

The Plainville Camp Grounds Association, Inc.

Supplemental Board Interpretations and Rules

Approved by the Board of Directors September 11, 2023

Revision 1: July 8, 2024

The purpose of these interpretations and rules is to supplement the Bylaws and to document significant interpretations made by the Board of Directors of processes and commonly accepted rules

Expectations

- PCG is a working Campground. All members are expected to assist in the upkeep and operation of the Campgrounds depending on their health and skills. Typical work activities include board and committee participation, recycling barrels staging, garbage pickup, tree limbs, brush, and metal pickups, and road / pothole maintenance.
- The referenced guidelines below (References located on PCG website) have been approved by the Board of Directors and must be strictly adhered to. Any revisions or interpretations that contravene the intent of the guidelines must be approved by the Board of Directors

Cottages and Grounds

- 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.
- 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.
- 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.
- 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.
- 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.
- 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 Key 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.
- The use of a firepit is allowed only in the open field bounded by Northwest Ave, Camp Street, and Circle Ave.

Vehicles

- The Association's dump truck is available for use only by an Association member with an approved driver. The truck shall not be used for off-site disposal of waste generated by a third party, i.e., construction waste, roofing waste, tree disposal, etc. except for the contracted third party leaf removal.
- 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 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.
- 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.

Waste and Recycling

- Garbage and trash pickup is Tuesday and Friday mornings at 8:00am.
- Recycle barrels are available next to the Dining Hall.
- 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. Non-member and third party generated waste shall not be disposed of anywhere on Association-owned property.

Water and Sewer

- 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.
- 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.
- 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 anytimesewerct.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 water lines and fire hydrants shall be flushed yearly in early April or late November.

Facilities and Equipment

- 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 completing the Rental Agreement form and 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.
- Non-denominational Chapel services are held at 3 pm on Sundays in July and August. Attendance is expected if you are at the Campgrounds
- LED Lighting Policy - Replace all incandescent lights as they need replacement in Chapel, Dining Hall, Auditorium, & Stonehouse with LED equivalents costing less than \$5.
- Major work / improvements on Association-owned 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.

- All work / improvements on Association-owned structures (i.e., Auditorium, Dining Hall, Chapel, Stone House), dump truck, 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 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.
- Personal equipment shall not be stored in any Association building.
- Construction supplies e.g., lumber, insulation, wiring etc., may be temporarily stored in the Association’s buildings provided the Operations Committee has thoroughly reviewed the items to be stored, the length of time of the storage, and any upcoming events with the Ladies Guild President. The Operations Committee must approve the temporary storage and provide the Board of Directors documentation of the review.

Trees and Stumps

- 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.

References located on PCG website

- By-Laws
- Common Area Guidelines
- Cottage Beautification Committee Process and Compliance Guidelines
- Cottage For Sale Posting & Showing Guidelines
- Cottage Keys Guidelines
- Cottage Rental Process Guidelines
- Guidelines for Campgrounds Advertising and Promotion
- Improvements Committee Process Guidelines
- Improvements Guidelines
- Out of Budget / Out of Season Expense Guidelines)
- Recycling Guide
- Waste Disposal Guidelines
- Water and Sewer Fees Guidelines
- Water Winterization Guidelines for more details
- Winter Car Parking Guidelines

Revision 1: July 8, 2024 – Added statement regarding revisions or interpretations, personal equipment storage. Construction supplies storage, no non-member or third party waste disposal, truck usage and drivers