

Travelers Country Club

Rules and Regulations for Shareholders - March 2014

Rules and Regulations are established in order:

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

The following rules and regulations are deemed necessary for the protection of the corporation's investment, and in the best interests of all shareholders.

Shareholders are required to observe any curfews, bans or restrictions the Board of Directors may impose to conserve, alleviate the shortage of or more equitably distribute the use of utilities and facilities.

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 all of them, including the pool and golf course rules. The shareholder with whom the guest(s) is associated must pay amenities fees, if any, such as golf privileges and other functions related to the Park.

Shareholders may not suggest to any organization or group not connected with the park that they may use any of the park's facilities.

Violations of any of the following rules will be handled according to Bylaws 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..."

A. Leases and financial obligations

1. All leases shall be effective for one (1) year and shall be renewed automatically from year to year on the anniversary of the corporation's fiscal year, provided the shareholder is in good standing and is not in arrears or in default of any financial obligations to the corporation. All dues, late charges, maintenance fees, or other charges assessed to a shareholder shall be a financial obligation imposed on the shareholder.

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2. Lease allows for overnight occupancy for shareholders and immediate family during the season (approximately 4/15 thru 10/15 weather permitting).
3. Guests are defined as anyone outside of the immediate family as defined in the TCC By-Laws, Article VIII Section 1 and referenced in Part B below. There are no stay limits for accompanied guests.

Unaccompanied guests are allowed to stay 7 days in the park once per season. Shareholders can have different unaccompanied guests a maximum of one 7 day period each calendar month (Reminder: No rentals are permitted per TCC By-Laws Article II Section 6 and Rules and Regulations Part E). Unaccompanied guests must be registered using the Park Guest form and must check in at the office upon arrival.

4. Non-payment of dues, assessments or other charges by the shareholder may force the Board of Directors to make a decision to lock the electric service to the shareholder's lot and/or living unit, shed, etc. The delinquent shareholder will not be allowed to use park facilities until all past due charges are paid in full.
5. All shareholder meters will be read in August each year with a statement provided to the shareholders by September 15. Shareholders must pay the electric bill by the end of the season. Any payments not received by the due date will be assessed a 10% per month penalty and that shareholder will not be considered a shareholder in good standing resulting in the electricity being shut off until payment is received.

B. Addresses and registration

Each shareholder shall provide the Office Administrator a current post office address and the names of the shareholders immediate family. Immediate family is defined as those 18 years old or younger living in the same household of the shareholder (defined in the TCC By-Laws, Article VIII Section 1) and who have the shareholder's permission to utilize the shareholder's club privileges and occupy the shareholder's lot and living unit.

It is strongly encouraged for safety reasons that the shareholder furnish the park's Office Administrator with registration information for guests who occupy the shareholder's lot and living unit temporarily (required for

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unaccompanied guests).. 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.

C. Mailboxes

Mailboxes may be rented from Travelers Country Club for a one-time fee established by the Board. The mailboxes are not associated with a particular membership and lot lease and, when a membership is sold, the mailbox reverts back to Travelers Country Club. The one-time fee paid by the shareholder will not be refunded at any time.

D. 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.
2. A "For Sale" form is to be filled out and placed in the "FOR SALE" book in the clubhouse. Pictures of the unit are preferred as well.
3. New listings will be updated on our website at no charge. All other advertising is at the Shareholder's expense.
4. Approved signs to show the unit is for sale may be obtained from the Park Office Administrator and placed in a unit window where it can be seen from the road.
5. Shareholder transfer fee is \$450.00. Transfer fee is payable to Travelers Country Club and must be paid before transfer of title is made. It is payable whether Travelers Country Club is involved in the sale, or not.
6. A Shareholder's (stock) certificate may be changed for 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. [Barb to get legal review of this wording] Board approved changes will be charged a processing fee of \$10. This of course does not include those who are transferring their certificate due to a sale. Replacements or duplicate stock certificates are available for a \$10 fee as well.

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E. Renting of Lots/Units

1. Effective December 2012, in accordance with IRS guidelines under which this Park is licensed, we cannot allow TCC1 Clear Lake, or a shareholder to endorse or participate in the rental of shareholder sites. Shareholders shall NOT rent or sublease their assigned lot or site.

F. Renting of Park Owned Lot

1. The Board of Directors may authorize the Park Manager to rent the club lot to transients. The primary purpose for having the club lot is for prospective shareholders. Anyone using the club lot as above will receive the use of all club privileges during the designated period of use. A maximum stay of 14 calendar days applies.

2. The Board of Directors establishes current rental rates. Please inquire at the front office.

3. Only self-contained units may occupy the lot. No tents are allowed.

4. No more than four (4) adults may occupy the rental lot at one time

G. Lot development instructions

1. Each assigned lot may contain only the following approved items:

1. 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".
2. One storage shed.

All of the above items should be located on the lot in compliance with park rules and in a manner compatible with other shareholder's lots, and kept neat, orderly, and sanitary.

There shall be no equipment such as hot tubs, spas, saunas, tanning beds, etc. located on any lot.

2. RV units should be at least one foot from the lot line and appropriately centered front to back on the lot.

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3. In general, the 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.

4. Because of certain lot configurations, a shareholder may need a variance from his 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.

5. 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.

6. 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, dish washers, or any electric device designed or designated as a primary heat source for the unit.

7. Lawn buildings (sheds) must meet uniform standards:

- Buildings may be metal, wood or plastic
- Maximum height is 10'4". Height is defined from the floor to the peak of the shed.
- 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.)
- Sheds may be installed on a concrete slab, wooden skid platform, patio block, or similar base.

8. 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.

9. Privacy fences and rope fences are not permitted.

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10. Clotheslines are not permitted (Expandable drying lines are okay attached to shed or unit.)

11. All lot improvements or changes must be approved by the arbitration committee of the board. 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.

12. The Park Manager is authorized to mow lots at his/her discretion, after contacting the owner, to enhance overall park appearance. Shareholders are billed for this service at the current price for mowing.

13. Cement, patio block, or wood patios are permitted. Removable screen houses are acceptable.

14. Only self-contained units are permitted. No tents or tent trailers or converted buses are allowed.

15. Lot is for one unit only.

16. Shareholders are encouraged to display the shareholder's name on a sign visible from the road.

17. 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.

18. All lots have sewer, water, electric and telephone hookups available.

19. 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 a substantial damage to the corporation. Fifty (50) amps. (120,240) is the maximum amount of service for each lot.

20. Moving of electrical or water hookups must be approved by the arbitration committee. All changes so approved must be paid for by the shareholder.

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H. "Ten foot rule" from the State of Minnesota

1. All lots which are not in compliance with the "Ten Foot Rule" ("rule") must, at some point in time, be brought into compliance. All shareholders who are not in compliance with the "rule" are encouraged to voluntarily bring their lots into compliance. All shareholders are encouraged to assist any shareholders who wish to voluntarily bring their lots into compliance, in any way possible. Travelers Country Club will assist, to the extent possible, by volunteering the use of any Club tools as necessary.
2. 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 bring their lot into compliance at that time.
3. Any shareholder who wishes to put a new "unit" (trailer) on their lot must also bring their lot into compliance with the "rule" within 90 "park open days". In addition, if the lot immediately to their left, as they are facing their own lot from the street, is not in compliance with the "rule", the 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" far enough away from their lot line to be in compliance with the "rule"

Obviously, "a." would be the preferable choice, and we should all remember the "Golden Rule".

1. Any shareholder who wishes to transfer their "unit" (trailer) must bring their lot into compliance before the sale will be approved.

I. Insurance

1. Travelers Country Club insurance covers the Club 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 Travelers Country Club's workers' compensation insurance.

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4. A Certificate of Liability Insurance or a signed Waiver of Liability form must be presented to the Club before approval for a private party in the clubhouse activity room is given.

J. Harassment

1. No shareholder, guest, employee or other person will be permitted to harass, or unreasonably interfere with any shareholder, guest or employee of Travelers Country Club, including any shareholder on the Board of Directors. Unreasonable interference with the operations of the Club is also prohibited. If shareholders cannot satisfactorily remedy any of these situations local police authorities should be contacted. Examples of conduct that is prohibited by this rule include the following:
 - a. Profanity, abusive or hostile language.
 - b. Physical contact or threat of physical contact or harm.
 - c. Vandalism or destruction of property, or threats of such action.
 - d. Any course of conduct directed at a specific person that causes substantial emotional or physical distress in such person.
 - e. Excessive and unjustified complaints or telephone calls being directed to shareholders on the Board of Directors, the Park Manager, the Park Office Administrator, or other employees of the Club.
 - f. Unsolicited telephone calls made to any shareholder on the Board of Directors, or Caretakers, outside of normal working hours, except in the case of an emergency.
 - g. Following, stalking or interfering with the free coming and going of any person, or for the purpose of annoying such person.
 - h. Contacting professionals employed by the Club directly without written authorization by the Board of Directors (e.g. Accountants, Engineers, and Attorneys).
 - i. Sexual harassment or intimidation.

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j. Any other action(s) that unreasonably or unnecessarily interfere with the operations of the Club, or with the credibility or the Club or its employees with outside businesses, professionals, or governmental or administrative agencies.

k. Assisting or encouraging other persons to take actions which constitute interference or harassment.

2. Harassment or interference with the peaceful enjoyment of the park or by other shareholders, or their guests, or their tenants, is also prohibited.

3. Violations of this rule may be punishable by fine, as well as all other remedies available under the Bylaws, Rules, Regulations, Policies and local, state and federal laws.

K. Security

1. Shareholders who return to Minnesota for full time summer residence must register in the office indicating they are in the park and provide an emergency contact who would know where they might be should a serious summer storm or other dangerous event occur.

2. All shareholders must 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 summer storm or other dangerous event occur.

L. Roads

1. Speed limit is 10 MPH on all roads.

2. Most roads are one way. Follow arrows painted on the roads.

M. Vehicles

1. All motorized vehicles are to be parked on the shareholders lot on an established driveway of gravel, blacktop or concrete – not on common grounds. Extra vehicles may be parked at the clubhouse or designated satellite parking areas.

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2. No vehicle may be parked on common grounds overnight (between the hours of midnight and 6:00AM). Any shareholder parking or allowing parking on common grounds overnight will receive a letter for the first occurrence, a warning of impending fines for the second occurrence and, if continues, will receive a \$25.00 per occurrence fine.

3. Only during scheduled events in the activities and shelter building will motor vehicles be able to park on common grounds around the clubhouse area.

4. Nonessential, or joyriding on motor bikes, motorized golf carts, scooters, or cycles, or hanging out of automobiles on park streets and roads is to be discouraged

5. A non-licensed driver of motorized golf carts must be at least 13 and have a licensed adult with them. 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.

7. All vehicles on park property must be in good working condition with current license tabs.

N. 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 batteries, wood, concrete, paint cans, tires, fluorescent light bulbs, or other items considered to be hazardous waste, are to be placed in this area. These items must be disposed of by each individual, except that a dumpster for the disposal of treated wood is provided in the storage area.

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O. Pets

1. All pets must be licensed.
2. All pets must be leashed.
3. Pets or domesticated animals shall not be allowed to enter the clubhouse or activity buildings. Exception- when tornado or severe weather warnings have been issued and sirens have been activated, pets will be allowed in the shelter portion of the clubhouse, if on a leash and under control of the owner.
4. Excessive barking by dogs will not be tolerated.
5. Dog owners are to be responsible for cleaning up after their pets. Failure to clean up will result in a \$5.00 fine to the member for each occurrence.
6. Pets are not allowed in the playground area of the park.

P. Open Fires

1. Individual fires for warming and cooking are allowed.
2. Open fires are to be contained in fire rings.
3. No leaves are to be burned in fire rings or anywhere else on individual lots. Leaves should be put on the leave pile in the storage area. Grass clippings may be put in the compost site.
4. Fires must be attended to at all times and extinguished when finished.
5. There shall be no open fires when the water in the park has been turned off.

Q. Storm Alert

1. When there is a weather emergency, parking in the back of the clubhouse will be reserved for vehicles with state approved handicapped stickers only.

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R. Swimming

1. Pool hours are 10:00 a.m. to one half hour after sunset Memorial Day through Labor Day.
2. Children under 13 must be accompanied by an adult.
3. All swimmers must shower before entering the pool
4. No diapers allowed in the pool except swim diapers.
5. No glass containers or food allowed in the pool area.
6. No smoking inside fenced area.

S. Other

1. Commercial activities or advertising commercially on or about the park, especially "for sale" signs displayed on lots, recreational vehicles or motor vehicles on the assigned lot is not permitted anywhere in the park. Signed and dated sale notices are permitted to be posted on the designated bulletin board, in the clubhouse.
2. All shareholder-owned vehicles including, but not limited to golf cars, bicycles, ATVs, tractors and scooters, that are operated on improved or unimproved park roads should have the shareholders lot number affixed to them. Vehicles with state-issued license plates are exempt from this requirement.
3. Boats, boat trailers and utility trailers may not be kept anywhere in the park except in the area designated for that type of storage. The annual fee for storage lot will be included with the association fee.
4. Fuel oil or furnace oil is prohibited as a fuel for heating or cooking of any kind in a recreational vehicle.
5. Alcoholic beverage consumption is prohibited in the upstairs clubhouse. Alcoholic beverages are permitted in and around the downstairs activity addition and in and around the fire-ring activity building.
6. 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 off-season months only.

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7. State approved fireworks may be displayed over the 4th of July with an approved permit from the Park. Applications for this permit are located in the office.
8. Complaints and suggestions from members, concerning the corporation's activities, shall be in writing, with the shareholders signature and lot number, and submitted to the Board of Directors.
9. Tents for overnight sleeping may be erected on shareholders lots after 6:00 p.m., and taken down before 10:00 a.m. daily. Exceptions to this rule must be approved by the arbitration committee.
10. Motor bikes, mopeds, scooters, cycles, power lawn mowers, chain saws, and other power equipment should have proper mufflers.
11. Work projects that will create noise or odor should be reserved for the hours of 8:00 a.m. through 9:00 p.m.
12. There will be no restrictions on parties within the shareholders recreational vehicle, or their patios, or at their fire rings, provided that they do not disturb neighboring members.
13. Noisy activities anywhere in the park, that substantially disturb other shareholders, are serious matters and will be addressed by the Board of Directors.
14. Shareholders are encouraged to wear their name tags about the park, especially at social activities and corporate functions.

T. Golf

1. Shareholders and dependent children golf free. All other shareholders guests ages 14 and over will be charged a daily green fee. 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 a daily greens fee charged to the shareholder of the guest. Failure of the guest to have a greens fee ticket will also result in the daily greens fee being charged to the shareholder.

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2. If a golfer fails to identify the shareholder he/she is visiting, that golfer will be asked to leave the course.
3. Annual stickers for golf carts are available for purchase at the office and all golf carts used for golfing must display a sticker. 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 the annual sticker fee charged to the shareholder.
4. Play on the golf course is authorized by at least one person in the group displaying the orange golf permit tag identifying which shareholders lot, and payment of daily green fees for all non-shareholders in that group.
5. Children under six years of age are not permitted on the golf course. Children under the age of 14 must be with an adult.
6. Only five players or spectators in a group are allowed, except for a gallery following a group during a sanctioned tournament.
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 two people on a golf cart.
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 on tees or greens.
13. Drive golf carts in roughs and observe the 90 degree rule. Stay at least 30 feet from greens and tees. Share rides (vs. taking individual carts) as much as possible to reduce wear on the golf course.
14. You are responsible for any damage caused by your stray shots.
15. Sundays from 11 AM to 1 PM the golf course is reserved for the Sunday Best Ball tournament. Only players participating in this event are allowed on the course during these times.

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16. Each day at 9 AM and at 1 PM is Men's golf. Players participating in these events have preference on the tee boxes. Ladies golf is each day at 9:30 AM and 1:30 PM with the same rules applying.

17. Thursday's at 3 PM is reserved for Couple's golf.

U. Tennis

1. The court is for the use of Travelers Country Club shareholders and their guests. Court courtesy: If someone is waiting to use the court, court time is limited to one hour for tennis or pickle ball and two hours for shuffleboard.

2. Everyone under 13 years of age must be accompanied by an adult.

3. Tennis shoes ONLY are allowed on the court and must not leave marks on the court.

4. Proper attire is required on the tennis court at all times. (i.e. shirts, etc.).

5. The tennis court is to be used for tennis and pickle ball only. (i.e. no roller-blades, roller-skates, tricycles, bicycles, baseball equipment, or other non-tennis activities are allowed on the court).

6. No pets are allowed on the tennis court.

7. Equipment used from the shed should be returned to the shed. This equipment should not be removed from the park.

8. Violations of these rules may result in a lock and key system for court use.

9. Organized play, open play and special tournaments are under supervision of the tennis committee. Sign-up sheets will be posted as events occur.

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V. Pool Table Use

1. The Activity Building pool table side will be locked at all times. A list of people who have keys will be posted on the door between the card room and the pool table side.
2. The key holder will not give out the key. They will escort the player to the activity building and review the rules and the current condition of the room. Then when the player is done playing the key holder will come and lock up and inspect the room for any damage.
3. There will be a sign-in sheet posted on the bulletin board in the activity building to keep track of how often the building is used, by whom and for what reason.
4. To use the building the shareholder must be 18 years or older.
5. 14-17 year olds may play with an adult. Under 14 are not allowed to play, even with supervision.
6. Rules: no jump shots, no sitting on table, no smoking, no lifting table, no drinks on table. There will also be pool etiquette/rules posted by the pool table
7. When you are finished playing the balls and cues must be racked.

W. Proposal for Change of the Rules and Regulations

Shareholders can submit change proposals for the Rules and Regulations at the annual Shareholder's meeting. After review of the proposed change request, a majority vote of the Board of Director's is required for acceptance of the change request.

Date	Changes
March 22, 2014	Added page numbers and change control table; modified Parts A2, B, D6.