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Woodrun Property Owners Association

USE OF WOODRUN POA, INC., EQUIPMENT

Scope: This procedure establishes the use of any equipment belonging to Woodrun POA, other than power equipment, by a property owner.

1. Equipment, such as chairs, tables, coffee makers, and cookers, may be used by property owners who are current on their dues.
2. Such equipment cannot be removed from the confines of the development.
3. Such equipment can only be used when the use does not conflict with a scheduled event held by the Association or any prior scheduled reservation of the Clubhouse by any other property owner.
4. All equipment borrowed must be signed for on and a copy maintained in the office until the equipment is returned clean and in good condition.
5. It is the responsibility of the user to move the equipment to the site where it is to be used and return the equipment to the Clubhouse.
6. All equipment must be returned clean and in operable condition. Dirty equipment will result in a cleaning fee. Broken or damaged equipment will have to be replaced by the user within 15 days.

Approved August 11, 2018

Woodrun Property Owners Association

CONTROL OF ENTRY GATES

Scope: This procedure establishes the control of the entry gates of the development.

A. The EAST (card controlled) gate:

1. The East gate, which is controlled by cards or remote openers, will NOT be opened and allowed to remain in the upright and OPEN position for any of the events that are held at Woodrun.
2. Families having reunions, estate sales, or other large gatherings will be responsible for stationing one individual at the WEST gate for the purpose of allowing guests to enter and exit.

B. The WEST (lock controlled) gate:

1. The WEST gate has been designated as the Contractor's Gate and will be opened by Woodrun personnel.
2. The gate may be opened, on request, for property owners' to bring in large recreational vehicles and other such pieces of equipment that are too large for the EAST gate.
3. This gate will be opened upon request by a property owner for events listed in Paragraph A.2. above provided that a family member or other responsible person is stationed at the gate to control traffic flow.

Approved August 11, 2018

Woodrun Property Owners Association

ISSUANCE AND CONTROL OF GATE CARDS, DECALS, AND REMOTE CONTROL OPENERS

Purpose: To fully define the criteria for issuance and use of the above listed items authorized by the Sales Contract), Covenant of Restrictions, By-laws, and Rules and Regulations of the Association.

A. New Property Owners:

1. The new property owner is to provide the Woodrun POA office with proof of transfer of ownership of property. Upon receipt from the Register of Deeds, a owners should present the office with the registered deed reflecting the new ownership. The office will make a copy of said deed to keep in the permanent lot file. Failure to provide a registered deed will result in a fee being charged to cover the costs of Woodrun POA obtaining a copy from the Hardeman County Registrar's Office.
2. Upon receipt of the above documentation, Woodrun will accomplish the following:
 - a. Delete all cards, decals, and remotes issued to the former owner.
 - b. Issue (2) two gate cards at no charge to the new owner. Reassign remotes to the new owner upon presentation of the prior owners remote. Any remaining warranty time will be applied to the new owner.
 - c. Issue additional gate cards for immediate family only. The cost for additional gate cards is outlined in the current year Fee Scheduled approved by Woodrun Board of Directors annually.
 - d. Sell remote controllers at a cost established in the current year Fee Schedule. Controllers become the property of the purchaser and are warranted for 1 year from the date of purchase at no additional charge upon return to the office.
 - e. Issue decals as requested by the property owner as follows:
 - (1) Property owners may request a decal for each vehicle that will be used on the development up to a maximum of two (2) each. All decals requested above two shall be subject to the cost established in the current year Fee Schedule.
 - (2) Each decal shall be issued for the vehicle it will be affixed to. Information will be required for each decal issued as stipulated on Woodrun Form 501.

B. Existing Property Owners:

1. Resident property owners who require home health nurses, etc. may be apply for a (PIN) number for each provider without cost. The PIN number will be deleted from the system when the service is no longer needed.
2. Any property owner becoming delinquent on dues and fees as defined by the By-laws will have their cards and remotes deleted from the access security system until such time as monies are paid. (See Para. C. Below)
3. Gate cards are not be loaned to any nonmember. Failure to abide by this restriction may result in the card being confiscated and held for further action by the Board of Directors.
4. Gate cards will not be issued to sisters, brothers, aunts, uncles, nieces, nephews, , etc. as they are entitled to guest privileges while the property owner is on the development.
5. Members are responsible for the actions of their children and all guest(s) at all times while they are on the development, including but not limited to financial liability for damages caused.
 - a. Members are entitled to two guest passes which should be renewed annually. All guests must have the guest pass in their possession at all times and present to a board member if requested. Each pass allows for up to four guest at a time.
6. Property owners must identify themselves and show their gate cards or remote upon the request of:
 - a. The Caretaker or
 - b. Any Director who identified themselves or anyone wearing a nametag with the word Security on it, or driving a vehicle with the word Security plaques on the doors.

C. Delinquent owners:

1. A delinquent owner is defined as not having the Association dues and/or fees current.
2. Delinquent owners forfeit the right to use the association provided benefits. These include, but are not limited to, the following:
 - a. Common Areas
 - b. Lake
 - c. Clubhouse
 - d. Pools
 - e. Water System
3. A delinquent owner may go to their property by prior arrangement with the business office during normal business hours. A minimum of two business days notice is required (emergencies exempt). The following information is required:
 - a. Date of arrival and departure
 - b. Vehicle they will be entering in
 - c. The number of people to be in the vehicle and their names
 - d. Vehicle decal number or vehicle license plate and state of issuance
 - e. A telephone number that they can be reached upon approval. NOTE: the party will be notified of security's phone number to call for ingress.
4. A delinquent owner will be returned to current status after paying any dues and/or fees in arrears including any late fees or with current, satisfactory payment arrangements.

D. Replacement cards and/or remotes:

1. All cards, decals, and remotes become the property owner and will be replaced as follows:
 - a. Cards - upon surrender of the old card or identification of the lost card number;
 - b. Remotes - Free for the first year from the date of purchase. .
 - c. Decals - Upon the sale, trade, or other action resulting the destruction of a decal the property owner is required to notify the office of the specific decal to be removed from the file. The owner must remove the decal before release of the vehicle.
 - d. Fees for the replacement of cards, remotes, and decals is according to the current year Fee Schedule.

E. Placement of Decals

1. Decals are permanent stick-on type and must be affixed directly to the glass. They cannot be placed on any material that allows removal for any reason.
2. Decals must be placed in a easily readable location. Preferably in the lower left (driver's side) hand corner of the windshield.

This procedure replaces Standard Operating Procedure #procedure replaces Standard Operating Procedure 4 dated 10 January 2009 and Board of Directors letter of February 2002 Subject: Membership Decals, in part as applicable.

Approved August 11, 2018.

USE OF THE ASSOCIATION TRACTOR

Purpose: This procedure will govern the use of the tractor. It has been decided by the Board that the use of the tractor should be confined to maintenance of the development and not for general purposes, and that the operation of it should be restricted to selected operators who are versed in its use and maintenance. A list of authorized operators shall be maintained in the office and names shall be added to or deleted from as necessary.

1. The tractor shall be used for maintaining the development.
2. The tractor may be used to move a downed tree if the downed tree presents an immediate need to a resident or ingress/egress to the community.
3. The tractor may be used to place, move, or reposition a trailer for a property owner with the clear understanding that the Association assumes no liability for any damages that may occur.
4. The tractor may not be used for any purpose other than those stated above.

Approved August 11, 2018.

Woodrun Property Owners Association

OFF ROAD VEHICLES

SCOPE: This procedure establishes the standard for the operation of small vehicles, two wheelers, three wheelers, four wheel all-terrain vehicles and golf carts on the development.

1. These vehicles must yield to all other traffic on the roads. They do not have right of way and should be driven to the far right side of the roadway at all times.

They are not to be operated off-road at anytime other than in the area described in paragraph 2 above.

2. Pursuant to the Rules and Regulations, each vehicle, regardless of size or horsepower, must have a warning flag attached and this flag must be a minimum of 6' off the road.
3. Operators of vehicles without flags will be warned one time and any subsequent violation will result in the vehicle being banned from the roads until it has a flag attached.

Approved August 11, 2018.

Woodrun Property Owners Association

RENTAL OF CLUBHOUSE

SCOPE: This procedure establishes the criteria for rental of the Clubhouse by properly owners.

1. A Properly Owner in good standing, all dues and fees current, may request the use of the Clubhouse for a specific date subject to availability.
2. A check for \$ 50.00 must be submitted with a completed form which is a part of this Procedure upon making the request.
3. The Clubhouse must be cleaned upon completion of the scheduled activity. Any and all damages caused must be reported to the responsible person. Alcoholic beverages cannot be consumed in or around the Clubhouse. Smoking is not allowed inside the Clubhouse at any time.
4. Any damages will be documented and reported to the Member who rented. The Member will be given an estimate of the damages, repair and/or replacement will be made, and the final cost will be assessed to the Member. If the Member feels the estimated costs is excessive, Member may request a review by a three-member panel appointed for such purpose by the Board and agreed upon by the Member.

Approved August 11, 2018.

Woodrun Property Owners Association

DISPOSAL OF SURPLUS WOODRUN PROPERTY

SCOPE: This will establish a procedure for selling or otherwise disposing of any property deemed to be excess, beyond repair or no longer needed for the operation of the development.

1. Any equipment, regardless of its nature and condition, when it is determined that it is excess or no longer needed by the Association, will be brought to the attention to the Board for discussion.
2. This discussion will determine if...
 - a. the equipment is beyond repair.
 - b. excess to the needs of the operation of the facility
 - c. how it is to be disposed of and if it is to be sold or discarded.
3. If it to be discarded a Director will be assigned the task of properly disposing of the article or articles.
4. If it is determined that the article is of sufficient value to be sold or traded in on a newer model, the chairman of the appropriate department, or other Director, will be charged with making that trade-in and purchase of a new model.
5. If the article is to be sold, a committee of two Directors will be appointed by the Board to advertise the article in the best manner and determine a date for receiving sealed bids. Once the date is reached and bids have been received, the article will be sold to the highest bidder and the money paid into the Treasurer for the General Fund.

Approved August 11, 2015

Woodrun Property Owners Association

PERSONNEL PAYROLL POLICY

SCOPE: This policy establishes guidelines and procedures for the payment of personnel on the Woodrun POA payroll.

1. Effective April 22, 2002 the POA assumed responsibility for direct payment of the Administrative Assistant. Payment will be made to the employee on a schedule to be set between the President, Treasurer and the employee. The amount of payment to each will be as determined by the Board. Appropriate Withholding and Social Security deductions will be made and deposited in the bank selected for that purpose along with the matching payments made by the POA.
2. The Treasurer is responsible, along with the Administrative Assistant, for determining the amount of each paycheck and issuing the check. The Treasurer and the President shall sign all payroll checks.
3. Procedures will be established in our corporate QUICKBOOKS computer program to ensure accurate records are maintained and that quarterly reports may be generated for the Boards' review. These procedures will also establish the guidelines for producing and printing all appropriate reports to meet all state and federal requirements. No Workers Compensation will be deducted as we do not meet established guidelines for such deductions.
4. The following holidays are paid: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving & Christmas. If the holiday falls on a Saturday, the prior Friday shall be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed. The employee does not have any paid time off other than the Holidays outlined above.
5. This policy is subject to annual review by the Treasurer and Finance/Budget Committee appointed by the Board.
6. This policy to take effect immediately upon approval by the Board.

Updated and Approved March 14, 2020

BANKRUPTCIES

SCOPE: This procedure covers the steps necessary to file claims against a bankrupt property owner.

1. If the property owner lists The Association as a creditor, the court will send us notification and forms to fill out and return. We can not add any late charges. If we determine, independently, that a property owner has filed bankruptcy, we will contact the appropriate federal court and ask for claim forms.
2. Dues will be posted each year to the owner's ledger sheet until the case is settled in one of the two below listed ways.
3. When the owner comes out of bankruptcy it will be by one of these methods:

DISCHARGED.....this is a favorable ruling and it means the debtor has fulfilled his or her obligations as agreed on with the creditors. As an Unsecured Creditor it is highly unlikely The Association will receive any funds. Once the debtor has been discharged by the court we can then file suit for the dues delinquent subsequent to the Discharge date. The amount from the filing date to the Discharge date will have to be written off as a loss. The amount from the filing to the Discharge date is collectible by the submission of a revised claim each year, however, this amount is treated as the other unsecured creditors and it is not likely we will collect anything. By posting to the ledger sheet and waiting, the entire Post-petition amount is due and collectible.

DISMISSED.....this is a derogatory ruling and it means the debtor failed to meet the obligations set forth and the judge has dismissed the case. This makes the debtor responsible for all monies owed and we can file suit.

Approved August 11, 2018

Woodrun Property Owners Association

EXECUTIVE COMMITTEE

SCOPE: The executive committee is hereby established to evaluate emergency actions related to management of the association. These actions include but are not limited to operational breakdowns, and personnel problems requiring action before the full board can be assembled.

Membership: The committee shall consist of, the following, President, Vice President(s), Secretary and Treasurer. Other area specialist may be included as deemed necessary by the President.

Funds Expenditure: The committee is authorized to expend up to \$2000.00 to solve these actions without full board approval. Complete details of the event shall be documented and presented to the Board of Directors at the next scheduled meeting.

The Executive Committee is not empowered to take any action that can wait until a regularly scheduled meeting or special called meeting.

Approved August 11, 2018.

Woodrun Property Owners Association

PROPERTY CLEANUP

SCOPE: This procedure will establish criteria for the cutting and clean-up of lots in the Sub-Division, in accordance with Paragraph 5 of the Covenant of Restrictions as registered in Hardeman County, Tennessee.

PROCEDURES:

1. Unsightly lots contribute to pest, rodent, and snake populations. They also, in some areas, constitute an extreme fire hazard.
2. A letter will be sent to the owner allowing 2 weeks for cleanup of the lot. If the owner does not clean up the lot, the Board will instruct the caretaker to bush-hog the lot in a manner consistent with his work load. A decision to cut a lot will not be made by the Caretaker.
3. Once the lot has been cut, the property owner will be billed for the fee to clean up the lot. Fees for such purpose are outlined in the Fee Schedule approved annually by the Board.

APPROVED August 11, 2018

Woodrun Property Owners Association

MAILBOXES

Scope: This procedure will establish criteria for the assignment of mailboxes at Woodrun, effective this date.

Procedures: In light of the fact that all of the mailboxes allowed and issued by the United States Postal Service have been assigned, we have found it necessary to purchase additional boxes at the associations expense.

The following guidelines will apply to issuing of keys for these boxes.

1. The applicant for a mailbox must have a house built or in the construction phase to apply for keys. Campers are not eligible under this policy as these are not considered residences, either by common law or the Restrictive Covenants, and the fact that these boxes are owned by the Association and it can set the standards within the scope of the postal regulations.
2. The fee for a mailbox is establish at \$20.00 payable at time of application.
3. Further, the Post Office has advised that many of the present holders of these boxes are allowing the mail to build up until it is impossible to put anymore mail in the box. Since it is obvious these are boxes held by campers the Association asks that boxes be checked and emptied once a month.
4. Those boxes issued by the US Postal Service cannot be sold to individual property owners and as they become available they will be issued on a first come first served basis. No reservations list will be maintained.

Approved August 11, 2018

Woodrun Property Owners Association

DELINQUENT DUES

SCOPE: This procedure will outline criteria for the collection of delinquent dues and the time parameters that apply to such collections. The Treasurer will oversee the application of this SOP.

1. On June 1 if dues have not been paid, or arrangements have not been made to pay them, the delinquent member will be sent a dues overdue reminder letter adding the 10% late fee to the balance owed. The delinquent member's gate access will be carded out of the system this including residents of Woodrun. See SOP 4 paragraph C for details on gaining access to property.
2. On July 1 if no payment has been received, or arrangements made to pay the overdue balance, a second overdue notice will be sent. If the property has a water connection it will be turned off.
3. On August 1 if no payment has been received, or arrangements have not been made to pay the overdue balance, a lien shall be filed with the Hardeman County registrar against the property. All fees associated with this collection action will be added to the delinquent members account. A copy of the lien shall be sent to the delinquent member advising them of the lien and notice that further legal action may follow.
4. Possible fees associated with this action:
 - a. postage for delinquent letters.
 - b. Lien filing fee.
 - c. Lien release fee.
 - d. attorney fees.
 - e. collection agency fees.
 - f. fee to re-enter the member in Woodrun gate access system.
 - g. any other cost associated with this action.
 - h. water re-connection fee.

APPROVED August 11, 2018

CONFISCATION OF GATECARDS

Scope: The purpose of this SOP is to outline steps for confiscation of a gate card.

When gate cards are confiscated for any reason the person taking the card will accomplish the following;

1. Explain to the person that you have to take the card and why, and that the owner will be notified of the action.
2. Get the persons name having the card, Home address, drivers license no., and car license no., and escort them to the gate,
3. Write a brief description of 'the events-surrounding the incident, the holders explanation of how they obtained the card noting any special problems that occur.
4. Sign, date and turn in to the office.
5. The clerk will log in the document, complete Woodrun Form 60, make copies for each board member. Hold in a folder pending the next board meeting along with the card.
6. The presiding officer will present the information to the board at the next meeting. The board will decide what action will be taken and the owner notified by letter .The letter will contain as a minimum the requirement for the property owner to explain, in writing, how the card got where it was and what action will. be taken if they refuse to reply.
7. Final action will be taken based on the owners reply.
8. A permanent record will be maintained in the office for future reference in case it happens again.

Woodrun Property Owners Association

Gate Card Rules Infraction Data Sheet

Name

Card no.

Date of infraction

Person taking card

Initial board action (narrative)

Final board action (narrative)

Date . _____ -

Note: copies of all documentation to be maintained in the case folder.

Woodrun Property Owners Association

Woodrun Form No. 60

Voiding of Back Dues to Facilitate Sale of Property

Scope: This procedure only applies when the purchase of a property is dependent on the back dues owed being voided by Woodrun POA.

The following conditions must be met:

1. The purchaser must be a member in good standing or recommended by a member in good standing, with a record of paying dues, assessments, fees, etc. on time.
2. The purchaser must make the request to the Board of Directors at a regularly scheduled meeting.
3. The amount owed Woodrun must exceed the fair market value of the property.
4. If there is a lien on the property, the purchaser must reimburse Woodrun for the filing and release fee.
5. Two-thirds of the Board members present must approve the voiding of money owed Woodun.
6. If approved the purchase must be completed within 60 days.

Woodrun Property Owners Association

Scott Bagwell, President

Approved 8/10/19

Woodrun Property Owners Association