

ALAMO AREA SKP CO-OP / RETREAT OF TEXAS, INC.**REVISED 2022****STANDING RULES****PREAMBLE**

This CO-OP is based on the principle of sharing and caring, and will fulfill the expectations of all, only if these principles are implemented by each Member. We should remember the “Golden Rule” in all our dealings with each other. A successful CO-OP encourages volunteers to share their knowledge, labor, and time for the mutual benefit of all. These Standing Rules are written in this spirit, to provide standards by which all can live together in harmony.

ARTICLE I**USE OF ASSETS****SECTION 1: STRUCTURES AND CONTENTS**

No structural or utility modifications will be made in or around the Clubhouse, the Office or the Storage buildings unless previously approved by the Board of Directors. Smoking will not be allowed in any CO-OP owned buildings at any time. There will be no political or religious assemblies held in or on any CO-OP owned buildings or land except on individual Membership Lots.

A. CLUBHOUSE

Use of the Clubhouse facilities is on an “All Member” basis, with programmed CO-OP / Blue Bonnet activities taking priority over private, individual or subgroup uses.

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

2. RESTRICTIONS

- a. No one may offer any alcoholic beverages, including beer and wine, for sale or for a monetary donation.
- b. Minors using the Clubhouse will be supervised by a responsible adult.
- c. Individuals or groups sponsoring activities in the Clubhouse are responsible for the cleanup.
- d. Except for furniture rearrangement, no changes (moving the established areas, wiring, heating, plumbing, etc.) will be made in

or around the Clubhouse unless previously approved by the Board of Directors.

- e. All Clubhouse remodeling, renovations and/or structural changes must be recommended by the appropriate Committee and approved by the Board of Directors.
- f. Only certified service animals acting as an aid are allowed in the clubhouse. Other animals are allowed if the weather becomes life threatening.
- g. Any proposed informational program, speaker, or entertainment coming to any function from outside the Co-Op must first be authorized by the Bluebonnet Officers, then have approval from the Board of Directors. We do not allow the selling of any products, tickets, memberships, etc. at any time in the Co-Op by outside persons.

B. OFFICE

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

a. RESTRICTIONS

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

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

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

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

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

C. STORAGE BUILDINGS

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

SECTION 2: EQUIPMENT AND TOOLS

CO-OP equipment, tools and trailers will be available for use only by qualified Members and are not available for commercial use. Prior approval from the CO-OP

1 Management is required to remove any equipment or tools from CO-OP property.
 2 The Member using the tools and/or equipment assumes all responsibility and liability.

3

4 **A. HAND TOOLS**

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

6

7 **B. MOTORIZED EQUIPMENT**

8 Trailers and motorized equipment, to include but not limited to the tractor and
 9 mowers, may be checked out for use by individual Members, after being trained
 10 in the proper use and safety of said equipment.

11

12 **C. SPECIALIZED EQUIPMENT**

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

16

17 **SECTION 3: LAND AND INFRASTRUCTURE**

18

19 **A. FENCE**

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

22

23 **B. COMMON AREA LAND**

24 **1. STORAGE AREA**

25 a. Storage for extra RVs, vehicles, boats, dismounted slide-ins, toppers, car
 26 dollies, and small utility trailers has been provided in the storage area and
 27 such storage will not be permitted on individual Membership Lots. As an
 28 exception, car dollies will be permitted on individual lots, if they are stored
 29 behind the RV.

30 b. The first space in the storage area is free. A fee, at a monthly rate
 31 established by the Board of Directors, will be charged for an additional
 32 space, if available.

33 c. Only currently state licensed units, if licensing is required by the state, may
 34 be parked in the storage area.

35 **2. BOONDOCK AREA**

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

40

1 3. MEMBERSHIP LOTS

- 2 a. The maintenance of the easement behind each lot is the responsibility of
- 3 the Member of that lot. Maintenance shall include removal of weeds and
- 4 debris to keep an open passage.
- 5 b. There shall be no unauthorized digging in the utility area.
- 6 c. Members shall not use, nor allow the use of, salt or soil sterilizers/sterilant
- 7 for weed control on their Membership Lot.
- 8

9 **C. ELECTRICAL DISTRIBUTION**

- 10 1. The utility pedestal is CO-OP property. All utility pedestals must be
- 11 accessible on three sides. Any covering or enclosure over the pedestal is
- 12 discouraged. Tampering with the CO-OP pedestal electrical panel is
- 13 prohibited. Any damage to the electrical panel, caused by the current
- 14 Member, that results in corrections to, or the replacement of, the electrical
- 15 panel, will be the financial responsibility of the current Member.
- 16 2. Only the 30 amperes or the 50 amperes power plug may be used. In no case,
- 17 shall the 110 volts, 30 amperes plug be modified to provide 220-volt power,
- 18 and no connections can be made inside the power distribution box, other than
- 19 the 20 amperes connection for the shed.
- 20

21 **D. SEPTIC AND SEWER**

- 22 1. A Member may install a French Drain with approval of the Lot Improvement
- 23 Committee.
- 24 2. Cold water washers and sinks in sheds are allowed provided they discharge
- 25 into a French Drain.
- 26 3. The use of an existing French Drain will be revoked if water discharged into
- 27 the French Drain becomes a nuisance or a health hazard.
- 28 4. Only RV toilets can be used on Membership lots. No coffee grounds, egg
- 29 shells, zinc, cigarette butts, phosphates, formaldehyde, or chlorine bleach will
- 30 be introduced into the system. A threaded type fitting must be used between
- 31 the CO-OP sewer system and the RV holding tank(s).
- 32

33 **E. WATER DISTRIBUTION**

- 34 1. Any water usage must be through the existing pedestal faucets equipped with
- 35 a back-flow preventer. No new water line may be directly connected to the
- 36 CO-OP utility system.
- 37 2. No permanent connection of any type will be made between the CO-OP water
- 38 system and black water holding tank flushing system.
- 39 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.

C. MEMBERSHIP TRANSFER FEE INCOME

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

D. MEMBERSHIP LOT LIST FEE INCOME & MEMBERSHIP ADMINISTRATIVE FEE INCOME

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

E. ASSESSMENTS

"Assessment", as used herein, is defined as any payment that is equally shared by all Members and has been designated for a specifically stated purpose that will benefit the CO-OP. The stated purpose and the anticipated cost of an assessment

must be identified prior to the proposal being presented to the Membership for approval.

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

F. INFRASTRUCTURE RESERVE ACCOUNT

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

1. Electrical
2. Septic/Sewer
3. Drinking water
4. Drainage
5. Roads

Funds for this account require an initial payment in the amount of \$200.00 followed by an annual payment of \$100.00 from each Membership. The initial payment is due when the Membership is awarded. The annual payment is due prior to the Annual Membership Meeting. Members who request in writing or Members who relinquish their Membership will be refunded the amount they have paid into this account prior to 1 September 2013. This refund will be deducted from the Infrastructure Reserve Account. If funds are used from this account that results in an increase in the value of the Membership, the amount of the refund will be reduced by the amount that the value of the Membership has increased. The member that owns the lot on January 1st of each year owes the \$100 annual fee, whether or not the lot is up for sale.

ARTICLE II
MEMBERSHIP

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

Our Co-Op is designed for members who are capable of independent living and active contribution to the Co-Op and its committees. There is no membership-provided-care at Lone Star Corral Escapee Co-Op. If either aging or illness reduce a member's ability to live independently, the member or designated person with power-of-attorney has the responsibility to seek professional help and/or make plans for another home.

Care for members who become impaired cannot expect to be provided care by other members. If a member living alone is unable to recognize his/her need for support, the Co-Op will contact the next of kin or designated person with power-of-attorney about obtaining care or transition to another home.

SECTION 1: MEMBERSHIP TRANSFER

Request to make a Membership and assigned Membership Lot available for transfer may not be reviewed unless sufficient experienced/qualified Committee Members are available.

Transferring a Membership takes three (3) Committees; The Membership Committee, Lot Improvement Committee and Evaluation Committee.

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

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

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

C. Compensation upon transfer:

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

SECTION 2: STANDARDS OF CONDUCT

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

- 1 **B.** Members who become unruly in the Clubhouse or the Office will be asked to
- 2 leave the area.
- 3 **C.** Members will not go door-to-door, seeking donations, selling raffle tickets, or
- 4 selling products or services for payment.
- 5 **D.** Walking through another Membership Lot is not permitted, except by written
- 6 permission, on file in the office, of that Membership's owner. While the
- 7 Membership Lot is being rented, no walking through will be permitted.

8

9 **SECTION 3: RESPONSIBILITIES OF MEMBERS**

- 10 **A.** Members must comply with all rules established by and for the CO-OP.
- 11 **B.** Whether they are in the CO-OP or away, Members are responsible for all yard
- 12 work on their Membership Lot and to maintain any structure on the lot. If
- 13 neglected, and work must be accomplished at the expense of the CO-OP, the
- 14 Member's account will be billed.
- 15 **C.** Members must consult with the Lot Improvement Committee before making any
- 16 changes to their assigned Membership Lot.
- 17 **D.** Pets are to be controlled at all times either in a restricted area or on a leash. All
- 18 pet droppings shall be promptly picked up and disposed of properly. Members
- 19 with dogs will prevent them from continuously barking.
- 20 **E.** Members should sign out when leaving the CO-OP for more than twenty-four
- 21 (24) hours and sign in upon their return.
- 22 **F.** Motorized vehicles, bicycles, skateboards, roller skates and scooters are not
- 23 allowed to be ridden or parked on any CO-OP sidewalks or the clubhouse patio.
- 24 Aids for handicapped are exempt.
- 25 **G.** No business signs will be erected in the CO-OP.
- 26 **H.** Members seeking donation from businesses must have prior approval from the
- 27 Board of Directors. The request to the business must be made on CO-OP letter
- 28 head.
- 29 **I.** Members must pay all fees, assessments, utility bills, and other obligations owed
- 30 to the CO-OP. If a Member should decide to relinquish their Membership, all
- 31 amounts owed to the CO-OP will be deducted from the amount due the Member
- 32 at the time of the transfer of the Membership.
- 33 **J.** The Surviving Co-Member must notify the Membership Committee of the death
- 34 of their Co-Member and provide a copy of the Death Certificate. The Co-
- 35 Member will surrender their Certificate of Membership and a new one will be
- 36 issued. The change is recorded in the CO-OP's record.
- 37 **K.** All members are required to leave a forwarding address and a person or persons to
- 38 notify in case of a death, an emergency or whatever else may happen that involves
- 39 their assigned lot.

- 1 **L.** When the Membership is made available for transfer, all personal items must be
2 removed from the shed, so the Lot Improvement Committee and the Evaluation
3 Committee can accomplish their assigned tasks.
- 4 **M.** When a Membership is made available for transfer, all damages caused or
5 neglected by the Membership holder and identified by the Lot Improvement
6 Committee must be corrected before the transfer can continue. **A pest inspection**
7 **must be completed within six (6) months of a member submitting a request to**
8 **transfer their lot. A signed form and paid receipt must be in the Member file**
9 **and an inspection sticker posted in the shed.**
- 10 **N.** The dumpsters are for household trash. It is the Member's responsibility to
11 dispose of all other trash, including cactus, outside the park at their expense.
12 Members shall notify the office prior to placing anything on the burn pile or
13 anywhere else in the park.
- 14 **O.** Prior to using any CO-OP equipment, Members must be trained by an individual
15 designated by Management and follow the equipment checklist.

17 **SECTION 4: RIGHTS AND PRIVILEGES OF MEMBERS**

- 18 **A.** Members may relinquish their Membership by notifying the Membership
19 Committee and completing the required paperwork.
- 20 **B.** For a non-refundable non-transferrable fee, a Member may request that their name
21 be placed on the Member Lot Request list for a different Membership Lot.
- 22 **C.** Upon the death of a Co-Member, the full and complete rights are vested with the
23 Surviving Co-Member.
- 24 **D.** Single members may add a different adult to the Certificate of Membership
25 provided that the person fits the definition of membership as stated in the By-
26 Laws. The Membership Committee must be notified in writing. The original
27 Certificate of Membership is surrendered and a new one will be issued. The
28 change is recorded in the CO-OP's records.
- 29 **E.** Members in residence may sponsor non-SKP guests. Providing space is
30 available, the non-SKP guests of Members may stay in the Boondock area, or on a
31 Rental Lot, at the prevailing rental rate.
- 32 **F.** Members may allow another SKP to use their Membership Lot at no rental fee,
33 except for electricity used, for a period of not more than thirty consecutive (30)
34 days within one (1) year, and provided they notify Management in writing of such
35 an arrangement. The Member should indicate the following: Name of occupant,
36 dates of estimated arrival and departure, and whether the lot should be returned to
37 the Rental Pool at the end of the visit.
- 38 **G.** The CO-OP approved improvements to a Membership Lot are specifically owned
39 by that individual Member and may be removed as the Member sees fit, without
40 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.
 5. If a Member decides to relinquish the Membership and the Member Waiting List is notified, the Member may not withdraw the Membership transfer request.
 6. If a Membership has been sent out to the Member Waiting List and to the Active Waiting List for a minimum of two (2) times and has not been chosen, the current Member has the option of removing the Membership from consideration, or reducing the price of the Lot Improvements.
- H.** A Member in good standing may serve on the Board of Directors after being a Member for one (1) year from the date the Membership was awarded.
- I.** Members may care for a CO-OP common area with the knowledge of the Landscape Committee.
- J.** Members may submit written, signed and dated complaints at the Office. No action will be taken on verbal complaints.
- K.** All Members have the right to file a complaint with the Grievance Committee. The accused must be shown the signed grievance.
- L.** Use of the laundry and dumpsters is for guests, visitors and Members.
- M.** Members may wash their vehicle on their Membership Lot provided they comply with any water restrictions imposed.
- N.** A Town Hall Meeting may be held at any time the Clubhouse is available. Any Member may call a Town Hall Meeting by giving notice to Members in residence in the CO-OP. Recommendations from the Meeting will be presented in writing to the Board of Directors for their consideration.

- 1 **O.** Members may submit a proposed amendment to the By-Laws to the By-Law
2 Committee. The proposal must be received by 1 December.

3
4 **SECTION 5: TERMINATION OF A MEMBERSHIP**

5 **A. PROCESS OF TERMINATION**

- 6 1. A member who is in violation of the By-Laws, Standing Rules, Park Rules
7 or in default of payment of any monies owed the CO-OP, will receive
8 written notification from Management.
9 2. Should the violation or default not have been addressed by correction or a
10 written plan within fifteen (15) days of notification, the member shall
11 receive a final written notification granting an additional fifteen (15) days
12 to correct the violation, default or to present a plan to Management.
13 3. After the thirty (30) days have expired and no action has been taken by the
14 notified Member, Management will notify the BOD in writing and
15 termination proceedings will be initiated by the BOD.
16 4. A termination hearing will be conducted by the BOD with the notified
17 Member represented orally or in writing. The member may be
18 accompanied by a representative.
19 5. A vote will be taken by the BOD following the hearing. The vote to
20 terminate must be unanimous.
21 6. The BOD will notify the Member of the result by regular and registered
22 mail at the listed address of the Member.

23
24 **B. PAYMENT UPON TERMINATION**

- 25 1. Payment upon termination shall consist of the current Membership fee and
26 the current evaluation of the Lot Improvements.
27 2. The Membership fee shall be paid within 30 days of termination.
28 3. Lot improvements payment shall be made within 30 days after completion
29 of the evaluation process.
30

31 **ARTICLE III**
32 **GOVERNMENT**

33
34 **BOARD OF DIRECTORS**

35
36 **SECTION 1: ELECTION**

- 37 **A.** An election shall be held using the official ballot provided by the Election
38 Committee.
39 **B.** Members may become a candidate for election by filling out and returning an
40 application received from the Election Committee or sending a letter of
41 qualification to the Election Committee. Only one Member listed on the

Certificate of Membership may run or serve on the Board of Directors at any one time.

C. The packet containing all Official ballots and all other information will be mailed or distributed to Members.

D. Sealed ballots shall be held by the Election Committee until the last Thursday of February, the day of the Annual Membership Meeting.

E. Any tie will be broken by vote of the Members present at the Annual Membership Meeting. A plurality vote elects.

F. Candidate application must be received **as required by the Bylaws.**

SECTION 2. FILLING VACANCIES

A. Any eligible Member may be considered for appointment to fill a vacancy.

B. Appointed Directors whose term goes beyond the Annual Membership Meeting must be ratified at the Annual Membership Meeting.

C. In the event an appointee is not ratified, an open election for the unexpired term shall be held from the floor at the Annual Membership Meeting.

D. Members ratified to fill a vacancy shall be considered to have served a full term if the time of service is greater than one year.

SECTION 3: OFFICERS OF THE BOARD OF DIRECTORS

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

SECTION 4: DUTIES OF THE BOARD OF DIRECTORS

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

SECTION 5: MEETINGS OF THE BOARD OF DIRECTORS

A. All Board of Director Meetings will be open Meetings except for Executive Sessions. Executive sessions may be called by the President of the Board or any three Directors. These sessions will only be called for employee related issues, grievances or complaints not subject to review by the Grievance Committee and Member personal issues. Executive session minutes will be kept, but will not be reported on except to note that such a meeting was held.

B. Proposed agenda items will be posted prior to each open Board of Directors Meeting.

C. The Board of Directors may have a Membership question and answer session.

SECTION 6: COMMITTEES

STANDING COMMITTEES

Standing Committees are established by the Membership and exist for the life of the CO-OP, or until the Membership determines that the Committee should be discontinued. Only by a majority vote of the Membership can a Standing Committee be stood up or stood down. Following are the Guidelines for each of the Standing Committees. A plurality vote of the Membership is required to change these Guidelines. These Guidelines will stand until properly submitted changes are approved by the Membership. All Standing Committees may develop Committee Policies. A Policy is defined as the rules that are imposed on the Committee by the Committee itself. All Standing Committees will develop, for the Board of Directors' approval, Procedures for accomplishing the tasks set forth in these Guidelines by the CO-OP Membership.

GENERAL GUIDELINES FOR ALL STANDING COMMITTEES

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

changes prior to the April regularly scheduled Meeting of the Board of Directors for approval, if changes are required to their Procedures because of actions by the Membership at the Annual Membership Meeting.

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

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

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

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

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

INDIVIDUAL STANDING COMMITTEE GUIDELINES

A. BUDGET AND PLANNING

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

1 **B. BYLAWS**

2 The Committee is responsible for reviewing all proposed amendments to the Bylaws.
 3 The Committee is required to know and understand the relationship between the Articles,
 4 Sections and Paragraphs of the Bylaws and Standing Rules. The Committee must understand
 5 the meaning of these documents and the correlation between them. The Committee will
 6 review the Bylaws and Standing Rules for conflicts, and errors in grammar, spelling,
 7 capitalization and punctuation. The Committee must determine what change the
 8 Member/Petitioner is proposing. Each amendment for a proposed change must be submitted
 9 on a separate form, titled Petition for Bylaw Amendment Change. Amendments must be
 10 submitted to the Standing Bylaws Committee as required by the Bylaws. The Committee
 11 must ensure that the integrity of the Bylaws remain intact, which includes any conflicts,
 12 grammar, spelling, capitalization or punctuation errors. If any are found, the Petition will be
 13 returned to the Member/Petitioner for resubmission. Each proposed amendment must list an
 14 individual Member/Petitioner except those proposed by the Board of Directors. There can
 15 be PROS and CONS with all proposed Bylaw changes. The CON comments are offered by
 16 the Bylaws Committee and the PRO comments must be ignored by the Committee. Final
 17 revisions of proposed amendments must be reviewed and submitted by this Committee to the
 18 Board of Directors for submission to the Election Committee as required by the Bylaws.
 19 The Bylaws Committee will update the Bylaws and Standing Rules as approved by the CO-
 20 OP Membership and will provide them to the Board of Directors for posting on the LSC
 21 website. The Bylaws Committee will consist of at least 5 (five) Members and a maximum of
 22 nine (9) Members who are not current Board Members nor their Co-Members.

23 **C. CONSTRUCTION AND MAINTENANCE**

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

34 **D. ELECTION**

35 The Election Committee is to ensure that proper information is sent to Members in
 36 regards to any voting. The Election Committee shall ensure that the following information is
 37 sent to each Membership:

- 38 1. A copy of the letter of each Board of Director candidate.
- 39 2. A list of all Board of Director Members to be ratified.
- 40 3. A copy of each proposed change to the By-Laws.

1 4. A ballot for each matter to be voted on, with instructions on how to complete each
2 ballot.

3 5. Instructions on how and when the ballots must be returned.

4 The returned ballots will be held at the CO-OP Office under direction and control of the
5 Election Committee until the Annual Membership Meeting. The Election Committee is
6 responsible for filling the slate of required candidates for the Board of Directors to at least
7 one (1) over the vacancies. If the Committee is not successful in filling the slate, the
8 Committee will advise the Board of Directors and refer to the CO-OP's By-Laws and
9 Standing Rules or the CO-OP's Parliamentary Authority on how to proceed. The Election
10 Committee shall establish controls for, and the tallying of, the votes during the Annual
11 Membership Meeting. Two (2) Members, with the same restrictions as the Members of the
12 Election Committee, selected at random from the general Membership, shall observe the
13 counting of all votes. Both members of a Membership are discouraged from working on the
14 Election Committee so that one (1) may be free to attend the Annual Membership Meeting.
15 The Election Committee will consist of at least three (3) Members. A current Director, Board
16 candidate or their co-Members may not serve on this Committee.

17

18 E. EVALUATION

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

24

25 F. AUDIT

26 The Audit Committee will conduct financial audits throughout the CO-OP's business
27 year. The CO-OP Management, Board Treasurer, Bluebonnet Auxiliary Treasurer, and other
28 Officers of the Board of Directors and the Bluebonnet Auxiliary must make available to the
29 Audit Committee all records and any assistance that this Committee deems necessary to
30 conduct their internal audits. Any internal Audit Committee results will be retained for a
31 minimum of five (5) years. **This Committee will prepare a report of the condition of the**
32 **CO-OP and the Bluebonnet books and records and make recommendations to the**
33 **Board of Directors for any action. A full report will be reported to the membership at**
34 **the Annual Membership meeting each year.** The Committee will consist of at least five
35 (5) and a maximum of nine (9) Members, who are neither Directors nor outgoing Directors,
36 nor their Co-Members.

37

38 G. GRIEVANCE

39 The Grievance Committee is to hear complaints of the Members against the Board or
40 between individual Members, if there appears to be an infringement of the Bylaws or Rules.

1 Committee members are obligated to maintain complete confidentiality on grievances both
2 during and following membership on the Committee. Committee members are required to
3 sign a Pledge of Confidentiality in order to be a Member of the Committee. Discipline up to
4 and including expulsion from the Committee will occur if a Committee Member violates the
5 requirement for confidentiality. The Committee will consist of at least three (3) and a
6 maximum of nine (9) members who are not Board Members nor their Co-Member.

8 **H. LANDSCAPE**

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

15 **I. LAUNDRY**

16 The Laundry Committee is responsible for maintaining the CO-OP laundry
17 equipment. This Committee will arrange for maintenance and repairs and advise the Board of
18 Directors of the extent of same. This Committee will collect and count the coins from the
19 laundry. They will turn the coinage over to Management and provide a monthly report to the
20 Board of Directors. The Committee will set and maintain the coin slots for the washers and
21 dryers as directed by the Board of Directors. The Laundry Committee will consist of three (3)
22 or more Members.

24 **J. LOT IMPROVEMENT**

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

33 **K. MEMBERSHIP**

34 The Membership Committee is responsible for maintaining and administering the
35 Active Waiting List, Membership Lot files and the Membership Lot Selection Procedures.
36 The Membership Committee will maintain a file of Membership Lot requests. The date and
37 time the requests were received will be noted to insure proper seniority of the requests. The
38 Membership Committee will notify the Lot Improvement Committee when a Member
39 indicates the desire to relinquish their Membership. When the Lot Improvement Committee
40 has completed their tasks, the Membership Committee will make the paperwork and files

available to the Evaluation Committee. When the Evaluation Committee has completed their tasks, the Membership Committee will complete the actions necessary to make the Membership, Membership Lot, and Lot Improvements available for transfer. The Membership Committee will insure the age, 55+, requirement is met prior to issuing a Certificate of Membership. The Membership Committee will consist of three (3) or more members who are not Board Members.

L. WI-FI

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

SPECIAL COMMITTEES

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

SECTION 7: MANAGEMENT

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

1. RENTAL POOL

- a.** The management shall maintain records of each Membership Lot in the Rental Pool as to condition before and after renting.
- b.** A Lot with any obstruction that would impede access to the designated parking pad will not be allowed to be placed in the Rental Pool.
- c.** Any Lot deemed unsafe for rental will be removed from the Rental Pool. The Member of record for said Membership lot shall be notified at the address of record in the CO-OP Office.
- d.** Management, along with the Member, will check the condition of the Membership lot before being placed in the Rental Pool.
- e.** Management will inspect the Membership lot when the renter or occupant is leaving.
- f.** Any damage done to the Membership lot, due to renting, will be the responsibility of the renter and/or the CO-OP.

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

and other plants must be kept trimmed so that they do not extend into the road in a manner which could cause a safety issue, such as obstruction to visibility or interfering with traffic. Street side plants must be maintained in a manner which will reflect positively on the general appearance of the park.

J. Leaking sewer hoses must be promptly corrected.

K. The front of the utility corridor on each Membership Lot must be clearly identified by using a four (4) feet long barrier of landscape timber, rocks or other material to prevent the leach field from being driven over. There will be no parking on the leach field, which is an area four (4) feet wide and thirty (30) feet long on the parking pad side of the Membership Lot.

L. An RV as referred to herein is to be either a "Travel Trailer", a "Fifth Wheel Trailer", "Destination Trailer", "Park Trailer", "Motor Home" or a "Truck Camper", to be pulled behind a tow vehicle without any special license or road limitations. "Park Trailers", "Destination Trailers" and self-converted or commercially-converted RVs must be approved by the Board of Directors before they can be brought into the Park. "Destination/Park Trailers" with second story designs and/or peaked roof designs are not allowed.

M. All RVs must be self-contained and maintained in a roadworthy condition. RV Annual State Inspection, if required, is an individual responsibility and not a CO-OP requirement. In no case, will the wheels and tires be removed from the RV and RVs will not be placed upon foundations. Only RV toilets are allowed in RVs. Electrical connection to the RV must be made via the 30 amperes, or the 50 amperes connection, but not both.

N. Coverings over RVs are not permitted. Any awnings attached to RVs must be retractable. Any skirting added to the RV is considered temporary and will not be considered a part of any Lot Improvement. All RV awnings are not to exceed more than ten (10) feet in width and are not to exceed the length of the RV. Awnings constructed of any material other than standard RV awning materials are not permitted.

O. The storage shed, including the eaves or overhang, the covered porch or covered patio, must be set back at least thirty (30) feet from the front lot line and a minimum of three (3) feet from the rear and side lot lines. No permanent construction can be placed behind the RV parking pad.

1. No truck trailers, truck bodies, camper tops, slide-in campers or RVs will be used on a Membership Lot as a storage shed.

2. The single shed may have up to a maximum floor area of two hundred eighty-eight (288) square feet based on exterior frame dimensions. One (1) covered or screened porch may be built not to extend more than nine and one half (9 1/2) feet from the front of the shed. The maximum height can be twelve (12) feet from the floor surface to the highest point of the

roof surface. The longest horizontal dimension shall not exceed twenty-four (24) feet and shall be facing the frontage street. A shed not attached to a slab must be secured by mobile home type anchors.

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

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

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

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

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

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

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

V. Shed siding must be of standard building materials.

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

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

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

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

SECTION 2: MAINTENANCE AND SAFETY

- A. Each Member is required to maintain their assigned Membership Lot. Grass and weeds must be controlled.
- B. All members are responsible for all yard work on their lot, and to maintain any structure on the lot in a structurally sound manner, whether they are at the CO-OP or away. If this work is neglected and has to be done at the expense of the CO-OP, the Members account will be billed.
- C. Open fires are permitted on the Clubhouse green area and must be continually attended. The use of covered and/or screened fires are permitted.
- D. Only materials approved by Management may be burned on Co-Op property.

ARTICLE V

BLUEBONNETS

- A. The **Bluebonnet** Auxiliary shall elect its own Officers, being President, Vice President, Secretary and Treasurer. Duties are as described in the **Bluebonnet** Guidelines.
- B. The **Bluebonnet** Auxiliary will provide Guidelines to the Board of Directors for approval.
- C. Funds generated by the **Bluebonnet** Auxiliary shall be maintained in a separate bank account known as “**The Bluebonnets**”.
- D. The Officers of the **Bluebonnet** Auxiliary have the authority to direct the funds in the **Bluebonnets**’ account. A yearly financial report will be presented at the Annual Membership Meeting.

ARTICLE VI

ADOPTION AND AMENDMENT

SECTION 1: AMENDMENT

Requests for Standing Rules to be adopted, suspended, rescinded or amended shall be submitted by December 30th to the Election Committee for inclusion in the voting packet. Requests will be in the form of a written request, signed and dated by the member proposing the change. Discussion and voting shall be done at the Annual Membership Meeting.

APPENDIX A

VEHICLES CATEGORIES

RECREATIONAL VEHICLES

PASSENGER VEHICLES

EXEMPT

Motor Coaches

Automobiles

Golf Carts

Class A

Towed Car

Aids for the Handicapped

Class B

Tow/Towed Truck

Class C

Pickup w/o a shell

Minis

Pickup with a shell

Motorized Bus

Non-self-contained Vans

Conversions

2-Wheeled Motorized Vehicle

3-Wheeled Motorized Vehicle

4-Wheeled Motorized Vehicle

Trailers:

Travel

5th Wheel

Utility

Dollies

Park

Destination

Campers:

Pickup w/Slide in

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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.

February 2019 – Article I, Section 4, Item F. Who pays \$100 Infrastructure fee

February 2019 – Article III, Section 5, Paragraph A. When appropriate to call an Executive session

February 2019 – Article III, Section 6, Item A. Adding the Assistant Treasurer to the Committee

February 2019 – Article III, Section 6, Item F. Procedures added to the Audit Committee Guidelines

February 2019 – Article III, Section 6, Item G. nor their Co-member added to Grievance Committee Guidelines

February 2020 – Article I, Section 1A, Item g. Authority for outside program. No outside sales.

February 2020 -- Article II, Membership. Add independent living and active contribution statements.

February 2020 – Article III, Section 6, Item B. Change Standing Bylaw Committee Guidelines.

February 2020 – Article III, Section 6, Item F. Change Audit Committee Guidelines and add Confidentiality Statement.

February 2020 – Article VI, Section 1. Submit Standing Rules to Election Committee.

February 2021 -- Article 1, Section 3, Paragraph E, Item 1 Under Water Distribution, adds requirement for back-flow preventer on existing pedestal faucets.

February 2021 -- Article III, Section 6, Item B. Updates to the 2020 revised Bylaw Committee Standing Rule.

February 2022 – Article III, Section 2, Paragraph D. Update BOD candidate application deadline to match Bylaws requirement.

February 2022 – Article V, Paragraphs A, B, C, D. Correct spelling of the word Bluebonnets.

February 2022 – Article III, Section 7, Paragraph L. Add Mileage Reimbursement for CO-OP business.

February 2022 – Article II, Section 3, Paragraph M. Add requirement for a pest inspection for lot sales.

February 2022 – Article III, Section 6, Paragraph F. Change the Audit Committee Guidelines back to the pre-2019 Guidelines retaining the number of Committee members and amending the number of years to retain the records.

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