

The Plainville Camp Grounds Association, Inc.

Operating Guidelines

Approved by the Board of Directors September 23, 2013

Rev 11 July 23, 2018

- The Plainville Camp Grounds (PCG) is a self-governing, non-profit religious association organized under the Not-for-Profit Corporation laws of the State of Connecticut. A President, Vice-President, Secretary, Treasurer, Financial Secretary and a Board of Directors are elected to conduct the association business in Accordance with the By-Laws. Members are encouraged to volunteer for the elected positions.
- PCG is a working Campground. All members are expected to assist in the upkeep of the Campgrounds depending on their health and skills. Typical work activities include recycling barrels staging, garbage, tree limbs, brush, and metal pickups, and road / pothole maintenance.
- Residency is permitted only from May 1 to October 31, except for 5 year-round cottages.
- Water (provided by the Town of Bristol) usage is metered for the Campgrounds as a whole and is not metered at each cottage. The sewer (provided by the Town of Plainville) is for the Campgrounds as a whole, except for the 5 year-round cottages which are billed separately. See 'Treasury and Budget Guidelines' for more details regarding fees.
- The Association dues, and fees are due and payable on by September 1st. Dues and fees that are unpaid on October 1st will be assessed a penalty of \$50 with an additional \$50 penalty applied for each additional overdue month. See 'Treasury and Budget Guidelines' for more details regarding fees.
- Cottage and Grounds must be maintained to community standard of 'beauty and safety' including trimming of grass & foliage adjacent to cottages, upkeep of cottage exterior paint and woodwork, safe equipment, and material storage. Refer to the Cottage Beautification Committee Process and Compliance Guidelines for additional details.
- The Common Area Guidelines provide a frame of reference on the use, maintenance, and restrictions of all Association Common Area. These guidelines are intended to ensure the continuing safety and beauty of our campground. Refer to Common Area Guidelines for further details.
- Changes to the exterior of the Cottage or the grounds adjacent to the cottage, and structural renovations must be approved by the Improvements Committee and / or the Board of Directors. Sheds and patios must conform to Town of Plainville requirements AND be approved by the Improvements Committee and the Board of Directors. Refer to the Improvements Guidelines and Improvements Committee Process Guidelines for further details.
- Cottage owners must maintain liability insurance on the Cottage as required by the By-Laws. Fire insurance on the Cottage is strongly recommended.
- Trees and limbs shall not be cut without permission of the Operations Committee or the Vice President.
- A retail or wholesale business of any kind shall not be conducted from the cottages or Association-owned buildings.
- Dogs must be kept on a leash at all times and are not allowed in Dining Hall, Chapel, or Auditorium. Owners must promptly clean up after their animals.
- The Laundry Room in the Dining Hall is available to all residents from 1 May to 31 Oct. The Laundry Room should be cleaned after each use and all detergent containers removed.

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- The use of the Dining Hall and Auditorium for private parties, e.g. family reunions, pot luck suppers, card games, employee retirement functions, by Association members is available by advance reservation by contacting the Ladies Guild President. A nominal donation shall be made to the Ladies Guild. The building and surrounding area shall be returned to a clean and orderly condition, and the kitchen & grills shall be cleaned after use.
- Repair of motor vehicles or motorized equipment that takes more than two days to complete is not allowed.
- Garbage and trash pickup is Tuesday and Friday mornings at 8 am.
- Recycle Barrels are available next to the Dining Hall.
- Mail box keys will be provided.
- Smoking is not allowed in the Association Buildings.
- Non-denominational Chapel services are held at 3 pm on Sundays in July and August. Attendance is expected if you are at the Campgrounds. No outside work is to be performed when services are in progress.
- Speed limit is 5 mph on ALL roads in the Campgrounds.
- Unregistered vehicles are not permitted on the Campgrounds.
- Recreation vehicles, trailers and boats shall not be parked at the cottage site. Year round parking for vehicles no longer than 36 feet may be available near the Stone House.
- No person is permitted to sleep in any vehicle (regardless of size of the vehicle) at the Campgrounds.
- The Annual Meeting of Members for the election of Officers & Directors, approval of Budget and By-Laws revisions, and other Association business is on the 3rd Saturday in August at 10 am.
- Town of Plainville Property Tax bill is mailed to Cottage Owners in early July.
- Cottages cannot be rented without written approval of the Board (see By-Laws and Cottage Rental Process Guidelines).
- A "generic" ad "Seasonal Cottages For Sale" can be placed in the newspapers of the local community in which you live, but not in newspapers of general circulation. Advertisements for individual cottages are not allowed. If a cottage owner places any advertisement other than the "Prescribed Advertisement" in the Guidelines for Campgrounds Advertising and Promotion, the Board will not approve the sale or lease of the cottage for one year. Cottages shall not be listed for sale with a Real Estate agent. "For Sale" or "For Rent" signs are not allowed. Owners of cottages for sale will be assisted in their selling by the Cottage Showing Committee. A fee of \$50 will be charged to list a cottage for sale on the Association's website, and a renewal fee of \$50 will be charged on September 1st of each year.
- Outside or inside work which is noisy is not allowed before 8:00 AM or after 8:00 PM.
- LED Lighting Policy - Replace all incandescent lights as they need replacement in Chapel, Dining Hall, Auditorium, & Stonehouse (excluding street lights) with LED equivalents costing less than \$5.
- Repair of Water and Sewer Lines

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Water - The Campgrounds is responsible for repair and maintenance up to the perimeter of the cottage.

Sewer - The Campgrounds is responsible for repair and maintenance up to the perimeter of the cottage

Perimeter is defined as the outer boundary of a figure or area.

- The cottage owner is responsible for insuring that the water service to their cottage is shut off during the period of November 1 until May 1. The year round occupied cottages are exempt from this provision.
- Major work / improvements on Association structures (i.e. Auditorium, Dining Hall, Chapel, Stone House) and infrastructure (e.g. sewer, water) with a monetary value greater than \$3,000 shall require the following:
 - submission of written bids with statements of work from at least two reputable contractors / companies and if possible, three reputable contractors / companies
 - building permits shall be obtained as necessary and required by the Town of Plainville
- All work / improvements on Association structures (i.e. Auditorium, Dining Hall, Chapel, Stone House) and infrastructure (e.g. sewer, water) shall be performed by a licensed & bonded contractor / company except for minor, inconsequential work performed by a knowledgeable Association member.
- The Association stores equipment owned by it (lawnmowers, ladders, weed-whackers and the like) in the Stonehouse. Members are permitted to use this equipment, but do so at their own risk. The Association does not warrant the condition of any of the equipment or its suitability for any particular use. Members should inspect equipment before each use and should follow all safety instructions that are on the equipment. Members are responsible for all damage or injury caused by their use of the equipment. The Association is not responsible for any damage or injury caused by the use of equipment. If equipment has a "Do Not Use" tag on it, this equipment should not be used.
- The use of a firepit is allowed only in the open field bounded by Northwest Ave, Camp Street, and Circle Ave.
- The Association will not show (through the Cottage Showing Committee) and will not list for sale (on the Association's website) cottages for which Association dues, fees or assessments have not been paid in full. If the cottage is sold with Association dues, fees, assessments or Town taxes in arrears, all past due fees, dues, assessments and Town taxes must be paid in full before a lease with the new cottage owner will be considered for approval.
- The Connecticut Corporate Law for Not-for-profit corporations governs those areas not specifically covered by the Association By-Laws(<http://law.justia.com/codes/connecticut/2012/title-33/chapter-602/>). The key provision is "(a) A director shall discharge his duties as a director, including his duties as a member of a committee: (1) In good faith; (2) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (3) in a manner he reasonably believes to be in the best interests of the corporation." Under Connecticut corporate law, officers and directors shall discharge their duties in the best interest of the Association. "In the best interest" means that the value or benefit received by the Association must be equal to or greater than the value or benefit given by the Association. The "Business Judgment Rule" protects directors from liability if they act in good faith and exercise reasonable care and can show that there was consideration (value or benefit) flowing to the corporation which in their REASONABLE JUDGMENT equaled or exceeded the value (or funds) flowing from the corporation.
- The water lines and fire hydrants shall be flushed yearly. A notice of possible brown water shall be posted on the bulletin board and sent via email 2 days prior to the flushing. Cottage owners should run

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ONLY the COLD water from ALL faucets until the water runs clear. If the water is not clear in 5 minutes, stop and wait 5 minutes and then TRY AGAIN UNTIL IT CLEARS.

- When trees are removed from areas of the Plainville Campgrounds the removal of the stumps by grinding or other means shall be determined by the Operations Committee. Safety shall be of primary concern. Cottage owners in the effected areas will be informed of the removal and given an opportunity to have input in regards to the work. The benefit to the Association shall also be taken into consideration. No stump shall be removed until the removal has been approved by the Board of Directors.
- The Association's dump truck is available for rental for a fee of \$25 by any Association member.
- A Cottage Key Board shall be maintained and located in a secure area of the Campgrounds (currently in the Documents Storage Room in the Dining Hall.) The purpose of the board is to provide keys for access to authorized persons, e.g., cottage winterization & Spring opening, cottage showing, and emergency access. Cottage owners are reminded that:
 - Maintaining a key on the Cottage Key Board is **STRICTLY VOLUNTARY**
 - It is the selling cottage owner's responsibility to ensure that the Showing Committee has the proper keys
 - Cottage owners should verify that a proper key and name tag are on the key board.

Revisions

Revision 1 - 15 August 2015 - Revised bullet point five regarding Association fees and Sewer Assessments to agree with By-Laws and increase the \$5 penalty to \$50

Revision 2 - 13 June 2016

- *Add LED Lighting Policy approved by the Board of Directors on July 13, 2015*
- *Add guidelines for repair of sewer and water lines and responsibilities for water shut-off approved by Board of Directors on Sept 14, 2015*

Revision 3 - 27 June 2016

- *Revised Dining Hall & Auditorium rental donation from the Association to the Ladies Guild*
- *Added provisions for major work on Association structures and infrastructure regarding bids, building permits and licensed & bonded contractor.*

Revision 4 – July 11, 2016

- *Added provision regarding the use of equipment stored in the Stonehouse.*

Revision 5 – July 25, 2016

- *Clarified bullets regarding 'water' and 'sewer' and added reference to Treasury and Budget Guidelines*
- *Added reference to Improvements Committee Process Guidelines to 'changes to exterior of cottages' provision*
- *Added reference to Cottage Rental Process Guidelines in cottage rental provision.*
- *Removed reference to 'Cottages Advertising and Sale Guidelines' and added (See Guidelines for Campgrounds Advertising and Promotion)*
- *Added use of firepit provision*

Revision 6– September 12, 2016

- *Revised statement regarding dogs to include "Owners must promptly clean up after their animals."*
- *Added statement regarding unpaid dues & fees on for sale cottage*

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Revision 7 – June 12, 2017

- *Added bullet regarding Connecticut Corporate Law for Not-for-profit corporations*

Revision 8 June 26, 2017

- *Add requirement to flush water lines and fire hydrants yearly*

Revision 9 August 14, 2017

- *Add requirement regarding tree stump removal.*

Revision 10 – September 10, 2017

- *Add statement regarding truck rental and Cottage Key Board*

Revision 11 – July 9, 2018

- *Add statement regarding the \$50 yearly fee to list a cottage for sale on the pCG website.*
- *Revised due dates for dues and fees*
- *Added penalty statement for unauthorized cottage for sale advertisement*
- *Added reference to Common Area Guidelines*