

SPRUCE HILL FARMS PROPERTY  
OWNERS ASSOCIATION  
RULES AND REGULATIONS

Rules and Regulations are the framework by which all of society operates. We here at Spruce Hill Farms like to think of ourselves as being a small society, secluded in beautiful Barrett Township, Monroe County, Pennsylvania.

The Rules and Regulations contained in this document were approved by the General Membership at a Special Meeting held on August 8, 1998. Since then, there have been many changes in our community that required modifications to the original document.

These modifications have resulted in a new indexing and numbering system. Where words or phrases were significantly changed, it has been noted and dated.

Your Board of Directors, while making the necessary changes, has endeavored to only change that which had to be changed to accommodate our community's expansion. Every effort was and will be made to maintain the country setting that most of our members tell us was the reason they purchased their property here in Spruce Hill Farms.

In order to have your thoughts considered for future updates of the Rules and Regulations, please submit them in writing to the Board. All comments should be mailed to:

Spruce Hill Farms  
POA  
PO Box 208  
Canadensis PA 18325

You can also contact us via our website at: [www.sprucehillfarms.com](http://www.sprucehillfarms.com)

Please note, the Board reserves the right to approve all suggested changes. Your thoughts must be consolidated with the thoughts of other members so that the Rules and Regulations apply for the good of all members.

THANK YOU IN ADVANCE FOR YOUR COOPERATION  
AND ADHERENCE TO THE RULES AND  
REGULATIONS

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## **GENERAL RULES**

### **GR 1. SUSPENSION:**

The Board of Directors shall have the power to suspend from the common areas, or fine a member and/or expel a non-member from Spruce Hill Farms for conduct which, in its opinion, may endanger the welfare, interest or character of Spruce Hill Farms, or for any conduct in violation of these Rules and Regulations.

### **GR 2. PREMISE RESTRICTION:**

The Spruce Hill Farms premises are restricted solely to Spruce Hill Farms POA members, tenants, and their guests.

### **GR 3. RIGHT OF ENTRY:**

Association representatives, in order to enforce the rules and regulations of the Association, have the right to enter onto the land of any property owner for the purpose of determining compliance with Spruce Hill Farms POA Rules and Regulations.

### **GR 4. FINES:**

All violations of any SHF Rules and Regulations are subject to the fine unless otherwise stated within the individual Rule and Regulation, shown in Exhibit "B".

*Change approved by Board of Directors - September 2005*

### **GR 5. LITTER:**

Anyone caught littering on Spruce Hill Farms Property will be liable for a fine up to \$1,000.00.

*Change approved by Board of Directors - September 2005*

### **GR 6. AUDIO DEVICES:**

The operation of audio devices in such a manner as to disturb other individuals within the Association is prohibited.

### **GR 7. NOISE CURFEW:**

There is a noise curfew within the physical parameters of the Association. No loud or unreasonable noise shall be permitted between 10:00 PM and 8:00 AM. What constitutes a loud or unreasonable noise is left solely to the discretion of the Board of Directors.

*Change approved by Board of Directors - September 2005*

**GR 8. ALCOHOLIC BEVERAGES:**

No alcoholic beverages and/or drugs shall be consumed or distributed in any common area owned by SHF POA. This includes but is not limited to the Pool/Recreation Area, Pond Area, Lots owned by the Association, and POA's Roadways (also see MV 8).

**GR 9. HARASSMENT:**

Verbal and/or physical harassment of staff is prohibited. Members, tenants, and guests are expected to always conduct themselves in a courteous and polite manner. Loud conduct or profanity will not be tolerated.

**GR 10. BURNING OF REFUSE:**

Burning of refuse is prohibited throughout Spruce Hill Farms are confined to a barrel. However, Contractors are NOT permitted to burn anything. They must remove all debris from Spruce Hill Farms.

**GR 11. HUNTING:**

Hunting is strictly prohibited on Spruce Hill Farms POA property. Discharging any weapon or carrying an unregistered or loaded firearm is strictly prohibited. Violators will be prosecuted.

**GR 12. FIREWORKS:**

Pursuant to Pennsylvania State Law, the use of fireworks is prohibited in Spruce Hill Farms.

**GR 13. Business/Rentals**

No member may operate a business in the community that includes retail sales or short-term rentals that may be construed as hotel-like or bed & breakfast.

**GR14. Dwelling**

The minimum size of a dwelling constructed in the community shall be 1500 sq. ft.

## **MOTOR & OTHER VEHICLES**

### **MV 1. SPEED LIMIT:**

The speed limit within the confines of Spruce Hill Farms is 20 MPH, road and/or weather conditions permitting.

### **MV 2. PENNSYLVANIA MOTOR VEHICLES:**

No person shall operate a car, truck, or motorcycle unless such operation conforms with the laws of the Commonwealth of Pennsylvania for operation on public roads.

### **MV 3. VEHICLE INSURANCE:**

All vehicles must be insured by the owner or the operator.

### **MV 4. MUFFLERS:**

All vehicles must have the proper muffler system to ensure the peace and tranquility of Spruce Hill Farms. The Board of Directors shall have the power to immediately revoke the privilege of any vehicle that does not conform with the proper muffler system.

### **MV 5. BICYCLE RIGHT-OF-WAY:**

Pedestrians and bicyclists have the right-of-way over motor-driven vehicles. Cyclists are to obey all Spruce Hill Farms rules. Bicycles ridden after dark must have a light operating. Bicycles are to be equipped with a headlight and red rear reflectors for night riding on the roads and common areas.

### **MV 6. SPRUCE HILL FARMS' UNLICENSED VEHICLE OPERATION**

Any and all motor vehicles utilizing the roads or stored on any lot in Spruce Hill Farms must comply with the laws of the Commonwealth of Pennsylvania with regard to insurance, licensing, and inspection and may be operated only in conformity with speed limits and noise control rules, and in compliance with posted stop signs, no parking signs and other restrictions.

UNLICENSED MOTOR VEHICLES MAY **NOT** BE USED OR OPERATED ON THE ROADS OR COMMON AREAS OF SPRUCE HILL FARMS.

Among other vehicles, dirt bikes, trail bikes, all-terrain vehicles (ATVs), snowmobiles, golf carts, and dune buggies are prohibited from being used or operated on the roads and common areas of the Association, regardless of whether such vehicle is licensed in the State of Pennsylvania or elsewhere.

**MV 7. NO ON-STREET PARKING:**

**There will be No On-Street Parking permitted in Spruce Hill Farms.** In particular, at the entrances to the Development at both Spruce and Pine Tree Drives which must be kept free and clear of motor vehicles at all times. Likewise, the ends of Spruce Drive, Big Oak Road, Cedar Lane and Birch Road must not be used as a parking lot. Furthermore, it is the responsibility of the owner to see that anyone renting long-term or just visiting understands this regulation and, that they (the owner), will be held accountable to see that it is enforced.

Any Owner failing to observe or ensure that this regulation is understood and followed by his/her household will receive one Warning and then, on the second offense, will be subject to the general fine schedule.

If the problem continues, the Fine will increase until the fourth occurrence. At that time, the offender will lose his/her driving privileges in Spruce Hill Farms and/or their vehicle may be towed at the owner's expense.

There is no time limit between the first and subsequent offenses.

***However, in cases where damage is incurred,*** property owners are responsible for and will be held accountable for any damage caused to the roadway or a neighbor's property.

When roadway damage needs to be fixed, the Board will authorize repairs, and this will result in the owner being charged the cost to repair the damage.

Likewise, when a neighboring property owner(s) has to have his/her property repaired, they have the right to pursue collecting repair costs either through neighborly negotiation or by using the judicial system.

*Approved by Board of Directors - August 2006*

*Modified and Approved to add Repair and Collection of Damages -July 2011*

**MV 8. ALCOHOLIC BEVERAGES:**

*No one is permitted, member or guest, to operate a motor vehicle on Spruce Hill Farms Roadways or Common Areas while under the influence of alcohol and/or drugs.*

*Change approved by Board of Directors - September 2005*

**PROPERTY OWNERS**

**PO 1. LOT IDENTIFICATION:**

Each improved and unimproved lot shall be identified by lot number.

**PO 2. SIGNS:**

A sign containing an owner's name, lot number, and street name will be permitted for convenience of deliveries and emergencies.

Building permits are allowed during the construction period. It is the owner's responsibility to remove the permit when the construction is finished.

Realtor signs are not permitted on a property nor in the window of the property. All other signs are prohibited unless expressly approved by the Board of Directors.

*Change approved by Board of Directors - September 2005*

**PO 3. REFUSE :**

Household refuse and recyclable material must be kept in sanitary containers that are properly stored and secured. A member must arrange for the disposal and removal of all household refuse and recyclable material off the premises. ***Refuse may not be buried on the premises or disposed of on Association property.***

**PO 4. PETS:**

Barking dogs must be kept in the enclosed part of the house. When dogs are out of the house, they must be leashed at all times and kept under the owner's control. Noisy pets are to be controlled by their owner. Pets are not allowed to enter the pool area, recreation area, or any common area, except roads. Pets must be licensed and inoculated, according to Pennsylvania State Laws. It is the responsibility of the owner of the pet to clean up and remove animal excrement. The keeping of any animal other than those classified as household pets is prohibited.

**PO 5. ANIMALS:**

No animals, livestock, or poultry of any kind shall be raised or bred on any lot. The keeping of any animals other than those classified as household pets is prohibited.

*Change approved by Board of Directors - September 2005*

No more than three (3) dogs or three (3) cats shall be allowed per dwelling

**PO 6. DAMAGE RESPONSIBILITY OF INDIVIDUAL MEMBERS:**

Members are responsible for all damage attributable to themselves, their families, their guests, tenants, and/or invitees.

**PO 7. UNSIGHTLY LOT:**

No lot shall be kept in an unsightly manner as determined by the Spruce Hill Farms Board of Directors. An unsightly lot is defined to include any lot on which trash or rubbish is maintained including, but not limited to, building materials, unlicensed vehicles, household garbage, farm implements or machinery, and broken furniture.

**PO 8. DRAINAGE:**

Each property owner shall keep drainage ditches, swales, and culvert pipes located on their lot free and unobstructed and in good repair.

Each property owner is responsible for any culvert pipes needed on their lot to control the flow of water so as not to cause damage to the Development's Roadways.

*Clarification approved by Board of Directors - September 2005*



All new house construction or roads that are being re-ditched in accordance with the Development's Roadway Plan must have a minimum of 18" in diameter culvert pipe.

Approved by Board of Directors - September 2005

**PO 9. ABANDONED VEHICLE:**

If a vehicle remains on the property of the Association for a period in excess of 48 hours, it shall be classified as temporarily abandoned and the vehicle will be removed by a licensed tow truck and will be towed at the owner's expense. After a period of 120 days, the vehicle, if not claimed, shall be deemed permanently abandoned, and may be sold after appropriate legal proceedings to satisfy any judgments.

**PO 10. CAMPING:**

Camping of any sort is strictly forbidden.

**PO 11. TREE REMOVAL:**

There will be no logging, tree removal for financial gain, or wholesale removal of any trees on any property in SHF at any time. If a property owner desires to or allows the removal of more than five trees, the owner must request approval from the SHF POA's Board of Directors before the first tree is removed.

The only permitted tree removal that will be considered is:

1. Dead or weather-damaged trees.
2. Those needed to provide a clear space for construction.
3. Where the removal will ensure that no damage will occur to:
  - a. A neighboring property.
  - b. Public utility lines.

**Anyone failing to follow this rule will be fined \$1,000.00. This fine must be levied by the Board, as they do not have waiver authority.**

Approved by SHF POA :S Board of Directors December 6, 2003

**POOL AND RECREATION AREA**  
**Pool Rules (See Exhibit "E") and Recreation Area Rules (See Exhibit "F")**

**RA 1.**

Enforcement is the responsibility of *every member*, the lifeguard on duty, and/or the Board of Directors.

*Change approved by Board of Directors- September 2005*

**RA 2.**

An infraction of said rules may result in the denial of pool and recreation area privileges for that day unless other penalties are delineated in the individual Rules & Regulations shown on their respective exhibits.

*Change approved by Board of Directors - September 2005*

**RA 3.**

Habitual offenders may have privileges revoked for the remainder of the season at the discretion of the Board of Directors and will be fined in accordance with any and all rules and regulations.

*Change approved by Board of Directors - September 2005*

## DEFINITIONS

### Exhibit "A" Page 1 of 2

**The following terms, as used in the Rules & Regulations Document, shall have the meaning as set forth below:**

ASSOCIATION - Spruce Hill Farms Property Owners Association, Inc., (SHF POA) is a nonprofit corporation organized under the laws of the State of Pennsylvania.

ALL-TERRAIN VEHICLE (ATV) - Either: (a) a motorized off-highway vehicle, 50 inches or less in width, having a dry weight of 600 pounds or less, traveling on three or more low-pressure tires and having a seat designed to be straddled by the operator; or (b) a motorized off-highway vehicle, 58 inches or less in width, having a dry weight of 700 pounds or less, traveling on four or more low profile, low-pressure tires and having a bench seat.

BOARD OF DIRECTORS - The Board of Directors of the Association who have been elected or appointed, as provided by the By-Laws of the Association.

BY-LAWS - The By-Laws of the Association and any amendments thereto.

COMMON AREAS - All community property amenities such as, but not limited to, buildings, roads, rights of way, land, and access areas deeded to, or obtained by the Association, including the swimming pool, picnic pavilion, and playground.

CONTRACTOR - A person, company or corporation performing services within the Association. It will include the contractor's employees and/or agents.

COVENANTS - The conditions and restrictions which the lots in Spruce Hill Farms are subject, to and which run with the land and with each and every lot, regardless of whether specifically set forth in the deed.

GUEST - A person, other than the owner, who has been authorized to enter the Association by the owner or his/her agent. Note: a member not in good standing shall not be permitted to be the guest of another member.

*Change approved by Board of Directors - September 2005*

MEMBER - As defined by the By-Laws in Article IX, Paragraph 1, with a member in good standing being defined in Article IX, Paragraph 3.

**Exhibit "A" Page 2 of 2**

**MOTOR VEHICLE** - A properly licensed vehicle operated by a motor. This will include, but is not limited to, automobiles, trucks, and recreational vehicles (RV's).

**SNOWMOBILE** - An engine-driven vehicle of a type that utilizes sled-type runners, skis, or an endless belt tread, or any combination of these or other similar means of contact with the surface upon which it is operated. The term does not include any farm tractor, highway or construction equipment, or any military enforcement vehicle.

**TENANT** - Person or persons who have leased a member's property within the Association.

**LEASE** - As in article XI of By-Laws: a rental for a minimum term of 1 year. Any shorter duration is prohibited.

**VEHICLE** - Any mode of transportation operated by any means other than muscle power.

**VENDOR** - A person, company, or corporation, delivering material, supplies or goods within the Association on a day-to-day basis.

**Exhibit "B" Page 1 of 3**

**ENFORCEMENT**

Enforcement of the Rules and Regulations shall be made by the Board of Directors unless authority is given otherwise herein.

When guilty of multiple or repeated violations and/or willful disregard of the Board of Directors' orders concerning any violation of the rules and/or regulations regarding licensed and unlicensed vehicles, the vehicle shall be banned from Spruce Hill Farms roads, a fine shall be imposed, and a private criminal complaint shall be filed with the appropriate Court and/or governmental agency.

Where a Spruce Hill Farms Rule or Regulation or Covenant may be more restrictive than the language of the Pennsylvania Law, the Association Rule or Regulation or Covenant shall be observed instead of, or in addition to, the Pennsylvania Law.

*It is the owner's responsibility to ensure that his/her tenant(s) know and understand the Rules and Regulations of Spruce Hill Farms POA. If Any tenant violates any of the Rules and Regulations of this Association, the owner will be held liable for any fines levied by the Board.*  
Approved by Board of Directors - September 2005

**Fines/Appeals Committee**

The President shall appoint, and the Board shall approve, the members of a Fines/Appeals Committee, composed of at least three members in good standing, who shall have primary responsibility for the enforcement of fines and appeals. At least one member of the Fines/Appeals Committee shall be a Director. A majority of the Citations/Appeals Committee must be present in order to establish a quorum at the hearing.

The Board President shall appoint a Complaint Enforcement Officer and/or other Board member to investigate and file complaints for violations of the Covenants, Bylaws, or Rules and Regulations of the Spruce Hill Farms Property Owners Association.

**Exhibit "B" Page 2 of 3**

**Due Process Procedures**

**A.** Upon receipt of a Member's complaint, the Board President shall direct an Enforcement Officer or other designated Board Member to investigate the complaint.

**B.** If the investigation concludes that a violation is present, the Enforcement Officer/Board Member shall mail a violation notice to the property owner containing the following information:

1. Date of observation
2. Conditions observed
3. SHF provision(s) violated,
4. Proposed remedy,
5. Deadline for abatement of violation
6. Proposed penalty for noncompliance
7. Explanation of appeal rights.

**C.** The initial violation shall be a warning, however, if the property owner fails to remedy the violation and/or additional violations occur the property owner will be subject to progressive monetary fines as outlined in our rules and regulations.

**D.** If the property owner fails to appeal the fine(s) within ten (10) days of receipt and fails to abate the violation by the deadline, the proposed penalty or fine shall be imposed and the property owner loses all further rights to appeal. If the property owner seeks to challenge the fine, the property owner must request a hearing before the Fines/Appeals Committee, in writing or email to the Spruce Hill Farms Board of Directors within the (10) days of receipt of the violation notice. If the property owner misses this deadline, the property owner waives all appeal rights.

**E.** The hearing shall be scheduled as soon as practical but not more than 30 days from receipt of the appeal notification. A property owner may postpone or continue the hearing once, in writing.

**F.** Hearings shall be closed to the public and membership. The Enforcement Officer and/or Board Member must first present evidence and/or witnesses supporting the fine and be subject to questioning by the property owner and Committee. Property owners may then present witnesses and evidence in defense of the violation and be subject to questioning by the Committee and Enforcement Officer/Board Member. Property owners may have counsel present upon three (3) days prior notice to the Committee. If a property owner fails to attend the hearing, they cannot present any evidence in support of their defense. The Committee shall keep records of the proceedings.

**G.** Within five (5) days of the hearing, the Committee shall issue a decision: a) upholding the citation/penalty; b) rejecting the citation/penalty; or c) modifying the citation/penalty.

Exhibit "B" Page 3 of 3

**H.** A property owner may appeal the ruling of the Citations/Appeals Committee to the Board of Directors, in writing or email, within ten (10) days of the Fines/Appeals Committee's decision. An appeal does not permit the property owner to present new evidence. The scope of the appeal is limited solely to the issues of whether the hearing was conducted properly and whether the property owner was provided with adequate due process. The Board must rule within ten (10) days, in writing, and may: a) affirm the Rules Fines/Appeals Committee's ruling; b) reverse the Fines/Appeals Committee's ruling, or c) remand the matter to the Fines/Appeals Committee for an additional hearing. The ruling of the Board shall be final.

**I.** Any penalties or fines must be paid within thirty (30) days of the last adjudication (missed appeal deadline, Fines/Appeals Committee decision, or Board ruling) or they shall constitute a lien against the unit owner's property. The property owner shall be considered not in good standing until all fines and interest have been paid in full.

**J.** Payment of Fines

1. All fines and penalties levied in accordance with this Article shall be payable to the Association within: (1) thirty (30) days of service of citation if the accused or responsible Member admits the violation and waives his or her right to hearing or (2) thirty (30) days after the hearing, unless the offending or responsible Member appeals, or (3) thirty (30) days after final determination of appeal by the Board.
  
2. If any Member shall fail to pay any fine or penalty assessed against the Member or levied in accordance with these Rules and Regulations, the amount of such fines and penalties, together with interest thereon and collection fees, shall be assessed against the Member's property and a lien thereon. Unpaid assessments and fines will be subject to SHF Bylaws related to collection action by the Association, including court proceedings, and reported to a credit reporting service, which will render the Member **NOT IN GOOD STANDING**.

*Change/addition approved by Board of Directors August 2024*

Exhibit "C"

VIOLATION NOTICE

***SPRUCE HILL FARMS  
PROPERTY OWNERS ASSOCIATION***

(Insert Member's or Violator's Name)

(Insert Address)

(Insert CSZ Info)

Dear (Name as shown above):

It has recently been brought to the Board's attention that (Complete the violation description).

Spruce Hill Farms Rules and Regulations, Section xx states as follows:

**Motor Vehicles** - Insert the correct MV R&R Number (e.g.; MV 001) Copy the actual

R&R Insert the appropriate Warning, Find, or other course of action (see Exhibit "D").

Thank you in advance for your cooperation in this matter.

Sincerely yours,

SPRUCE HILL FARMS POA  
BOARD OF DIRECTORS

CC: Board Members - ALL  
xxxx Lot Owner (If other than the person named above)

Modified 8-11-2009



**Exhibit "D"**

**GENERAL FINE SCHEDULE**  
**(unless otherwise posted)**

- \* First Offense shall be subject to a WARNING.
- \* Second Offense shall be subject to a \$100.00 fine.
- \* Third Offense shall be subject to a \$200.00 fine.
- \* Fourth Offense and EACH SUBSEQUENT violation shall be subject to a \$350.00 fine.

The above are considered additional offenses of the same violation and not individual or different violations.

There shall be adequate time between violation notices, or what would be considered offenses, to allow corrective action. The Spruce Hill Farms Board of Directors will determine what is considered adequate time for corrective action in each case.

*Change approved by Board of Directors August 2024*

**Exhibit "E" Page 1 of 2**

**POOL RULES**

1. The swimming pool and facilities are open to members in good standing, their guests, and renters only when a lifeguard is on duty.

*Change approved by Board of Directors - September 2005*

2. Guests must be accompanied by a SHF property owner.

The pool is operated for the enjoyment of our residents and their guests. We ask for your full cooperation in helping provide a safe and enjoyable time for everyone. The use of objectionable language and loud electronics is not in keeping with the atmosphere we are trying to create for everyone's pleasure and will not be tolerated. Lifeguards may ask any offenders to leave the pool and picnic areas.

*Change approved by Board of Directors - September 2005*

3. Children under 16 years of age may not use the pool unless accompanied by an adult who will assume full responsibility for the child's safety and conduct.

4. *No alcoholic beverages*, glass containers, or any breakable objects are permitted in the pool area.

*Change approved by Board of Directors - September 2005*

5. The Lifeguard shall have complete authority over all activities in the PoolArea.

- No running is allowed in the pool area.
- No shoving, pushing, or throwing of people or objects into the pool is allowed.
- *Inflatable objects/toys may be used at lifeguard's discretion.*
- *Non-swimmers are not permitted in the deep end of the pool at any time, no exceptions.*
- *Diving into the shallow end of the pool is not permitted.*

*Change approved by Board of Directors - September 2005*

6. No smoking is permitted in the pool area.

*Change approved by Board of Directors - September 2005*

7. All trash must be placed in the trash cans provided.

*Change approved by Board of Directors - September 2005*

8. *For hygienic purposes, swimmers must wear proper attire. Cut-offs, bandages, and infant or adult diapers are not permitted to be worn in the pool. Violations of this rule may result in the pool closing for a minimum of three days until water is tested.*

*Change approved by Board of Directors - September 2005*

Exhibit "E" Page 2 of 2

9. No pets, on or off the leash, are permitted in the pool area.

10. No combing of hair at the poolside is permitted under any circumstances.

11. Anyone found in the pool when the lifeguard is not on duty will be subject to a fine of \$500.00.

Approved by Board of Directors - September 2005

12. Requests for private parties can be arranged with the Recreation Chairperson. \* The Recreation Chairperson may deem it necessary for capacity and/or safety reasons that additional lifeguard(s) are required.

- They will be hired at our billable rate and must be paid for by the person(s) requesting the use of the pool.
- A deposit of \$100.00 is required at the time of booking. Any unused amount will be returned after the lifeguards are paid.
- Requests for parties must be received no later than 2 weeks before the party date. \* The pool will not be closed to SHF members.

Changes approved by Board of Directors - September 2005

13. No pool toys, chairs, or personal effects may be left on Lot 503 (the Pool Lot). They must be removed when leaving the area.

New Article approved by Board of Directors - September 2005.

## Exhibit "F"

### RECREATION AREA

1. The recreation area will be open to members in good standing, guests of members in good standings, and renters of members in good standings from Noon to 7:00 PM.

Change approved by Board of Directors - September 2005

2. All members, guests, and renters using the picnic area must supply their own food and equipment.

3 All food and equipment must be removed from the picnic area at the conclusion of the event.

4. All trash must be placed in the provided trash receptacles.

Change approved by Board of (Directors - September 2005

5. All smoking material must be disposed of properly, not thrown on the ground.

6. No pets are allowed in the Recreation area.

7. No open fires are allowed in the picnic area. All fires must be contained in the barbeque pit built by the Association.