
3 Entry Into Woodland Lakes Subdivision

3.1 Persons Authorized Entry

All persons desiring entry into the Woodland Lakes Subdivision must have proper identification and a legitimate reason before entry will be permitted.

3.2 Entry Procedures

Persons desiring entry into the Woodland Lakes Subdivision shall be properly identified before entry will be permitted. Proper identification varies among the categories of persons who are authorized entry. Persons displaying proper identification to the gatekeeper shall be immediately admitted, together with all persons in the identified vehicle. The types of proper identification applicable to persons authorized entry are summarized in the following paragraphs.

1. Property Owners

- a. Proper identification of property owners may take several forms. Property owners' vehicles may be identified by displaying a windshield decal of the current year affixed to the windshield directly above the State Inspection sticker found in the lower corner of the drivers side windshield. Property Owners may be identified by display of a current property owner identification card. Property owners may also be properly identified by submitting to the gatekeeper a single-entry pass issued by the Trustee Office.
- b. Property Owners shall not be admitted to the subdivision on a guest pass or family pass or guest card other than their own.
- c. Before an Owner is given a windshield decal for his or her vehicle, visual proof of a valid operator license issued by the State in which they reside and current registration and insurance for their vehicle is required.
- d. Any property owner who does not have a current windshield decal properly affixed to the vehicle in which he or she arrives may gain entry into the subdivision by showing a Property Owner Identification Card and a picture identification. A windshield decal which is not affixed to a vehicle shall not be recognized as a valid method of entry. The property owner shall be issued a Temporary Property Owner Vehicle Identification Card and logged in on the owner log. This card shall be displayed on the dashboard of the vehicle at all times while it is in the subdivision, and shall be surrendered to the gatekeeper upon exit.

e. Property owners requesting entry during Trustee Office hours who are not properly identified shall be directed to the Trustee Office to obtain proper identification. During hours when the Trustee Office is closed, property owners may be admitted by the gatekeeper if the property owner's name appears in the book maintained in the gatehouse and if the gatekeeper's record book indicates that the property owner is paid up in his or her assessments and charges.

2. Family of Property Owners.

a. Proper identification of family member(s) shall consist of

1. (Family) Privilege Pass of the current year.

Or identification by a temporary guest pass filled out by the property owner with the appropriate date. Display of a (Family) Privilege Pass also allows the properly identified Family member to bring into the subdivision a boat, jet ski, motorcycle, ATV, dune buggy, or similar utility vehicle. Family of property owners shall be logged in on the Family Log upon each entry, and shall be issued a dashboard guest card for vehicle identification while within the subdivision.

3. Contractors, Suppliers, Service and Utility Company Personnel.

Contractors, suppliers, service personnel and utility company personnel shall be granted entry so long as they are in a vehicle identifying their company or firm, or if they present adequate identification of a suitable form. These persons shall be logged in on the Contractor log upon each entry. No door to door solicitation will be permitted within the subdivision.

4. Tenants. A letter shall be written to each new resident tenant in the subdivision, welcoming them to the Woodland Lakes Subdivision, explaining the entrance procedures and guest procedures, providing them with a copy of the rules & regulations and new owner(s) packet. It shall be the responsibility of the Property Owner to notify the Trustee office of the establishment and termination of a lessor/lessee relationship, and to confirm its continuation into each next fiscal year. Resident tenants shall be issued windshield decals for their vehicles in the same manner as for a property owner, and shall be given the opportunity to purchase guest passes and privilege passes in the same manner as property owners. Decals and passes will be marked to expire concurrent with the expiration of the lessor/lessee agreement or contract. The resident tenant shall be requested to sign a copy of the letter stating his or her understanding of the rules and regulations and agreeing to comply with them. A copy of the letter shall also be mailed to the lessor property owner. The signed copy of the letter from the tenant shall be maintained in the property owner file.

(Month day, year)

Dear Tenant:

Welcome to Woodland Lakes, We are sure your stay here will be very enjoyable. If you have questions about our subdivision, feel free to stop in the Trusteeship office. The office hours are as follows:

Summer hours: Tuesday through Monday 9AM to 5PM
Winter hours : Thursday through Sunday 9AM to 5PM

As a resident tenant or **Contract for Deed**, you will be treated the same as a property owner with respect to entrance procedures to the subdivision, and your guest will be treated as guest of a property owner. To avoid any misunderstandings, we are enclosing a copy of the subdivision rules and regulations which are given to property owners, and with which you and your guests will be asked to comply.

This letter is being sent in duplicate to you, with a copy also to the property owner who is your lessor. Please sign the copy of this letter, acknowledging receipt and indicating your agreement, and return it to the Trustee office. At that time, you will be:

- a. given admittance windshield decals for your vehicle. Should you terminate your residency in Woodland Lakes, these decals must be surrendered and returned to the Trustee office.
- b. given the opportunity to purchase guest passes and privilege passes should you desire. Privilege passes are required for family members only and allow these family members to bring in recreational vehicles including boats, ATVs, dune buggies, and motorcycles. Guests may not bring in these types of vehicles.

Flagrant or continued disregard for Woodland Lakes rules and regulations will require surrender of all admittance decals, guest passes and privilege passes.

Again, we welcome you to our subdivision and hope you enjoy being a resident of beautiful Woodland Lakes.

Sincerely,

I/We, do acknowledge receipt of the rules and regulations and understand the entrance procedures of the subdivision. I/We agree to comply with those rules, regulations, and procedures.

_____ date _____

cc: (Property Owner)

5. Property Owner Identification Cards

a. Property Owner Identification Cards shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color so as to be easily associated with a particular fiscal year. Property owners who are current on all assessment payments, charges, and fees shall be issued one property owner identification card for each individual listed on the deed or contract for the lot. Presentation of a property owner identification card to the gatekeeper, together with verification of identity by at least one form of identification including a photograph of the holder, shall authorize immediate admittance to the subdivision. It will also allow the property owner to bring in their own registered boat, jet ski, motorcycle, dunebuggy, ATV, or similar utility vehicle provided that the utility vehicle displays an appropriate decal. Property Owner Identification cards may be laminated by the Trustee Office for a nominal fee of \$.50 and \$2.00 for replacement.

b. Property owner identification cards with an expiration date may also be issued by the Trustee Office to property owners who have established a payment schedule for assessments; the expiration date will correspond with the due date for the next scheduled payment.

6. Decals

a. Decals suitable for installation on the inside of a vehicle windshield shall be similarly prepared for each Trusteeship fiscal year. Windshield decals shall be consecutively numbered. Property owners whose current assessments are paid in full may be issued windshield decals for identification. Upon presentation of proof of ownership, windshield decals may be issued. The windshield decal number(s) issued to specific property owner(s) shall be maintained in the property owners' file of the Trusteeship. Windshield decals shall only be replaced if the old decal(s) are returned to the Trusteeship. Display of a windshield decal on a vehicle shall authorize immediate admittance to the subdivision.

b. Windshield decals will not be issued to new property owners until after the appropriate pro-rated assessment has been billed and paid. Prior to that time, the temporary property owner identification card will suffice for admittance.

c. Any Property Owner who does not have a current windshield decal affixed to the vehicle in which he or she enters, but gains entry into the subdivision by showing a Property Owner Identification Card, shall be issued a Temporary Property Owner Vehicle Identification Card. This card shall be displayed on the dashboard of the vehicle at all times while it is in the subdivision, and shall be surrendered to the gatekeeper upon exit. Failure to surrender or destruction of the card will result in a charge of \$5.00 being levied against the property owner's next assessment.

d. Utility (toy) Decals. Utility (toy) vehicles are defined for this purpose as boats, jet skis, motorcycles, utility trailers, unlicensed dune buggies, and ATVs. Decals suitable for application to utility (toy) vehicles and used solely for identification of the boat, jet ski, motorcycle, trailer, unlicensed dune buggy or ATV owner shall be prepared. All boats, jet skis, motorcycles, unlicensed dune buggies and ATVs entering the subdivision shall be identified with a decal.

1. Effective July 24, 2004, All toys and boat motors 9.9 horse power and over will be re-stickered every three (3) years at a fee of \$15.00. These stickers are non-transferable and non-refundable. The fee is to be pro-rated for the second and third year at \$5.00 per year or any part of. New stickers are to be applied by September 30 of each three (3) year period from the effective date (i.e. Sept. 30, 2004, Sept. 30, 2007, etc.). (ch 1)

2. State stickers and licenses that are required by law must be displayed prior to our sticker being issued.

e. Trailers may be so identified at the owner's option. Displaying a decal on vehicle shall not in itself grant entrance or exit of the subdivision for that utility vehicle.

7. Identification Cards and passes

a. Guest identification cards shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color so as to be easily associated with a particular fiscal year. Property owners may purchase guest passes for \$65.00 per guest pass. Guest passes may not be purchased until assessments are paid in full. Property owners may purchase an unlimited number of guest passes. Each guest pass will be personalized to a particular guest and such guest will have to show a photo ID in order to use the pass. Guest passes MUST be purchased in person by the owner, they cannot be mailed. Guest Passes shall be laminated by the Trustee Office when purchased. Guest Passes may be replaced by the Trustee Office upon request in case of damage for a fee. Lost, missing, or stolen guest passes shall not be replaced.

1) Presentation of a guest pass to the gatekeeper shall grant entry of that guest and persons in his or her vehicle to the subdivision after being properly logged in by the gatekeeper. Possession of a guest pass shall not allow an individual to bring into the subdivision any boat jet ski, motorcycle, dune buggy, ATV or similar vehicle.

b. (Family) Privilege Passes shall be prepared for each Trusteeship fiscal year and shall be of a distinctive pattern and/or color so as to be easily associated with a particular fiscal year. Property owners may purchase (family) privilege identifying the family member who will be using the pass, and that family member's relationship to the property owner. (Family) Privilege passes may not be purchased until assessments are paid in full. A replacement fee of \$5.00.

(1) Presentation of a (family) privilege pass to the gatekeeper shall allow the family member to bring into the subdivision their own registered boat, jet ski, motorcycle, dune buggy, ATV, or similar utility (toy) vehicle provided that the utility (toy) vehicle displays an appropriate decal. Holders of (family) privilege passes shall be logged in at the gate in the same manner as holders of guest passes. (Family) Privilege passes shall be the equivalent of the property owner family pass required by Article XV of the Trust Indenture.

c. Temporary guest pass forms shall be maintained at the gate and in the Trustee Office. These forms, when filled out by a property owner, in person, at the gate house, shall admit the named guest and those in his or her vehicle to the subdivision, and are only valid on the date(s) indicated on the form. Temporary guest pass forms may be valid for periods of up to three days. The forms, once filled out, shall be maintained in a file in the gatehouse. Persons requesting admittance to the subdivision and being identified by a temporary guest pass shall be logged in at the gate as any other guest and admitted. Exception to the one day rule shall be as follows:

(1) If authorized by the Property Owner, guests will be repeatedly given access from six (6) PM Friday through six (6) PM Sunday.

(2) When holidays fall on Fridays or Mondays, access may be extended to include Thursday or Monday as the case may be.

d. Single-entry Passes, A unique style of single-entry pass shall be maintained in the Trustee Office for use at the discretion of the Office Staff or any Trustee to grant a single entry to persons not otherwise eligible for entry into the subdivision. The Office Staff, Gatekeeper or any Trustee may also elect to hold an individual's driver license or similar document as good faith bond when that individual is being granted a single entry into the subdivision. These single-entry passes shall be collected by the gatekeeper upon entry of the holder and shall be periodically returned to the Trustee Office by the gatekeepers. A written log shall be maintained of each issuance of a Single Entry Pass noting the date, approximate time, individual name, reason for issuance, and who issued the pass.

(1) Non-owners will be granted entry up to four times to look at tax lots and property for sale within the subdivision. They must register at the office leaving their driver's license as bond, and exit the subdivision by 4:00 p.m.

e. **Guest Log and Guest Card.** Persons being admitted on a guest identification card, family pass, temporary guest pass, or single-entry pass shall, after being identified, sign a guest log maintained by the gatekeeper and shall be issued a numbered dashboard guest card for vehicle identification. This dashboard guest card shall be displayed in the vehicle while in the subdivision and shall be surrendered to the gatekeeper upon exit. During the course of a weekend, persons being admitted on a guest pass, family pass, or temporary guest pass (but not single-entry pass) may request to the gatekeeper that their dashboard card be held and re-issued to them for reentry should they wish to temporarily leave the subdivision.

f. **Commercial Entry Card.** Any person requesting entry to the subdivision for the sole purpose of visiting a commercial business shall be issued a Commercial Visit Vehicle Identification Card. This card shall only authorize the vehicle and its occupants to be in the area between the gate and the commercial business being visited. This card shall be displayed on the dashboard of the vehicle at all times while it is in the subdivision, and shall be surrendered to the gatekeeper upon exit.

3.3 Delinquent Property Owners. Property owners allowing any regular or special assessment or charges levied by the Board to become delinquent past October 1st of any year shall not be allowed vehicular entry into the common ground of the subdivision, to include guest of another property owner (see para: 3.2,1,b). This requirement shall not apply to property owners who are on an established assessment payment schedule. Exceptions may be made by the Office Staff, or any Trustee to grant entry by single-entry pass for specific purposes, such as sale of the lot or removal of personal items from the lot.

3.4 Organization Entry. Vehicle stickers will be issued to the organization vehicles following the same procedure as for other owners. A maximum of three owner ID cards will be issued and the Board of Directors names will be typed on the back. The owner cards will be laminated at no charge. Special arrangements can be made through the Trustee office for group activities.

4 Permits

4.1 Permits are required before various improvements are made to any property within the Subdivision. Blank permit is in Appendix B. Projects or improvements which require permits are as follows:

1. Mobile Homes, New

a. Effective 7-2-87, all future mobile homes must contain 720 square feet minimum. The 720 square feet must be as designated by, and constructed by the mobile home manufacturer.

b. Effective 10-4-87, mobile home skirting shall be required on all mobile homes within the subdivision.

2. Mobile Homes, Used, (10 years and under)

a. Effective 9-28-92, Trustees, when inspecting used mobile homes off the property, shall schedule an appointment with the owner for the inspection.

(1) An inspection fee of twenty-five dollars (\$25.00) or fifty cents (\$.50) per mile driven to inspect said used mobile home, whichever is greater, shall be levied and payable before the inspection.

b. Permits will be required for all used mobile homes to be brought into the subdivision and/or placed on lots. No permit will be issued for used mobile homes without full board approval. Proper verification of the age of the mobile home will be required. Permit applications for used mobile homes shall be accompanied by suitable photos of the mobile home. The trustees at their discretion may require an inspection of the exterior and interior plumbing of the mobile home before permit approval. Upon establishment of the requirement for an inspection, an appointment will be scheduled with the owner of the unit for said inspection at the mutual convenience of the owner and the inspecting Trustee(s). If inspection (s) are required, they will be made as soon as practical. Any improvements or repairs required as a result of the Trustees (s) inspection must be made prior to the unit being brought into the subdivision or placed on a lot. Used mobile homes permits will be approved subject to final on-site inspection by the Trustees.

d. Aeration system or holding tank must be installed on all lots occupied by new or used mobile homes. The aeration system or holding tank must be operational before a permit will be issued to place a unit on the site.

3. **Modular Homes.** Permit application for a type of pre-manufactured home known as a modular home shall be granted for siting on a building only lot should the proposed modular home be of at least 1000 square feet of living space and on a multi-purpose lot if of at least 720 square feet of living space if the proposed modular home shall other wise meet the requirements for the permit requested. Specific requirements a modular home shall meet include installation on a foundation or basement and that the steel transportation undercarriage shall be removed from the modular home upon installation or sitting. Permit applications for a modular home shall be provisionally granted subject to final on-site inspection to determine that the structure is in fact a modular home as defined in this policy.

4. **Camping Cabins.** Camping cabins are to be a simple well designed structure that is sturdy enough for years of weekend and vacation use.

a. A property owner must submit an acceptable set of plans to the Board of Trustees of Woodland Lakes when applying for a camping cabin permit. The permit will go before a building committee for their recommendations before approval of the Board of Trustees. The permit must be approved before placement on or construction of a cabin on any camping or multi-purpose lot within the subdivision.

b. A final inspection and/or other inspections by the property manager and/or The Board of Trustees will insure all permit requirements have been complied with. Non-compliance to permits will refer back to Article XI., item 14 of the Trust Indenture.

c. Construction to be completed within six (6) months of the permit issuance.

d. Figure 2 is the requirements for a camping cabin.

Camping Cabin Requirements

- SIZE:** Minimum area 120 sq. ft.
Maximum area 420 sq. ft. for camping lots
Maximum area 520 sq. ft for multi-purpose
Porch – optional (See requirements below)
- TYPES OF ROOF:** Gable, Hip or Gambrel
- STRUCTURE OF ROOF:**
2 X 4 trusses 24" on center with gussets or steel plates at all joints.
Minimum 12" overhang.
- RAFTERS** 2 X 6 rafters not more than 16" on center with collar ties every 4 feet. On hip and gable roof a continuous ridge is required.
- ROOF COVERING:** Roof must have a minimum 3" to 1' slope. Plywood or wafer board covering not less than 1/2 inch. Fiberglass or asphalt shingles with a 20 year limited warranty and including metal drip edge on all edges. Wood shingles, wood shakes or pre-finished metal properly installed are acceptable.
- SIDE WALLS:** Minimum 2 X 4 studs 16" on center with single bottom plate and double top plate. Side walls 8' high. Exterior wall covering shall be exterior grade plywood, textured 111, cedar plywood or equivalent. Material must be stained or painted where applicable. Where cedar or vinyl siding is used a insulation board may be used provided that 4 X 8 sheet of plywood is used on each corner for stability.
- FLOOR FRAMING:** Minimum 2 X 4 joist 12" on center may be used only with skid construction not to exceed 6' on center.
2 X 4 joist span not to exceed 6 ft.
2 X 6 joist span not to exceed 12 ft.
2 X 8 joist span not to exceed 16 ft.
- Bridge blocks in floor to support at all floor seams.
- FLOORS:** Sub floor shall not be less than 5/8" plywood.
- FOUNDATION:** Building shall be constructed or placed on concrete slab, skids, piers or footing and must be level, plumb and square. Skids shall be two or more 4 X 6 skids pressure treated not more than 6 ft. apart.
- DOOR:** Maximum 36" X 80" exterior door.
- WINDOWS:** Minimum of 1 – 24" X 24" side slide or 24" X 36" up/down.
- PORCH:** May be screened or glass enclosed and not exceed fifty percent of the enclosed area of cabin. Example: 120 sq. ft. building may have a 60 sq. foot porch.
- PLUMBING:** No indoor plumbing is allowed.
- ELECTRIC:** Not required on lot.

Figure 2