

**GREENFIELD VILLAGE
RV RESORT ASSOCIATION, INC
MESA, ARIZONA**

Governance and Guidelines For Residents

RESORT GOVERNANCE

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GUIDELINES FOR RESORT LIVING

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CLUBS AND ACTIVITIES

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PREFACE

This publication serves a three-fold purpose.

Part I, Resort Governance, serves to inform homeowners of the objectives and functions of the Board of Directors, and the relationships between and among the Greenfield Village RV Association, its representative Board of Directors, and the manager. Such information is presented through discussion of protocol and conduct of directors, limitations on directors and management, policy development and implementation, and delegation of responsibilities.

Part II, Guidelines for Resort Living, outlines acceptable conduct of homeowners, tenants of homeowners, and the adult and child guests and visitors of homeowners and tenants.

Part III, Clubs and Activities, explains the relationships between the resort's many clubs and activities and the administration, including protocol concerning fund-raising and accounting of club and activity funds.

In no instances does this publication amend or supersede any portion of the Greenfield Village RV Resort CC&Rs, Corporate Bylaws, or Architectural/Landscaping Design Regulations. As values and interests of the homeowners change and our Association of homeowners develops and matures, this publication will be modified to reflect such changes in our documents.

OBJECTIVES AND FUNCTIONS

It is the duty of our Board of Directors to develop and implement policy based on the stated mission of the Greenfield Village RV Resort Association in an ethical and prudent manner.

Protocol and Conduct of Directors

The Board of Directors shall assure all homeowners, by both example and action, that the affairs of the Association are conducted in the highest moral and ethical manner. To do this through a public and effective process, each Board member will annually sign (reaffirm) the Code of Ethical Conduct at the first official meeting of the newly-elected Board. (See Code of Ethical Conduct, Appendix I-A, in Administration Forms Binder)

Each person seeking election to the Board of Directors shall provide written assurance indicating full support of the Code of Ethical Conduct prior to becoming a nominee. Thereafter, each newly-elected Board member shall reaffirm support of the Code of Ethical Conduct by signing a new statement for the Association’s record and for review by the membership.

If an elected Board member violates the Code of Ethical Conduct, the Board of Directors may seek injunctive relief against that director, who will then pay attorney fees incurred by the Board if such enforcement effort is initiated. The Board shall be relieved of posting bond as a condition to this injunctive remedy.

If an elected Board member does not sign the Code of Ethical Conduct, that office shall become vacant.

The Board will function as a whole. All members of the Board must be privy to all discussions and deliberations of the Board; therefore, a director will not have, nor participate with others in having, private meetings with other members of the Board in which business of the Board is discussed. If such meetings occur, there will be an item of censure moved at the Board meeting by an aggrieved Board member or requested by the chairperson.

The Board will speak through its chairperson and its written policies. No member of the Board will have greater powers than another member. A director will at all times, subsequent to a vote, support the decisions of the majority of the Board regardless of the position that director has taken at the time of the vote.

Limitations and Delegation

The Board’s contributions are unique as to its 1) *representative role* with homeowners, 2) *governance role* for the Association, and 3) *guidance role* with management. Specific responsibilities of the Board shall be:

- to maintain a link between the Association and management;
- to assure a high standard of staff performance and service through evaluation of the manager;

- to develop governing policies which address:
 - values and interests of the Association;
 - limitations on management authority; and
 - monitoring of policies and their implementation by management.

The Association recognizes that the Board's authority is generally confined to establishing policies. Implementation of Board policies and the creation of subsidiary policies are the responsibilities of the manager with limitations clearly understood. (See General Manager Limitations, Appendix I-B, and Organization Chart, Appendix I-C, in Administration Forms Binder)

The Board will rely upon a manager who has the willingness, training, and experience to handle the day-to-day administration of Greenfield Village RV Resort. The delegation of such authority by the Board does not transfer or relieve liability or responsibility from the Board.

Policy Development and Implementation

Ultimate leadership exists only in the Board of Directors. By evaluating the values and interests of the homeowners and their Association and by translating those values and interests into statements of policy, the Board fulfills its stated mission.

The Board will assign the implementation of Association policies to the manager. It is appropriate and efficient for management to determine the necessary and proper procedure to implement policies. Such implementation usually contains alternatives depending upon circumstances.

After review of the manager's recommendation regarding appropriate and efficient supervision, the Board shall establish procedures for "monitoring and oversight". The Board shall monitor management and shall establish monitoring criteria as part of each policy adopted. The Board will set expectations and then monitor to determine if objectives are attained, but the Board shall not monitor the procedures used to achieve such attainment.

Both Board and management will recognize that this separation of function is critical and significant to the efficiency of the organization.

The Association is protected from the subjective use and abuse of authority or power by a governance system that requires Board policies to be written. Such written records state positions coinciding with the values and interests of all homeowners and not self-serving for any special interest.

The Board policies shall specify that Greenfield Village RV Resort shall be maintained as a premier facility for the general benefit of all homeowners. To that end, management shall arrange and assure that:

- the common area landscaping and all open spaces will be maintained in a premier condition;
- the recreational facilities will be maintained at a level of cleanliness and safety consistent with a premier facility. Safety will be a primary consideration; and
- all homeowners shall maintain their grounds and structures in a premier condition consistent with the Architectural/Landscaping Design Regulations.

Committees

Advisory Committees for the Board (See Corporate Bylaws, 4.14 for discussion of Executive Committees): The function of an “advisory committee” to the Board of Directors is to help research and study policies under consideration by the Board. This type of activity may be referenced as *pre-board work*. Advisory committees shall not be allowed autonomy from the Board to establish policies. *An advisory committee shall serve at the discretion of the Board.* (See Advisory Committees, Appendix I-D, in Administration Forms Binder)

Processing Committees for Management: The function of a “processing committee” is to view and review changes in process or implementation of projects or policies assigned to the manager. This type of activity may be referenced as *pre-approval work*. Processing committees shall not be allowed autonomy from the manager to implement policies or establish procedures. *A processing committee shall serve at the discretion of the manager.* (See Processing Committees, Appendix I-D, in Administration Forms Binder)

The Board shall clearly separate the “study-policy” role of an advisory committee to the Board from the “review-implementation” role of the processing committee to the manager. Some individuals may, from time to time and for short periods, serve on both an advisory and processing committee to more efficiently correlate related issues.

Committee Appointments

Persons who accept the duties of a committee person will serve for a specific term so long as they also conform to the Code of Ethical Conduct expressly set forth for the Board of Directors. (See Appendix I-A, in Administration Forms Binder)

It will be a special or specific duty for each director to report any committee violation of ethical conduct to the committee chairperson and to the Board of Directors.

Appointment to a committee will not be considered if the appointee has declared any intent to use the office in a manner that would extend the personal interests of that member or any group of members. If the determination to serve a special interest(s) appears after appointment, the Board will remove such person from an advisory committee, and the manager will remove such person from a processing committee. A committee member is required to serve the values and interests of the homeowners.

Distribution of Policies

The policies of the Association will be recorded in the minutes of the Board meetings. It will be the responsibility of the chairperson of the Board to convey each policy and interpretation to the manager in writing. (See Administrative Policies, Appendix I-E, in Administration Forms Binder)

Meetings of the Board – Revised 12/06

All regular meetings, special meetings, and workshops of the Board of Directors shall require three (3) days advance posting of a notice of time, place, date, and agenda in at least one central location (See Corporate Bylaws, 4.7) No such notice is required for emergency circumstances or executive meetings of the Board of Directors that require action by the Board before notice can be given. All such meetings, with the exception of

executive meetings of the Board of Directors, are open to all members of the Association. All members or their designated representative shall be permitted to speak during the open forum at a regular meeting, at a time designated by the Board. Members may not participate in any deliberation or discussion after the open forum unless expressly so authorized by a vote of the majority of a quorum of the Board.

The Board may adjourn open meetings to executive session after announcing the general purpose and limited topics of said session. According to the Arizona Planned Communities Act, an executive session is limited to consideration of one or more of the following:

1. Legal advice from an attorney for the Board or the Association. On final resolution of any matter for which the Board received legal advice or that concerned pending or contemplated litigation, the Board may disclose information about that matter in an open meeting except for matters that are required to remain confidential by the terms of a settlement agreement or judgment.
2. Pending or contemplated litigation.
3. Personal, health, and financial information about an individual member of the Association, an individual employee of the Association, or an individual employee of a contractor for the Association.
4. Matters relating to the job performance of, compensation of, health records of, or specific complaints against an individual employee of the Association, or an individual employee of a contractor of the Association who works under the direction of the Association.

Any director of the Board of Directors may call for an executive meeting.

The Board shall discuss the above-referenced topics only in executive session. The Board may vote on executive matters in executive session.

No personal matters of the members shall be discussed or voted on in open forum, including, but not limited to, enforcement matters. If the Board deliberates on whether to commence collections against a member, they shall vote on the subject in executive session only. Executive sessions of the Board will be confidential and no member of the Board shall divulge the contents of the discussion without the express approval of a majority of the Board in attendance at the meeting.

Written minutes of each executive session shall be taken by the Secretary and will be maintained in a locked file and shared only with those others as may be legally required.

RELATIONSHIPS

Board Delegations to the General Manager

To facilitate effective governance by elected representatives, the Greenfield Village RV Association Board of Directors recognizes and supports the Board's primary responsibility to establish basic policies within the constraints of governing documents and, thereafter, the charging and monitoring of the manager to implement the policies.

All authority and accountability to implement board policies is delegated to the manager. Further delegation of authority to staff is handled by and through the manager. (See Organization Chart, Appendix I-C in Administration Forms Binder)

Thus, the manager is authorized to establish all further policies, make all decisions, take all actions, and develop all activities to implement the Board's policies. The Board may, by extending its policies, rescind areas of the manager's authority but will respect the manager's choices as long as the delegation continues. This does not prevent the Board from obtaining information about activities in the delegated areas.

Only the Board as a whole has authority over the manager. Information may be requested by a Board member or committee, but if such a request, in the judgment of the manager, requires a significant or unusual amount of staff time, it may be refused until approval or authorization from the full Board is received.

The manager may not perform, allow, or cause to be performed any act which is unlawful or insufficient to meet high standards of business ethics or the "prudent person" test. The manager may not violate requirements established by regulatory bodies nor act in a manner contrary to explicit Board constraints on executive authority.

The manager shall inform the Board if it is deemed reasonable or necessary to temporarily violate a Board policy. "Informing the Board" is to assure no violation is intentionally kept from the Board; it is not a request for approval. Board response, either approving or disapproving, does not exempt the manager from subsequent Board judgment of the action nor does it curtail any routine management decision(s).

General Manager Functions

The Board of Directors recognizes that the manager is the Board's single official link to the operation of Greenfield Village RV Resort.

The manager is accountable for all organizational performance and exercises all authority transmitted by the Board. Consequently, the manager's executive performance will be considered synonymous with the organization performance in total. The manager's function may be succinctly described as performance in two basic areas, i.e., 1) organizational accomplishment of the provisions of Board policies, and 2) organizational operation within the boundaries of prudence and ethics.

Monitoring Management Performance

Monitoring by the Board of Directors will be scheduled and routine to use a minimum amount of Board time. Meetings should effectively pursue the Greenfield Village RV Resort Mission Statement, enhance future conditions and activities, and diminish any time used reviewing unrelated issues or procedures of the past to determine the degree to which Board policies are being fulfilled. Information which does not do this will not be considered monitoring.

Individual policies may be monitored in any one of three ways:

- a. Management Report: Disclosure of compliance information to the Board from the manager.
- b. External Report: Discovery of compliance information by a disinterested external auditor or other inspector reporting directly to the Board. Such reports must only assess performance against Board policies. And,

- c. Board Member Report: Discovery of compliance information by a Board member, a committee of Board members, or the Board as a whole. This is a direct inspection of organization documents, activities, or circumstances which allows for a “prudent person” test of policy compliance. Direct monitoring is limited to Board members.

Upon vote of the Board, any policy or service area can be monitored by any method at any time. The general frequency and method of routine monitoring, as reported to the Board, are:

<u>Category</u>	<u>Frequency</u>	<u>By Whom</u>
a. Budgeted Condition/Report	monthly	manager
b. Financial Condition/Report	monthly	manager
c. Financial Report (detailed)	12 months	auditor
d. Security/Emergency Services	12 months	manager
e. Activities/Personnel Services	12 months	manager
f. Office/General Services	12 months	manager
g. Mailing/Postal Services	12 months	manager
h. Maintenance Services	12 months	manager
i. Housekeeping Services	12 months	manager
j. Owner/Resident Relations	monthly	manager
k. Staff Condition, Assignment, and Current/Projected Compensation	12 months	manager
l. Staff Long-term Benefits	12 months	mgr/auditor
m. Other (as specified)	variable	option

Assessment of the General Manager

The Board of Directors will consider the performance of the manager by reviewing attainment of policies and general objectives as well as a specific review of management attention to the administrative limitations set forth by the Board. Since the review of management performance should be done in a manner which is both efficient, fair, and effective, the Board may consider the selection of an independent authority with the human resources credentials appropriate for administrative assessment to evaluate the manager and to make recommendations to the Board.

If the working agreement with the manager is to be terminated, affirmation by a 2/3 vote of the entire Board or a majority vote of all members of the Association is required. (See CC&Rs 11.1)

PART II – GUIDELINES FOR RESORT LIVING

Our Premier Resort environment offers a relaxed and informal lifestyle with a variety of leisure, recreational, educational, and health-related activities. To reflect current trends in resort living and to assure respect for all residents, here are a few guidelines we follow to keep our resort the attraction it is.

PROPERTY APPEARANCE

Well-maintained residences, neatly trimmed landscaping, and uncluttered decks and patios reflect pride in Greenfield Village. Our governing documents clearly define conditions and restrictions in the following areas, and residents are expected to be aware of and abide by the regulations. (See Required Compliance, Appendix II-A, in Administration Forms Binder)

Lot Appearance

A few references:

- Clotheslines – see CC&Rs 3.16
- Lighting – See CC&Rs 3.12 and A/L Regulations Art. 5, Sec. 5.1
- Offensive Activities – See CC&Rs 3.8
- Patio Furniture – See CC&Rs 3.2(f)
- Propane Tanks – See CC&Rs 3.26 and A/L Regulations Art. 3, Sec. 7.11
- Reflective Materials – See CC&Rs 3.15
- Sewer Collars – See A/L Regulations Art. 3, Sec. 7.15
- Signs – See CC&Rs 3.10, A/L Regulations Art. 5, Sec. 7, and Appendix II-B in Administration Forms Binder
- Storage – See CC&Rs 3.18 and A/L Regulations Art. 3, Sec. 11.1(e)
- Trash – See CC&Rs 3.18
- TV Antennas and Satellite Dishes – See CC&Rs 3.27 and A/L Regulations Art. 3, Sec. 7.9, Sec. 7.10

In addition:

- Flags – allowed and encouraged. Flag poles may be placed on 45 degree holders affixed to an awning post facing any direction and/or hanging over any easement providing it does not extend beyond the property line. An in-ground vertical pole holder may be placed on a lot wherever the owner deems appropriate providing it is not on a setback area; check with the A/LPC if you plan to dig a hole deeper than 12 inches! The flag may not be higher than three feet over the roof line, and the flag pole may not be mounted on the roof. Flags may be flown from RVs mounted on the front of vehicle. All flag displays should abide by the Etiquette of the Stars and Stripes.

Park Model/RV Units/Improved Property

Park models over 10 years of age are restricted from relocation into the Resort.

Travel RVs over 10 years of age are restricted from parking in the Resort without prior approval. If you have an older RV in good exterior condition that you wish to park in Greenfield Village for the season, contact the manager in advance; such parking may require an annually-considered Variance to the Rule submitted to and approved by the Board of Directors before arrival and entry to the Resort. The Board may require certain improvements as a condition for approval of a variance.

RV units permanently tied down and improved property will be reviewed in the same manner as Park Models.

RVs with pop-outs left year-round must have the pop-outs retracted when not in use.

The enforcement of the above guidelines will be at the sole discretion of the manager with guidance from the A/LPC.

(See CC&Rs 1.11 and 1.15; A/L Regulations Art. 3, Sec. 5 and Sec. 6)

Vehicles and Parking

Registration of all vehicles by the Administrative Office is required. Make, model, year, and license number of each vehicle is needed for security and emergency reasons only. This is confidential information and will not be shared.

Residents are reminded that two transportation vehicles is maximum per Lot, assuming both can be parked without being on or overhanging any of the setback areas. Mopeds, motorcycles, and golf carts are not included in the two-vehicle maximum, although parking of such vehicles shall not be on setbacks. (See CC&Rs 3.1 and A/L Regulations Art. 3, Sec. 3)

Permitted parking – 1) visitors in front of unit during day only; 2) visitors obtain temporary parking permit from Security for designated area overnight; and 3) temporary parking on another driveway with written request from Owner to Security to issue permit. Temporary permits for visitors to park on west side of main complex may be assigned by Security. (See CC&Rs 3.14)

Prohibited parking – 1) across from driveway of another Lot; 2) on utilities side of Lot without approved variance; 3) on any setback areas; 4) on the street overnight; 5) in post office area for more than ten minutes; 6) extended day or overnight at satellite or main laundry; or 7) on empty Lot or driveway of Owner not in residence without displaying required permit from Security. (See CC&Rs 3.14)

Loading and unloading RVs requiring overnight street parking requires window pass from Security, issued for maximum of 48 hours. Please do not use jacks without adding extra support pads. (See CC&Rs 3.14)

Prohibited vehicles

- As a residence include tents, tent trailers, conversion vans, minivans, units that extend vertically, truck campers, converted trucks and buses, and Class B units

- As being stored include cargo trailers, boats and boat trailers, utility trailers, motorcycle trailers, golf cart trailers, Class A or Class C motor homes (except when displaying a 48 hour permit from Security to load or unload from the street), and car dollies (except when tucked under and immediately behind motor home)
- As parked beside the Park Model or RV include any unit if it encroaches upon or hangs over a setback or easement area, a third passenger car, a truck camper or a Class A or Class C motor home. *Exception: a truck camper or Class B motor home may be parked on the driveway side of a Park Model or residence RV if it is the only, and continues to remain the only, single unit of personal transportation used and parked on the Lot while Owner is in residence.* In no way does this exception allow storage or parking of a motor home, whether under a canopy or not, on the driveway side of the Lot when the Owner is not in residence.

Prohibited activities – vehicle repair and oil changes on street, Lot, or common area. Same day maintenance activities are permitted. (See CC&Rs 3.14)

The Association and management realize that some unsightliness may occur during extended or unplanned absences or due to weathering. The manager will personally request improvements and ask the Board to sensitively review the situation and make confidential improvement recommendations that would be binding upon the Owner. (See A/L Regulations Art. 1, Sec. 4)

ASSOCIATION AMENITIES

For the enjoyment of our Owners and renters, various amenities are provided.

- Board of Director workshops and meetings – open to Association members. Check Owners' bulletin board for date, time, and agenda
- FAX messages – received or sent through GRNFAX in administrative office. (See Appendix II-C in Administration Forms Binder)
- Patio sales – sponsored by Activity Office – no personal yard or garage sales
- Postal service – offered through on-site post office – keys purchased for a fee. Services include mail distribution Monday through Saturday, stamp sales, and forwarding and holding of mail during absences. Register upon arriving in Resort and leaving for short terms or summer.
- Tools and larger equipment – may be borrowed for use within Resort – sign out in Administrative Office
- Trash service – pick-up several days in week during season; no garbage left in restrooms, by mail boxes, around the foyer, or in laundries. GVRV offers recycle bins, and a dumpster is available for landscape debris.

COURTESIES AND REQUIREMENTS

Living in close proximity places certain requirements of courtesy among the residents:

- Attire – shirts and shoes in common areas; swim suits in pool area only

- Business activities – addressed in CC&Rs 3.9. - those which do not bring outside customers to the door, use tools or machinery outside the unit to make a product, use aromatic cleaning materials or spray painting outdoors, create noise from saws, drills, or hammers, use Resort address for mail or delivery, or store product on premises, or other functions of a wholesale or retail business. Exceptions are activities which are individual in nature and have no effect on residential issues of the neighborhood.
- Employee work restrictions – residents may not request work tasks during employee regular work hours unless first approved by management as an emergency assignment. Resident may be invoiced for such work.
- Guests and visitors–
 Guests are defined as adults 18 or older and children or adults 17 or younger who stay overnight with a resident. Guest badges are required for a \$5 refundable deposit. Guests are welcome to use common facilities in company of resident.
 Visitors are defined as adults or children who do not stay overnight. Badges are not required.
 “Resident must be present” rule – no person under 55 may reside as guest or visitor or partake of common amenities *when resident of record is not currently living here.* (See CC&Rs 3.6a and 3.20)
 In all instances, resident must accompany guests and visitors when using Resort amenities as a matter of both safety and supervision.
- Name badges – must be worn at all times when off one’s premises
- Occupant – resident or guest living in a Park Model or RV in the Resort.
- Owner – entity with legal title to the Lot or legally recorded contract to purchase Lot in the Resort
- Pet and pool information – See CC&Rs 3.13 and Appendices II-E and II-F in Administration Forms Binder
- Planning for the Off-season – Owner preparation and management procedures to effectively manage the Resort during time Owners are not on site. (See Appendix II-G in Administration Forms Binder)
- Registration of all residents – to assure requirements of the Federal Fair Housing Act are met. (See Appendix II-D in Administration Forms Binder)
All residents are required to check in at the Administrative Office upon arrival at Greenfield Village for any length of residence. Register your age, address, emergency contact, pet and veterinarian record of rabies inoculations, driver’s license; you will receive post office and other information to make your residency enjoyable.
- Rental authorization –
 Renter is resident renting or sharing in renting Lot, Park Model, or RV and has temporary right of enjoyment to common facilities *as transferred from Owner* for defined period of time.
 Authorization is arranged by Owner through office prior to renter’s arrival. Applies to all rental situations, whether initiated through Owner or through on-site realty. Sub-leasing is prohibited. (See CC&Rs 2.1, 2.2, 3.20, and Appendix II-H in Administration Forms Binder)
- Resident/resident family – registered adult(s) meeting age requirements of the Resort

- Respecting residents' rights – courtesy suggests a serious effort to refrain from encroaching on neighbors' Lots, to abide by quiet hours, to keep radio and television noise levels low. No generators shall be operated within the Resort.
- Right-of-way – EQUAL among walkers, bicycles, golf carts, and vehicles
- Safety information – See Appendix I-E and II-I in Administration Forms Binder
- Smoking – not allowed in or on any Greenfield Village common facility except where signage so authorizes
- Solicitation of funds or door-to-door sales- not allowed (See CC&Rs 3.11)
- Speed limit – 10 miles per hour
- Tenant - resident(s) renting or sharing in renting Lot, Park Model, or RV with temporary right of enjoyment to common facilities *as transferred from Owner* for defined period of time.
- Tenant-like – person(s) occupying Lot, Park Model, or RV who is neither Owner nor renter but meets age requirement and has permission to be a resident with temporary right of enjoyment to common facilities.
- Washing of cars, RVs, or Park Models – judicious use of water, please! No free-running hoses
- Weapons – not allowed in or on any Greenfield Village common facilit

PART III – CLUBS AND ACTIVITIES

Membership and Participation

Membership and participation in Greenfield Village clubs and activities are open to all residents. Any group of residents with sufficient interest and support and a readiness to abide by the rules and guidelines set forth may organize and request recognition as an active entity of the resort. When so recognized, the Activity Director shall help with the organization and facilitate communications.

Officers and members are invited to attend any chairpersons' meetings chaired by the Activity Director. Each club may present items of interest as desired. The officers of any club or activity should make themselves aware of the basic documents of the resort Association and be assured that the club operates within these rules.

Club officers should give considerable thought to taking the necessary steps to keep accidents, injuries, and claims against the leadership and governing boards at a minimum. The use of disclaimer statements, "At Your Own Risk" signs, and use of appropriate safeguards may aid in this effort.

All land, buildings, and structures used by any club or activity belong to the Association, and no change or alteration shall be made to them without written approval of the Association Board. Equipment, machinery, tools, furniture, and supplies in club shop areas or activity center purchased with funds from the Association, whether in whole or in part, become assets of the Resort Association. Shop equipment, machinery, and tools assigned to a recognized activity will be used only by, or for the use of, that club's members.

Any accidents which occur must be reported immediately to a club officer and to the Administration Office.

Association rules require that badges shall be worn visibly at all times while using common elements and/or recreational facilities.

Clubs, activities and workshops shall keep the Activity Director informed of changes in officers and other leaders.

Club Responsibilities

Clubs and activities shall provide current copies of Bylaws and current rosters of officers to the Activity Office.

Emergency contact name and telephone number shall be posted in Security office.

Each club or activity group shall designate one resident authorized to provide news for The Villager, said name to be on file with the Activity Director. During the peak season (November through March), reporters will keep news items and/or articles as brief as possible, generally 75 words or less.

Clubs with power tools and equipment must establish usage rules that prohibit use of shop equipment when only one person is present.

Officers in each club or activity must maintain an accurate and up-to-date accounting of all furnishings and equipment assigned. All additions or other changes should be noted as they occur on the club inventory and reported to the Administrative Office. End-of-year inventories and/or changes are requested by the General Manager.

Clubs and activities shall coordinate hours of use, rules, and guidelines relating to shop and recreational facilities, keeping in mind that in some cases facilities must be shared with others and that final authority lies with the Activity Director and/or General Manager.

Club and activity officers must ensure that hours are posted, keys and monitors are assigned, and other steps taken to assure that valuable equipment and shop facilities are secure from theft or misuse.

Special Events/Fund Raising

Clubs and activities may participate in such events to help cover the cost of supplies, equipment, furnishings, modifications, etc. However, all such events must be approved and scheduled with the Activity Director. The net proceeds from each event shall be credited to the club's account by the Activity Director.

Special events or private parties may be scheduled, and in some instances a deposit may be made for the room. However, in some cases there will be no charge for use of rooms or areas if only residents and invited guests attend and if there is no profit to an individual or group.

Activity Director's Role

Tournaments involving non-residents may be permitted. However, the Activity Director must approve the scheduling of such events when other than club facilities will be used.

All rooms and facilities are scheduled by the Activity Director.

Certain equipment may be checked out through the Activity Office; this excludes equipment stored in the kitchen. All items must be returned in clean and undamaged condition. A charge may be made for major items damaged.

Any club or activity planning to contract with an instructor or program presenter should inform the Activity Director. In some cases, a percentage of instructor fees is collected by the Activity Office.

Fiscal Responsibilities

The Activity Director receives and manages all funds generated by organized social, recreational, educational, and hobby craft activities, together with all commissions and other amounts paid by instructors or vendors of merchandise using facilities of Greenfield Village.

Since there are generally more requests for funding than there are resources, the Activity Director or General Manager needs to know the wishes, requirements, and the money-making projects of each club. All club budget requests for the coming fiscal year must be submitted to the General Manager by March 31.

All clubs and activities may establish a petty cash fund for the purpose of purchasing supplies, tools, etc. Petty cash money may be withdrawn as needed during each season with a check request and returned (cash or receipts) at the end of the season.

At least annually, each club and activity with a petty cash fund or account in the Administrative Office shall conduct an internal audit of its account to reconcile with the Administrative Office accounting. This report should be updated as necessary during the season and delivered to the Activity Director. (See Club Report, Appendix III-A, in Administration Forms Binder)

Fund Procedures

All club funds will be deposited into the operating account of Greenfield Village. A club deposit form must accompany every deposit given to the Activity Director, with the club keeping a copy for its records. Each club has an individual ledger account with Greenfield Village, and all funds are separated using these accounts. A copy of the deposit will be placed in the club's account. (See Club Deposit, Appendix IIIB, in Administration Forms Binder)

All expense reimbursements and payments for club equipment and supplies will be processed through the Activity Office and charged to the club's account. The club must have adequate funds in the account to cover such expenses. A check request obtained in the Activity Office must be signed by two club officers and be accompanied by receipts and/or purchase order. Checks will be processed for clubs within one week of request. (See Club Check Request, Appendix IIIC, in Administration Forms Binder)

A club financial status report shall be provided to the club officers by the Administrative Office on a monthly basis.

All transactions and reports will be conducted with the responsible club officer only.

The following letter from the resort attorney emphasizes the protocol:

"It is certainly appropriate for each group to receive and expend funds for each designated activity. However, in the interest of facilitating the accounting for such activities, we do recommend that, to the extent possible, each group bring their receipts to the office for deposit in the Association account, and request expenditures from the Association account. This does not preclude each group from retaining a small amount of cash needed to take care of their daily needs in a "petty cash" fund. As long as the petty cash funds are accounted for and reported periodically to the Association Office for inclusion in the financial reports, this should not create a problem."