

SAUGATUCK RV RESORT

ASSOCIATION RULES AND REGULATIONS

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SRVR Rules and Regulations and Committees

REGULATION I: SITES

Rule 1 RV Size, Placement, Design

- A. *(Adopted as amended 9/04/2010)* No RV shorter than 28 feet will be permitted without prior approval of the board in accordance with Article IX, Section 1 of the bylaws; all must be constructed under the guidelines of the Recreational Vehicle Industry Association (RVIA) or Recreational Park Trailer Industry Association (RPTIA); and they must be titled as a recreation vehicle. Any RV whose original design was other than that of a recreational unit and later converted will not be permitted in the park without the Association Board's approval.
- B. *(Adopted as Amended 10/12/2019)* Unless otherwise approved, placement of permanent or seasonal RV units, including park models must allow for a minimum of three (3) feet of clearance between the RV and lot perimeter. A signed Site Improvement Plan (SIP) by affected owners may allow for an additional one (1) foot use of the three (3) feet clearance required. An overall 4 feet of clearance on all sides is required for emergency personnel access. An owner's site must accommodate four (4) feet of clearance on all sides of the unit as directed by the State of Michigan, Campground Rule 325.1556 (4): "a campground owner shall locate recreational units or other structures, such as sheds and awnings, to provide an unobstructed path which is not less than 4 feet wide and which extends completely around the recreational unit". (The one (1) foot limitation on both sides still maintains the required four (4) feet clearance for emergency vehicles.) Additionally, no RV can be placed within five (5) feet of the Common Area. All such placements are subject to a Site Improvement Plan (SIP) (Appendix ii-iii) approved by an SRVR manager. ** If the current placement of an RV is inconsistent with these guidelines as of the adoption of this rule by the Board, said placements shall be grand-parented and no owner will be adversely affected.

History: Amended in 04/2015 and 07/4/2015 to reflect the four feet clearance requirement; Amended in 10/12/2019 to limit the waiver of the three foot clearance by a neighbor to no more than one foot only; adds requirement for unit to be placed no less than five (5) feet from common area; provides a grandfather clause for violations prior to amendment date; and, formatting changes that have not affected the meaning of the amendment.

- C. *(Adopted 1/26/2008)* This rule is intended to provide future guidance and consistency for the placement and alignment of permanent and/or seasonal RVs, or when any current RV is replaced with a different RV or a park model, or should an RV be placed on an owner's vacant site for a season or major portion thereof. The sizes and shapes of individual sites will be considered when a new RV is placed, as will the view from a neighbor's RV. If the current placement of an RV is inconsistent with these guidelines, as of the adoption of this rule by the Board, said placements shall be grand-parented and no owner will be adversely affected.

As used in this rule, the terms "face" or "facing" or "alignment" shall mean the direction in which the main egress, excluding decks, porches, sunrooms, etc., of the RVs or park models themselves faces.

- (1) RVs on sites 12-51, and 64-71 shall face south. Allowable exceptions are RV's on sites 12, 25, 26, 45, 46, 51, 64 and 71 which may face either north or south.

- (2) RVs on sites 52-63, and 72-86 shall face north. Allowable exceptions are RV's on sites 52, 63, 72 and 86 which may face either north or south.
 - (3) RVs on sites 87-97 shall face southeast to east. An exception is site 97 which may face either east, southeast, or west.
 - (4) RVs on sites 98-102 shall face either north or south.
 - (5) RVs on sites 103-105 shall face either east or west.
 - (6) RVs on sites 106-113 shall face predominantly northeast to northwest, along the arc of the access road. Allowable exceptions are RV's on site 106 which may face either northwest or southeast, and lot 113 which may face either northeast or southwest.
 - (7) RVs on sites 114-118 shall face northeast. An allowable exception is an RV on site 118 which may face in northeast, northwest, southwest, or southeast.
- D. Only one RV unit is allowed per site.
- E. Permanent-type water installation (solid pipe from faucet to RV) is prohibited. An RV hose is required.
- F. Sewer pipes may be either flexible or rigid PVC; they should be checked regularly for leakage. Sewer hookup should be connected to the designated area for each site.
- G. Water and electrical lines should be secured to each respective site's electric boxes and pedestals. To the extent possible, lines should be placed and secured so as not to interfere with yard maintenance.
- H. Owners using permanently installed irrigation systems must use an anti-siphon valve.
- I. *(Adopted 8/06/2011)* Except as may be currently existing, no permanent above-ground barbecue pits or outdoor kitchens shall be constructed within a site unless a solid edging of no less than six inches, flush with the ground surrounds the perimeters to facilitate mowing.
- J. *(Adopted as amended 10/12/2019)* All park models and destination models must be skirted with aluminum or vinyl skirting, or other materials based on industry standards for material customarily used for such siding, and which enhance the appearance of the unit and the campground, within 60 days of arrival. All slide-outs and tip-outs installed on such units must be similarly skirted within such 60-day period. Tongues attached to any park model must also be removed or skirted within 60 days after arrival (Bylaw Article IX, Section 1.)
- History: Adopted as amended 10/12/2019. Added Paragraph J, which is verbatim from the By-laws to stress the importance of compliance.

Rule 2 Assessments and Billings

- A. *(Adopted as amended 9/04/2010)* Each year the Board will approve the amount to be assessed for each property owned within the SRVR. The total assessment amount will be payable in equal quarterly amounts on January 1, April 1, July 1 and October 1 of each year. A late fee of \$25.00 will be charged for each payment that is not received by the 15th of the month. Delinquent assessment payments are

recorded by the treasurer in cumulative 90 day increments and reported to the board. A lien against an owner's property will be filed by the treasurer or his/her designee for an assessment which is 180 days overdue, and the owner will be notified in writing. The cost of the original filing will be included in the lien, and become part of the obligation of the delinquent owner. In subsequent 90 day intervals, the owner's account will be reviewed and reported to the board. The amount of the lien will not be discharged on the owner's property until the account becomes current on all delinquent or overdue amounts owed to the Association. The board, at its sole discretion, may determine on a case-by-case basis to modify the original lien. However, the cost of any such modifications to the original filing shall be borne by the board.

- B. *(Adopted as amended 10/12/2019)* Electric and water will be billed by the Association in periods decided by the Board. Overdue accounts will be considered delinquent and treated in the same manner as overdue Resort assessments. A \$25.00 late fee will be charged for each utility bill payment not received within 30 days of the issued notice. In addition, the Board may serve a seven days' notice on such owner that his or her utility(ies) will then be shut off. A reconnect fee of \$25.00 will be charged if services are discontinued.

History: Amended 1/26/2008. Adopted as amended on 10/12/2019 authorizing the Association to charge a \$25.00 late fee.

To ensure that electric and water meter readings and subsequent billings to owners are accurate, and that any discrepancies in water usage/meters are resolved in a timely manner, the SRVR Board has developed the following guidelines:

- (1) *(Adopted as amended 9/04/2010)* Water meters will be installed no later than the end of May of each year and the initial reading of both water and electric meters will be recorded on a spreadsheet. The lot number will be indicated on the water meter, and it will be checked for proper working order.
- (2) Both meters will again be read in July and recorded by a manager. In July, owners will be billed for electric usage, and alerted (not billed) of an unusual amount of water usage in an attempt to resolve any potential billing issues prior to the close of the season.
- (3) Water meters will be removed by a manager in October and a final reading of both meters will be recorded. Owners are not to remove/store their meters. The manager(s) will indicate on the spreadsheet any changes that could affect the final billing, such as, if a meter was replaced (including the appropriate readings for both the new and old meters), if a site is sold and/or if an owner moves from one site to another within the park.
- (4) Owners who disagree with a meter reading or believe a water bill needs to be adjusted, should contact a manager in writing for resolution. The manager will determine if there is an obvious reason (inaccurate reading, miscalculation) and/or investigate the accuracy of the meter(s). The manager shall report all such discrepancies, whether perceived or actual, to the Board at the next regular Board meeting, along with a recommendation and rationale for billing adjustment, if warranted. If the Board determines that the bill is correct, any additional costs associated with an appeal are the responsibility of the owner appealing the decision until it is shown to be SRVR's error.

- (5) Any water meter of questioned accuracy will be tested by a manager utilizing the SRVR standard test procedure and test fixture, which test will be final and binding. Resolution to purported electrical meter anomalies will be based on historical documentation.

Rule 3 Site Changes: Site Improvement Plan (SIP) (Adopted as rewritten 4/18/2015)

- A. A Site Improvement Plan (SIP) is a detailed outline of planned changes to an owner's site. Items outlined in Rules 4 (Landscaping), 5 (Decks), 6 (Enclosures) and 7 (Sheds) require an SIP.
- B. A Site Improvement Plan (SIP) request form (Appx ii-iii) must be submitted by the owner of the site to the SRVR Manager for approval of an SIP.
- (1) Approval by the SRVR Manager, and Board if deemed necessary by the Manager, is in accordance with *ARTICLE IX, Section 4-Site Improvements*.
- C. The SRVR Manager and Board if deemed necessary by the Manager, will: 1) approve the SIP without change, 2) return the SIP to the owner with required changes or 3) deny the SIP.
- (1) If changes are required the owner must implement these changes in a new SIP and re-submit the new SIP form. If the SIP is denied, the owner has the right to appeal the denial to the SRVR Board.
- (2) The SRVR Manager will determine from the SIP if the change is in accordance with the character of the park. Discrepancies will be resolved by the SRVR Board.
- (3) The SRVR Manager has the right to oversee any work pertaining to an SIP.
- (4) The SRVR Manager must be notified of project completion for final inspection.
- D. SIP items listed in Rules that state "*current survey required*" require a current survey of the site to accompany any SIP if a survey is not on file with the SRVR Manager. A current survey is defined as a survey completed after November 14, 2007 when the bylaws of the SRVR Association (6th Amendment to the Master Deed) were recorded. It is the responsibility of the owner to arrange and purchase the survey. An SIP will be denied if a required survey is not submitted with an SIP or if one is not on file with the SRVR Manager.
- E. Improvements to a unit interior do not require an SIP unless the improvement employs tools or equipment that have the potential to impact other sites by excessive noise or debris.
- F. The SIP must include the estimated start and completion dates of the requested changes.
- G. The owner is responsible for any damage to the SRVR infrastructure that occurs from work performed to complete an SIP. This includes, but is not limited to water system and apparatus, electric, telephone, television cables and/or components and sewer systems.
- H. Changes to an owner's site without an SIP approval are prohibited and will result in any changes to be reverted to the original state at the cost of the owner.

- I. *(Adopted as amended 10/12/2019)* Changes to an owner's site must accommodate four (4) feet of clearance on all sides of the unit, including between sheds and units, as directed by the State of Michigan, Campground Rule 325.1556 (4): " a campground owner shall locate recreational units or other structures, such as sheds and awnings, to provide an unobstructed path which is not less than 4 feet wide and which extends completely around the recreational unit." ** If the current placement of a shed is inconsistent with these guidelines as of the adoption of this rule by the Board, said placements shall be grand-parented and no owner will be adversely affected.
- J. Violation of Site Changes Requiring an SIP, Rules 3, 4, 5, 6 and 7
- (1) Violations include but are not limited to:
- a. Not submitting an SIP for a change that requires an SIP even if the change is in accordance with an associated rule.
 - b. Performing a change that was not listed on a submitted and approved SIP.
 - c. Changes that are prohibited by any rule not requiring an SIP.
- (2) In the event of a violation, the lot owner with the violation shall reverse the change to its original state as directed by an SRVR Manager no later than fourteen (14) days after the lot owner's receipt of written notice from the SRVR Manager.
- (3) If the lot owner does not correct the violation within the required time period, the SRVR Manager shall have the right to correct the change, and the lot owner agrees that the SRVR Manager shall have access to the lot for this purpose, with all the costs for the reversing the change being the sole obligation of the violating lot owner. In the event the violating lot owner does not reimburse SRVR for the cost for the change within fourteen (14) days after the lot owner's receipt of the invoice from SRVR, SRVR shall have the right to pursue against the violating lot owner any and all remedies it may have under the SRVR Rules and Regulations and under Michigan Law, including the obligation of the lot owner to pay for all attorney's fees and court costs of SRVR and/or any sanctions as ordered by any applicable court.

History: Adopted as amended 9/12/2013 to require a current survey. Adopted as rewritten 4/18/2015 to define manager authority, violations and consequences and technical amendments. Adopted as amended 10/12/2019 to include sheds in paragraph (I.) as well as a grandparent clause for sheds in place prior to the date of the amendment.

Rule 4 Landscaping (Adopted as rewritten 7/4/2015)

- A. *(Adopted as amended 10/12/2019)* Current survey (if not currently on file) required with the SIP for:
- (1) Installing or changing a unit.
 - (2) Addition or relocation of propane tanks.
 - (3) Addition or relocation of external Air Conditioning and/or Heating Units (also may require Township permit).
- B. Current survey is required for items below to determine property lines. Once established, it will be determined if the changes could impact property lines or common area within 5 years (i.e., plant growth) or could impact the path of lawn mowing by the SRVR Manager. All changes must be within 5

feet of any common area line. In accordance with the rules associated with the SIP form, adjacent owners are required to approve the changes if it will impact the property lines.

(1) Installing or changing an existing patio. A patio is defined as an area that requires building materials (i.e., flagstones, bricks, stone) constructed so that the materials are flush with the ground.

a. Rules for covering Sites with materials is outlined in *ARTICLE IX, Section 4-Site Improvements*

(2) Installation or removal of shrubs with a span greater than 3 feet or any tree.

(3) Removal of an existing tree with a caliber (trunk diameter at 3 feet above ground) of more than 2 inches.

a. Any shade tree removed must be replaced by a tree with equal or better qualities, but not necessarily in the same location, at the owner's expense within one year of removal. The replacement tree must be approved by the SRVR Manager prior to planting.

(4) Any installation or change of planting bed that contains annuals, perennials, trees, and/or shrubs that would impact the restrictions outlined in B.

History: Adopted as rewritten 7/4/2015 adding clarity to previous version. Adopted as amended 10/12/2019 added "if not currently on file" to paragraph (A.)

Rule 5 Decks/Porches and Concrete Slabs (Adopted as rewritten 4/18/2015)

- A. A current survey is required for all modification/installation of concrete slabs and any deck construction.
- B. Any construction that requires footings (i.e., permanent, cemented anchors installed below the frost line) is prohibited.
- C. Concrete slabs are to be at least 4 inches thick but no more than 6 inches thick, flush with the ground (no footings) and limited to an area equal or less than the unit. Slabs are to be directly under or on the long side of a unit.
- D. Decks are defined as flat surfaces installed above (not flush/in contact with) the ground on supports. All supports must be non-permanent. Industry standards for deck materials must be used (i.e., wood, composite).
- E. The cumulative (sum) square footage of any deck, porch and enclosure (see Rule 6), including railing footprints/area on a site cannot exceed 400 square feet.
- F. All decks must be fully skirted within 60 days with materials approved by the SRVR Manager and maintained in good condition. Storage beneath is permitted.
- G. All deck railings must be between 36 and 42 inches from the deck surface.
- H. A deck can be a height up to but not exceeding one that is level with the unit entrance.

- I. Decks and concrete slabs must be at least 3 feet from any adjacent owner property line and at least 5 feet from a common area and must accommodate four (4) feet of clearance on all sides of the unit.
- J. No portion of a deck can prohibit use of an emergency exit from the unit.
- K. There must be direct ingress/egress between the RV and at least one deck.

History: Adopted as rewritten 10/11/2014 to comply with legal opinion from SRVR attorney and Michigan State Compiled Laws; defined decks, enclosures, and concrete slabs; included disclaimer for violations of state law; provided specific parameters for said decks, enclosures, and concrete slabs. Adopted as rewritten 4/18/2015 to simplify requirements and mirror Michigan State Compiled Laws, Administrative Rules, and Campground guidance i.e., limits the cumulative square foot total of all decks, porches, and enclosures to 400 square feet.

Rule 6 Enclosures (Adopted as rewritten 4/18/2015)

- A. The use of camping tents is prohibited.
 - (1) The temporary use of tents (i.e., for children) should be cleared with the SRVR Manager before use. These tents are not to be used for habitation/overnight use.
- B. Free-standing screened structures are not to exceed 100 square feet and cannot be used for habitation/overnight use.
- C. Awnings and removable screen rooms must be attached to a unit and cannot exceed 10 feet in width and cannot exceed the length of the unit.
- D. Sunrooms, Screened-In Rooms, Three-Season Rooms (temporary living quarters)
 - (1) A current survey is required if not constructed on top of an existing compliant deck or concrete slab.
 - (2) Installation must be fabricated and installed by a licensed Michigan contractor.
 - a. Proof of Worker's Compensation and Liability Insurance must be submitted to the SRVR Manager for approval prior to construction. Failure to provide the documentation will result in a delay in approval of the SIP and will result in the denial of the SIP.
 - (3) Total square footage of these enclosures plus any remaining deck area not covered by these enclosures cannot exceed a total of 400 square feet.
 - (4) May be constructed of wood or other approved material, must be color-coordinated with the unit, and must be maintained in like-new condition.
 - (5) Any enclosure on top of an existing deck must be fastened to the deck or concrete slab at base.
 - (6) Additional or separate electrical or heating/cooling infrastructure must be installed by a licensed contractor.

- a. Proof of Worker's Compensation and Liability Insurance must be submitted to the SRVR Manager for approval prior to construction. Failure to provide the documentation will result in a delay in approval of the SIP and will result in the denial of the SIP.

(7) Enclosures must be at least 3 feet from any adjacent owner property line and at least 5 feet from a common area.

(8) No portion of an enclosure can prohibit use and access of an emergency exit from the unit.

(9) If the required ingress/egress from the RV to the deck is within the enclosure, the enclosure ingress/egress will suffice for an ingress/egress to the deck or property.

(10) All enclosures must be fully skirted with materials approved by the SRVR Manager and maintained in good condition. Storage beneath is permitted.

E. Construction of carports or structures over designated parking spaces is not permitted.

History: Adopted as rewritten 4/18/2015. Removed Enclosure requirements from Rule 5 (amended on 10/11/2014) and added the requirements to existing Rule 6, which was for Temporary Enclosures. Requirements for enclosures were amended to comply with Michigan State Compiled Laws, Administrative Rules, and Campground Guidance, i.e., the total cumulative square footage of enclosures and any uncovered deck cannot exceed 400 square feet.

Rule 7 Sheds and Fencing (Adopted as rewritten 4/18/2015)

A. Sheds are free-standing structures not attached to a unit for storage purposes only. Industry standards for shed materials must be used (i.e., wood, composite). Sheds must be color-coordinated with the unit or be painted to blend in with the natural surroundings and maintained in like-new condition. Separate electrical outlets may be added with an approved SIP and must be installed by licensed and approved contractors. Other utilities may not be added to sheds.

B. Sheds are not to be used for habitation/overnight use.

C. Total square footage of any single shed cannot exceed 80 square feet.

D. Placement (*Adopted 7/5/2008*)

(1) Lots 12 through 25 (fence row): sheds must be placed at the back side of the lot along or near the fence.

(2) Lots 26 through 102: sheds must be placed on the road side of the lot.

(3) Lots 103-118: sheds must be placed on the back side (non-lake) of lot.

E. Fencing (*Adopted 9/06/2008*)

Except as set forth in this rule (see below), and as of the date of its adoption, no fencing of any type or nature shall be installed, or constructed, or replaced within any lot in the SRVR.

- (1) Picket and/or lattice white vinyl fencing adjacent (defined as being nominally within 12") to any water and electrical utilities equipment, air conditioning units, and/or propane tanks located on that owner's lot is permitted, provided no portion of such vinyl fencing may exceed nominally four feet (4.0') in height from natural ground level; allows accessibility to all utilities; and further provided that the fencing has been approved by a Site Improvement Plan (SIP).
- (2) Fencing along any interior lot line around live plantings (defined as flowers, bushes and trees) ("Planting Fencing") is permitted with an approved SIP, provided all of the following conditions are satisfied:
 - a. The planting fence may only be a wood split rail or a white vinyl split rail, provided no portion of the planting fence may exceed a height of nominally four feet (4.0') from natural ground level.
 - b. Any contiguous span of the planting fence may not exceed nominally eight feet (8.0') and may not be located along any portion of the front and/or rear lot lines.
 - c. No planting fence may interfere with any utilities, whether underground or overhead in the SRVR.
 - d. *(Adopted as amended 9/04/2010)* No planting fence or series of such fences may total more than twenty-four feet (24') along any interior lot line.
 - e. In the event after a planting fence is approved under this rule, and there exist fewer living plantings along the planting fence than as set forth in the SIP, such planting fence or portion thereof shall be removed by the lot owner within fourteen (14) days of the lot owner's receipt of written notice from an SRVR Manager.

History: Adopted as amended 7/4/2015- Removed Language "Small sheds (2 ½ feet in depth) are allowed next to the RV or LP tank if set-backs allow." Removed language regarding violations of fencing rule as violations are addressed in Regulation VII. Removed language "With the exception of existing structures, carports are not permitted."

Rule 8 Maintenance

- A. The Association shall maintain all common areas and, as accessible, lawn mowing of individual sites.
- B. With the exception of lawn mowing, each owner shall maintain his or her own site and any improvements or utilities on the site.
- C. Damage to skirting, screens, and RV units or sheds caused by debris thrown by mowers or other maintenance equipment shall not be considered negligence on the part of the Association.
- D. If a lot is not maintained in an orderly manner, the enforcement procedures outlined in Regulation VII, Rule 2 of the SRVR Rules and Regulations will be implemented.
- E. All work on utility pedestals must be done by Michigan licensed contractors. If pedestals are moved or modified, or permanent or semi-permanent additions such as an underground sprinkling system or electrical/water/phone/TV cable lines are installed, submission of a SIP with a current survey is required. Owners are required to properly maintain the utility pedestal on the site.

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REGULATION II: GENERAL RESORT

Rule 1 Use

- A. No unlawful use shall be made of the Condominium property or any part thereof.
- B. Illegal drugs of any type are prohibited in the park.
- C. No owner shall use, or permit the use by any occupant, tenant, invitee, guest or member of his or her family of any firearms, air rifles, pellet guns, B-B guns, bows and arrows, sling-shots, fireworks (other than hand-held sparklers) or other dangerous weapons, projectiles or devices anywhere on or about the Condominium premises.
- D. *(Adopted 9/04/2010)* In accordance with Article IX, Section 3 of the bylaws, and excepting use of the recreational facility (governed by Regulation IV, Rule 2), the use of common elements, *e.g.*, the beach and docks, is limited to owners, renters, their relatives, guests and friends. The use of the common elements, with the exceptions noted above, is not permitted for groups consisting primarily of non-owners—by way of example: reunions wedding receptions, organizations, clubs, etc.
- E. *(Adopted as amended 10/12/2019)* Off Season Occupancy: During the off-season, the period of October 31st through April 20th of the consecutive calendar year, no person shall reside in the park for a period of 3 or more consecutive nights. All RVs on site must be property of the owner of the site on which it is parked. All rentals are prohibited during the off-season.

History: Adopted as amended 10/12/2019. Changed the date of the off season period from October 31st through April 19th to October 31st through April 20th as stated in the By-Laws.

Rule 2 Volunteer Liability (Adopted 3/08/2008)

Volunteer workers are an essential facet and integral part of the well-being, upkeep and beautification of SRVR. To that end, the Board has purchased insurance such that volunteers are covered as additional insureds, providing them protection under its Commercial General Liability Policy equivalent to the same terms, conditions and coverages as SRVR. This Volunteer Liability rule has been reviewed by the insurance agent representing SRVR.

A. Coverages

- (1) Limited to \$1,000,000 per occurrence with a total \$2,000,000 aggregate per policy year.
 - a. The umbrella provides an additional \$2,000,000 of coverage per policy year following form over the commercial general liability coverage form.

B. Limitations:

- (1) The volunteer worker may not be engaged in selling goods, property or services for personal profit.

- (2) The volunteer worker must be acting under the auspices of the Board of Directors or a Board-appointed committee.
- (3) The volunteer worker agrees to hold SRVR harmless from any and all injuries/damages to said volunteer, and to his or her property.

C. Exclusions

(Section II, subsection 2A of the Insurance Services Office, Inc. of the general coverage liability form).

- (1) Workers' Compensation
- (2) Property owned by the volunteer worker
- (3) Either bodily injury or personal injury of or to the volunteer worker

Rule 3 Vehicles and Traffic

- A. Owners or their guests are responsible for safe and proper operation of vehicles. They must drive according to the posted speed limit of 5 miles per hour. They must have a valid driver's license to drive any vehicle, including golf carts and motorized bikes or motorcycles, in the park. Motorcycles may be driven only from the park entrance to the owner's site and back.
- B. *(Adopted as revised 4/18/2013):* All vehicles in the park must be properly and currently licensed by the required state agency. Except as allowed to service the park, no commercial vehicles of any type or size, junk vehicles, vehicles not in running order, or any other vehicles not used exclusively for the customary personal transportation (as the phrase is understood by an informed reasonable person) of park owners or their guests between their residence(s) and SRVR, may be parked or stored anytime or anywhere in the park, including any owners' sites; and no more than two (2) vehicles used for customary personal transportation purposes shall be parked at any time on any owner's site. No vehicle is to drive across another owner's lot or any common area, nor park such that it obstructs walking paths, or extends into a roadway or grassy area, or another owner's property. Mechanical work on any vehicle within the park will be allowed only in case of emergency. (Boats/trailers are governed under Regulation III.)
- C. *(Adopted 8/08/2009)* The common areas, most notably the center of the park between lots 26-45 on the west and 46-63 on the east; and also immediately south of the recreational facility, and the area bordered by the recreational facility to lot 71 on the west and lots 72-86 on the east are not intended for general habitual access to individual sites nor to other areas of the park, but rather for pedestrian traffic only. Except for emergencies, or the placing of an RV, or construction/maintenance, or other situations for which a site is inaccessible, no vehicular traffic is allowed on any common area.
- D. No parking is allowed on any roads, on any common areas, on any vacant sites, on any playground, or in the beach areas without the consent of an SRVR manager. Owners wishing to park on a site other than their own must have written permission from the owner(s) involved. A parking Variance Request form is found in Appendix iv.

Rule 4 Campfires

- A. Campfires must be only in approved devices, attended at all times, and extinguished upon retiring.
- B. Large fires are not permitted.
- C. Firewood must be stacked neatly.

Rule 5 Refuse

- A. All refuse or disposable materials must be placed in plastic bags or other suitable containers and then placed in dumpsters provided.
- B. All corrugated boxes must be broken down before disposing in the dumpsters.
- C. All yard waste materials must be placed in dumpsters provided—not raked into roadways. Burning of trash and yard waste is not permitted, per township ordinance.
- D. Refuse should not be left out overnight.
- E. All sites must be free from unsightly refuse and trash at all times.

Rule 6 Household Hazardous Waste

Many pesticides, cleaning products and paints contain toxic chemicals which should not be disposed of with household trash in the SRVR dumpster. Use these products up, give them away, or call Resource Recovery (269) 673-5415 to make an appointment for one of the household hazardous waste collection sites listed below.

- A. Weekday Collections (by appointment only): Allegan County Health Department, 3255 122nd Ave., Suite 200, Allegan. (269) 673-5415.
- B. Saturday Collections (by appointment only):
 - (1) Saugatuck Public Works Garage, 3338 Blue Star Hwy, Saugatuck. Call Resource Recovery.
 - (2) Wayland Area Ambulance, 911 S. Main, Wayland, (269) 792-2265.
- C. Accepted substances are: Pesticides, weed killers, cleaners and polishes, aerosols, wood preservatives, asphalt and roofing tar, oil based paint products (thinners, solvents, varnish), photographic chemicals, mercury thermometers, fluorescent lamps and home repair products (glue and cement).
- D. Prohibited items include: smoke detectors, explosives or latex paints. Commercial wastes cannot be accepted.

Rule 7 Children and Guests

- A. Owners are fully responsible at all times for the actions of their guests and children.
- B. State law prohibits more than 8 persons occupying a site overnight.
- C. Overflow guest vehicles should be parked in visitor parking. No vehicles may be parked in the roadway, or on SRVR common areas or on other sites.

Rule 8 Pets

- A. Pet owners are responsible for the safety, behavior, noise and immediate clean-up after their pets.
- B. Pets must be leashed at all times when off owner's premises. No animal shall be permitted to run loose upon the common elements.
- C. With the exception of the designated dog beach, pets are prohibited at all times from beaches, docks, playgrounds, and all common buildings.
- D. A maximum of two pets is allowed per site unless approved by the Board.
- E. Pets must at all times be kept under such care and restraint so as not to be obnoxious on account of noise, odor or unsanitary conditions.
- F. *(Adopted as written 7/4/2015)* All owners using the SRVR Dog Park must comply with the SRVR Dog Park Rules, complete and sign a Dog Park Agreement, and submit the signed agreement with the SRVR Manager(s) on an annual basis.

History: Paragraph (C) appears to have been amended from the 2014 Rules version by adding the language "With the exception of the designated dog beach. It is assumed this was done in 2015 or later but cannot verify this through the adopted Board Meeting minutes.

Rule 9 Nuisances

- A. Quiet time in the Park is midnight until 8 a.m. and extended to 10:00 a.m. on weekends and week-day holidays. Owners must be certain not to disturb their neighbors or others.
- B. Loud noises or sounds, harmful or offensive activities, or other nuisances will not be permitted.

Rule 10 Personal Use of SRVR Equipment *(Adopted 3/07/2009)*

Equipment, machinery and tools (collectively referred to as "Equipment") are from time to time purchased, owned and maintained by the Association. Such equipment is not normally intended for general use by individual owners. However, with the permission and oversight of an SRVR Manager, or his or her designee,

such equipment may be loaned to an owner for a limited period of time as determined by the SRVR Manager for personal use under the following conditions:

- A. The equipment is not to be used by guests, renters or children under the age of 18.
- B. The owner shall assume full liability and responsibility for the use of Association equipment.
- C. At the discretion of an SRVR manager, a "Waiver of Liability" form, available in the managers' office must be signed by the borrower and submitted prior to usage.
- D. Mechanical or electrical equipment may be loaned to and used by an owner only during times when a manager or his/her designee is on duty.
- E. Equipment must be returned in substantially the same condition as when it was borrowed by the owner. Damage will be the owner's responsibility.

Rule 11. Memorials (Adopted 9/05/2009)

Memorials for a loved one of the SRVR community may be made to the association. This rule is separate from, and is not intended to conflict with or modify Regulation IV, Rule 1, Facility Donation Policy.

Options include:

- A. Submit a request form for engraving a paver along the Memorial Butterfly Pathway. The inscription for all memorials will be uniform and shall read, "In Loving Memory of _____." A minimum \$100 donation made payable to SRVR shall accompany the request. All requests will be given to the SRVR Manager(s) for approval and may not include any ludicrous, obscene, offensive or suggestive names.
- B. Cash donations for specified purposes or in-kind donations elsewhere in the resort are acceptable, but will require prior approval by an SRVR Manager and/or board approval. However, there shall be no markers to acknowledge either the donor or the donee, it being understood that the Memorial Pathway shall be the only memorial site in SRVR.
- C. Cash donations for an unspecified purpose may be used at the discretion of the board and/or its committees.
- D. *(Adopted 9/04/2010)* With the exception of a donation made on behalf of or in memory of a deceased owner, association funds shall not be used to support or contribute to groups, organizations, or remembrance memorials, whether inside or outside of SRVR. An exception may be the creation of an internal fund within the association budget to which association members might contribute for an explicit purpose.

Rule 12 Miscellaneous

- A. Clotheslines are not permitted.

- B. With the exception of boat storage along the lakefront in accordance with Association Rules and Regulations, the common elements may not be used for the storage of personal property.
- C. Trespassing on another owner's site is prohibited.
- D. All signs in any part of the park must be approved by an SRVR manager including real estate signs.

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REGULATION III: BEACHFRONT AND BOATING

Rule 1 Beach

- A. *(Amended 12/6/14)* No lifeguards are on duty. SWIM AT YOUR OWN RISK! Children must not be left unattended and minor children must be supervised at all times. Parents are responsible for the safety of their children at the beach and in the lake.
- B. The beach area may be closed at the discretion of the Association.
- C. Swimming during quiet time is prohibited.
- D. Pets are not allowed on the beach.
- E. Fires on the beach must be in portable fire pits and follow the same rules as those listed in Regulation II, Rule 4 of the SRVR Rules and Regulations.
- F. Glass containers are not permitted on the beach.
- G. All ropes, floats and rings are safety devices and are for EMERGENCY USE ONLY.
- H. Place all trash in containers provided.
- I. Fishing is not permitted in designated swimming areas.

Rule 2 Boats and Utility Trailers (Adopted as amended 10/12/2019)

For the purpose of SRVR, boats are defined as all watercraft including pontoons, small motor boats, row boats, canoes, sail boats, kayaks, paddle boats, and paddle boards.

- A. Only boats registered in the name of an owner are permitted in the park.
 - B. Each boat, regardless of its size, type, or storage status, must display the site number of its owner clearly on the front of the boat.
 - C. Owners storing or beaching a boat on the lakefront are required to complete a Boat Storage Agreement (Appendix v) which will be submitted to the grounds keeping committee for approval and kept on file in the SRVR manager's office.
- (1) The number of boats allowed for storage along the waterfront at any given time is a maximum of 30, not including boats owned by the Association. Only one boat per owner is allowed. Once the maximum number of boats is reached, any additional SRVR owners seeking space will need to submit a written request to the grounds keeping committee to have their name placed on a waiting list on a first come basis. As spaces become available,

the SRVR Manager(s) will notify owners whose names are on the list as to availability and location for their boat to be stored.

- (2) Any owner storing a boat on the lakefront will pay a fee to SRVR of \$125.00 for the first year and \$25.00 for each successive year with the exception of pontoon boats. Pontoon boat owners will pay a yearly fee of \$100.00 after the initial \$125.00 (Approved April, 2018.) This fee must be paid with the April 1st assessment. If unpaid by April 15th, the boat will be removed at the owner's expense.
- (3) Beaching and storage of boats on the lakefront will be allowed only in designated areas.
- (4) No boats may be tied or chained to a tree along the waterfront.
- (5) All boats must be secured by lock and chain to one of the cables in the designated areas for boat storage.
- (6) Boats stored at the waterfront must either be covered or stored upside down so as not to collect water. Boats should be checked occasionally by their owners to be sure they are not collecting water, as some paddle boats will collect water even when turned over.
- D. Boats may be stored temporarily for a maximum of two weeks by obtaining a temporary storage pass from an SRVR manager and by displaying it on the boat. Temporary storage must be near the boat launch. Failure to comply may result in the loss of storage privileges and/or the removal of the boat by an SRVR manager at the owner's expense.
- E. A small boat may be stored under the RV unit on an owner's site. Boats may be stored on an owner's site from 10/15 through 4/30. Failure to remove the boat by that date will result in the enforcement activities outlined in Regulation VII of the SRVR Rules and Regulations.
- F. Boats and utility trailers may be stored from 4/30 through 10/15 on an owner's site for a period not to exceed 72 consecutive hours at a time.

History: Adopted as amended 10/12/2019. Defined SRVR boats. Increased the annual fee for pontoon boats.

Rule 3 SRVR Pontoon Boat

- A. Only adult site owners are insured to operate the pontoon boat. No children, guests, or renters are to operate the boat at any time.
- B. Owners need to reserve the boat by signing the Pontoon Sign-up Sheet located in the laundry room of the recreation facility any time the boat is used, not just to reserve it.
- C. Time is limited to 90-minute posted slots. If upon returning the key, the boat is not signed out, you can reserve it for another 90 minute slot. **You must check the sign-out sheet in the laundry room at the end of your time slot.**

- D. Any owner wishing to operate the Association pontoon boat must be approved by the SRVR Manager as having been instructed in the proper and safe operation of the boat.
- E. Follow all instructions posted on the pontoon boat.
- F. Goshorn Lake is a NO WAKE lake. Goshorn Lake is a NO WAKE lake. Owners must operate the pontoon boat in a safe and responsible manner. No passengers can sit or stand on the front deck of the boat while in motion. All passengers must be inside the gate.
- G. Tie up to the dock, lock the boat after using it, and return the key.

Rule 4 SRVR Paddle Boats, Fishing Boats, and Kayaks (Adopted 9/04/2010) Kayaks

- A. Site owners assume full liability and responsibility for the use of SRVR watercraft.
- B. No children or guests of owners may use the SRVR watercraft unless accompanied by or under the direct supervision of an owner.
- C. Use of the SRVR watercraft including the pontoon boat is at the owner's personal risk, and a "Waiver of Liability" form must be signed and given to an SRVR manager before using any of the boats. Forms are available from an SRVR manager.
- D. Lifejackets or preservers must be worn at all times and are available in the dock box by the shuffleboard court.
- E. A signup sheet will be available in the laundry room of the recreation facility to reserve the boats. Please sign the sheet any time the boats are used and not just to reserve them.
- F. Keys to unlock the boats will be available in the laundry room.
- G. Lock the boat to the cable when finished and return the keys and preservers to their proper locations.

PLEASE TAKE CARE OF THE BOATS LIKE THEY ARE YOUR OWN, BECAUSE THEY ARE!

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REGULATION IV: RECREATION FACILITY

Rule 1 General Rules of Use (Adopted as amended 10/12/2019)

The SRVR Recreation Facility is here for SRVR owners' use and enjoyment. It is intended to provide a convenient location to socialize with other owners and guests in a warm, welcoming environment. For this type of environment, it is essential for all owners to respect the building and the rights of other owners. Should you have any questions or concerns regarding the use of the facility, please contact the SRVR Manager.

- A. Smoking is not permitted within the facility.
- B. Non-owner commercial activities are not permitted within the facility.
- C. SRVR quiet hour rules must be observed. Be considerate of sites near the facility at all times.
- D. Stapling or taping of banners and/or streamers to walls must be limited to the bulletin board areas so as not to damage the paint/walls.
- E. *(Adopted 8/10/2013)* No balloons are allowed in the hall.
- F. Maximum occupancy limits must be observed.
- G. Adult supervision of minors is required at all times, whether during a private function or while utilizing the multi-purpose rooms.
- H. Notify an SRVR manager of any problems encountered and any damage to the facility and/or grounds during use.
- I. Facility furnishings and equipment may not be removed from the premises.
- J. Use of alcoholic beverages shall be in accordance with the laws of the State of Michigan.
- K. Parking next to the recreational facility is intended for use during special functions, loading/unloading items and for handicap parking. It is not intended for general parking.
- L. Food stored in the refrigerator or freezer for special events should be labeled and dated. The food should be removed within 24 hours after the event.
- M. Animals are permitted inside of the facility only under extreme weather conditions such as severe rain, electrical storms, or tornados.

- N. All other applicable park Rules and Regulations, or unlawful activities, though not specifically listed in this General Rules of Use section, shall also pertain to the use of the recreation facility.

History: Adopted as amended 2015. Removed requirement to keep kitchen locked during the off season. Adopted as amended 10/12/2019 – Deleted and moved paragraph (K) “Owners who use the restrooms in the off-season (see Rule 6-B below) will be responsible for maintaining and keeping them clean. Notify an SRVR manager if a problem arises” to Rule 5 “Facility Hours of Operation” paragraph (B).

Rule 2 Facility Reservation Guidelines (Adopted as rewritten 4/18/2015)

- A. The facility may be reserved by owners of SRVR. Owners wishing to use the facility are to submit an application form (Appendix vi) to the SRVR Manager.
- B. Owner(s) using the facility must be present at the event held during the rental period and are responsible for the conduct of their guests.
- C. Facility usage approval is made on a first-come, first-serve basis; however, SRVR-sponsored and scheduled activities take precedence.
- D. Facility usage hours on the day of the reservation are from 9:00 a.m. until midnight. Set-up and cleanup shall be completed within the time reserved for the function. It is not necessary to reserve the facility for the entire time if not needed.
- E. The Board reserves the right to deny use of the facility for any reason including, but not limited to, delinquent payment of assessments and prior misuse of facilities.
- F. The facility must be cleaned in accordance with the SRVR Facility Cleaning Checklist (Appendix vii). If any of the items on the list are not performed, a \$50.00/hour cleaning fee will be charged to the owner. Full cost of repair of the facility and repair/replacement of facility furnishings damaged or missing following the usage will also be charged to the owner.

History: Adopted as rewritten on 4/18/2015. Removed rental fee and security deposit from SRVR owners; eliminated age requirement for usage; and increase the per hour cleaning fee from \$25.00 to \$50.00.

Rule 3 Computer and Wireless Internet Use (Adopted 12/01/2007)

The wireless internet system (the “system”) and the computer installed in the recreation facility are for the intended use of owners, their families and guests exclusively. The SRVR Condominium Association reserves the right to monitor and access data and communications transmitted via any SRVR owned equipment or system, as well as privately owned personal computers which access the system, and may limit or deny such access to the computer or the system for violations. By accessing or allowing family members or guests to use the SRVR computer or access the system, the owner automatically accepts responsibility for any misuse. The owner shall not hold SRVR, or any of its members, liable for denial of the privilege of using the computer or the system.

A. Computer

- (1) Neither the computer nor its components are to be moved without permission from a manager.
- (2) No additional peripherals or components are to be added to the computer without permission from a manager.
- (3) Default settings on the computer are not to be changed.
- (4) No personal files are to be stored on the hard drive.
- (5) Any program loaded onto the hard drive is to be completely removed prior to exiting.
- (6) Children are to be monitored at all times by a responsible adult.
- (7) Computer sessions should be limited in duration, especially if others are waiting.
- (8) *(Approved as amended 10/12/2019)* Owners must supply their own paper for printing.
History: Approved as amended 10/12/2019. Added the requirement to supply paper.
- (9) All other applicable restrictions in B below apply to the use of the computer.

B. Prohibited Activities

- (1) Illegal, unlawful, or illicit purposes including downloading, uploading or accessing pornographic materials.
- (2) Interfering with or disrupting network users, services, or equipment. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; transmission of threatening, obscene, or harassing materials; propagation of computer worms or viruses; or use of the network to make unauthorized entry to other computational, informational, or communications devices or resources.
- (3) Attempting to circumvent data protection schemes or uncover security loopholes such as possessing, creating, and/or running programs designed to identify security loopholes or decrypt secure data.
- (4) Employing “hacking” techniques such as, but not limited to, cracking passwords, intentionally crashing the system, forging email, and accessing system files or other private files for which the user has not been granted specific access.
- (5) Interfering with activities in the recreation center, or the rights and privacy of other users, by loudly playing music, videos or video games.

Rule 4 Laundry Rules and Responsibilities

The laundry facility is provided for SRVR residents and is to be maintained by those residents who choose to patronize it.

- A. Clean the machines after each use, including the dryer lint filter. Do not overload the machines. They are not recommended for heavy rugs or large comforters.
- B. Take the trash to the dumpster. Do not throw empty laundry packages in the trash. Take the empties to the dumpster.
- C. Clean up around the machines. A broom and dustpan have been provided for your use.
- D. When the load is completed, do not leave laundry unattended. Be aware of the time as others may be waiting to use the machines.
- E. Turn out the lights when finished.

Rule 5 Facility Hours of Operation

The recreation facility is open for use during the hours listed below:

- A. *(Amended 12/6/14)* The restrooms, multi-purpose/activity rooms and the laundry room are open 24 hours during months the resort is open. Minor children must be supervised in the recreation facility. A key entry will be available for restrooms during offseason use. A \$5.00 lost key fee will be charged for a replacement key.
- B. *(Adopted as amended 10/12/2019)* Owners who use the restrooms in the off-season will be responsible for maintaining and keeping them clean. Notify an SRVR manager if a problem arises.
History: Adopted as amended 10/12/2019. Moved this rule from Rule 1 "General Rules of Use"
- C. The SRVR managers will establish office hours in conjunction with the Board and the hours will be posted on the SRVR manager's office door/window.
- D. The storage/mechanical rooms are locked at all times. See an SRVR manager for a key.

History: It appears this Rule was amended since the 2014 version. What was then Paragraph (A) stating "The kitchen is locked at all times except for SRVR events." This was possibly removed in 2015 or later but it cannot be verified through the Approved Board Meeting Minutes.

Rule 6 Facility Donation Policy (Adopted 9/30/2006):

- A. Cash donations and gift cards are encouraged and will be utilized to purchase necessary interior, landscaping or other items as determined necessary to operate the facility.

- B. Books, CD's, DVD's and games, all in good condition, will be accepted.
- C. Anyone wishing to make an in-kind donation must submit the request of the item along with an accompanying description of the item to the SRVR Manager.
- D. The donor automatically agrees to relinquish all property rights and gives the Board the right to dispose of the item.

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REGULATION V: ELECTIONS

(Adopted 10/12/2013)

Rule 1 Election Protocol

Where applicable, this election protocol shall govern all elections— general, special and board member—which follow.

- A. One ballot for each lot owned will be mailed via US mail to owners at their last known address no less than two weeks prior to the deadline for voting in any election. Included shall be a pre-addressed stamped envelope with which to return the ballot(s).
- B. Ballots, sealed in the pre-addressed envelope, must be returned to the Secretary of the Board or placed in the mailbox near the manager's office, no later than the deadline established by the board.
- C. Ballots returned in a different envelope, or with the lot number(s) on the front of the envelope erased or effaced will not be opened or counted.
- D. To preserve secrecy and ensure accuracy, lot numbers on the envelopes will be checked against a master list before opening. They will then be opened and the ballots removed and tallied by no less than two members of the Board who are not candidates, appointed by the presiding officer, for such purpose.
- E. There is no provision for write-in votes or proxy votes, and no accumulation of votes is permitted.
- F. An owner whose quarterly assessments (as defined in Board Policy 505) are not current as of the ballot submission deadline will be ineligible to vote in any election.
- G. In most cases, a simple majority (50% plus 1) of voters who cast ballots will determine the outcome of a proposal. However:
 - (1) Ballot proposals which could significantly change a bylaw or the Master Deed require a two-thirds (2/3) affirmative vote of all owners, not just of those who cast ballots.
 - (2) A ballot proposal to terminate SRVR in its entirety requires an 80% affirmative vote of all owners, not just of those who cast ballots.
 - (3) A tied vote on a "yes" or "no" issue shall be considered to have failed.

Rule 2 General Election

- A. A general election shall be held each year prior to the annual meeting of the board in October. The ballot will contain names of candidates running for open seats on the board, and may also contain proposals or referendums submitted by the board or by petition. Results will be announced at the annual meeting.
- B. The preceding notwithstanding, if there is an equal or lesser number of candidates as there are available board positions (e.g. two candidates for two board seats), they will not appear on the ballot; and if the same is true for all open board positions; and if there are no other issues to be voted upon by the general association membership, the election shall be declared moot, and therefore unnecessary.

Rule 3 Special Elections

- A. A special election may be called at any time by the board to determine issues meaningful to the association.
- B. A special election will be called upon the filing of an original (not copied or electronically transmitted) petition by association members with the Board President or the Board Secretary.
 - (1) The petition must be signed by owners representing no fewer than forty-five percent (45%) of the sites.
 - (2) Signatures must be gathered within a time span of 45 days.
 - (3) The petition must clearly and unequivocally state the issue to be decided.
 - (4) The board shall then call a special election to be held no later than two months of the filing date of the petition.

Rule 4 Board Member Elections

- A. At least one month prior to a board member election, the Board Secretary will ask for nominations to fill open board seats. Openings for the seven three-year board seats follow a three-year cycle of 2, 2 and 3. However, additional seats temporarily filled by board appointment, may come open for two-year or one-year terms due to resignations or other causes.
- B. Qualifications:
 - (1) A candidate must be an owner who has purchased a lot primarily for personal recreational use.

- (2) All assessments as defined in Board Policy 505 must be current as of the filing date for the election as established by the board.

C. Nomination Procedure:

- (1) A potential nominee may nominate him/herself, or be nominated by another association member, on a nominating form provided by the board. In either case, the nomination form must be signed by the nominee indicating his or her willingness to run for office and serve if elected.
- (2) In the event there are open board seats for different term lengths, the potential nominee must select only one in which to run.
- (3) Space will be provided (up to 75 words) on the form for a short biography and/or personal qualifications germane to the office of a board member. These comments may be edited for length by the Board Secretary, and transcribed on a cover sheet mailed to owners along with ballots.
- (4) The nomination form must be filed with the Board Secretary or be placed in the mailbox near the manager's office prior to the deadline established by the board.
- (5) All qualified association members, so nominated, shall be considered candidates.

- D. If the election or an uncontested position thereof, is declared moot and unnecessary by the board, the qualified candidate(s) shall be declared elected.

- E. For board member elections, regardless of whether a majority or quorum of owners vote, or a candidate receives less than a majority of the votes cast, the candidate(s) receiving the most votes will be declared elected. In the case of a tie for which one or more board positions remain contested, ballots will be prepared and distributed at the annual meeting, one ballot for each lot, for a final vote.

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REGULATION VI: RENTALS AND SALES

Rule 1 Rental of Condominium Sites or RV Units on Site *(Adopted as rewritten 04/15/2017)*

The term “owner” rents out his/her property and the “renter” pays for the use of said property.

- A. Association Bylaw, Article XI, governs lease and rental agreements, and should be carefully reviewed by the owner prior to any such transaction. In addition:
- (1) The owner is responsible for coordination of rentals for their site. Neither the SRVR Association nor the SRVR Manager are responsible for coordinating rentals in the park.
 - (2) Third party owners, outside persons, or companies are not to be used to solicit, assist, or manage rentals.
 - (3) The owner is responsible for providing the SRVR Manager with the dates, names, vehicles and all contact information of renter prior to the date of occupancy.
 - (4) Owners must pay a yearly, non-refundable seasonal registration fee of \$50.00 before they are permitted to rent out their lot and/or unit. Failure to do so will result in the levy of a \$100.00 fine added to the owner’s assessment, and the denial of renting privileges for the current and following season.
 - (5) The owner is responsible for obtaining a Township Permit (\$250 fee) and fire inspection of the property and providing written proof of the completion to the SRVR Manager prior to the beginning of the rental period.
- B. Site and RV rentals are only permitted for no less than 90 consecutive days during the “Season,” normally defined as April 20 through October 31.
- (1) Renters must check in, be onsite, and set up during a time when the SRVR Manager is present.
 - (2) It is the owner’s discretion to allow renters to have pets. Renters are permitted no more than 2 pets and are required to register them with the SRVR Manager upon arrival (see Rule II, Section 8).
 - (3) Renters are not permitted to bring boats or trailers into the park for storage or use.
 - (4) If renters plan to host a gathering, it must be disclosed to the SRVR Manager who may deny or otherwise restrict the gathering. State law limits the number of people who stay overnight to eight (8) per campsite.

- (5) Sub-leasing by renters is prohibited. People not registered as renters shall not reside in a rented unit without the renters present (i.e. no guests can stay in the rental without the renters present).
 - (6) Owners will be billed for all SRVR Managers' time used to assist renters at a rate determined by the Board.
- C. Renters who fail to abide by park rules will be subject to fines or eviction by the SRVR Manager. The association bears no financial responsibility for revenues lost by the renter or owner. Prior to imposing disciplinary action or eviction, the Manager shall attempt to contact the owner who will notify the renter. If the owner is not available or fails to act in a timely manner, the SRVR Manager will take appropriate action. Evicted renters will be denied future entrance to the Park without Board approval.
 - D. The costs of repairing any damage or destruction of SRVR property or any fines levied by the Association because of rules infractions caused by the renters become the responsibility of the owner and will be added to his/her assessment.
 - E. The owner shall post a copy of all rules in the rental unit. A Summary of SRVR Rules and Regulations for Renters is located in Appendix ix.
 - F. Renters do not have use of the SRVR pontoon boat.
History: Adopted as rewritten 4/15/2017. This rule was updated to (1) include the Township requirement for a rental fee (2) to include the requirement for a fire inspection prior to renting; and (3) to limit rentals to not less than a 90 day period during the seasonal, i.e. a season rental.

Rule 2 Sales of Condominium Sites

- A. Prior to closing of a sale of an owner's site, the Association treasurer must be contacted to verify assessment status, and any liens that the Association may have against the site.
- B. Prior to closing, the electric and water meters must be read by the Association and any electric and/or water payment due must be paid in full by the seller at closing.
- C. A copy of the closing documents obtained from the title company must be turned into the Association office showing purchaser's name, address, phone number(s) and lien holder, if any.
- D. In compliance with state law, it is the seller's responsibility to give the purchaser all condominium documents they received when they purchased the site. If an owner does not have the documents, it will be the owner's responsibility to bear the costs of copying said documents or to purchase another set from the Association, if they have any to sell.
- E. It is the seller's responsibility to give the purchaser all gate passes that are in their possession.
- F. *(Adopted 9/04/2010)* If recorded, and notification is made to SRVR, a purchaser of property and/or a recreational unit (as defined in Article IX, Section 1 of the bylaws), from an owner by means of a land contract shall have the right to vote in general Association elections, and is

responsible for payment of assessments and utilities. However, should such purchaser default, the seller shall become responsible for payment of said assessments and utilities. See Board Policies 505 and 510 for further detail.

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REGULATION VII: DISPUTE RESOLUTION

(Adopted 4/19/2008)

Rule 1 Responsibility

The SRVR Board of Directors is solely responsible for adopting, interpreting, applying, and enforcing all rules and regulations. However, Park Managers are delegated to act in lieu of the Board, with authority to resolve disputes and to issue written notices to owners, guests and tenants, to ensure compliance. Any rule violation or dispute reported to a Manager, and any resultant action taken by a Manager will be reported to the Board at its next regular meeting. The responsibilities contained in this paragraph may be delegated to another on-duty employee as appropriate, but may not be delegated to, nor assumed by, SRVR committees, nor other owners.

Rule 2 Violations

SRVR is a community of neighbors. The preferred method of addressing violations is a courteous request to the offending owner, guest or tenant from the owner who has observed the violation. If an offense or violation continues, it should be immediately reported to a Park Manager who may initiate progressive disciplinary action at step A below. *(Adopted 3/02/2013)* However, if a violation demonstrates a willful or wanton disregard for the Rules and Regulations or other Resort documents, the Manager, in his/her sole discretion, may initiate progressive disciplinary action at step B or C below. In the event of an egregious violation such as possession and/or shooting of a firearm, or if the safety or well-being of an individual is threatened, or if property damage may result, the Park Manager and the police are to be immediately notified, and subsequent disciplinary action (including restitution, if warranted), shall be imposed at step C below:

- A. First offense: Verbal warning with a notation placed in the SRVR Managers' file.
- B. Second offense: Written warning with a copy placed in the Manager's file.
- C. Third offense: A \$75.00 fine to be levied by the Association Board. Unpaid fines will be treated in the same manner as delinquent assessments.
- D. If an owner believes he or she has been unfairly or inappropriately cited, the dispute may be appealed to the Board in writing. If timely submitted (*i.e.*, no less than one week prior to a regularly scheduled meeting), the Board shall take action at its next regularly scheduled meeting, or at a special meeting called for such purpose. Action by the Board will be final and binding.

Rule 3 Consistency of Application

Should an owner or group of owners believe a rule or set of rules has been inconsistently, incorrectly, arbitrarily, or irregularly applied or enforced, the following steps may be taken:

- A. The owner(s) is to submit the perceived irregularity in writing to a Park Manager, or, if circumstances warrant, to the President of the Association. To receive consideration, such petition must be signed by an owner, and include his or her site number.
- B. A manager (or the Board President or designee) shall review the complaint and, prior to rendering a decision, may informally discuss it with the complainant(s), an SRVR committee chair (if appropriate), SRVR employees, or with members of the Board in an attempt to resolve the issue voluntarily.
- C. Should a voluntary resolution be unattainable, the matter may be formally submitted to the Board for consideration and action either by the complainant(s), a Park Manager, or the President, in accordance with Rule 2D above. Action by the Board will be final and binding.

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REGULATION VIII: COMMITTEES

(Adopted 11/03/2007)

Rule 1 Establishment *(Adopted as amended 10/12/2019)*

The Association Bylaws permit the Board and/or its President to establish committees from time to time to conduct managerial functions of the Association. In either case, the convener or chairperson (and/or co-chairpersons) shall be appointed by the Board President. Committees may be “standing” (*e.g.*, the Rules/Regulations Committee, Grounds Keeping Committee, or the Social Committee), or ad hoc (*e.g.*, a nominating committee, or an audit committee).

History: Adopted as amended 10/12/2019 to add the Rules and Regulations Committee as an example.

Rule 2 Advisory Capacity

All committees shall be considered advisory in nature. That is, while the Board recognizes their substantial value, numerous contributions, and the time and effort expended by individual members, they may only construct recommendations to be acted upon by the Board. Committees may not exercise the authority of the Board, nor usurp the administration of the Association, nor violate any bylaws or rules and regulations as established by the Board.

Rule 3 Subjection

Committees shall serve only at the pleasure of the Board. Membership or the charge to the committee may be modified, reduced, expanded, or the committee may be disbanded at any time with or without prior notice.

Rule 4 Charge

The Board or its President shall define the purpose of each committee, establish guidelines and responsibilities, parameters and limitations, and deadlines as deemed appropriate.

Rule 5 Membership

Committee membership may include Association members or specialized non-members. However, each committee shall consist of no less than three members, at least one of whom shall be an Association member.

- A. *(Adopted 12/07/2013)* The composition of a committee may be structured by the President.
- B. *(Adopted 12/07/2013)* In conjunction with the President, a committee chairperson may remove a member from the committee who fails to respond to committee communications; who does

not attend and constructively participate in meetings; or who disrupts or hinders the committee process in its pursuit of fulfilling its charge.

- C. The Board President or his/her designee from the board shall automatically be an ex-officio member of each committee.

Rule 6 Finances

Any and all revenues or donations made to, or on behalf of, a specific committee are to be booked into the accounts of the Association, and be subject to audit. The Board, in its sole discretion, may establish a budget or authorize expenditure limits for any committee. However, any expenditure to be incurred by any committee which would exceed an allocated budget line item or authorized expenditure limit must receive prior Board approval. Excess funds or unspent allocations may be requested and carried over, with the approval of the Board, into a subsequent fiscal year. Individual donations made to the committee totaling up to \$100 may be used at the committee's discretion prior to reporting to the treasurer. An SRVR Expense Report form should be used for detail reporting of the donations and expenditures.

Rule 7 Reporting

The chairperson is to be responsible for reporting pertinent activity of his or her committee in writing to the Board from time to time, or at the request of the President. When reporting to the Board, committees are asked to follow the Report to the Board format found in Appendix viii. Such reports are to be incorporated into or attached to the official Board minutes.

Communications Committee

The committee recommends and facilitates communication within the Saugatuck RV Resort for the disbursement of information to the owners. This may include but is not limited to newsletters, mass mailings, emails, Board minutes, directories and any other types of information of general interest to owners.

Should committee expenses be anticipated, or if special projects are considered, the committee shall submit estimates to the Budget Committee or the Board of Directors for prior approval.

The Chairperson serves as a member of the Budget Committee.

Meetings: The committee will meet on an as-needed basis determined by the Chairperson, or as requested by specific direction of the President or the Board of Directors, and will submit a written report of its activities to the Board at the annual meeting of the Association, or at other times at the request of the President or the Board.

Coordination of Efforts: The Committee will need to coordinate with other committees, as well as the Board, Park Managers and owners to receive and communicate information on their behalf.

Suggestions: All suggestions from an owner requesting consideration by the committee should be submitted in writing, including the name and site number of the person making the recommendation, either to the Committee Chairperson, a Park Manager or by placing them in the Whatever box located near the Managers' office door in the recreational facility.

History: *The Communications Committee was established by the Board of Directors at its duly noticed meeting of June 3, 2006. In 2019 the Board President disbanded the communications and turned some duties over to the SRVR Manager(s) and appointed a volunteer webmaster.*

Facilities Committee

The committee recommends new acquisitions, disposals and required repairs, maintenance, modifications and changes to existing buildings, infrastructure, roads, fences, walkways, equipment, vehicles, and facilities, including the rationale and a specific estimated cost, to the Board of Directors for review and action.

On request, the committee will obtain written bids or estimates and recommend vendors to the Board of Directors for special projects. Committee recommendations may be annual or multiyear in scope; however, the committee will at least annually submit its recommendations for funding to the Budget Committee for consideration by the Board of Directors.

Should committee expenses be anticipated, the Committee shall submit estimates to the Budget Committee or the Board of directors for prior approval.

The chairperson serves as a member of the Budget Committee.

Composition: A Park Manager and/or Managing Agent will serve as an ex-officio member of the committee.

Meetings: The committee will meet on an as-needed basis determined by the Chairperson, or as requested by specific direction of the President or the Board of Directors, and will submit a written report of its activities to the Board at the annual meeting of the Association, or at other times at the request of the President or the Board.

Coordination of Efforts: There may be a need to coordinate with other Committees of the Association, especially the Budget Committee, the Grounds Keeping Committee and the Strategic Planning Committee.

Suggestions: All suggestions from an owner requesting consideration by the committee should be submitted in writing, including the name and site number of the person making the recommendation, either to the Committee Chairperson, a Park Manager or by placing them in the Whatever box located near the Managers' office door in the recreational facility.

History: *The Facilities Committee was established by the Board of Directors at its duly noticed meeting of September 7, 2002. In recent years (2015 forward) the Facilities Committee has been inactive. The duties above have been assigned to the SRVR Manager(s).*

Grounds Keeping Committee

This committee is charged with dual responsibilities: 1) To maintain, coordinate and oversee the condition and use of the waterfront area including the beaches, boat storage areas, fishing docks, Association-owned boats, boat launch, shuffleboard and basketball courts, and general common areas along the lakefront. 2) To oversee the condition of the lawn, trees, and all plantings in the common areas, including the entrance, recreational center, playground, lakefront and other planting areas. This also includes recommendations to the park managers regarding fertilizer applications, flower planting, watering, tree trimming, etc.

For special projects, upon request, the committee will obtain written bids or estimates and recommend vendors for consideration by the board of directors. Recommendations may be annual or multi-year in scope. However, it will at least annually submit its recommendations for funding to the budget committee for consideration by the board of directors.

The chairperson serves as a member of the Budget Committee.

Meetings: The committee will meet on an as-needed basis as determined by the chairperson, or as directed by the President or the Board of Directors. The committee, from time to time, shall report its interim findings and/or recommendations to the Board as requested by the president or the board, and will submit a written report of its activities and recommendations to the general SRVR membership at each annual meeting.

Coordination of Efforts: The committee may need, from time to time, to coordinate with other committees, including the park managers, the facilities committee, the rules and regulations committee, and the strategic planning committee.

Suggestions: All suggestions from an owner requesting consideration by the committee should be submitted in writing, including the name and site number of the person making the recommendation, either to the committee chairperson, a park manager or by placing them in the Whatever box located near the managers' office door in the recreational facility.

History: *The Lakefront Committee was established by the developer on 10/18/97. The history of the Landscape Committee is unknown. The two were merged by the president on December 11, 2010, and renamed the Grounds Keeping Committee. In 2019, there were no volunteers for this committee and it was, therefore, deactivated. The SRVR Manager(s) has assumed these duties.*

Rules and Regulations/Legal Committee

The charge to this committee is two-fold: 1) To review, research and offer legal recommendations, along with financial liability, if any, to the SRVR board of directors, and to provide oversight on the development, interpretation, application and implementation of all rules, regulations and bylaws. 2) To recommend amendments or revisions to rules, regulations and bylaws for review and potential action; and to maintain a complete, accurate and current set of rules, regulations and bylaws.

The chairperson serves as a member of the Budget Committee.

Composition: Confidentiality is a critical and essential requisite. Membership shall consist of interested volunteers who demonstrate familiarity with, and have a working knowledge of the rules and regulations, policies and procedures, and other adopted SRVR Documents by which the Board and the Association are governed. The number of members on the committee may be limited.

The legal arm of the committee shall consist of members who are licensed attorneys (preferable), or who have training, and/or experience, and/or expertise within the broader legal profession (*e.g.*, a para-legal).

The SRVR Manager shall automatically be a voting member of the committee. However, the Manager may delegate his or her assistant to substitute as a proxy. Either or both may attend meetings and be a part of deliberations, but the Manager's office shall have only one vote on the committee.

Meetings: The committee will meet on an as-needed basis as determined by the chairperson, or as directed by the President or the Board of Directors. The committee, from time to time, shall report its interim findings and/or recommendations to the Board as requested by the president or the board, and will submit a status report of its activities and recommendations to the general SRVR membership at each annual meeting.

Coordination of Efforts: The committee may need, from time to time, to coordinate with other committees, the park managers, legal counsel, or other attorneys who may or not be Association members.

Suggestions: All suggestions from an owner requesting consideration by the committee should be submitted in writing, including the name and site number of the person making the recommendation, either to the committee chairperson, a park manager or by placing them in the mailbox located near the manager's office door.

History: *The Legal Committee and the Rules and Regulations Committee were established by the president on June 3, 2006. The two committees were merged into a single entity on December 11, 2010.*

Social Committee

The committee plans, schedules, organizes, prepares food (if appropriate), cleans up after, and in general, oversees many of the social activities at SRVR for the purpose of encouraging interaction within the Park community. The committee may also plan fundraisers or special projects to assist the Board or other committees in their efforts to accomplish their goals.

The committee is to maintain an inventory of supplies, goods, etc. and shall be authorized to purchase such commodities as may be necessary for each event within approved Association budget allocations.

Should committee expenses be anticipated, or if special projects are considered, the Committee shall submit estimates to the Budget Committee or the Board of Directors for prior approval.

The committee chairperson serves as a member of the Budget Committee.

Composition: Membership is open to anyone with a willingness to serve. It is also open to those who choose to volunteer intermittently for social committee activities but who do not wish to or cannot serve regularly on the “core” committee.

Meetings: The committee will meet on an as-needed basis determined by the chairperson, or as requested by specific direction of the President or the Board of Directors, and will submit a written report of its activities to the Board at the annual meeting of the Association, or at other times at the request of the President or the Board.

Coordination of Efforts: Depending upon the activity, there may be a need to coordinate with other committees, especially the Communication Committee, as well as the Park Manager.

Suggestions: All suggestions from an owner requesting consideration by the committee should be submitted in writing, including the name and site number of the person making the recommendation, either to the Committee Chairperson, a Park Manager or by placing them in the Whatever box located near the Managers’ office door in the recreational facility.

Strategic Planning Committee (Phase II)

This committee is charged with the task of building upon the SRVR Mission Statement, with its primary focus emanating from the results and findings of its predecessor. Specifically this Committee is tasked with developing a minimum five-year plan of implementation for Board approval, which shall include but not be limited to a statement of goals, principles, financing guidelines/capital expenditures, and facility concerns. Should the plan result in an Association vote, this Committee will be actively involved in the campaign. In addition to developing the common elements, the following may be considered:

- Infrastructure improvements
- Additional buildings, or expansion/use of existing structures
- The financial stability of SRVR including the assessment procedure/formula
- The potential for a year-round development
- Other issues as approved by the Board

The chairperson serves as a member of the Budget Committee.

Composition: In the event specialized information or input is needed by the committee, the chairperson, with the approval of the President, may appoint one or more non-owners to the committee who shall be part of the deliberations, but shall have no vote.

Meetings: The committee will meet on an as-needed basis as determined by the chairperson, or as directed by the President or the Board of Directors. The committee, from time to time, shall report its recommendations to the Board and will submit a status report to the general SRVR membership at each annual meeting.

Coordination of Efforts: Because the charge of this committee is wide-ranging, it may prove helpful or necessary to coordinate with, and solicit information from many, if not all of the existing committees, including the park managers. Further, input from and extensive communication with the Board is critical, and resultant proposals may ultimately require a vote of the Association membership, for which campaign the Committee will be asked to participate.

Suggestions: All suggestions from an owner requesting consideration by the committee shall be submitted in writing—including name and site number—either to the committee chairperson, a park manager or by placing them in the Whatever box located near the managers' office door.

History:*The committee was first established as the ad hoc Vision Committee in 2005. It was reestablished in principle by the president at the annual Association meeting of October 11, 2008. On December 11, 2010, it was designated as a standing committee and renamed the Strategic Planning Committee. In 2013, the original committee fulfilled its charge, and the president reconstituted it as Phase II, Implementation.*