

WPOA POLICIES & PROCEDURES

BOARD POLICIES & PROCEDURES

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PROCEDURE - ORIENTATION FOR A NEW BOARD OF DIRECTORS
(Annual Meeting of the Board of Directors per Article VII Section 4 of the Bylaws)
APPROVED DECEMBER 2025 BY THE BOARD OF DIRECTORS

The Annual Meeting of the Board of Directors shall be held within four weeks (4) following the Annual Meeting of the Members.

Purpose:

To provide an overview of the roles, responsibilities, and resources available to Board members, ensuring alignment with governing documents, ethical standards, and operational procedures.

I. Each Board member is provided a binder associated with their position. Below is an overview of the contents.

Section 1 – WPOA Operating Structure- establishes the legal and organizational foundation of the Wildwood Property Owners Association (WPOA). Emphasis on transparency and fiduciary responsibility.

- **WPOA Operating Structure**
- **Registered with MA Secretary of State office as a Not-for-Profit association** – Wildwood Property Owners Association, Incorporated
- **Nonprofit Corporation information** - MGL Chapter 180 (and portions of 156)
- **Association Governance Guidelines & Model Code of Ethics** – Ethical principles guiding board and committee conduct
- **Rules of Conduct** – Expectations for professional, respectful behavior among board members and association representatives. **Signature required**
- **Conflict of Interest Policy** – Procedures for identifying and managing potential conflicts between personal and organizational interests. **Signature required**

Section 2 – Board of Directors Information- defines the structure, responsibilities, and operating procedures of the Board of Directors.

- **Board Members/Contact Info**
- **Board Positions Job Descriptions**
- **Board Goals** – annual strategic priorities set by the board
- **Meeting Definitions** – explanation of meeting types (regular, special, annual, executive)
- **Robert’s Rules of Order** – informal Procedure in Small Boards
- **Robert’s Rules of Order Summary** – quick reference guide to parliamentary procedures
- **MA Open Meeting Law Guide** – summary of Massachusetts Open Meeting Law provisions applicable to executive session

Section 3 – Committees & Strategic Plan- describes the committee structure and the long-term strategic direction of WPOA.

- **Committee Coordinator** – oversight of committees/role and responsibilities of committee chairs
- **Committee List** – active committees and committee members
- **Committee Liaisons** – board members assigned to support each committee

- **Committee “Best Practices” Outline**
- **Wildwood Strategic Plan** – long-range plan outlining major goals, objectives, and action steps for community development and management

Section 4 – District/Member Information- provides reference material about WPOA’s districts and membership.

- **District Maps** – visual representation of WW districts
- **Member list** - current members per district
 - Full list for Officers - contact information for all officers
 - District lists for District Directors - specific member lists grouped by district for representative use

Section 5 – WPOA Governance- outlines the governing documents and internal policies that define how WPOA operates. Foundation for board accountability and commitment to ethical governance.

- **Current By-Laws** – foundational legal document describing organizational rules and authority
- **Code of Conduct & Rules/Regulations for Common Property** –
 - review of community standards, enforcement procedures, and appeal processes
 - reinforcement of Board’s role in upholding equitable application of rules
- **WPOA Procedures** – for the purpose of implementing ByLaws and Rules and Regulations. A step-by-step administrative procedure for consistent implementation (refer to Bylaw Article XIII)
- **Employee Handbook** – policies and procedures governing WPOA employees

Section 6 – Finance- details financial operations, budgeting, and fiscal accountability. “The management of the WPOA shall be conducted in accordance with an Annual Budget approved by the Members at the Annual Members Meeting.” (Article X Section 2)

- **Current budget** – operating and reserves budget
- **WPOA ByLaws** – Article IX Finances, Dues and Assessments - specific by-law article explaining member financial obligations and board fiscal authority.
- **Explanation of General Contingency Beginning Balance Calculation** - formula and rationale for establishing annual contingency funds
- **Financial Terms** – Glossary of financial and accounting terms relevant to board oversight

Section 7 – Violations- establishes procedures for reporting, investigating, and enforcing community rule violations.

- **Procedures for Reporting a Violation** – steps members should follow to file a complaint
- **Procedures for Enforcing Violations** – process for investigating and resolving violations, including notice, hearing, and appeal rights
- **WPOA Complaint/Incident Report** – standardized form for documenting and submitting complaints or incidents.

Section 8 – Legal Documents- repository of official legal documents, agreements, and records relevant to WPOA operations, governance, and property management. Examples: deeds, easements, contracts, insurance policies, and legal correspondence.

- **Overview of governing and reference documents:**

- Articles of Incorporation
- Covenants, Conditions & Restrictions
- Easements and property agreements
- Legal opinions or precedent-setting rulings relevant to WPOA operations

II. Review of Board Meeting Procedures

Regular Board meetings will be conducted according to the following format:

Call to Order

Establish a Quorum

Six Board members are required for a quorum

Opening Comments

Additions to the Agenda

Open Forum

- *Community members are permitted to speak only during Open Forum.*
- *The minutes must record:*
 - The **name** of each person speaking
 - The **issue** they presented
 - Any **clarifying questions** from Board members
 - Any **additional comments** from others
- *Since Open Forum topics are not on the agenda, they cannot be discussed or voted on during that meeting.*

Approval of Minutes

Reports

Old Business

New Business

Correspondence

Disposition of Open Forum Items

Possible actions include:

- Placing the item on the **agenda for the next meeting**
- **Tabling** the issue until a more appropriate meeting (e.g., events such as Regatta, Field Day, etc.)
- **Referring** the matter to a committee, with specific instructions
- **Deciding** to take no action, and advising the individual in writing of that decision

Open Forum

Executive Session

*Refer to **MA Open Meeting Law Guide** in Section 2 of the binder for information about appropriate use of Executive Session*

Adjournment

NOMINATING COMMITTEE POLICIES

APPROVED MARCH 2026 BY THE BOARD OF DIRECTORS

The following procedures and guidelines have been set forth as the binding policy of the Nominating Committee as it goes about its defined duties, subject at all times to the WPOA Bylaws. In the event of any conflict, the Bylaws shall control.

The purpose of this Committee will be to seek qualified individuals to serve as Officers and District Representatives. A qualified individual is one who is both legally eligible to serve and is deemed by the Committee to be suitable for the position sought. An individual is legally eligible to serve if either of the following is true:

- a. Member - named as an owner on the deed for a property within Wildwood or,
- b. Partner Member – the legally-recognized spouse of a Member.

1. A nominating committee member may not also be a nominee or family member of a nominee.
2. It is recommended that the first meeting of the Nominating Committee shall be held in April to enable the slate to be presented to the community in the August Newsletter. Bylaws require that the committee begin its duties not less than ninety (90) days prior to the Annual Meeting (the fourth Sunday in August).
3. The nominating process shall begin with the first meeting of the committee, provided that nothing in this policy shall be interpreted to delay or restrict actions required to meet the timelines established in the Bylaws. Any directives given to the committee by the Board of Directors shall be given to the entire committee at their first meeting, and not prior through individual contacts.
4. The Board of Directors liaison to the Nominating Committee participates as a committee member and is to be included in all activities of the committee. The liaison shall be apprised of all meetings and is expected to attend.
5. The Nominating Committee shall make a good faith effort to contact every Member in good standing of the community, through either email or phone, in order to apprise every one of the nomination process, the open positions, and the job responsibilities. Such outreach efforts are intended to support transparency and participation but their success is not a precondition to a valid nomination process. This effort of good faith and transparency is not to be substituted with a notice in the newsletter. The contact list will be a current list of all Members in good standing obtained from the Wildwood office.
6. All potential nominees will complete the same nomination form that is published on the WPOA web site. The nomination form will include a statement by the potential nominee establishing his/her status as either a Member (an owner named on the deed for a property within Wildwood) or a Partner-Member (legally-recognized spouse of a Member). The Nominating

Committee will verify the eligibility of potential nominees with the Operations Manager early in the process.

The Nominating Committee shall make every effort to identify at least one suitable Member or Partner-Member in Good Standing to recommend for each open position. One measure of suitability is the agreement to sign the Board of Directors Code of Conduct. The Nominating Committee members shall determine other considerations for suitability.

7. Interviewing is a critical part of the nominating process and will not be omitted, except where omission is necessary to comply with the timelines or requirements of the Bylaws. It will be done either in person or by phone at the convenience of the committee and the potential nominees. To the extent practicable, at least three members of the committee will be present at each in-person or phone interview.

8. The Nominating Committee will hold the names of all potential nominees in confidence throughout the process, subject to disclosures required by the Bylaws. All interviews and the final meeting of the committee, when the committee deliberates its choices, will be private. All other meetings of the committee, including the first meeting will be open to the public.

9. At the Board meeting preceding the Annual Meeting, or such time as is practicable and consistent with the Bylaws, the Nominating Committee will recommend at least one nominee for each open position and provide their biographies. After the Board has approved the presented final nominees, the names and the biographies of the nominees will be published in the August Newsletter.

10. ONLY the biographies of the board approved nominees, including their names, will be published. Nothing in this procedure/policy is intended to restrict or limit the rights of Members/Partner Members to submit timely written notice of intent to run, to be nominated from the floor at the Annual Meeting, or by any other means expressly provided for in the Bylaws.

PROCEDURE TO COLLECT FEES AND DUES IN AREARS

(In reference to the WPOA By-Laws, Article X.)

Fees and Dues (hereafter referred to as Fees) are set annually at the Annual Meeting of Members each August for the following calendar year.

It is the policy of the W.P.O.A. to collect these fees from each owner of property within Wildwood in a timely and consistent manner. The options available for the payment of fees are a.) Annual one-time payment or b.) Four-Pay previously referred to as Quarterly.

The Board of Directors will follow the Bylaws regarding the due process for owners who fail to pay fees in the manner specified above.

Failure to pay fees in a timely manner will result in the owner being placed in “Not in Good Standing” status* and will be considered in Arrears.

An owner in arrears will be contacted as described in our bylaws and be given the opportunity to work with W.P.O.A. to remedy the situation.

Agreement between the W.P.O.A. and an owner in for payment of fees in arrears will follow these guidelines:

- Agreements must be in writing and signed by the owner and a representative of the W.P.O.A.
- Once signed an owner will be place in the status of “In Good Standing”
- Payment of the current year’s fees must be completed within the current calendar year
- This may be done on a monthly basis for the rest of the current calendar year.
- The amount of fees in arrears may be paid on a monthly basis spread over no more than 60 payments.
- Subsequent calendar year fees must be paid in the same manner as all other owners using either an Annual or Four-Pay options.
- Default on a signed agreement between the WPOA and an owner in arrears will result in immediate classification as “Not in Good Standing” the only remedy to which will be payment of all current year fees due and fees in Arrears in full.
- Should an owner in arrears disregard the attempts of the W.P.O.A. to remedy the situation, the owner will be referred to our attorneys. At this point the owner will be responsible for attorney fees and court costs as described in our bylaws for collections.

* Not in Good Standing status will result in loss of the rights as described in our bylaws.

PROCEDURE FOR MAINTAINING WPOA COST CONTROLS

(In reference to the WPOA By-Laws, Article X.)

General Guidelines

1. Each expenditure will be charged to one or more Budget lines as determined by the Operations Manager guided by the Treasurer.
2. All Operations expenditures must be within Budget. The only exceptions are:
 - Up to 2.0 % of the Operating Budget may be expended on non-Budgeted items only if authorized by the Board (a majority vote).
 - Anything over 2.0 % of the Operating Budget may be expended on non-Budgeted items only by a positive vote of the General Membership (a revision of the Budget).
3. All Reserve line expenditures must be within Budget (and the Reserve Line's planned expenditure date). The only exception is:
 - The Contingency line of the Reserves is available for unanticipated needs but requires authorization by two Officers of the board (to include the WPOA Treasurer or President when available).
4. Bylaw "5. Duties of the Treasurer" will stand as written with the additional understanding that the subject expenditure adheres to the Cost Controls herein described.

"5. Duties of the Treasurer" states that "He or she shall see that no monies in excess of seven hundred and fifty dollars (\$750.00) shall be paid out, withdrawn or transferred except on check or draft signed by two Officers."

5. Issuance of Contracts and Bids will follow the procedures established by the Finance Committee.
6. If there is an emergency requiring expenditure of unbudgeted monies, then:
 - a. If the President (or in his/her absence, the Vice-President) declares such an Emergency then she or he may authorize the expenditure of up to 10% of the Total Reserve balance for emergency relief
 - b. If further expenditures are necessary, then the entire Total Reserve balance will be available for emergency relief if majority of the WPOA Board concurs. Again only the President or Vice-President may authorize such expenditures.
 - c. An emergency is defined as:
 - 1: an unforeseen combination of circumstances or the resulting state that calls for immediate action
 - 2: an urgent need for assistance or relief

Examples that would constitute an emergency at Wildwood:

A natural disaster, severe ice or wind storm, continuing blizzard, flood, sudden catastrophic damage to our facilities and/or equipment where repair must be made immediately to prevent further damage, that is beyond the ability of our staff to resolve. Sudden, unexpected failure of our equipment where we cannot operate without immediate repair and/or replacement of that equipment.

7. The Operations Manager will have day to day responsibility to interpret these rules and when appropriate consult with the Treasurer and President to avoid controversial interpretation.

Authorization to spend (per expenditure)

8. Caretakers may spend up to \$500 on approved budget items without further authorization.
9. The Operations Manager may authorize an expenditure of up to 1.0 % of the total Operations Budget.
10. For required expenditures over 1.0 % of the total Operations Budget, two Officers of the Board (to include the WPOA Treasurer or President when available) must ok the purchase.

ROADWORK PROCEDURES

APPROVED JANUARY 2026 BY THE BOARD OF DIRECTORS

The WPOA is charged with maintaining our roads and drainage. From time to time it is necessary to do work that will direct or redirect the flow of water over or alongside the roadways. It is possible that this work may interfere with existing private driveways. Therefore, it shall be the procedure that when planning and carrying out such work, the WPOA will:

1. Notify by e-mail (or phone in some cases) those property owners who may possibly be affected by our activity.
2. Make every reasonable effort to locate lot pins so that work will, whenever possible, take place on WPOA property.
3. Make every reasonable effort to not disturb existing driveways and their culverts and or landscaping.
4. Replace existing culverts with same or better in size and material if they must be disturbed and cannot be re-used.
5. Add culvert where there was a lot access that we removed when adding drainage ditching.
6. Return property to its previous condition, with the exception of landscaping.
7. Take responsibility for new drainage problems that we create by our direction or redirection of the flow of water, but at no time will we be responsible for problems where there is general water damage in the community from the sheer volume of a storm.

WATER MANAGEMENT POLICY
Covering Culverts, Ditches and Swales

Pursuant to Rules & Regulations #39

APPROVED JUNE 2026 BY THE BOARD OF DIRECTORS

Any Wildwood property owner planning any project that will involve any aspect of driveway cuts, culverts, ditches and/or swales to direct, re-direct or manage water, must consult with and have plans approved by the Building Review Committee / Board of Directors for all phases – before, during and after – the project.

The owner will specify what materials must be used, the method of installation, and the finishing procedures, before commencing the project.

Culverts, ditches and swales must be pre-approved prior to installation. The installation must be inspected by WPOA staff to endure that work is consistent with original plans prior to being backfilled.

The property owner is responsible for all expenses (design, materials, labor, and liability) associated with the project.

Any work requiring the use of heavy equipment and trucks requires notice to, and approval of, the Building Review Committee, and may require a refundable road-wear-and-tear deposit to cover any potential damage to WPOA roads.

If there are applicable regulatory requirements from, but not limited to, the town of Tolland and/or the Massachusetts Department of Environmental Protection, they must be met. Any costs are the responsibility of the property owner.

This policy is intended to be binding on the Wildwood property owner as well as his/her contractor.

PREVENTION AND PRESERVATION POLICY
APPROVED MAY 2026 BY THE BOARD OF DIRECTORS

The WPOA Board of Directors relies on the thorough work and good judgment of both the Pond Preservation Committee and the Security Committee in reviewing and recommending the best practices for pond preservation regarding invasive species. With Eurasian Milfoil and Variable Milfoil and other similarly invasive organisms found in close proximity to our community, and with the unknown costs and environmental and other risks or damage that could result from an infestation or related remedies, the WPOA Board of Directors agrees that prevention is the primary means to protect our most valuable assets, our ponds.

Toward this end, we endorse, as a community policy, the regulations on boat-washing and pond preservation, the continued outreach efforts to educate membership, the use of greeters during high-traffic periods, and a periodic professional aquatic plant inventory, in an effort to ensure compliance with this policy.

Procedures – Purchase Common Property

In reference to the WPOA By-Law Article XI, Section 1

Purchasing a parcel or portion of common property from WPOA for a waste water disposal system

- Owner request to the Board in writing
 - Reason for request, last resort, no other options etc.
 - What property do they desire, address, lot etc.?
 - Must be in good standing of the WPOA
- Board – preliminary approval, advise owner of bylaws
- Submit engineered plan approved by the Town of Tolland
- WPOA will specify the required depth of pipes that go under our roads.
- Board – give approval for perc test, identifying all wells, stream, waterways etc.
- Survey – if only a portion of a lot
- Go to Tolland Planning Board for survey to be approved
- Board –final approval
- Attorney to draw up deed, with deed restrictions
- Hold harmless agreement/statement in case of unintentional damage to system by the WPOA in normal maintenance of our roadways, roadside drainage system, and grassy areas.
- Per MGL, the WPOA President or Vice President and Treasurer sign the deed and easement.
- Record Survey and deed in Hampden County Registry of Deeds
- Work may commence, keep Operations Manager informed of work, contractors etc.
- Road Wear/Tear Fees for all work to be done
- Contractors to supply WPOA with a certificate of insurance listing WPOA as the certificate holder and additional insured.
- Road to be returned to same or better condition than it was; roadside drainage system restored; reseeded
- WPOA staff will give final approval regarding damages and condition of roadbed, drainage, reseeded
- All expenses paid by buyer

Procedures – Easement to cross road

In reference to the WPOA By-Law Article XI, Section 1

Member seeking an easement from the WPOA, to cross a WPOA roadway or common property, to access other land owned by the Member, in order to install a replacement or new well or waste water disposal system

- Owner request to the Board in writing
 - Reason for request
 - Location of properties affected
 - Must be in good standing of the WPOA
- Board preliminary approval
- Submit engineered plan approved by the Town of Tolland
- WPOA will specify the required depth of pipes that go under our roads.
- Board final approval
- Attorney to draw up easement
- Per MGL, the WPOA President or Vice President and Treasurer sign the deed and easement
- Record easement in Hampden County Registry of Deeds
- Hold harmless agreement/statement in case of unintentional damage to the system by the WPOA in the course of normal maintenance of our roadways, roadside drainage system, and grassy areas.
- Road Wear/Tear Fees for all work to be done
- Contractors to supply WPOA with a certificate of insurance listing WPOA as the certificate holder and additional insured.
- Work may commence, keep Operations Manager informed of all work, contractors etc.
- Damages to any wildwood property is the buyer's responsibility, WPOA Staff will give final sign off on repairs to WPOA property
- Roadway to be returned to same or better condition than it was; roadside drainage system restored; reseeding
- WPOA staff will give final approval regarding condition of roadbed, drainage, reseeding
- All expenses are paid by property owner

MOTOR VEHICLE PROCEDURES

Pursuant to Rules and Regulations #40

Approved August 2016

VEHICLE STICKER PROCEDURE

- Car stickers are given out when at least three-fourths of the current year's dues have been paid.
- Non-member owners do not receive car stickers.

CITATION PROCEDURE

It should be noted that the primary intent of this policy is to address trespassers who use our facilities and, most importantly, our ponds.

Blank citation forms are available to all property owners. Anyone in the community, including staff, is encouraged to put a citation on the windshield of a car that is

- Parked in Wildwood without a valid WPOA sticker,
- Parked in Wildwood without a valid WPOA Guest Pass,
- Parked on Wildwood property, including along roadsides, other than a parking lot, with or without proper stickers or passes.

The second half of the citation should be filled out at that same time with identifying information about the vehicle and it should promptly be sent to the WW office for recording in a Citations Log kept by the Operations Manager. If a staff member is giving a citation, he should check to see if the car is already listed in the Citations Log before taking action. See the procedure below.

FOLLOW-UP PROCEDURE WHEN A CITATION HAS BEEN ISSUED

1. Members' and guests of members' cars:

If it is determined that a citation has been given to a member's car, the Operations Manager will contact the member, and encourage the member to register the car and display a sticker and have their guests display a guest pass in the windshield while parking on WPOA property.

2. Non-members' cars:

If a car without a sticker is identified as a non-member's car, the Operations Manager will contact the non-member and warn them that subsequent instances will result in their *non-member* status being changed to *member* status with additional dues being levied as would be done for any member enjoying the assets of the WPOA.

3. Unidentified cars:

If a car is not identified as belonging to either a member, non-member or guest of a member, then the following process should be used:

- First transgression - A citation is given
- Second transgression - It is up to the discretion of THE Operations Manager or designee to either write a second citation or report the car to the Tolland police.
- Third transgression - The Operations Manager or designee should report the car to the Tolland police.

Provided that the WPOA Office asserts that a car is not recognized as belonging to a property owner in the WW community, the Tolland police will follow-up by identifying the owner of the car through the license plate and by sending the owner a written warning about trespassing. This can be done days after the trespassing has occurred.

The Tolland police will submit an arrest warrant for anyone who has already received a written warning from them yet continues to trespass, as reported by the WPOA office.

4. Parking violations:

If a parking violation has occurred, the owner of the vehicle will be contacted, if possible, and asked to move the vehicle. The property owner will be notified, and a letter will be sent out to the property owner. A vehicle that is not moved, or a vehicle that repeatedly parks in prohibited areas, will be towed.

WATERCRAFT PROCEDURES

Pursuant to Rules and Regulations #45 - #51
Approved August 2016

The purposes of this Procedure are to:

- Protect the swimming and beach areas, and the shoreline at the beaches.
- Provide a practical and workable way to manage watercraft that are kept at each of the wildwood beach areas.
- Provide improved access to the grounds area of each of the wildwood beaches for Wildwood staff maintenance needs.
- Provide safe access to the boat racks at each of the Wildwood beaches.
- Provide a designated area at each of the Wildwood beaches for watercraft that do not fit on boat racks.
- **Protect our ponds from invasive species by making sure that all watercraft coming in from other water ways are properly washed.**

For purposes of this Policy, “watercraft” is defined as, but not limited to, sail boats, catamarans, canoes, kayaks, rowboats, wind surfers, paddle boats and paddle boards.

WATERCRAFT STICKER ARE PROVIDED TO ALL OWNERS ANNUALLY.

STORAGE PROCEDURE

1. Each member is responsible for any watercraft they place on a kayak/boat rack or on the ground at any of the Wildwood beaches.
2. Kayaks and paddle boards are to be kept on the kayak racks when not in use. Boats and canoes, if they fit, should be kept on boat racks when not in use.
3. Large watercraft that do not fit on kayak/boat racks are to be kept in special areas designated for them.
4. Each watercraft that is placed at a beach area must have a Wildwood sticker that is current. By placing this sticker on a watercraft, the member accepts this policy and has full responsibility for his watercraft.
5. Each Wildwood beach shall have a designated Boat Launch area that is free of boats.
6. Watercraft that are in non-designated areas shall be removed by WPOA staff, and a fee of \$50 will be imposed.
7. The summer watercraft removal date from beaches for watercraft without current Wildwood Boat Stickers is the day following the end of the Fourth of July holiday.
8. All watercraft must be in winter storage by the day after the Columbus Day weekend: either taken to the owner’s home, placed on racks, or removed to beach storage areas out of the way of maintenance crews.
9. All watercraft that are to be left on the kayak/boat racks or in designated ground areas during the winter must have current Wildwood boat stickers, and they are to be tied down to the boat rack by the owner. Owners shall be responsible for any damage caused by their unsecured watercraft.
10. When it is necessary for WPOA to remove a watercraft for non-current registration, or for leaving a boat in a watercraft in a non-designated area, the watercraft will be taken to the member’s property, and the member will be charged a \$50 fee for each watercraft that is removed. Payment of the fee must be made within 30 days of notice; failure to do so will be treated as a delinquent assessment per the by-laws.

11. Beginning in the Fall of 2016, and continuing every five years thereafter, all watercraft must be removed from the boat racks and beaches back to the owner's property by the Tuesday following Columbus Day Weekend. This allows the staff to do thorough maintenance and repair of the beach.

The gate at Main Beach will be open Columbus Day weekend and the week prior for boats to be removed. Trailers will not be allowed in the water. The gate may also be opened for boat removal by appointment.

A member family needing assistance to move watercraft back to their property may make arrangements through the Office for assistance, and will pay a fee of \$50 per trip in advance. The member must be present.

Any watercraft left or abandoned on the beach will be taken to the owner's property, and the owner will be charged a fee of \$50 per watercraft. Payment of the fee must be made within 30 days of notice; failure to do so will be treated as a delinquent assessment per the by-laws.

12. When it is necessary for WPOA staff to remove a member's watercraft, the WPOA takes no responsibility for damage to the watercraft, or for securing the watercraft when it is placed on the member's lot.

BOAT WASHING REQUIREMENTS

1. Any watercraft and or trailer, which is being launched or placed on a beach that is not permanently kept on private lakefront property or one of the Wildwood Beaches, or any boat being moved from one WPOA pond to another, must follow the washing procedures before placing any boat/trailer back into one of our ponds. The watercraft must be washed by Wildwood staff each and every time they enter the ponds, on the day they are put in the pond.
2. All types of watercraft, including, but is not limited to, fishing boats, row boats, kayaks, canoes, windsurfers, sailboats, large floats, large inner tubes, and anything used to steer and propel them, including but not limited to oars, sails, rudders, electric motors and more, along with any form of trailer that might touch water during the process of launching or retrieving said boat for transport, must be washed.
3. Non-invasive yet aggressive weeds have been found in Otter Pond. The community has already spent significant dollars to mitigate the spread of these weeds, and wants to keep them out of Cranberry Pond if possible. For this reason, all boats that leave Otter Pond for entry into Cranberry Pond must be washed at the washing station. Boats must also be washed if being transferred between the two ponds.
4. The main beach gate will be locked. The gate may be opened for boat launching by appointment only.

NON-COMPLIANCE

At the WPOA's discretion, a watercraft may:

- Be prohibited from being launched on the Ponds.
- Be subject to removal from the pond or surrounding WPOA beaches.
- May not return to the ponds until the aforementioned registration and washing procedures are completed.

WATERCRAFT/TRAILER WASHING PROCEDURE

Boat washing will be done by a designated WPOA representative, by appointment only. Arrangements for such appointments must be made during normal office hours.

INSTRUCTIONS TO OWNERS

- Empty the watercraft, as all surfaces will be cleaned. Bring all items used on the boat, including life preservers and fishing gear; these will be washed as well.
- Bring the watercraft/trailer to the designated boat-washing station behind the club house and report to the Office.
- In the event that the boat is removed from either of our ponds for any reason, even if it is to transport the boat from Otter Pond to Cranberry Pond, the boat must undergo washing and certification once again as noted above (dangerous weeds have been identified in Otter Pond and we do not want them transmitted to Cranberry Pond).

CLUBHOUSE USE PROCEDURES

(Pursuant to Rules and Regulations #31)

APPROVED DECEMBER 2025 BY THE BOARD OF DIRECTORS

WPOA Board approval is required for all activities using WPOA facilities such as our beaches and clubhouse.

The clubhouse is available for use by WPOA members in Good Standing and their guests by prior reservation with the Office. Please refer to the WPOA Rules and Regulations, items #33 through 36, and #44. In addition to the Rules and Regulations, there are certain procedures that must be followed by members and guests using these facilities, as follows:

1. Approval must be obtained seven (7) days prior to the event; please allow seven days for the Board to review and approve your request.
2. Guests must be accompanied by the member signing this form. The member is responsible for the behavior of their guests.
3. We do not provide exclusive use of facilities – please be aware that members may be using the facility during your event.
4. Events may not begin prior to 9AM nor continue beyond 9PM.
5. Two picnic tables at the main beach and one at all other beaches must be left open for members.
6. No events will be held on 4th of July or the designated holiday weekend.
7. Clubhouse furniture may not be removed from the clubhouse for any reason.
8. The clubhouse television may not be used.
9. Events utilizing the Clubhouse are limited to 46 guests.

2026 Fee Schedule

<u>Number of Guests</u>	<u>Deposit</u>	<u>Usage Fee (1)</u>	<u>Additional Staff Time per Hour</u>	<u>Septic, Cleaning, & Insurance</u>
Open to all Wildwood Members	NA	NA	NA	NA
Less than 26	\$150	\$100	\$50	NA
26-46	\$250	\$200	\$50	\$100
47+	\$350	\$300	\$50	\$150

PARKING for guests will be on your private property, the lower parking lot at the clubhouse, the entrance flagpole, the overflow parking lot at Meadow Beach, to the left of the clubhouse walkway, or as directed by the operations manager.

CLEAN UP – any venue must be left as you found it. Furniture must be put back, the kitchen cleaned, trash and recyclables placed in proper containers, floors swept as needed, etc.

PROCEDURE FOR USE OF CAMPGROUND

Pursuant to Rules and Regulations ##59-#63

Approved August 2014

TO BE GIVEN TO ANYONE USING THE CAMPGROUND

The Campground is available for use by WPOA members in Good Standing and their guests by prior reservation with the Operations Manager or designee. In addition to the Rules and Regulations, there are certain policies that must be followed by members and guests using these facilities, as follows:

- Check-in is at 3:00 p.m. Check-out is by 11:00 a.m.
- The campground is open from Memorial Day weekend through Columbus Day weekend.
- Use of the campground does not include use of the clubhouse kitchen.
- Please observe the Wildwood quiet hours: Monday – Friday from 10:00 p.m. to 8:00 a.m. Friday – Sunday from 11:00 p.m. to 9:00 a.m.
- Fires are allowed only in the ring provided by Wildwood. No large bonfires. In addition, cooking is allowed on charcoal or gas grills. In the event that the town or state posts a RED FLAG ALERT, only the charcoal and gas cooking are allowed. Do not leave fires unattended. All fires must be completely doused with water prior to vacating the site for any reason.
- All trash must be kept safely away from wildlife. Food is best kept in coolers inside a vehicle's trunk.
- Fireworks, including sparklers, are prohibited.
- Each campsite is designed for use by one camping unit only (tent or camper). Please keep your activities and vehicles within your assigned campsite.
- If you move picnic tables, please replace them where you found them.
- No member may use the campground for more than fourteen (14) days in any one cumulative thirty (30) day period.

CURRENT CAMPGROUND RATES:

\$100.00 refundable deposit

\$15.00 per night / site (1st week is free)

WPOA GUEST / RENTER POLICY

GUEST/RENTER USE OF WPOA FACILITIES

All WPOA members in good standing will receive a total of two laminated guest passes and two laminated guest parking permits. New year stickers should be requested at the same time as car and boat stickers.

WPOA members in good standing may invite guests/renters to use the WPOA Amenities including but not limited to: beaches, parking areas, club house, walking trails. Wildwood non-members, and members not in good standing, may not use WPOA amenities or invite guests or renters to use WPOA facilities. WPOA members in good standing may **NOT** transfer member rights or guest privileges to non-members or a non-member's family members or to members not in good standing or their family members.

If a WPOA member is not present with guests at a WPOA facility, the guest must have a bona fide guest pass with them at the facility. If more than one guest will be together in one area without the member, just one pass is needed for the entire group.

If a guest parks at a WPOA parking facility, a bona fide parking permit must be displayed on the driver's side of the dash board. (No permit is needed to drive on WPOA roads or to park on member's private property.)

All guests are required to adhere to all WPOA rules and regulations. WPOA members are responsible for advising guests of such rules and regulations. WPOA members are highly encouraged to post the printed RULES AND REGULATIONS, in their cottages, where they can be read by guests. The WPOA reserves the right to revoke the guest pass of anyone not following the WPOA rules and regulations, related policies and/or the laws of the State of Massachusetts.

Valid guests may **NOT** invite guests of their own.

Guests may NOT bring in outside boats. Guests wishing to use a boat should use your boat(s) that are registered and stickered. WPOA members **MUST** remind guests that PWB boats are not allowed to leave Wildwood or switch between ponds.

If more than 10 guests will be present at any given time at a WPOA facility, a WPOA member **MUST be present**. The WPOA member **MUST advise the WPOA OFFICE** so that special arrangements can be made for sharing WPOA facilities. Additional one-day guest passes and parking permits may be obtained from the Office with advance notice.

Misuse of a guest pass or guest parking permit may result in its being revoked for the remainder of the year.

If a guest pass or guest parking permit becomes defaced or destroyed, it must be brought to the Office so that a replacement may be issued.

*** PLEASE ASK YOUR RENTERS TO USE THE GUEST PASSES WHILE IN THE COMMUNITY AND THEN LEAVE THEM IN YOUR HOME WHEN THEIR STAY IS OVER, SO THE NEXT RENTER/GUEST WILL HAVE THEM.**

PROCEDURE REGARDING DOCKS AND OFF- SHORE SWIM FLOATS

Pursuant to Rules and Regulations #42 and 43

Approved March 2016

The WPOA recognizes the desire of waterfront property owners on both Cranberry Pond and Otter Pond to have onshore docks and offshore swim floats. Noting that it is the responsibility of the WPOA to closely monitor the use of our ponds, the rights of all waterfront property owners as well as the rights for all who use our ponds, we set forth the following policy that will govern the installation and maintenance of both docks and swim floats.

DOCKS

Installation, repair and maintenance of docks require approval from both the WPOA and the Tolland Conservation Commission.

The WPOA must approve placement, size and materials and plans prior to the owner or his representative applying to the Tolland Conservation Commission for their approval. No work may proceed until written approval has been received from both the WPOA and the TCC.

Application must be made in writing to the WPOA and will include a scale drawing of the installation, showing location on the waterfront, property lines and a best estimate of the location of neighboring docks. Please allow at least thirty days for this approval from the WPOA.

Any replacement docks will to the size requirements in effect at the time of the replacement. See WPOA Rules and Regulations.

SWIM FLOATS

Installation, repair and maintenance of swim floats require approval from the WPOA before proceeding.

The WPOA must approve placement, size, materials and plans. No work may proceed until written approval has been received from the WPOA.

Application must be made in writing to the WPOA and will include a scale drawing of the installation, showing location on the waterfront, property lines, and a best estimate of the location of neighboring docks and swim floats. Please allow at least thirty days for this approval from the WPOA.

Any replacement of a swim floats will to the size requirements in effect at the time of the replacement. See WPOA Rules and Regulations.

CONDITION AND REPAIR

All docks and swim floats must be kept in good repair. If the WPOA finds a dock or swim float that is in disrepair, the property owner will be notified in writing, and given thirty days to correct the problem. All requirements of the TCC will be followed.

GUIDELINES FOR APPROVAL

It is the intention of the WPOA to see that all docks and swim floats do not impede the safe and unhampered approach to neighboring waterfronts. It is also the intention to see that swim floats are positioned in such a way as to not in fact be in front of neighboring waterfronts.

Careful consideration will be given to installations in coves where there is little room between opposing shorelines and waterfronts are narrow.

Meeting or exceeding these guidelines will not guarantee that the WPOA will allow installation of either a dock or a swim float.

APPENDIX

MEETING DEFINITIONS - for Board, Committee and Community use:

These definitions may be helpful in letting Wildwood members understand when and how they may give information. By using clearly differing terms, our expectations for meeting participation may be easier to understand. The definitions are in layman's terms, and are not meant to supersede any wording in the by-laws, policies or Rules and Regulations of the WPOA.

It is suggested that all board and committee meetings begin, and possibly end, with an Open Forum.

Board and Committee meetings:

This is the regular work meeting of the group, to do their work as stated in the by-laws or, in the case of an ad hoc committee, stated in the charge from the President. No outside members may speak to the assembled group, or sit at the meeting table, unless specifically invited, or as part of an Open Forum.

Workshop:

This is a non-calendar, specially called meeting of the board or committee. It is not a business meeting, but is called to complete one specific, stated task that cannot be completed in the time allotted in a regular meeting. The workshop is publicized (if time permits), and posted on the club house board, and the community members may be present in the room. Formal minutes are not taken, although the secretary present will be taking notes about what is negotiated or hammered out in the session. There is no time allotted for Open Forums, as this is a workshop, task-orientated for one stated task only. Community members may listen, but they may not participate. They may, however, bring their thoughts to the next scheduled regular meeting, for the Open Forum.

Open Forum:

This is a time set aside at the beginning and/or end of a board or committee meeting, when a person who is not a member of the board or committee may briefly address the meeting regarding some issue or concern that is related to the stated responsibilities of said board or committee. This is a statement only, and will not normally receive any response at that time. It may be added to the agenda of the next meeting if the board or committee feels that it should be. It is understood that this is not a time for discussion.

Community Seminar:

This as an open meeting for the wider community, arranged by the board or committee, and meant to address a specific topic. This is the time for questions to be raised and answered, and for discussions to be carried out. New information received during these discussions may be pertinent to the business at hand, in which case, the board or committee will take that information under advisement. The expectation of the committee or board is that participants will have read all data prior to the seminar.

District Meetings:

These meetings are called by the District Representatives at least once each year. One or more Districts may meet together. District Meetings are not, however, restricted to only those members who live in those Districts; any member may attend any (or all) District Meetings. These are information meetings, where Representatives report on the status of Wildwood and on up-coming votes and action items. Members have the opportunity to ask questions and raise their own concerns, which may be reported back to the board for further action.

Spring Meetings:

The Spring meeting of the Wildwood property owners is usually an information meeting, and also a time for the community to hear about business and action items that will be brought to the Annual Meeting. It may or may not have its own business to act upon.

Annual Meeting:

This meeting, held at the end of summer, is the main business meeting of the entire WPOA. All members are encouraged to attend. A quorum of 50 – either in person or by proxy – is needed to transact most business. For an amendment of the by-laws or the rules & regulations, a quorum must include 50 members actually present in person. Attendance is therefore preferred and very important. This is the meeting where new Officers and Directors are elected and the budget is approved. The meeting also includes an Open Forum.

Wildwood Board of Directors

Rules of Conduct

The Wildwood Property Owners' Association, Inc. (WPOA) is a private organization of property owners in the area known as Wildwood in the Town of Tolland, Massachusetts. The purposes of the WPOA are to manage its properties and activities for the benefit of its Members, and to make Wildwood an attractive, enjoyable year-round vacation and recreation community in a natural environment.

As a member of the Board of Directors of Wildwood, I agree to support and be bound by the following principles to ensure effective and ethical decision making and governance:

1. I will be deliberate in my responsibility to Wildwood by preparing for Board meetings and decision-making (e.g., by studying issues/materials in advance). I will consider the need for and request any additional information in advance of meetings.
2. I will base my decisions on all available facts in each situation, taking into consideration the views of my fellow Board members.
3. I will make decisions in the best interest of Wildwood as a whole.
4. I will conduct myself in a professional manner conducive to comprehensive analysis of issues, and assessment of benefits and risks of action or inaction, in an open dialogue between members of the Board.
5. I acknowledge that it is imperative that the Board speak with one voice. As a Board member I will not in any way undermine the authority and decision of the majority of the Board, even if I disagree with such decision. In connection with the foregoing, I will not publish or disseminate any information, including, but not limited to, posting online, which is contrary to the Board's decision or not in the best interest of the Association.
6. I will not discuss matters deemed confidential by the Board outside of Board meetings without the express permission of the Board as a whole. This would include discussions during Executive Session.
7. I will abide by the Conflict of Interest policies and will strive to avoid even the appearance of such conflicts.
8. I will make attendance at all meetings of the board a high priority.
9. I will represent the organization in a positive and supportive manner at all times and in all places.

10. I will provide community members with information that is accurate and objective.

11. I will comply with applicable government laws, rules, and regulations as well as WPOA By-Laws, rules and regulations.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Wildwood Property Owners Association, Inc. hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization's governing documents.

Signature: _____ Date: _____

Wildwood Property Owners Association, Inc.

CONFLICT OF INTEREST POLICY

Policy: It is the policy of the Wildwood Property Owners Association, Inc. (WPOA) that all Board members, Committee chairs and members and volunteers scrupulously avoid conflicts of interest (COI) between WPOA on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual COI as well as perceptions of COI.

Purposes:

- To protect the integrity of the WPOA's decision-making process.
- To enable our constituents to have confidence in our integrity.
- To protect the integrity and the reputations of Board members, Committee chairs and members and volunteers.

The potential for COI arises when a Board member, Committee chair or member or volunteer may find himself or herself in a position to gain benefit (personally or for a family member, employer, or other organization) by virtue of being a WPOA Board Member and/or Committee Member. While the action under consideration may be appropriate, it is the policy of the WPOA that such action be considered only after full disclosure to the Board. The Board would then consider the situation in the absence of the person. When considering WPOA business, every Board member, Committee chair or member or volunteer must have an undivided allegiance to WPOA's mission and must hold in confidence information about the organization.

To avoid such problems, the following policies are adopted:

- Board members, Committee chairs and members and volunteers must disclose any real or apparent COI to the Board.
- Board members must recuse themselves from WPOA discussion and voting situations where a COI or potential COI arises.
- A WPOA Board member, Committee chair or member or volunteer may not use knowledge of WPOA operations for personal or business use or the use of other organizations, except where sanctioned by the Board.
- WPOA Board or committee meetings are open to WPOA members. Minutes of such meetings are to be available to WPOA members. "Executive Sessions" held by the Board or the WPOA Officers to discuss employees, potential employees, apparent or alleged misconduct, security arrangements, or legal matters are closed to WPOA members, as are meetings of the Executive Operations Committee.

Statement of Agreement: As a Board member, Committee chair or member or volunteer, I will make a full verbal disclosure to the Board of interests, relationships, and holdings that could potentially result in conflicts of interest, should they arise in the performance of my duties or in my participation in the WPOA decision-making process. I agree to disclose any interests in a transaction or decision where I (including my business or extra-WPOA affiliation) or my spouse, my significant other, a family member, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will leave the room for the discussion and will not vote on the question. I understand also that these policies are meant to supplement good judgment, and I will respect their spirit, as well as their wording.

Signature

Print Name

Date