



The Glen Community Association

Administration Policies

Effective May 1, 2005

Last Revision: November 10, 2018

This Administration Policy Manual has been updated and replaces all other versions and notifications of amendment. Effective immediately, you will be notified of all subsequent amendments, and should immediately update your personal manuals in accordance with such notices. Updated pages will no longer be available in the Administrative Office. Instead, we will completely update manuals once yearly and notify you of availability. Please address any questions regarding this procedure to the Administrative Committee Chair.

**The Glen Community Association
Administration Policies**

TABLE OF CONTENTS

PREFACE	3
A 10 – The Glen Administrative Office	4
A 20 – Radio Frequency Identification (RFID) Decals	5
A 30 – Glen Property and Equipment	7
A 40 – Guest Policy	8
A 50 – Lodges	11
A 60 – Swimming Pools	13
A 70 – Records	14
A 80 – Sales of GCA-owned real property	15
A 90 – Alcohol and Illegal Substance Restrictions	18
A 100 – Transfer of Property	19
A 110 – Architectural Control Board Permit Fee	20
A 115 – Guest Banishment Policy	21
A 120 – Violations Appeals Process	23
A 130 – Financial Operating Policies	26
A 150 – Fire Regulations	30
A 180 – Inventory	31
A 190 – Registered Non-Profit Corporations Within The Glen e.g.:Goodtimers	32
A 200 – Quarterly Dues and Assessments Billing	35
A 210 – Water Conservaton Measures	37
A 220 – Equipment or Appliance Damage and Repair	38
A 230 – Quiet Hours and Curfew	40
A 250 – Refuse Disposal	41
A 260 – Parks, Greenbelts and Meadows	43
A 265 – Dogs Running at Large	44
A 270 – Traffic Violations	45
A 271 – Golf Cart Zone	47
A 275 – RV Storage Area Use	49
A 280 – Conduct in The Glen	51
A 290 – Imposition of Sanctions Processes	53
A 300 – Mileage Reimbursement	55
Amendments	56
Appendix A – Fee Structure	59
Appendix B – Fine Structure	61

**The Glen Community Association
Administration Policies**

PREFACE

GENERAL

This Administration Policy Manual contains the policies governing the operation of The Glen Community Association.

It is the responsibility of each manual holder to keep his/her manual current at all times, recording all amendments immediately upon notification via the Pipeline or other means of communication. Once yearly, following approval and notification of one or more amendments, updated manuals will be available in The Glen Community Association Office.

LIST OF AMENDMENT APPROVALS

All amendments and additions to these Administration Policies are made by Resolution and are approved by The Glen Community Association Board of Directors. All amendments are made by Policy Number rather than by page number. However, for convenience, each page will carry the date of adoption or the designation of the Resolution under which the policy was adopted plus the designation of the latest amending Resolution. Each Resolution is identified with an alpha-numeric designation consisting of the letter "A" for Administration and six digits representing the month, day, and year of the Board of Directors approval. A complete list of amendments is located at the end of this Administration Policy Manual.

ADDITIONAL INFORMATION

The policies contained in this manual have been approved by The Glen Community Association Board of Directors pursuant to Bylaw Article 5.1.1.2 and are not intended to be inconsistent with any provision of The Glen Community Association Bylaws. In the event of a conflict between this Administration Policy Manual and The Glen Bylaws, The Glen Community Association Bylaws shall take precedent.

**The Glen Community Association
Administration Policies**

A10 – The Glen Administrative Office

- A10.1** The Glen Administrative Office shall be open from 9:30 am until 4:00 pm every day of the year except Tuesday and Wednesday of each week, Christmas Day and Thanksgiving Day in the US. With advance notification to Glen Association members, the Administrative Office may be closed for the observance of any other normally paid holiday, as specified in the Personnel Policy, when it is determined by Management that closure will not adversely affect the operation of The Glen Community Association.
- A10.2** At the discretion of Management, with appropriate and timely notification, The Glen Administrative Office may be closed during the Annual General Meeting, during the annual Glen Days Parade, or during other festivities sanctioned by the Board of Directors.
- A10.3** At the discretion of Management, with or without notice, The Glen Administrative Office may be closed temporarily due to extraordinary circumstances involving safety to staff (such as severe weather conditions or construction).
- A10.4** The Glen Administrative Office is a non-smoking facility. There will be no use of tobacco products within Glen buildings and Glen-owned vehicles, or within 25 feet of doorways, windows, and intake ducts. Violators will be subject to a fine.
- A10.5** The Glen Administrative Office is used for Association related purposes only. It shall not be used as a Glen Association member package delivery site. Office personnel are required to deliver only messages which involve Glen Association business or emergency situations.

**The Glen Community Association
Administration Policies**

A20 – Radio Frequency Identification (RFID) Decals

- A20.1** Permanent (AFFIXED) Gate Access Decals, hereinafter called “Decals”, will be issued to deeded owners of Glen property. Each deeded owner will be entitled to one (1) Decal for each vehicle registered in their name, to a maximum of four (4). For example, if a couple were on the deed, they would be entitled to eight (8) Decals.
- A20.1.1** Each Glen member must show proof of personal ownership for each vehicle they register with Glen Security.
- A20.1.2** Glen Security shall affix the Decal to each vehicle or the owner may opt for affixing the Decal themselves, in the presence of Security. No exceptions.
- A20.1.3** The Decal shall be attached on the windshield’s lower left corner or behind the rearview mirror, whichever the owner prefers.
- A20.1.4** For motorcycles, the Decal may be affixed to an area other than the windshield.
- A20.2** **Affixed** RFID Decals will only be issued to Glen Association members. A “Member” is defined as any person whose name appears on the recorded deed to the property and who is registered with The Glen Administrative Office. Members shall notify Security as soon as possible if a registered vehicle is sold, stolen, or no longer registered to the owner.
- A20.2.1** RFID Decals are tamper-proof. Any alteration or attempted removal of a Glen Decal renders it inoperable.
- A20.2.2** If an RFID Decal has been disabled it can be re-activated at no cost to the member.
- A20.2.3** RFID Decals which are malfunctioning or damaged will be replaced at no cost to the member.
- A20.2.4** Members who do not wish to affix an RFID Decal to their vehicle will be required to enter the Glen via the Guest Lane at the front entrance as per normal operating procedure.
- A20.2.5** If a RFID Decaled vehicle is used to enter Glen property by someone other than a registered Glen Association member the owner of the property may receive a fine. See Appendix B – Fine Structure.
- A20.2.6** RFID Decals will be disabled when used by anyone other than a Glen Association member or when there is an urgent need for direct communication between Management and an Association member.

**The Glen Community Association
Administration Policies**

A20.3 Portable RFID Decals (UN-AFFIXED) will only be issued to deeded owners that reside out-of-state (Washington State) or out-of-province (Province of British Columbia). Proof of residence is required. These Decals will be mailed to the deeded owners and it will be the responsibility of the deeded owners to travel back and forth to The Glen with these Decals.

A20.4 “Special Circumstance” RFID Decals may be approved by submitting a written request to the Glen Management. If the Special Circumstance is denied, the member may appeal the decision. The Glen Hearing Board shall review the request and make a final determination.

**The Glen Community Association
Administration Policies**

A30 – Glen Property and Equipment

- A30.1** No property or equipment owned by The Glen Community Association shall be removed from The Glen by without Management approval.
- A30.1.1** If Management approves the removal of any Glen property or equipment, removal shall be recorded in The Glen Administrative Office, and the person removing the property or equipment must sign for it.
- A30.2** When usable Glen equipment is to be disposed of, it shall first be offered to Glen Association members. Notices will be posted on the (Booknook, Comfort Stations 4 and 6, the Pipeline and the Website) bulletin boards for a period of thirty (30) days, during which time sealed bids will be accepted. Following thirty (30) days, the equipment to be disposed of will be sold as is /where is to the highest bidder.
- A30.3** The Glen Manager shall be responsible for ensuring that all keys belonging to The Glen Community Association are properly recorded and individually signed for. Keys to all areas of The Glen may be assigned to Management, Security and Maintenance staff and the President of the Board of Directors.
- A30.3.1** All assigned keys must be returned at the end of term of office, termination or resignation.
- A30.3.2** A log in the Administration Office shall be properly maintained and provide a record of assignment of each individual key.
- A30.3.3** Keys shall be designated “Do Not Duplicate”. A purchase order signed by Management is required to duplicate a key.
- A30.4** A numbered Abloy key which will unlock the front door, kitchen and store room of Riverside Lodge may be assigned to each member of the Goodtimers Board of Directors.
- A30.4.1** At the discretion of The Goodtimers President, keys to the Riverside Lodge store room lock box may be assigned to Goodtimers Board of Director
- A30.5** An Abloy key which will unlock the front door, kitchen and store room of Riverside Lodge may be assigned, as required, to a representative of The Glen Family Fellowship.

**The Glen Community Association
Administration Policies**

A40 – Guest Policy

A40.1 Definitions:

- **Association Member** – A person whose name appears on the title deed, is recorded with Whatcom County as owning a Glen property, and who is registered with The Glen Administration Office.

- **Guest** - Any person other than an Association member, 16 years of age and older.
 - ◆ **Annual** – a guest listed on a lot’s Annual Guest List (maximum of 6 guests)

 - ◆ **Occasional Guest** – A Guest authorized into The Glen by an Association Member on a standard *Guest Authorization & Registration Form*

- **Annual Guest Form** – A form filled out and signed by an Association Member and validated by picture ID at The Glen, designating authorized access to The Glen.

- **Annual Guest List** – The master list of all Guests authorized to access The Glen via the Annual Guest Form (maximum of 6 guests).

- **Occasional Guest Authorization & Registration Form** – The standard form used to authorize an Occasional Guest entry into The Glen. Used for Guests not already authorized on the Annual Guest List.

A40.2 Guest Access Requirements:

- **Guest Entry** – ALL GUESTS 16 OR OVER ENTERING THROUGH THE GUEST GATE MUST BE AUTHORIZED BY ASSOCIATION MEMBERS AND IDENTIFIED BY SECURITY. All persons other than an Association Member must present a completed Occasional Guest Authorization & Registration Form, signed by an Association Member, or be on the Annual Guest List in order to enter The Glen through the guest gate. Children under the age of 16 must be accompanied by an adult.

A40.2.1 The Association Member approving Guest entry to any person accompanying the owner in the owner’s vehicle or by placing a person on the Property Owners Annual Guest List, or by signing an Occasional Guest authorization Form, assumes full responsibility and liability for the actions and behavior of the Guest so admitted, whether known by the Member or not, including any and all costs related to damages done, regardless of whether the Member is present at the time.

A40.2.2 Under no circumstances will Guests be admitted to The Glen through the guest gate without either being on either the Annual Guest List or having been authorized by an Association Member completing and signing an Occasional Guest Authorization Form.

**The Glen Community Association
Administration Policies**

- A40.2.3** Security has the right to refuse entry to a guest known to be guilty of any Glen Violation.
- A40.2.4** Guests do not have authority to complete or sign an Occasional Guest Authorization Forms for anyone. Any Guest discovered doing so will be denied entry, and the Association Member will be subject to a fine.
- A40.2.5** Guests forging Association Member signatures on an Occasional Guest Authorization Forms will be denied entry, and the Member will be subject to a fine.
- A40.2.6** Security has the right to require proof of identity from any guest. Failure to Present picture identification may result in the individual being treated as a trespasser.
- A40.2.7** Temporary RFID Decals may be provided to Guests with approval from the Association Member whose Lot they are visiting. The member must indicate, for each Guest, on either the Occasional Guest Form, or the Annual Guest List, the approved Guests who are allowed to receive a Temporary RFID Decal. With out Member approval, all Guests will be issued a Visitor Guest Pass. If a Guest does not return their Temporary RFID Decal upon departure, or within 24 hours, the member who requested the Temporary RFID Decal will be charged a fee (see Appendix A – Fee Structure.)

A40.3 Length of Stay:

Guest's visits will not exceed seven (7) days without re-registering. The expected duration of the visit must be stated on the Form at the time of initial entry into The Glen.

A40.3.1 Lots or RVs shall not be leased or rented. Violators will be subject to a fine.

A40.4 Guest fees (see Appendix A – Fee Structure) can be paid at The Glen Office or will be charged to Association Members on their next quarterly billing.

A40.5 Guest privileges will be denied to Glen Association members whose accounts are not current in payment of dues, fines, assessments or other charges levied by The Glen Community Association.

A40.6 Each lot shall not contain simultaneously more than one (1) recreational vehicle except as outlined below. Violators will be subject to a fine (see Appendix B – Fine Structure).

A40.6.1 Any more than one (1) RV on any lot will be considered a "GUEST RV" and will be subject to additional fees unless approved and designated by the Manager as an "IN TRANSIT" RV. "IN TRANSIT" RV's must be registered by title to the owner of The Glen property upon which they are located.

A40.6.2 "IN TRANSIT" RV's may be approved by the Manger for stays to a maximum of 14 days duration within any 30 day period and must bear a currently valid "IN TRANSIT" RV pass in the largest window facing the road.

**The Glen Community Association
Administration Policies**

A40.6.3 All GUEST RVS (excepting only IN TRANSIT RVS) will be subject to daily RV fees as noted in the current Fee Structure and must bear a currently valid GUEST RV pass in the largest window facing the road.

A40.6.4 All INTRANSIT and GUEST RVS must be located completely within the boundaries of a lot. With approval of the Manager, these RVS may be located partially within road allowance or greenbelt space contained within projected boundaries of the host lot. Where this is not feasible, permission must be obtained from any affected neighboring property.

A40.6.5 All INTRANSIT and GUEST RV passes must be surrendered to Security when the RV leaves The Glen. A drop box is provided for convenience at the exit gate.

**The Glen Community Association
Administration Policies**

A50 – Lodges

- A50.1** The Glen Community Association Lodges are available for the enjoyment of Glen Association members and guests who are accompanied by Glen members.
- A50.2** Glen Association Members are responsible for all damages caused by themselves or their guests.
- A50.3** The Glen Community Association Board of Directors, The Glen Goodtimers Board of Directors, The Glen Fellowship and other Standing Committees and approved organizations have priority in reserving use of the Fireside and Riverside Lodges.
- A50.3.1** There is no charge for the use of lodges by these groups for Glen functions.
- A50.3.2** When The Glen Fellowship is using Riverside Lodge for Sunday Services, the lodge will not be available to others until 12:00 Noon or as otherwise determined by The Board of Directors or Management.
- A50.4** Fireside Lodge, Riverside Lodge, and the Family Center may be reserved for use for a private function. A fee will be charged for each day they are needed for the function, including days needed for setup and/or preparation, and for takedown if needed.
- A50.4.1** Fourteen (14) days advance notice are needed for a reservation to allow for proper maintenance scheduling by Maintenance.
- A50.4.2** At the time an Association member reserves a lodge for a private function, a contract will be filled out in The Glen Office, and a rental fee paid or billed to the member's account. Underage restrictions do not apply during private functions. See Appendix A Fee Structure.
- A50.4.3** Costs for damage repair will be billed to the Members account. Excessive cleanup needs will be billed at the hourly rate specified in Appendix A.
- A50.4.4** Management has the right to refuse lodge use for any purpose deemed inappropriate, such as adult movies or illegal conduct.
- A50.4.5** Reservations are not to be made more than 364 days in advance of the event, excluding wedding ceremonies and are on a first come, first serve basis and must be made in person.
- A50.4.6** If the reservation is canceled:
0-31 days before rental – no refund
32 + days before rental – full refund

**The Glen Community Association
Administration Policies**

A50.5 Association members not current in Quarterly dues, fines, or other charges assessed by The Glen Association are allowed to schedule use of lodges as soon as they bring their account(s) fully current.

**The Glen Community Association
Administration Policies**

A60 – Swimming Pools

- A60.1** The Glen Association pools are for the enjoyment of all Association members, and their properly authorized guests. Guests can use the pools without Member accompaniment.
- A60.1.1** The Riverside Pools are normally opened no earlier than June 15 and closed no later than the day following Labor Day each year.
- A60.1.2** In the case of unusually favorable weather conditions, and availability of staff, management has the authority to extend the days of operation.
- A60.2** The hours of operation for both Riverside and Fireside pools are posted at each pool. Additionally, the pool hours are published in the Pipeline a minimum of four (4) times yearly in the January, April, July and October issues.
- A60.2.1** While the Riverside pools are closed for the winter, family hours are in effect at the Fireside pool, during which families with minors (under 18) can use the pool. Pool use is for adults only, outside of those posted hours.
- A60.2.2** When Riverside pool is required to be temporarily closed for mechanical problems, Washington State Health Department regulations, or other reasons, Glen management has the authority to change the Fireside Pool hours to the off-season family hours, to allow for both adult and family swimming, until Riverside is re-opened.
- A60.3** Rules and regulations for pool operation and use are established and enforced by the State of Washington and Whatcom County. It is the intent of The Glen Board of Directors, and management, to comply with these regulations.
- A60.3.1** All posted rules, and any directions given by Security, or other Glen staff members are to be followed, to avoid possible eviction from the pool. A fine may also be assessed against the responsible Association member. See Appendix B Fine Structure.
- A60.4** Pool users are allowed to bring water in clear plastic bottles to the pool deck areas. Any other beverage or container is prohibited, due to the inherent risks of pool contamination, and additional obvious risks associated with alcohol. Anyone bringing in unauthorized drinks places the responsible member in jeopardy of receiving a fine. Security or any other Glen staff present has the right (and responsibility) to inspect any containers or bottles brought into these areas at any time. See Appendix B Fine Structure.

**The Glen Community Association
Administration Policies**

A70 – Records

- A70.1** The Glen Manager shall be responsible for establishing and maintaining a place of safe keeping on The Glen Property for each of the following documents:
- a) The Glen Covenants, Conditions and Restrictions
 - b) The Glen Bylaw Manual
 - c) The Glen Administration Policy Manual
 - d) The Glen Architectural Control Board (ACB) Regulations.
 - e) Approved Minutes of all The Glen Association Board of Directors Meetings.
 - f) The Glen Goodtimers Bylaw Manual
 - g) Approved Minutes of all The Glen Goodtimers Board Of Directors Meetings
- A70.2** A copy of each approved and signed Resolution shall also be held in safe keeping and may be available for review by any Glen Association member upon request.
- A70.3** Association Coffee Meeting notes shall be recorded and submitted to the next monthly Board of Directors meeting for informational purposes.
- A70.4** There shall be no recording of any Committee Meetings, without consent of all committee members present.
- A70.4.1** Adequate record of these meetings shall be deemed to be covered by the minute which, upon request, can be viewed by The Glen Community Association members.
- A70.4.2** Written requests can be made as per Bylaw 8.1 – Inspection of Records.

**The Glen Community Association
Administration Policies**

A80 – Sales of GCA-owned real property

- A80.1** Any real property owned by the GCA may be advertised/offered for sale to Glen members, their families or friends via email and/or the Glen website in accordance with A80.4. If no acceptable offers are received by the **Deadline for Submission (A80.4.1 and A80.4.2)**, the property may be marketed by any means available, including, but not limited to: another **Offer for Sale** announcement in accordance with **A80.4** via listing with a licensed realtor in accordance with **A80.5**.
- A80.2** Property offered for sale to members shall be offered at an **Asking Price** recommended by the Manager in consultation with the Treasurer (**A80.4.1.1**). In the event the Manager and Treasurer cannot agree on an Asking Price, the Asking Price shall be set by the GCA board of directors. The Board of Directors, to expedite the process, may confer to set the Asking Price using email. A simple majority vote of directors is required. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.
- A80.3** Offers to purchase which are deemed by the Manager in consultation with the Treasurer to be acceptable shall be presented to The Glen Board of Directors for approval in accordance with A80.4.3
- A80.4** Any GCA real property may be offered first for a limited time to GCA member, members' families and friends via an **Offer for Sale** document prepared by the Manager in consultation with the Treasurer.
- A80.4.1** The **Offer for Sale** document shall be circulated via email to GCA members receiving electronic communication and shall be posted at the Glen Office and on approved bulletin boards for a period of thirty (30) consecutive days. It shall contain the following information:
- A80.4.1.1** The **Asking Price** - which shall be based on the Current Market Value Estimate (CMVE). The CMVE shall be determined by the Manager in consultation with the Treasurer and other information sources such as, but not limited to: realtors, appraisers, and current Glen listings and recent sales data. A list, or summary, of the consultations on which the CMVE is based, shall be retained in the property's GCA file.
- A80.4.1.2** The **Deadline for Submission** of an **Offer to Purchase**.
- A80.4.2** All **Offer to Purchase** documents must include or meet the following requirements:

**The Glen Community Association
Administration Policies**

- A80.4.2.1** Full name and contact information for at least one person intended to be on the title.
 - A80.4.2.2** The **Offer to Purchase** must be a simple cash offer (no terms or conditions).
 - A80.4.2.3** Confirmation that any fees, commissions or amounts to be paid to agents or to anyone representing the Purchaser or otherwise involved in the preparation, delivery, interpretation or negotiation of the **Offer to Purchase** are payable by the Purchaser.
 - A80.4.2.4** Specified **Closing Date** of the sale which shall be the same as the Adjustment Date of all Rates, Taxes and Utilities. The **Closing Date** will also be the date upon which Purchaser takes possession of the property.
 - A80.4.2.5** **Deadline for Acceptance** consistent with terms of the **Offer for Sale**.
 - A80.4.2.6** Agreement by the Purchaser to pay a good-faith deposit of three hundred dollars (\$300) in US funds in trust to a licensed escrow agent acting on behalf of the Purchaser within 7 consecutive days of acceptance of the **Offer to Purchase**. The deposit shall be applied to the balance owing upon closing of the sale. All documents applicable to the sale shall be delivered to the licensed escrow agent by the Purchaser at least two (2) weeks prior to the **Closing Date**.
 - A80.4.2.7** **Offer to Purchase** documents shall be delivered via email to the address noted in the **Offer to Purchase**, or by standard mail, or hand-delivered in a sealed envelope to the GCA Office during official office hours. All **Offer to Purchase** documents shall be stamped with time and date receipt and initialed by the person receiving the documents. The documents shall be secured unopened in the Manager's office.
- A80.4.3** **Offer to Purchase** documents shall be opened by the Manager together with the Treasurer as soon as possible following the deadline for submission of same. All offers shall be opened at the same time.

**The Glen Community Association
Administration Policies**

- A80.4.3.1** The highest **Offer of Purchase** that meets or exceeds the **Asking Price** and any terms stated (all cash, no Conditions, property as-is, earliest completion date, etc.) shall be recommended by the Manager in consultation with the Treasurer for acceptance by the Board of Directors. If multiple **Offers of Purchase** deemed to be the highest price are received for the same price, the bid which was received first shall be given preference. An earlier **Closing Date** will favor any offer that is identical in all other respects to other offers.
- A80.5** Terms of any **Offer to Purchase** recommended for acceptance shall be circulated via email to all directors as soon as the recommendation is made whereupon the Board of Directors, to expedite the transaction, may confirm acceptance, rejection or counter-offer terms via email. A simple majority vote of directors is required. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.
- A80.6** If no acceptable **Offers to Purchase** are received by the **Deadline for Submission**, the property may be marketed by any means available, including, but not limited to: another **Offer for Sale** announcement and process, posting on Glen Bulletin boards, website, and Glen facilities, or via listing with a licensed real estate agent.
- A80.7** In the event an **Offer to Purchase** is received through a licensed realtor following the property being listed for sale with licensed realtor, provisions of the **Listing Agreement** shall prevail, replacing provisions of A80.4, herein.
- A80.7.1** Upon receipt of an **Offer to Purchase** through a licensed realtor pursuant to a listing agreement with said realtor, the Manager in consultation with the Treasurer, shall recommend acceptance, rejection or appropriate counter-offer terms to the Board Directors for the expeditious processing of said offer.
- A80.7.1.1** To process offers received from licensed realtors as described herein, and to facilitate quick responses to time-sensitive offers, The Board of Directors may confirm acceptance, rejection, or counter-offer terms via email among directors. A simple majority vote of directors is required. Copies of the emails together with a motion passed at the next scheduled Board of Directors meeting will serve to document the process.
- A80.8** The Manager shall administer the sale of the property once approved by the Board of Directors.
- A80.9** Nothing herein shall limit the GCA Board's authority to accept any offer it deems to be in the best interest of the GCA.

**The Glen Community Association
Administration Policies**

A90 – Alcohol and Illegal Substance Restrictions

- A90.1** The sale of alcoholic beverages anywhere within The Glen Community Association common areas is prohibited unless pre-authorized by the Board of Directors or Manager. If such unauthorized activity occurs, a fine may be imposed. See Appendix B Fine Structure.

- A90.2** It is illegal in the State of Washington for an individual under the age of 21 to consume or be in possession of alcoholic beverages in public areas. See Appendix B Fine Structure.

- A90.3** Driving while intoxicated will not be tolerated within The Glen. Any Glen Association member or guest found driving while intoxicated is subject to Washington State law.

- A90.4** The sale, distribution or known use of illegal substances (drugs) by Association members and their guests or by Glen staff will not be tolerated anywhere within The Glen. If such activity is suspected, outside authorities may be contacted.

**The Glen Community Association
Administration Policies**

A100 – Transfer of Property

A100.1 Property ownership transfers which occur during the conveyance of any lot is subject to a Glen transfer fee. See Appendix A Fee Structure.

A100.1.1 Transfers of record will not be granted until all indebtedness to The Glen Community Association has been paid by the member whose membership is being transferred.

A100.2 The Glen Community Association considers it the responsibility of either the current owner or the buyer to assure that the transferred lot and structures conform to ACB Rules and Regulations, including setbacks from property lines and greenbelts.

A100.2.1 Any Association member may request an ACB inspection prior to or following the transfer of property within The Glen Community Association. However, unless a survey has been performed and monuments (pins) are in place, the inspecting ACB Officer may not be able to accurately determine setback restrictions compliance.

**The Glen Community Association
Administration Policies**

A110 – Architectural Control Board Permit Fee

A110.1 Each Architectural Control Board (ACB) Permit request, as defined in the ACB Rules and Regulations Section 1.4.1.3, 1.4.1.4 and 1.4.1.5, may be subject to a permit fee.

A110.1.1 No permit is required and no fee will be charged for requests:

- To remedy dangerous situations
- Emergency situations
- Minor repairs
- Lot signs

**The Glen Community Association
Administration Policies**

A115 – Guest Banishment Policy

- A115.1** For the purpose of this policy, “guest” shall be defined as any person who is not a registered owner of a Glen lot and is visiting a Glen property (Division and Lot) with the permission of an Association member, or who enters The Glen with another guest of a Glen Association member.
- A115.1.1** Association member permission is considered given unless that permission was revoked at the time the individual entered The Glen.
- A115.2** Association members who invite guests onto their property are responsible for the conduct of their guest(s) while on Glen property.
- A115.2.1** Any guest who violates any of The Glen rules or regulations may be subject to a fine as specified in the Administration Policy, See Appendix B Fine Structure however that fine will be issued to the Association member who invited the guest into The Glen.
- A115.2.2** In addition to the above penalties, the Association member who invited the guest will also be held responsible for any damages to Glen property resulting from the actions of that guest.
- A115.2.3** The Association member receiving a citation as a result of the actions of a guest may appeal the citation. Refer to Administration Policy A120 – Violations Appeals Process.
- A115.3** Any guest who violates any of the rules or regulations of The Glen Community Association in addition to any fine levied may receive banishment from The Glen for an indeterminate period of time.
- A115.3.1** The Glen Manager has authority to immediately ban, remove or ask to leave any guest whose conduct is such that it is detrimental or against the best interests of The Glen Community Association as a whole.
- A115.3.2** Any guest who has been banned from The Glen shall leave immediately and shall not return without permission of the Board of Directors.
- A115.3.3** Any guest who has been banned from The Glen and later found on The Glen property (without permission) will be deemed a trespasser and may be prosecuted as such. Similarly, any guest who fails to leave The Glen at the request of the Manager will also be deemed to be a trespasser and the Sheriff’s Department notified.

**The Glen Community Association
Administration Policies**

- A115.3.4** Once a guest has been banned from The Glen the Manager must report the banishment to the Board of Directors at the first available opportunity but no later than the next board meeting together with the reasons for the banishment. The Board will determine the length of the banishment.
- A115.3.5** A Hearing Board also has the authority to recommend that a guest be banned as a result of testimony received during a Hearing. The Board of Directors will review any such recommendations.
- A115.3.6** Association members responsible for the guest may appeal the banishment. Refer to Administration Policy A120 – Violations Appeals Process.

**The Glen Community Association
Administration Policies**

A120 – Violations Appeals Process

A120.1 The authority for the issuance of citations for violations, fines, or other charges, is found in The Glen Bylaws Article 2: “The Association shall do whatever is required or advisable (2.2.1)” to accomplish its purpose” to further and promote the common interests and welfare of its members (2.1.1)” and shall appoint persons authorized to issue charges.

A120.2 Charges may be appealed as specified below:

A120.2.1 The Glen Association member wishing to appeal a charge shall file their intent to appeal with The Glen office to the attention of The Glen manager within thirty (30) days following issuance of the charge.

A120.2.1.1 Filing intent to appeal includes: 1) a Written Notice Of Appeal (paper, fax or email) stating why the member disputes the Citation and feels it is invalid, and 2) inclusion of the Appeals Process Fee (see Appendix A). Fee is refunded if the appeal is successful.

A120.2.1.2 The Violation Appeals Fee is set by The Glen Board of Directors at the beginning of each calendar year. See Appendix A, “Fee Structure For The Calendar Year...” for the current fee amount.

A120.2.2 On filing a Notice of Appeal the appellant will be provided with a copy of the document “*Hearing Board Procedures – Information for Appellants*”.

A120.2.3 Only the member charged may appeal a citation. In the case where a guest is the violator, the member who authorized the guest into The Glen is the party responsible and receives the citation. (A115.2.3)

A120.3 An independent, impartial Hearing Board composed of fellow Glen members will adjudicate the appeal:

A120.3.1 All appeal notices properly received in accordance with A120.2.1, A120.2.1.1 and A120.2.1.2 above, will be directed to the attention of the Hearing Board Chair, who is a Board Director appointed by The President of The Glen Community Association.

A120.3.2 The Hearing Board Chair will select three (3) members from among the available Standing Hearing Committee volunteers, to serve as the panel who will act as a quasi-judicial body and perform the work of adjudicators for the appeal. (See Bylaws Appendix A: Terms of Reference, Hearing Board)

**The Glen Community Association
Administration Policies**

A120.3.2 The Hearing Board Chair will select three (3) members from among the available Standing Hearing Committee volunteers, to serve as the panel who will act as a quasi-judicial body and perform the work of adjudicators for the appeal. (See Bylaws Appendix A: Terms of Reference, Hearing Board)

A120.3.2.1 Only Glen Association members in good standing may serve on the Hearing Board. They will be selected based on their demonstrated adherence to, desire to comply with, and intent to enforce The Glen's rules and regulations as written, and their knowledge of The Glen, its governing documents (Covenants, Bylaws, and Administrative Policies), and their reputation as fair and impartial representatives of The Glen.

A120.4 Within 30 days of receiving a Notice of Appeal, the Glen Manager will coordinate with the Appellant and with the Hearing Board Chair to confirm dates and times for the hearing.

A120.4.1 The Glen Manager or designate shall be present at the appeal and present any witnesses needed in support of the charge.

A120.4.2 The appellant must be present in person at the hearing; and in addition may have another non - testimonial association member present to assist.

A120.4.3 The Hearing Board has the authority and responsibility to hear all relevant evidence and to uphold or revoke the charge(s). No additional charges or unrelated evidence may be introduced during the hearing.

A120.4.3.1 Under special circumstances the Hearing Board may allow "In Camera" evidence at their discretion.

A120.4.4 The Hearing Board may adjust the penalty associated with the charge, as it deems appropriate.

A120.5 The findings of the Hearing Board shall be in writing and any fines upheld can be paid promptly or be added to The Glen Association member's account.

A120.6 The appellant has the right to appeal the decision of the Hearing Board to the Board of Directors of The Glen Community Association, if there are considerations not dealt with in the Hearing Panel, or there is new evidence to present. The Glen Association member wishing to appeal findings of hearing board shall file their intent to appeal with The Glen office to the attention of The Glen manager within thirty (30) days following issuance of the hearing board decision."

A120.6.1 An additional filing fee will be required.

A120.6.2 The appeal must again be in writing (paper, fax or email), stating the reason(s) for the appeal.

**The Glen Community Association
Administration Policies**

- A120.6.3** The Board of Directors reserve the right not to hear the appeal based on the information provided by both the appellant and or the Hearing Board chair.
- A120.6.4** If the Board of Directors agrees to hear the appeal, a special meeting of the Board will be called in accordance with article 5.7 of the Bylaws. The appellant will be duly notified and shall be expected to appear before the Board of Directors. The appellant retains the right to have another association member represent him/her.

**The Glen Community Association
Administration Policies**

A130 – FINANCIAL OPERATING POLICIES

A130.1 RESERVE INVESTMENT POLICY - 2012 (Resolution 120812)

The Board of Directors desires to manage reserve assets in a prudent and fiscally responsibility manner.

GOALS AND OBJECTIVES

The responsibility/recommendations for the operation of the Reserve Study Investment Policy falls solely on the Finance committee as a sub-committee of the BODs who will invest the Association’s reserve assets in an effort to achieve the following prioritized objectives:

- Promote and assure the preservation of the principal;
- Structure maturities to ensure that assets will be liquid for anticipated needs;
- Achieve long-term investment performance appropriate for the asset classes selected.

INVESTMENT STRATEGY – LIQUID PORTION

On a quarterly basis, review the Association’s reserve schedule for the upcoming quarter. During each quarter, place and maintain in liquid accounts an amount equal to the expected expenditures. This amount shall be defined as the base liquid portion. The establishment of a “liquid portion” amount will be done by a recommendation of the Finance committee and then voted on by the BOD. Note: All changes to this formula must be approved by the BOD.

INVESTMENT STRATEGY – NON-LIQUID PORTION

Except for those funds, which will remain liquid, it is expected that assets will be invested in non-liquid assets as follows:

- **Laddering Strategy**
Select individual securities that have maturities of one to five years. Structure these maturities so that the asset (maturing security) matches the liability (reserve expenditures). If the funds or any portion of the funds are not required then they are to be reinvested in a new investment security to offset any future year that has a short fall based on the current best interest rates. The finance committee will report out the status of the investments at least quarterly. The Finance committee will structure the laddering strategy and bring investment recommendations to the BOD for approval.

**The Glen Community Association
Administration Policies**

- **New Funds**

Funds collected over and above the liquid portion as stated above will be invested and/or combined with maturing securities that are not required for the fiscal year. The terms of the investments are to be established by a recommendation of the Finance Committee of the Association.

- **Security Classes Selected**

The following securities meet the Board's Goals and Objectives as stated:

- Certificates of deposit (CD's) deposited in a fully insured financial institution and covered by the Federal Deposit Insurance Corporation (FDIC)
National Credit Union Administration (NCUA)
- Any other fully insured deposit investment

Note: As the financial market changes the Finance committee may need to bring forward additional investment securities as additions to this list.

Control and Review

All investments will be purchased in the name of the Association.

The signatures and authority required for withdrawals or transfers of Reserve Assets will be determined by recommendations from the Finance Committee along with a written best practices letter with help from the Association's legal counsel and/or our auditor and then voted on by the BOD.

A130.2 RESERVE INVESTMENT POLICY – 2017 (Resolution 120917)

The Glen Community Association supplemented the Capital Reserve Investment Policy in 2017.

- The Glen Community Association has invested a portion of our Capital Reserve Fund (CRF) in a diversified account through the People's Bank/LPL, which require a minimum of two (2) American signers. (Canadians cannot be signers in brokered investment opportunities in the US).
- The GCA should solicit four (4) American signers to facilitate the prompt execution of business in the event of the unavailability of any one signer. The signers will not be able to make investment changes to the account. Only the Board of Director's (BOD) by formal motion recorded in Board meeting minutes can make any changes or decisions affecting the investment account.

**The Glen Community Association
Administration Policies**

A130.3 DEPRECIATION POLICY

The Internal Revenue Service (IRS) has ruled that items costing more than \$2500 including expenses that extend the life of an asset by twelve months or more shall be capitalized and therefore depreciated, but only if Operating Funds are used. There are also attractive items that are purchased from Operating Funds at a cost of less than \$2500 that can be capitalized and depreciated. This list would include individual computers/monitors, cameras, video cameras, photocopiers and other attractive items. Although this type of purchase is below the IRS threshold for capitalization and depreciation, these items should be included on the Glen Inventory and then depreciated based on their useful life for that category of asset.

All depreciable assets purchased prior to June 1st of each year will be included in the annual Depreciation Report. Depreciable assets purchased after June 1st will be included in the subsequent fiscal year's list of assets.

It is important to note that Capital Funds are to be used to replace items identified in the Reserve Study and any expense paid for from Capital Funds can not be depreciated. All items purchased with Capital Funds are a direct expense and although they are inventoried, they can not be depreciated.

A130.4 CONTRACTOR SERVICES AND PAYMENT POLICY

A130.4.1 If services are contracted to an outside agency and the project cost is expected to be more than \$15,000.00, a minimum of three (3) sealed bids shall be obtained and presented to the appropriate Committee Chair. If it is not possible to obtain three (3) bids, a written explanation shall be presented to the Board. The board may waive the requirement to obtain three bids on a project-by-project basis.

A130.4.2 Each project must have a complete and comprehensive list of specifications, including: work to be done, materials to be used, and a starting and estimated completion date.

A130.4.3 When, upon approval by the Board of Directors, a bid is accepted, a detailed agreement shall be signed.

A130.4.3.1 The agreement shall include the specifications bid on, any approved changes, and the method of payment.

A130.4.3.2 Advance deposits shall not exceed fifty percent (50%) of the entire project cost, unless approved by the Board of Directors.

**The Glen Community Association
Administration Policies**

A130.4.3.3 Completion payments of holdback money shall be fifteen percent (15%) of the entire project cost and will be paid fifteen (15) days after Management and the Board of Directors have approved the work.

A130.4.3.4 Management and The Board of Directors shall inspect the work within thirty (30) days following the contractor's request for final payment.

A130.4.4 If services are contracted to an outside agency where the project cost is not expected to exceed \$7,000.00, Management has the authority to proceed with any procedure for agency selection and payment method deemed appropriate, fair and consistent with standard business practices.

A130.4.4.1 It is The Glen Association's policy to give first consideration to Whatcom County based agencies whenever feasible without sacrificing quality of workmanship and economy.

A130.5 SIGNATURE REQUIREMENTS FOR FINANCIAL OPERATING DOCUMENTS

A130.5.1 All contracts and/or agreements approved by the Board of Directors shall be duly recorded in the meeting minutes. Two signature(s) is are required, either from the (President, Treasurer, General Manager) or another designated officer to endorse the contract or agreement.

A130.5.2 For all items of a routine nature, such as payroll checks, payments for power, fuel, insurance, and operating supplies, the signatures of both The Glen Manager and another employee approved by the Board of Directors and recorded in the Board minutes, is required. In the event that either is unavailable, the other authorized employee and an Association Executive Officer may sign.

A130.5.3 For all items over \$15,000.00 other than recurring operating-expenses two authorized Association Executive Officers are required to sign.

A130.5.4 Any transfer of funds from the Capital Account for investment purposes shall be approved by the Board of Directors either by resolution or motion at any regular or special meeting.

**The Glen Community Association
Administration Policies**

A150 – Fire Regulations

A150.1 Recreational Campfires and Fireplaces

A150.1.1 Any person having a campfire during a Glen Fire Ban will be fined.

A150.1.2 Any person having an unattended campfire may be fined. Campfires shall never be left unattended when burning, smoldering, or still smoking.

A150.1.3 Any person having a campfire outside a Glen approved fire pit may be fined.

**The Glen Community Association
Administration Policies**

A180 – Inventory

A180.1 Prior to the end of each fiscal year, inventory shall be taken, confirmed by Management and presented to the Board of Directors for approval.

A180.1.1 All inventory lists shall be in computerized form and verified against previous inventory lists.

A180.2 Management is responsible for the inventory of:

- a) All equipment used in the daily operation of Security including, but not limited to, vehicles, radios, and computers.
- b) All equipment used in the daily operation of maintenance including, but not limited to, vehicles and tools.
- c) All equipment used in the Administration Office including, but not limited to, office furnishings, computers and accessories, printers, copy machines, other office machines and communication equipment.
- d) The playground equipment, pool equipment, comfort stations, laundry facilities, Fireside Lodge, Riverside Lodge and Family/Teen Center furnishings.

**The Glen Community Association
Administration Policies**

A190 – Registered Non-Profit Corporations Within The Glen e.g.: Goodtimers

A190.1 The Glen Board of Directors, pursuant to Bylaw 2.2.1.17, recognizes that organized groups (an “Organization”) may be established to enhance recreational opportunities for members of The Glen Community Association (GCA). For organized groups to conduct activities and events within The Glen, the following procedures and rules shall apply:

A190.1.1 In order for an organized group within The Glen to conduct events on GCA property and use GCA facilities, it must first apply to, and be approved by, the GCA Board of Directors.

A190.2 The application to the GCA Board shall include a list of the Organization’s elected officers.

A190.2.1 Unless a specific waiver is granted by the GCA Board, in its sole discretion, no Organization will be approved to conduct events on GCA property or to use GCA facilities if any Glen member sanctioned by the GCA Board from participating as a GCA Director or as a member of any GCA Committee is serving on the Organization’s Board of Directors during the term of any such sanction.

A190.2.2 The Organization shall provide The Glen Board of Directors with a set of written Bylaws and, within (30) days of approval of the Organization, a Code of Conduct signed by each Director, The Organization shall also provide a current list of their Directors, to be updated when changes occur.

A190.2.3 If an approved Organization modifies its Bylaws or Code of Conduct, it shall not be permitted to conduct events on GCA property and/or use GCA facilities until it provides notice of such changes, along with an updated copy of the subject document, to the GCA Board for the GCA Board’s review. The GCA Board shall review all changes and, if the GCA Board approves of such changes, may reinstate approval for the Organization to conduct events on GCA property and/or facilities. Each Organization shall provide the GCA Board with notice of any changes to its Bylaws or Code of Conduct within (5) days of such changes being made. Regardless of whether or not changes have been made, each Organization must provide a then-current copy of its Bylaws and Code of Conduct to the GCA Board by May 31st of each calendar year.

A190.3 The Organization shall comply with the following terms and conditions, any of which may be revised at any time by the GCA Board. The GCA Board, in its sole determination, will endeavor to provide sufficient time for compliance with any changes.

A190.3.1 The approved Organization shall appoint from its membership a Liaison Representative. Duties of the Liaison Representative shall include but may not be limited to:

**The Glen Community Association
Administration Policies**

A190.3.1.1 Appearing when requested at any meeting of the GCA Board to present activity reports and/or financial statements as described herein;

A190.3.1.2 Participating when requested in any meeting of the GCA Board to convey current information on the Organization's activities not included in any written report and conveying back to the organization's members all information from the GCA Board meeting deemed appropriate to ensure continued operation and functionality of the organization under all then-current A190 terms and conditions.

A190.4 The key responsibilities and requirements of the approved organization before, during, and following use of GCA facilities include:

A190.4.1 To provide The Glen Board of Directors with monthly financial statements, which include:

- a) The beginning cash balance of each named account
- b) Revenues collected grouped by activity
- c) Expenses grouped by activity
- d) The ending cash balance of each named account.

A190.4.1.1 These statements, along with the Organization's Monthly Written Report (example: Goodtimers) will be included in the monthly GCA Board packet and must be provided one (1) week prior to the GCA Board's monthly meeting.

A190.4.2 To have a yearly audit performed unless this responsibility is waived by the GCA Board on recommendation of the GCA Treasurer.

A190.4.3 To comply with all applicable Federal and State laws and County Ordinances and Codes.

A190.4.4 All activities and events intended to be conducted by the approved Organization within GCA facilities or on Glen property must be approved in advance by GCA Board.

A190.4.4.1 To advise the Glen Manager of their schedules in advance, including preparation and clean up time required at any applicable lodge/facility.

A190.4.5 At the discretion of Management, to pay for any increased staff time required as a result of the Organization's activities.

A190.4.6 To be financially responsible to Management for all supplies used by the organization and to promptly pay charges for same.

**The Glen Community Association
Administration Policies**

- A190.4.7** To use care in decorating lodges/facilities for various events and to remove seasonal decoration in a timely manner.

**The Glen Community Association
Administration Policies**

A200 – Quarterly Dues and Assessments Billing

- A200.1** Billing shall be quarterly, with mailing dates on or about:
- January 1st (for the period of January 1st through March 31st)
 - April 1st (for the period of April 1st through June 30th)
 - July 1st (for the period of July 1st through September 30th)
 - October 1st (for the period of October 1st through December 31st)

These quarterly billing periods have been established in accordance with The Glen Community Association Bylaws in lieu of annual advance payment on the first of each year.

- A200.2** Billing will include amounts for:

- a) Quarterly dues (one fourth of annual dues and capital assessment)
- b) Electrical usage charges (usage for the previous three (3) months)
- c) Special Assessments (if applicable)
- d) Fines (if applicable)
- e) Individual special usage fees (maintenance, trailer storage, etc.)
- f) Overdue account late charges and fees (1st, 2nd and 3rd collection letters, etc.)
- g) Website advertising fees

A200.2.1 All billing charges are in US currency.

A200.2.2 Quarterly billings are totaled. No one item may be singled out and paid individually.

- A200.3** An account is considered **overdue** on the first day of the month following the billing period. For example, dues for the billing period of January 1st are **overdue** if unpaid on February 1st.

- A200.4** The Glen Community Association reserves all its rights and remedies under the Bylaws and Covenants to file a lien immediately after an account becomes overdue.

- A200.5** If payment is not received on or before a grace period of seven calendar days following the first day of the month after the quarterly billing date, a standard late charge of \$15.00 will be assessed, and a **First Notice** letter requesting payment will be sent to The Glen Association member.

- A200.6** If, following thirty (30) calendar days after sending the **First Notice**, no payment or response is received, an Overdue Account Notice will be sent to The Glen Association member.

A200.6.1 This **Second Notice** will advise The Glen Community Association member of the following actions which may take place if the account is not paid within thirty (30) days of the letter's date:

**The Glen Community Association
Administration Policies**

- a) Guest privileges may be revoked.
- b) RFID decal may be deactivated.
- c) Electrical power may be disconnected.
- d) A lien may be filed. The Account may be turned over to an attorney.

A200.7 If no response is received following the sixty-eighth (68th) calendar day the account is overdue, a **Third and Final Notice** will be sent to The Glen Community Association member by registered mail. This Notice will notify the member that if the account is not paid within fifteen (15) days following mailing of the registered letter a lien will be filed.

A200.7.1 Following remittance of the **Third and Final Notice**, all actions and conversations shall be fully documented.

A200.8 Following the filing of a lien foreclosure action may be initiated by The Glen Community Association.

A200.9 As various actions are completed involving an overdue account, applicable fees will be levied against the account including, but not limited to:

- a) Overdue account late charge at 8 days overdue
- b) Subsequent overdue account letters at 38 days and 68 days overdue
- c) Electrical disconnect
- d) Electrical reconnect (when account is paid)
- e) Lien filing
- f) Lien clearing (when account is paid)
- g) Interest – Any assessments not paid in full within (30) days of issuing notice of assessment shall, commencing on the 38th day, accrue interest at the rate of one percent (1%) per month on the unpaid balance becoming effective on the October 1st, 2012 Glen Community Association Member quarterly statements.

A200.9.1 Once foreclosure action is initiated, and an account is turned over to an attorney, fees will be set by The Glen's Attorney and recovered from The Glen Community Association member.

**The Glen Community Association
Administration Policies**

A210 – Water Conservation Measures

- A210.1** In an effort to eliminate the requirement to impose further water conservation measures, at the discretion of Management, Laundromats in Comfort Stations 1 and 6 may be closed at the beginning of any long holiday weekend and remain closed as long as deemed necessary. At such times, watering plants and washing cars, recreation vehicles and decks will not be permitted. Failure to obey watering restrictions may result in a fine. See current Fee Structure (Appendix B)
- A210.2** Further water conservation measures may go into effect at any time the designated light by entry to Division 7 is turned on. This light indicates that only 11 feet of water remains in the storage tower, and that water is being used faster than it can be pumped. Water use will be restricted as follows:
- A210.2.1** Watering plants and washing cars, recreation vehicles and decks will not be permitted when the light is on. Any Glen Association member in violation may be subject to a fine.
 - A210.2.2** If the water shortage problem continues, the Laundromats in Comfort Stations 1 and 6 will be closed (if not closed already due to a long weekend).
 - A210.2.3** If the water level continues to drop, the showers in comfort stations will be shut off.
 - A210.2.4** If the problem continues, the pools and their adjoining shower facilities will be closed.
- A210.3** When water conservation measures are in effect, use of timer operated irrigation systems must be suspended.

**The Glen Community Association
Administration Policies**

A220 – Equipment or Appliance Damage and Repair

A220.1 The responsibility of The Glen Community Association to repair or replace damaged equipment or appliances is limited to:

- a) Common interest property owned by The Glen Community Association
- b) Power lines up to and including the remote pedestal for each lot.
- c) Water supply lines up to but not including the stand pipe for each lot, or up to but not including any alterations to the water supply lines subsequently made by property owners.

A220.1.1 The electrical system is the property and responsibility of The Glen Community Association and no alterations or modifications are allowed. This includes but is not limited to; painting, decals or stickers of any type, locking/securing devices, and any electrical wiring alterations. Only locks supplied by The Glen will be allowed on the electrical pedestals. Tampering with or defacing of the electrical pedestals may result in a fine (see current Fine Structure, Appendix B) and charges for the cost of repairs or replacement. Removal of the old pedestals after the electrical upgrade and prior to The Glen removing them requires an Electrical Pedestal Removal Permit.

A220.2 The Glen Community Association member is responsible for all personal equipment and appliances on the individual lot including, but not limited to:

- a) The individual lot electric meter as exists with the electrical system prior to the Secondary upgrade of the 2010-2016 Electrical Infrastructure Project.
- b) The septic system and all sewer lines on the individual lot.
- c) Cablevision wiring
- d) Repair and/or replacement needs of the standpipe and all connections from it to the lot it services.
- e) Repair and/or replacement of any piping, connections, t-joints or other changes made to the water supply lines by current or previous property owners.

A220.2.1 Association members are advised that all electrical work must be inspected by the State of Washington Labor & Industry.

A220.2.2 The Member is responsible for the proper inspection and maintenance of the septic system. Failure to repair any of these after thirty (30) days notice of a problem will result in repairs being performed, with costs billed on the Member's next quarterly billing.

**The Glen Community Association
Administration Policies**

A220.3 The Glen Community Association is not responsible for damage to personal or real property on any individually owned lot as a result of power outages, power surges, broken water lines, windstorm, flood, or any like or related event.

A220.3.1 Association members are advised to purchase and maintain adequate insurance on their recreational property within The Glen.

**The Glen Community Association
Administration Policies**

A230 – Quiet Hours and Curfew

- A230.1** In order to provide each Association member and guest with a peaceful and restful experience at The Glen, quiet hours are established as follows:
- Sunday through Thursday – from 10:00 pm to 9:00 am.
Friday and Saturday – from 12:00 Midnight to 9:00 am.
- A230.2** Hours during which construction work may be performed are established as follows:
- Monday through Sunday – 9:00 am to 6:00 pm
- A230.3** A fine may be imposed for disturbing the peace when there is loud music, party or excessive noise of any type. See current Fine Structure (Appendix B).
- A230.3.1** If a guest is found to be disturbing the peace, a fine may be imposed on the Association member who invited the guest.
- A230.4** A curfew is established within The Glen for all individuals under the age of 18.
- A230.4.1** The curfew on common areas is set at 12:00 Midnight. Following this time, all persons under the age of 18 are expected to be with their parents or at the place they intend to spend the night. Any person under the age of 18 discovered elsewhere within The Glen will be considered in violation of the curfew. See current Fine Structure (Appendix B)
- A230.4.2** The curfew at all comfort stations is set at 10:00 pm. Following this time, any person under the age of 18 who is found loitering at any comfort station within The Glen will be considered in violation of the curfew.
- A230.4.3** The President of The Association may authorize that the established hours of curfew be extended for a specific function, prior to the function, and only for the stated date and time so authorized. In the event the President is not available, the next Officer of the Board of Directors in line of authority may grant the extension.
- A230.5** When a person under the age of 18 is found in violation of the established curfew, the Association member parent or Association member responsible for inviting the violator may be fined. See current Fine Structure (Appendix B)

**The Glen Community Association
Administration Policies**

A250 – Refuse Disposal

- A250.1** The Glen Association provides containers for disposal of Association members' ordinary refuse accumulated while enjoying their property at The Glen.
- A250.1.1** Refuse containers shall not be used for the disposal of paint, batteries, toxic liquid or solid waste, oil, or any other items which would not be included in regular trash pickup service at members' permanent residences, nor shall these items be left beside the containers. Contact Security or Office for disposal options.
- A250.1.1.1** Removal of ANY items from refuse containers is strictly prohibited. This applies to all refuse within all refuse containers and, in particular, TO ALUMINUM BEVERAGE CANS which represent a revenue source for The Glen Community Association which helps to reduce the total refuse disposal costs for all association members. Items placed outside containers and / or on flat-beds or other designated reuse and recycling areas may be removed. ENTRY INTO REFUSE CONTAINERS IS PROHIBITED. Violation of this rule may result in a fine. See Appendix B – Fine Structure.
- A250.2** In order to offset the price of refuse collection while helping clean up our environment, The Association urges members to recycle all applicable materials. Recycling bins are provided at the refuse site.
- A250.3** A burn pile is located behind the RV Storage Area. This site is designated for the disposal of natural materials that can be chipped and/or burned, such as tree limbs and branches.
- A250.3.1** Twice annually, Glen staff will provide assistance to Association members in removing burn pile debris resulting from property clean-up to the brush site (see qualifications and limitations below). This assistance will be provided when time permits for debris placed roadside during a one week period following Canadian Thanksgiving (second Monday in October) and during a one week period following Memorial Day each year. Property Owners wishing to ensure speedy removal of such debris to the brush site are encouraged to use their own vehicles or community-owned trailers which may be borrowed at no charge by arrangement with the office. Debris left roadside at other times than stated above will be in violation of this policy and subject to a fine.
- A250.3.2** Assistance will be given for removal of chippable trimmings and branches resulting from pruning, shaping and deadfall. All such material must be located off the pavement and within the roadside allowance, easily accessible by staff and machinery. Any material located on a member's property will be assumed to be handled by the members themselves.

**The Glen Community Association
Administration Policies**

A250.3.3 Assistance will NOT be given with removal of needles, leaves, cones and twigs or of any tree parts resulting from removal of whole trees, firewood size limbs, trunk sections, stumps and any tree parts not chippable. Disposal of these materials will be the responsibility of Property Owners. Contact Security or Office for contractor/disposal options.

A250.3.4 A composting area is located next to the burn pile and is for needles, leaves, twigs, and cones.

A250.4 Construction and demolition debris and all manmade wood or construction items are NOT natural materials. They will not be picked up and cannot be transferred to the burn pile. State law prohibits burning of all such material. All such material must be removed by Property Owners to the appropriate location. Fees may be charged. (See appendix A – Fee Structure). Contact Security or Office for disposal options.

A250.4.1 Construction debris containers are provided at cost for the benefit of Glen Association members and may be used ONLY by Glen Association members. Use of these containers for disposal of construction debris by vendors and contractors is NOT permitted. Violation of this rule may result in a fine. See Appendix B – Fine Structure.

A250.5 All other large items and materials (appliances, furniture, mattresses etc) are to be taken to the designated disposal area. Fees may be charged (See Appendix A – Fee Structure). Contact Security or Office for disposal options.

A250.6 Any Association member in violation of proper refuse disposal policy may be subject to a fine. See (Appendix B) – Fine Structure.

**The Glen Community Association
Administration Policies**

A260 – Parks, Greenbelts and Meadows

- A260.1** All parks, meadows and greenbelts within The Glen are maintained for the enjoyment of all Association members. Members are encouraged to use these common areas with care and respect for the rights of fellow members.
- A260.2** Parents are encouraged to supervise small children in playgrounds.
- A260.3** Association members are required to use common areas in a manner which does not impact the landscape or create a safety hazard for others.
- A260.3.1** Driving or parking on meadows is prohibited and may result in a fine. See (Appendix B) – Fine Structure.
- A260.4** Association members are reminded that The Glen greenbelt areas provide habitat for several species of wildlife, including deer, raccoon, bobcat, cougar, coyote and black bear, all of which may be appreciated from a distance. Under certain conditions, any one of these animals may present a threat to humans or pets.
- A260.4.1** Members are encouraged to use caution when walking on roadways and trails, especially during the hours around dawn and dusk when most sightings occur.
- A260.4.2** Parents are encouraged to instruct their children on the proper action to take in case of an encounter with any potentially dangerous animal.
- A260.4.3** To reduce the occurrence of potentially dangerous animals in populated areas of The Glen, members are encouraged to remove all food stuffs and sources of food odors from their lots as well as from Glen common areas, and to prohibit small children from taking snacks outside the recreational vehicle.
- A260.4.4** Association members are requested to report all cougar and bear sightings to Security.

**The Glen Community Association
Administration Policies**

A265 – Dogs Running at Large

- A265.1** Dogs are not permitted to run at large, off-leash, in any public or common areas or any of the seven (7) divisions of The Glen, with the exception of Sections 265.2 and 265.3 below. All association members and their guests are expected to have their dog(s) on a leash and under control at all times.
- A265.2** Dogs are allowed to be off-leash on a member's own private property, provided the dog remains within the confines of that property.
- A265.3** Dogs are permitted off-leash at the Riverside field, and the Riverbank areas. In addition, leashes are not required on the trails to and from the riverbanks. At Riverside field, the pets should be kept to the portion of the field at the end toward the bottom of the hill, away from the Lodge, pool, barbeque, and family activity area of the field.
- A265.4** In addition, members are to pick up and remove all their pets' wastes (excrement, bones, etc.), whether at Riverside, on the trails, or in any other areas of The Glen, whether on or off leash, consistent with good community relations and common sense.
- A265.5** Dogs that have a tendency to display aggressive behaviors toward other animals or humans, (i.e. growling, snarling, etc.) should be leashed at all times, whether on private property, on trails or at Riverside field.
- A265.6** Prolonged barking may be deemed to be "disturbing the peace" and may result in a fine.
- A265.7** Failure to abide by the above may result in a fine. See Appendix B – Fine Structure.

**The Glen Community Association
Administration Policies**

A270 – Traffic Violations

- A270.1** All traffic within The Glen is subject to the Revised Code of Washington State (RCW).
- A270.2** The operator of a motor vehicle shall follow all posted speed limits within The Glen.
- A270.2.1** The maximum speed limit in The Glen is 15 miles per hour on all main roads and in all divisions except where posted otherwise.
- A270.2.2** The posted speed limit near all playgrounds and in Grove Circle is 5 miles per hour.
- A270.2.3** All new and replacement speed limit signs installed within The Glen from this date forward will include both Imperial (miles per hour) and equivalent Metric (km per hour) information shown in identical font size.
- A270.3** Glen Parking Restrictions
- A270.3.1** No overnight parking at any of the Comfort Stations.
- A270.3.2** Parking at Comfort Stations shall be limited to a maximum of two (2) hrs.
- A270.3.3** No Vehicle shall be parked on greenbelts or roadways when other parking space is available.
- A270.3.4** No vehicle shall park in a designated handicapped/disabled parking spot without a proper handicap/disabled parking permit.
- A270.4** The operator of a motor vehicle must stop at all stop signs.
- A270.5** The operator of a motor vehicle shall not drive the wrong way on a one-way road.
- A270.6** The operator of a motor vehicle shall yield the right-of-way to all other motor vehicles currently in a traffic circle.
- A270.7** The operator of a motor vehicle shall not pass another moving motor vehicle within The Glen.
- A270.8** The operator of a motor vehicle shall signal when turning.
- A270.9** The operator of a motor vehicle shall at all times drive with due care and attention.
- A270.10** The operator of a motor vehicle shall pull to the side of the road for emergency vehicles.
- A270.11** The operator of a motor vehicle shall not impede traffic.

**The Glen Community Association
Administration Policies**

- A270.12** Unlicensed and off-road vehicles shall not be operated on The Glen roadways. Neither shall trucks of over 1-ton capacity and noisy Vehicles, such as motorcycles and motor scooters, be operated in The Glen except as reasonably required.
- A270.13** State approved helmets must be worn by all motorcycle operators and their passengers within The Glen.

**The Glen Community Association
Administration Policies**

A271 Golf Cart Zone

- A271.1 Definition:** "Golf Cart" means an electric-powered three/four- wheeled vehicle originally designed and manufactured for operation on a golf course for sporting purposes which has a speed attainable in one mile of not more than twenty miles per hour. A Golf Cart is not considered a vehicle, except for the purposes of chapter 46.61 RCW. (Definition adapted from Washington State Substitute Senate Bill 6207 -- SSB 6207.)
- A271.1.1** Golf Carts powered by any source or fuel other than electricity are not approved for use within The Glen
- A271.2 Licensing:** Golf Carts operated within The Glen are subject to the following licensing rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)
- A271.2.1** Golf carts operating within The Glen's designated Golf Cart Zone are exempt from Washington State Vehicle Licensing requirements. (Section 5(5)(i) SSB 6207). All Golf Carts are required to pass a one-time safety inspection, by Glen Security, before the first license is issued. All Golf Carts must show proof of insurance, as per A271.3.1, before a license is issued.
- A271.2.2** Every person operating a Golf Cart as authorized under this section must be at least sixteen years of age and must hold a currently valid Driver's License within a U.S. state or a Canadian province.
- A271.2.3** A person who has a revoked license under RCW 46.20.285 may not operate a Golf Cart as authorized under this section. (Section 4 SSB6207)
- A271.2.4** All Golf Carts operated within The Glen must be equipped with a currently valid official Glen License Plate displayed on the cart identifying Division and Lot number where the cart is based. License Plates will be issued by The Glen office for an annual fee of \$12.00 (prorated for partial terms) for carts covered by minimum insurance requirements. Refunds will not be given for unused term remainders.
- A271.2.5** To simplify identification, License Plate color will change annually.
- A271.3 Insurance:** Golf Carts operated within The Glen are subject to the following insurance rules and requirements:
- A271.3.1** All Golf Carts operated within The Glen must be covered with Bodily Injury and Property Damage Liability Insurance to a minimum of \$100,000.00.
- A271.4 Equipment:** Golf Carts operated within The Glen are subject to the following equipment rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

**The Glen Community Association
Administration Policies**

A271.4.1 Golf carts must be equipped with rear view mirrors, reflectors, seat belts, head lights, tail lights, rear running and brake lights, horn and turn signals.

A271.4.2 Whenever children (less than 16 years of age) are carried in a Golf Cart, the cart must be equipped with an approved Child Restraint System consistent with provisions of RCW 46.61.687 and 2007 c 510 Section 4.

A271.5 **Operation:** Golf Carts within The Glen must be operated consistent with the following rules and requirements: (Rules derived from or related to SSB 6207 and other State legislation are referenced.)

A271.5.1 All operators of Golf Carts within The Glen are responsible for ensuring that lights, turn signals, seat belts and child restraint systems are used consistent with provisions of RCW 46.61.687 and 2007 C 510 Section 4.!

A271.5.2 Accidents that involve Golf Carts must be recorded and tracked in compliance with chapter 46.52 RCW. The accident report must indicate that a Golf Cart operating within a Golf Cart Zone is involved in the accident. (Section 4 SSB 6207)

A271.5.3 Every person operating a Golf Cart as authorized under this section is granted all rights and is subject to all duties applicable to the driver of a vehicle under chapter 46.61 RCW. (Section 4 SSB 6207)

A271.5.4 All Golf Carts operated within The Glen are subject to all Administration Policies, Rules & Regulations affecting motor vehicles then in effect, including but not limited to Traffic Violation Rules.

**The Glen Community Association
Administration Policies**

A275 – RV Storage Area Use

- A275.1** The Glen Community Association provides an RV Storage Area for our members, which is intended to be used for storage of RVs, campers, utility trailers, and boats that are functional and periodically used. Fees for storage are listed in Appendix A of this manual.
- A275.1.1** An original or certified copy of proof of ownership (current Vehicle Title or Registration document issued by the licensing authority for the jurisdiction in which the RV is registered) must be provided before any RV can be stored within the Storage Area. A copy of same will be retained on file for the duration of storage. Bills of Sale or similar documentation between Buyer and Seller are not acceptable for this purpose.
- A275.1.2** RV's, trailers, campers, and boats that are not road worthy will not be in the storage area for longer than 3 months.
- A275.1.3** RV's and campers with auxiliary roofs are not roadworthy.
- A275.1.4** Vehicles without registration will not be allowed for storage in the storage area.
- A275.2** Holding tanks (both water and sewage) must be freshly emptied and thoroughly flushed just prior to storage and cannot be used while the RV is stored in the RV storage area.
- A275.3** All RV's, utility trailers, boats and boat trailers stored in the RV Storage area must be in good repair, clean and neat in appearance, and free of mold or algae growth. Tires on all units must be properly inflated at all times. These conditions must be observed for the duration of storage. Failure to do so may result in a citation being issued with a fine. (See Appendix B)
- A275.3.1** If an auxiliary roof must remain on an RV unit, the auxiliary roof is to be securely fastened using tie down belts, one for every 12 feet of the RV or trailer. Improperly secured roofs that blow off will subject the Property Owner to a fine. (See Appendix B)
- A275.4** All units stored in the RV storage area must be removed for a minimum of a 48 hour period at least once every 12 months.
- A275.4.1** Owners of any unit not removed as required will be charged fines (See Appendix B) commencing on the first day of the 13th month and every 3 months thereafter as long as the unit remains in storage. These fines are in addition to the storage fee (See Appendix A).
- A275.4.2** An extension may be granted for this requirement for a maximum of 90 days with no fines incurred. The fee for this extension is in addition to the regular storage fees (See Appendix A).

**The Glen Community Association
Administration Policies**

A275.5 It is required that members storing RV's, campers, trailers or boats in the storage yard have them protected by insurance coverage. Utility trailer use solely within The Glen will be exempt from this requirement.

A275.5.1 The Glen assumes no liability or responsibility for damage, theft or vandalism to any unit stored in the RV storage area.

**The Glen Community Association
Administration Policies**

A280 – Conduct in The Glen

- A280.1** All persons while in The Glen will conduct themselves in a manner that is respectful and orderly to people, facilities, equipment and the environment. Failure to do so may result in a disorderly conduct fine. (See Appendix B - Fine Structure)
- A280.1.1** Disorderly conduct is described as unruly behavior which is contrary to public order, is personally or physically abusive, or could result in risk or damage to people or surroundings.
- A280.2** All persons while in The Glen shall treat all Glen staff, Board or Goodtimers Board members, committee members, or volunteers of The Glen with dignity and respect. Verbal or physical abuse will not be tolerated and may be subject to an abusive conduct fine.
- A280.3** Any person who obstructs an employee from doing their job may be fined for obstruction.
- A280.3.1** All Members are required to provide picture identification to The Glen's Security Officers upon request. Failure to present picture identification may result in the individual being treated as a trespasser.
- A280.4** Any person who commits vandalism may receive a fine and shall be held responsible for damages.
- A280.6** Any person discharging fireworks may be fined.
- A280.7** Firearms and projectile weapons of any kind (pellet guns, air guns, b-b guns, archery equipment, or any other projectile devices) are not allowed to be used or discharged in The Glen. Any person using such devices shall be fined.
- A280.8** Any person found committing theft may be fined and outside authorities notified. Restitution may be requested by the victim.
- A280.9** Association Members and their guests shall not trespass on other lots within The Glen, without the express consent of the owner of that property. Failure to respect the ownership and exclusive use of private property may result in a fine.
- A280.9.1** No fine will be issued for this violation without the consent of the property owner whose property was thus trespassed, and his/her willingness to appear as a witness in the event of an appeal of the citation.
- A280.10** All Association Members and their guests are expected to respect the hours of operation of all Glen owned facilities (e.g. swimming pools) and shall not trespass on that property when closed. Failure to do so may result in a fine.
- A280.11** Association Members and their guests will not litter in The Glen, whether privately owned lots, common areas, greenbelts or roadways. All garbage shall be deposited in proper receptacles designed for that use.

**The Glen Community Association
Administration Policies**

A280.12 Association Members and guests are expected to clean up all animal waste deposited by their pets. Failure to do so may result in a fine.

**The Glen Community Association
Administration Policies**

A290 – Imposition of Sanctions Processes

- A290.1** If a member is determined to be in violation of any provision of the Covenants or Bylaws other than payment of dues and assessments, the member will be notified of the violation (“Default Letter”) by The Glen Community Association and given an opportunity to cure the violation before a sanction is imposed, provided that this Default Letter requirement and procedures related thereto are waived if the member is currently or was a sitting Director when the violation(s) occurred and the violations relate to the provisions of the Director’s Code of Conduct.
- A290.2** In the event that the violation is not cured within the period provided in the Default Letter, the Board may revoke certain member’s privileges, which may include, but not limited to, ineligibility to vote, ineligibility to participate on committees, and ineligibility to serve as a director.
- A290.3** If The Glen Community Association consults with its legal counsel concerning such violation, the member shall be liable for all The Glen Community Association’s fees and costs incurred, regardless of whether a lawsuit is filed.
- A290.4** Any revoked privileges will be restored to the member once the violation is cured, “and the member provides reasonable evidence thereof to the Board.”
- A290.4.1** If the member who cures the violation, commits the same or similar violation within ninety (90) days after restoration of privileges may have such privileges revoked without notice or issuance of a subsequent Default Letter.
- A290.5** Any member who receives a Default Letter shall be given the opportunity for a hearing before the Board (“Violation Hearing”) to explain the circumstances or any attempts to cure the violation.
- A290.6** The Board shall be entitled to require the member to produce any documents or witnesses necessary to support the member’s position.
- A290.7** Failure to produce the documents or witnesses shall be deemed an admission by the member that the member is violating the Covenant or Bylaw.
- A290.8** After the Violation Hearing The Glen Community Association will issue a decision affirming the violation or dismissing the violation.
- A290.9** If the decision of the Board is to affirm the violation, then The Glen Community Association shall notify the member in writing of any sanctions imposed.
- A290.10** The Glen Community Association reserves the right to allow the member additional time to cure the violation.
- A290.11** Any action by The Glen Community Association (including imposition of a sanction or grant of additional time) is without waiver of, or prejudice to, any of The Glen Community Association’s enforcement rights in law or in equity.

**The Glen Community Association
Administration Policies**

- A290.12** Once a violation has been affirmed and so long as it is continuing, the Board reserves the right to increase the sanctions imposed on such member by providing written notice to the member.
- A290.13** The Board reserves the right to delegate any duties associated with enforcement actions to Glen Community Association administrative staff.
- A290.14** Sanctions may be imposed upon any registered owner(s) who violates any provision of the Covenants, The Glen Bylaws, The Glen Administration Policies, or ACB Rules & Regulations.
- A290.15** Sanctions may be, but not limited to:
- The loss of all guests privileges;
 - The loss of voting privileges in any election(s) or Glen plebiscite(s);
 - Denial of the right of participation in the Annual General Meeting;
 - Denial of the right to participate in any Board deliberations;
 - Denial of the right to serve on any Glen Board or Glen Committee(s);
 - Deprivation of all Glen amenities such as, but not limited to, Swimming Pools, Comfort Stations, Laundry Facilities, Games Rooms, Family Center, Tennis Courts, Fireside or Riverside Lodges.

**The Glen Community Association
Administration Policies**

A300 – Mileage Reimbursement

- A300.1** The Glen Community Association will provide mileage reimbursement for each Glen Community Association Board and Committee member traveling to the Glen for authorized Glen business meetings while participating as a volunteer. Mileage reimbursement will be paid for any additional authorized Glen Community Association business travel. Mileage reimbursement will only be granted for the first meeting attended on a scheduled weekend.
- A300.2** The annual standard mileage rate set by the U.S. Internal Revenue Service (in cents per mile) will be used to determine the rate to be paid to each Board or Committee member per travel visit. The standard mileage rate will be researched annually by the Glen Association Bookkeeper to be applied to the new fiscal year beginning July 1st.
- A300.3** If there are two members of a household and both are participating in scheduled Glen business meetings, only one mileage reimbursement will be paid.
- A300.4** All mileage reimbursements will be paid according to the home address of any Director, Committee Member and/or Advisor that is on record at the Glen Community Office. If any Director, Committee Member or Advisor moves or changes his/her home address they must notify the Glen Community Association Office within 30 days to be eligible for further mileage reimbursements.
- A300.5** Committee members and/or advisors will not receive mileage reimbursement greater than a director living the furthest from the Glen. Long distance committee members and/or advisors will be reimbursed at the same rate as the director living furthest from the Glen.
- A300.6** All mileage reimbursements for committee members and/or advisors must be recommended by the Committee Chairs. The reason for any denial of mileage reimbursement must be included in the committee minutes, and would be subject to review by the Board. Committee Chairs are responsible to ensure that all meetings scheduled are necessary for the betterment of the Glen Community Association and he/she should avoid recommending unnecessary mileage reimbursement claims.
- A300.7** Committee Chairs will ensure that agendas are circulated in advance for all mileage reimbursable meetings so that all committee members and/or advisors may prepare themselves for the meeting. If it is known in advance that several participants are not able to attend the scheduled meeting, the Committee Chair may postpone and re-schedule the meeting for a future date and is responsible to notify all participants of the re-scheduled date.
- A300.8** Committee Chairs will ensure that adequate notice is given to all committee members and/or advisors of all scheduled and extra meetings and that the Committee Chair will ensure that written minutes of all meetings are submitted to the manager. Notice requirements may be waived for meetings called to deal with emergencies.
- A300.9** All mileage reimbursements are subject to the approval of the Glen President or the Glen Treasurer.

**The Glen Community Association
Administration Policies**

AMENDMENTS

For a complete explanation of each amendment and the reason for its approval you may read the applicable Resolution which is located in the Administrative Office.

- A10 The Glen Administrative Office – Adopted 01/11/92, Amended A111100, A060901, A120801, A071302C. A031205A
- A20 Gate Cards and Decals – Adopted 01/11/92, Amended A091397, A081499, A111100, A031205A, A010916B, A031216B, A101417, A031018A
- A30 Glen Property and Equipment – Adopted 01/11/92, Amended A061194, A111100, A031205A
- A40 Guest Policy – Adopted 01/11/92, Amended 04-08-95, A111100, A041401, A011202, A010305, A031205A, A041407, A020908, A081311, Revised 10-08-11, A121413, A080914, A061315A, A111415C, A031018B
- A50 Lodges – Adopted 01/11/92, Amended 07/09/94, A091397, A111100, A031205a, A011207A & B, A011208, A120812B, A031216A, A081316A
- A60 Swimming Pools – Adopted 01/11/92, Amended A111100, A031205A, A081305, A011207A, A011208, A031012C, A120812B, A070916A
- A70 Records – Adopted 01/11/92, Amended A111100, A031205A, A111415D, A111415B, A070916B
- A80 Sales of GCA-owned real property – Adopted 01/11/92, Amended A111100, A031205A, A100816
- A90 Alcohol and Illegal Substance Restrictions – Adopted 01/11/92, Amended A121094, A061095, A111100, A060802, A071302, A031205a, A120812, A081316B
- A100 Transfer of Property – Adopted 01/11/92, Amended A041492, A090995, A111100, A031205A, A070916E
- A110 Architectural Control Board Permit Fee – Adopted 05/09/92, Amended A111100, A031205A, A031012B, A040817A
- A115 Guest Banishment Policy – Adopted 12/10/94, Amended A091397, A111100, A031205A, A070916F
- A120 Violations Appeal Process – Adopted 01/11/92, Amended A061194, A111100, A061204, A031205A, A080908, A120.6, A080815A, A101715A, A010916A

**The Glen Community Association
Administration Policies**

- A130 Financial Operating Policies – Adopted 03/10/18
Contractor Services and Payment Policy (previously A140) – Adopted 01/11/92,
Amended A111100, A091215B, incorporated into A130 A031018D
Signature Requirements for Financial Documents (previously A240) – Adopted as A181
by Resolution A061000, Incorporated as A240 by resolution A111100, Amended by
A041401A, A071302A, A031205A, A050810B, A091215A, incorporated into A130
A031018D, Last Amended by Resolution A081118B
- A150 Fire Regulations – Adopted 11/10/18
- A180 Inventory Policy – Adopted 02/12/94, Amended A111100, A031205A
- A190 Organizations Within The Glen – Adopted 03/11/95, Amended A111100, A031205A,
A091016A
- A200 Quarterly Dues and Assessments Billing – Adopted 06/10/95, Amended A051196,
A090995, A111100, A120801, A011004, A031205A, A051306, Amended A070911,
A081112, A040313A, A060918B
- A210 Water Conservation Measures – Adopted 08/12/95, Amended A111100, A031205A,
A11122011C, A0218217B
- A220 Equipment or Appliance Damage and Repair – Adopted 08/12/95, Amended by A111100,
A061204B, A031205A, A031007, A111007, A060813, A021817C
- A230 Quiet Hours and Curfew – Adopted 08/12/95 and included in A90 Adopted as A230 by
Resolution A111100, A061403D, A031205A Amended by A111012
- A250 Refuse Disposal – Adopted by Resolution A111100, A031205a, A110808, A121308,
A021409, A050810A, A11122011B, A081112A, A50.2.1, A60.2.1, A101213A, A061315B,
A031216C, A070817B
- A260 Parks, Meadows, Greenbelts – Adopted by Resolution A111100 Amended by A031205A,
A031216D
- A265 Dogs Running at Large – Adopted by Resolution A081404B, Amended by A012007,
A111012B, Amended by A111012B, A061116A
- A270 Traffic Violations – Adopted by Resolution A060901B, Amended A091402, A091303B,
A031205A, A100811, A081112B, A011114B, A090917
- A271 A271 Golf Cart Zone -- Adopted by Resolution A071010, A080914AB
- A275 RV Storage Area Use – Adopted by Resolution A031310, A031012A, A041313B,
A101213A, A121413B

**The Glen Community Association
Administration Policies**

A280 Conduct in The Glen – Adopted A091402a, Amended A051003, A061403a, A081404b, A081404c, A031205a, A030808, A111310, A061315A, A031117A

A290 Imposition of Sanction Process – Adopted by Resolution A110803, Amended by A081404, A070916G, A111216A, A120917

A300 Mileage Reimbursement Adopted by Resolution A111415B, A081316C, A070817A, A071418

Appendix A – Fee Structure – Adopted by A111100, Amended A060901A, A031205A, A120906, A041407, A011208-B, A021409, A021211, A070911, A08132011, A11122011, A031012, A051212, A081112A, A090812, A080914, A110814, A121413B, A021415, A111415A, A111415C, A010916B, A031216A, A070916C, A031018C

Appendix B – Fine Structure – Adopted by Resolution A111100, A031205a, A120906, A041407, A011208-B, A021409, A021211, A031012, A60.2.1, A060813, A111415A, A031216A, A090716D, A021817A, A031117A, A070817B, A060918A, A060918A, A111018

**The Glen Community Association
Administration Policies**

**APPENDIX A
FEE STRUCTURE**

<u>Policy</u>	<u>Purpose</u>	<u>Fee</u>
A20	Association Member RFID Decal (as described in A20.1 Policy)	none
	Replacement for malfunctioning or damaged Member RFID Decal (each)	none
	Contractors Gate Cards	\$ 15.00 per year
A40	Annual Guest List – Maximum 6 Guests	\$ 10.00 per person per year
	Full revamp of Guest List in June/July for upcoming fiscal year	Free
	Changes or Additions to Annual Guest List	\$ 10.00 per name
	Deletions to Annual Guest List	Free
	Occasional Guest (<i>applies to overnight visits for all guests not on the Annual Guest List</i>)	\$ 3.00 per night-per person
	Day Visit (All Guests)	Free
	Guest RV's	\$10.00 per night
	Non-returned Temporary-RFID Decal or Visitor Guest Pass from Guest (no fee if returned within 24 hours)	
	If RFID Temporary RFID Decal or Visitor Guest returned after 24 hours	\$20.00
A50	Rental of Lodges per day:	
	Riverside Lodge rental fee	\$ 100.00
	Riverside Lodge clean up fee	\$ 50.00 per hour
	Fireside Lodge rental fee	\$ 50.00
	Fireside Lodge clean up fee	\$ 50.00 per hour
	Family Center rental fee	\$ 20.00
	Family Center clean up fee	\$ 50.00 per hour
A100	Fee for Transfer of Property or Title Amendment	\$ 100.00
A110	Architectural Control Board permit fee and/or extension fee permit	\$ 50.00
A115, A120	Appeals Process Fee (refundable upon successful appeal)	\$ 80.00
A200	Quarterly Dues and Assessment Penalties:	
	Late Charge, 1 st collection letter (38 calendar days from billing)	\$ 15.00
	2 nd collection letter (53 days from billing)	\$ 25.00
	3 rd collection letter (68 days from overdue)	\$ 50.00
	Power disconnect fee	\$ 50.00
	Power reconnect fee	\$ 50.00
	Non-sufficient funds check fee	\$ 50.00
A250	Refuse Disposal: (Demolition materials)	
	Mattress / Box Spring (each)	\$ 15.00
	Upholstered Chair / Furniture	\$ 15.00
	Large Appliances (Fridge, Stove, Sofa, Chesterfield)	\$ 40.00

**The Glen Community Association
Administration Policies**

**APPENDIX A
FEE STRUCTURE CONT'D**

	Misc. RV Fixture (toilet/sink)	\$ 5.00
	Demolition of structures / misc. construction debris	\$2.00 / cubic foot as determined
A271	Golf Cart License Fee (Yearly, Prorated)	\$ 12.00
A275	Glen Storage Fee (RV's, campers, boat, etc.)	\$ 60.00 a quarter
	Enclosed Utility Trailer and Boat Trailer (15ft. or less) Storage Fee	\$ 15.00 a quarter
	Flatbed or Open utility trailer	No Charge
	RV Storage Area Use Extension (per A275.4.2)	\$ 180.00
WEBSITE ADVERTISING		
	Lots for Sale	\$ 10.00 a month
	Realtor as a Contact	\$ 50.00 set up fee
	Swap and Shop	none

**The Glen Community Association
Administration Policies**

**APPENDIX B
FINE STRUCTURE**

ADMINISTRATION #	VIOLATION	FINE
1. Traffic Offenses		
A260.3.1	Driving or parking on Riverside meadow (Outside of Designated Special Events)	\$ 40.00
A270.2	Speeding (up to 15 mph over limit)	\$ 50.00
	(16+ mph over limit)	\$100.00
A270.2.2	Speeding in a Playground Area (dawn till dusk)	\$150.00
A270.3	Driving/Parking in prohibited area (Grass, Greenbelts, Trails, Riverbank, etc.)	\$ 40.00
A270.4	Failure to Stop at Stop Sign	\$ 40.00
A270.5	Driving Wrong Way on a One Way Road	\$ 40.00
A270.6	Failure to Yield Right of Way at Traffic Circles	\$ 40.00
A270.9	Driving Without Due Care and Attention	\$150.00
A270.12	Unlicensed and Off Road Motor Vehicles on Roadways	\$ 40.00
2. Gate Entry		
A20.2.5	Improper Use of RFID Decal	\$100.00
A40.2.5	Forging Member Signature on Guest Authorization form	\$100.00
3. Conduct		
A10.4	Smoking Policy Violation	\$ 25.00
A60.2.1	Minors in Fireside Pool during Restricted Hours	\$ 35.00
A60.3.1	Disobeying Swimming Pool Security and Staff	\$ 60.00
A60.4	Alcohol Possession or Consumption at Pool	\$ 60.00
A90.1	Sale of Alcoholic Beverages Prohibited	\$ 75.00
A90.2	Under Aged Drinking of Alcoholic Beverages	\$ 75.00
A230.3	Disturbing the Peace	\$100.00
A230.5	Curfew Violation	\$ 30.00
A280.1.1	Disorderly/Abusive Conduct	\$300.00
A280.2	Improper Conduct/Language towards a Glen Employee	\$300.00
A280.3	Obstructing Glen Employees in the Performance of Duties	\$150.00
A280.4	Vandalism (plus restitution)	\$150.00
A280.6	Discharging Fireworks	\$100.00
A280.7	Discharging Firearms or Explosives	\$200.00
A280.8	Theft (Does not include reimbursement to victim)	\$150.00

**The Glen Community Association
Administration Policies**

**APPENDIX B
FINE STRUCTURE CONT'D**

4. Campfires

A150.1.1	Campfire during Glen Burn Ban	\$150.00
A150.1.2	Unattended Fire	\$150.00
A150.1.3	Fire outside approved fire pit	\$150.00
A150.1.4	Violation of allowable flame height	\$150.00
A150.1.5	Violation of charged water hose	\$150.00
A150.1.6	Violation of any additional fire restriction (charcoal use, tiki torches, etc.)	\$150.00

5. General

A40.3.1	Rental/Leasing Violation	\$500.00
A40.6	Unregistered Additional RV on Lot (Double RV)	\$100.00
A210.2	Disobeying Water Restrictions	\$100.00
A220.1.1	Tampering with or Defacing Electrical Pedestals (Does not include the cost of repair or replacement)	\$100.00
A230.2	Construction Noise Violation	\$ 50.00
A250.1.1.1	Removal of ANY items from refuse containers	\$100.00
A250.6	Refuse Disposal Violation	\$200.00
A265.1	Dog Running at Large	\$ 25.00
A275.3	Stored unit not kept in proper condition	\$ 75.00
A275.4	RV's stored more than 12 months without being moved or otherwise not meeting operability requirements.	\$250.00 1 st day of 13 th month \$500.00 on 1 st day of 16 th month \$1,000.00 on 1 st day of 19 th Month Doubling on 1 st day of every 3 rd month thereafter
A280.9	Trespassing (Private Property)	\$ 50.00
A280.10	Trespassing (Glen Swimming Pools) when closed	\$100.00
A280.11	Littering – General	\$ 25.00
A280.12	Littering – Animal Waste	\$ 25.00

6. ACB

ACB 1.4.1	Failure to obtain an ACB Permit	\$150.00
ACB 1.2.7	Failure to obey a Stop Work order and/or out of compliance	\$150.00
ACB 2.6.3	Boat stored on lot (Violation of policy)	\$ 50.00
ACB 2.6.5	Utility trailer stored on lot (Violation of policy)	\$ 50.00
ACB 15.1	Unauthorized tree removal	\$150.00

The Manager and the designated ACB Officer are empowered to levy fine amounts to any violation of ACB Rules and Regulations and/or Administration Policies that do not have a specific fine attached according to the severity of the violation.

Note: Any person who commits the same violation more than once in a one year period is subject to a higher fine amount or possible sanctions as recommended by the Manager.

**The Glen Community Association
Administration Policies**

Reward: For information leading to the conviction of person(s) committing vandalism/theft is \$100.00.