

1 **ALAMO AREA SKP CO-OP / RETREAT OF TEXAS, INC.**

2

3 **REVISED 2018**

4

5 **STANDING RULES**

6

7 **PREAMBLE**

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9 This CO-OP is based on the principle of sharing and caring, and will fulfill the

10 expectations of all, only if these principles are implemented by each Member. We

11 should remember the “Golden Rule” in all our dealings with each other. A

12 successful CO-OP encourages volunteers to share their knowledge, labor, and time

13 for the mutual benefit of all. These Standing Rules are written in this spirit, to

14 provide standards by which all can live together in harmony.

15

16 **ARTICLE I**

17

18 **USE OF ASSETS**

19

20 **SECTION 1: STRUCTURES AND CONTENTS**

21 No structural or utility modifications will be made in or around the Clubhouse, the Office

22 or the Storage buildings unless previously approved by the Board of Directors. Smoking

23 will not be allowed in any CO-OP owned buildings at any time. There will be no political

24 or religious assemblies held in or on any CO-OP owned buildings or land except on

25 individual Membership Lots.

26

27 **A. CLUBHOUSE**

28 Use of the Clubhouse facilities is on an “All Member” basis, with programmed CO-OP /

29 Blue Bonnet activities taking priority over private, individual or subgroup uses.

30 **1.** The position of Clubhouse Coordinator is a Board of Directors acknowledged

31 position.

32 **2. RESTRICTIONS**

- 33 a. No one may offer any alcoholic beverages, including beer and wine,
- 34 for sale or for a monetary donation.
- 35 b. Minors using the Clubhouse will be supervised by a responsible adult.
- 36 c. Individuals or groups sponsoring activities in the Clubhouse are
- 37 responsible for the cleanup.
- 38 d. Except for furniture rearrangement, no changes (moving the
- 39 established areas, wiring, heating, plumbing, etc.) will be made in or
- 40 around the Clubhouse unless previously approved by the Board of
- 41 Directors.

- 1 e. All Clubhouse remodeling, renovations and/or structural changes
 2 must be recommended by the appropriate Committee and approved
 3 by the Board of Directors.
 4 f. Only certified service animals acting as an aid are allowed in the
 5 clubhouse. Other animals are allowed if the weather becomes life
 6 threatening.
 7

8 **B. OFFICE**

9 1. The CO-OP Office is primarily for the use of Management.

10 a. RESTRICTIONS

11 (1) Access to all CO-OP records is controlled by Management.

12 (a) Personal records of individual Members may only be
 13 accessed by Management, the Member or the Membership
 14 Committee.

15 (b) A Member is entitled to examine and copy, at the Member's
 16 expense, at any reasonable time and for a proper purpose,
 17 the Member's record. The original record may not be taken
 18 out of the CO-OP Office.

19 (c) On written demand, the records and books of the CO-OP
 20 may be examined and copied, at the requester's expense,
 21 relevant to the demand.

22 (2) Information contained in the Member's records is private and this
 23 privacy must be respected.

24 **C. STORAGE BUILDINGS**

25 Security and access to the Storage Buildings will be controlled by, and is the
 26 responsibility of, the CO-OP Management.
 27

28 **SECTION 2: EQUIPMENT AND TOOLS**

29 CO-OP equipment, tools and trailers will be available for use only by qualified Members
 30 and are not available for commercial use. Prior approval from the CO-OP Management
 31 is required to remove any equipment or tools from CO-OP property. The Member using
 32 the tools and/or equipment assumes all responsibility and liability.

33 **A. HAND TOOLS**

34 Common hand tools may be checked out for use by individual Members.

35 **B. MOTORIZED EQUIPMENT**

36 Trailers and motorized equipment, to include but not limited to the tractor and
 37 mowers, may be checked out for use by individual Members, after being trained in
 38 the proper use and safety of said equipment.
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1 **C. SPECIALIZED EQUIPMENT**

2 Specialized equipment, to include, but not limited to, survey equipment and electronic
3 equipment, may be used by Members who are qualified to use that piece of
4 equipment.

5 **SECTION 3: LAND AND INFRASTRUCTURE**

6 **A. FENCE**

7 Nothing will be attached to, placed on, draped over or leaned on the perimeter fence.

8 **B. COMMON AREA LAND**

9 1. STORAGE AREA

- 10 a. Storage for extra RVs, vehicles, boats, dismounted slide-ins, toppers, car
11 dollies, and small utility trailers has been provided in the storage area and such
12 storage will not be permitted on individual Membership Lots. As an exception,
13 car dollies will be permitted on individual lots, if they are stored behind the
14 RV.
15 b. The first space in the storage area is free. A fee, at a monthly rate established
16 by the Board of Directors, will be charged for an additional space, if available.
17 c. Only currently state licensed units, if licensing is required by the state, may be
18 parked in the storage area.

19 2. BOONDOCK AREA

- 20 a. Guests/visitors who are planning to be absent from the CO-OP for more than
21 one (1) week, but plan to leave their unoccupied RV unit in the CO-OP, must
22 move their RV to the Boondock area, being charged at the prevailing rate, and
23 leave their keys in the CO-OP office.

24 3. MEMBERSHIP LOTS

- 25 a. The maintenance of the easement behind each lot is the responsibility of the
26 Member of that lot. Maintenance shall include removal of weeds and debris
27 to keep an open passage.
28 b. There shall be no unauthorized digging in the utility area.
29 c. Members shall not use, nor allow the use of, salt or soil sterilizers/sterilant for
30 weed control on their Membership Lot.

31 **C. ELECTRICAL DISTRIBUTION**

- 32 1. The utility pedestal is CO-OP property. All utility pedestals must be accessible on
33 three sides. Any covering or enclosure over the pedestal is discouraged.
34 Tampering with the CO-OP pedestal electrical panel is prohibited. Any damage
35 to the electrical panel, caused by the current Member, that results in corrections
36 to, or the replacement of, the electrical panel, will be the financial responsibility
37 of the current Member.
38 2. Only the 30 amperes or the 50 amperes power plug may be used. In no case, shall
39 the 110 volts, 30 amperes plug be modified to provide 220-volt power, and no
40 connections can be made inside the power distribution box, other than the 20
41 amperes connection for the shed.
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D. SEPTIC AND SEWER

1. A Member may install a French Drain with approval of the Lot Improvement Committee.
2. Cold water washers and sinks in sheds are allowed provided they discharge into a French Drain.
3. The use of an existing French Drain will be revoked if water discharged into the French Drain becomes a nuisance or a health hazard.
4. Only RV toilets can be used on Membership lots. No coffee grounds, egg shells, zinc, cigarette butts, phosphates, formaldehyde, or chlorine bleach will be introduced into the system. A threaded type fitting must be used between the CO-OP sewer system and the RV holding tank(s).

E. WATER DISTRIBUTION

1. Any water usage must be through the existing pedestal faucets. No new water line may be directly connected to the CO-OP utility system.
2. No permanent connection of any type will be made between the CO-OP water system and black water holding tank flushing system.
3. Tampering with the CO-OP water system is prohibited.
4. For Fire safety, a separate fifty (50) foot hose with a nozzle must always be connected to the second water valve. It is the responsibility of the Member to replace a defective hose or nozzle. The CO-OP Management will replace the hose and/or nozzle, if necessary, and bill the Member's account.

F. ROADS

Members are responsible for the damage they cause to the roads.

SECTION 4: FINANCE

A. LAUNDRY INCOME

Laundry income will be applied to the Operations Checking Account. A **thirty five** percent (**35%**) deduction from the laundry income will be applied to the Laundry Checking Account up to a maximum balance of twenty-five thousand dollars (\$25,000).

B. LOT RENTAL INCOME

Lot Rental Income will be applied to the Operations Checking Account.

1. The amount received from lot rentals (excluding electrical charges) shall be divided between the CO-OP and the Member on a basis specified by the Board of Directors. This amount shall be applied to the Member's Annual Maintenance Fee. All lot rental monies should be reported to the IRS as income.
2. If a Member withdraws from the CO-OP, any monies due from the Rental Pool shall be sent with the notation on the check that it is "Rental Pool Income" and should be reported to the IRS.

1 **C. MEMBERSHIP TRANSFER FEE INCOME**

2 The Membership Transfer Fee income applies to prospective Members only and will
3 accrue to the CO-OP for maintenance or improvements.

4 **D. MEMBERSHIP LOT LIST FEE INCOME & MEMBERSHIP
5 ADMINISTRATIVE FEE INCOME**

6 The Membership Lot List Fee and The Membership Administrative Fee will accrue to
7 the CO-OP for maintenance or improvements.

8 **E. ASSESSMENTS**

9 “Assessment”, as used herein, is defined as any payment that is equally shared by all
10 Members and has been designated for a specifically stated purpose that will benefit
11 the CO-OP. The stated purpose and the anticipated cost of an assessment must be
12 identified prior to the proposal being presented to the Membership for approval.

- 13 1. All assessments must be in compliance with Federal, State and Local
14 regulations.
- 15 2. An assessment may be done at any time of the year using a mailed or hand
16 delivered ballot. The ballots may not be tallied until forty-five (45) days
17 after the mailing date of the ballots.
- 18 3. Any assessment shall be equally divided among all the Members and shall
19 require the approval of two thirds (2/3) of the Member votes cast, but not
20 less than a majority of the Memberships.
- 21 4. Any assessment monies not used for the assessment’s specific purpose
22 shall be equally credited to the Member’s Maintenance Fee upon
23 completion and acceptance of the project by the CO-OP.
- 24 5. An assessment which increases the value of the Membership must be used
25 for a new Capital Asset or a new Capital Utility, or the improvement or
26 enhancement of an existing Capital Asset or an existing Capital Utility.

27 **F. INFRASTRUCTURE RESERVE ACCOUNT**

28 An Infrastructure Reserve Account was created to minimize the amount of a potential
29 assessment for the repair of, or improvement to the Park’s infrastructure. Expenditure
30 of funds from this account may or may not result in an increase in the value of the
31 Membership. Funds in this account will only be used for the following
32 services/systems.

- 33 1. Electrical
- 34 2. Septic/Sewer
- 35 3. Drinking water
- 36 4. Drainage
- 37 5. Roads

38 Funds for this account require an initial payment in the amount of \$200.00 followed
39 by an annual payment of \$100.00 from each Membership. The initial payment is due
40 when the Membership is awarded. The annual payment is due prior to the Annual
41 Membership Meeting. **Members who request in writing or** Members who
42 relinquish their Membership will be refunded the amount they have paid into this

1 account prior to 1 September 2013. This refund will be deducted from the
 2 Infrastructure Reserve Account. If funds are used from this account that results in an
 3 increase in the value of the Membership, the amount of the refund will be reduced by
 4 the amount that the value of the Membership has increased.

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 6 **ARTICLE II**
 7 **MEMBERSHIP**
 8

9 All Members are encouraged to serve on Committees and to participate in the activities which
 10 ensure the smooth operation of our CO-OP.

11
 12 **SECTION 1: MEMBERSHIP TRANSFER**

13 Request to make a Membership and assigned Membership Lot available for transfer may not be
 14 reviewed unless sufficient experienced/qualified Committee Members are available. Transferring
 15 a Membership takes three (3) Committees; The Membership Committee, Lot Improvement
 16 Committee and Evaluation Committee.

17 **A.** There are four conditions that initiate a transfer of Membership:

- 18 a. A Member decides to relinquish the Membership,
- 19 b. The Membership of a Member is terminated,
- 20 c. Death of the last Member listed on the Membership,
- 21 d. Two Members decide to exchange Membership lots.

22 **B.** Upon receipt of the current Member's signed agreement of the Evaluation
 23 Committee's calculated value, the Membership Committee will proceed with the
 24 necessary procedures for transfer.

25 **C.** Compensation upon transfer:

26 Compensation upon the transfer of a Membership shall be the current Membership
 27 Fee. The CO-OP shall try to find a new Member to compensate the previous Member
 28 for the value of the Lot Improvements, as determined by the Evaluation Committee.
 29 The CO-OP cannot guarantee that a willing Member or Prospective Member will be
 30 found.

31
 32 **SECTION 2: STANDARDS OF CONDUCT**

33 **A.** Noise shall be kept to a minimum. Quiet hours are from 10:00 p.m. to 8 a.m. During
 34 emergencies appropriate equipment may be used.

35 **B.** Members who become unruly in the Clubhouse or the Office will be asked to leave
 36 the area.

37 **C.** Members will not go door-to-door, seeking donations, selling raffle tickets, or selling
 38 products or services for payment.

39 **D.** Walking through another Membership Lot is not permitted, except by written
 40 permission, on file in the office, of that Membership's owner. While the Membership
 41 Lot is being rented, no walking through will be permitted.
 42

SECTION 3: RESPONSIBILITIES OF MEMBERS

- 1 **A.** Members must comply with all rules established by and for the CO-OP.
- 2 **B.** Whether they are in the CO-OP or away, Members are responsible for all yard work
- 3 on their Membership Lot and to maintain any structure on the lot. If neglected, and
- 4 work must be accomplished at the expense of the CO-OP, the Member's account will
- 5 be billed.
- 6 **C.** Members must consult with the Lot Improvement Committee before making any
- 7 changes to their assigned Membership Lot.
- 8 **D.** Pets are to be controlled at all times either in a restricted area or on a leash. All pet
- 9 droppings shall be promptly picked up and disposed of properly. Members with dogs
- 10 will prevent them from continuously barking.
- 11 **E.** Members should sign out when leaving the CO-OP for more than twenty-four (24)
- 12 hours and sign in upon their return.
- 13 **F.** Motorized vehicles, bicycles, skateboards, roller skates and scooters are not allowed
- 14 to be ridden or parked on any CO-OP sidewalks or the clubhouse patio. Aids for
- 15 handicapped are exempt.
- 16 **G.** No business signs will be erected in the CO-OP.
- 17 **H.** Members seeking donation from businesses must have prior approval from the Board
- 18 of Directors. The request to the business must be made on CO-OP letter head.
- 19 **I.** Members must pay all fees, assessments, utility bills, and other obligations owed to
- 20 the CO-OP. If a Member should decide to relinquish their Membership, all amounts
- 21 owed to the CO-OP will be deducted from the amount due the Member at the time of
- 22 the transfer of the Membership.
- 23 **J.** The Surviving Co-Member must notify the Membership Committee of the death of
- 24 their Co-Member and provide a copy of the Death Certificate. The Co-Member will
- 25 surrender their Certificate of Membership and a new one will be issued. The change
- 26 is recorded in the CO-OP's record.
- 27 **K.** All members are required to leave a forwarding address and a person or persons to
- 28 notify in case of a death, an emergency or whatever else may happen that involves
- 29 their assigned lot.
- 30 **L.** When the Membership is made available for transfer, all personal items must be
- 31 removed from the shed, so the Lot Improvement Committee and the Evaluation
- 32 Committee can accomplish their assigned tasks.
- 33 **M.** When a Membership is made available for transfer, all damages caused or neglected
- 34 by the Membership holder and identified by the Lot Improvement Committee must be
- 35 corrected before the transfer can continue.
- 36 **N.** The dumpsters are for household trash. It is the Member's responsibility to dispose of
- 37 all other trash, including cactus, outside the park at their expense. Members shall
- 38 notify the office prior to placing anything on the burn pile or anywhere else in the
- 39 park.
- 40 **O.** Prior to using any CO-OP equipment, Members must be trained by an individual
- 41 designated by Management and follow the equipment checklist.
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SECTION 4: RIGHTS AND PRIVILEGES OF MEMBERS

- A.** Members may relinquish their Membership by notifying the Membership Committee and completing the required paperwork.
- B.** For a non-refundable non-transferrable fee, a Member may request that their name be placed on the Member Lot Request list for a different Membership Lot.
- C.** Upon the death of a Co-Member, the full and complete rights are vested with the Surviving Co-Member.
- D.** Single members may add a different adult to the Certificate of Membership provided that the person fits the definition of membership as stated in the By-Laws. The Membership Committee must be notified in writing. The original Certificate of Membership is surrendered and a new one will be issued. The change is recorded in the CO-OP's records.
- E.** Members in residence may sponsor non-SKP guests. Providing space is available, the non-SKP guests of Members may stay in the Boondock area, or on a Rental Lot, at the prevailing rental rate.
- F.** Members may allow another SKP to use their Membership Lot at no rental fee, except for electricity used, for a period of not more than thirty consecutive (30) days within one (1) year, and provided they notify Management in writing of such an arrangement. The Member should indicate the following: Name of occupant, dates of estimated arrival and departure, and whether the lot should be returned to the Rental Pool at the end of the visit.
- G.** The CO-OP approved improvements to a Membership Lot are specifically owned by that individual Member and may be removed as the Member sees fit, without damaging the Membership Lot.
 - 1. In the CO-OP, the Calculated Value of the Lot Improvements is determined by receipts found in the Membership owner's file in the CO-OP Office, unless the transferring Member has established a reduced price for the Lot Improvements. The Evaluation Committee performs an inventory of the Lot Improvements and determines a Calculated Value of the Lot Improvements.
 - 2. In the process of transferring a Membership, the current Member may request that the amount listed for the Lot Improvements be lowered below the CO-OP approved Calculated Value but may not request that the amount listed for said Improvements be listed for more than the CO-OP approved Calculated Value.
 - 3. If a transferring Member chooses to reduce the price for the Lot Improvements, the Calculated Value of the Lot Improvements will be reduced to reflect the Member's choice.
 - 4. If the subsequent Member on this Membership Lot decides to transfer the Membership, the starting point for the Calculated Value will be the Calculated Value at the time this Member purchased the Membership and Lot Improvements.

- 1 5. If a Member decides to relinquish the Membership and the Member Waiting
2 List is notified, the Member may not withdraw the Membership transfer
3 request.
4 6. If a Membership has been sent out to the Member Waiting List and to the
5 Active Waiting List for a minimum of two (2) times and has not been chosen,
6 the current Member has the option of removing the Membership from
7 consideration, or reducing the price of the Lot Improvements.
- 8 **H.** A Member in good standing may serve on the Board of Directors after being a
9 Member for one (1) year from the date the Membership was awarded.
- 10 **I.** Members may care for a CO-OP common area with the knowledge of the Landscape
11 Committee.
- 12 **J.** Members may submit written, signed and dated complaints at the Office. No action
13 will be taken on verbal complaints.
- 14 **K.** All Members have the right to file a complaint with the Grievance Committee. The
15 accused must be shown the signed grievance.
- 16 **L.** Use of the laundry and dumpsters is for guests, visitors and Members.
- 17 **M.** Members may wash their vehicle on their Membership Lot provided they comply
18 with any water restrictions imposed.
- 19 **N.** A Town Hall Meeting may be held at any time the Clubhouse is available. Any
20 Member may call a Town Hall Meeting by giving notice to Members in residence in
21 the CO-OP. Recommendations from the Meeting will be presented in writing to the
22 Board of Directors for their consideration.
- 23 **O.** Members may submit a proposed amendment to the By-Laws to the By-Law
24 Committee. The proposal must be received by 1 December.

25

26 **SECTION 5: TERMINATION OF A MEMBERSHIP**

27 **A. PROCESS OF TERMINATION**

- 28 **1.** A member who is in violation of the By-Laws, Standing Rules, Park Rules or in
29 default of payment of any monies owed the CO-OP, will receive written notification
30 from Management.
- 31 **2.** Should the violation or default not have been addressed by correction or a written
32 plan within fifteen (15) days of notification, the member shall receive a final written
33 notification granting an additional fifteen (15) days to correct the violation, default or
34 to present a plan to Management.
- 35 **3.** After the thirty (30) days have expired and no action has been taken by the notified
36 Member, Management will notify the BOD in writing and termination proceedings
37 will be initiated by the BOD.
- 38 **4.** A termination hearing will be conducted by the BOD with the notified Member
39 represented orally or in writing. The member may be accompanied by a
40 representative.
- 41 **5.** A vote will be taken by the BOD following the hearing. The vote to terminate must
42 be unanimous.

- 1 6. The BOD will notify the Member of the result by regular and registered mail at the
2 listed address of the Member.

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4 **B. PAYMENT UPON TERMINATION**

- 5 1. Payment upon termination shall consist of the current Membership fee and the
6 current evaluation of the Lot Improvements.
7 2. The Membership fee shall be paid within 30 days of termination.
8 3. Lot improvements payment shall be made within 30 days after completion of
9 the evaluation process.

10
11 **ARTICLE III**
12 **GOVERNMENT**
13 **BOARD OF DIRECTORS**

14
15 **SECTION 1: ELECTION**

- 16 A. An election shall be held using the official ballot provided by the Election
17 Committee.
18 B. Members may become a candidate for election by filling out and returning an
19 application received from the Election Committee or sending a letter of qualification
20 to the Election Committee. Only one Member listed on the Certificate of
21 Membership may run or serve on the Board of Directors at any one time.
22 C. The packet containing all Official ballots and all other information will be mailed or
23 distributed to Members.
24 D. Sealed ballots shall be held by the Election Committee until the last Thursday of
25 February, the day of the Annual Membership Meeting.
26 E. Any tie will be broken by vote of the Members present at the Annual Membership
27 Meeting. A plurality vote elects.
28 F. Candidate application must be received by 1 December.

29
30 **SECTION 2. FILLING VACANCIES**

- 31 A. Any eligible Member may be considered for appointment to fill a vacancy.
32 B. Appointed Directors whose term goes beyond the Annual Membership Meeting must
33 be ratified at the Annual Membership Meeting.
34 C. In the event an appointee is not ratified, an open election for the unexpired term shall
35 be held from the floor at the Annual Membership Meeting.
36 D. Members ratified to fill a vacancy shall be considered to have served a full term if the
37 time of service is greater than one year.

38
39 **SECTION 3: OFFICERS OF THE BOARD OF DIRECTORS**

40 See the By-Laws for information concerning the Officers of the Board of Directors.

41 **SECTION 4: DUTIES OF THE BOARD OF DIRECTORS**

42 See the By-Laws for information concerning the duties of the Board of Directors.

1 **SECTION 5: MEETINGS OF THE BOARD OF DIRECTORS**

- 2 A. All Board of Director Meetings will be open Meetings except for Executive Sessions.
 3 B. Proposed agenda items will be posted prior to each open Board of Directors Meeting.
 4 C. The Board of Directors may have a Membership question and answer session.

5

6 **SECTION 6:** **COMMITTEES**
 7 **STANDING COMMITTEES**

8 Standing Committees are established by the Membership and exist for the life of the CO-
 9 OP, or until the Membership determines that the Committee should be discontinued. Only by a
 10 majority vote of the Membership can a Standing Committee be stood up or stood down.

11 Following are the Guidelines for each of the Standing Committees. A plurality vote of the
 12 Membership is required to change these Guidelines. These Guidelines will stand until properly
 13 submitted changes are approved by the Membership. All Standing Committees may develop
 14 Committee Policies. A Policy is defined as the rules that are imposed on the Committee by the
 15 Committee itself. All Standing Committees will develop, for the Board of Directors' approval,
 16 Procedures for accomplishing the tasks set forth in these Guidelines by the CO-OP Membership.

17

18 **GENERAL GUIDELINES FOR ALL STANDING COMMITTEES**

- 19 A. Any CO-OP Member in good standing is eligible to serve on any Standing
 20 Committee. Some Committees have limitations imposed in the By-Laws and/or
 21 Standing Rules and these limitations shall be followed.
 22 B. The Board of Directors will acknowledge the Committee Members selected by the
 23 Committee to serve as the Committee Chairperson and Vice-Chairperson.
 24 C. The Chairperson will preside over the meetings of their Committee and will call
 25 meetings as necessary. The Chairperson will ensure that the Committee Members
 26 understand the duties of the Committee and will advise the Board of Directors if the
 27 composition of the Committee falls to a level that prevents the Committee from
 28 accomplishing their assigned tasks. In the absence of the Chairperson, the Vice-
 29 Chairperson will perform the duties of the Chairperson.
 30 D. Rules of the Committee established in a Committee's Policies effect only that
 31 Committee.
 32 E. A Standing Committee cannot make a rule in their Procedures to be imposed on the
 33 Membership unless the basis of the rule is found in the current By-Laws or Standing
 34 Rules.
 35 F. Any Standing Committee desiring a change to these Guidelines, or their Procedures,
 36 will petition the Board of Directors for an interim Park Rule. The Committee will
 37 submit the proposed change to the By-Law Committee for review and compiling. If
 38 approved by the Membership at the Annual Membership Meeting, the Committee
 39 must re-write their Procedures to reflect the change.
 40 G. Standing Committees will present their Procedures to the Board of Directors after the
 41 Annual Membership Meeting, and prior to the March regularly scheduled Board of
 42 Directors meeting for acknowledgement that no changes were required because of the

1 Annual Membership Meeting. Otherwise, they will submit changes prior to the April
2 regularly scheduled Meeting of the Board of Directors for approval, if changes are
3 required to their Procedures because of actions by the Membership at the Annual
4 Membership Meeting.

5 **H.** If both Members of one Membership are on the same Committee, only one vote may
6 be cast, and Committee paperwork requiring approval signatures may be signed by
7 only one Member on that Membership.

8 **I.** No Chairperson will be eligible to serve for more than four (4) consecutive years in
9 the same position.

10 **J.** All Standing Committees will provide a detailed verbal and written report to the
11 Membership at the Annual Membership Meeting.

12 **K.** All Standing Committees will develop and submit to the Budget and Planning
13 Committee, a budget request for the next business year by November 1.

14 **L.** All original documents generated by the Committees are the property of the CO-OP.
15 Any documents pertaining to Members shall remain in the Member's Membership
16 Lot file.

17 **INDIVIDUAL STANDING COMMITTEE GUIDELINES**

18 **A. BUDGET AND PLANNING**

19
20 This Committee is to prepare and submit an Annual Budget to the Board of Directors for
21 consideration. The Committee shall review budget requests and reports from the Standing
22 Committees and compile a list of any possible improvements to, or necessary maintenance needs
23 of, the CO-OP property, and establish the priorities for these items, making sure that the
24 estimated cost for these items are included in the submitted budget. The Committee will
25 determine the Annual Maintenance Fee for the upcoming business year and submit their
26 recommendations to the Board of Directors for consideration, approval, and presentation to the
27 Membership at the December regularly scheduled Board of Directors Meeting. The Budget and
28 Planning Committee shall consist of: the CO-OP Treasurer, as Chairperson; the Blue Bonnet
29 Auxiliary Treasurer; the Administrative Clerk; the Chairperson of the Construction and
30 Maintenance Committee; and two (2) other CO-OP Members selected by the Chairperson, from
31 the general Membership. Other than the CO-OP Treasurer, a current Member of the Board of
32 Directors may not serve on this Committee.
33

34 **B. BY-LAWS**

35
36 This Committee is responsible for reviewing all proposed amendments to the By-Laws.
37 Amendments must be submitted by December 1. The Committee should know and understand
38 the relationship between the Articles, Sections and Paragraphs of the By-Laws and Standing
39 Rules, and the relationship between these documents. The Committee must interpret the
40 meaning of these documents. The Committee must determine what change the Member is
41 proposing; insure the proposed amendment is properly written and the integrity of the By-Laws
42 remains intact. The Committee shall verify that all proposals accurately identify the proper

1 Article, Section and Paragraph when compiling the proposed amendments. Each proposed
 2 amendment must list an individual sponsor except those proposed by the Board of Directors.
 3 Final revisions of proposals must be submitted by this Committee by December 15. All proposed
 4 amendments must be prepared so the Board of Directors can submit them to the Membership.
 5 The By-Laws Committee will update the By-Law and Standing Rules documents as approved by
 6 the CO-OP Membership. The revisions will be supplied to the Board of Directors. The revised
 7 documents will be posted on the LSC Web Site. The By-Laws Committee will consist of at least
 8 five (5) Members who are not a current Member of the Board of Directors.

9 10 **C. CONSTRUCTION AND MAINTENANCE**

11 The Construction and Maintenance Committee will set the standards of safety for the
 12 CO-OP. This Committee will set the standards and requirements for the upkeep, maintenance
 13 and appearance of all Co-Op structures and signage. The Committee will develop maintenance
 14 plans for all CO-OP structures and the CO-OP infrastructure. The Committee will review all
 15 plans for any construction and make recommendations to the Board of Directors whether to
 16 contract the project or use the self-help approach. The review of a construction plan request from
 17 other Committees will be provided to the requesting Committee. One (1) Director may serve on
 18 this Committee, but may not serve as the Committee's Chairperson or Vice-Chairperson.

19 20 **D. ELECTION**

21 The Election Committee is to ensure that proper information is sent to Members in
 22 regards to any voting. The Election Committee shall ensure that the following information is
 23 sent to each Membership:

- 24 1. A copy of the letter of each Board of Director candidate.
- 25 2. A list of all Board of Director Members to be ratified.
- 26 3. A copy of each proposed change to the By-Laws.
- 27 4. A ballot for each matter to be voted on, with instructions on how to complete each
 28 ballot.
- 29 5. Instructions on how and when the ballots must be returned.

30 The returned ballots will be held at the CO-OP Office under direction and control of the Election
 31 Committee until the Annual Membership Meeting. The Election Committee is responsible for
 32 filling the slate of required candidates for the Board of Directors to at least one (1) over the
 33 vacancies. If the Committee is not successful in filling the slate, the Committee will advise the
 34 Board of Directors and refer to the CO-OP's By-Laws and Standing Rules or the CO-OP's
 35 Parliamentary Authority on how to proceed. The Election Committee shall establish controls for,
 36 and the tallying of, the votes during the Annual Membership Meeting. Two (2) Members, with
 37 the same restrictions as the Members of the Election Committee, selected at random from the
 38 general Membership, shall observe the counting of all votes. Both members of a Membership are
 39 discouraged from working on the Election Committee so that one (1) may be free to attend the
 40 Annual Membership Meeting. The Election Committee will consist of at least three (3)
 41 Members. A current Director, Board candidate or their co-Members may not serve on this
 42 Committee.

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E. EVALUATION

When a Member relinquishes the Membership, this committee is to establish the value of all improvements. Value is defined as the cost of existing improvements, taking into consideration the present condition of those improvements. The Committee will perform interim Evaluations, keeping the Membership file current. The Evaluation Committee shall consist of three (3) or more members who are not Board members.

F. FINANCIAL AUDIT

The Financial Audit Committee will conduct financial audits throughout the Co-Op's business year. The Co-Op Management, Board Treasurer, Blue Bonnet Auxiliary Treasurer, and other Officers of the Board of Directors and the Blue Bonnet Auxiliary must make available to the Financial Audit Committee all records and any assistance that this Committee deems necessary to conduct their internal audits. The Financial Audit Committee results will be retained for a minimum of three (3) years. This Committee will prepare a report of the condition of the CO-OP and Blue Bonnet books and records and make recommendations to the Board of Directors for any action. The Financial Audit Committee will consist of at least three (3) Members, who are neither Directors nor outgoing Directors, nor their Co-Members.

G. GRIEVANCE

The Grievance Committee, is to hear complaints of the Members against the Board or between individual Members, if there appears to be an infringement of the Bylaws or Rules. Committee members are obligated to maintain complete confidentiality on grievances both during and following membership on the Committee. Committee members are required to sign a Pledge of Confidentiality in order to be a Member of the Committee. Discipline up to and including expulsion from the Committee will occur if a Committee Member violates the requirement for confidentiality. The Committee will consist of at least three (3) and a maximum of nine (9) members who are not Board Members.

H. LANDSCAPE

The Landscaping Committee is to supervise the installation and maintenance of all plantings in the community areas of the CO-OP. They shall provide the Membership a list of plants and shrubs that are appropriate for this area of Texas and that would not be injurious to the septic drain fields. The Landscaping Committee will consist of three (3) or more members.

I. LAUNDRY

The Laundry Committee is responsible for maintaining the CO-OP laundry equipment. This Committee will arrange for maintenance and repairs and advise the Board of Directors of the extent of same. This Committee will collect and count the coins from the laundry. They will turn the coinage over to Management and provide a monthly report to the Board of Directors.

1 The Committee will set and maintain the coin slots for the washers and dryers as directed by the
2 Board of Directors. The Laundry Committee will consist of three (3) or more Members.

4 **J. LOT IMPROVEMENT**

5 The Lot Improvement Committee is to insure the improvements meet CO-OP safety
6 standards. The Committee may provide members with advice and guidance on lot improvement
7 and appearance. The Committee must approve, in advance, all construction, shed improvements
8 and landscaping on the Membership Lot. In the event a Membership is made available the
9 Committee will inspect the lot to verify there are no rule violations prior to its being made
10 available for transfer. The Lot Improvement Committee will consist of three (3) or more
11 members who are not Board Members.

13 **K. MEMBERSHIP**

14 The Membership Committee is responsible for maintaining and administering the Active
15 Waiting List, Membership Lot files and the Membership Lot Selection Procedures. The
16 Membership Committee will maintain a file of Membership Lot requests. The date and time the
17 requests were received will be noted to insure proper seniority of the requests. The Membership
18 Committee will notify the Lot Improvement Committee when a Member indicates the desire to
19 relinquish their Membership. When the Lot Improvement Committee has completed their tasks,
20 the Membership Committee will make the paperwork and files available to the Evaluation
21 Committee. When the Evaluation Committee has completed their tasks, the Membership
22 Committee will complete the actions necessary to make the Membership, Membership Lot, and
23 Lot Improvements available for transfer. The Membership Committee will insure the age, 55+,
24 requirement is met prior to issuing a Certificate of Membership. The Membership Committee
25 will consist of three (3) or more members who are not Board Members.

27 **L. WI-FI**

28 The WI-FI Committee be responsible for maintaining the LSC Internet System. The Wi-
29 Fi Committee shall establish the rules, the password(s) and other appropriate measures for usage
30 by LSC Members and guests. The WI-FI Committee shall consist of four (4) or more members
31 who are not Board Members.

32 **SPECIAL COMMITTEES**

33 The Board of Directors may establish a Special Committee to accomplish a specific task
34 or to plan a specific project, if the task or project does not involve tasks assigned to a Standing
35 Committee. When established, the Special Committee will be given the parameters of the task or
36 project and, if appropriate, a specified budget. At the completion of their assigned task or
37 project, the Special Committee will cease to exist when their final report is presented to the
38 Board of Directors. If the tasking or project of the Special Committee extends beyond the
39 Annual Membership Meeting, the newly elected Board of Directors must determine if the
40 Special Committee is still needed and, if needed, approve the continuation of the Special
41 Committee.

1 **SECTION 7: MANAGEMENT**

2 **A.** The office shall maintain records of each Membership Lot in the Rental Pool.

3 **1. RENTAL POOL**

4 **a.** The management shall maintain records of each Membership Lot in the
5 Rental Pool as to condition before and after renting.

6 **b.** A Lot with any obstruction that would impede access to the designated
7 parking pad will not be allowed to be placed in the Rental Pool.

8 **c.** Any Lot deemed unsafe for rental will be removed from the Rental Pool.
9 The Member of record for said Membership lot shall be notified at the
10 address of record in the CO-OP Office.

11 **d.** Management, along with the Member, will check the condition of the
12 Membership lot before being placed in the Rental Pool.

13 **e.** Management will inspect the Membership lot when the renter or occupant
14 is leaving.

15 **f.** Any damage done to the Membership lot, due to renting, will be the
16 responsibility of the renter and/or the CO-OP.

17 **g.** Should the Member remove the lot from the Rental Pool, Management will
18 inspect the lot prior to being placed back in the Rental Pool.

19 **B.** Anyone that has been asked to leave the CO-OP for violations of the rules, or who
20 has left without paying, will not be allowed to stay in the CO-OP and they will not be
21 added to our Active Waiting List.

22 **C.** The American flag will be flown at half-staff as directed by the President of the
23 United States. The Texas flag will be flown at half-staff as directed by the Governor
24 of the State of Texas and when the American flag is flown at half-staff. The LSC Park
25 flag will be flown in concert with the American flag. Additionally, the LSC Park flag
26 will be flown at half-staff upon the death of a current or former member, if and when
27 the LSC is notified, for 3 days to show honor and respect to the departed member.
28 The flags will not be flown during inclement weather.

29 **D.** Management will accept Member payments for assessments and fees and keep
30 records of same.

31 **E.** Management will document and retain all contacts with Members concerning any
32 notifications of violations. Management must report to the Board of Directors, with
33 documentation, any Member who is in arrears or in violation of the CO-OP rules.

34 **F.** Management will keep current the records of Members' contact information.

35 **G.** Management will periodically monitor the condition of the Membership Lots and
36 document any violations of the CO-OP rules.

37 **H.** Management will verify any reported damage.

38 **I.** Management will receive the coinage from the laundry.

39 **J.** Management will not permit non-members to use a rental site as a residence for
40 outside employment.

41 **K.** Every two (2) years Management will verify and document that 80% of LSC
42 Memberships have at least one person over the age of fifty-five (55) years.

ARTICLE IV
INDIVIDUAL LOTS

SECTION 1. GENERAL RESTRICTIONS

- A.** In addition to the basic inhabitable rig, two (2) motorized (non-RV) passenger-type vehicles will be allowed on each Membership Lot with a clearly defined parking pad.
- 1.** If an RV is used as the sole means of primary transportation available to the Member, a waiver will be issued and placed in said Member's file to allow for that additional RV on that Membership Lot.
 - 2.** An additional RV type vehicle may be parked on the Membership Lot for a period of no longer than forty-eight (48) hours. This vehicle can be hooked up to utilities (water and electric) and inhabited during this period of time. Management may extend this time by a permit.
 - 3.** Any vehicle parked on a Membership Lot should not extend beyond the front property line.
 - 4.** On-street parking of passenger vehicles is permitted only on a temporary basis (no more than forty-eight (48) hours without a permit.
 - 5.** On-street parking of an RV type vehicle will be by permit only for loading and unloading, or minor maintenance. It may be hooked up to electric only and will not be inhabited.
- B.** An RV requiring electrical services exceeding 50 amperes cannot be accommodated.
- C.** All future park or destination trailers coming into the CO-OP must be approved by Management and have a factory installed fossil fuel heating system. HVAC ground-mounted units are not allowed.
- D.** Existing HVAC ground mounted units shall not exceed 25 amperes.
- E.** Park or destination trailers may be moved to another site within the CO-OP, provided an internal fossil fuel heater is installed. They must meet all other CO-OP Rules and have an inspection by Management.
- F.** Propane heaters and propane clothes dryers are allowed in sheds. Water heaters are not allowed in sheds.
- G.** Small (150 gallons or less) permanent propane tanks may be installed on lots, if Texas Railroad Commission specifications are complied with. Placement of propane tanks must be approved by the Lot Improvement Committee and in accordance with all Texas Railroad Commission specifications and must be inspected by a Texas Railroad Commission authorized representative. Propane/butane bottles (tanks) or welding gas bottles (tanks) will not be allowed to be stored in sheds.
- H.** The only appliances that will be a part of the value of the shed will be wall-mounted air conditioners and wall-mounted heaters. All other appliances must be removed prior to an inspection for the transfer of the Membership and Membership Lot.
- I.** Neither bamboo nor trees will be planted on CO-OP property. Trees on Member lots will be maintained by the Membership of that lot. Trees must be trimmed so that they do not interfere with the use of a neighboring lot. Any other plants may not be planted

1 closer than 5 feet from the leach field and property lines. Trees and other plants must
2 be kept trimmed so that they do not extend into the road in a manner which could
3 cause a safety issue, such as obstruction to visibility or interfering with traffic. Street
4 side plants must be maintained in a manner which will reflect positively on the
5 general appearance of the park.

- 6 **J.** Leaking sewer hoses must be promptly corrected.
- 7 **K.** The front of the utility corridor on each Membership Lot must be clearly identified by
8 using a four (4) feet long barrier of landscape timber, rocks or other material to
9 prevent the leach field from being driven over. There will be no parking on the leach
10 field, which is an area four (4) feet wide and thirty (30) feet long on the parking pad
11 side of the Membership Lot.
- 12 **L.** An RV as referred to herein is to be either a “Travel Trailer”, a “Fifth Wheel Trailer”,
13 “Destination Trailer”, “Park Trailer”, “Motor Home” or a “Truck Camper”, to be
14 pulled behind a tow vehicle without any special license or road limitations. “Park
15 Trailers”, “Destination Trailers” and self-converted or commercially-converted RVs
16 must be approved by the Board of Directors before they can be brought into the Park.
17 “Destination/Park Trailers” with second story designs and/or peaked roof designs are
18 not allowed.
- 19 **M.** All RVs must be self-contained and maintained in a roadworthy condition. RV
20 Annual State Inspection, if required, is an individual responsibility and not a CO-OP
21 requirement. In no case, will the wheels and tires be removed from the RV and RVs
22 will not be placed upon foundations. Only RV toilets are allowed in RVs. Electrical
23 connection to the RV must be made via the 30 amperes, or the 50 amperes
24 connection, but not both.
- 25 **N.** Coverings over RVs are not permitted. Any awnings attached to RVs must be
26 retractable. Any skirting added to the RV is considered temporary and will not be
27 considered a part of any Lot Improvement. All RV awnings are not to exceed more
28 than ten (10) feet in width and are not to exceed the length of the RV. Awnings
29 constructed of any material other than standard RV awning materials are not
30 permitted.
- 31 **O.** The storage shed, including the eaves or overhang, the covered porch or covered
32 patio, must be set back at least thirty (30) feet from the front lot line and a minimum
33 of three (3) feet from the rear and side lot lines. No permanent construction can be
34 placed behind the RV parking pad.
- 35 1. No truck trailers, truck bodies, camper tops, slide-in campers or RVs will be
36 used on a Membership Lot as a storage shed.
 - 37 2. The single shed may have up to a maximum floor area of two hundred eighty-
38 eight (288) square feet based on exterior frame dimensions. One (1) covered
39 or screened porch may be built not to extend more than nine and one half (9
40 1/2) feet from the front of the shed. The maximum height can be twelve (12)
41 feet from the floor surface to the highest point of the roof surface. The longest
42 horizontal dimension shall not exceed twenty-four (24) feet and shall be

1 facing the frontage street. A shed not attached to a slab must be secured by
2 mobile home type anchors.

- 3 **3.** A single approved 20 amperes 120-volt electrical service may be installed to
4 the shed.

5 **P.** Sheds will not be used for sleeping, cooking or bathing.

6 **Q.** Fences are to be a maximum of four (4) feet in height.

7 **R.** A maximum of two thousand (2,000) square feet of ground may be covered,
8 including the original pad. Neither plastic nor any construction can be placed over
9 the leach area between the pad and the Membership Lot line.

10 **S.** Any overhead television, radio or short-wave antenna may be a maximum of twenty-
11 five (25) feet from the ground.

12 **T.** Any shed material including flooring, interior wall, ceiling, exterior siding, door,
13 windows and roofing that has a greater value and/or longer life than the original
14 material, qualifies as an upgrade material. When an upgrade material is used, the
15 Member is allowed the difference in cost between the original material and the new
16 (upgrade) material at the time of installation, plus one hundred percent (100%) of the
17 material cost for labor. If the upgrade material is installed by a contractor, the total
18 labor cost is allowed.

19 **U.** Members replacing original material with the same type of material is considered
20 maintenance because there has been no value added to the improvements.

21 **V.** Shed siding must be of standard building materials.

22 **W.** If installed, electrical service to the shed must be approved. Wiring for electrical
23 service to the shed is to be placed underground. All wiring must be approved in
24 advance and is to be inspected and approved by the Lot Improvement Committee
25 before it is covered.

26 **X.** Sheds with skids must be built on treated lumber and treated for termites.

27 **Y.** All LP gas heaters must have a safety pilot system. An LP shutoff valve is required
28 as part of the installation. LP gas clothes dryers in the shed must have a separate LP
29 shutoff valve as a part of the installation. The LP gas clothes dryer must be ventilated
30 to the outside. All propane installations will be inspected by the Lot Improvement
31 Committee and a licensed Texas Railroad Commission Inspector. The Lot Member
32 and the licensed Inspector are required to sign the "Installation Complete" Form.

33 **Z.** Only collapsible or retractable clotheslines are permitted on individual lots. They are
34 considered a Lot Improvement item and must be approved by the Lot Improvement
35 Committee.

36
37 **SECTION 2: MAINTENANCE AND SAFETY**

38 **A.** Each Member is required to maintain their assigned Membership Lot. Grass and
39 weeds must be controlled.

40 **B.** All members are responsible for all yard work on their lot, and to maintain any
41 structure on the lot in a structurally sound manner, whether they are at the CO-OP or

1 away. If this work is neglected and has to be done at the expense of the CO-OP, the
2 Members account will be billed.

3 C. Open fires are permitted on the Clubhouse green area and must be continually
4 attended. The use of covered and/or screened fires are permitted.

5 D. Only materials approved by Management may be burned on Co-Op property.
6

7 **ARTICLE V**
8 **BLUE BONNETS**

9
10 A. The Blue Bonnet Auxiliary shall elect its own Officers, being President, Vice
11 President, Secretary and Treasurer. Duties are as described in the Blue Bonnet
12 Guidelines.

13 B. The Blue Bonnet Auxiliary will provide Guidelines to the Board of Directors for
14 approval.

15 C. Funds generated by the Blue Bonnet Auxiliary shall be maintained in a separate bank
16 account known as “The Blue Bonnets”.

17 D. The Officers of the Blue Bonnet Auxiliary have the authority to direct the funds in the
18 Blue Bonnets’ account. A yearly financial report will be presented at the Annual
19 Membership Meeting.
20

21 **ARTICLE VI**

22 **ADOPTION AND AMENDMENT**

23 **SECTION 1: AMENDMENT**

24
25 Standing Rules can be adopted, suspended, rescinded or amended at any Annual Membership
26 Meeting, without previous notice, by a majority vote of the Membership present. Any Member
27 putting forth a Standing Rule change proposal must submit the written proposal to the Secretary
28 of the Board of Directors with copies for the Membership, on the day of the Meeting, before any
29 motion is considered.
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**APPENDIX A
VEHICLES CATEGORIES**

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RECREATIONAL VEHICLES

PASSENGER VEHICLES

EXEMPT

Motor Coaches

- Class A
- Class B
- Class C
- Minis

- Motorized Bus
- Conversions

Trailers:

- Travel
- 5th Wheel
- Utility
- Dollies
- Park
- Destination

Campers:

- Pickup w/Slide in

- Automobiles
- Towed Car
- Tow/Towed Truck
- Pickup w/o a shell
- Pickup with a shell
- Non-self-contained Vans
- 2-Wheeled Motorized Vehicle
- 3-Wheeled Motorized Vehicle
- 4-Wheeled Motorized Vehicle

- Golf Carts
- Aids for the Handicapped

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ADDENDUM

This page will document future changes to the Standing Rules as approved by the CO-OP Membership.

February 2018 – Newly Revised.

February 2018 – Section 4, Finance, Item A. Change 25% to 35%

February 2018 – Section 4, Finance, Item F. Refund from Infrastructure Reserve Account.

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