



LIONS HEAD SOUTH

Policies, Rules & Regulations



Revised
05-93
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LIONS HEAD SOUTH ASSOCIATION, INC.

Policies, Rules & Regulations

Revised April 26, 2018

A. FORWARD

DECLARATIONS OF TERMS

Definitions of most terminology used in the Policies, Rules and Regulations may be found in Section 1:3 of the Lions Head South Association By-Laws.

POLICIES OF THE LIONS HEAD SOUTH ASSOCIATION

The Policies are a summary of the Board of Trustees' actions taken since the Association assumed control of this Community from the Lions Head Corporation.

Policies are formed to promote consistency and stability in the governing function of the Board of Trustees.

As requirements change these policies may be revised and/or added to by a two-thirds (2/3) vote of the Board of Trustees. All revisions and/or changes to the Policies shall be deliberated upon by the Board of Trustees at a minimum of two meetings before adoption. (Revisions and/or changes shall be published in the Trustees Newsletter before the Board makes a final decision. The Board adoption of Policy changes and/or additions shall be announced to the community within thirty (30) days.)

RULES AND REGULATIONS

The Rules and Regulations summarizes the key functions of the Board of Trustees and Standing Committees and familiarizes the Members with the important roles served by them.

Revisions to these Rules and Regulations shall be made by two-thirds (2/3) approval of the Board of Trustees.

B. POLICIES OF THE LIONS HEAD SOUTH ASSOCIATION

1. CAPITAL INVESTMENT ACCOUNTS

1.1. Capital Replacement Fund

- 1.1.1. Shall provide the funds necessary to replace or repair existing facilities and equipment not included in the Operating Expense Budget because of cost.
- 1.1.2. Shall provide for the Common Property components as listed in the annual audit report and Capital Replacement Schedule.
- 1.1.3. The Board of Trustees shall review the Capital Replacement list annually for possible additions or deletions.
- 1.1.4. Shall include interest earned from the investment of Capital Replacement Reserve Funds.
- 1.1.5. Shall include the annual assessment in the Operating Expense Budget as recommended by the Finance and Insurance Committee and approved by the Board of Trustees.
- 1.1.6. Shall be partially funded by Participation Fees.

1.2. Capital Improvement Fund

- 1.2.1. Shall provide monies for capital additions to and/or enhancements of buildings and grounds and major equipment purchases.
- 1.2.2. Shall include contributions from the Activities Coordinating Council and/or Lions Head South organizations and interest earned from the investment of Capital Improvement Funds.
- 1.2.3. Projects shall be approved by the Board of Trustees after consideration of the Community's need or problem, available alternative solutions, cost versus benefit analysis, and the estimated cost.
- 1.2.4. Capital Improvement Expenditures shall be limited to fifty percent (50%) of the total Capital Improvement Fund as of the end of the prior calendar year.
 - 1.2.4.1. Proposed expenditures in excess of that amount shall require the consent of the Members.
- 1.2.5. Projects exceeding an estimated cost of \$50,000 shall be undertaken by the Board of Trustees only after the prior approval by a majority of the Members, as per the By-Laws sections 2:2 and 2:3.
- 1.2.6. Shall be partially funded by Participation Fees.

1.3. Fixed Asset Fund

- 1.3.1. Shall represent funds for tangible personal property not an integral part of the existing facilities.

- 1.3.2. Shall provide the funds necessary to replace depreciated equipment, furniture and fixtures.
- 1.3.3. Shall provide for capital items listed in the Association Inventory of salable assets.
- 1.3.4. Shall include interest earned from the investment of Fixed Asset Fund Reserves.
- 1.3.5. Shall include an annual allocation of monies termed “Depreciation” in the Operating Budget as recommended by the Finance and Insurance Committee and approved by the Board of Trustees.

1.4. Deferred Maintenance Fund

- 1.4.1. The purpose of this fund is to accumulate sufficient amounts which allow the Association to have the necessary resources to perform maintenance services which occur less frequently than annually.

1.5. Fund Accounting

- 1.5.1. Shall be administered with Account Codes as approved by the Board of Trustees and defined in the Chart of Accounts on file in the Administrator’s Office.

1.6. Capital Fund Use

- 1.6.1. May be considered for capitalized items if the acquired product results in an addition to the existing buildings and structures and has a useful life of more than one year.
- 1.6.2. Capitalized expenditures:
 - 1.6.2.1. Furniture and fixtures having a total cost of five hundred dollars (\$500) or more.
 - 1.6.2.2. Other expenditures of two thousand dollars (\$2,000) or more.

2. OPERATING FUND

2.1. Accounts

- 2.1.1. Shall be approved annually by the Board of Trustees to cover the Operating Budget used to maintain and protect the Common Properties and Facilities of the Association.
- 2.1.2. Shall be used to provide specified exterior maintenance on Living Units and their grounds as outlined in the By-Laws.

2.2. Accounting

- 2.2.1. Shall be categorized in the Operating Budget and administered with Account Codes defined in the Chart of Accounts on file in the Administrator’s Office.

2.3. Budget

- 2.3.1. Shall consist of line items reflecting anticipated expenses for each account.
- 2.3.2. Shall permit authorized expenses on a line item basis up to the limit of the line item without prior Board of Trustees’ approval.

2.3.3. Shall be funded by:

2.3.3.1. Maintenance Fees from Owners determined by the Board of Trustees and payable on the first day of each month.

2.3.3.1.1. If the Maintenance Fee is not paid within fifteen (15) days of the due date, a charge as determined annually by the Board of Trustees shall be assessed for the month(s) that the payment is delinquent.

2.3.3.1.2. If the Maintenance Fee has not been paid for three (3) consecutive months and if the Owner has been contacted by telephone and/or registered letter, the Legal Committee shall refer the matter to the Board of Trustees. The Board of Trustees shall impose a fine or seek guidance from the Association's attorney.

2.3.3.1.3. Failure to respond to telephone calls and/or written communication shall result in the imposition of a lien on the property.

2.3.3.2. Interest from Operating Fund Accounts

2.3.3.3. Deferred Revenues

2.3.3.4. Miscellaneous Income (i.e. replacement Clubhouse FOB fees, photocopier revenue, etc.)

2.3.3.5. Participation Fees

2.4. Budget Report

2.4.1. Shall be presented monthly by the Treasurer to the Board of Trustees and posted on the bulletin board.

3. INVESTMENT POLICY

3.1. The Finance and Insurance Committee shall recommend to the Board of Trustees not less than two (2) times per year appropriate investments for Capital Funds, to include:

3.1.1. Checking Accounts,

3.1.2. Money Market Funds,

3.1.3. Certificates of Deposit,

3.1.4. United States Treasury Bills,

3.1.5. United States Treasury Notes, and

3.1.6. Up to 20% Stock Investment.

3.2. Investments in member banks shall be subject to FDIC and FSLIC regulations including those dealing with the maximum amount to be covered by insurance.

3.3. The Finance and Insurance Committee shall have the authorization of the Board of Trustees to decide upon and initiate investments.

- 3.3.1. A formal investment report shall be submitted to the Board of Trustees as changes occur.

4. INDEPENDENT AUDITOR'S REPORT

- 4.1. **Shall be posted in its entirety for review by the members each year after approval by the Board of Trustees on the Trustee's bulletin board.**
- 4.2. **The following information shall be published and distributed to the Members:**
 - 4.2.1. Cover letter
 - 4.2.2. Balance Sheet
 - 4.2.3. Statement of Revenues, Expenses and changes in Fund Balances
 - 4.2.4. Schedule of Operating Revenues and Expenses
 - 4.2.5. Selected notes to Financial Statements

5. MEMBER/RESIDENT BENEFITS, RESTRICTIONS & GUEST PRIVILEGES

5.1. Benefits

- 5.1.1. Members/Residents shall be encouraged to use all Common Facilities, to participate in all activities and to join the various committees of Lions Head South, whether they are Unit Owners or Lessees, however:
 - 5.1.1.1. Only a Member in good standing may serve as a Chairperson or Vice-Chairperson of a Standing Committee.
 - 5.1.1.2. An Owner or Lessee shall not have duplicate privileges in the use of the Common Facilities.
- 5.1.2. Use of the chauffeured passenger van for regularly scheduled trips for Members/Residents.
 - 5.1.2.1. Passengers are required to use seat belts while in transit.
- 5.1.3. A snow removal services priority list of Members/Residents requiring regular life-sustaining medical treatment, such as chemotherapy, radiation or dialysis in or outside the home shall be approved by the Administrator in consultation with the President.
 - 5.1.3.1. All requests shall be accompanied by a doctor's note and be renewed annually.
 - 5.1.3.2. The priority list shall be maintained in the Administrator's office and will be confidential.
- 5.1.4. A limited number of tables may be borrowed by Members/Residents with the permission of the Administrator.
- 5.1.5. A coin operated photocopy machine shall be provided in the Clubhouse for the convenience of Members/Residents at a nominal cost per copy to be set by the Board of Trustees.

5.2. Restrictions

- 5.2.1. There shall be a one hundred dollar (\$100) fee to Property Owners who rent their Property.
 - 5.2.1.1. The fee shall cover administrative fees.
 - 5.2.1.2. The fee shall be charged each time the tenant changes.
 - 5.2.1.3. Recurring one year leases with the same tenant shall not be subject to the fee.
- 5.2.2. A Lessee who violates the By-Laws, the Policies, Rules and Regulations or the Architectural Regulations, shall be subject to the same procedures and penalties as a Member.
- 5.2.3. The Clubhouse shall be available for private parties.
- 5.2.4. Any group serving alcoholic drinks and charging admission at a Clubhouse affair shall obtain the required ABC License.
- 5.2.5. There shall be no distribution of materials, printed matter or solicitation by individuals or groups, political or otherwise, on the Common Properties of the Association, including the Clubhouse, without the prior written consent of the Board of Trustees, with the exception of those Owners soliciting signatures to run for a position on the Lions Head South Board of Trustees.
- 5.2.6. There shall be no circulation of petitions in the Clubhouse without the prior written consent of the Board of Trustees.
- 5.2.7. No furniture, equipment or material may be deposited on Association property without the approval of the Board of Trustees.
- 5.2.8. Members/Residents shall not originate complaints or discuss concerns with contract workers on site or interfere in any way with work being done.
- 5.2.9. Members/Residents shall refer lawn or sprinkler or snow removal complaints directly by telephone to maintenance contractors listed on the reverse side of the Monthly Calendar within the hours specified.
- 5.2.10. Members/Residents shall refer to the Administrator or Committee Chairperson concerns or complaints that a contractor failed to address or satisfy after several telephone calls.
- 5.2.11. Participation in recreational and social activities, events and trips shall be limited to Members/Residents and specifically invited guests.
- 5.2.12. Groups or clubs sponsoring activities or events within Lions Head South or trips outside Lions Head South shall not advertise these activities, events or trips via flyers or announcements outside Lions Head South without the written approval of the Board of Trustees.
- 5.2.13. There shall be no smoking of cigarettes, e-cigarettes, cigars or pipes permitted in any interior location of the Clubhouse.

- 5.2.14. Any Trustee who resigns from the Board of Trustees for reasons other than illness or emergency shall not be permitted to serve as a Trustee or Standing Committee member for the next two (2) calendar years effective 12/17/07.

5.3. Guest Privileges

- 5.3.1. A Guest age 18 and over shall be permitted to use the Clubhouse facilities when wearing a guest badge.
- 5.3.1.1. Children under age 18 shall be accompanied by a Member/Resident or by a Guest age 18 and over wearing a guest badge.
- 5.3.2. Children under age 18 shall be accompanied by a responsible adult on the bocce, tennis and shuffleboard courts and in the horseshoe pits.
- 5.3.2.1. Children age 12 and under shall not be permitted on the bocce courts.
- 5.3.3. All Members/Residents and Guests age 16 and over shall display numbered plastic badges for admission to the pool area.
- 5.3.3.1. Children under age 16 shall be accompanied by a responsible adult in the pool area.
- 5.3.3.2. Children under age 16 shall not be allowed in the pool area between 1:00 P.M. and 5:00 P.M.
- 5.3.3.3. Children under age of two (2) shall not be permitted in the pool at any time.
- 5.3.3.4. Children in diapers or not toilet trained shall not be permitted in the pool at any time.

5.4. Parking Regulations

- 5.4.1. Clubhouse Parking Lot
- 5.4.1.1. Shall be used for motor vehicles of Members, Residents or Guests attending activities originating from or on the Common Properties including the Clubhouse.
- 5.4.1.2. Marked spaces shall be used appropriately with NO PARKING at any time in the fire lanes.
- 5.4.1.3. Overnight guest parking shall require:
- 5.4.1.3.1. Permission from the Administrator.
- 5.4.1.3.2. Member/Resident shall complete and display Overnight Permission Form.
- 5.4.1.3.3. Guest shall complete Release Form.
- 5.4.1.4. Overnight parking shall require a separate application for each request.
- 5.4.1.5. Guest's recreational vehicles shall be limited to the south section as directed by the Administrator.
- 5.4.2. Recreational Parking Area (RV Lot)

- 5.4.2.1. Shall be limited to recreational vehicles, boats, trailers and vans.
- 5.4.2.2. Long-term overnight parking shall be limited to Owners, Residents and Lessees of Living Units in Lions Head South.
 - 5.4.2.2.1. Documentation of insurability and registration shall be in the name of the Owner, Resident or Lessee of Living Units in Lions Head South.
- 5.4.2.3. Use shall require the completion and filing of up to date:
 - 5.4.2.3.1. Recreational Vehicle Registration Form.
 - 5.4.2.3.2. Waiver of Liability Form.
- 5.4.2.4. Shall be limited to parking one (1) recreational vehicle or van and one (1) boat and/or trailer.
- 5.4.2.5. Spaces shall be numbered and assigned by the Administrator.
- 5.4.2.6. Spaces vacated shall be made known immediately to the Administrator by the former user.
- 5.4.2.7. Vehicles with commercial registration shall not park in the RV Lot.
- 5.4.2.8. Guest recreational vehicles, including boats with trailer, may be parked in the RV Lot for a maximum of two (2) weeks if space is available, subject to the approval of the Administrator.

6. PERSONNEL

6.1. Physical Examinations

- 6.1.1. New employees shall undergo a physical examination by a medical doctor as directed by the Board of Trustees.

6.2. Work Week/Payroll Period

- 6.2.1. The Work Week shall be from Monday through Friday of each calendar week.
- 6.2.2. The Payroll period shall be Sunday through Saturday of each calendar week.

6.3. Job Descriptions

- 6.3.1. Shall list job functions and responsibilities for each employee.
- 6.3.2. Shall be on file in the Administrator's office.
- 6.3.3. Shall be kept current and provided to each employee.

6.4. Paid Holidays

- 6.4.1. Shall include the following: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve (if it falls during the work week) and Christmas Day.
- 6.4.2. Shall be granted to employees on the on the previous Friday when the holiday falls on a Saturday.

- 6.4.3. Shall be granted to employees on the following Monday when the holiday falls on a Sunday.

6.5. Paid Emergency Days

- 6.5.1. Shall be declared when an emergency including, but not limited to severe weather conditions (snow, hurricane, flooding), fire, power failure, etc. prevents travel to work or access to the Clubhouse.
- 6.5.2. Shall be determined by a joint decision of the Administrator and Association President.

6.6. Paid Sick/Personal Days

- 6.6.1. At the conclusion of one year of service, employees shall be granted the equivalent of one (1) work week of regularly scheduled hours for sick/personal days, non-cumulative, per year.
 - 6.6.1.1. For employees hired on July 1, 2009 or thereafter; at the conclusion of two (2) years of service employees shall be granted three (3) days for sick/personal days non-cumulative per year.
- 6.6.2. At the conclusion of six (6) months of service, a maximum of three (3) days shall be granted upon the death of any member of their immediate family.
- 6.6.3. No more than one (1) allowable personal day may be taken during a calendar month.
- 6.6.4. No more than two (2) office employees may take a personal day at the same time.
- 6.6.5. No more than one (1) maintenance employee may take a personal day on a given day.
- 6.6.6. All personal days shall be granted with permission of the Administrator, or in the case of the Administrator, the President of the Association.
- 6.6.7. A log of time off shall be kept on a monthly basis and made available to the Association President and the Personnel Committee.

6.7. Paid Vacation

- 6.7.1. Shall be scheduled at the convenience of management, shall be taken in the year in which it is earned and is non-cumulative per year.
- 6.7.2. Time is equivalent time, i.e., if an employee works twenty (20) hours a week, the vacation time would be computed as twenty (20) hours of pay for that week.
- 6.7.3. One (1) week after the completion of one (1) year of service.
- 6.7.4. Two (2) weeks after the completion of three (3) years of service.
- 6.7.5. Three (3) weeks after the completion of ten (10) years of service.
 - 6.7.5.1. Three weeks shall not be taken together.
 - 6.7.5.2. Two (2) of these weeks may be taken together.
- 6.7.6. All requests for vacations shall be submitted by April 1 and shall be approved by both the Board President and the Administrator.

6.8. Compensatory Time

- 6.8.1. Shall be time off in lieu of wages paid.
- 6.8.2. Shall be granted on special occasions at the discretion of the Board of Trustees.
- 6.8.3. Shall not exceed one (1) week in accumulate time.
- 6.8.4. Shall be used in its entirety in the same year in which it is earned.

6.9. Reviews & Salaries

- 6.9.1. All new employees shall be subject to a ninety (90) day probationary period. The Administrator has up to ninety (90) days to review a new employee. Successful completion of the probationary period by a new employee shall lead to “Regular” employee status.
- 6.9.2. All employees shall be reviewed and evaluated by the Administrator each October, or more frequently as needed, except for the Administrator who shall be evaluated by the President.
 - 6.9.2.1. Copies of the written employee evaluations, maintained by the Administrator, shall be given to the Personnel Committee.
 - 6.9.2.2. Written documentation shall be kept for all employee performance.
 - 6.9.2.3. Input for the evaluations shall be sought from the Chairpersons of the Standing Committees by the Trustee Liaisons.
- 6.9.3. Salaries shall be awarded within the limits established by the Board of Trustees.

6.10. Jury Duty

- 6.10.1. Employees shall be excused for jury duty.
- 6.10.2. Employees on jury duty shall receive full pay up to a total of four (4) weeks. Beyond four (4) weeks, pay will be subject to the approval of the Board of Trustees.

6.11. Substance Abuse

- 6.11.1. Employees found on the job either under the influence of, or in possession of controlled dangerous substance(s) or alcohol shall be dismissed immediately.

6.12. Absences

- 6.12.1. The Administrator shall maintain a record of all employee absences, analyze same as to pattern and promptly report all abuses to the Personnel Committee and the Trustees.
 - 6.12.1.1. The employee shall be informed that he/she is expected to be on the job.
 - 6.12.1.2. The employee shall be notified in writing that if the absenteeism pattern continues over a three (3) month period, he/she shall be subject to dismissal.

6.12.2. Unscheduled absences shall be reported to the Administrator by the beginning of the work day.

6.12.2.1. Failure to report such absences may result in no pay for the day and may lead to dismissal.

6.13. Absences Without Pay

6.13.1. An employee may take days without pay for a maximum of two (2) weeks only with the approval of the Administrator and the Board President.

6.13.1.1. The Administrator shall obtain the President's approval to take days off without pay.

6.13.2. An employee may be granted a leave of absence without pay with the approval of the Administrator and the Board President.

6.13.2.1. The employee shall be informed that it may be necessary to replace him/her if the workload and/or circumstances necessitate such an action.

6.13.2.2. An Administrator's request for a leave of absence shall be reviewed by the Personnel Committee and approved by the Board of Trustees.

6.14. Employee Awards

6.14.1. On the anniversary date, employee shall be granted service awards as follows:

5 years of service - \$ 50
10 years of service - \$100
15 years of service - \$150
20 years of service - \$200
25 years of service - \$250

6.14.2. If approved by the Board of Trustees, the employees shall be granted annual awards.

7. CONTRIBUTIONS & DONATIONS

7.1. Individual, Organizations, Member and Residents Donating to the Association:

7.1.1. Shall submit donation proposals in writing to the Board of Trustees and include the disposition of any replaced items for approval by the Board of Trustees.

7.1.2. Shall submit actual cost data or equivalent present day value and/or submit negotiated funds to the Board of Trustees.

7.1.3. Shall acknowledge that gifts and donations become the property of the Association.

7.2. Board of Trustees

7.2.1. Shall acknowledge receipt of donated funds.

7.2.1.1. Shall arrange for any contribution to be reflected as income on the Association books.

- 7.2.2. Shall verify that items donated to the Association are in good condition before accepting them.
- 7.2.3. Shall maintain a record of all items to prove value to the insurance carrier if a loss should occur.

7.3. Charitable Organizations

- 7.3.1. The Board of Trustees, as representatives of the Lions Head South Association, shall not make donations to charitable organizations, with the exception of the Brick Township Volunteer First Aid Squad.

7.4. Fund Raising

- 7.4.1. Organizations within the Lions Head South Community may conduct a once-a-year “Sale Activity” in the Clubhouse but shall have no external advertising.
- 7.4.2. Organizations within the Lions Head South Community may conduct fund raisers in the Clubhouse, but shall have no external advertising.
- 7.4.3. Written proposals shall be submitted to the Board of Trustees for approval.

8. TRIMMING OF VEGETATION

8.1. Trimming of Vegetation on Common Property

- 8.1.1. Common Property shall include all land owned by Lions Head South Association.

- 8.1.1.1. Bordering homes on the perimeter of the Community.

- 8.1.1.2. Located to the rear or side boundaries of:

- 8.1.1.2.1. #4 to #14 Abbey Road

- 8.1.1.2.2. #4 to #8 Floral Drive

- 8.1.1.2.3. #114 to #124 Lauren Lane North

- 8.1.1.2.4. #6 to #14 Lauren Lane South

- 8.1.1.2.5. #9 to #23, #70 to #72, and #163 to #171 Lions Head Boulevard South.

- 8.1.1.2.6. #4 to #6 Marta Court

- 8.1.1.2.7. #70 to #78 Meadowbrook Road

- 8.1.1.2.8. #2 to #32 and #9 to #23 Tennis Court

- 8.1.1.2.9. #6 to #36 Yorkwood Drive

- 8.1.1.2.10. Rear of 102, 103 and 104 Yorkwood Drive.

- 8.1.2. Shall be the responsibility of the Association, if, in the opinion of the Buildings and Grounds Committee, vegetation in the Common Property encroaches onto the lawn area, interfering with lawn maintenance.

- 8.1.2.1. If a Unit Owner requests that the Association trim vegetation in the Common Property, the Association shall assign a representative to inspect the area.

- 8.1.2.2. If the Association representative determines that the vegetation interferes with lawn maintenance, the Association shall be responsible for performing the trimming at no charge to the Unit Owner.

8.2. Trimming of Vegetation in the Green Areas

- 8.2.1. Green Areas shall include those sections of property to the rear or side boundaries owned by the Unit Owner and containing trees and/or other vegetation that were preserved and/or planted by the developer.

- 8.2.1.1. Green Areas shall be left in a natural state.
- 8.2.1.2. Trimming shall be the responsibility of the Unit Owner, if in the opinion of the Association, vegetation in the Green Area encroaches onto the lawn area, interfering with lawn maintenance.
- 8.2.1.3. The Association shall advise the Unit Owner in writing to perform the trimming of the referenced interfering vegetation.
- 8.2.1.4. If the Unit Owner fails to perform the necessary trimming within thirty (30) days of the written notification to do such work:
 - 8.2.1.4.1. The Association shall trim the referenced vegetation at the expense of the Unit Owner.
 - 8.2.1.4.2. The cost to trim the vegetation shall be billed to the Unit Owner.

C. RULES & REGULATIONS OF THE LIONS HEAD SOUTH ASSOCIATION

1. BOARD OF TRUSTEES

1.1. Functions

- 1.1.1. To govern the affairs of the Association in accordance with the Articles of Incorporation, Declaration of Covenants and Restrictions, the By-Laws, the Policies, Rules & Regulations and the Architectural Regulations.

1.2. Capital Improvement Projects

- 1.1.2. Shall, when approved by the Board of Trustees, be binding on subsequent Boards of Trustees to complete all Capital Improvement projects within a reasonable time frame.

1.3. Caucus

- 1.3.1. Shall be called in December by all Trustees-elect and Trustees whose terms continue into the following year in order to select for the following year:
 - 1.3.1.1. Trustee Officers
 - 1.3.1.2. Standing Committee Chairpersons

1.4. Meetings

- 1.4.1. Shall be conducted according to Robert's Rules of Orders, Newly Revised.

- 1.4.2. The Trustees shall vote for Officers of the Board of Trustees and confirm Standing Committee chairpersons on the first Monday of the New Year, or if a holiday, the next day.
- 1.4.3. The Trustees shall schedule a minimum of one (1) meeting a month.
- 1.4.4. Association Meetings for Members shall be held in February, April, June, August, October and December.
 - 1.4.4.1. The December meeting shall be designated the Annual Association Meeting and shall include a presentation of the Annual Operating Budget for the following year.
- 1.4.5. An Agenda for each meeting shall be posted on the bulletin board by the morning of the business day before the scheduled meeting.
- 1.4.6. Trustees and Association meetings shall be open to Members/Residents.
- 1.4.7. A special Trustees meeting or a portion of a Trustees meeting shall be declared closed immediately prior to discussions of or deliberations on:
 - 1.4.7.1. Legal matters,
 - 1.4.7.2. Personnel matters,
 - 1.4.7.3. Terms and conditions of employment,
 - 1.4.7.4. Matters relating to individual privacy, and/or
 - 1.4.7.5. Hearing for Members/Residents charged with violations.

1.5. Proxy Votes

- 1.5.1. Shall be permitted only at Association meetings and only when the voting is conducted at a meeting.
- 1.5.2. Shall be valid only for the advertised meeting or when that meeting is adjourned due to lack of a quorum.
- 1.5.3. Forms shall be available in the Administrator's office when proxy voting is permitted.
- 1.5.4. Forms shall be allocated one (1) per Living Unit and signed by all Members of the Association owning that Living Unit.
- 1.5.5. The filing deadline shall be the day of the meeting at which time the vote is to take place.
- 1.5.6. Shall be revocable by the personal appearance of one of the Unit Owners at the meeting.

1.6. Minutes

- 1.6.1. Shall be approved by vote at a subsequent Trustees meeting. Only those who attended the referenced meeting may vote. If an insufficient number is present, only then may a

member who did not attend the referenced meeting vote after certifying in writing that he/she has listened to the audio tapes of the entire meeting.

1.6.2. Approved minutes of all open Trustees meetings shall be posted on the Clubhouse bulletin board.

1.6.3. Approved minutes of all open Trustees meetings shall be available for inspection in the Administrator's office.

1.7. Audio Recording of Trustee Meetings

1.7.1. Open Meetings

1.7.1.1. Shall be recorded only by the Administrator or the Assistant to the Administrator.

1.7.1.2. Copying of audio recordings shall not be permitted.

1.7.1.3. Recordings shall be retained for five years the Administrator.

1.7.2. Special or Closed Meetings

1.7.2.1. Shall be recorded only by the Board Secretary with a majority approval of the Board of Trustees.

1.7.2.2. Copying of audio recordings shall not be permitted.

1.7.2.3. Recordings shall be erased by the Board Secretary after the minutes have been approved.

1.7.3. Association Meetings

1.7.3.1. Shall be recorded only by the Board Secretary as needed.

1.7.3.2. Tapes shall be erased by the Board Secretary after the minutes have been approved.

1.8. Association Records

1.8.1. Those records deemed necessary to be retained for seven (7) years from the date of receipt and those records to be retained permanently shall be catalogued, filed and maintained in the Administrator's office.

1.9. Trustee Liaison

1.9.1. Shall be appointed by the President to each Standing Committee (Honoring Trustee requests for assignment where possible).

1.9.2. Shall attend monthly Standing Committee meetings or seek coverage by another Trustee.

1.9.3. Shall verify that the Committee operates within its approved budget.

1.9.4. Shall not vote on any Committee motion.

1.9.5. Shall provide assistance and guidance to the Committee.

- 1.9.6. Shall act as a conduit between the Committee and the Board of Trustees for approval of non-budgeted items or services exceeding one hundred dollars (\$100).
- 1.9.7. Shall forward suggestions and complaints from Members/Residents to the respective Standing Committee.
- 1.9.8. Shall serve as Acting Chairperson of the Standing Committee when the Committee Chairperson has not been appointed by the Board of Trustees.

1.10. Appointments

- 1.10.1. Sign-up sheets shall be posted on November 1st in the main office for Members/Residents who wish to serve on Standing Committees for the coming year.
- 1.10.2. The newly elected Board of Trustees and the Trustees whose terms continue to the following year shall select all Standing Committee Chairpersons for the new year in December and confirm them on the first Monday of the new year, or if a holiday, the next day.
 - 1.10.2.1. The Trustees shall meet with all Standing Committee Chairpersons immediately after the first of the year to review applicable “Policies, Rules and Regulations” and alert them to any changes.
- 1.10.3. The Trustees shall appoint a Sergeant-at-Arms and an Assistant Sergeant-at-Arms each year to keep order and to assist at Association and Activities Coordinating Council meetings, ballot tallying and any other events as directed by the Board of Trustees.
- 1.10.4. The Trustees shall appoint the Association Treasurer/Trustee as a Trustee Liaison to the Finance & Insurance Committee, or if the Treasurer is not a Trustee, then he/she shall be appointed an ex-officio member of that Committee.

1.11. Personal Expenses

- 1.11.1. Shall be reimbursed when submitted by a written voucher including supporting detail with receipt(s) from the Trustee certified to be true and accurate to the best of his/her knowledge.

1.12. Contracts with Vendors & Contractors

- 1.12.1. Shall be read at a Board of Trustees meeting before signing. Changes in format shall be reviewed by the Association’s attorney.
- 1.12.2. Shall not require a review by the Association’s attorney if the standard maintenance contract has changes only in details, such as the number of lawn cuttings, the type and time for the application of fertilizers or weed control or the improvement of wording.
- 1.12.3. Change orders in contract shall be negotiated by the Administrator, appropriate Trustee liaison and Committee Chairperson with the contractor before approval by the Board of Trustees.

- 1.12.4. Work shall not begin on any project or maintenance until both the Association President or designee and contractor representatives have signed the contract.

1.13. Legal Committee

- 1.13.1. Shall be composed of a minimum of two (2) Trustees and the Administrator.
- 1.13.2. Shall make an annual recommendation to the Board of Trustees for a legal firm to represent the Association.
- 1.13.3. Shall schedule legal representation as required for Trustees and Association meetings.
- 1.13.4. Shall consider legal representation for matters affecting the Association and make recommendation to the Board of Trustees.
- 1.13.5. Shall make periodic reports to the Board of Trustees on all cases under litigation.
- 1.13.6. Shall make recommendations to the Board of Trustees for applying liens on Properties of Members who are in violation of the Covenants, By-Laws, Policies, Rules and Regulations and/or Architectural Regulations.
- 1.13.7. Shall present court testimony on behalf of the Association.

1.14. Personnel Committee

- 1.14.1. Shall be composed of a minimum of three (3) Trustees.
- 1.14.2. Shall be responsible for interviewing all prospective employees and shall make recommendation for employment to the Board of Trustees.
- 1.14.3. Shall prepare and maintain current job descriptions for all employees.
- 1.14.4. Shall maintain and keep current Board Policies and Rules and Regulations referring to personnel practices.
- 1.14.5. Shall make salary recommendations to the Board of Trustees.
- 1.14.6. Shall assist the Administrator and Board President on matters concerning employees.
- 1.14.7. Shall review employee evaluation records prior to determining salary increases.

1.15. Violations Committee

- 1.15.1. Shall consist of the entire Board of Trustees.
- 1.15.2. Shall conduct a hearing if requested by any Member/Resident who is charged with a violation.
 - 1.15.2.1. A Member/Resident may have one other person present.
 - 1.15.2.2. Members of the Architectural Committee shall be invited to attend a hearing on an Architectural violation.

1.15.3. Shall review and act upon violation of the Covenants, By-Laws, Policies, Rules and Regulations and/or Architectural Regulations.

1.15.3.1. Each Member/Resident charged with a violation shall be given the option to appear before the Board.

1.15.4. Shall meet in closed session following a hearing to determine action.

1.15.5. Shall notify alleged violator of any action taken by the Board.

1.15.6. Shall establish and publish fees and penalties annually.

1.15.7. Shall allow thirty (30) days for a Member/Resident to correct a violation before the imposition of a fine.

1.15.7.1. Fines shall not exceed the sum of ten dollars (\$10) a day plus the prevailing rate of interest for a maximum on one hundred (100) days.

1.15.8. Shall refer any Member/Resident who fails to correct a violation in a specified time to the Association's attorney for legal action.

1.16. Trustees Newsletter

1.16.1. Shall be published periodically by the Trustees to inform the Members/Residents of recent news and Board actions.

1.16.2. Shall contain a financial statement and include summary pages from the annual audit report.

1.17. Member/Resident Directory

1.17.1. Shall be published annually and shall contain the following information:

1.17.1.1. Name of Member/Resident

1.17.1.2. Address

1.17.1.3. Telephone Number

1.17.1.4. Street Address Listing

1.17.1.5. Association Telephone Numbers

1.17.1.6. Listing of Committee Chairpersons and Telephone Numbers

1.18. Table of Organization

1.18.1. Shall be updated when deemed necessary, as a chart showing the accountability and information flow for each Trustee, employee, committee or club in Lions Head South.

1.19. Awards

1.19.1. The Board of Trustees shall appropriately honor any Standing Committee Chairperson who has served a minimum of one (1) year.

1.19.2. The Board of Trustees may honor a Member/Resident who has made a significant contribution to the Association.

1.19.3. The Board of Trustees shall honor a Trustee at the completion of his/her service with:

1.19.3.1. An appropriate gift certificate.

1.19.3.2. Plaque attachment added to the Association plaque in the Clubhouse with his/her name and dates of service.

1.20. Political or Controversial Issues

1.20.1. The Board of Trustees shall not take a stand on political or controversial issues, which shall include, but not be limited to:

1.20.1.1. Candidates for political office on any government level.

1.20.1.2. Candidates for the Board of Education.

1.20.1.3. Forms of local government.

1.20.1.4. Referenda not specifically applicable to Lions Head South.

1.20.2. The Board of Trustees may lobby government representatives on matters affecting Members or Properties of Lions Head South.

1.20.3. Individual Members of the Board of Trustees may express opinions on any matter, but they shall not speak or act on behalf of the Board of Trustees or the Association, unless so directed by the Board of Trustees.

1.20.4. The Board of Trustees may permit or sponsor candidate forums or forums on controversial issues provided that all candidates are invited and all sides of a controversial issue are presented by proponents of each side.

1.21. The Combined Travel Committee

1.21.1. Shall consist of one representative each from the Lionettes, the Men's Club, the Singles Club, the Lions Head Country Club, Social Committee, Association Travel Committee and any other committee approved by the Board of Trustees.

1.21.2. Shall meet once a month to coordinate travel plans for each group, resolve conflicts and establish the need for referral of all trips to the Board of Trustees for approval. All proposed trips shall first be cleared with the Activities Coordinator as to available dates, with consideration to similarity and nearness of other trips already on the calendar.

1.21.2.1. The date and time of each monthly meeting shall be set at the first meeting.

1.21.3. Shall be chaired by the Chairperson of the Association Travel Committee.

1.21.4. Shall forward the minutes of the Combined Travel Committee to the Board of Trustees each month.

- 1.21.5. Shall be attended by the Chairperson of the Activities Coordinating Council or his/her designee, who shall ensure that each club which sponsors trips/cruises is represented at the meeting, and shall mediate conflicts. The clubs shall be responsible for having a representative at each meeting.
- 1.21.6. Conflicts which cannot be resolved at the Combined Travel Committee Meeting shall be referred to the Board of Trustees for resolution.
- 1.21.7. Shall hold a meeting before October 1st each year to formalize a list of proposed trips to be offered by the Clubs, Committees and the Association Travel Committee for the following year.
 - 1.21.7.1. The list shall include trips already posted.
 - 1.21.7.2. Shall make an effort to resolve conflicts in dates.
 - 1.21.7.3. No club or committee shall have priority in date selections.
 - 1.21.7.4. The clubs, committees and Association Travel Committee, shall be limited to two (2) multi-day trips per year, unless approved by the ACC Executive Board.
 - 1.21.7.5. Trips that are listed but subsequently cancelled shall not be replaced by a different trip until the new trip is presented to and approved by the Combined Travel Committee.
- 1.21.8. Multi-day trips for the following year which require advance reservations may be posted prior to October 1st, provided that the proposed trip has been reviewed by the Combined Travel Committee and approved by the Board of Trustees.
- 1.21.9. The list of proposed trips for the following year shall be approved by the Board of Trustees before scheduling or posting.
 - 1.21.9.1. The list shall not preclude committee members from scheduling additional one-day trips providing same are cleared with Activities Coordinator and approved by the Combined Travel Committee.
- 1.21.10. Sponsors of all Lions Head South trips/cruises shall restrict the sign up for all trips/cruises to Lions Head South residents for the first two weeks after posting. Thereafter, the trips/cruises may be open to invited guests from outside Lions Head South. The exception shall be for Lions Head South single travelers who shall be permitted to have one (1) guest accompany them on trips/cruises.
- 1.21.11. The Association Travel Committee and clubs shall obtain the appropriate certificates of insurance for each bus company used for trips and submit them to the Administrator.
- 1.21.12. Tour vendors of multi-day trips (cruises, etc.) shall provide cancellation clauses in their contracts and shall make optional insurance available.
- 1.21.13. Refunds of deposits, ticket purchases, etc., shall not be made after final payment is made to the tour operator, except for extenuating circumstances such as death in the immediate family, hospitalization of the ticket holder or his/her spouse or serious

illness restricting travel. Decision for making the refund shall be the responsibility of the group sponsoring the trip.

1.22. Reporting by Association Committees to Board of Trustees

- 1.22.1. All clubs and committees not having their own checking accounts shall provide during the year event reports of their income, expenses and profits to the ACC Executive Board.

2. STANDING COMMITTEES

2.1. Function

- 2.1.1. Responsible for Association tasks assigned by the Board of Trustees.

2.2. Chairperson

- 2.2.1. Shall conduct monthly committee meetings in the Clubhouse.
- 2.2.2. Shall not conduct committee meeting during Board of Trustees meetings.
- 2.2.3. Shall prepare an agenda for each meeting.
- 2.2.4. Shall forward copies of the minutes of its meeting(s) to the Board of Trustees and Administrator.
- 2.2.5. Shall attend, or have a designee attend a monthly Board of Trustees meeting to discuss items needing Board approval, additional information of interest subsequent to that published in the minutes, and to respond to questions by the Board.
- 2.2.6. Shall be a member in good standing.
 - 2.2.6.1. The Vice Chairperson shall be a member in good standing.
- 2.2.7. Shall dismiss, with cause, a member of the committee, after approval from the Board of Trustees.
- 2.2.8. Shall be subject to dismissal, with cause, with a majority vote from the committee members, pending approval from the Board of Trustees. Any Board Member with a familial connection to said Chairperson shall recuse himself/herself from this decision.

2.3. Committee

- 2.3.1. Shall be responsible directly to the Board of Trustees for its actions and decisions.
- 2.3.2. Shall suggest to the Board of Trustees changes in Policies, Rules and Regulations.
- 2.3.3. Shall submit an annual budget request to the Finance and Insurance Committee at budget preparation time.
- 2.3.4. Shall operate within its approved budget.

- 2.3.5. Shall be permitted to expend monies allocated for specific items and/or services within its budget without additional Board approval.
- 2.3.6. Shall submit a voucher with receipts attached for all purchases and shall obtain Trustee Liaison approval.
- 2.3.7. Shall request Board of Trustees' approval for non-budgeted purchases of equipment and material over one hundred dollars (\$100).

3. ACTIVITIES COORDINATING COUNCIL

3.1. Function

- 3.1.1. To serve as an advisory, coordinating, planning and, when necessary, an arbitrating body for all the social, recreational, cultural, and educational committees, clubs and organizations of the Association.

3.2. Meetings

- 3.2.1. Shall conduct bimonthly Board meeting in February, April, June, August, October and December with reports from the Financial Secretary and every committee, club and organization within the Activities Coordinating Council.
- 3.2.2. Shall have in attendance representatives from every committee, club or organization within the Table of Organization reporting to the Council.
 - 3.2.2.1. Any committee missing representation at the meeting for three (3) consecutive months shall be counseled by the officers as to the importance of participation, and if ineffective, both shall meet with representatives of the Board of Trustees to resolve the problem.
- 3.2.3. Shall be conducted bimonthly for Members/Residents in January, March, May, July, September and November.
- 3.2.4. Copies of minutes shall be forwarded to the Activities Coordinator, the Clubhouse Chairperson and the Chairperson/President of all associate committees, clubs and organizations.

3.3. Council

- 3.3.1. Shall include as Members:
 - 3.3.1.1. Chairperson, Vice-Chairperson, Secretary and Financial Secretary.
 - 3.3.1.2. Chairpersons of the various social, recreational, cultural and educational committees approved by the Board of Trustees.
 - 3.3.1.3. An officer from each club and organization approved by the Board of Trustees.
- 3.3.2. Shall coordinate in cooperation with the Activities Coordinator and the Clubhouse Committee, all social, recreational, cultural and educational programs and activities of

the Association in order to make the most equitable and practical use of the Common Facilities.

- 3.3.3. Shall review and evaluate the social, recreational, cultural and educational programs and activities based on Member/Resident response or degree of interest and practicality, and recommend changes to the Board of Trustees.
- 3.3.4. Shall promote cooperation, unity, and cohesiveness among the social, recreational, cultural and educational committees, clubs and organizations of the Association.
- 3.3.5. Shall encourage and facilitate the exchange of information, i.e., plans, objectives and activities between the social, recreational, cultural and educational committees, clubs and organizations of the Association.
- 3.3.6. Shall assist the social, recreational, cultural and educational committees, clubs and organizations in establishing their rules, regulations, policies and procedures.
- 3.3.7. Officers shall recommend the Chairpersons of the social, recreational, cultural and educational committees of the Association and shall submit these names by the middle of December of each year to the Board of Trustees for approval.
- 3.3.8. Shall seek approval from the Activities Coordinator and the Board of Trustees for requests by organizations to use the Common Facilities for meeting or fund raisers.
- 3.3.9. Shall arbitrate differences and conflicts whenever they arise in the planning, scheduling and financing of the various social, recreational, cultural and educational programs.
- 3.3.10. Shall forward suggestions of specific items that may benefit the Association to the Board of Trustees.

3.4. Fund Accountability

- 3.4.1. The Board of Trustees shall authorize the Council to decide upon and initiate expenditures in accordance with Board policy. The Council shall report to the Board of Trustees as changes occur.
- 3.4.2. Expenditures shall be coordinated with the Association Treasurer and be deposited in member banks of good standing subject to FDIC regulations.
- 3.4.3. Expenditures shall have any two (2) or four (4) designated cosigners:
 - 3.4.3.1. President of the Council
 - 3.4.3.2. Council Financial Secretary
 - 3.4.3.3. Association Treasurer
 - 3.4.3.4. Association President
- 3.4.4. The Council shall forward copies of its monthly financial statement to the Board of Trustees, the Administrator and the Treasurer including:
 - 3.4.4.1. Interest earned from bank accounts.

- 3.4.4.2. Donations to the Brick First-Aid Squad.
- 3.4.5. Financial accounts shall be audited yearly by three (3) or more members of the Finance Committee with the audits forwarded to the Board of Trustees.
- 3.4.6. All clubs and organizations with their own treasuries and/or bank accounts shall provide financial reports to the Association Treasurer at least quarterly.
 - 3.4.6.1. All clubs and organizations with their own treasuries and/or bank accounts shall have their financial accounts audited by two (2) or more members of the Finance Committee at the end of each fiscal year. Copies of these financial reports and audits shall be provided to the Board of Trustees.
- 3.4.7. The Council shall ensure that net profits from activities of any of its committees, except groups with their own treasuries, be channeled through the Activities Coordinating Council to the Association to fund – or to partially fund – special Association social events to which all Association members are invited. Such expenditures shall be approved by the Board of Trustees. The balance of net profits shall be channeled from the Activities Coordinating Council to the Association for deposit in the Capital Improvement Account.

4. ARCHITECTURAL COMMITTEE

4.1. Functions

- 4.1.1. To ensure compliance with the Architectural Regulations.

4.2. Committee

- 4.2.1. May recommend to the Board of Trustees additions to and changes in the Architectural Regulations provided that they conform to the Brick Township Municipal Ordinances and all applicable law.
- 4.2.2. Shall review monthly all applications for changes or additions to the exterior of Living Units or Properties according to the procedures in the Architectural Regulations.
- 4.2.3. Shall notify Members of decisions on applications.
- 4.2.4. Shall conduct an annual spring walk-through for exterior inspection of all Properties and Common Grounds.
- 4.2.5. Shall make on-site investigations of reported violations on any Property.
- 4.2.6. Shall require any Member/Resident, via a violations notice, phone call or personal contact, to correct any violation with thirty (30) days.
- 4.2.7. Shall conduct another inspection of the cited property following the thirty (30) day violation correction period.

- 4.2.8. Shall refer the violation, when not corrected within thirty (30) days, to the Board of Trustees for further action.

5. BUILDINGS & GROUNDS COMMITTEE

5.1. Function

- 5.1.1. To carry out such duties as may be required regarding exterior maintenance of the Common Properties and Facilities, except the outdoor recreational facilities.

5.2. Committee

- 5.2.1. Shall review contracts and recommend contractors annually for the maintenance of the Living Units and Common Facilities as follows:
 - 5.2.1.1. Lawn maintenance; i.e., scheduled grass cutting, lawn treatment and lawn sprinkler operations.
 - 5.2.1.2. Painting of the exterior trim on all Living Units and the painting of the Common Facilities.
 - 5.2.1.3. Snow removal from walks leading to the living units, the driveways, the sidewalks (unless conditions render it impossible), and the Clubhouse parking lot when the depth of the snow is three (3) or more inches.
 - 5.2.1.4. Residents shall be responsible for ice on the driveways and walks.
- 5.2.2. Shall seek bids from at least three (3) contractors and make recommendations to the Board of Trustees for all major work except for subcontracted work by contractors under the umbrella of an annual contract. The recommended bidder need not be the lowest bidder.
- 5.2.3. Shall periodically inspect the Common Grounds and recommend additions of, and/or removal of trees and shrubs.
- 5.2.4. Shall assist the Administrator in the supervision of all exterior contracted work in progress.

5.3. The Garden Club

- 5.3.1. Shall be responsible directly to the Buildings and Grounds Committee.
- 5.3.2. Shall operate within its approved budget.
- 5.3.3. Shall submit an annual budget to the Buildings and Grounds Chairperson prior to budget preparation time.
- 5.3.4. Shall be responsible for the planting of flowers in the Common Grounds, including the following areas: pool, clubhouse, entrances and RV.
- 5.3.5. Shall plan and provide seasonal exterior decorations at the Clubhouse entrance.

6. BY-LAWS COMMITTEE

6.1. Function

- 6.1.1. To periodically review the Association By-Laws and recommend changes to the Board of Trustees for its approval followed by a vote of the Members.

6.2. Committee

- 6.2.1. Shall seek input from Association Members.
- 6.2.2. Shall receive final approval from the Board of Trustees.
- 6.2.3. Shall be responsible for holding a hearing for Members on proposed By-Laws revisions.
- 6.2.4. Shall be responsible for mailing ballots to the Members.
- 6.2.5. Shall be responsible for tallying the voting results following the deadline for ballot returns and forwarding the results to the Administrator.
- 6.2.6. Shall notify the Members in writing of the voting results.
- 6.2.7. Shall develop methods for the dissemination of the By-Laws revisions to the Members.

7. CLUBHOUSE COMMITTEE

7.1. Function

- 7.1.1. To assume the responsibility, in cooperation with the Administrator and the Activities Coordinator, of assisting the Board of Trustees in the management and operation of the Clubhouse and its interior facilities.

7.2. Committee

- 7.2.1. Shall forward copies of the minutes of its monthly meeting to the Activities Coordinating Council and the Activities Coordinator.
- 7.2.2. Shall periodically check the Clubhouse for any necessary repairs or unsafe conditions to be brought to the attention of the Administrator.
- 7.2.3. Shall seek bids from at least three (3) contractors and make recommendations to the Board of Trustees for all major work.
- 7.2.4. Shall assist the Administrator in the supervision of all contracted interior work in progress.
- 7.2.5. Shall develop and conspicuously post rules and regulations governing the use of the Clubhouse areas as approved by the Board of Trustees.

- 7.2.6. Shall request that any outside club or organization using the Clubhouse furnish a Certificate of Liability Insurance which shall be forwarded to the Administrator.
- 7.2.7. Shall coordinate efforts with the Security Committee in providing security for the Clubhouse.
- 7.2.8. Shall assist the Activities Coordinator in reserving space for all large group meetings or activities within the Clubhouse.
- 7.2.9. Shall, in cooperation with the representatives of the Activities Coordinating Council, be responsible for decorating the Clubhouse for the Holiday Season in December and hosting the Open House.
- 7.2.10. Shall monitor, with the approval of the committee chairperson or club president responsible for a particular bulletin board, all articles or announcements placed on all Clubhouse bulletin boards. Articles or announcements of interest to Members/Residents shall be permitted.
- 7.2.11. Shall acknowledge, under direction of the Activities Coordinator, that special activities for the good of the entire community (Health Fairs, Shows, Parties, etc.) take preference over other activities only when necessary.
- 7.2.12. Shall enter special activities on the Community Calendar, including time for setting up or decorating, and shall post signs announcing the closing of rooms to be used.

8. COMMUNITY AWARENESS COMMITTEE

8.1. Function

- 8.1.1. To serve as an information gathering and reporting committee whose primary purpose is to keep Members/Residents informed about issues and activities outside the Lions Head South community which may be of concern and/or interest to Members/Residents.

8.2. Committee

- 8.2.1. Shall have representatives attend selected meetings in Brick Township and other areas and report to the Committee and, if appropriate, to the Board of Trustees and Members.
- 8.2.2. Shall be non-partisan.
- 8.2.3. Shall not formulate policy or present recommendations to any government agency on behalf of the Lions Head South Association without the prior approval of the Board of Trustees. Committee Members may express their personal opinions at public meetings.
- 8.2.4. Shall host forums, as deemed necessary, to inform Members/Residents on issues of concern outside of Lions Head South.

- 8.2.5. Shall conduct Candidates Night as deemed necessary for pending local, county and state elections.

8.3. Candidates Night

- 8.3.1. The Chairperson shall introduce the Moderator and Timekeeper.
- 8.3.2. The Moderator shall introduce candidates by name only, control their timed statements and their responses to questions from the audience.
- 8.3.3. The Timekeeper shall notify Candidates of their remaining allocated time and when to end their presentation.
- 8.3.4. The Moderator shall be fair and impartial by assuming a neutral position with regard to the Candidates and any issues raised by the Candidates or the audience.
- 8.3.5. Candidates shall be invited to prepare and make an opening statement.
 - 8.3.5.1. In the absence of a Candidate, an individual of his/her choice may present the Candidate's opening statement, but shall not participate thereafter.
- 8.3.6. Candidates shall be asked to respond to questions from the audience.
 - 8.3.6.1. Questions only from the Lions Head South community shall be permitted.
 - 8.3.6.2. No statements from the audience or discussion with a Candidate shall be allowed.
 - 8.3.6.3. Answers to questions shall be limited to a preset time limit for each Candidate.
 - 8.3.6.4. Rebuttals, limited to one (1) minute, may be allowed at the discretion of the Moderator.
- 8.3.7. Closing remarks shall be limited to a preset time limit for each Candidate in reverse order from their opening statement presentations.

9. FINANCE & INSURANCE COMMITTEE

9.1. Function

- 9.1.1. To ensure that the financial records of the Lions Head South Association are properly maintained and audited annually by a Certified Public Accountant.
- 9.1.2. To act in an advisory capacity to the Board of Trustees with respect to the Association's insurance and investment programs.

9.2. Committee

- 9.2.1. Shall, in cooperation with the Treasurer, the Administrator and the Board of Trustees, assist in the preparation of a proposed Annual Operating Budget, and submit it to the Board of Trustees by November 1st of each year.

- 9.2.2. Shall, in joint session with select committee chairpersons, review the proposed Annual Operating Budget with the Board of Trustees.
- 9.2.3. Shall assist in the presentation of the Operating Budget at the Association meeting each year in December.
- 9.2.4. Shall conduct an annual review of the Association's insurance coverage and make recommendations to the Board of Trustees with respect to the adequacy of such coverage.
- 9.2.5. Shall assist, as required, the Administrator in soliciting a quotation for the Association's insurance coverage from a qualified insurance broker prior to the final recommendation to the Board of Trustees for approval.
- 9.2.6. Shall periodically review the Association's investment policies and as deemed necessary, recommend any appropriate changes to the Board of Trustees.
- 9.2.7. Shall decide upon and initiate Certificates of Deposit, and any other approved investments in accordance with Board policy and submit a formal investment report to the Board of Trustees as changes occur.
- 9.2.8. Shall ensure that there is an annual audit of the financial books and records of the Association by a Certified Public Accountant and, at the completion of the audit, ensure that the books of the Association reflect the adjustments necessary to agree with the certified financial statements.
- 9.2.9. The results of said audit shall be directed to the President of the Board of Trustees.
- 9.2.10. Shall report any infractions of accounting or violations of financial policy directly to the Board of Trustees.
- 9.2.11. Shall include the Association Treasurer/Trustee as a Trustee Liaison, or if the Treasurer is not a Trustee, then he/she shall be an ex-officio Member of the Committee.
- 9.2.12. Shall maintain a Capital Replacement Schedule, Capital Replacement Cash Flow Analysis, Maintenance Schedule, Fixed Asset Fund Schedule and Inventory of all Assets.
- 9.2.13. Shall alert the responsible Standing Committees of updates and/or changes in the Capital Replacement Schedule, Maintenance Schedule, Fixed Asset Fund Schedule and Inventory of Assets.
- 9.2.14. Shall recommend to the Board of Trustees fund allocations to the Capital Replacement Fund and the Fixed Asset Fund as line items in the Operating Budget.
- 9.2.15. Shall audit at the end of each fiscal year the financial accounts of the Activities Coordinating Council and all clubs and organizations with their own treasuries and/or bank accounts.

10. NOMINATING COMMITTEE

10.1. Function

- 10.1.1. To seek qualified Candidates for vacancies on the Board of Trustees.
- 10.1.2. To provide ballots to the Members and supervise the election for Trustees.

10.2. Committee

- 10.2.1. Shall have a minimum of five (5) Association Members who shall, wherever possible, represent all geographical areas of Lions Head South.
- 10.2.2. Before becoming a candidate for the Board of Trustees, a member of the Nominating Committee shall resign from the Committee.

10.3. Candidates for Board of Trustees

- 10.3.1. Shall be the legal Owner (name on deed) of a Living Unit in Lions Head South.
- 10.3.2. Shall be Member of the association in good standing.
- 10.3.3. Shall be in residence nine (9) months of the year.
- 10.3.4. Members of the same household shall not serve concurrently as a Trustee.
- 10.3.5. Shall be provided with a Trustee Candidate Packet.

10.4. Pre-Election Procedures

- 10.4.1. The Trustee Candidate Packet shall be available in the Administrator's office.
- 10.4.2. Upon receipt of a candidate's packet for the position of Trustee, the committee shall, at its next regularly scheduled meeting, interview the candidate.
 - 10.4.2.1. The Committee shall, during the interview, ascertain that the candidate meets all the requirements for the position of Trustee.
- 10.4.3. Following the interview, the name of each qualified candidate shall be posted on the Trustees' bulletin board.
- 10.4.4. Committee shall arrange for a photograph of each Candidate to be included with his/her profile.
- 10.4.5. Committees shall post a profile and photograph of each Candidate in a Clubhouse location of high visibility.
- 10.4.6. Chairperson shall send a list of Candidates to the Board of Trustees immediately after the deadline for receipt of applications.

10.5. Candidates' Night

- 10.5.1. Shall be held approximately one month prior to the ballot counting deadline.
- 10.5.2. The Committee shall be responsible for engaging a qualified Moderator and Timekeeper.
- 10.5.3. The Chairperson shall introduce the Moderator and Timekeeper.
- 10.5.4. The Moderator shall introduce Candidates by name only, control their timed statements and their responses to questions from the audience.
- 10.5.5. The Timekeeper shall notify Candidates of their remaining allocated time and when to end their presentation.
- 10.5.6. The Moderator shall be fair and impartial by assuming a neutral position with regard to the Candidates and any issues raised by the Candidates of the audience.
- 10.5.7. The Candidates shall be invited to prepare and make an opening statement within a preset time limit of four (4) minutes.
- 10.5.8. An absentee Candidate may submit a written statement to be read by a pre-selected representative of his/her choice who shall not participate thereafter.
- 10.5.9. The Candidates shall be asked to respond to questions from the audience.
 - 10.5.9.1. Only questions shall be permitted.
 - 10.5.9.2. No statements or discussions with a Candidate shall be allowed.
 - 10.5.9.3. Answers to questions shall be limited to two (2) minutes for each Candidate.
 - 10.5.9.4. Rebuttals, limited to one (1) minute, may be allowed at the discretion of the Moderator.
- 10.5.10. The closing remarks shall be limited to two (2) minutes per Candidate in reverse order from the opening statement presentation.
 - 10.5.10.1. Time may be used by the Candidate for rebuttals.

10.6. Voting Procedure

- 10.6.1. Voting shall be by written ballot only.
- 10.6.2. Only one vote shall be permitted per Living Unit.
- 10.6.3. Clearly stated voting instructions, attached to each ballot, shall be sent by United States Postal Service to each Owner who is a Member in good standing.
- 10.6.4. The ballot shall have the names of Candidates positioned alphabetically by last name.
- 10.6.5. Preprinted stamped envelopes shall be used to send out ballots.

- 10.6.6. Preprinted unstamped envelopes shall be used for ballot returns.
- 10.6.7. Committee members shall prepare the mailing of ballots by inserting voting instructions, ballot, profiles, and the preprinted return envelope.
- 10.6.8. Voting shall be denied to Members not in good standing and their ballot removed by the Administrator.
- 10.6.9. Voting procedures will be conducted in accordance with the Radburn Bill.

10.7. Ballots

- 10.7.1. Shall be printed on graduated color, multicolored or bond paper sheet with a unique watermark or background.
- 10.7.2. Shall have an open square box or line suitable for a voter to indicate a selection by a checkmark or X.
- 10.7.3. Shall be returned in a pre-addressed envelope by mail or hand delivered to the ballot box in the Clubhouse during regular business hours, Monday through Friday.

10.8. Counting of Ballots

- 10.8.1. Attendance shall be limited to the Trustee Liaison, Nominating Committee Chairperson, tellers, Sergeant-at-Arms, Candidates or predesignated observers.
- 10.8.2. There shall be not fewer than six (6) and not more than eight (8) tellers. (Tellers shall be Members in good standing).
- 10.8.3. Teams, consisting of two (2) tellers each, shall count votes with one (1) team reading and two (2) or three (3) teams tallying votes.
- 10.8.4. Each Candidate or his/her appointed representative shall be permitted to observe and act as challenger to the tallying of votes.
- 10.8.5. Names of observers shall be presented to the Administrator at least one week before the counting of ballots.
- 10.8.6. Counting of ballots shall be observed by the Trustee Liaison and order maintained by the Sergeant-at-Arms.
- 10.8.7. Tallying of votes shall stop after the reading of every thirty ballots, with each team verifying the accuracy of the count to that point and recounting the last thirty ballots, if the team tallies disagree.
- 10.8.8. Legality of ballots.
 - 10.8.8.1. Only one ballot per Living Unit.
 - 10.8.8.2. Ballots received after the posted deadline shall be declared invalid.

- 10.8.8.3. Ballots with erasures and/or changes which are generally unreadable shall be declared invalid.
- 10.8.8.4. Ballots with more votes for Candidates than vacancies or more than one vote for one Candidate shall be declared invalid.
- 10.8.9. Candidates receiving the greatest number of votes in descending order shall be deemed elected.
- 10.8.10. Depending upon the number of vacancies to be filled for varied terms of office, excluding special elections, the Candidate(s) with the most votes shall be elected to the longest term(s).
- 10.8.11. The Chairperson shall announce the election results and immediately post them on the easel in the lounge.
- 10.8.12. The Chairperson shall introduce the newly elected Trustees at the first Association or Activities Coordinating Council meeting following the election.
- 10.8.13. The Chairperson shall provide a written report of the election results to the Board of Trustees before their next meeting.

10.9. Timetable for the Nominating and Election Process

- 10.9.1. April-First week - Committee orientation and distribution of Trustee Candidate Packet:
 - 10.9.1.1. Application for Candidacy
 - 10.9.1.2. Sample Profile Sheet
 - 10.9.1.3. Petition of Endorsement
 - 10.9.1.4. Responsibilities of a Trustee (By-Laws 3:6)
 - 10.9.1.5. Procedures and Practices for the Board of Trustees
- 10.9.2. April – A flyer for Trustee Candidate solicitation shall be sent to each Living Unit via the Trustees Newsletter. Assign volunteer Members to speak at each club urging Members to consider running for the position of Trustee.
- 10.9.3. May – First week – Continue Committee orientation and prepare list of possible candidates.
- 10.9.4. June – First week – Distribute list of possible Candidates for Committee Members to contact by telephone or in person.
- 10.9.5. July – Chairperson shall speak to Association Members at the regularly scheduled Association meeting.
- 10.9.6. August – First week – Review response to telephone and/or personal contacts.
- 10.9.7. August – If necessary, a second flyer for Trustee Candidate solicitation may be sent to each Living Unit via the Trustee Newsletter.

- 10.9.8. September – Tuesday before the last Friday – 12 Noon – Final time for receipt of Candidates’ applications, profile sheet and Petition of Endorsement in the Administrator’s Office.
- 10.9.9. October – First Monday
 - 10.9.9.1. List of Candidates shall be sent to the Board of Trustees.
 - 10.9.9.2. A personal profile as submitted by the Candidate and photograph of each Candidate shall be placed on the corridor wall in the Clubhouse. The Nominating Committee shall not edit submissions.
 - 10.9.9.3. Candidates shall be invited to participate and shall be notified of the agenda for Candidates’ Night.
- 10.9.10. October – Association Meeting – Candidate’s Night.
- 10.9.11. October – Day after Candidate’s Night – Mail ballots.
- 10.9.12. November – First Monday
 - 10.9.12.1. 12:00 Noon – Cut-off for receipt of ballots.
 - 10.9.12.2. Starting between 1:00 to 2:00pm – Counting of ballots.
 - 10.9.12.3. Chairperson shall announce to those present the results of the Trustee election and shall post the results on the easel in the lounge.
- 10.9.13. November – Tuesday after the first Monday – Chairperson shall send a written report of the election results to the Board of Trustees via the Administrator. The results shall be reported in the Trustees’ Newsletter.
- 10.9.14. November – Second week – In case of a tie vote that would determine whether or not a Candidate is elected to the Board of Trustees, a second ballot and a letter of explanation shall be mailed to Members.
 - 10.9.14.1. The ballot shall contain only the names of those Candidates with the tie vote.
- 10.9.15. December – First Monday
 - 10.9.15.1. 12:00 Noon – Cut-off for receipt of tie vote ballots.
 - 10.9.15.2. Starting between 1:00 to 2:00pm – Counting of tie vote ballots.
 - 10.9.15.3. Chairperson shall announce to those present the results of the Trustee election and shall post the results on the easel in the lounge.
- 10.9.16. December – Tuesday after first Monday – Chairperson shall send a written report of the tie vote election results to the Board of Trustees via the Administrator. The results shall be reported in the Trustees’ Newsletter.

11. RECREATION COMMITTEE

11.1. Function

- 11.1.1. To carry out such duties as may be required regarding the maintenance of all recreational facilities at the exterior of the Clubhouse, including the bocce, tennis and shuffleboard courts, the pool and the horseshoe pits.

11.2. Committee

- 11.2.1. Shall recommend contractors and review contracts annually for the maintenance and improvement of all exterior recreational facilities.
- 11.2.2. Shall seek bids from at least three (3) contractors and make recommendations to the Board of Trustees for all major work except for subcontracted work under the umbrella of an annual contract.
- 11.2.3. Shall assist the Administrator in the supervision of all contracted work on the recreational facilities.
- 11.2.4. Shall include as voting members at the monthly committee meetings, the Chairperson, Vice Chairperson, Secretary and Chairpersons of the pool, bocce, tennis, shuffleboard and horseshoes sub-committees. Other Committee Members may participate in the monthly meetings but shall not be permitted to vote.
- 11.2.5. Shall coordinate the maintenance and supervision of the chlorine and shuffleboard sheds with the Buildings and Grounds Committee.

12. SECURITY COMMITTEE

12.1. Function

- 12.1.1. To develop, place into operation and supervise a security program appropriate for the needs of the Association as approved by the Board of Trustees.

12.2. Committee

- 12.2.1. Shall review contracts and recommend contractors annually for:
 - 12.2.1.1. Eight (8) hour Security Service
 - 12.2.1.2. Twenty-four (24) hour Alarm Service
- 12.2.2. Shall seek bids from a minimum of three (3) contractors and make recommendation to the Board of Trustees.
- 12.2.3. Shall require said Security Agency to provide a daily written report (Security Guard Report) of the guard's tour activity and observations.
- 12.2.4. Shall require the guard to use the currently assigned electronic monitoring equipment to key in stations and check points at the prescribed time and frequency and incidents in accordance with numbered listing.

- 12.2.5. Shall check computer printouts to verify attendance and completion of assigned tour.
- 12.2.6. Shall develop plans to help prevent crime in the community.
- 12.2.7. Shall request additional police protection as the need arises.
- 12.2.8. Shall change the hours of the security patrol as needed.
- 12.2.9. Shall immediately inform the Administrator and Board of Trustees of any serious security concerns.

13. LIONS HEAD COUNTRY CLUB

13.1. Function

- 13.1.1. Shall operate as a Standing Committee of the LHSA and carry out such duties as may be required to operate and maintain the Lions Head Country Club including but not limited to, the nine-hole golf course, parking area, building, furnishings, sprinkler system and all equipment in an efficient manner.

13.2. Committee

- 13.2.1. Shall have five (5) Directors elected by the LHCC membership.
 - 13.2.1.1. Each Director serves as the liaison to various committees and golf events.
 - 13.2.1.2. Shall have a Treasurer who shall keep the books of the accounts including the Petty Cash account.
 - 13.2.1.3. Shall have a Secretary to record minutes of the Directors and General membership meetings.
 - 13.2.1.3.1. Shall maintain up to date records of the membership, correspondence, financial statements and the minutes.
- 13.2.2. Shall recommend to the Board of Trustees suitable contractors, review contracts and shall assist the administrator in the supervision of the contracted work.
- 13.2.3. Shall seek bids from at least three (3) contractors and make recommendations to the LHSA Board of Trustees for all major projects over \$3,500 as per the Guidelines for Making Purchases.
- 13.2.4. Shall inspect the Golf Course, the Clubhouse and the Grounds.
 - 13.2.4.1. Shall inspect for necessary repair/replacement work in the clubhouse, deck, restrooms and parking lot to maintain the safety, function and attractiveness of the property and report to the Board of Trustees.
 - 13.2.4.2. Shall inspect the Common Area that borders the Golf Course for trees dead or damaged beyond saving that pose a danger to persons or property and report to the Board of Trustees.

- 13.2.4.3. Shall inspect the plant growth in the adjacent wooded areas to limit encroachment into the Golf Course that affects the safety and playability of the golfers and the course.
- 13.2.4.4. Shall notify the Buildings & Grounds Committee of any necessary work in the foundation area of the Clubhouse.

13.3. Meetings

- 13.3.1. Shall contract general meetings to be held in April through October of each year.
 - 13.3.1.1. Shall record minutes and forward to the LHSA administration office and the Board of Trustees.
- 13.3.2. Shall submit an annual budget to Finance & Insurance Committee prior to budget preparation time.

14. WEBSITE COMMITTEE

14.1. Function

- 14.1.1. Shall maintain and update the Lions Head South website with current information for the Community.

14.2. Committee

- 14.2.1. Shall update the website pages as needed.
- 14.2.2. Shall daily check, answer and forward all emails.
- 14.2.3. Shall not be political, secular or discriminatory including all submissions to the website.
- 14.2.4. Shall submit and publish Board of Trustees meeting minutes to the website only after the Board of Trustees approval.
- 14.2.5. Shall not accept or publish any direct paid advertisement.
- 14.2.6. Shall include names only for sponsorships.

15. USE OF COMMON FACILITIES

15.1. Clubhouse

- 15.1.1. A Guest age 18 and over shall be permitted to use the Clubhouse facilities when wearing a resident recreation badge.
- 15.1.2. Children under age 18 shall be accompanied by a Member/Resident or by a Guest age 18 or older wearing a resident recreation badge.

15.2. Bocce and Shuffleboard Courts and Horseshoe Pits

- 15.2.1. Children under age 18 shall be accompanied by a responsible adult on the bocce and shuffleboard courts and the horseshoe pits.
- 15.2.2. Children age 12 and under shall not be permitted on the bocce courts.
- 15.2.3. Wet swim wear shall not be worn on any of these courts.
- 15.2.4. Equipment shall be returned when play is completed.

15.3. Tennis Courts

- 15.3.1. Shall be used only by Lions Head South Members/Residents and specifically invited Guests.
- 15.3.2. May be reserved at specific times for Member/Resident Tournaments.
- 15.3.3. Players shall sign in at the gate prior to play indicating their name, date and time.
 - 15.3.3.1. Guests shall indicate the sponsoring Member on the sign-in sheet.
- 15.3.4. Children under age 18 shall be accompanied by a responsible adult.
- 15.3.5. Players shall wear tennis shoes and be properly attired.
- 15.3.6. One (1) hour time limit of play shall be observed when others are waiting to play.
- 15.3.7. Use of the practice backboard shall not commence before 8:00 A.M.
- 15.3.8. Tennis court courtesy shall be observed by players and spectators.

15.4. Swimming Pool

- 15.4.1. Pool dates and hours of operation shall be approved annually by the Board of Trustees.
- 15.4.2. Swimming shall be permitted only during posted hours of operation.
- 15.4.3. Pool area safety shall be under the control of pool monitors.
- 15.4.4. Diving into the pool at any time is prohibited.
- 15.4.5. All Members/Residents and Guests age 16 and over shall display numbered resident recreation badge for entry into the pool area.
- 15.4.6. Children under age 16 shall be accompanied by a responsible adult.
 - 15.4.6.1. No child under age 16 shall be allowed in the pool area beyond the posted hours.
 - 15.4.6.2. Children under age two (2) and children in diapers or not toilet trained shall not be permitted in the pool at any time.
- 15.4.7. Baby carriages or strollers and items of similar nature shall remain on the grass area.

- 15.4.8. Bathers with shoulder length hair shall wear a bathing cap or arrange their hair in braids or pony tails.
- 15.4.9. Bathers shall wear suitable bathing suits or swimwear.
 - 15.4.9.1. Cut-off pants or jeans shall not be permitted in the pool.
- 15.4.10. Floating objects, i.e. inflatable tubes, kickboards and flippers shall not be permitted in the pool.
 - 15.4.10.1. Styrofoam belts, swimmies and any other swimming aids shall be permitted in the pool if an adult is with the child.
- 15.4.11. Rest rooms shall not be used as changing rooms.
- 15.4.12. Bathers shall not sit on the stairs or ladders.
 - 15.4.12.1. Ladders and stairs shall be kept clear for safe entering and leaving the pool.
- 15.4.13. Glass containers or alcoholic beverages shall not be permitted in the pool area.
 - 15.4.13.1. Snacks and cans of beverages shall be permitted.
 - 15.4.13.2. All refuse shall be properly disposed of in the pool area receptacles.
- 15.4.14. Pets shall not be permitted in the pool area.
- 15.4.15. No organized sports or any type of horseplay shall be permitted in the pool area.
 - 15.4.15.1. Organized aquatic exercise classes may be scheduled before pool hours.
- 15.4.16. Excessive noise including loud playing radios shall not be permitted in the pool area.
- 15.4.17. Smoking and “vaping” is not permitted in the fenced-in pool area.
- 15.4.18. Pool furniture shall be kept at least six (6) feet from the edge of the pool.

16. RENTAL NOTIFICATION – LEASE ADDENDUM

- 16.1. In accordance with the Covenants and Bylaws (6:3) with the approval of the Board of Trustees of the Lions Head South Association, all owners shall provide notice to the Association a minimum of two (2) weeks in advance of the scheduled leasing of a home.**
- 16.2. A Rental Notification form, including Lease Addendum details shall be available in the Association office. These forms shall be completed, signed by the owner, the prospective lessee (tenant) and the authorized representative of the Association and filed with the Association office.**

- 16.3. The Board of Trustees shall place a three (3) year waiting period on the leasing of a newly purchased Living Unit. If a lien has been recorded on the Living Unit, the owner must pay the amount required to discharged the lien prior to leasing the property. The Board of Trustees shall approve or disapprove the lease as a condition precedent of its validity. The approval or disapproval shall be made by the Board of Trustees in seven (7) business days. The lease shall provide that the terms are subject to the Covenants, By-Laws, Policies, Rules & Regulations and Architectural Regulations.**

17. ALTERNATIVE DISPUTE RESOLUTION

- 17.1. The Board of Trustees shall appoint a Judiciary Officer (hereinafter “Officer”) annually to provide a mechanism for mediation of housing-related disputes between Owners/Lessees and the Association and between Owners and Lessees as an alternative to litigation.**

- 17.1.1. An Owner who has a housing-related dispute shall comply with the Alternative Dispute Resolution procedures prior to seeking legal recourse.
- 17.1.2. The term of the Officer shall be for one year.
- 17.1.3. In the event that a matter before the Officer involves a matter in which he/she has an interest, he/she shall be disqualified from participating in that particular matter and the Board of Trustees shall select an alternate Officer to serve temporarily with regard to the particular matter.

- 17.2. The following procedure shall be followed when any Owner or Lessee (hereinafter “Petitioner”) seeks to bring a matter before the Officer:**

- 17.2.1. The Petitioner shall file with the Board of Trustees through its Administrator, a written statement (hereinafter “Petition”) attaching all relevant material(s) setting forth in detail the matter being presented.
- 17.2.2. The Association shall forward the Petitioner’s written statement to the Officer within five (5) business days of receipt.
- 17.2.3. The Officer shall, within ten (10) business days of receipt of the Petition, deliver a copy of the Petition to the Unit Owner or Lessee (hereinafter “Respondent”) with which the Petitioner is having a housing-related dispute.
- 17.2.4. The Respondent shall prepare a written response and file the same with the Officer and the Board of Trustees within ten (10) business days.
- 17.2.5. The Officer shall review the written submissions of Petitioner and Respondent and shall conduct such other inquiry as he/she deems appropriate. The Officer shall set a hearing date no later than thirty (30) days after respondent’s written response has been submitted.
- 17.2.5.1. If the Respondent fails to submit a written response within thirty (30) days, the Officer may elect to set a date in the absence of a response.

- 17.2.5.2. The Officer may, at his/her discretion, grant extensions of time for good cause shown.
- 17.2.6. The Officer shall conduct an informal hearing where both parties may be heard.
 - 17.2.6.1. The Officer shall establish procedures for the conduct of all such hearings.
 - 17.2.6.2. The Officer shall make every effort to resolve the dispute between the parties informally, in an amicable fashion.
- 17.2.7. The Officer shall render a written summary of the facts and resolution of the dispute within ten (10) business days after the conclusion of the hearing. A copy of the written summary shall be served upon the Petitioner, the Respondent and the Board of Trustees.
- 17.3. A Petitioner who does not believe that the Alternative Dispute Resolution procedure has satisfactorily resolved the matter shall not be prevented from seeking a judicial remedy in a court of competent jurisdiction.**
- 17.4. Nothing contained herein shall require the Association to employ this procedure as a condition precedent to institution of litigation.**

The Alternative Dispute Resolution procedure shall not apply to matters relating to violation of the Covenants, the By-Laws, the Policies, Rules and Regulations or the Architectural Regulations. It shall not supersede section 1.15 of the Rules and Regulations.