

# TRAVELERS COUNTRY CLUB #1

## Rules and Regulations for Shareholders

Updated by the Rules & Regulations Committee

**Effective: May 20, 2023**

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Approved by the Board of Directors on May 20, 2023



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## Preface to Rules and Regulations

The Rules and Regulations were established to accomplish two main objectives for property (the “Park”) owned by Traveler’s Country Club #1, a Minnesota non-profit corporation, the Park residents and their guests:

- To provide an attractive, planned community in which you will be proud to live and/or have guests visit.
- To provide pleasant surroundings that you will find enjoyable and friendly.

With this in mind, it is the intent of these Rules and Regulations:

- That common sense, common courtesy and reason shall prevail.
- To ensure safe vehicle operation within the Park by residents and guests for the benefit of all vehicle operators, passengers, and pedestrians.
- To ensure a safe and enjoyable experience by residents and guests at the Park pool, golf course and other activities.
- To present a Park that has order and uniformity among structures within the community; no “sore thumbs” sticking out among a community of well-kept units.

Should there be a disagreement or discrepancy with the meaning or interpretation of any Rule or Regulation, the intent of the Rules and Regulations as stated above will take precedence.

The following Rules and Regulations govern TCC1 and the Park’s use and operations.

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## Travelers Country Club #1 Civility Pledge

*A commitment to fostering a climate of open discussion, mutual respect, and tolerance between all who live in, work in, and visit Travelers Country Club #1 ("TCC1 or Park/park").*

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TCC1 provides a wonderful community to its members; whom may have varying ideals, preferences, and values – all of which need to be preserved. We expect everyone to be accountable for his or her own actions and words.

We will be kind and respectful to those living in our shared community.

We will seek to listen and understand with those who may have varying beliefs.

We will commit to promoting harmony in our community demonstrated by our behaviors.

When disagreements arise, we will act with mutual respect.

Additionally, we:

1. Pledge to be civil to each other whether a member, guest, or contractor.
2. Pledge to be responsible citizens by conducting ourselves respectfully.
3. Pledge to finding common ground regarding all issues.
4. Pledge to respect all points of view with openness to achieve desired outcomes.
5. Pledge to become more informed, by getting to know your neighbors and your Board members (e.g., attend meetings, join committee, take an active role in our community).
6. Pledge to better understand the role each of us plays in promoting harmony and respect, by evaluating our own behavior and actions.
7. Pledge to better understand the community's rules and regulations and the value they provide.
8. Pledge to inform family members and guests about the rules and regulations.

We believe these commitments to civility are guiding principles towards the shared goal of being a vibrant, harmonious, and thriving community.

## INTRODUCTION

1. Travelers Country Club #1 ("TCC1 or Park/park") Rules and Regulations are established to provide an attractive, planned community in which everyone will be proud to live and have guests visit.
2. The following Rules and Regulations are deemed necessary for the protection of the shared community of TCC1's investment, and in the best interests of all Shareholders.
3. Shareholders/Members, as defined as per TCC1 Bylaws, Article II, are required to observe any curfews, bans, or restrictions the Board of Directors may impose to conserve or more evenly distribute the use of utilities and facilities.
4. Each Shareholder is held responsible for the conduct and behavior of family and guests. Each Shareholder is also responsible to familiarize family and guests with the rules and regulations of the park and insist that they follow them, including the pool and golf course rules. The Shareholder with whom the guest(s) is associated must ensure payment of all amenities, fees, and if applicable, privileges, such as golf, pool, activities, and other functions related to the park.
5. Violations of any of the following rules will be handled according to Bylaw Article II, Section 3.A. and 3.B. which states that "...the Board of Directors may...impose (a) fine not to exceed \$100.00 dollars a month...for non-compliance with any building restriction or regulations established by the Board of Directors...".

## MEMBER RESPONSIBILITIES

1. Shareholders of TCC1 are responsible for their actions, the actions of family members, relatives and any invited guests visiting them TCC1. This includes any inappropriate actions or violations by said persons of the TCC1 Bylaws and Rules and Regulations.
2. All structures on a member's lot, the lot itself, and their outdoor storage lot must be kept clean and presentable on an ongoing basis throughout the season. Members are expected to keep the exterior of their units, Minnesota Rooms, gazebos, screen facilities and sheds in clean condition. In addition, the lot must be cleaned, picked up, mowed, and free of clutter on a regular basis. Members are also responsible for the maintenance of the trees on their lot – especially pruning dead or broken limbs that may cause a safety or liability hazard. Check with the Grounds Committee on all individual cases before dead or broken limbs are cut.
  - a) All sites and storage lots must be cleaned each year within 45-days of park opening. Thereafter, the site and storage lot must be maintained in good condition throughout the season.
  - b) Poorly maintained or unattended sites or structures (i.e. a lack of mowing, cleaning, removal of debris or tree trimming) that have not been addressed after the Shareholder has been requested to maintain, will require TCC1 to hire a vendor to bring the property up to reasonable standard at the Shareholder's expense.

- c) Any violations to maintain lots, sites, or structures in a reasonable manner will be overseen by the Grounds Committee and are subject to fines according to Bylaw Article II, Section 3.A. and 3.B. which states that "...the Board of Directors may...impose (a) fine not to exceed \$100.00 dollars a month...for non-compliance with any building restriction or regulations established by the Board of Directors.

## **LEASES AND FINANCIAL OBLIGATIONS**

1. All leases shall be effective for one year and shall be renewed automatically from year to year on the anniversary of TCC1's fiscal year, provided the Shareholder is in good standing and is not in arrears or in default of any financial obligations to the TCC1. All dues, late charges, maintenance fees, utilities, or other charges assessed to a Shareholder shall be a financial obligation imposed on the Shareholder.
2. The lease allows for overnight occupancy for Shareholders and their immediate family during the annual season (generally after April 15 thru second weekend of October, weather permitting).
3. Any Shareholder who pays their dues, electric bill, marketing fees or other payments to TCC1 with a personal check or money order that is returned for insufficient funds, closed account, payment stopped, etc., shall pay TCC1 a returned-check fee as noted in Addendum B; in addition to the original amount of the insufficient payment method within 21-days to remain in good standing with TCC1.
4. All Shareholder electric meters will be read in August each year with a statement provided to the Shareholders by September 15<sup>th</sup> of the current year. Shareholders must pay the electric bill by October 15<sup>th</sup> of the current year. Any payments not received by the October 15 current year due date will be subject to a late fee of \$25.00 for the first month delinquent, \$50.00 for the second month of delinquency, and \$100.00 for the third month of delinquency and subsequent months. Notice of the third delinquency shall be provided to the Shareholder as described in Section 3b. If the member is delinquent after the 30-day notice the electrical service to their lot shall be shut off and the electric panel locked or removed by written direction of the President. The process to have the electric panel unlocked or reinstalled is noted in Section 3d. The delinquent Shareholder will not be a member in good standing until payment in full is received as described in Section 3d.
  - a) Notice of a third delinquency shall be 1) emailed to address on file, 2) mailed by regular mail and, 3) a second copy by certified mail, return receipt requested, to the Shareholder at the Shareholder's address in the park database. The notice shall be written and signed by the TCC1 President specifying the amount owed; to include fees, dues, assessments or other charges of electricity. The notice shall give the Shareholder 30-days from the mailing date to remedy the delinquency.
  - b) All late fees shall accumulate for each month of delinquency.
  - c) Any member who has been delinquent in their previous year's electrical bill must pay the delinquent bill in full and pre-pay (or pay forward), at minimum, 50% of the amount of the previous year's electrical bill towards the new year's bill. Additionally, any member that has had their electrical box locked or removed will incur all fees to have the electrical box unlocked or reinstalled. Any outstanding electrical bills, as well as the pre-payment amount, must be paid prior to the reinstallation of the electrical box. TCC1 will not incur any fees on an individual members' behalf for restoration of electrical service.

5. Donation in Special Circumstance(s): Should a Shareholder wish to donate their share along with the associated personal property (trailer, sheds, etc.) to the park they can do so recognizing this “gift” cannot be claimed as a charitable contribution for tax purposes. Per TCC1 By-Laws Article II, Section 4, a Shareholder can resign from the park but is still liable for any outstanding dues, assessments, electricity or other charges that are unpaid. Park lots cannot be “donated” since they are already being leased from the park. Therefore:
- a) the donating Shareholder must 1) return the Share certificate to the park, 2) provide the title certification of the unit/trailer/park model signed in the Sellers block, 3) provide documentation the property taxes are current.
  - b) Upon acceptance of the gift, the Grounds Committee will evaluate the safety condition of the unit/trailer/park model and take action through park volunteers to ensure any liability concerns are eliminated (i.e. unsafe decking, stairs, etc.). Once safety concerns are eliminated, the property will be sold as-is.
  - c) Thereafter, the TCC1 Board of Directors will establish a fair market price, via an approved motion, a current tax statement value of the unit/trailer/park model, and other associated amenities, including any expense incurred to make the property safe, with a desire for a quick sale to realize the donation as well as ensure a new Shareholder is found. Through a silent auction process, Shareholders and Employees will have 14-days to submit a bid to an established P.O. Box. At the end of the 14-days, bids will be retrieved from the P.O. Box, reviewed and voted on by the Board of Directors for the winning bid, typically the highest bidder.
  - d) The winning bidder must present a Cashier’s Check or Money Order for the amount of the winning bid and any dues owed for the current year within 5-business days. If no bids are received during the 14-day auction period, the property will be posted on the TCC1 website for public review/consideration at the reasonable market price established by the Board of Directors. All proceeds from these sales will be placed into the Contingency Fund of the park.

## **GUESTS**

- 1. Guests of the Shareholder are defined as anyone outside of the immediate family as defined in the TCC1 By-Laws, Article VIII Section 1. There are no stay limits for accompanied guests.
- 2. Unaccompanied guests are allowed to stay seven (7) days in the park, once per season. Shareholders can have different unaccompanied guests a maximum of one (1), seven-day (7) period each calendar month.

## **ADDRESSES AND REGISTRATION**

- 1. Each Shareholder shall provide the TCC1 office staff a current post office address and the names of the Shareholders’ emergency contacts for emergency purposes. Immediate family is defined as those 18 years old or younger living in the same household of the Shareholder (defined in the TCC1 Bylaws, Article VIII Section 1) and those who have the Shareholder’s permission to utilize the Shareholder’s privileges and occupy the Shareholder’s lot and living unit as defined by the “Guests” section of the Rules and Regulations.

2. It is strongly encouraged for safety reasons that the Shareholder furnish TCC1 office staff with registration information for guests who occupy the Shareholder's lot and living unit temporarily. Each Shareholder shall be responsible for the behavior and conduct of family and guests. No person shall be left in custody of lots or sites, except adults.

## **MAILBOXES**

Mailboxes may be rented from TCC1 per the Fee Schedule in Addendum B. The mailboxes are not associated with a particular membership lot and when a membership is sold or transferred, the mailbox reverts to TCC1. The one-time fee paid by the Shareholder will not be refunded at any time. Any questions regarding seasonal mail delivery should initially be directed to TCC1 Administrative Supervisor and/or local Postmaster.

## **RESALE**

1. The leasehold rights of a Shareholder to an assigned lot (and any recreational vehicle on that lot) are only to be sold by the Shareholder or through a designated agent appointed by the Board of Directors or appointed by law.
2. A "For Sale" form is to be filled out and turned in to Office Staff to be placed in the "FOR SALE" book in the Clubhouse. Pictures of the unit can be provided. New listings will be updated on our website at no charge. All other advertising is at the Shareholder's expense.
3. From the office, pick up an 8 ½ x 11 official TCC1 For Sale sign to place in your window facing the road. One sign is allowed per home, unless you live on a lot that has paved roads on both sides of your unit. Only TCC1 official For Sale signs are permitted to be used to provide uniformity and neatness in the park.
4. Prior to completion of the sale, the Shareholder must ensure that all dues (current and prior years) have been paid; all outstanding fees or fines have been satisfied; and any outstanding special assessments have been paid in full as negotiated in the sale.
5. Once a Shareholder sells, as of closing all rentals, leases, etc., end at the time of closing. Rental lots shall be cleaned out as of closing date.
6. The Shareholder transfer fee is \$450.00. Transfer fee is payable to TCC1 and must be paid before transfer of title and share is made. It is payable whether TCC1 is involved in the sale or not.
7. Two percent (2%) of the final sales price, deemed a transaction/closing fee, is payable to TCC1, to be negotiated between the seller and buyer and is due at closing.
8. A listing change can be made through the office of your description or price. The office will make changes in your listing online and in the listings book. Please note that there is a \$10 charge each time you make a change to your listing or flyer.



## **SHARE CERTIFICATE**

Stock Certificate issuance is limited to no more than four (4) names with the majority signing off on any stock changes or sales. A Shareholder's (Stock) Certificate may be changed for a life changing reason with legal documentation indicating such change; such as marriage, divorce, trusts, or death. Note: Beneficiaries of a trust do not have Shareholder rights until the death(s) of the owner of the Trust. TCC1 Board of Directors approved changes will be charged a processing fee of \$25. This does not include those who are transferring their certificate due to a sale. Replacements or duplicate stock certificates are available for a \$25 fee as well. After point of sale, a Stock Certificate is subject to a \$450 charge for any names added hereafter.

## **RENTING OF LOTS/UNITS**

Effective December 2012, in accordance with IRS guidelines under which TCC1 is licensed, TCC1 or any Shareholder cannot allow the endorsement or participation of the rental of Shareholder sites. Shareholders CANNOT rent or sublease their assigned lot or site.

## **RENTING OF PARK OWNED LOT**

1. The Board of Directors may authorize the Administrations Supervisor, Operations Supervisor or designee to rent the TCC1 park-owned lot to prospective buyers or Stakeholders. The primary purpose for having the TCC1 rental lot is for prospective Shareholders. Anyone renting the TCC1 park-owned lot as above will receive the use of all park privileges during the designated period of use. A maximum stay of 14-days is allowed.
2. Rental rates are defined in the Fee Scheduled in Addendum B. Please inquire at the TCC1 Office for rental information.
3. Only self-contained units may occupy the lot. No tents are allowed. A maximum of four (4) adults may occupy the rental lot at any one time.
4. Renters are expected to follow all established Rules and Regulations as well as expected behaviors while a guest of the Park. Any violations will be managed as defined by the Rules and Regulations and penalties could result in immediate eviction from the Park.

## **LOT DEVELOPMENT**

1. Each assigned lot may contain only the following approved items:
  - a) One recreational unit with or without an attached awning. This vehicle shall be in accordance with HUD Rules and Regulations and may be a "park model;"
  - b) One storage shed;
  - c) One Gazebo/screen porch;
  - d) Total enclosed living space must not exceed 800 square-feet.

2. All of the above items should be located on the lot in compliance with park rules and in a reasonable manner compatible with other Shareholder's lots, and kept neat, orderly, and sanitary, including no risk of hazardous or flammable materials, likelihood of rodent infestations, etc.
3. There shall be no equipment such as hot tubs, spas, saunas, tanning beds, etc. located on any lot.
4. Tarps and other non-structural coverings are not to be used for an extended period of time during the season as deemed reasonable by the Shareholder and a Grounds Committee representative.
5. RV/units should be at least one-foot, or 12", from the lot line and appropriately centered front to back on the lot.
6. In general, decks, screen houses, gazebos and sheds are to be placed in a zone between living units; however, decks may extend around the hitch end of the unit. All of these items must be at least 10-feet from the neighboring unit and at least one-foot from the utility side of the lot, and at least four-feet from any of the other three lot lines. If the neighboring lot does not at the present time contain a unit, all of these items must be at least 10-feet from where a unit would logically be placed.
7. Because of certain lot configurations, a Shareholder may need a variance from their neighbor. If a variance is needed, it must be agreed to in writing and this document will be placed in both Shareholders' files along with a copy to the park office.
8. RV/units are not to exceed 400 square feet. The tongue may be detached. Units must be skirted if they are not moved out of the park at least once during the year.
9. New or replacement units may be equipped with electric water heaters but may not be equipped with electric cooking range/stove, clothes washers and/or dryers, dishwashers, or any electric device designed or designated as a primary heat source for the unit.
10. Lawn buildings (sheds) must meet uniform standards:
  - a) Buildings may be metal, wood or plastic.
  - b) Maximum height is 104". Height is defined from the floor to the peak of the shed.
  - c) Maximum size allowed will be 10' wide x 10' long, 12' by 8' or any other size approved by the Board of Directors. In no case shall the size exceed 100 square feet. (These are approximate measurements and may be altered slightly by type of siding, corner trim, type of shingles, etc.)
  - d) Sheds should be installed on a concrete slab, wooden skid platform, patio block, or similar base.
11. Minnesota Rooms (approved at the August 9, 2003 meeting.)
  - a) Room additions may not be larger than 400 sq. ft.
  - b) Gazebos that are at main living unit level may be attached to main unit by basic construction practices. Gazebo & area attaching gazebo to main unit may not exceed 400 sq. ft.
  - c) The room addition must be at least 10' from the unit on the next lot.
  - d) Rooms of wood construction may not be permanently attached to the existing trailer.
  - e) Rooms of aluminum construction may use the fabricator's recommended anchoring system.
  - f) Caulking may be used to fill in between the trailer and the room addition.
  - g) Metal flashing may be used over the room seam between the trailer and the room addition.

- h) Construction requires a double rim joist under the perimeter of the room addition, or comparable construction beams under the joists.
  - i) No frost footings are required. The room addition is to be supported with 12" x 12" x 4" concrete pads, and 8" x 8" x 16" concrete blocks spaced approximately 5' to 6' apart.
  - j) No permanent plumbing is allowed in the room addition.
  - k) These specifications are on file at the Sherburne County inspection department, and any TCC1 permit for a Minnesota Room will require two signatures from the Board of Directors, the Chairman of the Arbitration Committee, and one other Board member. If the Chairman of the Arbitration Committee is not available, then two other Board members may sign the permit. These signatures are required before the Sherburne County inspection department will issue a building permit.
  - l) Sherburne County does not issue electric permits. The electrical contractor, and/or Shareholder, is required to obtain a state permit, and the electrical wiring must be inspected and approved by Minnesota state inspector.
  - m) Any room addition must be completed within the season unless otherwise agreed upon.
  - n) The siding of the room addition must match the trailer siding, to the extent possible.
  - o) All structures must meet manufacturer standards of safety.
12. All screen houses, gazebos, and lawn buildings/sheds must be commercially purchased from an approved supplier, built by a contractor and delivered, or must be constructed by a qualified, experienced person on site. Screen houses may be no larger than 11 panels, and gazebos may be no larger than 14 feet wide at its widest point.
13. Privacy fences and rope fences are not permitted.
14. Clotheslines are not permitted. Expandable drying lines attached to shed, or unit are permitted.
15. All lot improvements or changes must be approved by the Arbitration Committee representative of the Board of Directors. This includes the removal of trees. In many cases, construction requires permits from both the park and from Sherburne County. It is the responsibility of the member to ensure these permits are deemed necessary and obtained.
16. Cement, patio block, or wood patios are permitted. Removable screen houses are acceptable.
17. Only self-contained units are permitted. No tents or tent trailers or converted buses are allowed.
18. Lot is for one unit only and must have sewer, water, and electric hookups available.
19. Shareholders are encouraged to display the Shareholder's name on a sign visible from the road.
20. Shareholders are expected to limit the items kept permanently on an assigned lot or site, and all items must be kept in a clean, orderly, and sanitary condition, and positioned so as not to impede access to the neighboring unit or utilities for maintenance or cleaning purposes.
21. The Operations Supervisor is authorized to mow lots at their discretion, after contacting the Shareholder, to enhance overall park appearance. Shareholders are billed for this service at the current market price.

22. All electrical wiring on an assigned lot must be in conformity with the National Electrical Code and inspected by an authorized and licensed electrician. Any defective or unauthorized wiring shall be construed as a condition dangerous to the safety of Shareholders and could cause substantial damage to the park. Fifty (50) amps. (120,240) is the maximum amount of service for each lot.
23. Moving of electrical or water hookups must be approved by the Arbitration Committee. All changes so approved must be paid for by the Shareholder.
24. Any poorly maintained or unattended lots or structures requiring maintenance (e.g., mowing, raking, cleaning, weeding, debris removal, tree trimming, etc.) which the park will need to manage will be charged to the Shareholder at current market price.

## **LOT COMPLIANCE &” TEN FOOT RULE”**

1. All lots which are not in compliance with the Ten-Foot-Rule (as referenced in “Lot Development, item #6) must at some point in time, be brought into compliance per the county regulations and fire safety requirements.
2. All Shareholders who are not in compliance with the ten-foot-rule are encouraged to voluntarily bring their lots into compliance.
3. Any Shareholder that wishes to make changes to their lot, such as putting up a new shed, building a deck, building a Minnesota room, putting up a gazebo, etc., must remain in compliance, per current requirements determined by the Grounds Committee.
4. Any Shareholder who wishes to put a new unit/trailer/park model on their lot must also bring their lot into compliance with the ten-foot-rule within 90-days from seasonal park open. In addition, if the lot immediately to their left, as they are facing their own lot from the street, is not in compliance within the ten-foot-rule, the requesting Shareholder must do one of two things:
  - a) Negotiate with the Shareholder of the lot immediately to their left to bring that lot into compliance, or,
  - b) Put the new unit/trailer/park model far enough away from their lot line to be in compliance with the ten-foot rule.
5. Any Shareholder who wishes to transfer or sell their unit/trailer/park model must bring their lot into compliance and be approved by the Marketing Committee and/or Grounds Committee before the sale.

## **INSURANCE**

1. TCC1 insurance covers TCC1 only, not individual Shareholders.
2. Shareholders must have their own liability insurance on their golf carts, either through their mobile home insurance policy or by a separate policy.

3. Volunteer workers are not covered by TCC1's workers' compensation insurance. All volunteer activity is provided at the risk of the sole individual.
4. A Certificate of Liability Insurance or a signed Waiver of Liability form must be presented to TCC1 before approval for a private party in Clubhouse or Activity Room is approved.

## **HARASSMENT**

No Shareholder, guest, employee or other person will be permitted to harass, or unreasonably interfere with any Shareholder, guest or employee of TCC1, including any Shareholder on the Board of Directors. Unreasonable interference with the operations of TCC1 is also prohibited. If Shareholders cannot satisfactorily remedy any of these situations local police authorities should be contacted. Refer to Addendum A for the complete TCC1 Policy Against Harassment.

## **SECURITY & SAFETY**

1. Shareholders who return to TCC1 for seasonal residence are encouraged to register in the office indicating they are in the park and to ensure emergency contact accuracy should an emergency event occur.
2. All Shareholders should provide an emergency contact who would likely know where they might be if the Shareholder is or is not present in the park should a serious or dangerous event occur. TCC1 holds no responsibility for emergency contact notifications.
3. Shareholders are encouraged to review the complete TCC1 Emergency Preparedness document as provided on the TCC1 website ("Members Only" section).

## **ROADS**

1. Speed limit is 10 MPH on paved roads (Minn. Stat. §§ 169.011; 169.14, subd. 2; 327.27.). Speed limit is 5 MPH on unpaved roads. No driving on fire roads after dusk.
2. Most roads are one way. Follow arrows painted on the roads.

## **VEHICLES & STORAGE**

1. All motorized vehicles are to be parked overnight on the Shareholders lot on an established driveway of gravel, blacktop or concrete. Extra vehicles may be parked at Clubhouse or designated satellite parking areas throughout the park grounds.

2. No vehicle may be parked on non-designated visitor/overflow parking common grounds overnight (between the hours of midnight and 6:00AM). Any Shareholder parking or allowing parking on general common grounds overnight will be subject to fines as noted in Addendum C.
3. Only during scheduled events in the activities and shelter building will motor vehicles be able to park on common grounds around Clubhouse area.
4. Reckless driving of motorized vehicle and impedance of road traffic is prohibited.
5. A non-licensed driver of a motorized golf cart must be at least 14 and have a licensed adult (18 years or older) on the right seat. All occupants of the golf cart must be seated.
6. Motor Homes and Travel Trailers are allowed to be parked on your lot for up to 48 hours for the purpose of loading and unloading. Boats, boat trailers and utility trailers may not be kept anywhere in the park except in the designated rental storage lots which are available for an additional rental fee.
7. All vehicles on park property must be in good working condition with current license tabs. All motor vehicles must have current licenses (which include boats) during the open season. Motor vehicles with expired licenses shall not be parked anywhere in the park including the storage area and the owners of said vehicle(s)/boat(s) will be notified by email or letter that said license must be brought current within 30-days. Should the owner fail to do, TCC1 reserves the right to have the vehicle/boat removed by an outside towing vendor at the expense of the Shareholder.
8. All Shareholder-owned vehicles including, but not limited to golf cars, bicycles, scooters, etc., that are operated on improved or unimproved park roads shall have the Shareholders lot number affixed to them. Vehicles with state-issued license plates are exempt from this requirement.
9. Large storage lots are 12' wide and extend to within 10' of the center road. Small storage lots are 8' wide and extend to within 10' of the center road. See Addendum B for fee schedule.
10. Only one storage lot rental per share is permissible. Rental inquiries should be managed with the Administrations Supervisor.
11. Subletting of storage lots is not allowed (i.e., only the shareholder may use the assigned storage lot). Any shareholder with one or more lots will be grandfathered until surrendered (per April 2023 Board meeting).
12. Everything stored on a storage lot must be movable. Example: boats on a trailer, campers, R.V.  
Note: A rental storage lot is in no way part of a members share. It is a separate yearly renewable item and is subject to the Rules of the storage lot. A storage lot is rented only to Shareholder who have stated by virtue of renting a lot they will abide by the existing rules. If a Shareholder does not follow the stated rules, they forfeit all rights to the storage lot and will be asked to remove all items from their storage lot within 30-days. A storage lot cannot be rented by a Shareholder with the express purpose of storing a non-Shareholders item(s). The storage lots are not associated with a particular membership lot and when a membership is sold or transferred, the storage lot reverts to TCC1.
13. Boats, kayaks, stand-up paddle boards, and other watercraft at the lake area must be licensed, if required by the State, and have Shareholders' lot number visibly affixed.

14. Golf carts, motor bikes, mopeds, scooters, cycles, power lawn mowers, chain saws, and other power equipment should have proper mufflers to minimize extraneous noise throughout the park.

## **REFUSE**

1. Refuse/garbage disposal dumpsters are located behind the park maintenance shed.
2. Recycling bins for aluminum cans, newspaper, tin cans, glass, plastic, and cardboard are located in the same area. Please use the appropriate bin.
3. No furniture, appliances, batteries, wood, concrete, paint cans, tires, fluorescent light bulbs, or other items considered to be hazardous or flammable waste are to be placed in this area. These items must be disposed by other means unrelated to TCC1.
4. Shareholders should contact local recycling centers/locations for refuse needs not covered by TCC1.
5. Violation of the refuse rules will be subject to a fine as noted in Addendum C.

## **PETS/ANIMALS**

1. All domesticated animals/pets must be vaccinated and wear a tag with contact information, rabies tag, etc. Shareholders must provide the TCC1 office with animal/pet identification and vaccination information on an annual basis.
2. All domesticated animal/pets must be leashed, and service pets/animals are strongly encouraged to be identified as such.
3. Domesticated animals/pets are not allowed to enter Clubhouse or Activity buildings except when severe weather warnings have been issued and sirens have been activated, at which time domesticated animals/pets will be allowed in the shelter portion of Clubhouse, if on a leash or in an approved pet carrier, and under control of the Shareholder and/or guest.
4. Excessive noise/barking by pet/animals/dogs will not be tolerated. Violation will result in a fine as noted in Addendum C.
5. Animal/pet owners are responsible for cleaning up after their animals/pets. Failure to clean up will result in a fine as noted in Addendum C.
6. Animals/pets are not allowed in the playground equipment and general sports areas of the park (tennis court, golf course, volleyball court, etc.).
7. Any and all liability of any animal/pet behavior is the sole responsibility of the Shareholder and/or guest; TCC1 holds no liability or responsibility.

## **OPEN FIRES**

1. Individual fires for warming and cooking are allowed. Open fires are to be contained in fire rings. Fires must always be attended to and extinguished when finished, including any fire rings within the common park grounds.
2. No leaves are to be burned in fire rings or anywhere else on individual lots. Leaves should be put in the leaf pile in the storage area and grass clippings may be put in the compost site. If the State of Minnesota and/or Sherburne County issue a Red Flag Warning or other related burning effect, TCC1 will issue a “no open fire” rule which will mean no fires of any kind will be allowed within park, whether in a fire pit or other, until said warning is lifted. TCC1 at its discretion may enforce a “No Fire” policy when deemed necessary based on weather, lack of rain, or other factors that may deem fires as high-risk.
3. No open fires are allowed when the water in the park has been turned off.

## **SAFETY/WEATHER EMERGENCIES**

1. When there is a weather emergency, the TCC1 Clubhouse is the designated storm shelter area.
2. Vehicle parking in the back of the Clubhouse basement (pool area) will be reserved for vehicles with state approved handicapped stickers. Generally, all other vehicles and golf carts should park appropriately in the front of the Clubhouse area. Typically, a weather-related siren will sound warning residents to seek safe shelter.
3. Full Emergency Preparedness information is posted on TCC1 (Members Only) website and Clubhouse.

## **POOL & SAUNA**

1. Pool hours are 10:00 a.m. to one half hour after sunset Memorial Day through Labor Day. Sauna hours are standard Clubhouse operating hours.
2. Children under 13-years of age are allowed in the pool but must be accompanied by an adult, preferably a Shareholder. All Shareholders and guests must follow posted usage rules.
3. All swimmers must shower before entering the pool. Sun lotion/spray must be thoroughly removed with soap before entering the pool.
4. No diapers allowed in the pool except swim diapers.
5. Appropriate swim attire must be worn (i.e., no street clothing, cut-off jeans, etc.). No street shoes are to be worn in the sauna to avoid leaving marks on the benches.
6. No glass containers or food is allowed in the pool area.



7. Pets are not allowed in the fenced area except for a certified service animal.
8. No smoking inside fenced area. A smoking designated space is located outside the main pool area.
9. No diving, dunking, cannon-balling, or excessive rough-housing is allowed.
10. Any violations are subject to fines as noted in Addendum C.

## **GOLF**

1. Shareholders and dependent children golf free. All other Shareholders guests ages 14 and over will be charged a daily green fee of \$7.00. Children under 14-years of age golf free if they are accompanied by a Shareholder or paid guest. Greens fee tickets may be purchased in the office. One half of the ticket must be placed in the donation box and the other half must be kept by the golfer. All requested information on the ticket must be filled out. Failure to have this information filled out will result in daily greens fee charge, as well as a fine as noted in Addendum C.
2. If a golfer fails to identify the Shareholder they are visiting, that golfer will be asked to leave the course until correspondence with the Shareholder can be verified.
3. Annual stickers for golf carts are available for purchase at the office and all golf carts used for golfing must display a sticker. These stickers are also known as annual trail stickers. If found without a sticker, a warning will be issued and documented. The second time the cart is found on the golf course without a sticker will result in a fine as noted in Addendum C. All golf carts must have Shareholder lot numbers displayed on both the front and back of the cart in 2" (minimum) sized numbers; failure to have lot numbers displayed will result in a fine as noted in Addendum C.
4. Play on the golf course is authorized by at least one person in the group displaying the authorized TCC1 golf permit tag identifying which Shareholders lot, and payment of daily green fees for all non-Shareholders in that group.
5. Children under 6-years of age are not permitted on the golf course. Children under the age of 14 must be with an adult.
6. Only five (5) players or spectators in a group are allowed, except for a gallery following a group during a sanctioned tournament. Let faster groups or individuals play through if you are holding up play.
7. Only soft spike shoes or athletic shoes are permitted on the course.
8. All players must have their own set of clubs.
9. No more than 2 (two) people on a golf cart. All riders must be seated. No under-age drivers, even if accompanied by an adult.

10. Dress code requires everyone on the course to wear shoes and shirt.
11. All play must start on Hole #1, except park sponsored events.
12. Do not pull carts and/or drive golf carts on tee boxes or greens.
13. Drive golf carts in roughs and observe the 90-degree rule. Stay at least 30-feet from greens. Share rides (vs. taking individual carts) as much as possible to reduce wear on the golf course.
14. Off-road tires are not allowed on the golf course. All tires must be golf course approved tires. No side-by-side/UTVs allowed.
15. The golf course is not to be used for joyriding of golf carts.
16. You are responsible for any damage caused by your stray shots.
17. Sundays from 11:00 AM to 1:00 PM the golf course is reserved for the Sunday Best Ball tournament. Only players participating in this event are allowed on the course during this time.
18. Each day at 9:00 AM and at 1:00 PM is Men's Golf. Players participating in these events have preference on the tee boxes. Ladies Golf is 9:30 AM and 1:30 PM on weekdays, with the same rules applying. All members are encouraged to join.
19. Thursdays at 3:00 PM is reserved for Couple's Golf.
20. It is encouraged each golfer help maintains the condition of the golf course by replacing all divots both on the fairway and on the tee boxes. Where divot boxes have been provided on the tee boxes, take a moment and spread a little sand and seed mixture. This will help keep our tee boxes in good condition.

## **TENNIS/PICKLEBALL/SHUFFLEBOARD COURTS**

1. The courts are for the use of TCC1 Shareholders and their guests. Court courtesy implies that if someone is waiting to use the courts, the waiting party shall be honored. Court time is limited to one-hour for tennis or pickleball and two-hours for shuffleboard, as needed during peak use times.
2. Any player 13-years of age or younger must be accompanied by an adult.
3. Only tennis/athletic shoes are allowed on the courts and shoes must not leave marks on the courts.
4. The courts are to be used for their respective activities only; (i.e., no rollerblades/skates, bi/tricycles, or other non-specific related activities are allowed on the courts). Pets are not allowed in the gated courts.
5. Equipment used from the shed should be returned and is not to be removed from TCC1 property.

6. Organized play and/or scheduled play will have precedence in courts usage (i.e., tournaments, scheduled open play, etc.).

## **POOL TABLE**

The Pool Table is available in the Activity Building. No one under 14-years old is allowed to play without adult supervision. Please use proper playing etiquette to avoid damage to the table felt. Be sure to clean up after yourself when done with the room so it is ready for the next players.

## **SHAREHOLDER RIGHTS**

Shareholders can submit change proposals for the Rules and Regulations to the Administrative Supervisor and/or TCC1 Secretary. After review of the proposed change request, a majority vote of the Board of Directors is required for acceptance of the change request.

## **OTHER**

1. No business-related activities or advertising within the park property (i.e., “for sale” signs on recreational vehicles or motor vehicles on lot). Additionally, no political signs or personal agendas are allowed on park property. Signed and dated sale notices are permitted for posting on the designated bulletin board in TCC1 Clubhouse. Shareholders may not suggest to any organization or group not connected with TCC1 the use of any park association, relation and/or facilities.
2. Fuel oil or furnace oil is prohibited as a fuel for heating or cooking of any kind in a recreational unit/trailer/park model, and/or vehicle.
3. With reasonable care and consideration, alcoholic beverages are permitted in all general TCC1 locations, including the Clubhouse and Activities buildings.
4. Discharge of firearms within the park is prohibited during the open season. Shareholders, over age 18, are the only ones allowed to discharge a pellet or BB gun in the park during the off-season but only with the express permission and allowance from a member of TCC1 staff or Board of Directors member. The use of firearms, CO-2 powered weapons, sling shots, bow & arrow, crossbow or any other weapon is prohibited during the park season, except by the Park Operations Supervisor or a deputized individual.
5. Complaints and suggestions from members, concerning the park’s activities, shall be in writing, with the Shareholders signature and lot number, and placed in the Suggestion Box located in the Clubhouse, or submitted to the TCC1 Board of Directors for review and consideration of further deemed action.
6. Tents for overnight sleeping may be constructed on Shareholders lots after 6:00 PM and dismantled before 10:00 AM daily. Exceptions to this rule must be approved by a member of the TCC1 Board of Directors.
7. Projects that will create noise or odor should be reserved for the hours of 8:00 AM through 9:00 PM.
8. Noisy activities anywhere in the park, that disturb other Shareholders are serious matters and will be addressed. Recurrence of noise disturbances is subject to fines as noted in Addendum C.

9. Shareholders are encouraged to wear their name tags at social activities and park functions.

## **ADDENDUM A – POLICY AGAINST HARASSMENT**

### **Travelers Country Club #1 Policy Against Harassment**

Travelers Country Club #1 (“TCC1” or “Park/park”) is committed to providing an environment that is safe, respectful and fulfilling for all shareholders, guests, employees, vendors, and any person who may enter its premises. TCC1 maintains a strict policy prohibiting sexual harassment and any harassment based on race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, familial status, or any other characteristic protected by applicable law. This policy also applies to harassing conduct which may not be illegal but may be determined to be inconsistent with TCC1’s governing Rules and Regulations.

Harassment entails any unwelcome verbal or physical conduct, including written and electronic communication, directed toward an individual or a group of individuals, which has the purpose or effect of interfering with an individual’s safety, security, and/or use of services/amenities wherein an intimidating, hostile, or offensive environment is created.

#### Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct, or communication of a sexual nature transpires – either explicit or implicit. Such examples include, but are not limited to: visual/written conduct such as leering, making sexual gestures, or displaying sexually suggestive images; verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about one’s body, dress, or appearance; use of offensive or demeaning terms which has a sexual connotation; physical proximity or physical contact or conduct, including, without limitation, touching, assault, or impeding or blocking movements; or retaliation for reporting harassment or threatening to report harassment.

#### Traveler’s Country Club #1 Complaint Procedure

Anyone who believes in good faith that they have been harassed is encouraged to try first to address the matter directly with the offending party(s) by invoking this policy and requesting the inappropriate behavior end. When it is not practical under the circumstances to address a complaint directly to the offending individuals(s), the matter should be reported by following these steps:

1. Report any good faith belief this Policy has been violated or is being violated, as soon as possible. A person need not be the subject of harassment to report a violation of the Policy.
2. Complaints or reports under this Policy should be brought to the attention any member of the TCC1 Board of Directors.
3. All reports or complaints should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, e-mails, etc.).

Reports made under this Policy will be promptly investigated in accordance with the nature of the matter involved. Reasonable efforts will be made to treat information disclosed during an investigation as confidential. The facts of each complaint will determine the investigative and responsive measures taken, up to and including the involvement of law enforcement and/or legal guidance if deemed necessary.

If TCC1 determines that its Rules & Regulations have been violated it will take appropriate corrective measures based upon the specific facts and conclusions of each complaint and subsequent investigation. Appropriate

corrective measures may include disciplinary action up to and including membership discharge of the offending individual(s).

TCC1 does not tolerate any act of reprisal or retaliation against anyone who reports, opposes, or complains of any violation of this Policy, or against anyone who assists with or cooperates in TCC1's investigation of such reports or complaints. Complaints or reports of retaliation should be brought under the same reporting procedures outlined above.

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Any questions or comments regarding Travelers Country Club #1 Policy Against Harassment should be discussed with a member of the TCC1 Executive Committee (President, Vice President, Secretary, and/or Treasurer.

## ADDENDUM B – FEE SCHEDULE

### Travelers Country Club # 1 Fee Schedule

#### **FACILITY RENTAL**

Clubhouse Activity Room ( <i>lower level</i> )	
Rental.....	\$50.00
Deposit.....	\$50.00

#### *Activity Building (card room)*

Rental.....	\$40.00
Deposit.....	\$40.00

#### *Park Owned Lot (nightly)*

Rental.....	\$45.00
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#### **GOLF COURSE**

Annual Trail/Golf Pass.....	\$60.00
Daily Ticket .....	\$7.00
Pack of Tickets (6) .....	\$35.00

#### **MAILBOX**

One-time rental fee (includes two keys) ...	\$40.00
Lost/replacement key (each).....	\$10.00

#### **MARKETING/RESALE FEES**

Transaction/Closing Fee.....	2% of Final Sale Price
Shareholder Transfer Fee.....	\$450.00
Listing Change (per) .....	\$10.00

#### **STOCK CERTIFICATE**

Replacement/Duplicate Certificate.....	\$25.00
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#### **STORAGE LOT RENTAL**

Large / 12' x 8' (annual).....	\$125.00
Small / 8' x 8' (annual).....	\$75.00

#### **LAUNDRY**

Washer cycle.....	\$2.00
Dryer cycle.....	\$1.50

#### **ADDRESS BOOK REPLACEMENT**

Replacement copy (one issued per lot annually) .....	\$5.00
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#### **NAMETAG**

Replacement (one nametag issued per shareholder) ...	\$5.00
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#### **RETURNED CHECK/PAYMENT FEE**

Per Occurrence.....	\$50.00
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## ADDENDUM C - PENALTIES & FINES

### Travelers Country Club # 1 Penalties & Fines

#### **NEGLECTION OF MEMBER RESPONSIBILITIES**

Poorly maintained/unattended lots/structures .....Shareholder expense (market rate) + violation penalty

#### **PARK PRIVILEGES**

Non-payment of dues, fines, fees, assessments or other charges.....Suspension of Park Privileges

**HARASSMENT**.....Suspension of Park Privileges, Membership, related legal fees

#### **GOLF**

Golfing without annual Trail sticker .....\$100.00

Guests golfing without paid green fees/ticket .....\$50.00

Golf cart lot numbers missing (front & back) .....\$25.00

#### **ELECTRICAL INVOICE**

First month delinquency.....\$25.00

Second month delinquency.....\$50.00

Third month and subsequent months delinquency .....\$100.00

#### **POOL & SAUNA**

Recurring violation of posted rules..... Loss of pool privileges

#### **MOTORIZED VEHICLES**

Speed limit infraction.....Violation Penalty (listed below)

Under-age driving golf cart..... Violation Penalty (listed below)

Non-designated parking .....Violation Penalty (listed below)

Vehicles with expired tabs removal.....Shareholder expense

#### **REFUSE/RECYCLABLES**

Prohibited refuse, hazardous materials disposal.....\$200.00 + cost of disposal

#### **PENALTIES FOR VIOLATIONS**

First violation letter fine .....\$50.00

Second violation letter fine .....\$75.00

Third violation letter fine.....\$150.00

Fourth violation letter fine .....\$500.00