

# OAK RUN RULES AND REGULATIONS

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\*Additional copies of the Rules, Bylaws and Restrictive Covenants will be made available on a limited basis at a nominal cost.

## **INTRODUCTION**

The rules and regulations contained herein have been adopted by the Oak Run Property Owners Association (POA) Board of Directors pursuant to the general powers granted to the Association Board in the covenants of each subdivision including Article IV, Section 3 and Article V, Section 8, and pursuant to Article X of the Association's Bylaws. The Board of Directors has the authority to adopt rules and regulations to carry on the affairs of the Association, to govern the conduct of its meetings, and to govern the use of the common properties. These rules can be amended from time to time by the Board of Directors.

All rules and regulations have been adopted in order to establish orderly and reasonable procedures for governing conduct and land usage within the development. Special consideration has been given to maintaining the integrity of the development, public safety, the ecology of the property, and recreational enjoyment.

The Oak Run Property Owners Association volunteers, committee members, and officers charged with the enforcement of these rules and regulations, while acting for the Association, are entitled to such immunity as the applicable state and federal law may provide. Any suit instituted against any volunteer, committee, member, employee, officer, or Board member at Oak Run because of an act performed in the lawful discharge of duties and under the provisions of these rules and regulations shall be defended by the Association at the expense of the Association.

### **Article I. General Rules**

#### **Section A. Member Responsibility**

1. No noxious, offensive, dangerous or unsafe activity will be carried on within the development, nor will anything be done therein, either willfully or negligently, which may be or become an unreasonable annoyance to other property owners or guests. No property owner will make or permit to be made any disturbing noises by himself, his family, employees, agents, and guests nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other property owners or guests.
2. Members are expected to respect the requests of security personnel and to follow their direction. No person shall knowingly resist, obstruct, fail or refuse to comply with any lawful order or direction of any public safety officer authorized by the Oak Run Property Owners Association.
3. Membership cards will be issued to all property owners in good standing. Members should be prepared to show membership cards and personal identification upon request.
4. Violations of rules may result in disciplinary action, suspension of membership privileges and/or fines as determined by and at the discretion of the Board of Directors or Board appointed committee.
5. Property owners will be accountable for any damage to the common properties caused by themselves, their families or guests.
6. Violators of rules of the Association are subject to fines as established by the Board of Directors. Fines are payable within 30 days of issuance at the Association office. Unpaid fines will result in forfeiture of privileges. Repeated offenses will result in increased fines, suspension of member privileges and appearance before the Board of Directors.

### **Section B. Safety Rules**

1. During very dry conditions, prohibitive burning signs may be posted at the Oak Run entrances. During this time, no burning is permitted.
2. The fire department and POA office must be contacted when large burn areas are planned.
3. Regardless of conditions, no open fire will be left unattended. Precautions such as water hoses, shovels, rakes, etc., must be readily available to contain the spread of fire.

### **Section C. Parking Regulations**

In order to maintain an efficient use of available space, ensure the safe movement of traffic, and provide for the orderly parking of vehicles and storing of boats and trailers, the following policies shall be adhered to within the Oak Run development.

1. Parking of any vehicle or trailer on common property is prohibited.
2. Parking or storing of vehicles, trailers or boats on or along any roadway in such a manner as to interfere with the safe and uninhibited flow of traffic shall be prohibited.
3. There shall be no habitual parking of vehicles or trailers on or along any roadway. In addition, parking or storing of vehicles, trailers or boats within the roadside drainage easement or on the front terrace of any lawn is prohibited.
4. Temporary parking of vehicles, trailers, or boats along a roadside is restricted to 72 hours. However, no vehicle shall be parked in such a manner as to restrict safe traffic flow or interfere with the clear view of same.
5. No trucks having a license plate rated over a class B shall be parked for a period of over 72 hours on any street within the development or stored on any lot visible to the occupants of other lots in the development or to persons upon Spoon Lake.
6. At no time shall boats, boat trailers, campers or motor homes be parked or stored on a lot without a residence.
7. Exceptions to this section shall include:
  - a. Maintenance and Lake Patrol vehicles while engaged in the performance of their duties.
  - b. Emergency vehicles of any type while responding to incidents within the development.
  - c. Any other vehicles authorized by the POA Office or the Township Road Commissioners.
8. Vehicles parked or stored contrary to this policy shall, at the discretion of Lake Patrol, be subject to a fine and/or towing at the owners expense.

### **Section D. Private Property**

1. Boaters cannot tie up to or dock on private property or private docks of others without permission except in an emergency.
2. The use of privately owned waterfront lots is restricted to the owner and his guests. Prosecution for trespassing will be the responsibility of the lot owner.

3. Members in good standing owning lots other than waterfront lots have full privileges of the lake. They may not cross over property owned by waterfront owners and may not utilize such property without express permission of the owner.
4. Driving or parking of cars, snowmobiles, all terrain vehicles and motorcycles on private property without permission from the owner is prohibited.
5. Littering on private property is prohibited.
6. All pets not on owner's private property should be kept on a leash.
7. Overnight tent camping may be allowed on improved properties (lots with homes) for a period not to exceed 24 hours by receiving written permission from the Association office.
8. Portable toilets are not allowed on private property except for use during home construction. A permit for use is required from Architectural Control.

## **Article II. Non-Lake and Common Property**

### **Section A. General Rules**

1. Oak Run Common Properties are available for use by members in good standing and accompanied guests only.
2. All parks will be closed from midnight to 6:00 a.m., exclusive of boat launches for the purpose of loading and unloading boats.
3. Property owners are responsible for the conduct of their family and guests while making use of the common properties. Each one is expected to abide by the established rules of the Association.
4. Large outside gatherings (non-family events) are prohibited from Memorial Day to Labor Day. Examples of non-family events include, but are not limited to, company picnics, class reunions, and community service organization gatherings.
5. All bicycles, motorized vehicles, and snowmobiles are restricted to access roads and parking lots of all parks. In order to protect trees, sidewalks, grass, etc., no vehicles are permitted on sodded ground.
6. Pets are not allowed in Lakeview Park, Windemere Park, Brentwood Park, Hillshore Park or the North Boat Launch.
7. Discharge of firearms within the boundaries of Oak Run is not permitted, except with Board approval.
8. All common properties at Oak Run are designed for recreational use only. Association owned amenities and properties are not to be used by any member for the personal gain of any individual. Association-sponsored activities are excluded from this policy.
9. Littering or defacing of property anywhere within Oak Run is prohibited. All trash and garbage must be put in appropriate trash receptacles.
10. Cooking may be done only on your own grill or those provided. Starting of any other fire is prohibited.

11. Boisterous, rough, or dangerous activities or behavior, or behavior that interferes with the permitted use of facilities by others, is prohibited.
12. No property owner or guest will play or cause to be played any electronic entertainment device at such a volume or in such a manner that will cause unreasonable disturbances to other property owners.
13. Recreational facilities will be used only for their designated purposes. Picnic areas, equipment and surrounding areas will be properly used, and may not be abused, overcrowded, vandalized or operated in such a way as to prevent or interfere with permitted play or use by others.

#### **Section B. Beach Use**

1. All Association members and their guests will comply with the rules and regulations of the State of Illinois, Department of Public Health.
2. The lifeguard must be obeyed at all times.
3. No food, cans, beverages or bottles are allowed on the beach.
4. When the lifeguard is not on duty, swimming is at individual's own risk.
5. Swimming is allowed only within the roped-in areas.
6. Children under eight years of age will not be allowed on beach areas without adequate supervision.
7. Fishing is prohibited within the beach area.
8. Bonfires, pets and breakable objects are prohibited on the beach.
9. All posted rules at the beaches are to be followed.

#### **Section C. Swimming Pool**

1. All Association members and guests will comply with the rules and regulations of the State of Illinois, Department of Public Health.
2. The lifeguards have full authority over the pool area and must be obeyed at all times. Privileges may be suspended for failure to comply with their direction and all posted pool rules.
3. The pool is open from Memorial Day through Labor Day at the hours posted. The pool may close, however, at the discretion of the lifeguards due to inclement weather or when the high temperature of the day is not expected to reach 72 degrees.
4. Children who are not toilet trained are required to wear tightly fitted rubber or plastic pants or swim diapers while at the pool.
5. Swim tags must be in the property owner's possession and readily available for inspection while at the pool.
6. No alcoholic beverages are allowed in pool area.

7. The pool may be used for private parties after scheduled pool hours. Oak Run lifeguards are required and a charge will be assessed for their services. Contact the Association office for details and reservations.

#### **Section D. Brentwood Lounge**

1. The clubhouse is maintained for the use of all members and is available on a limited basis for private parties.
2. Members wishing to schedule use of the space must make reservations at the Association Office. The member renting the facility must be on-site throughout the event.
3. When possible, reservations should be made at least one month in advance of the event. Association-sponsored events take precedence.
4. A rental fee and damage deposit are required upon reservation confirmation. Association sponsored activities are exempt from this fee if they are sponsored by a standing committee, publicized and open to all property owners.
5. The renting property owner will be held accountable for all damages and will assume responsibility for the cost of repairs.
6. An extra security deposit will be charged for erecting tents or supplemental shelter and/or utilizing outside decorations.
7. Rental fees are non-refundable if cancelled within 15 days of reservation.
8. There will be a six-hour time limit on private parties. Events exceeding 6 hours will be charged at the additional rate of \$25.00 per hour.
9. A host liquor liability insurance policy must be filed with the Association Office if liquor, wine or beer is to be served.

#### **Section E. All Terrain Vehicles and Snowmobiles**

1. Operators of snowmobiles are to be familiar with the Illinois Snowmobile Registration and Safety Act. Snowmobiles shall be operated within the development in accordance with this act, including age of the operator.
2. The Oak Run Property Owners Association ASSUMES NO LIABILITY for individuals operating snowmobiles or all terrain vehicles on the lake when frozen.
3. Snowmobiles and all terrain vehicles will follow a counterclockwise pattern when riding on the lake (nearest shoreline on your right).
4. A property owner must accompany guests on snowmobiles or all terrain vehicles. Property owners are responsible for supervising the conduct of their guests and for any damages caused by their guests to Association property.
5. Snowmobile and all terrain vehicle operators are to show respect in residential areas by limiting speed and the noise level of engines.
6. No snowmobiles or all terrain vehicles are allowed in park areas or on sodded ground.

7. No snowmobiles or all terrain vehicles are allowed on the golf course, leased land or downstream slope of the dam.
8. No snowmobiles or all terrain vehicles are allowed on private property without owner's permission.

#### **Section F. Rental Docks**

1. Rental docks located on the Association's common properties are rented on a first-come, first-served basis. Members interested in renting a dock are requested to apply at the Association office. A waiting list will be established in the event all available docks are in use. The Board will establish rental fees on a yearly basis. Property owners may continue on-going rental of the same slip by placing a non-refundable deposit on the slip by November 1<sup>st</sup> of each year and paying the balance of the annual rent fee no later than March 1<sup>st</sup> of the new boating season.

### **Article III. Lake Usage**

#### **Section A. General Lake Rules**

1. Construction of docks, piers, steps, walkways or tie-up facilities on Common Properties is prohibited unless done in compliance with the rules and procedures established in the Architectural and Environment Rules.
2. No person from a boat may go ashore to use another property owner's lake-related recreational equipment.
3. All inflatable recreational flotation devices placed in the lake must be maintained within 25 feet of property owner's lake front lot when in use.
4. No swim buoys or marker buoys will be placed in the lake without permission from the Oak Run Safety Committee and the Board of Directors.
5. No person shall place trees, brush or yard waste in the lake for any reason. The only trees or brush to be placed in the lake will be done by the Fish and Sports Committee with permission from the Board of Directors.

#### **Section B. Swim Platforms, Play Islands and Other Water Related Inflatable Platforms**

1. All play islands and swim platforms on Spoon Lake shall be registered annually with the Association office. All owners must pay the yearly registration fee of \$10.00 and properly display the current year decal.
2. A copy of liability insurance certificate in the property owner's name must be presented at the time of registration for each device. The certificate of insurance must include:
  - a. Proof of liability with a minimum value of \$100,000
  - b. Name Oak Run Property Owners Association as additionally insured.
  - c. A description of the device.
  - d. A current date. (coverage throughout the period of registration)
3. Only two devices may be registered per lot.
4. All play islands and swim platforms shall be limited in size to 15' x 15' x 3' in height.

5. All play islands and swim platforms must be maintained within 25' of the shoreline and 10' of the side lot lines. All platforms shall be removed from the lake or secured and maintained against the property owner's dock or shoreline after dusk.
6. Lake front property owners will be allowed to use an association approved mooring buoy in order to secure the anchor rope when the play island or platform is not in use. The mooring buoy can be purchased at the association office. The buoy must be maintained within 25' of the shoreline at all times. All mooring buoy's other than the approved type will be removed by Lake Patrol personnel.
7. No climbing type structures of any kind will be permitted.
8. Children under the age of 15 must be under the direct supervision of a responsible person at all times while using a play island or swim platform.
9. Oak Run staff will make the final determination if there is a question as to whether a certain device falls under the above stated rules.
10. Failure to comply with the above stated rules may subject the owner to additional fees for non-compliance and/or loss of privileges.

#### **Section C. Lake Swimming**

Swimming is permitted only:

- a. In the designated roped off areas of the two Oak Run beaches, or
- b. Within 30 feet of the shoreline, or
- c. In a no-wake area within 30 feet of a boat dead in the water.

#### **Section D. Use of Chemicals in the Lake**

1. No person shall apply a primary pesticide with USEPA label to the lake to kill weeds, mosquitoes or undesirable fish without a current license from the Illinois Department of Agriculture and written permission from the Board of Directors.

#### **Section E. Fishing**

1. All rules of the Illinois Department of Natural Resources apply to Spoon Lake and will be enforced by Oak Run Lake Patrol and IDNR.
2. Fishing regulations regarding length and creel limits are subject to special restrictions as determined by the Oak Run Board of Directors. Size and creel limits will be posted each season at Lakeview Park, Windemere Park and the North Boat Launch.
3. Fishing is not allowed on Association docks where posted.
4. Seining, bottle and trout lines are not allowed on any ponds of Oak Run or on Spoon Lake without Board approval.

### **Section F. Ice Fishing**

1. All rules of the Illinois Department of Natural Resources apply to Spoon Lake and will be enforced by Oak Run Lake Patrol and IDNR.
2. Ice fishing is for property owners and accompanied guests only.
3. An ice fishing tent is defined as a portable shelter consisting of a covering of canvas, plastic, etc., stretched over poles and attached to stakes and is only used for ice fishing. The tent shall not be larger than 8' X 8'.
4. A property owner/member in good standing shall be in or about each tent erected for ice fishing.
5. It shall be the member's responsibility to remove ice fishing tents from the lake each day upon the completion of fishing.
6. The Association assumes no liability for the safety of individuals on the lake.
7. The Association does not measure or provide information regarding the thickness of the ice.
8. No licensed vehicles such as trucks, automobiles, etc. are permitted on the frozen lake.

### **Section G. Fishing Tournaments**

1. Any member of the Association in good standing organizing a fishing tournament (open water/ice fishing), whereby fishermen are fishing and competing for money, prizes, gratuities or fun, shall submit by application to the Sports and Fish Committee their intent to conduct a tournament. The Committee shall review the application and forward the committee's recommendation and the application to the Board - which must approve the application.
2. Tournament applications shall be located at the POA Office and any member may file a tournament application during normal working hours. Normally 90 days is needed for processing and board approval.

## **Article IV. Watercraft Registration and Operation**

The Association has adopted the State of Illinois Boat Regulations and Safety Act. All provisions of said Act are applicable to all boats operated on Spoon Lake.

Non-compliance with these regulations or those of the Association will result in additional fees for non compliance and/or forfeiture of privileges as determined by the Board of Directors.

### **Section A. Watercraft Registration**

1. All watercraft, motorized and non-motorized, operated on Spoon Lake must be registered annually with the Association Office and must properly display the current year decal. No guest boats allowed.
2. A copy of the State Watercraft Registration or title, registered in the property owner's name, must be presented at the time of registration. The cost of registration will be set annually by the Board of Directors.
3. A copy of a liability insurance certificate in the property owner's name must be presented at the time of registration. The certificate of insurance must include:

- a. Proof of Liability with minimum value of \$100,000.
  - b. Description of the watercraft.
  - c. Coverage throughout the period of registration.
4. Four (4) watercraft may be registered per lot - two of which can be 11 hp or more and two 10 hp or less. Houseboats are not allowed.
  5. No watercraft will be registered that contains either a head facility or portable toilet. A head facility is defined as a stand up toilet facility. A head facility must be made inoperable prior to registration. A porta potti must be removed from the boat prior to registration.
  6. All assessments owed on the lot including special assessments, interest, lien fees and other fees must be paid prior to registration.
  7. All watercraft registered on Spoon Lake in 1999 with above water exhaust will hereby be grandfathered. All other watercraft must be equipped with an underwater exhaust system. All watercraft, regardless of year registered must be equipped and maintained with an effective muffler, which does not produce excessive or unusual noise. Watercraft with the "captain's choice" option shall be operated in the underwater mode at all times. Excessive or unusual noise will be determined by Oak Run Lake Patrol.

#### **Section B. Watercraft Operation**

1. All watercraft will be operated in a counterclockwise direction. (Nearest shoreline on your right).
2. Life jackets are required on children 13 years and younger when the watercraft is in motion.
3. In lieu of a horsepower limit on watercraft, there will be a speed limit of 40 mph and a maximum overall length of 25 feet, except for pontoon boats.
4. A property owner must be aboard ALL watercraft while operated on the lake.
5. All watercraft operators must have a membership card in their possession while operating the watercraft.
6. All watercraft tied up to, or beached on outlots are restricted to the hours of sunrise to sunset.
7. The lake will be closed to watercraft when the level reaches one foot over normal pool.
8. All watercraft, whether anchored or underway, shall keep noise from the occupants or electronic devices to such a level as to not unnecessarily disturb those on-shore.
9. Launching of a boat from a trailer will take place only at the North Boat Launch or Lakeview Park Launch.
10. Docking is not allowed on private rental slips where posted.
11. Moving of, or mooring to, anchor buoys is prohibited.
12. Anchoring of watercraft in such a manner as to inhibit or prevent watercraft access to private docks, boat launches or slips or that would inhibit the safe counterclockwise flow of traffic is prohibited.
13. Boaters shall respect the rights of fishermen by keeping clear of their boats and lines. Boaters shall keep a reasonable distance and limit their wake near someone engaged in fishing.

14. No skiing or watercraft, except trolling fishing boats, is allowed within 50 feet of roped-in swim areas or the shoreline.
15. Posted Wake Areas: A wake is defined as a movement of the water created by a boat underway great enough to disturb a boat at rest. Under no circumstances shall a boat underway exceed 5 miles per hour while in a posted "No Wake" area. "No Wake" areas shall be clearly posted with buoys or appropriate signs.
16. Age of Operators: No person under the age of 10 may operate a motorboat. Persons at least 10 years of age and less than 16 years of age may operate a motorboat only if they are accompanied on the motor boat and under the direct control of a parent or guardian or a person at least 18 years of age designated by the parent or guardian. Persons at least 16 years of age and less than 18 years of age may operate a motorboat only if they are accompanied on the motor boat and under the direct control of a parent or guardian or a person at least 18 years of age designated by the parent or guardian, or such person is in possession of a boating safety certificate issued by the Department of Conservation, Division of Law Enforcement, authorizing the holder to operate motorboats.
17. Reckless Operation: No person shall operate any watercraft, specialty prop-craft, or personal watercraft, or manipulate any water skis, aquaplane or similar device in such a manner as to willfully or wantonly endanger the life, limb or property of any person. This includes weaving through congested traffic, jumping the wake unreasonably or unnecessarily close to another vessel or when visibility around another vessel is obstructed, waiting to the last possible moment to swerve to avoid collision, or operating any watercraft so as to approach or pass another watercraft in such a manner or at such a rate of speed as to create a hazardous wake or wash.

### **Section C. Water-Skiing and Towing Devices**

1. The provisions of the Illinois Boat Registration and Safety Act pertaining to water-skiing are applicable to skiing on Spoon Lake.
2. No person may operate a motor boat which has in tow or is otherwise assisting a person on water skis, aquaplane or other similar contrivance, unless such motor boat is occupied by at least two competent persons. "Competent" means capable of assisting in case of injury or accident.
3. A red or bright orange flag indicating a "skier down/person in the water" is required equipment for towing any individual. This flag is to be displayed any time a person is in the water and the engine of the vessel is running. All watercraft will be required to operate at idle speed if closer than 50 feet to the watercraft displaying the flag.
4. No person may operate a motor boat which has in tow or is otherwise assisting a person on water skis, aquaplane or similar contrivance from the period of one-half hour after sunset to one-half hour before sunrise.
5. All persons being towed on water skis, aquaplane or similar contrivance must properly wear a Coast Guard approved flotation device.
6. The number of water skiers, aquaplanes or tubes any one watercraft may tow is limited to two (2).
7. All persons operating a motor boat which has in tow or is otherwise assisting a person on water skis, aquaplane or similar contrivance, must be careful and prudent in their operation and keep a reasonable distance from persons and property so as not to endanger the life or property of any person.

8. No person may operate a motor boat which has in tow or is otherwise assisting a person on water skis, aquaplane, tube or similar contrivance within direct vicinity of the rental docks, boat ramps, gas marina or in no-wake areas where there are numerous moored watercraft present.
9. No watercraft operated on Spoon Lake may contain or use additional weight, ballast, or any other type of device added for the primary purpose of increasing the size of the wake behind the watercraft. Such prohibition shall include without limitation, the addition of solid ballast and/or water bladders.
10. Parasailing is prohibited on the waters of Spoon Lake. Those individuals who have specifically been granted Board approval prior to August 18, 2006 shall hereby be grandfathered with restrictions from this provision.
11. The take-off or landing of aircraft of any kind on the waters of Spoon Lake is strictly prohibited.

**Article V. Architectural and Environmental Rules Re:  
Lake and Lake Front Improvements**

**Section A. General Rules**

1. The Oak Run covenants, Article VI, provide for an Architectural and Environmental Control Committee (AEC) responsible for the approval of all construction and improvements on residential property, ensuring that the properties at Oak Run continue to be properly maintained for the appearance and health of the Oak Run Community. Article IV of the covenants gives the Association the right to enforce rules for the “Common Properties” - i.e., the lake and lake front.
2. The Oak Run Board of Directors has adopted specific AEC rules governing obtaining permits for new construction, remodeling, shoreline maintenance & other improvements to the properties at Oak Run. These rules including appeal procedures and enforcement procedures for AEC matters are contained in the Oak Run AEC Rules. A complete set of these rules as well as permits may be obtained by contacting the Association Office.
3. The Oak Run Board has delegated to the AEC Committee the promulgation and enforcement of rules for construction of docks and lake front improvements.

**Section B. New Construction**

1. All construction requires advance approval by the AEC Committee. Submission of plans, including detailed components thereof, lot survey, septic system design, Knox County and Sanitary District permits and other matters essential for approval of plans submitted and issuance of building permits by Oak Run, are outlined in the Architectural & Environmental Control Rules.

**Section C. Improvements & Additions**

1. Generally, all improvements to existing properties require an Oak Run building permit. Room additions, deck additions, docks, fences, shoreline improvements, or changes to the exterior of a structure including re-siding and roofing fall into this category. When in doubt whether a permit for a project is required, please contact the Association Office.

**Section D. Lot Maintenance**

1. Oak Run covenants provide that the destruction of trees and other vegetation and such other matters which affect the environment and ecology of Oak Run are proper concerns of the AEC Committee and the Board.

2. No trees over six (6) inches in diameter, as measured one foot above ground level, may be cut down or removed from any lot, for any reason, without first obtaining approval from the AEC Committee.
3. No lot shall be used or maintained as a dumping ground. Trash, garbage and other waste shall be kept in a sanitary container, and then disposed of at an appropriate site.
4. Improved lots are required to be maintained in such a manner as to prevent them from becoming unsightly, unsanitary or a hazard to health. Owners of improved lots are required to:
  - a. Mow at such times as may be reasonably necessary in order to prevent the growth of unsightly vegetation and noxious weeds.
  - b. Prevent the existence of any other condition that reasonably tends to distract from or diminish the aesthetic appearance of said lot.
  - c. Subject to Section D, 2 above, cut down and remove dead or damaged trees which may present a hazard.
  - d. Keep debris or foreign material from entering Spoon Lake.

#### **Article VI. Campground Rules**

##### **Section A. Camping Season**

1. Opening Date - April 30<sup>th</sup>, weather permitting
2. Closing Date – October 31st
3. At any time after October 16<sup>th</sup>, the water may be shut off at the discretion of the Oak Run staff.
4. Fees will be established by the Oak Run Board of Directors on a yearly basis.

##### **Section B. General Rules**

1. The campground is for the use of property owners and accompanied guests only.
2. Property owners must register their guests.
3. The registering property owner is responsible for the activities of their guests and any violation of the rules by the guest will be charged against the property owner.
4. Quiet hours are from 11:00 p.m. to 8:00 a.m.
5. The speed limit inside the campground is 5 mph.
6. A daily camp permit may be issued for a period not to exceed 14 consecutive days.
7. Only one camp will be permitted per site.

### **Section C. Check-in and Check-out Times**

1. Check-in times are normally from 9:00 a.m. to 9:00 p.m. Late check-in will be allowed at the discretion of the campground manager, provided space is available.
2. Check-out time is 3:00 p.m.
  - a) If a camper has checked out and desires to remain in the area for other purposes after the checkout time, he must break camp and move from the campground.
  - a) Campers shall remove all personally-owned camping equipment from the campground once the camper leaves.
  - b) Failure to remove camping equipment by 3:00 p.m. without specific authorization from the campground manager shall obligate the camper to pay an additional night's fee.
  - c) A campsite is deemed to have been abandoned if a camper does not remove his camping equipment within 24 hours of the expiration of his camping permit.

### **Section D. Camper Responsibilities**

1. Campsites are provided for reasonably quiet outdoor recreational experiences. They are not intended for large group gatherings or parties which are disruptive to the normal atmosphere of the campground. Such activities will only be permitted with the prior permission of the General Manager and the Campground Manager.
2. Fires are allowed in stoves or designated areas only. Large bonfires are prohibited, unless prior permission from the General Manager or Campground Manager is granted. Campers are to keep fire rings clean of cans and debris.
3. All garbage must be contained in a plastic bag and placed in the dumpster designated for campground use.
4. Propane tanks must be secured to the camping unit using an approved method of attachment.
5. It is the responsibility of campers to maintain the campsites and buildings in a clean and sanitary condition.
6. Campers are responsible for any damage to individual campsites.
7. Lost or stolen items should be reported to the Campground Manager.

### **Section E. Pets**

1. Property owners are responsible for all pets while at Campers Village.
2. All pets must be kept on a leash not to exceed 6 feet in length. All leashed pets shall at all times be under the control of a responsible person.
3. Owners are responsible to make sure their pets do not cause a nuisance to other campers. Pets are not to be left unattended.
4. Designated areas are posted for walking pets. Excretion by pets shall be removed and placed in the proper receptacle.

### **Section F. Sanitary Rules**

1. Dumping expelling gray water (sink waste) or black water (toilet water) on the ground is **strictly prohibited**. Upon confirmed knowledge of improper discharge of gray or black water from the holding tank of a campsite unit, the camper will be subject to the maximum allowable fine, immediate eviction from the campground, and forfeiture of seasonal privileges for 30 days.
2. Units not equipped with holding tanks, **may not** uncap the external sink drain unless it is connected by hose to a sealed container such as a tote-along drain tank. Open containers such as buckets are not permitted. Sealed containers may be emptied into the campground dump station.
3. Black or gray water valves on self-contained units equipped with holding tanks may not be opened unless the sewer outlet is connected by hose to a sealed container or when dumping into the campground dump station.

### **Section G. Permanent and Semi Campsite Permanent Procedures**

1. In order to retain sites, campers must give the Association Office notice and remit a \$100.00 non-refundable deposit by November 1<sup>st</sup>. Failure to do so may result in the loss of the site.
2. All campers shall pay the balance of fees by March 31<sup>st</sup> per the lease agreement. Failure to do so shall result in a \$25.00 per week penalty beginning on the 2<sup>nd</sup> Monday in April until such a time as the balance is paid in full. If after 30 days the account remains delinquent, the camper is subject to eviction.
3. There will be no pro-rated reimbursement for campers leaving during the season. However, campers obtaining a seasonal site during the season will be billed on a pro-rated basis. Subleasing of sites is prohibited.
4. Property owners may trade comparable sites by mutual agreement and by notifying both the Office and the Campground Manager in writing.
5. The Association Office requests a 30-day advance notice be given if planning to vacate a site.
6. The sale of a camper or trailer does not entitle the buyer of the camper or trailer to use of the campsite.
7. Camper or trailer units may be no more than 400 square feet in size and must be licensed as a recreational vehicle.
8. Park Model Homes will not be allowed to occupy sites at Campers Village.
9. Any and all improvements to a permanent or semi-permanent site must have the prior written approval of the General Manager and Campground Manager.

### **Section H. Movement Between Sites**

1. Movement between sites will be based on seniority.
2. Campers wishing to relocate will be offered a chance at the beginning of the season to opt on or off the seniority list.

3. Once the list is established, it will be put in order of seniority based on location.

### **Section I. Temporary Storage**

1. The storage area is restricted to use by property owners.
2. Items in storage must be registered with the Campground Manager. The manager must be present when items are brought to be stored.
3. The storage fee must be paid in advance with the length of stay predetermined.
4. The item stored must be used at least once during the season.
5. The item must be removed before the end of the camping season and the balance paid in full.
6. Liability for damage or theft rests solely with the owner of the stored item.

### **Section J. Winter Storage**

1. The storage fee must be paid prior to the closing date. All units not paid in full or removed from Campers Village by this date will be assessed a \$25.00 per week fine until the fee and fine are paid in full. If unpaid after 30 days, seasonal campsite privileges may be revoked. If the fee and fine remain unpaid after 60 days, the unit will be reported to the Illinois State Police as an abandoned vehicle.
2. Lessee agrees to carry his own liability and comprehensive insurance to protect against theft, pilferage, fire, windstorm, water damage, hail and vandalism. The Association does not assume any responsibility for loss or damage to the stored item.
3. If maintenance is required to work on your leased space, the lessee will be responsible to move the stored item to another site until work is completed.
4. Water and electrical service will be shut off after closing date.
5. Campsites may not be occupied after the closing date.
6. Nothing shall be left near, under or around the unit to be stored (exception: a moderate stack of firewood).
7. All units to be stored shall be operational and in good repair.

### **Section K. Golf Cart Operation**

1. All golf carts must be registered with the Campground Manager. Proof of insurance must be presented at the time of registration.
2. All golf carts must have headlights and taillights.
3. No person (under 16 years of age) may operate a golf cart.

4. Only Oak Run property owners who are in possession of a valid driver's license will be allowed to operate golf carts.
5. When not in use, golf carts must be stored on property owner's campsite.
6. Golf cart operators will follow all posted rules for vehicles. Driving on grass is prohibited.
7. Violation of golf cart operation rules will result in a verbal warning, followed by suspension of privileges.

**Section L. Eviction**

1. Failure to comply with the stated rules and procedures may result in a fine or immediate eviction from the campground. The camper, at the demand of the Association, shall immediately remove all equipment and personal property.
2. The Association may refuse to permit a camper to re-enter Campers Village for a period of 30 days from such eviction.
3. No refund will be granted in such cases.

**Section M. Disclaimer**

1. The permittee waives any claim against the Association, its agents or employees for damages arising out of use by the permittee or any member of his party in the campground facilities.
2. The Association makes no representation as to the suitability or safety of the campsite and is not responsible for the actions other campers or persons within the development.

**Article VII. Enforcement of Rules (Non Architectural)**

**Section A. Warnings and Citations**

Oak Run Lake Patrol personnel, when observing or directed to violations of Oak Run rules and regulations, shall have discretionary powers as to the formal actions to be taken in response thereto. Such response shall be within one or more of the following approved manners:

1. **Warnings:** Where any violation is of a minor nature, or where specific circumstances of the situation dictates, the officer shall have the option of issuing either a verbal warning or a written warning. In either case, the officer shall document all warnings for future reference.

Warnings, either verbal or written, shall carry no fine or penalty. If one or more warnings are issued, this does not deprive the security officer of the authority to issue a citation or citations for those violations provided the citation is issued within 90 days of the last warning.

2. **Citations:** Where any violation is of a major nature, involves an issue of safety, where a subject is known to be a repeat offender, or where specific circumstances of a situation dictate, the officer may issue a citation.

Where a citation is issued, the approved uniform complaint form shall be used and shall be designated on its face as being a citation. All citations issued shall be recorded in that individual's file for future

reference. Within five (5) business days of issuance of a citation, a notice in regards to that citation explaining the steps to be followed thereafter shall be mailed to the accused's last known address.

In the event that the accused is a guest of a property owner, that property owner shall receive a copy of the notice in the same as the accused. Any subsequent fine or penalty shall be assessed against the property owner who acted as the host for the accused.

3. **Juvenile Matters:** In all violation incidents where a juvenile has been involved, Lake Patrol shall make all reasonable attempts to contact immediately that juvenile's parent or legal guardian regarding the incident. Where the incident is of a minor nature, or where other forms of contact cannot be made, the parent or legal guardian in question shall be notified by mail regarding all matters pertinent to the incident. If the incident requires restraint of the minor to prevent bodily injury or serious physical damage, the Lake Patrol shall contact the appropriate police authority.

In all cases, after mailed identification has been made, further contacts regarding the incident shall be through the juvenile's parent or legal guardian.

### **Section B. Violations of State Law**

Whenever possible, Lake Patrol will attempt to handle difficulties at Oak Run through the citation procedures as outlined. However, situations may arise where a violation of law occurs that warrants action beyond the Lake Patrol's jurisdiction. Such proceedings will be initiated in the following manner:

1. **Arrest:** Where a situation presents an immediate threat to the safety and well-being of persons or property at Oak Run, the officer shall call outside law enforcement authorities for assistance and shall request that offending parties be arrested and formally charged. The officer shall have the authority to act as an agent of the Association and sign the formal complaint as such.
2. **Affidavit & Complaint for Warrant:** If no immediate threat exists, and where circumstances dictate, the officer may file a formal report at the Association Office, and thereafter file a formal affidavit and complaint against the offender with the Knox County States Attorney's office - who may obtain an arrest warrant if a court finds probable cause exists. All arrests will be made by outside law enforcement authorities.

### **Section C. Supplemental Fees for Non-compliance With Rules and Penalties**

1. **Supplemental Fees:** The hearing panel, acting on behalf of the Board of Directors, shall have authority to assess supplemental fees and/or penalties. (See Section F, infra) The panel shall have discretionary powers regarding variances in this schedule, based upon mitigating or extenuating circumstances in each individual case. Such fees shall be assessed based on the schedule, Section D below. These fees represent partial recovery of costs of enforcement of the Rules.
2. **Penalties:** As an alternative to, or in addition to, the fee schedule, the hearing panel shall have the authority to institute penalties against persons who have violated regulations. Penalties may take the form of loss of use at the Common Properties including the lake and public areas - for up to 30 days per infraction, and revocation of registration and the right to use of any unregistered watercraft or device.

With the written agreement of the property owner and parent, the panel may impose public service work for minor offenders in lieu of a fee or penalty. If done, such work shall be under the supervision of the Oak Run manager for a specified number of hours and shall involve non-dangerous and non-strenuous work.

3. **Probation:** The hearing panel shall also have the authority to place offenders on probationary status in lieu of, or in addition to, fees or penalties. Specific terms of any probationary status shall be determined based upon the circumstances surrounding the particular case being considered.

Should the terms of any probationary status be violated, the hearing panel has the right to assess fines or penalties which would have ordinarily been assessed had probation not been granted. Violation of probation is, in and of itself, a violation of regulations by the section.

#### **Section D. Supplemental Fees For Non-compliance With Rules:**

The following schedule of supplemental fees is not to be considered as mandatory but instead represent maximum fees for specified types of violations. The hearing panel shall use the schedule as a guideline only as to maximum and has the authority to vary the actual assessed fine based upon the specific circumstances of the violation.

##### **Level 1. Infraction**

A violation of any one of the following rules will be considered a Level 1 infraction and may be assessed a maximum \$25.00 fee.

- a. Boating infractions including, but not limited to: violations of the traffic pattern, 360's, excessive speed, age of operator, no-wake areas, hours of operation, distance to shoreline, towing and skiing violations, failure to have a competent spotter, failure to display down skier flag, failure to display registration stickers, swimming infractions and other minor boating infractions.
- b. Fishing infractions including, but not limited to: fishing without a license or fishing from a restricted area. Violations of the size and creel limits shall be a maximum fee of \$25.00 and \$10.00 for each fish which is found to have been taken in violation thereof.
- c. Miscellaneous infractions including, but not limited to: improper parking, littering, illegal burning, animal control violations, loud, boisterous and/or profane language and behavior, or other minor park or campground related violations.
- d. Failure to provide proper photo identification and membership card.

##### **Level 2. Infraction:**

A violation of any one of the following rules will be considered a Level 2 infraction and will be assessed a maximum \$50.00 fee.

- a. Boating infractions including but not limited to: careless or reckless operation, failure to register watercraft, operation of a watercraft by a non-member or member not in good standing, failure to maintain a safe distance, failure to yield the right of way, failure to maintain proper insurance requirements
- b. Miscellaneous infractions including, but not limited to: failure to obey Lake Patrol personnel and staff, failure to identify or providing false identification, illegal

dumping in Association-owned receptacles, minor vandalism or defacing of Association-owned property.

- c. More than two Level (1) infractions within a 12 month period.

**Level 3. Infraction:**

A violation of any one of the following rules will be considered a Level 3 infraction and will be assessed a maximum \$100.00 fee.

- a. Miscellaneous infractions including, but not limited to: fleeing and alluding Lake Patrol personnel, illegal dumping within the development, willful or reckless conduct, fighting, verbal abuse of POA staff.
- b. Major vandalism or defacing of Association-owned property. In all cases where property damage is a result of the violation, whether directly or indirectly, the cost of repairs shall be assessed in addition to the fine assessed.

- c. More than two Level (3) infractions within a twelve month period.

**Section E. Response to Notice**

The accused shall be obligated to contact the Association Office no later than ten (10) business days after the mailing date of any notice of infraction. Failure to do so shall subject the accused to a finding of guilty by default, unless good cause is shown for such failure, and that owner/member will be assessed the maximum applicable fine as established in those Rules.

When the accused contacts the Association office, the accused shall advise in writing whether the charge is contested. Should the accused admit the violation and agree to a given fine/penalty, the accused shall be assessed the fine/penalty set out in mailed notice, and shall be advised in writing of the time period for remittance of said fine.

Should the accused wish to contest the violation, the accused shall be advised by the Association office of a hearing date and time and mailed notice. The notice shall advise the accused of his/her rights regarding the hearing.

When the accused is unable to attend this hearing, a continuance shall be granted and a second hearing date shall be established.

If the accused is unable to attend the second hearing, a second continuance shall be granted. Unless there are mitigating circumstances, failure to attend a third hearing session shall result in the accused being found guilty by default.

In all cases, the statement of the accused before the panel may be presented in either oral or written form.

**Section F. Hearing Panel**

The Hearing Panel shall consist of three (3) members and shall be a designated Committee appointed annually by, and acting under the authority of, the Board of Directors of the Association (hereinafter “the Board”). Two Hearing Panel members shall be members of the Board with the third panel

member selected from the membership-at-large. An alternate Board member and an alternate member-at-large shall be appointed by the Board to serve on the Hearing Panel as needed. The member-at-large and the alternate shall:

- A. Be a member of the Association in good standing.
- B. Not be an employee of the Association.
- C. Not be a member of Lake Patrol.

Any two members of the Hearing Panel may remove the third member and replace him/her with the appropriate alternate to ensure a fair hearing with due process for the accused. Any member of the Hearing Panel shall remove himself/herself if there is a conflict of interest in a given case.

The Hearing panel shall hold regularly-scheduled meetings as well as special sessions as required.

The hearing panel will designate one of its members as the Chairperson who will preside at meetings. A Vice-Chairperson will also be designated to serve in the absence of the Chairperson.

The accused member shall be afforded the following rights of due process:

**1. Rights of the Accused:**

The accused shall have the following rights in regards to hearing:

- a. The right to confront and question, in open hearing, the officer who issued the citation.
- b. The right to counsel, to be provided by the accused.
- c. The right to call others to testify on his/her behalf.
- d. The right to a fair and impartial Hearing Panel.

**2. Hearings:**

Hearings may be attended by:

- a. The accused.
- b. The lot owner in an incident involving a guest.
- c. The parent or legal guardian in an incident involving a juvenile.
- d. The Lake Patrol Officer issuing the citation.
- e. Appropriate witnesses as requested by any party.

The accused shall be advised regarding specific details of the charge and shall be read the regulation which the accused was alleged to have violated.

The Hearing Panel shall hear testimony from:

- a. The accused if he/she elects to testify.
- b. The officer.
- c. Witnesses who may be present.

**3. Hearing Panel Findings:**

At the conclusion of all testimony and questioning, the Hearing Panel shall have the opportunity to discuss the case in closed session and shall deliver one of the following findings:

**Guilty:**

The offense was committed by the accused and he/she is subject to a fee and/or penalty.

**Guilty with Mitigating Circumstances:**

The offense was committed by the accused; however due to specific circumstances involved in that particular situation, the Hearing Panel shall have the option of either assessing a lesser fee and/or penalty, or placing the accused on a probationary status consistent with the offense, with no fee or penalty being assessed.

**Not Guilty:**

The offense was not proven to have been committed by the accused and shall result in dismissal of the citation.

**Payment of Fee Assessed After Hearing:**

Unless a notice of appeal is submitted, all fees must be paid to the Association office within fifteen (15) business days following a finding of guilty. At the discretion of the panel, a payment plan may be established.

**4. Authority:**

This administrative procedure and appeal process is established by authority granted in the:

- a. Restrictive Covenants.
- b. Bylaws of the Association.
- c. Rules and Regulations established and approved by the Board of Directors.
- d. The Illinois General Not-For-Profit Act of 1986.

**5. Appeals:**

Appeals shall be heard by the Board. When the accused is dissatisfied with the outcome of a hearing, he/she shall have the option of filing a written notice of appeal to the Board at the Oak Run office within ten (10) business days of the finding. Under no circumstances will the Board's hearing appeal (be held) more than ninety (90) days after the date the appeal was filed.

When an appeal is requested, a time and date shall be established for the appeal hearing. At that time, both the accused in the case and the officer shall have the opportunity to present evidence and argument to the Board. The hearing procedure in an appeal to the Board shall be the same as that for a Hearing Panel and the Board will review the matter "de novo." Board members who were removed from the Hearing Panel or served on the Hearing Panel for review of the case will not participate at the hearing.

The Board shall then be afforded an opportunity for a closed session discussion in order to make a decision regarding the outcome of the case. The Board shall have the same options regarding disposition findings as those previously established for the Hearing Panel. The decision of the Board shall be final and in writing.

**6. Payment of Fees after Appeal:**

If a guilty verdict is upheld, all fees and any applicable restitution shall be remitted to the POA office within ten (10) business days after the board issues its written decision.

### **ARTICLE VIII. Document Control Procedures**

1. Any member of the Oak Run POA desiring to inspect the corporation books, records, or files shall submit a written request addressed to the manager on a form provided by Oak Run. That request shall state:
  - a. The name and membership status (voting, non-voting, assessments paid or unpaid) of the individual making the request.
  - b. The books, records or files which the individual wishes to inspect.
  - c. The purpose for which the individual seeks to inspect the books, records or files.
2. As promptly as possible, and in no event more than seven (7) days after receipt of any such request, the manager (or acting manager) shall review the request and at his or her discretion may take either of the following actions:
  - a. If the request or any part of the request appears routine and does not involve potentially confidential or privileged information, as outlined in this procedure, the manager may give immediate authorization for the inspection.
  - b. If the manager has questions as to the appropriateness of all or any part of the request, or if the request may involve confidential or privileged documents, the manager shall advise the requesting party of that fact in writing and then promptly contact legal counsel for the Oak Run POA to review the areas of concern. The Oak Run attorney shall then advise the Board, which will determine which, if any, documents will be made available for inspection and under what conditions. The manager shall then advise the requesting member in writing of whatever decision the Board makes relative to the specific document request.
3. The following documents are considered confidential under the foregoing policy and will require review by legal counsel and a Board determination whether documents requested will be disclosed:
  - a. Individual personnel files, salary records of employees, and benefit records of individual employees.
  - b. Documents relating to contract negotiations.
  - c. House plans or other documents which would provide information regarding interior or private areas of any dwellings or buildings at Oak Run or security systems for same.
  - d. Financial records relative to Oak Run property owners other than the requesting party.
4. The following documents or records shall be considered privileged and will require review by legal counsel and a Board determination whether the documents requested will be disclosed:
  - a. Correspondence, memos, or records of communications between Oak Run officers, volunteers, board members, or management and Oak Run's attorneys or accountants.
  - b. Files and records relative to any litigation involving either Oak Run or its property owners.
  - c. Documents prepared by or on behalf of Oak Run or its attorneys for use in litigation or potential litigation.
5. In addressing any request for potentially confidential or privileged information, in addition to the Illinois statute and this policy, the Oak Run Board shall consider the following:
  - a. The advice of legal counsel.
  - b. Whether the person requesting the information has a proper purpose in seeking the disclosure of the potentially confidential or privileged information.
  - c. Whether the disclosure or nondisclosure would improperly prejudice the rights of either the Oak

Run POA, other property owners, or other individuals.

6. Any document review, whether pursuant to the approval of the manager or pursuant to Board approval, must be conducted in accordance with the following procedures:
  - a. Documents will be reviewed by the requesting member during regular office hours on a date and at a time convenient to the office staff and the member.
  - b. If the request will entail inspection or copying of documents which are voluminous, then more time must be allowed to the Oak Run office staff and manager to review the materials requested to determine if they contain confidential or privileged materials. For purpose of this subparagraph, "voluminous" means more than 100 pages.
  - c. Under no circumstances is any "original" document to be removed from the Oak Run office or a board-designated alternate site for document review.
  - d. The documents produced shall not be written upon or any way altered or erased by the inspecting party.
  - e. All Oak Run records must be accounted for prior to and after inspection.
7. If the document production is voluminous, then a Document Control Log will be created for purposes of the inspection. The Document Control Log shall contain a line for each document inspected and be set up in eight columns. It shall be utilized as follows:
  - a. When the document is removed, it shall be identified in column 1. The time and date of removal shall be recorded in column 2. The number of pages in the document will be recorded in column 3 and the member inspecting the document shall initial the log in column 4.
  - b. Upon return of the document to the office staff, a designated member of the Oak Run staff will record the time of the return of the document in column 5, verify the number of pages returned in column 6, and initial the entry in column 7.
  - c. Should there be any discrepancy in the number of pages returned or should any documents not be returned, the office staff member shall immediately advise the manager and the requesting individual of the discrepancy. The discrepancy will also be noted in the Document Control Log.
  - d. At the end of any document inspection, the requesting member shall sign the Document Control Log in column 8, noting the time and date that the inspection was completed.
  - e. Any unresolved discrepancy with respect to documents not returned or missing pages from documents are to be reported immediately to the Board of Directors by the manager.
8. Any request for photocopies of Oak Run documents should be made initially to the manager. The manager has discretion to authorize photocopying of any routine records at a fee of .25 per page - which will be payable at the time of copying by the individual requesting copies. Any request for a copy of the membership list must be forwarded to legal counsel and the Board of Directors with a statement as to the purpose for which the copies are sought. Use of the membership list for purposes of commercial or political mailings to or solicitations of Oak Run members shall not be considered a proper purpose unless specifically approved in writing by the Board.
9. No potential confidential or privileged documents may be photocopied, even if inspected, without the prior written approval of the Board of Directors. Any photocopying of such documents will be by a designated member of the Oak Run staff and a fee of .25 per page payable by the individual requesting the copies shall be due at the time of copying.
10. Oak Run reserves the right to restrict or condition further dissemination of any potentially confidential or privileged documents as a condition of permitting inspection or photocopying of such documents.

**ARTICLE IX. Conduct of Board Meetings of Oak Run P.O.A.**

**1. AGENDA**

The President or presiding officer will cause a written agenda to be sent to each Board member, the secretary and the manager of the Association at least 3 days prior to each regular Board meeting. Any Board member wishing a matter placed on the written agenda shall so notify the President or presiding officer one week in advance of the meeting and such matters shall then be placed on the written agenda. Non-Board members or others may request that matters be placed on the agenda - but whether such requests are placed on the agenda shall be at the sole discretion of the President or presiding officer.

Any Board member may, by oral motion, raise matters not on the written agenda at appropriate times during the Board meeting. The President or presiding officer shall determine in his or her sole discretion whether and the extent to which non-Board members may raise matters not on the written agenda during the Board meeting.

The agenda shall generally conform to the following format - subject to such variations as the President or presiding officer may in his discretion approve:

- . Review and Approval of Prior Minutes
- . Members Forum - (a period during which any association members or others, at the discretion of the President or presiding officer, may bring matters to the attention of the Board, subject to such time limitations as the President or presiding officer may impose.)
- . Manager's Report
- . Committee Reports (from standing or special committees)
- . Old Business (matters previously discussed)
- . New Business (matters raised for the first time)
- . Guest Speakers (as may be recognized by the chair)
- . Adjournment

The written agenda shall identify matters coming before the Board under the appropriate sub-headings.

**2. RULES GOVERNING MEETINGS:**

The Members Forum is a time when any member of the Association can bring concerns or information to the attention of the Board of Directors. It is not necessary to reserve time in advance for the Members Forum. The President or presiding officer may, at his or her discretion, determine the number of members seeking recognition during the Members Forum and impose reasonable time limits on each in order to permit an orderly progression of the meeting. The Members Forum is discretionary with the Board and may be limited, conditioned, or deleted entirely upon appropriate motion passed by a two-thirds majority of Board members present. Association members are also encouraged to submit any concerns or information in writing to the Association office or to Board members directly in advance of regularly scheduled Board meetings. This will permit Board members to place appropriate items on the formal written agenda and will also enable members to more fully inform themselves about issues before they are raised orally at the Members Forum.

The meetings of the Board of Directors of the Oak Run POA shall generally follow Roberts Rules of Order. The ruling of the President or presiding officer on any point of order shall be final unless overturned by a majority vote of the Board after appropriate motion and second. Only board members may make motions or seconds at Board meetings. Participation and discussion by Association members shall be at the discretion of and subject to limitations imposed by the President or presiding officer. Failure to follow parliamentary procedure shall not invalidate any otherwise proper action taken by the Board.

The Board may go into executive session upon appropriate motion for any proper purpose. In accordance with the By-laws, minutes will be kept of any formal action taken in executive session. The Board or its members may meet informally among themselves, with legal counsel, with management or with members to discuss Oak Run business - but no formal action shall be taken at such informal meetings. The Board retains the right to call special meetings as provided in the By-laws.

### **3. RECORDS OF MEETINGS:**

The minutes of the Secretary shall be prepared in accordance with Roberts Rules of Order and shall reflect the actions taken by the Board. Once approved, the minutes shall be the sole official record of each Board meeting. Proposed minutes of the prior regular meeting shall be approved at the next regular Board meeting. Minutes of executive session of the Board shall be kept separately and shall remain confidential except as provided in the Bylaws. Minutes of special Board meetings shall be approved at the next regularly-scheduled Board meeting. The Secretary shall avoid placing in the minutes any personal editorial comment or the opinions or comments of any Board members, officers or participants in the meeting. The Board may, in its discretion, permit a summary of action taken at each Board meeting to be published in the Communicator. Such summaries of Board action shall be limited to the actions taken by the Board and shall not contain editorial comments or personal opinions of Board members, officers or employees of Oak Run, or participants at the meeting.

No tape recordings, video recordings, electronic recordings of any type, and stenographic or court reporter shall be permitted at Board meetings. The Board believes that the use of such devices and/or persons is too easily utilized to intimidate meeting participants, is subject to subjective editing and quotation out of context, and is otherwise detrimental to the free exchange of ideas and opinions necessary for the Board to function effectively on behalf of the membership. The President or presiding officer shall, without the need for formal motion or vote, enforce this provision at all meetings of the Board of Directors.

### **Article X. Publications**

The purpose of the Community Relations and Publicity Committee is to provide Oak Run members with information relating to the community. The following policies and guidelines have been adopted:

1. The Committee shall publish a newsletter, called the *Communicator*. The format, content, and frequency of the newsletter shall be determined by the Committee, and is subject to change.
2. The newsletter shall not be used as a vehicle for expressing political views. Therefore, no paid political ads of any kind will be accepted. No editorial positions will be taken.
3. No libelous or inflammatory material shall be printed in the newsletter. The advertising and articles submitted shall be of style, content and substance commensurate with good taste and not likely to be offensive to the Oak Run property owners on the basis of moral, cultural, or social values.
4. The Committee shall develop a schedule of advertising rates, striving to maintain a balance between articles and

advertisements. Advertisements will comprise approximately 43% of total copy, with a range of 43% to 48% of the newsletter deemed appropriate.

5. The Committee, through its five-member Editorial Board, retains the right to reject any items submitted for publication because of space or content.
6. The content of the newsletter must conform to the legal requirements of the Oak Run Association, and to any policies of the Board of Directors. In all cases, the Board shall have the option of final review.
7. In addition to the newsletter, the Committee shall maintain a Tele-Relay system of emergency communication and shall update telephone and volunteer help lists on an annual basis.
8. The Committee shall also be responsible for placing notices of upcoming events on one of two lighted signs.
9. The Committee shall also endeavor to identify other possible avenues of communicating with its membership, making the general public aware of opportunities of Oak Run.