

## 6 Trusteeship Records

The Trusteeship shall in its Trustee Office maintain such records as are required to properly serve the property owners. In addition to general records, specific records regarding each property owner shall be kept as described in the following paragraphs. All records, contracts and other documents (current and past) are considered confidential and are not public record. Therefore, they will not be generally available to the public unless otherwise listed in this document or the indenture (i.e. Meeting Minutes, Cash Flow Report).

**6.1 General Records.** The types of general records to be maintained include correspondence, meeting minutes, employee records, general and financial historical records, and other records of a similar nature. Maintenance of general records shall be the responsibility of the Business Manager.

**6.2 Property Owner Records.** A complete record shall be kept of all owners of lots or property within the subdivision. Property owner records shall be maintained electronically, by computer equipment and software, or on paper, or by combination of these techniques at the discretion of the Business Manager. Property owner records shall be kept in the Trustee Office by the Business Manager. Any electronically stored property owner records shall be maintained at least in duplicate to avoid loss in case of computer equipment, software or storage media failure. A duplicate of essential electronically stored records shall be stored either in a fire-resistant container or in a separate place.

1. Property Owner Records (electronic). A computer data base containing a record for each property owner shall be maintained. The data base shall contain, as a minimum, the following information about each property owner and lot in the subdivision:

- Property Owner Name(s) as listed on deed or purchase contract
- Owner address (a single address of record for communication with all owners)
- Telephone Number (a single telephone number as above)
- Property location, identified by Lot, Block, and Section
- Type of Lot (commercial, building only, multipurpose, or camping)
- Purchase date
- Multiple lots owned by a single owner or group of owners
- Assessments Owed
- Assessments Paid
- Interest due on delinquent assessments
- Balance due the Trusteeship
- Property Owner Bankruptcy
- Property Owner Identification Cards Issued (by fiscal year)
- Property Owner Windshield Decals Issued (by fiscal year and decal number)
- Guest Cards purchased (by fiscal year)
- Privilege Passes purchased (by fiscal year)
- Utility Vehicle Decals Issued (by decal number and vehicle description)
- Lots for Sale by Owner
- Lots for Sale by County or County Trustee
- Permits issued
- Legal Slide-in Campers

**2. Property Owner Records.** Conventional files shall be maintained for each property owner for whom correspondence, permit applications, or similar record material exists. Copies of these documents shall be maintained in a file organized by property owner name or by lot-block-section as determined by the Board of Trustees.

**3. Incident File.** A file will be maintained containing reports of vandalism and/or break-ins, including time and date the Property Owners were notified of the incident. Any follow up information from law enforcement and/or Property Owners will be attached to the original report.

**6.3 Record History.** Historical records consisting of all Trusteeship conventional (non-electronic) records shall be kept in a historical file by fiscal year after being removed from the current files at the end of the fiscal year. No Trusteeship conventional records shall be deliberately destroyed nor removed from the Trustee Office (except for official purposes) by any employee, Trustee, or property owner.

**6.4 Recended Resolutions** shall be maintained by the Trusteeship Secretary in a history binder.

---

## **7 Maintenance Facility and Equipment**

---

7.1 Maintenance Facility. The Trusteeship will maintain a Maintenance Facility and will equip it with such tools, equipment and supplies as may be required to perform preventative and corrective maintenance upon the equipment owned by the Trusteeship.

### **7.2 Property Maintenance Equipment.**

The Trusteeship will obtain and operate such equipment to perform property maintenance as may be required and is affordable within the limits of the Trusteeship budget. Property maintenance for purposes of this section includes maintenance of roadways, common ground, and capital facilities such as bath houses, swimming pool, the Maintenance Facility, the Trustee Office, and similar facilities. Equipment may include machines, power operated equipment or hand operated equipment of any suitable character required.

Tools and equipment belonging to the Trusteeship shall not be loaned or removed from the subdivision except for official purposes. Employees on or off duty are prohibited to use Trusteeship equipment and tools to pull, tow, jump-start, or otherwise repair vehicles for any property owner, personal vehicle, or guest without a waiver form signed. Trusteeship tools shall be marked for identification purposes in the event of loss or theft.

### **7.3 Equipment Maintenance Program**

All equipment owned by the Trusteeship, whether fixed, installed, mobile, or portable, shall be included in a program of scheduled preventative maintenance. The scheduled preventative maintenance program shall be established and operated by the Field Operations Manager. The Field Operations Manager shall also ensure that corrective maintenance which is within the capability of the Trusteeship's maintenance staff and equipment is performed by the Maintenance Facility staff. Maintenance actions which are outside the capability of the maintenance staff or equipment shall be contracted to an appropriate outside maintenance facility.

### **7.4 Safety**

All equipment of any character owned or operated by Trusteeship personnel shall be maintained in as safe as condition as possible. All equipment safety devices, guards, or similar appliances provided by the manufacturer of any equipment shall be properly installed on the equipment and shall not be removed nor bypassed by Trusteeship personnel. Equipment shall not be operated if any safety device is not operable if such operation would pose any safety hazard to the equipment operator or any other person.

---

## **8 Insurance Coverage**

---

The Trusteeship shall maintain insurance coverage in force of the following types. Agents and companies shall be selected and periodically reviewed by the Board of Trustees for each coverage.

### **8.1 Liability Coverage**

The Trusteeship shall maintain liability coverage in force to provide coverage against liability, fire, theft, property damage, and similar events on all property of the Trusteeship, including buildings, vehicles, equipment, and other property other than real estate.

### **8.2 Officers & Directors Coverage**

The Trusteeship shall maintain officers & directors insurance to provide coverage for personal lawsuits against Trustees for acts performed in the name of the Trusteeship.

### **8.3 Dishonesty Bond**

The Trusteeship shall maintain a dishonesty bond covering all Trustees and employees of the Trusteeship.

### **8.4 Health Insurance**

The Trusteeship shall maintain a health insurance program for employees wishing to participate in the program.

### **8.5 Workman's Compensation**

The Trusteeship shall maintain a workman's compensation insurance program as required by law.

### **8.6 Employment Insurance**

The Trusteeship shall maintain an employment insurance program as required by law.

---

## **9 Trusteeship Committees**

---

### **9.1 Long Range Planning Committee**

The Long Range Planning Committee shall be a group of volunteer persons who are interested in long range planning for the Trusteeship. The Long Range Planning Committee shall be a standing committee, and shall include at a minimum a chairperson or spokesperson, property owners who shall be confirmed by the Trustees, and one Trustee who shall be appointed by the Board of Trustees. Information and data gathered by the Long Range Planning Committee shall be carefully considered by the Trustees when preparing annual budgets and making long range planning decisions.

### **9.2 Lake and Fish Management Committee**

The Lake and Fish Management Committee shall be a group of volunteer persons who are interested in management of the lakes within the subdivision and the fish in those lakes. The Lake and Fish Management committee shall be a standing committee, and shall include at a minimum a chairperson or spokesperson, one Trustee, and may include additional property owners, who shall be confirmed by the Trustees. This committee shall make recommendations to the Board of Trustees on matters concerning subdivision lakes and surrounding areas, and the fish population in subdivision lakes. The committee is encouraged to coordinate with the Missouri Department of Conservation and similar organizations to obtain lake and fish management information and to assist them in formulating their recommendations to the Trustees. Information and data gathered by the Lake and Fish Management committee shall be carefully considered by the Trustees when preparing annual budgets and making decisions concerning the subdivision lakes and fish.

---

## **10 General Procedures**

---

### **10.1 Contracts**

1. **Requirements for Contracts.** Agreements entered into by the Trusteeship with a contractor or supplier for the purpose of constructing or repairing facilities, purchasing supplies, or purchasing new equipment shall have a bid package prepared for the agreement. Each bid package shall include, as appropriate, material specifications, equipment specifications, drawings, required start and completion dates, required delivery dates, and Trusteeship insurance and/or bonding requirements. Bids shall be obtained from a minimum of two qualified contractors or suppliers. Contracts shall be awarded on the bases of costs, qualification of the contractor or supplier, and the ability of the successful bidder to meet all of the bid package requirements. Exceptions to the requirements of this resolution may be made by the Trusteeship for vehicle and equipment repairs, small item purchases of a routine nature, used equipment where condition of same cannot be specifically addressed in a request for bid, and emergency situations where time is the significant factor in the discussion, or when the specialized skills or knowledge of a specific contractor are required for the benefit of the Trusteeship.
2. **Execution of Contracts.** All contracts to be executed on behalf of the Trusteeship shall be approved by a majority of the Trustees. The Field Operation or Business Manager are authorized by the Board to execute any contract so approved.

### **10.2 Fishing and Boat Motor Regulations.**

1. **General.** Fishing rules and regulations established by the Missouri Department of Conservation shall apply to all lakes within the subdivision, with the exception that techniques of fishing known as trotline, throwline, limb line, jug line or their equivalent shall not be permitted within the subdivision. Trolling motors of up to and including 3.5 hp will be allowed on all lakes in the subdivision. Should a rule specific to an individual lake be enacted, that rule will be posted at the lake involved.
2. **Catch Limits.** The rules and regulations for fish size and catch limits for the lakes in the subdivision as recommended by the Missouri Department of Conservation shall apply.

### **10.3 Back Gate Access**

The key to the back gate off Mine Road shall be kept at the gatehouse. Listed contractors wishing access to the subdivision via the back gate shall check out the key, and after securing the gate shall return the key daily to the gatekeeper. No keys shall be issued to contractors for routine access. A list of listed contractors shall be maintained by the Manager and made available at the gate. Determination of access approval for all others shall be made by the Manager or any Trustee.

**10.4 Swimming Pool Regulations.** No life guard is on duty at the pool. All children must be accompanied/supervised by a adult.

1. Swimming rafts shall be prohibited within the fenced area surrounding the swimming pool.
2. All animals are prohibited within the pool enclosure and areas adjacent to the concession stand and the pavilion next to the pool.
3. Rules for pool use are posted at the pool. For everyone's safety and enjoyment please follow them.

**10.5 Commercial Policy.** A detailed site plan must be approved by the Board of Trustees or, at the Board's direction, by a committee, composed of Woodland Lakes Property Owners, convened for that purpose, prior to any permit for commercial lot improvement or use is issued. The Board of Trustees will provide specific guidelines and evaluation criteria prior to the appointment of said committee.

1. Permit issuance will be contingent on the following requirements and restrictions being met and observed.

- a. The site plan must depict the location and dimensions of fences, driveways, parking areas, trash and waste facilities, signs, landscaping, outdoor lighting plots, and structures which will be located on the property.
- b. Commercial enterprises may be operated within the Woodland Lakes Subdivision only as provided for in the Trust Indenture. This limits commercial use to lots specifically identified as commercial and, in the case of the Trusteeship, to common ground areas.
- c. Hours of operation will not exceed the period from 7:00 a.m. to 10:00 p.m. without the expressed permission of the Board of Trustees.
- d. Vehicular ingress/egress from both Mine Road and the roadways of the Woodland Lakes Subdivision is prohibited unless through traffic if blocked by fences, permanent barricades, structures, or a combination thereof. Should ingress/egress from Mine Road be desired an easement agreement must be negotiated with the Board.
- e. Structures located on commercial properties, be they of permanent, mobile, or modular construction must be permitted prior to construction or placement.
- f. Signs, other than those specifically allowed by the Trust Indenture, must be approved prior to placement.
- g. Periodic inspection of all facilities to ensure that no accumulation of debris or trash exists will be conducted by the Field Operation Manager.

**10.6 Pets or Animal Policy**

1. No pets or animals will be allowed in any buildings controlled by the Woodland Lakes Trusteeship with the exception of service animals.
2. Pet shall be kept on a leash when on premises when not in an enclosure.

**10.7** Trash dumpsters within the subdivision are for property owners to dispose of trash created within the subdivision. Owners and their guests found to be transporting trash into the subdivision for disposal shall be charged the cost of a trash run (\$400.00 as of 2/9/03) and not considered to be in good standing until such charges are paid.

1. Do not deposite hazardous material (oil, batteries, fuel, lawn motors), steel, tires, etc. in the dumpsters, this is a voliation of Federal Law.

---

## **Appendix A      Income and Expense Accounts**

---

### **INCOME ACCOUNTS**

4010	Current regular assessments
4011	Previous regular assessments
4015	Fish assessments
4035	Office taxable
4036	Office non-taxable
4037	S.O.P. - non taxable
4038	Woodland Lakes charges
4040	Bank income
4050	Pay phone income
4060	Soda Machine Income
4070	Special fuel - unleaded
4071	Special fuel - diesel
4085	Exempt - interest - late charges
4090	Collection & Legal income
4100	Concession lease
4101	Missouri 2% discount

### **EXPENSE ACCOUNTS**

6045	Dental insurance
6050	Health insurance
6055	Life insurance
6057	Retirement/pension plan
6060	General liability insurance
6065	Officers & directors insurance
6070	Workman's compensation insurance
6075	Dishonesty insurance
6125	Bank service charges
6130	Cash short & over
6165	Dues & subscriptions
6175	Equipments rental - office
6180	Computer equipment
6188	Computer - maintenance & training
6190	Computer - web site
6210	Exempt phone - office
6220	Non exempt phone - pay phones
6235	Licenses & permits
6245	Miscellaneous
6255	Postage & delivery
6265	Printing & reproduction
6270	Office supplies
6280	Collection expense
6285	Legal fees

6650	Accounting
6295	Rent - buildings
6304	Crawford electric distribution
6335	Equipment repairs - office
6310	Trash hauling
6315	Waste hauling
6320	Fish stocking
6330	Tools
6350	Culvert pipe
6355	Travel & mileage
6400	Concession stand electric
6405	Crystal electric
6410	Delago electric
6415	Emerald electric
6420	Gate electric
6425	Graystone electric
6430	Lakeview electric
6435	Northwood electric
6440	Old office electric
6445	New office electric
6450	Pool electric
6455	Quonset hut electric
6460	Ruby electric
6465	Shop electric
6470	Woodland electric
6480	Pavilion electric
6501	Office fuel
6510	Shop fuel
6530	Unleaded fuel
6540	Diesel fuel
6545	Highway diesel
6550	Fuel & lubricants
6555	Soda
6560	Payroll expenses & payroll taxes
6610	Contingencies
6670	Road repairs - current roads
6680	Asphalt
6690	Rock
6703	Asphalt pot
6706	Auger
6709	Chevy 4x4 1974
6711	John Deere back hoe
6712	Chevy box truck 1986
6714	Chevy pickup 1988
6715	Ford Ranger 1993
6721	Ford dump truck 1995
6723	GMC dump truck 1975
6726	GMC pickup 1981
6729	Grader 99e #1