foul language. We want to remind everyone that this is a family campground and it is the duty of every seasonal / lot owner and their guests to self-monitor, if this problem persists, fines will be levied for foul language next year.
 - Use of foul language, in the presence of children (minors) is not allowed. Legally it's considered Disorderly Conduct and you could be subject to a \$200+ fine from the County Sheriff.
- Fee Schedule is revised as follows:
 - The administrative/late fee - for all (late) payments received in our office 10 days or later than the due date, has been increased from \$25 to \$30.
 - Administrative fee - for sending our past due statements, either as reminder statements or requested, has been increased from \$15 to \$30.
 - The administrative fee - for calls made concerning past due accounts, missed payment plan payments, will be \$30 for each occurrence.
 - Lien filing and lien release filing – charge has been increased from \$15 to \$30.
 - It should be noted that we will start updating our lien filing on an annual basis which will result in annual lien charges.
 - Setting up a payment plans - will cost \$30 per incident.
 - It should be noted that once someone sets up a payment plan, late charges are eliminated, the quarterly administrative/late fee, \$25 now,

\$30 proposed, is waived for all those under a payment agreement and abiding by it.

- Setting up a revised payment plan - will cost \$50 per incident.
- Collection letters sent out from attorney - charge will be raised from \$50 to \$100.
- Additional Attorney time – will be charged at a rate of \$150 per hour, billed in 15-minute increments.
- The administrative fee, in addition to the basic filing fee - will be \$100 (2013 Small Claims filing fee is currently \$94.50).
- Park Management time spent - with an attorney or a collection agency or a small claims court filing – will be charged at a rate of \$100 per hour, billed in 15-minute increments

The rationale for the fees associated with dues/rental payments is to encourage site owners/seasonals to make payment plans with the Park and, when necessary, to recover costs for time spent on these matters.

- Fines:
 - Trash – all site occupants are responsible for taking their trash to the dumpsters. The Park is no longer providing trash pickup as a free service.
 - Pet Rules Clarification - only dogs & cats are allowed as pets in the Park, unless approved by the board.
 - Guest Wristbands – are to be used only for those intended and not transferable.
 - Quiet time - problems are occurring with guests that are staying past quiet time. Guests that do not plan on spending the night must leave before quiet time. We are asking for your cooperation, understanding and voluntary compliance.
 - Common area usage – anyone using common area space must schedule it with Park Management prior to the use so that the usage does not conflict with previously planned park activities. Dumping – There will be no dumping of anything in bathrooms, (e.g. blue boys) or doing laundry or dishes in the bathrooms. Dumping of anything in areas not labeled specific for such dumping (e.g.; dumping station) is prohibited

- Dump station – usage requires prepayment. There is a fine for using dump station without paying
- Water drains – cannot not be walked on or driven over.
- Fines for violations will be issued without exception.

2012 – The following rule changes are effective this year.

- Site Guideline-Phase1 is in effect.
- Fines for all violations. If a fine amount isn't specified then there will be a \$25 fine for the first offense, \$50 fine for all subsequent offenses.
- Using Dump Station without first paying to use it will be an automatic \$50 fine.
- Walking or driving in water drainage ways will be a \$25 fine for the first offense, \$50 fine for all subsequent offenses.

2011 – The following rules changes are effective for this year.

- Elimination of “Emergency Pump Outs”, revised unscheduled pump out fee schedule
- Deposits required for people using carpet on their sites.
- Golf carts with tinted windshields not allowed to be driven at night.
- Updated Lot/Trailer maintenance guidelines and enforcement.
- Clarification on taking/moving anything from a lot other than yours.

2010 - The board adopted the following resolutions:

- Implementation of following Guidelines:
 1. If you live out of state or in a quarantined county then you may not bring any kind of wood into the park (period).
 2. If you live in Wisconsin, in a non quarantined area, and wouldn't normally travel through a quarantined area to get from your house to our park, as determined by Google Maps, then you might be able to bring firewood, for your personal use only, into the park by following established guidelines:
 - a. You must register; fill out a form verifying where the firewood originated, **each time** that you want to bring firewood into the park.

- b. Pay a \$10 administration fee.
- 3. If you live in Wisconsin, in a non quarantined area, and want to purchase firewood from someone else to bring into the park, then you might be able to bring firewood, for your personal use only if:
 - a. The person you are buying the wood from lives in a non-quarantined county within a 25 mile radius of the campground.
 - b. The firewood is coming from wood grown on that person's land, **i.e. cannot be wood that they had brought in.**
 - c. The person whose land that you are bringing wood in from signs our form, a statement that this is wood grown on his land.
 - d. You also follow the following established guidelines:
 - i. You must register; fill out a form verifying where the firewood originated, **each time** that you want to bring firewood into the park.
 - ii. Pay a \$10 administration fee.
- 4. That the firewood you are bringing in, along with the firewood already on your site, will not exceed the 2 face cord limit.
- 5. That the firewood you are bringing in, along with the firewood already on your site, will be stored neatly on your lot and not on any common area.
- **Temporary screen rooms** are no longer allowed by Jefferson County Zoning and therefore us. We will be working with the county to get this regulation modified for the future.
- 10' x 20' **white canopies** are no longer allowed by Jefferson County Zoning and therefore us. We had allowed these on a trial basis but experienced problems with placement, sturdiness, maintenance, and use.
- **Ground coverings** and **outdoor carpeting** are no longer allowed. These were permitted on a trial basis; however seasonals and site owners were not getting pre-approval from the Park Manager. In addition, colors other than the mandated green were being used and the covering/carpeting was not removed and the grass restored when the residents left the site.

2009 – The board adopted the following resolutions

- Arguing over a ticket or excuses will not be tolerated and will be considered as being disrespectful. An additional fine will be charged.
- Failure to sign acknowledgement of receipt of ticket will be considered as being disrespectful and an additional fine will be charged.
- No one is permitted to snow plow any roadways or areas in the Park without express permission from the Park Manager.
- Pets must be current with all shots. You may be asked to provide proof of such if a pet rule is violated. Lack of the proper documentation at time of incident will result in an additional fine.
- Park management and security have the right to go on any site in the event of an emergency or to discuss / resolve a violation of any Park rule or policy.
- No one is permitted to seek services from a Park employee without express permission from the Park Manager. This includes services solicited from an employee on duty as well as off.
- Under Title 47 CFR it is **illegal to monitor** a private licensed **radio** frequency. Radio communications are intended solely for the use of the entity to which it is licensed. Communications may contain information that is privileged, confidential, and exempt from disclosure. If you are not the intended recipient of these radio communications, you are hereby notified that any copying, distribution, dissemination or action taken in relation to the contents of these communications is strictly prohibited and may be unlawful.
- Cars, motorcycles, snowmobiles and trailers are not allowed to be parked on you site or any other in the Park. These can only be parked at your site provided that you are spending time in the Park, you assume all risk and that the vehicle(s) is:
 - Properly insured
 - properly licensed
 - operable
 - titled to the site resident
 - fits in the parking area and is no longer than 20ft
 - There are no more two vehicles per site.
- Pursuant to Chapter NR 45.04 (1) (g) Wisconsin Administrative Code: No person may possess firewood that originates from greater than 50 miles from the campground or from outside the borders of the state. Illinois residents may not bring any firewood into the

state. The Park has the right to seize and burn any firewood not meeting this criterion.

- No more than 2 cords of firewood may be stored on your site. Only pallets that will be burned that weekend may be brought into the Park. (This is being done to preserve the aesthetic beauty and harmony in the Park. The Park will sell bulk firewood in the Park at a fair and reasonable price. It is consistent or more liberal than most other campground firewood rules)

2008 – The board adopted the following resolutions

- There will be a \$15 service fee for sending out Certified/Registered Past Due Statements to Owners who do not respond to Past Due Statement(s) and/or phone calls.
- Children under 12 years of age are not allowed in the store without a parent.
- There will be a \$5 service fee for picking up trash left out after 7pm during the season, left on site before trash pick up at your site starts or after site trash pick up for the year has ended (as posted at the lodge).
- There will be a \$5 service fee for water hoses not disconnected at the end of the season or left connected before the water is officially “on”. (Please check the lodge postings – You will probably be able to connect your hose for weekend use before the water is “officially” on but must disconnect it when you leave).
- FYI, in 2005 the “Park Rules were amended to reflect that “no alcohol is allowed in pool area”. This was left off of the “Summary of Board Resolutions” but has been added in this year.

2007 – The board adopted the following resolutions:

- Violations of Pet rules, dogs not being kept on a leash, not cleaning up after your pet will result in an immediate \$25 fine for the first offense and \$50 for each additional violation.
- Driving around speed bumps will result in an immediate \$25 fine for the first offense and \$50 for each violation.
- The Park has the right to collect monies owed for past underpayment of pump out fees.
- The Park must mark your lot before putting another trailer on your lot and that you must adhere to the Park rules regarding placement of your trailer.
- Boats less than 20’ long may be parked on your lot in place of one of the cars you are allowed. (You can have 2 cars or 1 car + 1 boat)

2006 – The board adopted the following resolutions:

- Mowing/Trimming. The Park will cut your grass but not do any trimming. You are responsible for landscaping your lot in a manner where no trimming is needed for the Park to mow your lot.
- Boats are no longer allowed to be stored on your lot.
- Car decals/tags will be strictly enforced this year. A unit owner is not only responsible for seeing that their vehicles have car passes displayed, but that all their guests are displaying a car pass. There will be a \$9 per day, per vehicle charge for those that have over 2 vehicles. Special season parking passes will be available.
- Property line rules will be enforced stricter this year. This includes keeping trailers and sheds at least 5 feet from the property line as well as not using the common area. Detailed guidelines will be forthcoming.

2005 – The board adopted the following resolutions:

- Wristband/car pass enforcement will increase. If you are found in violation a ticket will be issued by one of several security/management persons. They will not stay and debate the violation or listen to your excuses. They will simply tell you that you are in violation and that a ticket will be issued. The office will keep track of your tickets and an invoice for any fines will be added to your account and sent to you.
- Alcoholic beverages are not allowed in the pool area.
- All Recreational Vehicles must be either RVIA (Recreational Vehicle Industry Association) or RPTIA (Recreational Park Trailer Industry Association) approved and have proof of such, usually a sticker.
- The Board must approve all recreational vehicles and their location before they are brought into the Park. All recreational vehicles, and anything else placed on a lot must be at least 5 feet from the lot line. Nothing may be placed on common elements.
- The Board may authorize the storage or disposal of any recreational vehicles deemed uninhabitable, or that may pose a safety or health problem, or where the owner is in default, or hasn’t responded to any notice sent out or can’t be reached. Disposal and storage charges will be the responsibility of the owner.
- Administrative/Late Fees. A \$20 administrative/late fee will be added for all payments not received on time. Late payments are considered to be payments received in our office 10 or more days after the due date. For example, if

your payment is due on the 1st and we do not receive it in our office until the 12th of the month you will be charged a \$20 administrative/late fee. We are doing this because the number of people paying late is increasing, causing us to pay our bills late and incur late charges and interest.

- A \$10 per golf cart registration fee will be charged for registering golf carts. In 2005 this fee will be waived for everyone who registers their cart(s) before May 25th. A current copy of insurance on your golf cart(s) must be on file in the office.
- Payments. It is, and always has been, our policy to apply payments to oldest bill first (reduces interest charges).
- Taking/moving property from anywhere in the Park, other than your unit, without express permission, e.g. storage area, empty lots, will result in an immediate fine, no warnings. We are doing this because of the continuing theft of other site owners/renters property, our property and vendor's property in the Park.
- Dumping or disposing of property improperly or where you are not supposed to, e.g. storage area, or putting trash on the ground in the dumpster area instead of putting trash into dumpster and closing lid, will result in an immediate fine, no warnings.
- If you do not have your gold/silver card with you or any other identification to verify that you are entitled to this discount, then you will not receive a discount.
- In building a deck with railings the deck spindles may not be greater than 4" apart (Dept of Commerce rules).
- Items in the "Lost & Found" will be retained for 30 days and then be disposed of.

2004 – The board adopted the following resolutions:

- Corrected shed guidelines: maximum allowable shed height is 10 feet. This is an error correction rather than a change as 12 foot height was a misprint previously. Sheds are for storage use only, no sleeping allowed (state regulations). Only one shed per lot (per county zoning & Dec's).
- Wristbands must be worn on the wrist and must be visible at all times.
- Golf carts with proof of insurance and meeting safety guidelines will be registered even if back monies are owed.
- Hot tubs are not allowed on individual sited for safety reasons.

2003 – The board adopted the following resolutions:

- Golf carts will not be registered if monies (dues, assessments, fines, interest, attorney fees, etc.) are still owed from a prior year, unless a payment plan has been worked out and is being followed.
- Driving an unregistered golf cart is a finable violation.
- No 'new' units over 10 years old will be allowed unless specifically approved by the board. No 'new' units over 20 years will be allowed.
- No 3-wheeled golf cart rule was modified to allow electric 3-wheeled carts while still evaluating their safety.

2002 – The board adopted the following resolutions:

- No new 3-wheeled golf carts can be registered and existing 3-wheeled carts have to be replaced by the 2004 season.

2001 – The board adopted the following resolutions:

- All Golf Carts must be registered with the Park and have registration sticker displayed. Must have proof of insurance on file and have cart inspected to register. 15 year olds allowed to drive if obtain Yogi License.
- When a lot owner or their guest is the cause of an overnight camper complaint which requires a refund then the lot owner will be required to reimburse the Park for refund given to the camper.

2000 – Over 80% of lot owners agreed with the board in the following resolutions that were adopted that year.

- All the rules apply all the time to all those in the campground.
- Park management or designee should strictly enforce quiet time rules.
- Lot owners must buy their own picnic tables (this was not the board's original recommendation but based on the Fall 2000 survey where majority of the people felt that lot owners should buy their own picnic tables).
- When a lot owner or their guest are responsible for break ins/damages that occur in the Park, they will be required to reimburse the Park if a reward was paid for that information.

1999 – Over 80% of lot owners agreed with the board in the following resolutions that were adopted that year.

- Fine those who violate Park rules.
- Issue tickets when two or more valid complaints were received from lot owners and/or seasonals.
- Restricted access to units for people who are one year or more behind on their dues & assessments, and who have not entered into a payment arrangement with the Park.
- Noisy golf carts cannot be driven after quiet time.
- Structures that are in violation of zoning laws should be removed by Park if lot owner fails to correct or take down structure after receiving notice. All associated costs will be billed to the lot owner.
- Take action against people living in the Park or who attempt to live in the Park year-round.
- Enacted golf cart rules, licensed drivers only, and 3" lot numbers on front & back of cart, driving on roads only.

1994 – Over 80% of lot owners agreed with the board in the following resolutions that were adopted that year.

- Anyone entering the Park is required to register and wear wristbands.
- Those who are behind on their dues or assessments, and haven't made special payment arrangements, will be denied Park services and the use of Park facilities.
- Any lot behind on their dues, and haven't made special payment arrangements, can automatically be put on the rental program.
- Enforcement of all fines levied against lot owners for violation of Park rules.