

**WILDWOOD PROPERTY OWNERS' ASSOCIATION (WPOA)**  
**CODE OF RESPONSIBILITY; RULES AND REGULATIONS**  
*Approved at the Annual Meeting of the Members, 8-28-16, 8-27-17, 8-26-18, 8-25-19*

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**Introduction**

Prior to the mid-1960s, the land now within the borders of Wildwood was comprised of two farms and two woodland tracts. Out of them was created a year-round community offering a tranquil and safe haven for rest, recreation and enjoyment in a natural New England landscape. Today, the original developers' vision of a wild wood is evidenced in our natural and serene environment of woods, trails, streams, ponds and wildlife, even as homes have been built and amenities expanded.

This document is a guide for Property Owners; it sets forth a series of rules and principles that:

- regulate use of WPOA common property: the roads, ponds, land, buildings and amenities built and maintained through WPOA dues and assessments
- promote environmental protection and preservation of our forests and ponds, and
- facilitate the safety and well-being of the entire community.

This document is divided into two sections.

**WPOA Code of Responsibility** pertains to use of private property, and is

provided to guide the property owner in contacting the appropriate agencies and making decisions that responsibly contribute to the ongoing protection and value

of our community.

**The Rules and Regulations** pertaining to the Use of WPOA Common Property, including the ponds and the roadways, guide property owners in their use of our shared assets and amenities, and are strictly enforced by the WPOA through its

Board of Directors.

Compliance with these Rules and Regulations by the community, combined with

the leadership of the Board of Directors, assures that our community retains the values that make it so special for all of us who live here.

## **THE WILDWOOD CODE OF RESPONSIBILITY: Use of Private Properties**

Wildwood's quality of life depends on the collective behavior of all property owners in this community. Private property in Wildwood is governed, always, by federal, state and town laws and codes. It is the responsibility of the property owner to check the Tolland and Massachusetts websites for current laws, codes, regulations and rules, and to comply with such.

Beyond those legal requirements for private property, there is the responsibility for being a good neighbor and a responsible steward of resources, which means agreeing to additional community norms established to preserve the lake and woodlands experience for all property owners. The Board of Directors of Wildwood calls these norms, as well as compliance with government laws, the Wildwood Code of Responsibility.

### **1. BUILDING ACTIVITY NOTIFICATION AND CONFORMANCE**

It is the responsibility of Wildwood property owners to notify and consult with the WPOA Building Review Committee, through the office of the WPOA, prior to commencing any building activity. This activity includes, but is not limited to, exterior alterations to existing structures, septic repair and replacement. The Committee requires a copy of the building and site plans, the building permit and, in the case of a shed of less than 120 square feet, the planning board site plan approval. For septic repair or replacement, a copy of the Health Department approval is required. Driveway construction or repair, such culverts, requires approval, as does all work which may change the flow of any drainage.

Once the above conditions are met, approval will be given to commence the activity.

All work will conform to the following:

- Federal requirements
- Massachusetts State Building Code
- Town of Tolland By-laws and Zoning laws.
- Title 5 (Septic System Regulations) Environmental Code
- Board of Health Regulations and other applicable Tolland and State and Federal requirements.
- Massachusetts DEP Wetlands Regulations.

• *In accordance with the Water Management Procedure approved by the Board of Directors in March, 2013, which is on file and may be amended from time to time.*

## 2. REQUIRED SUBMISSION OF PLANS FOR APPROVAL

No building or structure should be erected, placed or altered on Lot until the building plans, specifications and a Lot plan showing the location of said structures shall have been approved in writing by the Town of Tolland.

The Building Review Committee will review the plans and will then advise regarding fitness and harmony of exterior design with the natural environment of Wildwood.

## 3. HOUSES AND ACCESSORY BUILDINGS

Homes and accessory buildings erected on lots should conform to all Federal, State and Town requirements with regards to construction and use.

- Owners are encouraged to design dwellings and accessory buildings which conform in nature to our wooded and natural environment
- Owners are encouraged to finish any accessory building from the same material, painted the same color and be compatible in appearance with the house to ensure that the proposed building activity is in keeping with the natural beauty of Wildwood and our mutual interest in maintaining our property values.
- The accessory building should be in compliance with all setback requirements. Owners are encouraged to place it behind the rear plane of the dwelling if at all possible.

## 4. EXTERIOR BUILDING CONSTRUCTION RESTRICTIONS

The exterior of any building erected on any Lot should be completed within twelve (12) months from the date of commencement of construction. No rolled siding, tar paper or other similar material should ever be used for permanent external finish material on any such building.

## 5. SETBACKS

All buildings and structures should meet or exceed the requirements of the Zoning Regulations of the Town of Tolland when they are built, installed, repaired or otherwise placed on property within Wildwood.

## 6. SANITARY WASTE DISPOSAL SYSTEMS

Sanitary waste disposal systems and gray water systems should meet or exceed the requirements of the granting authority at the time of installation and/or repair. All septic tanks and drainage fields should meet requirements of applicable law. The design and location shall be subject to the written approval of the Tolland Health Department. No septic system or drain field should cross a lot boundary onto property owned by another person, or by the WPOA, without a variance approved by the Board of Health and a properly filed agreement.

## 7. FENCES, HEDGES, WALLS AND BARRIERS

No fences, hedges, walls or barriers should be erected and maintained on any Lot. Any lot owner seeking to install a fence, wall, hedge or barrier for extenuating circumstances should contact the WPOA Building Review Committee with his/her plan in order to review impact on Wildwood roads and common property and compliance with Tolland code

## 8. EXCAVATION AND TREE REMOVAL

Brush cleared from private property should be removed within a reasonable time from Wildwood or must be chipped on such property.

No excavation for stone, gravel or other deposits should be made on any Lot except as is incidental to the use of a Lot for residential purposes and the construction of residential buildings thereon.

A permit is required to be obtained from the Tolland Conservation Commission for removal of trees and vegetation and any work that might occur within 100 feet of the Ponds, streams and wetlands.

#### 9. PROPERTY LINE EASEMENT RESTRICTION

Nothing should be done to impede or interfere with the easement five (5) feet in width along both sidelines of any Lot. This easement is reserved for purposes of surface drainage and installation of public utility lines.

#### 10. DRIVEWAYS AND WALKWAYS

Hard-paved driveways and walkways should not be installed on any lot because paved driveways and surfaces can cause run-off of pollutants into our streams and ponds. Any lot owner seeking to install a paved driveway for extenuating circumstances shall contact the WPOA Building Review Committee with his/her plan to review the impact on Wildwood roads and common property.

#### 11. APPLICATION OF FERTILIZERS AND PESTICIDES

The use of all types of fertilizers is discouraged, to minimize the nutrient load in our ponds. If pesticides or herbicides need to be applied, those with the least environmental impact should be chosen so as to protect private wells and ponds.

#### 12. SIGNS

No signs of any kind shall be displayed on any Lot or building at any time, except for signs, not more than one square foot in area, identifying the property, the property owner, or occupants, and except for a single for-sale sign of a size not to exceed such as may be specified by the Association. As per Tolland Zoning regulations.

#### 13. NOXIOUS OR OFFENSIVE DISTURBANCES

Any use of land, buildings or structures which creates excessive and objectionable noise, glare or offensive illumination, fumes, odor, dust, electrical interference, or undue traffic is discouraged.

#### 14. BLIGHT

All property within Wildwood should be kept free from blight. The deposit or storage on any lot of two or more inoperative vehicles or parts thereof for more than one month is prohibited. Garaged vehicles are exempt from this provision.

Tolland bylaw below:

*No person shall deposit, or store on any lot within the town, two or more wrecked, inoperative, or unregistered vehicles or parts thereof for more than one month. Garaged vehicles are exempt from this provision.*

15. WASHING MACHINES, DISHWASHERS

The use of washing machines and dishwashers should be avoided for the sake of the homeowner's septic field. When used, only non-phosphate detergents, dishwashing soaps or liquids shall be utilized, as is required by Massachusetts law.

16. TRANSFER OR LEASE TO CLUBS, ASSOCIATIONS OR ORGANIZATIONS

Use of the Wildwood amenities is restricted to members, their guests and tenants.

In such case as a title to a property is held by a fiduciary, such as a realty trust, the members shall be the fiduciary (trustee) or beneficiary, or in the case of a property owned by a corporation, an officer or director.

17. DOMESTIC ANIMALS AND ANIMAL CONTROL

No animals except customary household pets in reasonable numbers should be kept or maintained on any lot. Dogs should be registered at the WPOA office, and a record of their current rabies vaccination should be provided. All pets must be prevented from making noise or otherwise disturbing the peace.

No dogs are permitted to be at large in Wildwood except on the premises of the owner/keeper, or on the premises of another person with the knowledge and permission of such other person.

18. NOISE

Construction, landscaping and other loud activities should not occur between the hours of 10:00 p.m. and 7:00 a.m. Sunday through Thursday, or between 11:00 p.m. and 9:00 a.m. Friday through Sunday. The same is true of loud noises and bright lights on private property during these times.

19. RENTAL OF PROPERTY

If property in Wildwood is rented to another person, the property owner must notify the WPOA Office in writing of such rental, provide the names of the renter, and give pertinent information related to any pets. The owner must provide the renters with copies of these Rules and Regulations.

Renters are required to follow all the rules and regulations of the WPOA and have the same privileges and responsibilities as guests. Arrangements must be made to have Wildwood registered watercraft available for renters and guests if they wish to use them.

**WILDWOOD RULES AND REGULATIONS  
Pertaining to use of WPOA Common Property**



The rules and regulations set forth in this section govern how the roads, ponds, land and amenities of Wildwood may be used by owners, members or guests of members. All property owners should be familiar with, and must comply with, these rules and regulations.

## **General Rules and Regulations**

### **20. GENERAL USE OF WPOA PROPERTIES**

WPOA Ponds and amenities may only be used by WPOA Members in Good Standing, for health, recreational, education and beneficial purposes, and by WPOA Non-Member owners to the extent authorized in their deeds, in accordance with its By-Laws, Rules and Regulations, and/or Policies.

However, WPOA reserves the right to deny access to WPOA Members, regardless of deeded rights, and in addition to assessing any applicable fines that, after an appropriate hearing, are determined, to have violated the WPOA By-Laws, Rules and Regulations, Policies, or any other governing documents of WPOA. This includes, but it is not limited to, violations deemed harmful to persons and/or to the preservation and ecological well-being of WPOA assets, including its forests and ponds.

Guests and renters of WPOA Members in Good Standing may also use WPOA properties for the same purposes, provided that use by groups of members and guests, in excess of the current WPOA procedure, are subject to the approval of the Operations Manager or designee. This approval shall not be unreasonably withheld, taking into account any potential conflict with use by other members and guests.

Please refer to Guest Information for full details.

At no time may watercraft, non-registered with WPOA, be placed into the Ponds in Wildwood.

### **21. DAMAGE TO WPOA PROPERTY**

WPOA owners are responsible for damage to WPOA property caused by them, or their family members, renters, vendors/contractors and guests.

### **22. DOGS**

The owner or keeper of a dog, which is on WPOA Common Property and/or roadways, is required to have the dog on a leash and under control at all times. All dogs must be properly vaccinated and registered as required by the town in which the owner lives, and must be registered in the WPOA office.

### **23. SMOKING**

Smoking is not allowed on WPOA common property, including, but not limited to, the club house, beaches, picnic areas and trails.

24. NOXIOUS OR OFFENSIVE DISTURBANCES

No noxious, unruly, or offensive use shall be made of WPOA properties nor shall trade or commercial activity be undertaken thereon, except for those activities of a recreational nature, or except for pre-approved commercial concessions offering services for the benefit of the WPOA

25. SIGNS, FLAGS AND BANNERS

No signs will be permitted on WPOA properties except for traffic control, direction and signs with respect to the activities of the WPOA. No flags or banners are permitted to be flown on WPOA common property, including, but not limited to, attached to a vehicle parked on common property, except the flags of the United States, the Commonwealth of Massachusetts, and the Town of Tolland without prior approval of the WPOA.

26. HUNTING AND USE OF FIREARMS

The use of firearms, air rifles, BB guns, traps, bow and arrow and sling shot for hunting or recreation are not permitted in Wildwood, either on WPOA common property or on private property. Notwithstanding, the WPOA may engage an individual for the removal of a nuisance animal by hunting or trapping having received the proper permits.

27. ALCOHOLIC BEVERAGES

Alcoholic Beverages will be permitted on WPOA property only in the possession of an adult who will assume responsibility for their use, in compliance with Massachusetts law.

28. TREE REMOVAL

No cutting of trees on WPOA property, or clearing, logging or timbering of the forested areas is permitted, other than by the WPOA itself, acting through its officers, directors and Operations Manager or designee, in accordance with sound forestry maintenance practices and to continually preserve the woodland character of such areas.

29. EXCAVATION

No excavation for stone, gravel, or other deposits shall be made on WPOA properties, other than by the WPOA itself, acting through its officers, directors, and Operations Manager or designee.

30. SUBDIVISION OR SALE

No subdivision shall be made of WPOA properties except as otherwise provided for in the WPOA by-laws.

**Rules and Regulations pertaining to the Clubhouse**

31. CLUBHOUSE USE

The Clubhouse may be used by WPOA members in Good Standing and their guests during hours when it is open, as per legal capacity limits, in ways which do not conflict with use by others and which do not cause damage or excessive wear to the clubhouse.

If a WPOA member in Good Standing would like to use the clubhouse for private event, an application must be made at least seven (7) days in advance to the Operations manager or designee, and must be accompanied by a deposit of a check payable to “WPOA” in the amount of the published refundable deposit and the published rental fee. Amounts for the refundable deposit and the rental fee will be set by the Board of Directors, who will review these amounts on a regular basis, and publish them for the members. The check for the deposit shall be returned to the member when the reservation is used and facilities have been inspected and found to be in same condition as before event.

- *In accordance with the Clubhouse Procedure approved by the Board of Directors in August 2014, which is on file and may be amended from time to time.*

### 32. PETS IN CLUBHOUSE

Pets, with the exception of service animals, are not allowed in the Clubhouse.

### 33. SLEEPING IN THE CLUBHOUSE

Overnight sleeping is not permitted in the Club House, EXCEPT as approved by the Operations Manager or designee in emergency situations.

### 34. USE OF CLUBHOUSE AMENITIES

The Clubhouse kitchen is available by reservation to WPOA Members in Good Standing, for private events, when requested at least seven (7) days in advance to the Operations Manager or designee.

## **Rules and Regulations pertaining to the Laundry**

### 35. LAUNDRY

In the interest of preserving our ponds and watershed, all residents are encouraged to utilize the laundry facility. Laundry hours are as established by the Board of Directors and posted in the Laundry.

## **Rules and Regulations pertaining to Roads**

The WPOA owns and maintains private roads for the members of the WPOA and others who have a right of access to its roads. The roads, although private, are accessible to the public; therefore, Massachusetts Motor Vehicle Laws apply. The roads are used by pedestrians and bicyclists as well as cars. These circumstances, together with the weather and the nature of the roads themselves, require that road use by motor vehicles be restricted as follows:

### 36. SPEED LIMITS

The maximum permitted speed for motor vehicles on WPOA roads is fifteen (15) miles per hour.

### 37. WEIGHT LIMITS

The maximum permitted weight of motor vehicles on WPOA roads from March 15-May 15 (or at other times as posted) is ten thousand (10,000) pounds. Exceptions may be made with prior approval by the Office Manager or designee.

### 38. USE OF UNREGISTERED VEHICLES

The operation of non-registered motor vehicles, non-registered construction equipment or any motorized recreational equipment is not allowed on Wildwood roadways or other wildwood properties. (An exemption is made for WPOA landscaping and construction vehicles.)

### 39. ROAD USE BY COMMERCIAL VEHICLES

A road repair deposit is required. This deposit will be returned at the end of the activity if no roadway/roadside damage has occurred. Repair of any roadway and roadside damage that occurs as a result of the above activities will be charged to the property owner.

Wildwood requires an insurance certificate for any vehicle which exceeds 10,000 pounds, and for all other construction equipment which will be using our roadways. The WPOA has the right to refuse the use of WPOA roads if there is a violation of this rule.

- *In accordance with the Water Management Procedure approved by the Board of Directors in March 2013, which is on file and may be amended from time to time.*

## **Rules and Regulations pertaining to parking areas, parking along roads**

The WPOA maintains areas for parking near the Clubhouse and WPOA beaches.

- *In accordance with the Motor Vehicle Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

### 40. PARKING

Parking is allowed in designated parking lots only. Parking is not allowed along roadsides except as determined by the Operations Manager or designee. All parked vehicles shall have a current WPOA sticker affixed to the window, or a valid guest pass on the dashboard, and either must be clearly visible at all times. Any violation of this rule or any other rules related to parking or parking without a valid pass may subject the vehicle to towing at the vehicle owner's expense.

Leaving unattended vehicles in the designated loading and unloading zones adjacent to beaches for more than 15 minutes is not permitted.

- *In accordance with the Motor Vehicle Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

## **Rules and Regulations pertaining to ponds and beach areas**

The WPOA owns and maintains two ponds: Cranberry Pond and Otter Pond. These ponds are very important resources to the Wildwood community. The

preservation of the condition of these ponds, including but not limited to water quality, safety for swimming and other recreational activities, habitat for fish and other aquatic species, and appearance, are very important to the WPOA and its members. Accordingly, the following restrictions are applicable to all use of the ponds and their environs.

- *In accordance with the Watercraft Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

#### 41. SHORELINE

No pond shore property owner is permitted to make alterations to the shoreline of such property, including the deposit of sand, gravel or similar material at the shoreline. Appropriate measures may be taken at the shoreline to prevent erosion, with the approval of the Tolland Conservation Commission and the Operations Manager or designee.

#### 42. PRIVATE DOCKS

Private Docks may be placed on the lakeshore by lakeshore property owners, with the written approval of the WPOA. Such docks are limited to one (1) for each lakeshore lot. A dock may not exceed 96 square feet and be no greater than 12 feet in any direction, including any walkway to the dock from the shore. Docks must be maintained in good condition at all times.

All construction must be pre-approved and in accordance with the Conservation Commission requirements.

Any lakeshore property owner with an existing dock that does not conform to this regulation may keep the non-compliant dock and consider it “grandfathered” until such time that it is necessary to rebuild/repair the non-conforming dock. Any subsequent dock that is rebuilt or repaired must conform to the regulation, and is subject to the approval of the Tolland Conservation Commission, the WPOA Building Committee, and the WPOA before work may commence.

- *In accordance with the Docks procedure approved by the Board of Directors in March, 2016, which is on file and may be amended from time to time.*

#### 43. PRIVATE SWIM FLOATS

\* Private swim floats may be placed in front of properties by pond shore property owners, with the written approval of the WPOA. Such swim floats are limited to one (1) for each pond shore lot. A swim float may not exceed 10 feet on a side and may not be placed further than 30 feet from shore.

All construction must be pre-approved by the WPOA and be in accordance with the Conservation Commission requirements regarding materials used.

Any pond shore property owner with an existing swim float that does not conform to this regulation may keep the non-compliant swim float and consider it “grandfathered” until such time that it is necessary to rebuild/repair it. Any subsequent construction must meet the size guidelines, be pre-approved by the WPOA, and in accordance with the Conservation Commission requirements regarding materials used.

- *In accordance with the Docks and Off-Shore Swim Floats Procedure approved by the Board of Directors in March, 2016, which is on file and may be amended from time to time.*

#### 44. ACCESS TO THE PONDS

Members in Good Standing of the WPOA may access the ponds via all provided access points, including beaches and designated rights of way. WPOA Non-Members may access the ponds only via designated marked rights of way.

### **Rules and Regulations pertaining to Boating**

#### 45. BOATING PERMITTED

Cranberry and Otter Ponds may be used by members of the WPOA and other persons having a right of access to these Ponds for boating in sailboats, canoes and other human-powered boats. No power driven boat other than those powered by electric motor with a maximum of 55# of thrust are permitted on the ponds, with the exception of the WPOA work/safety boat. No guest/renter watercraft are allowed to enter the community.

All watercraft used on Cranberry and Otter Ponds must be registered with the WPOA, whether owned by members of the WPOA or by other persons otherwise having a right of access to Cranberry and Otter Ponds, and must have up-to-date WPOA boat stickers in plain view on the outside of both front sides of the watercraft.

- *In accordance with the Watercraft Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

#### 46. WATERCRAFT REGISTRATION

All watercraft used on Cranberry and Otter Ponds must be registered with the WPOA, whether owned by members of the WPOA or by other persons otherwise having a right of access to Cranberry and Otter Ponds, and must have up-to-date WPOA boat stickers in plain view on the outside of both front sides of the watercraft.

- *In accordance with the Watercraft Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

#### 47. WATERCRAFT LAUNCHING AND MANDATORY WASHING

Watercraft and boat trailers used outside Wildwood must be washed by the WPOA staff, by appointment only, to insure compliance with generally accepted methodologies for removal of aquatic weeds and animals before launching into WPOA pond.

Watercraft may never be moved from Otter Pond to Cranberry Pond, or from Cranberry Pond to Otter Pond unless such watercraft are first washed by WPOA staff.

In addition, all trailered boats are subject to washing.

Trailer and vehicular launching of watercraft is permitted only from the MAIN BEACH boat launching area. Watercraft which can be carried by hand may be launched by WPOA members in Good Standing from any beach or point on a shore to which such member has a right of access.

Owners who are non-members of the WPOA, who have a right of access to use Cranberry and Otter Ponds, may use a designated right-of-way to the shoreline.

- *In accordance with the Watercraft Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

#### 48. BOATING IN SWIMMING AREAS

Boating, sailing and fishing are strictly prohibited in the swimming areas of all WPOA beaches. Playing, swimming and fishing are not permitted in the boat access area.

#### 49. CONDUCT OF BOATING

U.S. Coast Guard regulations apply to all boating.

#### 50. UNATTENDED WATERCRAFT IN THE WATER

Unattended boats must be moored to docks or secured to the shore. Off-shore mooring is not permitted.

#### 51. UNATTENDED WATERCRAFT ON THE SHORE/WATERCRAFT STORAGE

Members of the WPOA in Good Standing may store their registered watercraft, at any of the WPOA beaches in designated watercraft storage areas in accordance with the watercraft storage policy. No other storage of watercraft is permitted on WPOA common property.

Owners who are not members of the WPOA who have a right of access to use Cranberry and Otter Ponds, may not leave their boats at the WPOA beaches or ROWs at any time.

- *In accordance with the Watercraft Procedure approved by the Board of Directors in August 2016, which is on file and may be amended from time to time.*

### **Rules and Regulations pertaining to beaches**

The WPOA has created and maintains four beaches with bathhouses at Cranberry Pond, one beach with a bathhouse at Otter Pond, and other features for the use of WPOA Members in Good Standing, with the following restrictions:

#### 52. FIRES ON BEACH

A beach fire is permitted only by written permission of the Operations Manager or designee to a responsible adult who agrees to be present. Current state and local regulations will apply. Fires may be lit only within enclosed areas such as rock or sand pits. The responsible adult to whom

the permit was granted must ensure the safety of the fire and must make sure that the area of the fire is returned to its original condition as soon as is reasonable.

#### 53. PETS AT THE BEACHES

Pets are not allowed on the beaches.

For purposes of this Rule, the five areas in Wildwood called "beach" are defined as the sandy area, the swimming area, the picnic area, boat storage and the playground area.

Our pets are welcome to access our Ponds for swimming and boating. The Ponds may be accessed from all ROWs. If access is at one of the five beaches, the pet must be walked along the farthest edges from the water. When not in or on the water, pets must be leashed. (Rule #22) At no time may a pet be tied or tethered at any area of the beach.

#### 54. BATHHOUSES

Bathhouses will be open seasonally.

### **Rules and Regulations pertaining to fishing**

Cranberry and Otter Ponds contain a number of species of fish, and, in addition, the WPOA stocks both ponds. The following regulations apply to fishing in the WPOA ponds.

#### 55. FISHING PERMITTED

WPOA members in Good Standing, their guests, and other persons with a deeded right to fish, are permitted to fish in Cranberry and Otter Ponds. Massachusetts fishing licenses are not required, but Massachusetts Fishing Laws apply.

#### 56. LIMITED CATCH

Fishers are encouraged to return all fish alive back to the Ponds, except pickerel, which should be removed. A daily limit of two trout per fisher may be kept as food. Other limits on types and numbers of fish, which may be caught, may be set from time to time by the WPOA Fishing Committee and will be posted.

#### 57. FISHING IN SWIM AREAS

Fishing in or from the swim areas is not permitted at any time.

#### 58. COMMERCIAL BUCKETS OF BAIT

Bait fish from commercial sources or from any source outside of Wildwood shall be removed from the original water and placed in a bucket of Wildwood pond water before being introduced into the ponds or surrounding areas. All water and any plant material from the original bait bucket must be disposed of in an area away from the ponds. Under no circumstances shall goldfish be used as bait, as they may be regarded as an invasive species. Leeches may not be used as bait in Wildwood ponds.

### **Rules and Regulations pertaining to the camping area**

#### 59. APPLICATION FOR CAMPING SPACE



Application for a reserved space must be made at least seven (7) days in advance to the Operations Manager or designee, and must be accompanied by a check payable to “WPOA” for a deposit in the amount of the published refundable deposit and the published rental fee. Amounts for the refundable deposit and the rental fee will be set by the Board of Directors, who will review these amounts on a regular basis and publish them for the members. The check for the deposit shall be returned to the member when the reservation is used and camp area has been inspected and found to be in the same condition as before their stay.

All campsite users must sign a form attesting that they have read and understand the policies pertaining to campsite use.

#### 60. LENGTH OF STAY AT CAMPING SPACE

No one member or member party may use the campground for more than fourteen (14) days cumulative per any thirty (30) day period.

#### 61. AVAILABLE FOR USE

Use of the WPOA camping area is permitted for members in Good Standing and their guests only and is available only by reservation on a first come, first served basis and in accordance with the policies governing this rule.

#### 62. CAMPER’S USE OF CLUBHOUSE AMENITIES

Campers may use the Clubhouse lavatories. Use of the Clubhouse kitchen, including the use of the appliances is prohibited.

#### 63. CAMPGROUND FIRES

Open fires are permitted only with written approval given to a responsible adult from the Operations Manager or designee, taking into account current state and local regulations, and only within enclosed areas such as rock or sand fire pits, with the responsible adult in attendance. Such responsible adult must ensure safety and return the area of the fire to its original condition as soon as reasonable.

- *In accordance with the Campground Procedure approved by the Board of Directors in August 2014, which is on file and may be amended from time to time.*

### **Miscellaneous Rules and Regulations**

#### 64. DOOR-TO-DOOR SOLICITATION

Door to door or other solicitation is not allowed in Wildwood.

#### 65. COMMUNITY QUIET TIMES

Bright light and loud noises should not occur between 10:00pm and 7:00am from Sunday night through Friday morning, and 11:00pm to 9:00am Friday night through Sunday morning.

#### 66. REPORTING A VIOLATION

Caring for the protection of human life and the WPOA Ponds and amenities is the responsibility of the entire WPOA Community. Reporting a violation is the natural obligation of every community member to ensure the value of Wildwood Community is maintained.

Violations may be reported, by members of the community witnessing such violations or guests, to the WPOA staff in person, by phone during regular business hours and/or after hours, by leaving a message on the answering machine or via email. [In the case of an emergency, call 911.] Members or guests are not under any obligation to confront the person violating the By-Laws, Rules and Regulations, or Policies.

The member reporting the violation is required to provide their name, contact information, date and time the violation was observed, and as many details as possible regarding the reported violation and, if able, the name of the party committing the violation.

If the person committing the violation is a guest, and he/she is not accompanied by an owner member, they should be carrying a guest pass and should also have a guest pass on their vehicle that would have identifying information.

Once a violation is reported to the staff, the Board shall proceed in accordance with the following procedures:

#### PROCEDURE FOR ENFORCING VIOLATIONS:

From time to time it may come to the attention of the Board of Directors that a member has violated a by-law, rule/regulation or policy in such a way as to jeopardize Member in Good Standing status. When such a breach is reported, the Board will act in the following manner:

Dues in Arrears – If the violation is for non-payment of dues, the matter will be considered, based on the applicable by-laws and policies referring to non-payment of dues.

Ponds, Environment and Safety – If the violation is deemed to be dangerous to the health of the ponds and environment, or to the safety of other people, the Board will act immediately to stop such violation, and notify the member as soon as possible in the timeliest manner possible. The matter will then be taken up for further discussion at the next regularly scheduled Board meeting. If necessary, appropriate authorities will be notified immediately.

Other Violations – The member will be notified in writing of the alleged violation. A Board member will be assigned to assess the situation and report back to the Board at its next regularly scheduled meeting.

NOTICE

All written notices to members will include the nature of the violation, any action that had to immediately be taken, and notice of the date that the Board will be discussing the issue more thoroughly.

BOARD ACTION

Once the violation has been reviewed, the Board will determine what, if any, action needs to be taken to rectify the situation. If it is determined that there is no violation, the member will be notified in writing. If it is determined that a violation has occurred, a letter will be sent to the member advising of the action needed to correct the violation, the deadline by which the violation must be corrected, and the member’s right to a hearing.

If the violation has not been corrected by the deadline, Member In Good Standing status will be revoked and the member will be immediately informed in writing of this action and of what it entails

HEARINGS

- A. If requested in writing by the member within 3 days of notice of the violation, a hearing will take place, as soon as reasonably possible, to make a determination with regard to the violation. The Hearing will take place on the date indicated, regardless of attendance of member or designee.
- B. At the hearing, the member, and/or designee, will be invited to address the Board regarding the matter, and shortly after the hearing the Board will issue a written notice of its decision and any further action.

REINSTATEMENT

When the violation has been corrected to the satisfaction of the Board, in its sole discretion, and any levied fines paid, Member in Good Standing status will be restored and a reinstatement letter will be sent to the member.

FINES AND LEGAL ACTION

- A. When a violation has occurred, the Board may, in its sole discretion, levy a fine against the members, in accordance with the following fine schedule:

1 <sup>st</sup> offense	Warning and/or fine up to \$100
2 <sup>nd</sup> offense	Fine of up to \$200
3 <sup>rd</sup> offense	Fine of up to \$300
Subsequent Offenses	Fine of up to \$300

- B. Each day a violation continues shall be considered a separate violation, and thus a separate fineable offense.
- C. In addition, violations that endanger the health, safety, and welfare of others and/or pose a substantial threat to Ponds and/or amenities may be subject to additional fines in addition to any

expenses incurred to immediately rectify such violations which will be assessed against the member or its family, tenants, guests, contractors and invitees.

- D. If any expense is incurred by WPOA as a result of a member's failure to abide by the governing documents, or by the misconduct of a member of his/her family, or his/her tenants, guests, contractors or invitees the Board of Directors may assess those expenses exclusively against the member, to include but not be limited to any cost to rectify violation(s) that have not been deemed necessary to immediately remedy for life or property safety.
- E. Any fines shall be added to the amounts owed by such member of WPOA, to be recovered in the same manner outstanding dues are, including property liens if necessary.
- F. The Board of Directors may refer any violation at any time to WPOA's attorney to take any action deemed necessary

### **Other Violations**

If the violation is deemed to have immediate dangerous consequences to the health of the ponds and environment, or to the safety of other people, WPOA reserves the right to initiate immediate action to stop such violation, and notify the member or the WPOA nonmember, in the timeliest manner possible. The matter will then be taken up for further discussion at a meeting of the Board in accordance with the procedures contained in the Rules and Regulations.

Any other acts that constitute violations of the By-Laws, Rules and Regulations, and/or Policies and will be brought to the WPOA Board of Directors for review in accordance with the procedures contained in the Rules and Regulations.