

Willimantic Camp Meeting Association General Rules and Regulations

This document supercedes the General Rules & Regulations dated July 31, 2004 and the General Rules & Regulations Addendum dated July 26, 2008.

The Willimantic Camp Meeting Association is a Christian Community whose members have pledged to support the Association. All members and their guests are expected to conform to these "General Rules and Regulations". If situations arise that are not covered below, please consider applying the Golden Rule.

If you witness an infraction of these Rules and Regulations, please report it to the Board of Trustees or the Executive Committee.

I. Safety

1. Discharge of firearms, illegal fireworks, or unapproved open fires shall not be permitted on the grounds at any time.
2. Use of open fire grills shall not be permitted on any porch.
3. Burning of leaves or rubbish shall not be permitted.
4. Smoking is not permitted in Association-owned buildings.
5. Smoking is not permitted in the pond area.
6. Use of the pond area requires compliance with posted regulations.
7. Pets are not permitted in the pond and playground area.

II. Motor Vehicles

1. Traffic control signs shall be obeyed. Note: The large number of children on the grounds requires compliance with speed limits and stop signs.
2. Unregistered vehicles require permission from the Board of Trustees.
3. Limit the use of motor vehicles during worship services.
4. Members shall consider parking areas as a shared resource and consider the needs of their neighbors.
5. Members who leave motor vehicles on the grounds over the winter shall notify the Board of Trustees and park in areas designated for winter storage.
6. Trailers and recreational vehicles may be parked only at locations designated by the Board of Trustees.

III. Noise

1. Quiet hours are between 10 PM and 7 AM and during worship services.
2. The recreation grounds must not be used for amusement purposes during worship services.

IV. Pets

1. Pet owners shall comply with the Town of Windham Animal Control Ordinance and the applicable State of Connecticut General Statutes. Proof of licensing, vaccination, and liability insurance coverage shall be provided.
2. Two pets per cottage are permitted.

V. Labor on Sunday

1. No construction or use of power equipment is permitted on Sunday. Emergency exceptions

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may be granted by the Board of Trustees.

VI. Cottage Construction, Alteration, and Maintenance

1. Building Permit. A member shall secure written permission from the Board of Trustees and a Town of Windham building permit for all construction, alterations, and repairs. (Note: For their own protection, members should employ licensed and insured contractors.)
2. Building Codes. All construction, alterations, and repairs shall conform to state and local building, plumbing, and electrical codes.
3. A member who breaks the pavement for any purpose shall be responsible for the cost of repaving the break.
4. A member shall keep the exterior of the cottage and any outbuildings in a neat and clean condition and in good repair, free from anything that might endanger public health, safety, and welfare.
5. If the Board of Trustees, during its periodic inspections, identifies any deficiencies under this section, the member will be notified in writing.

VII. Grounds Maintenance

1. Association Grounds. Members shall keep and assist in keeping the public streets, grounds, and buildings in a neat and clean condition, free from litter and anything that might endanger public health, safety, and welfare, including cigarettes butts and dog feces.
2. The member is responsible for the care of the grounds immediately surrounding the cottage. The member shall maintain them in a neat and clean condition, free from litter and anything that might endanger public health, safety, and welfare. Failure to comply with this section, may result in the Board of Trustees assessing the fee provided for in the Fee Policy and Schedule.
3. Trees shall not be removed without the permission of the Board of Trustees.

VIII. Sanitation

1. The member shall provide a recycling container and a covered trash container. Containers shall be removed from the curbside immediately following pickup.
2. Bulk waste disposal is scheduled by the Town of Windham. Notices of the pickup dates will be posted on the grounds.
3. The member shall properly dispose of hazardous materials.
4. No dumping shall be permitted on the grounds.
5. Septic systems shall be constructed, repaired, and maintained consistent with the "WCMA Septic Regulations".

IX. Sale of Cottages

1. Cottages may be sold through the Association. The cottage must be listed with the Sales and Rental Committee prior to a sales agreement being completed. In all cases, the prospective buyer must file an application with the Sales and Rental Committee and be approved for membership in the Association prior to completing the transaction.
2. Signs advertising a cottage for sale shall be no larger than 9 inches by 12 inches and shall be affixed to the cottage.

X. Use of Cottages by Non-Members (per the August 1, 2009 Annual Meeting the following Rules & Regulations Governing All Cottage Transactions from August 2, 2003 was retained)

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1. The sale, rental, use, or transfer of a cottage for any purpose other than those in accordance with the objectives of the Association as stated in the By-laws will not be permitted. All such transactions must be handled through the Sales and Rental Committee. Refer to the attached fee schedule for the transfer fee and the rate charged cottage owners when selling their cottage.

2. This rule pertains to those situations where persons occupying a cottage are not paying the cottage owner for use of the cottage. Rentals of cottages is covered under rule #3 below.

2A. Owners of cottages will be responsible and accountable for any person(s) occupying their cottage. Owners of cottages who will be away for less than 30 days and leave occupants in their cottage will not be required to obtain permission, however, the WCMA Superintendent must be notified.

2B. Cottage owners who will be away from their campground residence for more than 30 days but less than one year and want to leave occupants in their cottage requires the prior written approval from the Sales and Rental Committee. The Sales and Rental Committee may require a meeting with the cottage owner and/or the prospective occupant. A denied request for approval may be appealed in writing to the Executive Committee. The Executive Committee will act on the appeal within, but not exceeding, two (2) regularly scheduled meetings or two (2) special meetings whichever is shorter. Housing decisions will not be determined by telephone polling of the members of these committees. Failure to secure this approval or to abide by a denied request is a violation of the Rules and Regulations and By Laws of the WCMA.

2C. Approved cottage occupants and the owner of the cottage to be occupied for more than 30 days must sign the “Occupancy Agreement” of the WCMA. If the “Occupancy Agreement” is not signed by the prospective cottage occupant and the cottage owner, no occupancy will be allowed other than the cottage owner.

2D. Any cottage occupant(s), other than the cottage owner, having secured written approval of the Sales and Rental Committee or the Executive Committee to occupy a cottage for more than 30 days will be permitted to occupy that cottage for not more than 12 months. Approved cottage occupant(s) may not occupy the cottage beyond the 12 month time frame. The only exception would be if the occupant(s) is/are applying for cottage ownership in the WCMA community. Approval or denial of cottage ownership must not exceed 90 days.

2E. It will be the responsibility of the cottage owner to be certain that the cottage occupant(s) has a copy of the Rules and Regulations and By Laws of the WCMA and that the occupant(s) understand and abide by these Rules and Regulations and By Laws. Failure to abide by the Rules and Regulations and By Laws of the WCMA may result in consequences and/or legal action, against the cottage owner and/or the cottage occupant(s).

3. Only WCMA owned buildings may be rented. The rental season shall be April 1st to October 15th of each year. The only exception would be a written agreement between two cottage owners for a stated length of time.

4. The Sales and Rental Committee will investigate and interview all prospective cottage owners and will recommend acceptance or rejection to the Executive Committee which will notify the applicant in writing of the action taken including adding of names to cottage

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ownership title.

5. All sales and transfers must be referred to the Chairperson of the Sales and Rental Committee who shall ascertain from the Collector that said cottage is free from taxes, ground rent and maintenance charges.

6. When a cottage is for sale, the owner will give the key to the Chairperson of the Sales and Rental Committee and set the price for the cottage. If a prospective buyer approaches the owner, the owner will refer that person to the Sales and Rental Committee.

7. The Sales and Rental Committee will obtain a deposit from the prospective buyer in the amount agreed

upon by the owner and the Chairperson of the Sales and Rental Committee. No deposit will be accepted prior to an applicant receiving written approval from the Executive Committee.

8. When a cottage is sold, the estimated taxes, ground rent, and maintenance charge for the first year are to be paid in advance and put into a credit account with the Collector.

9. It is the sole responsibility of the owner to make it clear to the Chairperson of the Sales and Rental Committee any prospective buyer which items in the cottage are not included in the agreed upon sale price.

10. Anyone buying a cottage that does not have city water and a flush toilet must contact the Board of Trustees to arrange for installation and costs of a septic system. The potential purchaser of a cottage must know before buying a cottage what has to be done before it is habitable. No one can live in a cottage that is declared structurally unsound by the Board of Trustees; and all cottages before they are habitable must have adequate electricity, running water, proper sewerage facilities. All structural alterations must conform to the building code of the Town of Windham.

11. Any cottage owner desiring to purchase a different cottage must secure the approval of the Sales and Rental Committee. (new references will not be required). If a change is made, the first-owned cottage must be put up for sale with the Committee. No cottage owner may own more than one cottage.

12. No cottage shall be used for storage only.

13. No cottage shall be sold to any person who intends to remove it from the grounds without the recommendation of the Sales & Rental Committee and the approval of the Board of Trustees. A bond must be posted with the Treasurer by any cottage owner removing or tearing down a cottage to cover any damage to other properties and to insure proper clean up. Refer to the attached fee schedule for bond amount.

XI. Violations (per the August 1, 2009 Annual Meeting the following Rules & Regulations Governing Violations from July 26, 2008 was retained)

Unpaid Assessments or Taxes. Monthly notices of arrearages shall be sent by the Collector to the cottage owner.

If any assessments or taxes remain unpaid for a period in excess of that defined in the Fee Policy and Schedule, the Collector shall notify the cottage owner by certified letter that the cottage owner has 30 days to respond by paying in full the past due assessments, or by sending a written request for a repayment agreement to the Collector. All requested repayment

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agreements shall be reviewed and approved by the Executive Committee, and no such repayment agreement shall be valid without such approval. The cottage owner shall be permitted, but not required, to appear before the Executive Committee in connection with the approval of the repayment agreement, and shall receive not less than two weeks' notice in writing of the time and place of the meeting at which the cottage owner's repayment agreement will be voted upon by the Executive Committee.

If the cottage owner does not pay the past due assessments nor submit a written request for a repayment agreement within thirty days of receiving or refusing the Collector's certified letter, then the cottage owner shall be deemed to be in actionable arrearage and the Executive Committee shall take action including placing a lien on the cottage or posting the cottage for sale and establishing the sale price for the cottage. The regular policies and procedures of the Sales and Rental Committee concerning the sale of cottages shall be followed, and the Executive Committee shall follow all other applicable sections of the General Rules & Regulations Addendum.

Building and Fire Safety Code Violation. Two or more members of the Board of Trustees shall communicate, in person if possible, with the cottage owner stating any violation determined by the Board of Trustees and, when possible, agreeing on a corrective action plan. Repairs pursuant to the corrective action plan must be made within 30 days of this meeting, or a written repair plan must be submitted to the Chairperson of the Board of Trustees, or the Chairperson of the Board of Trustees can assist the cottage owner in developing a plan. If either physical or financial assistance is needed, any such request for assistance shall be referred to the Executive Committee. No repair plan shall be for a period of more than 12 months. If the repair plan is not completed as agreed, the Chairperson of the Board of Trustees shall work directly with the cottage owner to revise the plan. Once such revised plan is reviewed and approved by the Chairperson of the Board of Trustees, it shall be submitted to the Executive Committee for approval and the cottage owner shall be notified of the outcome.

Bylaw and , Rules and Regulations Violations. Two or more members of the Executive Committee shall communicate, in person if possible, with the cottage owner stating the violation and agreeing on a corrective action plan. Immediate compliance is required. Non-compliance twice resulting in Executive Committee action can result in loss of voting privileges at the upcoming annual meeting. A 2/3 majority vote is required by the Executive Committee to suspend voting privileges. The owner would be notified by certified mail of the decision by this Committee and given the right to appeal the decision before the Annual Meeting by requesting an appeal in writing to the Executive Committee no later than 6 weeks before the Annual Meeting date. A 2/3 majority vote of voting members at the Annual Meeting would be required to overturn the decision of the Executive Committee. If violations continue for twelve consecutive months the Committee will follow all applicable sections below.

- i. If the cottage owner refuses to meet to discuss the above violations, the Committee will send a certified letter stating the violation and the corrective action required and invite

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them to appear before the Committee to discuss the plan.

- ii. If the Committee does not receive a response or the response is not in compliance with the plan the Committee will send a certified letter to the cottage owner with 30 days in which to comply with the stated plan.
- iii. If there continues to be non-compliance, the Committee shall send a certified letter stating that the Executive Committee will vote within 30 days of the date of this letter to revoke ground rent privileges. A 2/3 majority vote shall be necessary and the results shall be reported to the Annual Meeting.
- iv. The Committee shall notify the cottage owner by certified letter of the vote and the opportunity to appeal its outcome to the Annual Meeting by requesting an appeal in writing to the Executive Committee no later than six weeks before the Annual Meeting date.
- v. If appealed at the Annual Meeting, 2/3 of the members present and voting would be required to overturn the Executive Committee decision.
- vi. If they choose not to appeal then the cottage owner will be sent a certified letter stating that their cottage must be removed from the WCMA grounds within 90 days at their expense. If the cottage is not removed after 90 days, and the cottage is vacant, the cottage owner would be notified by certified mail that the cottage shall be posted for sale and all personal property must be removed within 30 days of the date of this notification. If not removed, the Association will dispose of the personal property in any way deemed appropriate including selling.
- vii. If the cottage is not removed after 90 days, and the owner and or occupant refuses to vacate, the Association will proceed with an eviction case and post the cottage for sale.
- viii. The sale of a cottage shall be expressly contingent upon the ability of the Association to have the occupant removed. If the owner and/or occupant refuses to vacate, the Association will proceed with an eviction case and post the cottage for sale. Should the Association have to take legal action, the cottage owner will be responsible to pay all Association costs/expenses including but not limited to attorney fees, court costs and sheriff costs.
- ix. When the cottage is sold, the proceeds shall be used to pay off all current and past due assessments and any remainder shall be turned over to the cottage owner.