

# **SCENIC LAKES COMMUNITY ASSOCIATION, INC. POLICIES & PROCEDURES**

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# SCENIC LAKES COMMUNITY ASSOCIATION, INC.

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### MEMBERSHIP MEETINGS

#### Policy Number: SL-1.0

#### **POLICY**

The President or his/her designee shall conduct meetings of the general membership.

#### **PURPOSE**

The purpose of these meetings shall be to promote communication between the general membership and its governing body. Specifically, this dialogue would allow the membership to express their opinions on the day-to-day operations of the Association, to voice any complaints or criticisms, to exchange beneficial ideas, and to discuss subjects of mutual interest.

Furthermore, the meetings shall be the vehicle by which the governing body may inform the membership of the status of current operations, including finances, committee reports, and old and new business.

#### **PROCEDURE**

The date, time, and the place of the meetings shall be posted in a conspicuous place within Scenic Lakes reservation at least seven (7) days prior to the holding of the meeting.

The meeting shall be concluded by the President or by his/her designee and the Secretary shall take minutes in as much detail as is necessary.

The agenda shall be as follows:

1. Call to Order
2. Reading of the Minutes of the Previous Meeting
3. Correction of Minutes
4. Treasurer's Report
5. Committee Reports
6. Old Business
7. New Business
8. Privilege of Floor to Membership
9. Call for Adjournment

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## **PRIVILEGE of the FLOOR to MEMBERSHIP Policy Number: SL-1.1**

### **POLICY**

At any official Scenic Lakes Community Association meeting, only members in good standing will be recognized by the chairperson of the board during the open session question and answer period. All members so recognized shall approach the front of the room and address their comments and/or questions directly to the chairperson.

### **PURPOSE**

Only members in good standing have the privilege to the floor.

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### TRUSTEE MEETINGS

#### Policy Number: SL-1.2

#### POLICY

At a trustee meeting the open session questions and answer portion, only questions relating to topics discussed by Scenic Lakes Board of Trustees will be entertained. Only members in good standing can ask questions regarding to topics discussed at today's Trustees meeting. No items that were not discussed by the Board of Trustees will be entertained. Members in good standing who wish to have items reviewed that was not discussed by the Board of Trustees shall submit them in writing to the Board of Trustees 14 days prior to any Trustees Meeting.

#### PURPOSE

To allow the Board of Trustees to conduct business in a productive manner.

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### MEMBERSHIP DUES, FEES AND ASSESSMENTS

**Policy Number: SL-2.0**

#### **POLICY**

For the purpose of this policy, membership in Scenic Lakes Community Association shall consist of those persons who own real property within the reservation.

All members of the Association shall pay annual dues. Where there is more than one owner of a particular parcel, only one payment will be made. Home and property owners shall be considered for the purposes of collecting annual dues as two distinct groups and may be billed for different amounts. In addition to annual dues, the following monies shall be paid if applicable:

#### **Title Transfer Fee:**

Upon purchasing property, a Title Transfer Fee shall be paid to the Association at the time of closing, regardless of current membership in the Association. Where there is more than one owner of a particular parcel, only one Title Transfer Fee will be paid. (See Policy Number: SL-2.1)

#### **Initiation Fee:**

Upon purchasing property, an Initiation Fee shall be paid to the Association at the time of closing, unless the purchaser has been a current member in good standing within the last 12 months. Where there is more than one owner of a particular parcel, only one Initiation Fee will be paid. The sole exception to this is when transferring Deeds between husband and wife and children. (See Policy Number: SL-2.1)

#### **New Construction Fee:**

Pursuant to the restrictions on new construction as stating in Policy SL-2.1, no new building or additions shall be constructed without payment of a New Construction Fee to the Association.

#### **Assessments:**

The Board of Trustees, by virtue of the powers granted by the Deed Restrictions, shall levy any assessment it deems necessary or appropriate at any time upon the general membership, such payment becoming due and payable as indicated elsewhere in this procedure.

#### **PURPOSE**

The purpose of this policy is to define the types of dues, fees, etc., to whom they apply, and the procedure of their collection. Annual dues are collected to provide funds for the maintenance of common element properties, for the promotion of health and safety, recreation and entertainment programs, and to meet the obligations normally associated with an organization of this type. Initiation fees are collected to supplement the collection of annual dues without additionally

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### Policy Number SL-2.0 Page 2

burdening the resources of established members. The New Construction Fee is collected to pay for damage sustained by Association roads from the travel of heavy construction equipment connected with the building of new homes and additions.

### PROCEDURE

The Treasurer shall be responsible for implementing this procedure:

#### **Annual Dues:**

Annual dues are due and payable before March 15<sup>th</sup>. To be considered on time, payments must have this postmark. Members whose annual dues have not been received by May 15<sup>th</sup> will have their account forwarded to the legal counsel of the Association.

In order to collect the major portion of monies due by this date, dues notices shall be distributed during December of the previous calendar year. There will be no further dues notices mailed. Statements are mailed quarterly to members in arrears by the legal counsel of the Association.

#### **Title Transfer Fee (and unpaid annual dues and assessments):**

The Title Transfer Fee shall be the same for both property and homeowners. Upon transfer of a Deed, members are responsible for payment of the Title Transfer Fee at the time of property closing. The distribution annual dues between seller and buyer is to be handled at the time of closing. In the event of unpaid dues and/or unpaid assessments by the seller, the Association will hold the buyer responsible for immediate payment at time of closing. (See Policy Number: SL-2.1)

#### **Initiation Fee (and unpaid annual dues and assessments):**

The Initiation Fee shall be the same for both property and homeowners. Upon application for membership, new members are responsible for payment of the Initiation Fee at the time of property closing. The distribution annual dues between seller and buyer is to be handled at the time of closing. In the event of unpaid dues and/or unpaid assessments by the seller, the Association will hold the buyer responsible for immediate payment at time of closing. (See Policy Number: SL-2.1)

#### **New Construction Fee:** (See Policy Number: SL-2.1)

#### **Assessments:**

In the event of the need to levy an assessment, the Treasurer shall bill property and homeowners and this sum shall become immediately due and owing.

**Late Charge:** All accounts considered overdue will be charged a 1.5% per month penalty on the unpaid balance. This late charge will also accrue annual interest due and owing to the Association.

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### CURRENT AMOUNTS OF MEMBERSHIP DUES, FEES AND ASSESSMENTS Policy Number: SL-2.1

As amended at the Annual Meeting of Trustees of October 2022, the following amounts are currently in effect.

<b>Annual Dues:</b>	Due March 15 <sup>th</sup> of each calendar year.
<b>Homeowners:</b>	\$735.00
<b>Property Owners:</b>	\$735.00
<b>Seniors:</b>	<p>\$551.25 - This 25% discount to seniors is based on the following: New members must reside or own their property for a period of 5 years prior to being eligible for a senior's discount. As of calendar year 2021, senior discount will only be applicable to accounts in good standing. Any invoice billed prior to 2021 will be grandfathered in with the previously billed discount rate. All future invoices will reflect new policy.</p> <p>The Treasurer must have proof at least (1) one title holder of the of age 62 on file, i.e., copy of driver's license, birth certificate or Passport.</p>
<b>Title Transfer Fee:</b>	\$500.00
<b>Initiation Fee:</b>	\$1,000.00
<b>New Construction Fees:</b>	<p>\$5,000.00 - For new construction on undeveloped land or demolition of existing structure with new rebuild.</p> <p>\$2,000.00 - For first or second floor additions to existing structure.</p>
<b>Late Charge:</b>	All accounts considered overdue will be charged a 1.5% per month penalty on the unpaid balance plus an annual interest fee.

Any member whose annual dues or assessment have not been received by the designated dates will be considered a **“member not in good standing”** and will have their account forwarded to the legal counsel of the Association. All legal fees will be the responsibility of the member not in good standing.

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### COMPENSATION FOR SERVICES

#### Policy Number: SL-3.0

#### **POLICY**

The President, Secretary, Treasurer, and Trustees shall be exempt from annual dues for the time served in the amount equal to one (1) year's dues. In the event that an exempt officer does not finish his/her term for any reason, he/she will be required to pay the Association one-twelfth (1/12) of the yearly dues for each month left in his/her term of office. Any part of a month served will constitute a full month served.

No other member shall be compensated either by cash, goods, waiver of dues or assessments, or by the granting of special privileges for any labor or services performed as a Committee Chairperson, Committee Member, or other administrative position.

Members who otherwise labor or provide goods or services to the Association are subject to the conditions in Policy SL-3.1. "Hiring Practices and Awarding of Contract".

#### **PURPOSE**

In keeping with the objectives of the Association, that is: the voluntary maintenance of commonly owned properties and the promotion of good will and fellowship among members, it is felt that by advocating the voluntary nature of maintenance or similar volunteer positions these objectives might best be met. Dues allotment given to the Officers and Trustees was determined to be a minimal consideration for their time and efforts on behalf of the lake community.

#### **PROCEDURE**

The President, Secretary, Treasurer, and Trustees shall receive a current dues annual invoice with Trustee exemption. Should the Trustee not finish his/her term for any reason, a revised invoice shall be issued with a pro-rated Trustee exemption for one-twelfth (1/12) of the yearly dues for which he/she has served and owing for each month thereafter in the calendar year.



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### HIRING PRACTICES AND AWARDING OF CONTRACTS

#### Policy Number: SL-3.1

#### **POLICY**

The scope of this policy shall cover the hiring of wages of employees or awarding of contracts to utility personnel, contractors, and any other workers or journeymen, as may be required. The policy does not cover traditional volunteer positions as outlined in SL-3.0 "Compensation for Services".

Prospective workers shall be solicited through normal channels such as newspaper advertisement and Scenic Lake members in good standing. The Board of Trustees shall determine the suitability of contractors for required services. Applicants or bids for contract should be sought from contractors with appropriate insurances.

After interview or review of bids, proposals, or employment applications, the Board of Trustees shall vote on approval. Before acceptance of bids, appropriate insurance documentation should be received by the Board of Trustees.

The Board of Trustees shall not promise any payment for services or materials above budgeted funds. Contracts for employment, services, or materials may be signed only by the President or his/her designee, upon approval of the Board of Trustees.

#### **PURPOSE**

To foster more involvement by the members and to promise good will within the community, members in good standing will have equal consideration for jobs within Scenic Lakes based on their qualifications, licensure, and appropriate insurance documentation. Members and non-members will be considered for all required services in order to provide the highest quality of workmanship at reasonable cost.

#### **PROCEDURE**

The Board of Trustees shall solicit applications, interview prospective candidates, and make hiring recommendations based on suitable candidates with appropriate supporting documentation.

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### BUILDING PLANS

#### Policy Number: SL-4.0

#### POLICY

No building shall be constructed on the Reservation, and no alterations or additions shall be made to any existing building, unless plans and specifications therefore are submitted to the Secretary of the Association and approved by the Trustees for the purpose of considering such plans and specifications for approval. The member must obtain the appropriate approval required by Municipal, County, State, and Federal Codes and Laws. All mechanical codes and EPA regulations must also be followed.

In case of new construction, there shall be submitted with such plans and specifications a new construction charge. If approval is not granted said new construction charge shall be refunded. Refer to Policy SL-2.1 for required fee.

#### PURPOSE

One of the foremost obligations of the governing bodies of Scenic Lakes is to protect and maintain the common element properties of the community. The roads and waters and general environment are of particular concern. This policy is therefore geared to the protection of these properties.

It is felt that the collecting of a New Construction charge will provide funds for the repair of roads and rights-of-way which have been damaged by the collective use and abuse by heavy equipment normally associated with the building process. Further, the requiring of the submission of specifications before the issuance of a permit to build will enable the Trustees or their delegates to evaluate the proposed constructions and its environmental impact on the community. The homeowner is responsible for all damages incurred during construction or renovation over and above the new construction fee paid, and will be responsible for payment to repair or rectify damages in full.

#### PROCEDURE

The prospective builder or member shall submit to the Secretary, building plans and specifications and a site plan which are to be reviewed by the Trustees or their delegates. The New Construction charge shall accompany the plans. Upon approval of the plans and the receipt of the fee a "Permit-to-Build" will be issued and all documents returned. All permits and required approvals are the responsibility of the member.

If the plans are not approved, they shall be returned along with the fee and a written recommendation for their upgrading. The originator may then reapply via the same procedure.

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### CONDUCT ON COMMON ELEMENT PROPERTY

#### Policy Number: SL-5.0

#### **POLICY**

The Rules and Regulations for Conduct on Common Element Property are determined by the Board of Trustees. Common Element Property is defined as all land and water owned by Scenic Lakes Community Association. This included lakes, streams, beaches, parking areas, recreation areas, roads, and other Association owned land adjacent to those areas.

#### **Community Badges:**

Community Badges must be worn in plain sight when using lakes, beach, adjacent grassy areas, parking lots or any Common Element Property. Members not in good standing are not to use the lake facilities until their outstanding dues and assessments are paid in full. Lifeguards have the authority to enforce wearing of badges at the lake. Paid members not wearing badges will be asked to return for their badges.

Guest badges must be worn at all times by legitimate guests or visitors using Community property. Distributing guest badges to members not in good standing, unpaid homeowners, or persons not one's own personal guest is contrary to this policy and strictly prohibited.

Legitimate guests and visitors will be allowed ingress and egress and are urged to park only at the member's home when they are visiting.

#### **General Rules & Regulations:**

1. No boats driven by a gas motor are allowed on Association waters, with the exception for maintenance purposes designated by the Board of Trustees only.
2. No boats of any kind are allowed in the designated swim area except the lifeguard's boat.
3. Surfboards are not allowed in the lakes.
4. The use of soap is prohibited in any part of the lakes at any time.
5. No one, including Association members, will be allowed to park cars, congregate, or loiter on common element property during the hours from 10:00 P.M. to 7:00 A.M. Under unusual circumstances the President or a Trustee may close a common area, when deemed necessary, without prior notice. Violators will be considered to have trespassed and will be prosecuted.
6. All visitors who are not guests of an adult member of Scenic Lake Community Association are prohibited from using any Association owned property.
7. No trees, soil, or any other part of the Association owned property shall be removed without the approval of the Board of Trustees.

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8. Dumping in any common element property is prohibited, (i.e., garbage, yard debris, etc.)
9. The introduction of materials such as sand, rock, fill, grass clippings, leaves, weed preventatives, chemicals, solutions or any kind, or any other foreign substance whatsoever either directly or indirectly into the lakes, waterways or into any effluent which may cause such material to drain into the lakes is strictly prohibited. The throwing of any material into the lakes which may be hazardous to bathers, boaters, or the environment is strictly prohibited.
10. Hunting, target shooting, the firing of any pistol, rifle, shotgun, B-B gun, tipped arrow, C-02 firearm, or the like within the reservation or buffer zones is strictly prohibited.
11. The commercial use of Association property is not allowed.
12. Dogs are not allowed to roam freely. Pets are not allowed in Association waters or near the lakes. Owners must clean up after their pets. Violators will be reported to the authorities.
13. Excess noise, rowdyism, general public or private disturbance will not be tolerated. Violators will be reported to the authorities and complaints will be signed.
14. Building or construction noise should be eliminated by 7:00 P.M.
15. No road drainage system may be added or altered without prior approval from the Board of Trustees.
16. No construction shall be placed beyond property lines at the road frontage. The Association right-of-way is 50 feet wide and extends beyond the width of the existing roadbed.
17. Members will be responsible for maintaining Scenic Lakes right-of-way to their property to include unimproved land, vegetation or any debris that obscures roadway visibility or the flow of water along the road way. (i.e. drainage, catch basins). If a member does not comply within fifteen (15) days written notice, the Association will hire a contractor to maintain the right-of-way and property owner will be billed by the Association.
18. Members are required to remove their recycling and trash cans from the street side after garbage service.

### **Lake & Beach Rules:**

1. No member or guest may use the lake, beach or swim area without wearing a Scenic Lakes community badge.
2. No one is to swim in any area except the designated roped area of the main lake. There shall be no swimming at any time in the upper lake. An exception to these concerns the area of the main lake set aside for the swim team.
3. No one is to swim in the lake alone when the lifeguard is off duty.
4. No children under the age of sixteen (16) are allowed on the beach or in the swim area unless accompanied by an adult who has accepted responsibility for them.
5. No pets of any kind are allowed on the beach at any time of the year.
6. No riding of bicycles or motorized vehicles is allowed on the beach, with the exception for maintenance purposes designated by the Board of Trustees only.

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Policy Number: SL-5.0

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### Parking and Vehicle Operation:

1. No overnight parking is permitted on Association roads. When it snows, vehicles must be parked in driveways, unless permission is received from the Board of Trustees to park on the road.
2. There will be no parking on the main road at any time. The main road shall be all of Scenic Drive, all of Midlake Road, the portion of Tall Oaks between Midlake Road and Longview Lane, and Longview Lane up to High Crest Drive.
3. No overnight parking is permitted in Association parking areas except in emergency situations, i.e. ice and snow.
4. No parking of unlicensed vehicles is permitted on any street at any time.
5. Commercial vehicles may not park on the street at any time except for construction, fuel delivery, or similar purposes.
6. The speed limit on all roads is 25 MPH except in the beach area, ball field and upper lake area where it is 15 MPH.
7. All unregistered and uninsured vehicles are prohibited from Association property.

The above Rules and Regulations are in addition to and shall not detract from any existing By-Laws, Deed Restrictions, Township Ordinances, State or Federal Laws.

### PURPOSE

The purpose of the Rules and Regulations for Common Element Properties is to protect members and Association property. Because Scenic Lakes is a membership owned and operated Community, care must be taken that the welfare, safety, and investment of every member is taken into consideration.

### PROCEDURE

The following are responsible for the administration and enforcement of this policy:

The President  
The Board of  
Trustees Lifeguards  
Swim Team Coaches  
General Membership

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Members in good standing using the lake, beach or Association property area without a Scenic Lakes community badge will be asked to leave the area until the proper identification is worn or affixed. Person not complying will be considered as trespassing and a complaint with the Township Police can be signed by a member of the Board of Trustees or any authorized security agency retained by the Board of Trustees.

Any member not in good standing who uses any Association property at any time will be asked to leave. Persons not complying will be considered as trespassing and a complaint with the Township Police can be signed by a member of the Board of Trustees or any authorized security agency retained by the Board of Trustees.

Any member disregarding any of the above Rules and Regulations can likewise be vigorously prosecuted for trespassing.

Members are encouraged to report any violations to any of the administrators of this Policy.

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### Policy Number: SL-6.0 Fund Raising Policy

This policy is concerned with the handling of monies raised and the conduction of fund raising campaigns.

No one shall be permitted to raise funds within the reservation or elsewhere in the name of Scenic Lakes Community Association unless under the direction of the Board of Trustees. The Scenic Lakes Swim Team has been approved to raise funds within the reservation

Any funds raised or expensed by the Scenic Lakes Swim Team will be listed as separate line items in the Scenic Lakes accounting system. Records of income and expenditures shall be kept and turned over to the Treasurer for review after each fund raising campaign. Money may be borrowed from the general treasury to fund a project with approval of the Trustees. Such monies are to be returned directly after the completion of the campaign for which it was lent. It is expected and assumed by the Board of Trustees that all licenses, permits, or other legal papers have been obtained and current campaigns do not violate any existing laws.

Funds realized from all fund raising activities may not be kept for personal use but must be donated to Scenic Lakes Community Association. Funds may be deposited in the general treasury and be designated for expenditure in any area the Board of Trustees sees fit, or the Board of Trustees may choose to donate funds directly to a project or committee.

The goals of a particular campaign and the method of soliciting funds must be brought before the Board of Trustees for approval before the campaign begins.

#### **PURPOSE**

This policy was written to ensure that these goals are attained by overseeing the management of money, the conduct and frequency of fund raising campaigns, and insuring that fund raising activities were approved.

#### **PROCEDURE**

Any member wishing to raise money or have money raised for a particular purpose should coordinate all activities by submitting a written request to the Board of Trustees. No member is permitted to raise funds without the permission and supervision of the Board of Trustees.