

# The Plainville Camp Grounds Association, Inc.

## Operating Guidelines

Approved by the Board of Directors September 23, 2013

Revision 19 June 27, 2022

- 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, patios and decks 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 Trees Committee Chair, 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 not left unattended outside on a leash. Dogs are not allowed in the Dining Hall, Chapel, or Auditorium. Owners must promptly clean up after their animals. Dogs with a habit of excessive and noisy barking must be promptly controlled and trained to correct this behavior.

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- The Laundry Room in the Dining Hall is available to all residents from May 1st to October 31st. The Laundry Room should be cleaned after each use and all detergent containers removed.
- 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 8:00am.
- 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 or inside work which is noisy will be allowed between 2:00 PM and 5:00 PM on Sundays during the period when Chapel is taking place.
- 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 3<sup>rd</sup> Saturday in August at 10 am.
- The official legal ownership records of all cottages are maintained by the Association (not by the Clerk of Hartford County) because the cottage owner(s) do not own the land on which their cottage is situated. Each cottage is legally a "fixture." Ownership information is shared with the Tax Collector of the Town of Plainville. The cottage owner(s) is responsible for Town property taxes. The 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 with an additional fee of \$30 for up to 20 photos will be charged to list a cottage for sale on the Association's website, and a renewal fee of \$50 will be charged

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on June 1st of each year. A \$10 fee will be charged for changes to the For Sale Cottages Fact Sheet after the initial posting except for changes in the price. Refer to the Guidelines for Campgrounds Advertising and Promotion for more details.

- 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 with LED equivalents costing less than \$5.
- Repair of Water and Sewer Lines

Water - The Campgrounds is responsible for repair and maintenance up to the perimeter of the cottage except as noted in the Water Winterization Guidelines.

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

Perimeter is defined as the outer boundary of the cottage habitable or livable area footprint and does not include decks or porches.

The cottage owner must notify the Operations Committee Chair for all water and sewer repair and maintenance outside the perimeter of the cottage.

The Operations Committee Chair or the designee of the Operations Committee Chair shall direct the manner in which a sewer line clog is cleared and determine if scoping of the line is necessary to determine if tree roots are the cause outside the perimeter of the cottage shall be remedied.

The cottage owner shall allow the persons making the repairs to enter the cottage to determine how best to make the repairs.

The Campgrounds shall pay all the costs of clearing and repairing sewer line clogs outside the perimeter of cottages.

The preferred vendor to unclog sewer lines is Anytime Sewer, 1165 Main St #300, East Hartford, CT 06108, 24 hour Phone - (860) 286-0331 Office Phone – (860) 216-9104 anytime sewer ct.com

The cause e.g., tree roots, and location e.g., inside or outside the cottage perimeter, of the sewer clog shall be determined by the Operations Committee Chair or the designee, with the assistance of the vendor.

- The cottage owner is responsible for ensuring 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. Refer to Water Winterization Guidelines for more details.
- Major work / improvements on Association structures (i.e., Auditorium, Dining Hall, Chapel, Stone House), dump truck, and infrastructure (e.g., sewer, water), tree removal (and stump grinding, if necessary), and equipment purchases with a monetary value greater than \$5,000 shall require the following:
  - submission of written bids with statements of work from at least three reputable contractors / companies
  - approval by the Board of Directors
  - building permits shall be obtained as necessary and required by the Town of Plainville

Emergency repair or troubleshooting work is exempt from these requirements. (see Out of Budget / Out of Season Expense Guidelines)

- All work / improvements on Association structures (i.e., Auditorium, Dining Hall, Chapel, Stone House), dump truck, and infrastructure (e.g., sewer, water) shall be performed by a licensed & bonded

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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 powered and non-powered equipment, but do so at their own risk. Members are permitted to use the powered equipment (riding lawnmowers, weed-whacker, etc.) after being properly trained by the appropriate Operations Committee member(s). 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 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 Trees Committee. Safety shall be of primary concern. Cottage owners in the affected 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.
- 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 Henderson 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**

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- 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.
- All Campgrounders should work out any vehicle parking issues in a neighborly way with courtesy, compromises and goodwill with the following in mind:
  - **No person has a right to claim any particular parking space.** This includes spaces next to cottages, spaces that a cottage owner has put down gravel, and spaces where a cottage owner has parked "forever."
  - **All parking spaces are open to all other Campgrounders and their guests.** Parking is on a first-come, first-served basis.
  - **A car registered in Florida does not have priority over a car registered in any other state.** All car registrations are created equal when it comes to parking.
  - **Overflow parking** is available near the Dining Hall Parking Area or (if needed) in the South Field.
- Winter car parking shall be in accordance with the Winter Car Parking Guidelines
- As stated in the Association By-Laws, Article 11: Ground Rules Section 5 – "Tree limbs, branches, leaves, etc. may be disposed of in designated areas of the wooded areas of the Association's property." The designated areas are:
  1. South of the Stone House
  2. East of the South Field
  3. North of 26 Clinton Ave and behind the Garage and north of the drainage ditch
  4. North of the east Gladding Ave bridgeAll waste should be deposited as deep in these wooded areas as possible.
- To reduce vehicle traffic, Campgrounders selling items on social media (e.g., eBay, Facebook Marketplace, craigslist) with pickup in the Campgrounds, are encouraged to transfer the item to the buyer near the mailboxes. Pickup for heavy or bulky items at the cottage may be necessary.

### 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.*

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- *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*

*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*

*Revision 12 – July 22, 2019*

- *Remove LED Street light exception*
- *Delete requirement for Board approval for stump removal.*

*Revision 13 – August 26, 2019*

- *Revised the trash pickup time and work on Sunday*
- *Added general parking considerations and reference to the Winter Car Parking Guidelines*
- *Added exception to repair of water lines*

*Revision 14 – September 9, 2019*

- *Added designated areas for disposal of tree limbs, branches, leaves, etc*

*Revision 15 – June 22, 2020*

- *Added official ownership records language. Added additional listing fee for photos.*

*Revision 16 – July 27, 2020*

- *Revised powered vs non-powered equipment use requirements.*
- *Revised trash pickup day & time*
- *Add requirement to notify the Operations Committee Chair for water and sewer work and perform sewer line clearing under the direction of the Operations Committee Chair*

*Revision 17 – July 12, 2021 - added 'dump truck' to requirements for estimates and licensed / bonded contractor. Added Trees Committee Chair to approve trees / limbs cutting.*

*Revision 18 – August 9, 2021 – added barking dog and outside leashing rules, added preferred vendor information for sewer clogs, added suggested vehicle reduction method for those selling items on social media for local pick-up*

# **The Plainville Camp Grounds Association, Inc.**

## **Operating Guidelines**

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Revision 19 – June 27, 2022 – Changed the 'Major work' monetary value from \$3,000 to \$5,000, added that the cause of the sewer clog shall be determined. Revised the definition of 'Perimeter' in Repair of Water & Sewer Lines, Exempted emergency repair work from the dollar requirement to obtain at least three bids.