

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

2

3 **REVISED 2023**

4

5 **STANDING RULES**

6

7 **PREAMBLE**

8

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.

11 We 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

13 time for the mutual benefit of all. These Standing Rules are written in this

14 spirit, to 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

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

23 Smoking will not be allowed in any CO-OP owned buildings at any time. There will be

24 no political or religious assemblies held in or on any CO-OP owned buildings or land

25 except on individual Membership Lots.

26

27 **A. CLUBHOUSE**

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

29 CO-OP/**Bluebonnet** activities taking priority over private, individual or subgroup uses.

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

31 acknowledged position.

32 **2. RESTRICTIONS**

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

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

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

15
16 **B. OFFICE**

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

18 a. RESTRICTIONS

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

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

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

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

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

32
33 **C. STORAGE BUILDINGS**

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

36
37 **SECTION 2: EQUIPMENT AND TOOLS**

38 CO-OP equipment, tools and trailers will be available for use only by qualified
39 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.

- 1 4. For Fire safety, a separate fifty (50) foot hose with a nozzle must always be
2 connected to the second water valve. It is the responsibility of the Member to
3 replace a defective hose or nozzle. The CO-OP Management will replace the
4 hose and/or nozzle, if necessary, and bill the Member's account.

5
6 **F. ROADS**

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

8
9 **SECTION 4: FINANCE**

10
11 **A. LAUNDRY INCOME**

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

16
17 **B. LOT RENTAL INCOME**

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

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

27
28 **C. MEMBERSHIP TRANSFER FEE INCOME**

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

31
32 **D. MEMBERSHIP LOT LIST FEE INCOME & MEMBERSHIP
33 ADMINISTRATIVE FEE INCOME**

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

36
37 **E. ASSESSMENTS**

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

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

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

18 **F. INFRASTRUCTURE RESERVE ACCOUNT**

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

- 24 1. Electrical
- 25 2. Septic/Sewer
- 26 3. Drinking water
- 27 4. Drainage
- 28 5. Roads

29 Funds for this account require an initial payment in the amount of \$200.00
30 followed by an annual payment of \$100.00 from each Membership. The initial
31 payment is due when the Membership is awarded. The annual payment is due
32 prior to the Annual Membership Meeting. Members who request in writing or
33 Members who relinquish their Membership will be refunded the amount they
34 have paid into this account prior to 1 September 2013. This refund will be
35 deducted from the Infrastructure Reserve Account. If funds are used from this
36 account that results in an increase in the value of the Membership, the amount of
37 the refund will be reduced by the amount that the value of the Membership has
38 increased. The member that owns the lot on January 1st of each year owes the
39 \$100 annual fee, whether or not the lot is up for sale.
40

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 and
 9 an inspection sticker posted in the shed. **If the lot has a permanent propane**
 10 **tank installed, that tank must be visually inspected and lines pressured tested**
 11 **by a Texas Railroad Commission certified representative, prior to the**
 12 **transfer. Deficiencies must be corrected and proof of the approved**
 13 **inspection results must be included in the package to the new Membership**
 14 **holder. Inspection and testing must be conducted within six (6) months of**
 15 **the lot being made available for transfer.**
- 16 **N.** The dumpsters are for household trash. It is the Member's responsibility to
 17 dispose of all other trash, including cactus, outside the park at their expense.
 18 Members shall notify the office prior to placing anything on the burn pile or
 19 anywhere else in the park.
- 20 **O.** Prior to using any CO-OP equipment, Members must be trained by an individual
 21 designated by Management and follow the equipment checklist.

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

- 24 **A.** Members may relinquish their Membership by notifying the Membership
 25 Committee and completing the required paperwork.
- 26 **B.** For a non-refundable non-transferrable fee, a Member may request that their name
 27 be placed on the Member Lot Request list for a different Membership Lot.
- 28 **C.** Upon the death of a Co-Member, the full and complete rights are vested with the
 29 Surviving Co-Member.
- 30 **D.** Single members may add a different adult to the Certificate of Membership
 31 provided that the person fits the definition of membership as stated in the
 32 **Bylaws.** The Membership Committee must be notified in writing. The original
 33 Certificate of Membership is surrendered and a new one will be issued. The
 34 change is recorded in the CO-OP's records.
- 35 **E.** Members in residence may sponsor non-SKP guests. Providing space is
 36 available, the non-SKP guests of Members may stay in the Boondock area, or on a
 37 Rental Lot, at the prevailing rental rate.
- 38 **F.** Members may allow another SKP to use their Membership Lot at no rental fee,
 39 except for electricity used, for a period of not more than thirty consecutive (30)
 40 days within one (1) year, and provided they notify Management in writing of such

- 1 an arrangement. The Member should indicate the following: Name of occupant,
 2 dates of estimated arrival and departure, and whether the lot should be returned to
 3 the Rental Pool at the end of the visit.
- 4 **G.** The CO-OP approved improvements to a Membership Lot are specifically owned
 5 by that individual Member and may be removed as the Member sees fit, without
 6 damaging the Membership Lot.
- 7 1. In the CO-OP, the Calculated Value of the Lot Improvements is
 8 determined by receipts found in the Membership owner's file in the CO-
 9 OP Office, unless the transferring Member has established a reduced price
 10 for the Lot Improvements. The Evaluation Committee performs an
 11 inventory of the Lot Improvements and determines a Calculated Value of
 12 the Lot Improvements.
 - 13 2. In the process of transferring a Membership, the current Member may
 14 request that the amount listed for the Lot Improvements be lowered below
 15 the CO-OP approved Calculated Value but may not request that the
 16 amount listed for said Improvements be listed for more than the CO-OP
 17 approved Calculated Value.
 - 18 3. If a transferring Member chooses to reduce the price for the Lot
 19 Improvements, the Calculated Value of the Lot Improvements will be
 20 reduced to reflect the Member's choice.
 - 21 4. If the subsequent Member on this Membership Lot decides to transfer the
 22 Membership, the starting point for the Calculated Value will be the
 23 Calculated Value at the time this Member purchased the Membership and
 24 Lot Improvements.
 - 25 5. If a Member decides to relinquish the Membership and the Member
 26 Waiting List is notified, the Member may not withdraw the Membership
 27 transfer request.
 - 28 6. If a Membership has been sent out to the Member Waiting List and to the
 29 Active Waiting List for a minimum of two (2) times and has not been
 30 chosen, the current Member has the option of removing the Membership
 31 from consideration, or reducing the price of the Lot Improvements.
- 32 **H.** A Member in good standing may serve on the Board of Directors after being a
 33 Member for one (1) year from the date the Membership was awarded.
- 34 **I.** Members may care for a CO-OP common area with the knowledge of the
 35 Landscape Committee.
- 36 **J.** Members may submit written, signed and dated complaints at the Office. No
 37 action will be taken on verbal complaints.
- 38 **K.** All Members have the right to file a complaint with the Grievance Committee.
 39 The accused must be shown the signed grievance.
- 40 **L.** Use of the laundry and dumpsters is for guests, visitors and Members.

- 1 **M.** Members may wash their vehicle on their Membership Lot provided they comply
2 with any water restrictions imposed.
- 3 **N.** A Town Hall Meeting may be held at any time the Clubhouse is available. Any
4 Member may call a Town Hall Meeting by giving notice to Members in residence
5 in the CO-OP. Recommendations from the Meeting will be presented in writing to
6 the Board of Directors for their consideration.
- 7 **O.** Members may submit a proposed amendment to the **Bylaws** to the **Bylaw**
8 Committee. The proposal must be received by 1 December.

9

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

11 **A. PROCESS OF TERMINATION**

- 12 **1.** A member who is in violation of the **Bylaws**, Standing Rules, Park Rules
13 or in default of payment of any monies owed the CO-OP, will receive
14 written notification from Management.
- 15 **2.** Should the violation or default not have been addressed by correction or a
16 written plan within fifteen (15) days of notification, the member shall
17 receive a final written notification granting an additional fifteen (15) days
18 to correct the violation, default or to present a plan to Management.
- 19 **3.** After the thirty (30) days have expired and **the conditions continue, the**
20 **member will be given sixty (60) days written notice from the BOD of**
21 **the proposed expulsion and the reasons for it. Notice will include the**
22 **date of the proposed termination hearing.**
- 23 **4.** **Up to five (5) days before the date of the proposed termination hearing, the**
24 **member will be given the opportunity to be heard, either orally or in**
25 **writing. If the violation or default is not corrected,** a termination hearing
26 will be conducted by the BOD with the notified Member represented
27 orally or in writing. The member may be accompanied by a representative.
- 28 **5.** A vote will be taken by the BOD following the hearing. **The vote to**
29 **terminate requires a 2/3 vote of all the Board members.**
- 30 **6.** The BOD will notify the Member of the result by regular and registered
31 mail at the listed address of the Member.

32

33 **B. PAYMENT UPON TERMINATION**

- 34 **1.** Payment upon termination shall consist of the current Membership fee and
35 the current evaluation of the Lot Improvements.
- 36 **2.** The Membership fee shall be paid within 30 days of termination.
- 37 **3.** Lot improvements payment shall be made within 30 days after completion
38 of the evaluation process.
- 39
- 40
- 41

1 Member personal issues. Executive session minutes will be kept, but will not be
2 reported on except to note that such a meeting was held.

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

5 **C.** The Board of Directors may have a Membership question and answer session.
6

7 **SECTION 6: COMMITTEES**

8 **STANDING COMMITTEES**

9
10 Standing Committees are established by the Membership and exist for the life of the
11 CO-OP, or until the Membership determines that the Committee should be discontinued.
12 Only by a majority vote of the Membership can a Standing Committee be stood up or stood
13 down. Following are the Guidelines for each of the Standing Committees. A plurality vote
14 of the Membership is required to change these Guidelines. These Guidelines will stand until
15 properly submitted changes are approved by the Membership. All Standing Committees may
16 develop Committee Policies. A Policy is defined as the rules that are imposed on the
17 Committee by the Committee itself. All Standing Committees will develop, for the Board of
18 Directors' approval, Procedures for accomplishing the tasks set forth in these Guidelines by
19 the CO-OP Membership.
20

21 **GENERAL GUIDELINES FOR ALL STANDING COMMITTEES**

- 22 **A.** Any CO-OP Member in good standing is eligible to serve on any Standing
23 Committee. Some Committees have limitations imposed in the **Bylaws** and/or
24 Standing Rules and these limitations shall be followed.
- 25 **B.** The Board of Directors will acknowledge the Committee Members selected by
26 the Committee to serve as the Committee Chairperson and Vice-Chairperson.
- 27 **C.** The Chairperson will preside over the meetings of their Committee and will call
28 meetings as necessary. The Chairperson will ensure that the Committee Members
29 understand the duties of the Committee and will advise the Board of Directors if
30 the composition of the Committee falls to a level that prevents the Committee
31 from accomplishing their assigned tasks. In the absence of the Chairperson, the
32 Vice-Chairperson will perform the duties of the Chairperson.
- 33 **D.** Rules of the Committee established in a Committee's Policies effect only that
34 Committee.
- 35 **E.** A Standing Committee cannot make a rule in their Procedures to be imposed on
36 the Membership unless the basis of the rule is found in the current **Bylaws** or
37 Standing Rules.
- 38 **F.** Any Standing Committee desiring a change to these Guidelines, or their
39 Procedures, will petition the Board of Directors for an interim Park Rule. The
40 Committee will submit the proposed change to the **Bylaws** Committee for review

1 and compiling. If approved by the Membership at the Annual Membership
2 Meeting, the Committee must re-write their Procedures to reflect the change.

3 **G.** Standing Committees will present their Procedures to the Board of Directors after
4 the Annual Membership Meeting, and prior to the March regularly scheduled
5 Board of Directors meeting for acknowledgement that no changes were required
6 because of the Annual Membership Meeting. Otherwise, they will submit
7 changes prior to the April regularly scheduled Meeting of the Board of Directors
8 for approval, if changes are required to their Procedures because of actions by the
9 Membership at the Annual Membership Meeting.

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

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

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

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

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

22 23 **INDIVIDUAL STANDING COMMITTEE GUIDELINES**

24 25 **A. BUDGET AND PLANNING**

26 This Committee is to prepare and submit an Annual Budget to the Board of Directors
27 for consideration. In conjunction with the Standing Committees, the Budget and Planning
28 Committee shall review budget requests and compile a list of any possible improvements to,
29 or necessary maintenance needs of the Co-Op property. The Budget and Planning Committee
30 will establish the priorities for these items, and ensure the estimated costs for these items are
31 included in the submitted budget. The Committee shall review budget requests and reports
32 from the Standing Committees and compile a list of any possible improvements to, or
33 necessary maintenance needs of, the CO-OP property, and establish the priorities for these
34 items, making sure that the estimated cost for these items are included in the submitted
35 budget. The Committee will determine the Annual Maintenance Fee for the upcoming
36 business year and submit their recommendations to the Board of Directors for consideration,
37 approval, and presentation to the Membership at the December regularly scheduled Board of
38 Directors Meeting. The Budget and Planning Committee shall consist of: the CO-OP
39 Treasurer, as Chairperson; Co-Op Assistant Treasurer; the Blue Bonnet Auxiliary Treasurer;
40 the Administrative Clerk; the Chairperson of the Construction and Maintenance Committee;

1 and two (2) other CO-OP Members selected by the Chairperson, from the general
2 Membership. Other than the CO-OP Treasurer, and Assistant Treasurer, a current Member
3 of the Board of Directors may not serve on this Committee.
4

5 **B. BYLAWS**

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

27 **C. CONSTRUCTION AND MAINTENANCE**

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

2 The Election Committee is to ensure that proper information is sent to Members in
3 regards to any voting. The Election Committee shall ensure that the following information is
4 sent to each Membership:

- 5 1. A copy of the letter of each Board of Director candidate.
6 2. A list of all Board of Director Members to be ratified.
7 3. A copy of each proposed change to the **Bylaws**.
8 4. A ballot for each matter to be voted on, with instructions on how to complete each
9 ballot.
10 5. Instructions on how and when the ballots must be returned.

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

24

25 **E. EVALUATION**

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

31

32 **F. AUDIT**

33 The Audit Committee will conduct financial audits throughout the CO-OP's business
34 year. The CO-OP Management, Board Treasurer, Bluebonnet Auxiliary Treasurer, and other
35 Officers of the Board of Directors and the Bluebonnet Auxiliary must make available to the
36 Audit Committee all records and any assistance that this Committee deems necessary to
37 conduct their internal audits. Any internal Audit Committee results will be retained for a
38 minimum of five (5) years. This Committee will prepare a report of the condition of the CO-
39 OP and the Bluebonnet books and records and make recommendations to the Board of
40 Directors for any action. A full report will be reported to the membership at the Annual
41 Membership meeting each year. The Committee will consist of at least five (5) and a

1 maximum of nine (9) Members, who are neither Directors nor outgoing Directors, nor their
2 Co-Members.

3 4 **G. GRIEVANCE**

5 The Grievance Committee is to hear complaints of the Members against the Board or
6 between individual Members, if there appears to be an infringement of the Bylaws or Rules.
7 Committee members are obligated to maintain complete confidentiality on grievances both
8 during and following membership on the Committee. Committee members are required to
9 sign a Pledge of Confidentiality in order to be a Member of the Committee. Discipline up to
10 and including expulsion from the Committee will occur if a Committee Member violates the
11 requirement for confidentiality. The Committee will consist of at least three (3) and a
12 maximum of nine (9) members who are not Board Members nor their Co-Member.

13 14 **H. LANDSCAPE**

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

20 21 **I. LAUNDRY**

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

29 30 **J. LOT IMPROVEMENT**

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

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1 determine if the Special Committee is still needed and, if needed, approve the continuation of
2 the Special Committee.

3
4 **SECTION 7: MANAGEMENT**

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

6 **1. RENTAL POOL**

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

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

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

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

16 **e.** Management will inspect the Membership lot when the renter or
17 occupant is leaving.

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

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

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

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

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

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

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

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

- 1 **E.** Park or destination trailers may be moved to another site within the CO-OP,
2 provided an internal fossil fuel heater is installed. They must meet all other
3 CO-OP Rules and have an inspection by Management.
- 4 **F.** Propane heaters and propane clothes dryers are allowed in sheds. Water
5 heaters are not allowed in sheds.
- 6 **G.** Small (150 gallons or less) permanent propane tanks may be installed on lots,
7 if Texas Railroad Commission specifications are complied with. Placement
8 of propane tanks must be approved by the Lot Improvement Committee and
9 in accordance with all Texas Railroad Commission specifications and must
10 be inspected by a Texas Railroad Commission authorized representative.
11 Propane/butane bottles (tanks) or welding gas bottles (tanks) will not be
12 allowed to be stored in sheds.
- 13 **H.** The only appliances that will be a part of the value of the shed will be wall-
14 mounted air conditioners and wall-mounted heaters. All other appliances
15 must be removed prior to an inspection for the transfer of the Membership
16 and Membership Lot.
- 17 **I.** Neither bamboo nor trees will be planted on CO-OP property. Trees on
18 Member lots will be maintained by the Membership of that lot. Trees must
19 be trimmed so that they do not interfere with the use of a neighboring lot.
20 Any other plants may not be planted closer than 5 feet from the leach field
21 and property lines. Trees and other plants must be kept trimmed so that they
22 do not extend into the road in a manner which could cause a safety issue,
23 such as obstruction to visibility or interfering with traffic. Street side plants
24 must be maintained in a manner which will reflect positively on the general
25 appearance of the park.
- 26 **J.** Leaking sewer hoses must be promptly corrected.
- 27 **K.** The front of the utility corridor on each Membership Lot must be clearly
28 identified by using a four (4) feet long barrier of landscape timber, rocks or
29 other material to prevent the leach field from being driven over. There will
30 be no parking on the leach field, which is an area four (4) feet wide and thirty
31 (30) feet long on the parking pad side of the Membership Lot.
- 32 **L.** An RV as referred to herein is to be either a “Travel Trailer”, a “Fifth Wheel
33 Trailer”, “Destination Trailer”, “Park Trailer”, “Motor Home” or a “Truck
34 Camper”, to be pulled behind a tow vehicle without any special license or
35 road limitations. “Park Trailers”, “Destination Trailers” and self-converted
36 or commercially-converted RVs must be approved by the Board of Directors
37 before they can be brought into the Park. “Destination/Park Trailers” with
38 second story designs and/or peaked roof designs are not allowed.
- 39 **M.** All RVs must be self-contained and maintained in a roadworthy condition.
40 RV Annual State Inspection, if required, is an individual responsibility and

1 not a CO-OP requirement. In no case, will the wheels and tires be removed
2 from the RV and RVs will not be placed upon foundations. Only RV toilets
3 are allowed in RVs. Electrical connection to the RV must be made via the 30
4 amperes, or the 50 amperes connection, but not both.

- 5 **N.** Coverings over RVs are not permitted. Any awnings attached to RVs must
6 be retractable. Any skirting added to the RV is considered temporary and
7 will not be considered a part of any Lot Improvement. All RV awnings are
8 not to exceed more than ten (10) feet in width and are not to exceed the
9 length of the RV. Awnings constructed of any material other than standard
10 RV awning materials are not permitted.
- 11 **O.** The storage shed, including the eaves or overhang, the covered porch or
12 covered patio, must be set back at least thirty (30) feet from the front lot line
13 and a minimum of three (3) feet from the rear and side lot lines. No
14 permanent construction can be placed behind the RV parking pad.
- 15 **1.** No truck trailers, truck bodies, camper tops, slide-in campers or RVs will
16 be used on a Membership Lot as a storage shed.
- 17 **2.** The single shed may have up to a maximum floor area of two hundred
18 eighty-eight (288) square feet based on exterior frame dimensions. One
19 (1) covered or screened porch may be built not to extend more than nine
20 and one half (9 1/2) feet from the front of the shed. The maximum height
21 can be twelve (12) feet from the floor surface to the highest point of the
22 roof surface. The longest horizontal dimension shall not exceed twenty-
23 four (24) feet and shall be facing the frontage street. A shed not attached
24 to a slab must be secured by mobile home type anchors.
- 25 **3.** A single approved 20 amperes 120-volt electrical service may be installed
26 to the shed.
- 27 **P.** Sheds will not be used for sleeping, cooking or bathing.
- 28 **Q.** Fences are to be a maximum of four (4) feet in height.
- 29 **R.** A maximum of two thousand (2,000) square feet of ground may be covered,
30 including the original pad. Neither plastic nor any construction can be placed
31 over the leach area between the pad and the Membership Lot line.
- 32 **S.** Any overhead television, radio or short-wave antenna may be a maximum of
33 twenty-five (25) feet from the ground.
- 34 **T.** Any shed material including flooring, interior wall, ceiling, exterior siding,
35 door, windows and roofing that has a greater value and/or longer life than the
36 original material, qualifies as an upgrade material. When an upgrade
37 material is used, the Member is allowed the difference in cost between the
38 original material and the new (upgrade) material at the time of installation,
39 plus one hundred percent (100%) of the material cost for labor. If the
40 upgrade material is installed by a contractor, the total labor cost is allowed.

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

4 V. Shed siding must be of standard building materials.

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

9 **1. Circuit to the shed shall be 12 gauge UF exterior grade wire
10 and shall be one unbroken length from pedestal connection to box
11 connection in shed.**

12 **2. Underground wire shall be routed entirely through conduit,
13 from pedestal to shed and conduit shall be secured to pedestal box
14 and box at shed. Conduit shall be PVC, galvanized metal or
15 waterproof rated flexible metal. Metallic conduit shall be buried
16 six (6) inches below grade. PVC conduit shall be buried eighteen
17 (18) inches below grade.**

18 **3. This shed circuit shall be protected by one (1) 20 amp GFCI
19 circuit breaker located in pedestal box or first electrical junction
20 in shed.**

21 **4. Shed wiring installed before 11/01/2022 shall be exempt from
22 Standing Rules W1, W2 and W3 unless existing wiring is found to
23 be damaged during lot transfer inspection and requires extensive
24 repair.**

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

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

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

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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.

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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	
Trailers:	4-Wheeled Motorized Vehicle	
Travel		
5 th 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 Budget and Planning 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.

February 2023 – Article II, Section 3, Paragraph M, Add requirement for propane tank inspection and pressure testing before sale of lot

February 2023 – Article II, Section 5, Paragraph A 3, 4, 5, Clarify procedure for termination of a member

February 2023 – Article IV, Section 2, Paragraph W, Provides specific instruction for installation of electrical service to the shed.

- February 2023 – Article VI, Section 1, Reinstate “majority vote of membership present” statement for Amendment procedure.
- February 2023 – Multiple Articles, Sections and Paragraphs, Update spelling of Co-Op to CO-OP, By-Law to Bylaw and Blue Bonnet to Bluebonnet.
- February 2023 – Article III, Section 6, Individual Standing Committee Guidelines, Add new Paragraph M for new Standing Committee, Communication, Emergency, Disaster.