

NEWS

Woodhaven Lakes



Volume 38

March 2021

Number 2

Woodhaven 2021 Season is here - let's celebrate our 50th Anniversary in style, because we... (see page 3)



**1st Assessment
Due Date:
March 31, 2021**

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We're feeling nostalgic...

Did you know 2021 is our 50 Year Celebration?!

It's got us feeling a little nostalgic...ok, a LOT nostalgic. Did you recognize the front cover? We're doing a throwback to the *Woodhaven News* of old, including the photos!

Keep your eye out for throwback photos and other vintage Woodhaven goodies throughout the year.

Do you have older Woodhaven photos you'd like to share? We'd love to include some! You can send them through our Facebook page, email: NLeffelman@woodhavenassociation.com, or mail them (we'll send them back to you!):

Woodhaven Association (%Publications)
 PO Box 110, Sublette, IL 61367

Feel free to share a story, too!

***If you send us photos, please include the year they were taken if you know it!*



FACILITY HOURS - MARCH

facility hours are subject to change

ASSOCIATION OFFICE/ESAC
 MONDAY-SATURDAY | 8:30 A.M.-4:30 P.M.

WOODHAVEN LAKES REALTY
 APPOINTMENTS REQUIRED
 MONDAY-SATURDAY | 8:30 A.M.-4:30 P.M.

WOODY'S TRUE VALUE
 MONDAY-SATURDAY | 8 A.M.-4 P.M.
 SUNDAY | 9 A.M.-3 P.M.

LAKEVIEW/LAKESIDE
 DAILY | 7 A.M.-DUSK

LAUNDROMAT
 24 HOURS

CLOSED FACILITIES
 POOLS/BEACH
 FAMILY CENTER
 WOODY'S GENERAL STORE
 CAMPSTOVE RESTAURANT
 PIZZA PLUS
 REC PLEX
 NATURE CENTER
 BAIT SHOP

PLEASE CHECK THE ONLINE FACILITY HOURS CALENDAR AT WWW.WOODHAVENASSOCIATION.COM/FACILITY-HOURS FOR MOST UP-TO-DATE SCHEDULES

Woodhaven News
 509 LaMoille Road, P.O. Box 110
 Sublette, IL 61367
 815-849-5209

Copy & Advertising Deadline: First of each month. No issue in February. Woodhaven News (USPS001-073) is published monthly except February by Woodhaven Association, 509 LaMoille Road, Sublette, IL 61367, as an official source of information for Woodhaven Association members. Subscription price is \$2.25 per year included in annual assessment.

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Postmaster: Send address changes to Woodhaven News, P.O. Box 110, Sublette, IL 61367-0110.

The Woodhaven News disclaims any liability for any advertisements published herein and in no way endorses or guarantees these ads. It also reserves the right to reject any ads submitted.

Letters to the Editor: All letters must be signed, names may be withheld upon request. Please limit letters to 200 words. Woodhaven reserves the right to refuse publication of any letter in the interest of space or objectionable content. Issues must be of interest to a large portion of Woodhaven and will not express personal conflicts or grievances.

For inquiries regarding the Woodhaven News, or to submit a letter to the editor: NLeffelman@woodhavenassociation.com

IMPORTANT PHONE NUMBERS

- Association Office Main Number** 815-849-5209
- Public Safety Main Gate** 815-849-5915
- Woodhaven Lakes Realty** 815-849-5476
- General Store** 815-849-5189
- Service Center** 815-849-5107
- Woodhaven Utilities** 815-849-5718
- Lee County Treasurer** 815-288-4477
- Lee County Recorder** 815-288-3309

Woodhaven Lakes Woodhaven News Classified Ad Request

We will run your personal classified ad for \$5 per monthly issue (40 words Max.) Mail this form to:
 Classified Ads, Woodhaven News, P.O. Box 110, Sublette, IL 61367
**The deadline to place a classified ad is the 1st of the month prior to the issue desired*
**All ads must be prepaid*
**Businesses may not place classified ads*
 Please run this ad for the months of: _____ Amount enclosed: \$ _____

president's letter



christine moffett | president
 board of directors

Woodhaven 2021 Season is here - let's celebrate our 50th Anniversary in style because we have come a long way!

Woodhaven Lakes was established in 1971 when the Landtec Company recorded the Declaration of Covenants on May 24, 1971. The first Property Owner was Dr. Wayne Spenader of Sublette. He purchased the lot to help promote the new local project in the community.

Prior to the formation of Woodhaven Lakes the majority of the land was a Game Preserve and Wildlife Refuge.

We have maintained our passion for family recreational fun over these 50 years. We started out with the humble beginnings of the grand opening of Pool 1 in August of 1972 along with the Pavillion and have expanded and improved over the years to include a beautiful Nature Center, Rec Plex, Pool 2 with beach, Family Center, Lakeview and Lakeside Building, General Store, Woody's True Value, Bait Shop, the Association Office along with several sports courts. One of the best compliments and testaments to Woodhaven's growth is that the majority of buyers are referrals from family and friends. What better place to enjoy a campfire and bring your family to all these events throughout the year.

Our Recreation Department has been planning throughout the Fall and Winter months, developing a schedule that reflects the "Stay Golden" 50th Celebration in grand style. We are still working on finalizing some great events - those that have been scheduled can be found on Woodhaven's website under events as well as the Woodhaven application "calendar" icon. There will be four "Main Event" Weekends in addition to the three holiday weekend celebrations. Check out the "Stay Golden" Woodhaven Lakes theme logo on page 5!

Start planning with your friends and family to enjoy all that Woodhaven has to offer. We will continue to be mindful of the pandemic guidelines that are in place when holding these events. Enjoy and start planning for the 2021 season!!!

CHECK OUT OUR WOODHAVEN APP!

The app is primarily to help communicate with our current members. We are always striving to give our members the most up to date information about Woodhaven.

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management report



jeff hickey | executive director
amy ackert | g.m. administrative services
randy koehler | g.m. member services

During 1971, a lot of social, political, and civil unrest went down on both the U.S. and world stage. As U.S. troops continued to fight a war in Vietnam, more than 500,000 anti-Vietnam war protesters marched on Washington D.C. with 125,000 more protesters marching in San Francisco. Charles Manson and several of his followers, known as the Manson Family, were convicted, and sentenced to death for the Tate-LaBianca murders. Race riots broke out in Brownsville area of Brooklyn and the National Guard was called to Chattanooga, TN to quell a group of more than 3,000 mostly teenage rioters upset that a rock concert did not go off as planned.



But the events of 1971 were hardly all gloom and doom. A mouse named Mickey open the doors to his new Kingdom in Florida. The United States lowered the voting age to 18, coffee-lovers got their first taste of Starbucks Coffee in Seattle, Amtrak was created to provide intercity passenger train service and Greenpeace was formed. The Space Race continued strong as the United States successfully completed the third successful manned mission to the Moon, the Soviet Union launched the first space station into low earth orbit, and NASA's Mariner 9 became the first spaceship to orbit another planet, Mars.



Back on earth and much closer to home, big things were happening as well. During the spring of 1971 developers from Woodhaven Corporation, a subsidiary of LandTec Corp., which had other major real estate developments in Ohio, Michigan, and California, were working feverishly to get the appropriate zoning for land it recently purchased between Sublette and Amboy with hopes to develop a private recreational resort. This swath of land consisting of timberland and ponds, determined to not be profitably tillable, was mostly used for hunting or for grazing cattle for the previous 150 years. In the early 1800s the Galena Trail, one of the most important early trails that connected Peoria and the Galena lead mines, passed practically through the center of the Woodhaven property.

Woodhaven Lakes is Born

On May 24, 1971, the Declaration of Covenants for Woodhaven Lakes was recorded and by late summer, there were enough roads cleared that lot sales were really picking up in this new formed recreational development.

"We began to see a lot of new faces around Sublette," Don Dinges, former Farmer's State Bank President said. "It was easy to pick out the campers—they all had wide mirrors on their cars or pick-up trucks as they were pulling pop-up trailers or small travel trailers. Over the years, there have

been many friendships formed between Woodhaven residents and the local community."

Woodhaven Lakes was the first such concept in the country at the time. Where other campground sites were rented from the campground owner, Woodhaven Lakes offered campers the chance to buy their property and fix it up how they wanted—within the established covenants and rules and regulations, of course! Early buyers were offered financing through either The Harris Trust and Savings Bank in Chicago or directly through Woodhaven Corporation.

"There were such crowds of buyers that most of them were looking at the same lot at the same time," Muriel Kupper, former long-time Property Owner detailed in her writings from the History of Woodhaven Book. "If a buyer hesitated, someone (else) in the crowd would buy (the lot) and the head salesman would come riding up on his white horse with his white cowboy hat and tell the people to get off (the new purchasers) lot."

Despite the brisk lot sales, and at one time a sales staff of more than 60, Woodhaven Corporation was foreclosed on its mortgage by Associated Mortgage Investors (AMI) in July 1973. AMI then subsequently filed for Chapter 11 bankruptcy the following month. Through the foreclosure and bankruptcy proceedings, Woodhaven was purchased by American Lakes Development Company, who pledged to finish construction and development of all lots that had already been sold in Phase 1 (Sections 1 - 15), complete the convenience centers already under construction and repair the roads. American Lakes also began the planning and development of Phase II, which would include Sections 16 - 29 along with a 28-acre man-made lake—now known as Woodhaven Lake.

Woodhaven Association Takes Control

Despite the financial challenges of the original developer, American Lakes Development Company picked up the ball and rolled through construction and expansion from the mid-70s into the mid-1980s. During this time, the bulk of the originally planned build-out was completed, including many of the promised recreational, common, and commercial facilities such as the Pavilion, The Crossroads (housing the general store, laundromat, and restaurant), tennis courts, a second outdoor pool, lakes, trails, roads, and many of the comfort stations.

By early 1983, American Lakes Development's role in the completion of the development of Woodhaven Lakes was virtually complete. Woody, Inc., Woodhaven Association's commercial arm, was formed. The Service Center opened, selling building and contractor supplies such as sheds and patio blocks, as well as gasoline. The General Store was stocked for the upcoming season and Woodhaven Lakes Realty, Inc. (originally established as Association Realty, Inc.) took over responsibilities of the sales program from the developer. In late 1985, American Lakes Development Company along with Woodhaven Utilities Corporation, petitioned for protection under Chapter 11 bankruptcy, just like the previous developer. Woodhaven Utilities—Woodhaven's water and sewer services—was subsequently purchased by Consumers Utility of Portland, Maine through bankruptcy proceeding, and by early 1987, management and operations of Woodhaven Lakes was completely under Woodhaven Association's control.

The Early Days of Camping at Woodhaven

Camping and recreating in the early days of Woodhaven certainly looked and felt much different than the "camping" we know of today. Those were the days of tents, pop-ups, and travel trailers—well before park model trailers existed—when many of Woodhaven's clarifying Rules and Regulations were still being discussed, developed, and implemented.

"Do we dare mention that one man who slept in his shed for a year (when visiting Woodhaven) until he could afford a camper?" Muriel Kupper reminisced. "We came with our tents and pop-ups. We cooked over an open fire and walked to the closest comfort station. Most of us only had a cooler, not the refrigerators we have today. Entertainment was a sing along, a dance or wandering the woods."

Those driving to check out the great new place called Woodhaven Lakes in 1971 paid 40 cents a gallon to get here. Many came from Chicago or Chicagoland area where they lived in a \$16,500 3- bedroom home or paid an average of \$150 per month in rent. Once they fell in love with Woodhaven and purchased their lot, the adults sat around the campfire listening to "Joy to the World" by Three Dog Night, "Take Me Home Country Roads" by John Denver or anything from The Carpenters; while the children huddled in the pop-up trailer playing Rock-Em Sock-Em Robots or with an Etch-A-Sketch.

No doubt there were some rough times at Woodhaven and so much has changed economically and socially over the past 50 years, but one thing has remained constant—the passion Property Owners, families, guests, and staff share for Woodhaven.

"Stay Golden"—Celebrating 50 Years of Woodhaven

This year's theme is "Stay Golden", and we have an abundance of special activities, entertainment, and events to celebrate Woodhaven's 50-year milestone.

This season, there will be four "Main Event" Weekends—June 26 & 27, July 10 & 11, July 24 & 25, and August 7 & 8 along with the three traditional summer holiday weekends. The four "Main Event" weekends will include firework shows in addition to exciting events from the past and many new-to-Woodhaven attractions and entertainment. Watch for more details on



an All-American High Dive Show (June 26-27), Midway Carnival (July 10-11), Dock Dogs Canine Aquatics Competition (July 24-25), and a jetpack flying water circus and water ski show (August 7-8). Enjoy veteran Woodhaven bands such as The Neverly Brothers and Cadillac Groove and new acts including, Hillbilly Rockstarz, Anthem and Hello Weekend.

Additionally, watch for more details about our exciting season-long 50 Year Celebration raffle with the Grand Prize winner receiving their choice of a vintage 1978 Airstream Ambassador or \$25,000 cash. There will be several consolation prizes available as well including lot landscaping/improvement compensation, one year's worth of Association dues, a Traeger smoker and possibly more.

The 1978 Airstream Ambassador, purchased privately from a family in Arizona, will be displayed during the season at many of our larger event weekends and used to promote and sell the raffle tickets.


The Recreation staff is still working diligently to fill the holes and put finishing touches on the 2021 activities and events schedule. Once close to completion, we will be publishing a special guide to advertise, promote and commemorate this special year. The guide, which takes the place of the annual calendar for this season, is expected to be available at the Association Office in early April. As always, the events, activities and entertainment will be available on our website calendar and mobile app as they are finalized. These two sources, along with our Facebook Page, are the best way to the find the most up-to-date information about the happenings at Woodhaven.

We hope you are as excited as we are for the upcoming season and enjoy reminiscing with us about Woodhaven's past. If you have any interesting anecdotes or fascinating memorabilia to share about Woodhaven, please contact us at the Association Office. We would be honored to hear, see and help share your Woodhaven story during this historic year.

Now Down to Some Business...

continued on page 6

We offer Woodhaven Lot Loans



With several options to choose from, we have the loan that best fits your needs! Give us a call today to see how we can help.

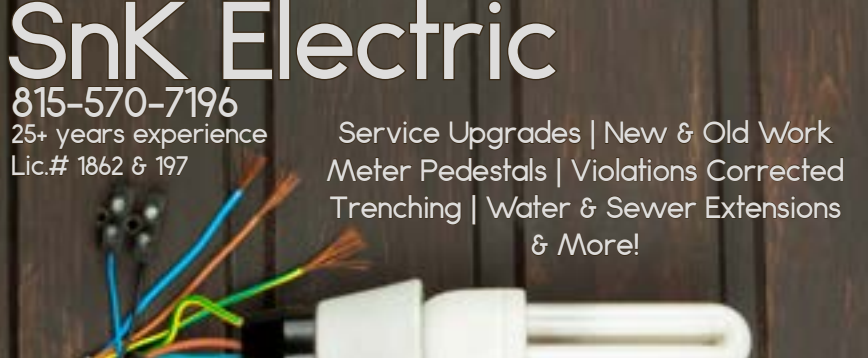
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Assessments


The annual assessment invoicing process has been completed and statements were mailed to Property Owners in mid-January. If you have not received an invoice from Woodhaven, please contact the Association Office to check on your statement. The January invoice will be the only notice sent prior to the March 31, 2021 due date. This issue and next month's issue of the *Woodhaven News* will include reminders of your assessment responsibilities. The assessment invoice provides Owners with the choice of two payment options. The first is full payment on or before March 31, 2021. When Property Owners choose this option, they will receive a \$30 discount on lots with sewer service or a \$25 discount on lots without sewer services. The second option is an installment payment plan. The first installment requires 50% of the total assessment due (\$680.00 for sewer lots and \$617.50 for non-sewer lots) to be paid plus or minus any prior year balance amounts included on the statements. The first installment payment is due on or before March 31, 2021. The second installment of \$340.00 for sewer lots and \$308.75 for non-sewer lots is due on or before May 31, 2021. The third and final installment of \$340.00 for sewer lots and \$308.75 for non-sewer lots is due on or before July 31, 2021. With either option, please make sure your payment is received before the due date. Payments received after March 31, 2021 and later will be assessed an additional late fee of \$50. For the second and third installments, payments received after their due dates will be assessed an additional late fee of \$25 per installment payment. Again, please make sure your payments are received by the Association on time.

2021-2022 Budget Process

In February, the Finance Committee and Board of Directors completed reviews of the updated five-year operating plans and the monthly projections for the Association's 2021-2022 Budget Process. This information is used to prepare cash flow projections for comparison with actual performance and for other financial planning purposes. Our goal is to complete the budget process by submitting all documents for final approval at the March 22nd Board Meeting.



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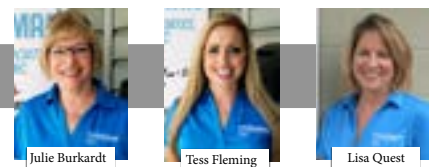
We have many part-time summer positions here at **Woodhaven**, just waiting for you to apply!

Bait Shop Attendant, Cashier, Deli Clerk, Facility Host/Hostess and Nature Center Attendant. Please go to our website www.woodhavenassociation.com and apply to see a full list of open positions.

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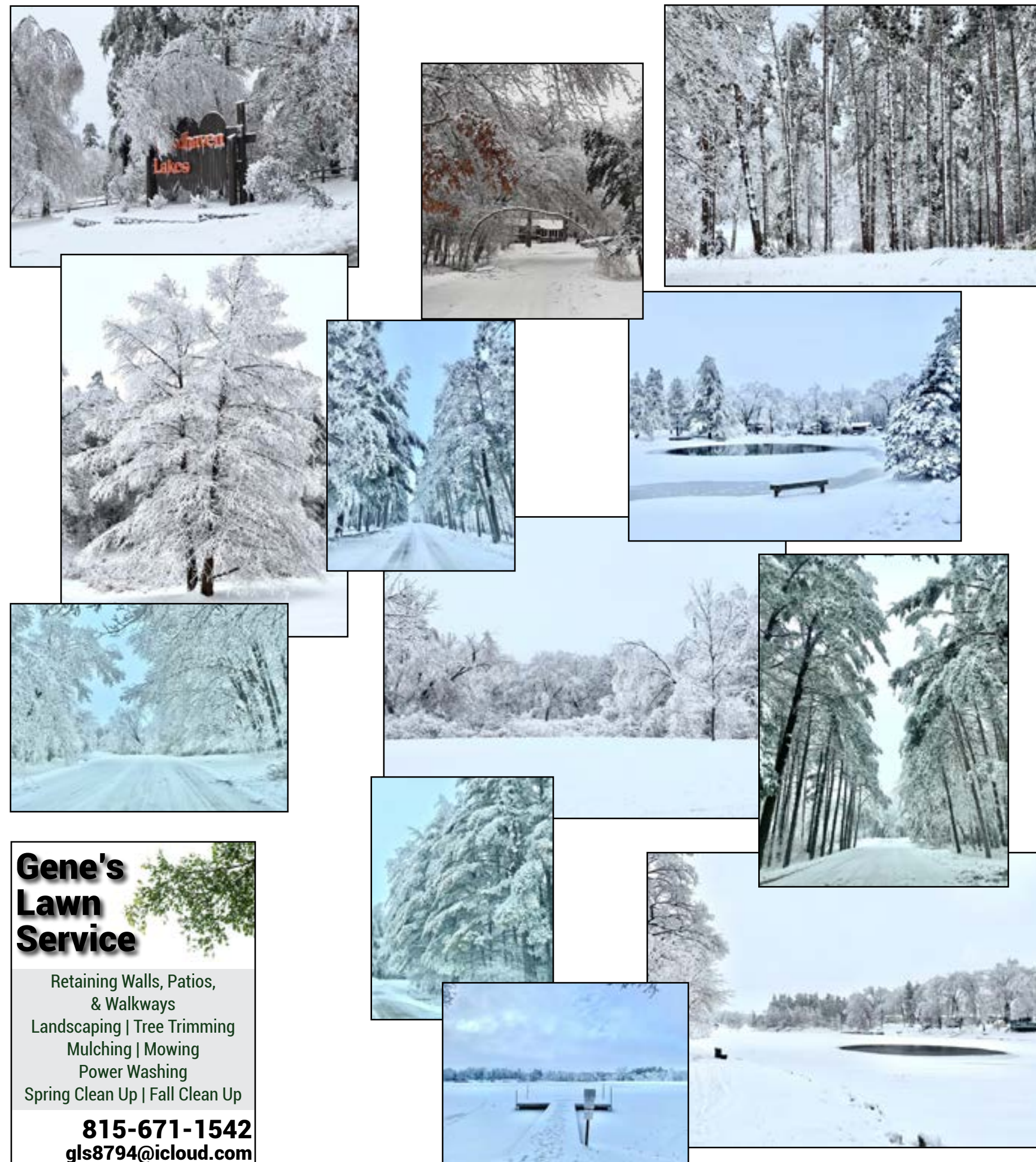


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board action report

The following actions were taken or reported by the Board of Directors at their December 8, 2020 Meeting. Full meeting minutes will be posted to the Members tab on our website after approval at the January meeting

- 1. Motion was made to approve the November 17, 2020 – Board of Directors’ Meeting Minutes. Motion passed with one abstention.
2. Motion was made to approve the November 17, 2020 – Board of Directors’ Executive Session Minutes. Motion passed with one abstention.
3. Motion was made to add item G. 7 under New Business, Update on Ramp/Walkway on Bridge and add item F. 1 under Old Business, Section 6 Lot 184 Hatfield Appeal. Motion passed unanimously.
4. Motion was made to reinstate all four-Property Owner passes and no other changes to the appeal for Section 6 Lot 184. Motion passed unanimously.
5. Motion was made to approve the Resolution for the Surplus Funds. Motion passed unanimously.
6. Motion was made to approve the Resolution for the 2021 – 2022 Assessments: \$1,360 for sewerred lots and \$1,235 for non-sewerred lots. Motion passed unanimously.
7. Motion was made to approve the beach shower proposal for \$12,529 as presented. Motion passed unanimously.
8. Motion was made to approve the Nuisance Abatement for Section 7 Lot 97 to include the RV, room addition, deck, and debris. Motion passed unanimously.
9. Motion was made to uphold the residency violation for Section 16 Lot 109 with a fine of \$100 and restricted use of the Campsite to day use only, 6:00 a.m. to 10:00 p.m., for 183 days beginning December 9, 2020. Motion passed unanimously.
10. Motion was made to approve the three-year contract with Wipfli beginning with the March 31, 2021 Audit and Tax Returns. Motion passed unanimously
11. Motion was to recommend a change order adding an additional \$6,000 for the ramp/walkway bridge project. Motion passed unanimously.

The following actions were taken or reported by the Board of Directors at their January 12, 2021 Meeting. Full meeting minutes will be posted to the Members tab on our website after approval at the January meeting

- 1. Motion was made to approve the December 8, 2020 – Board of Directors’ Meeting Minutes. Motion passed unanimously.
2. Motion was made to approve the December 8, 2020 – Board of Directors’ Executive Session Minutes. Motion passed unanimously.
3. Motion was made to add item F. 1 under Old Business, ESAC Board of Review Appeal – Section 26 Lots 27/28. Motion passed unanimously.
4. Motion was made to waive the fourth citation and fine for Section 26 Lots 27 and 28. Motion passed unanimously.
5. Motion was made to approve purchase of the Public Safety vehicle from Schimmer for \$27,962.64. Motion passed unanimously.
6. Motion was made to uphold the residency violation for Section 4 Lots 148 and 149 with a fine of \$100 and restricted use of the Campsite to day use only, 6:00 a.m. to 10:00 p.m., for 183 days beginning January 18, 2021. Motion passed unanimously.
7. Motion was made to approve the Rec Plex flooring project with a not to exceed cost of \$18,000. Motion passed unanimously.
8. Motion was made to approve the Airstream Marketing Promotional Trailer Purchase with a not to exceed budget of \$60,000. Motion passed unanimously.

BOARD & COMMITTEE MEETINGS

*Meetings are subject to change, please check our website to view the most up-to-date schedules before attending a meeting.

Please see the online Event Calendar for details - many meetings will continue to be on a virtual platform. Board meeting agendas will be posted to Facebook prior to each meeting.

Table with meeting dates and times for March and April. March meetings: 9th, 15th, 22nd. April meetings: 10th, 13th, 26th.

Woodhaven’s Honor Roll of Veterans

We are continuing to seek the names of Woodhaven Property Owners and their immediate family who are US veterans or active duty. We will be adding to the list we started in 2019 - if you submitted your info last year, we will continue to include you. The Association would be honored to post these names in the Woodhaven News as well as on the Association Office, Realty Office, Laundromat, & Woody’s General Store/Restaurant’s TV monitors. You can fill out the form and return it to the Association Office, online here or you can send us a message through Facebook. We will continue to accept submissions and publish the list continually.

Thank you for your time and thank you for your service to our country!

Form for Woodhaven’s Honor Roll of Veterans with fields for Name, Section, Lot, Branch of Military, Years Served, Wars Served or Peacetime, and Additional Information.

RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODHAVEN ASSOCIATION Amending Woodhaven Policy Manual in its Entirety

WHEREAS, The Woodhaven Association (“the Association”) is governed by and administered through a duly elected Board of Directors (“the Board”); and

WHEREAS, the Board has the responsibility of managing the affairs of the Association and establishing policy pursuant to the terms of the Declaration of Covenants; and

WHEREAS, under Article VII Section 1. C of the By-Laws “The Board of Directors shall adopt such rules and regulations relating to the use of Association property, and sanctions for noncompliance therewith, as it may deem reasonably necessary for the best interest of the Association and its Members”; and

WHEREAS, the Board has reviewed the Policy Manual in its entirety; and

WHEREAS, the Board made a unanimous motion to pass and approve the changes to Policy Manual at the Board of Director Meeting on January 25, 2021.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED AS FOLLOWS:

- 1. That Woodhaven Policy Manual shall be amended in its entirety and shall read in accordance with Exhibit A, attached hereto.
2. That this resolution shall be in force and effect from and after its passage and approval.

PASSED AND APPROVED THIS 25th DAY OF JANUARY 2021.

AYES: Charles Muir, Ryan Grace, Laura Packwood, Christine Moffett, Ivan Martinez, Pamela Smith, Daniel Rossi

NAYES: _____

ABSENT: _____

Christine Moffett, President

ATTEST: Charles Muir



Advertisement for ROEMMICH RESORT HOMES featuring a Winter Bonus Sale from January 16, 2021 to March 1, 2021. It lists contact information, hours, and details about stock models and new arrivals.

WOODHAVEN ASSOCIATION POLICY MANUAL

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Association Statements of Purpose

Board of Directors

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Woodhaven Lakes is a private, leisure-time community for enjoyment by its Property Owners, their families and guests.

The Woodhaven Association is an Illinois not-for-profit corporation whose membership is comprised of owners of campsites at Woodhaven Lakes. The constitution as to the government of the Woodhaven Association is contained within the Declaration of Covenants recorded against all property at Woodhaven Lakes. This Declaration of Covenants sets forth certain rights and obligations that both the Board of Directors and the members have in maintaining the common properties owned by the Association and all the buildings, roads and improvements located thereon. The Board of Directors and the membership also have an obligation to preserve and maintain the natural resources at Woodhaven Lakes, which include the lakes and trees. In furtherance of these rights and obligations, the Board of Directors sets forth the following statements, or purposes, for the Woodhaven Association:

- Conducting its affairs in keeping with the highest ethical, moral and legal standards.
- Enforcing the Covenants and Restrictions equitably and uniformly.
- Adopting Rules and Regulations for the general welfare of Woodhaven Lakes
- Providing for the security of Woodhaven Lakes
- Protecting and preserving the lakes, trees and other natural resources of Woodhaven Lakes
- Maintaining the common properties, buildings, roads and other improvements within Woodhaven Lakes.
- Providing supervised recreational activities and educational programs for the benefit of the Property Owners.
- Communicating with the Property Owners concerning decisions made on their behalf and the reasons why those decisions were made.
- Operating businesses within Woodhaven Lakes, which benefit the Property Owners and the general welfare of Woodhaven Lakes.
- Levying an annual assessment in the amount needed to administer, operate and maintain Woodhaven Lakes to protect the current investment of the Property Owners.
- Fostering a cooperative relationship with neighboring communities and local government agencies.
- Providing effective water and sewer utility services to Property Owners and to those outlying customers connected to these utility systems.

SECTION 1 BOARD OF DIRECTORS**01-090-0211 Code of Ethics for Woodhaven Association Board Members** (01/21)

Board Members should:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the Association.
- Provide opportunities for members to comment on decisions facing the Association.

- Perform their duties without bias for or against any individual or group of owners or non-owner members.
 - Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
 - Conduct open, fair, and well-publicized elections.
 - These Code of Ethics also apply to Committee Members.
- Board Members should not:
- Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the Board.
 - Make unauthorized promises to a contractor or bidder.
 - Advocate or support any action or activity that violates a law or regulatory requirement.
 - Use their position or decision-making authority for personal gain or to seek advantage over another owner or non-owner member.
 - Accept any gifts—directly or indirectly—from Owners, Members, contractors, or suppliers.
 - Misrepresent known facts in any issue involving Association business.
 - Divulge personal information about any Association Owner, Member or employee that was obtained in the performance of Board duties.
 - Make personal attacks on colleagues, staff, or Members.
 - Harass, threaten, or attempt through any means to control or instill fear in any Board member, Member, employee, or contractor.
 - Reveal to any Owner, Member or other third party the discussions, decisions and comments made at any meeting of the Board properly closed or held in executive session.
 - Participate or discuss on social media or otherwise, any matters concerning Woodhaven that have not been addressed or approved by the Board.
 - Engage in debate on social media concerning issues currently being discussed in committee or by the Board of Directors without prior approval.
 - These Code of Ethics also apply to Committee Members.

01-100-0601 Oath of Office (01/21)

This oath is to be administered by the President to every elected member of the Board of Directors annually, at the August Board meeting and at the next scheduled meeting to any Board member appointed by the Board of Directors to fill a vacant seat. The Vice-President shall administer the oath to the President. The minutes shall reflect to whom the oaths were administered. "Do you, (name), solemnly swear to faithfully abide by and uphold the Covenants, By-Laws, Rules & Regulations, and written Policies of the Woodhaven Association; and to abide by the Code of Ethics for Board and committee members of Woodhaven? If so, answer with "I do".

01-105-0417 Confidentiality of Speak-Up Sheets

Board Members shall have access to the Association's Speak-Up Sheet submissions and subsequent responses through a secure, read-only electronic file. To promote candor among the Members in submitting Speak-Up Sheets and to avoid possible negative repercussions if a Speak-Up Sheet or any information contained therein is disclosed other than in the course of official Board business, the documents are to be kept strictly confidential by the Board and Staff. The Board is being provided access to these records in their capacity as Board Members only for the purposes of Association business. Violation of this policy shall be treated as an improper act within the meaning of Policy 01-160-0790 and processed as set forth within that Policy.

01-120-0505 Officer Elections (also see BL VII f) (01/21)

Officers of the Association shall be elected by the Board of Directors at the first regularly scheduled meeting following an election of the Board of Directors. The election of officers shall appear on the meeting agenda as the second item of business, following the Oath of Office for all Board Members. The order of elections is as follows: President, Vice President, Secretary, and Treasurer. The election of officers shall proceed as follows:

1. The most senior member of the previous Board whose term has not expired shall preside pending the election of a President.
2. Any Board member, including the presiding Chair, may enter a nomination for election to office. A nomination is not a motion, and thus does not require a "second".
3. The presiding Chair will indicate who the Recording Secretary will be for the election.
4. The presiding Chair may speak in discussion and will vote as a Board member.
5. The presiding Chair calls for other nominations 3 times before closing nominations.
6. In the event of multiple nominations for the office in question, a secret vote will be held.
7. The written votes will be tabulated by the Recording Secretary, verified by the presiding Chair, announced to all present, and the result entered into the minutes.
8. The ballots will be immediately destroyed.
9. In the absence of other nominations for the office, the Chair will declare the nominee elected.
10. The newly elected President will then chair the election process for the remaining offices.
11. The newly elected officers will immediately assume their respective positions.

01-140-0790 Limitation of Powers

No Director shall take any action on behalf of the Association or the Board of Directors unless specific authority has been granted by a majority of the Board of Directors or by a written policy adopted by the Board of Directors. Actions taken in good faith, during a situation of emergency by the President without prior authority will be ratified by the Board at the next regular meeting of the Board of Directors. (01/21)

01-160-0790 Indecorous Acts

A Director having knowledge or reasonable belief of any improper or indecorous act by another Director, officer or employee of the Association or its subsidiaries or ventures shall promptly disclose such act to the President of the Board of Directors.

Upon disclosure to the President of such acts, the Board of Directors shall meet in Executive Session to decide what course of action, if any, should be taken with regard to such indecorous or improper act. Indecorous or improper acts of the President should be disclosed to the Vice President who will Chair an Executive Session of the Board to decide the course of action, if any, to be taken with regard to such indecorous or improper act.

01-170-0699 Directives to Staff

With the advice and consent of the Board, the President shall give direction to the Executive Director and/or General Manager. No Board Member shall direct any employee to take action unless the Executive Director or General Manager has approved the action or unless the Board has approved the action either by motion or resolution.

01-180-0699 Rules of Order

Meetings of the Board of Directors will be conducted according to Robert's Rules of Order (current edition) as the parliamentary authority.

01-190-0603 Board Meetings (5/17) (01/21)

At the direction of the Board President, the Executive Director of the Association will prepare an agenda no less than 5 days before each regular Board Meeting, delivery of the agenda, and support documents will be sent via electronic mail. Board Members may add or delete items from the agenda and may change the order of presentation by the majority vote of the Board present. Prior to the start of the meeting, a Section Representatives Report may be given. Items on a regular meeting agenda may include any or all of the following:

- Call to Order
- Roll Call
- Approval of Prior Minutes
- Executive Session
- Consent Agenda
- Committee Reports
- Agenda Changes
- Unfinished (Old) Business
- New Business
- Officer's Reports
- Manager's Reports
- Member Business from the Floor
- Future Agenda Items
- Adjourn

Directors wishing to place items on the agenda should contact the President prior to the preparation of the final agenda.

Directors may participate, as part of the quorum, and act at any meeting of the Board through the use of remote systems (e.g. conference call, zoom, go to meeting, etc), provided any such mechanism permits all persons participating in the meeting to communicate with each other.

Board Members attending remotely may do so only twice annually; absent express permission of the Board President.

If technology limits remote participation, requests will be approved on a first come first serve basis.

If conditions are such that the Board President declares that an in-person meeting is not feasible (e.g. weather, site closure, etc) then the Board may conduct a meeting through use of remote methods; provided all Board members are permitted to so attend and any Owner who desires is permitted to log in to monitor and review.

01-191-0514 Consent Agenda Items

Items listed on the Consent Agenda shall be sent to the Board members no less than 5 days before the regular meeting. Board members will be responsible for reading and knowing the cases to be included on the Consent Agendas. Any Board member may pull a case from the Consent Agenda for further discussion.

01-193-0514 Executive Sessions

1. An Executive Session of the Board of Directors may be convened by the President or by a majority vote of the Board of Directors.
2. Meetings of the Board shall be open to any Owner, except for the portion of any meeting held (i) to discuss litigation when an action against or on behalf of the Association has been filed and is pending in a court or administrative tribunal, or when the Association finds that such an action is probable or imminent, (ii) to consider third party contracts or information regarding appointment, employment, or dismissal of an employee, or (iii) to discuss violations of rules and regulations of the association or a Owner's unpaid share of common expenses. Any vote on these matters shall be taken at a meeting or portion thereof open to any Owner.

01-210-0305 Retention of Records

Policy: The following requirements are hereby established for the retention of records of the Woodhaven Association and its subsidiaries.

1. The following records should be retained permanently.
 - a. Annual Financial Reports
 - b. Articles of Incorporation
 - c. Association Covenants & Restrictions and By-Laws
 - d. Audit Reports
 - e. Capital Stock Information
 - f. Cash Journals
 - g. Chart of Accounts
 - h. Deeds and Title Records
 - i. Depreciation Schedules
 - j. General Journals
 - k. General Ledgers
 - l. Property Records
 - m. Pension Records
 - n. Tax Records and Returns
 - o. All Records Related to Real Estate Transactions
2. The following records should be retained for at least ten (10) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Check Registers
 - b. Accounts Payable Registers
 - c. Board Meeting Minutes
 - d. Corporate Contracts (20 years after termination)
 - e. Sales Journals
3. The following records should be retained for at least seven (7) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Accident Reports
 - b. Bank Statements
 - c. Assessment Invoices
 - d. Commission Reports
 - e. Vendor Contracts
 - f. Leases (after termination)
 - g. Inventory Records
 - h. Invoices
 - i. Building Repair Records
 - j. Accounts Payable Ledger
 - k. Accounts Receivable Ledger
 - l. Fixed Asset Records (after disposal)
4. The following records should be retained for at least five (5) years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Departmental and Employee Expense Reports
 - b. Interim Financial Reports (monthly)
 - c. Bank Deposit Slips
 - d. Bank Reconciliations
 - e. Budgets
 - f. Equipment Repair Records
 - g. Insurance Policies (after expiration)
 - h. Petty Cash Records
 - i. General Correspondence Records

5. The following records should be retained for two years, with the period beginning at the END of the fiscal year in which the document was created.
 - a. Board Election Records
6. Records related to payroll and employment should be retained pursuant to rules and guidelines as established by federal and state record-keeping requirements. When an item is covered by both federal and state regulations with different schedules, the one with the longest retention period will be followed. Such records include, but are not limited to:
 - a. Payroll Journals
 - b. Employee Contracts
 - c. Medical Records
 - d. Time Sheets
 - e. Workers' Compensation Reports

SECTION 2 ELECTIONS AND REFERENDUMS**02-100-1212 Board Candidate Campaigning Requirements**

(02/20)

For the purpose of this policy campaigning shall refer to activities pursued by the Candidate which shall include submitting written information for publication, attendance at forums and meeting or other organized events and opportunities. The Candidate is solely responsible for their campaign efforts.

1. Each Candidate must submit an autobiography by the deadline established by the Board, with no more than 200 words, as counted in Microsoft's Word Program. Statements of fact that imply the Candidate has achieved, experienced, and/or is accredited must be supported. Agents authorized by the Board of Directors have the right to verify statements if needed.
2. Each Candidate must submit a position statement by the deadline established by the Board, with no more than 200 words, as counted in Microsoft's Word Program.
3. Flyers will be limited to 1 (one) "8 ½ x 11" poster per candidate per bulletin board. The Association will provide 25 color copies of 8 ½ x 11 poster/flyers at no cost; additional copies will be charged at the current rate.
4. Designated bulletin boards include:
 - a. All comfort stations
 - b. The intersection of Woodhaven Dr. West and Greenbrier
 - c. Blue Gill Lake, corner of Woodhaven Dr East and Millridge Trail
 - d. The Association Office
 - e. The Lakeview/Lakeside Center
 - f. The Rec Plex
 - g. The Family Center
5. Do not use store front windows such as the General Store, the restaurant, concession stands, Service Center or any other business.
6. Do not use walls or posts at the pools, pavilion, restrooms, or any other building.
7. Items to be handed out by the Candidate should be no larger than a 3"x 5" index card and cannot be left on vehicles.

8. Printed material:
 - a. Must be stated or translated in English
 - b. Must be submitted to the Association Office, either in hard copy format or electronically.
 - c. Must be authorized by the Election Chair prior to posting or distribution.
9. Candidates are not to use Woodhaven Association's social media accounts for the purpose of campaigning.
10. Door-to-Door campaigning and/or approaching any person in or around Woodhaven facilities are prohibited except for authorized functions and events.

02-120-0699 Ballot Recipients

The following guidelines will be used when determining who will be mailed a ballot in accordance with the Declaration of Covenants (Amended) and Bylaws, of the Woodhaven Association.

1. Elections
 - a. Ballots will be sent to:
 1. Members in good standing with the Association.
 2. Members who are in the process of protesting the issuance of a citation, and who are otherwise in good standing with the Association.
 3. Entities (other than the Association) holding fee simple title to a Campsite in good standing with the Association.
 - b. Ballots will not be sent or issued to:
 1. Members and entities owing full or partial assessment or charges incurred as a result of fines, fees, penalties, repairs or other charges from the Association or its subsidiaries.
 2. the Association
2. Referendums and Amendments to the Declaration of Covenants.
 - a. Ballots will be mailed to:
 1. Members In good standing
 2. Entities holding fee simple title to a Campsite
 - b. Ballots will be issued to the Association. Campsites owned by the Association will be voted on by the Board of Directors.
 - c. Ballots will not be issued to:

Members and entities owing full or partial assessment or charges incurred as a result of fines, fees, penalties, repairs or other charges from the Association or its subsidiaries.

02-130-0512 Referendum and Election Voting Process (02/20)

1. Referendums and Amendments
 - a. The Board will determine if the voting process will be conducted electronically or by hand.
 - b. Notification explaining the process will be made to the membership prior to ballots being distributed.
2. Election Voting Process
 - a. The Board will contract with a third-party electioneering agent to act as tabulator.
 - b. The Board will notify the membership on acceptable technological methods of voting being used, in addition to mailed in ballots.

- c. The Association Administrators will determine eligible voters prior to mailing ballots out using the following information:
 1. A current trial balance
 2. Board decisions noting Members in violation of the Covenants, By-Laws, and/or Rules.
3. Election Counting Procedures for Mailed in Ballots:
 - a. On the morning of election counting: enter payments, check on-line payments and run trial balance by section and lot.
 - b. All envelopes will be scanned into the computer to create a database to reference against the online votes, and the trial balance.
 - c. If the envelope is not the one provided by WHA, this will be placed in the unidentifiable basket to be reviewed by the Election Committee.
 - d. Remove delinquent lots, place in assessments owing box
 - e. Remove old Member, check against Office Associate's list
 - f. Open outside envelope, if more than one "BALLOT" envelope verify owner's status and or if double lot.
 - Bundle envelopes with rubber bands, place in basket.
 - g. Open "BALLOT" envelopes.
 - If more than one ballot is in the "BALLOT" envelope leave in and place in invalid box
 - h. Verify ballots, this will be done by the election company's machine as they are processed.
 - i. Hand ballots to electioneer for tabulation.
 - j. Clip ballots; place in file then store in file box.
 - k. Complete election record sheet.
 - Have EC members initial.
 - l. Place ballots and tally sheet in box; store in basement.
 - m. Prepare Secretary's Election Report for Annual Meeting.

SECTION 3 COMMITTEES**03-100-0790 Committee's Relationship to Board**

Standing committees, as well as ad hoc committees, make recommendations to the Board with the full understanding that the Board is bound only to give such recommendations serious consideration. The Board is not obligated to act on any recommendation but its own. Members of staff will be assigned to each committee to facilitate the committee's needs.

03-120-0603 Appointment of Standing and Ad-Hoc Committees (01/21)

1. Owners in Good Standing may serve on only one standing committee at a time but may be eligible to serve on an ad-hoc committee or the Environmental Committee at the same time.
2. Immediate family members of a standing committee member may not serve on the same committee.
3. Immediate family members may serve on an Ad Hoc committee at the same time.
4. Immediate family members may not serve on the same committee as a family member who also serves on the Board of Directors. (03/07)

- If a Committee Member is elected or appointed to the Board of Directors, a resignation from that committee will be automatic.

03-130-1113 Term of Appointment to a Standing Committee

Property Owners are appointed to the standing committees for a 4-year term. Appointments will be made at the November Board meeting of odd years. Terms commence on January 1 and expire on December 31. Committee terms under this policy are in effect as of January 1, 2014.

03-140-0601 Removal from Committee

- A member of any committee, standing or ad-hoc, may be removed from office for cause by majority vote of the Board upon recommendation of the committee chairman.
- Causes for removal include:
 - Failure to attend 3 consecutive scheduled meetings without prior notice to the chairman.
 - Actions deleterious to the functions of the committee or to any of its members.

03-150-1113 Committee Chair or Liaison Assignments

A member of the Board of Directors will be assigned in accordance with the By-Laws to chair the Facilities Planning, Finance and Communications Committee, or act as a Liaison to the Boards of Review. Chairpersons of the Boards of Review will be appointed by the Board of Directors.

Board of Director Members who are assigned as liaison to a Board of Review are there for the purpose of observing the proceedings, providing counsel when requested, and reporting back to the Board of Directors with any questions or concerns. They are not to participate in the questioning or deliberation of the Review Board members. Liaisons may from time to time communicate requests or decisions of the Board of Directors.

Directors that serve as a committee chairman do so as a presiding officer and will vote in the event of a tie on the business before the committee.

03-160-0699 Responsibilities of Committee Chairman ^(01/21)

The Chairman will submit, at each Board meeting, in writing, a report of the committee's most recent action. In most cases the minutes of the most recent meeting/meetings will suffice. At the appropriate time in the order of business, the Committee Chairman or Board Liaison will bring to the Board's attention any recommendations the committee may wish the board to act upon. The Chairman will also:

- Expedite business through efficient committee meetings.
- Communicate freely with all committee members regarding business of the committee.
- Be courteous and fair.
- Protect the rights of all committee members.
- Prevent dilatory techniques aimed to obstruct the will of the committee.
- Appoint a member of the Committee to serve on the Election Committee.

03-170-0790 Communications Committee

The mission of the Communications Committee is to keep the Board of Directors informed about the interests of the Association members and make policy and procedural recommendations that pertain to communications between the Board and the membership. The principal areas of interest are membership publications, the Speak-Up program, the Association's social media sites, and reports from section meetings and other means of direct communication with members.

The principle responsibilities of the Communications Committee are:

- Review reports from section meetings, speak up sheets and other direct communications from Association members and present summary reports to the Board each month.
- Identify topics of consequence or interest to Association Owners and recommend ways of informing the membership about those topics.
- Evaluate the means used to communicate with the membership and make appropriate recommendations.
- Facilitate Member sign-in for the Annual Meeting or any special meeting of the Members.
- During the annual budget process, review and recommend to the Board changes in services desired by the Property Owners.
- Review and make recommendations to the Board of Directors regarding editorial guidelines for Woodhaven News and Leisure Times.
- Perform other tasks as assigned by the Board of Directors.

03-180-1113 Facilities Planning Committee

The mission of the Facilities Planning committee is to develop and recommend projects that pertain to the preservation of the physical facilities and amenities of the Association and its natural resources. The principle areas of interest are buildings, grounds, roads, lakes, trees, recreation facilities and common areas.

The Committee will accomplish their mission by:

- Working with the staff and managers on the schedule for replacement or renovation of existing capital assets and the development of new projects.
- The Committee will meet with managers May through November or as needed to review staff recommendations and proposals for new project concepts and to review progress on current year projects
- Review and recommend to the Board a schedule of Restricted Projects and Assessment Plan:
 - For the next fiscal year
 - For inclusion in the Association's 15-year Reserve Plan Projected Expenses.
- Attend and participate in the annual Budget Hearing
- Perform other tasks as assigned by the Board of Directors.

03-190-0699 Finance Committee

The mission of the Finance committee is to keep the Board of Directors informed of the financial condition of the Association and its

subsidiaries; and make policy and procedural recommendations that pertain to financial matters. The principle areas of interest are financial reporting, budgeting, cash management, collections, insurance, investments, and sources of funds.

The principle responsibilities of the finance committee are:

- Present reliable and timely financial reports to the Board of Directors.
- Monitor performance of the annual operating budget of the Association and its subsidiaries.
- Evaluate operations of the Association and its subsidiaries for cost effectiveness.
- Determine the financial effect of policy and procedure recommendations and decisions.
- Examine the reliability of accounting records and financial reports of the Association and its subsidiaries.
- Prepare annual budget recommendations to the Board of Directors for the annual operating and restricted funds of the Association and its subsidiaries.
- Perform other tasks as assigned by the Board of Directors.
- Attend and participate in the annual Budget Hearing

03-200-1099 ESAC Board of Review and Public Safety Board of Review ^(01/21)

The ESAC Board of Review and Public Safety Board of Review receive authority from Woodhaven's Rules and Regulations. The purpose of the Board of Review is to conduct hearings for any person who wishes to contest the issuance of a citation under Article VI, Rules and Regulations. The Board of Review shall meet the first or second Saturday of each month, March through November, or as needed to hear any cases docketed. The chairman is a voting committee member who has the responsibility to moderate the hearings. In the event of a tie, the citation under consideration will be forwarded to the Board of Directors with no recommendation. The Board of Review shall provide, in writing, its recommendation to the Board of Directors regarding each case heard. These cases will be placed on the Board's Consent Agenda.

03-210-1113 Additional Committees ^(01/21)

Additional committees include:

- The Environmental Committee is a decision-making committee receiving its authority from the Declaration of Covenants. The three members and one alternate member may or may not be Owners in the Association but are appointed by the Board of Directors for an indefinite period. Committee members may be removed with a majority vote of the Board of Directors.
- The Audit Committee meets annually upon completion of the Association's and Subsidiaries audit by a third-party accounting firm. The committee members will consist of the Board President, the Board Treasurer, the General Managers and Executive Director of the Association.
- The Section Representative Committee, though not a committee of the Board or Association, provides communications between sections' members and the Board.

- Establishment of Ad Hoc Committees. The President, with the consent of a Board of Directors majority, is empowered to establish ad hoc committees for the purpose of evaluating information, making recommendations, and/or assisting with specific matters or tasks concerning Woodhaven. These Committees are established and retired by way of Board Resolution and is in place for a period of four (4) years or less. If agreed by a majority of Board members, an ad-hoc committee's duration may be extended, or a specific committee may be reinstated.

SECTION 4 ADMINISTRATION

04-100-0514 Access to Association Records by Prospective Purchasers ^{(01/16) (01/21)}

In the event of any resale of a Campsite by a Property Owner, the Board shall make available for inspection to the prospective purchaser, the following:

- A copy of the Declaration of Covenants, other instruments, and Rules and Regulations.
- With authorization from the current Owner, a statement of the account of the Campsite setting forth the amounts of unpaid assessments and other charges due and owing.
- A statement of any capital expenditures anticipated by the Association within the current or succeeding 2 fiscal years.
- A statement of the status and amount of any reserve or replacement fund and any other fund specifically designated for Association projects.
- A copy of the statement of financial condition of the Association for the last fiscal year for which such a statement is available.
- A statement of the status of any pending suits or judgments in which the Association is a party.
- A statement setting forth what insurance coverage is provided for all unit owners by the Association.

When applicable, all costs of inspection and copy shall be the responsibility of the seller; copy rates are posted in the Association office.

04-110-0514 Acceptance of Faxed or Electronic Documents

Faxed and electronic documents will be accepted under the following guidelines:

- Faxed documents must be received at the Woodhaven Association business office, fax number (815) 849-5116, by the stated deadline.
- Electronic documents or reports submitted for filing electronically must include the name of the Owner making the submission and the last four digits of Member/Owner's Social Security Number; or an electronic signature must be attached

04-120-1196 Campsite Occupancy Record

A day will be based on the universal 24-hour clock. Campsite occupancy will be recorded on the general basis of an overnight stay.

04-130-0213 Trusts (01/16) (01/21)

Ownership of a campsite by a trust is prohibited by Declaration of Covenants and Restrictions, Article II. Under one circumstance, however, ownership by a trust will not be viewed by the Board as a violation of the Declaration of Covenants. The Board of Directors shall consider properties held in trust to be the equivalent of a “natural person”, and shall not seek enforcement of Article II (Restriction of Ownership of Campsites), where the trustee (trustees) of such trust designates in writing a natural person by name, address, and other contact information, which natural personal shall be a current beneficiary of such trust, to be responsible for receipt of notices from the Association and/or Board with respect to assessments, rules, violations, or other obligations of Property Owners at Woodhaven, and for purposes of voting as provided in 765 ILCS 160/1-30(i)(1) (vi). Such person’s written consent to the designation shall be required and a copy of the portion of the trust pertaining to Woodhaven Association shall be provided to Woodhaven Association. In the event of the trustees’ death, the designee, a natural person as described, shall become owner. The Board of Directors shall consider such ownership to be the equivalent of a “natural person” for the purposes of ownership of a campsite owned in trust, and the designee shall be entitled to Association privileges and subject to all responsibilities as member, and shall be the member for such campsite for all purposes under the Association’s governing documents. A deed transferring ownership shall be recorded within 60 days of the trustees’ death.

04-150-0312 Collection Policy (01/21)

1. INTRODUCTION

The goal of the Collection Department is to maintain collections at the highest level possible. The collection staff will employ methods that strive to prevent alienating our members while retaining a strong expectation of payment.

2. BILLING AND COLLECTION CALENDAR

The following guidelines will be used to determine an on or shortly thereafter timetable and procedures for billing accounts.

January 15. Annual Billing. All lots will be billed as directed by the Woodhaven Association Board of Directors and General Manager.

March 1. Woodhaven News Reminder. The April Woodhaven News will post a reminder of the 1st installment due date and encourage early mailing. The article will inform members that payments received after March 31 will be subject to the late fee (currently \$50.00).

March 31. First Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$50.00).

April 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

April 7. Past Due Notices. The past due notice is a reminder that assessments must be paid. It serves as a notification that a late fee has been assessed to their account and that interest charges will be added beginning May 1. It states membership obligations

and expectations, and requests immediate payment or contact to make arrangements for payment.

May 1. Woodhaven News Reminder. The June Woodhaven News will post a reminder of the 2nd installment due date and encourage early mailing. The article will inform members that payments received after May 31 will be subject to the late fee (currently \$25.00).

May 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

May 31. Second Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$25.00).

June 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

June 7. Past Due Notices. The past due notice is a reminder that assessments must be paid. It serves as a notification that a late fee has been assessed to their account and that interest charges will be added beginning July 1. It states membership obligations and expectations, and requests immediate payment or contact to make arrangements for payment.

July 1. Woodhaven News Reminder. The August Woodhaven News will post a reminder of the final installment due date and encourage early mailing. The article will inform members that payments received after July 31st will be subject to the late fee (currently \$25.00).

July 31. Final Installment Payment Deadline. Payments received after this date are considered delinquent and are charged a late fee (currently \$25.00).

August 5. Telephone Contact. An attempt is made to determine why payment is not being made and to negotiate payment arrangements.

August 7. Final Notice. The final notice requests payment within 10 days or a small claims lawsuit will be filed.

August 27. Legal Action. Small claims suits are filed against members, who have not responded, not kept a payment agreement, or have refused to pay.

3. ALTERNATIVES TO FULL PAYMENT

The objective of the collection staff is to collect each account in full when payment becomes due. However, there are circumstances when a Property Owner cannot or will not pay their account in full. When this occurs, an analysis of the situation must be made. The following are the most common situations that require alternative payment arrangements.

- a. Payment Arrangement – No Late Fee. Some members take the initiative to inform the Association of their inability to meet the obligation for assessments prior to the due date. In this situation the Association will consider waiving the late fee penalty. The following guidelines should be used in

determining if the payment arrangements qualify to have the late fee waived. This is a one-time only situation and may never be done again.

1. The member has never had the late fee waived in previous years.
 2. Contact for payment arrangements is made prior to March 25.
 3. Payment in full is to be received no later than 30 days past the due date.
 4. The inability to pay is related to a crisis under which the member had no control (i.e. illness, loss of job).
- b. Payment Arrangement – General. Collection staff is authorized to make payment arrangements available for members who are unable to pay their account in full. The staff must emphasize payment arrangements are an exception to the rule and encourage members to plan for future years. The following criteria apply:
1. Payment in full must be made within the calendar year. (Extended payment arrangements may be granted for multiple year delinquencies.)
 2. A completed Promissory Note must be returned to the office.
 3. Interest is charged on unpaid balances at a prevailing rate (currently 9%).
- c. Temporary Access for Partial Payment Plans. The intent of this policy is to reward members that are making an honest effort to pay their dues but are unable to pay in full by the payment due date. Temporary access is given to members who have voluntarily decided to pay their account. Access is granted once a month for a maximum of two (2) nights and three (3) days until the assessment and penalties are paid in full. The guidelines are as follows:
1. No access will be allowed to members having a balance owing from previous years until assessments are paid to the current year.
 2. A written payment plan must be signed and returned before temporary access is allowed.
 3. A minimum monthly payment of \$250.00 per lot must be maintained.
 4. Payments must be made each month. If a payment is missed, no further access will be allowed until all payments are paid to date.
 5. Request for access must be made in advance with the collection department staff. No access is allowed without prior approval.
 6. The Collection Manager reserves the right to deny temporary access to any member who does not comply with the above guidelines. The Collection

Manager may also deny access to members who pay only when they request access or those that rely on the privilege year after year.

4. LEGAL COLLECTIONS ACTIONS

When all attempts to collect assessments have been unsuccessful, it is necessary to pursue collection through small claims court.

This is done after a notice is sent explaining our intent to collect through legal actions (i.e. final notice letter). The specific procedures required to complete a small claims action change periodically with new laws being enacted. Therefore, it is necessary to refer to the current Illinois Compiled Statutes before pursuing collections in this manner. The following is a general outline of the steps:

- a. Attorney Representation. Corporations are barred from appearing pro se in small claims actions. Therefore, we must have an attorney involved in representing the Association in court.
- b. Filing Small Claims Suits.
 1. Establish a court date allowing approximately 30 days to allow time to have the summons served.
 2. Serve the summons to the defendants through the county in which they reside or via a special process service contracted by the Association.
- c. Appearance Date.
 1. Members may call prior to their court date and make payment arrangements to pay their account. In this case a judgment may be entered, or the case may be continued.
 2. If the defendant does not appear a Default Judgment can be entered. Members that appear in court can discuss payment arrangements, disputes, etc. In general, if the debt is not disputed a Consent Judgment is entered. If the debt is disputed, a hearing must be set.
- d. Post Judgment Collections. Once a judgment is entered, we can proceed to collect the judgment amount, interest, costs and attorney fees. Post Judgment action includes the following:
 1. Wage Garnishments
 2. Bank Garnishments
 3. Citation to Discover Assets
- e. Specific Collection Information. Included in this policy manual is a complete explanation of post judgment procedures. This information is obtained from a collection seminar presented by Attorney Robert Markoff.

5. TAX DEED

The recording of a tax deed eliminates any lien interest held by the Woodhaven Association on a particular lot. It is important to remember that a tax deed may be issued but not recorded for up to twelve (12) months from the date of issuance.

The recording a tax deed eliminates only the interest we had in the lot; it does not remove the obligation of the previous owner to pay assessments and charges up to the date the tax deed was recorded.

“Take Notices” are sent to the Association and members prior to the petitioner’s request for a tax deed. The notice will state the last day for redemption of real estate taxes. This notice should be a signal for the Collection Department to put forth an extra effort to clear up these accounts prior to the recording of a tax deed. The ability to collect the account after it has been transferred by a tax deed is reduced considerably. A courtesy letter is sent to Property Owners owing only one year or less in dues.

The balance owing on an account that has a tax deed recorded should be pro-rated and the remaining portion of the year assessed to the purchaser. The delinquent balance should be evaluated to determine if it is likely to be collected. If it is believed to be collectible then the balance should be placed in Collectible Allowance for Bad Debt. If it is not believed to be collectible, it should be written off as a bad debt.

6. ACCOUNT NEGOTIATIONS AND WRITE-OFFS

a. The Association has scheduled write-offs at the end of each calendar year. This accounting practice keeps the receivables in line with property values. The non-sewered lots retain one year of delinquency on the books. The sewered lots retain three years of delinquency on the books. The accounts need to be evaluated to determine if the balance should be written off as bad debt or placed in Collectible Allowance for Bad Debt.

b. From time to time the Collection Manager may determine if an account balance may be negotiated. The following are examples of situations when write-offs may be considered:

- 1. A member has been delinquent for multiple years and now wants to pay a lump sum to clear up the debt. Interest and late fees can be negotiated if it is believed the property will be better maintained and utilized if the member brings the account up to date. However, payment must be made in the form of cash, cashier's check or money order. No personal checks or payment options can be accepted. It is a lump sum settlement only.
2. A member has been unable to sell their lot for a long period of time and has recently located a buyer. The balance owing combined with other outstanding costs creates too costly of a burden to market the property. The seller is willing to sign off the deed without a financial gain in order to resolve the debt owing to the Association. In this situation the Association may choose to write-off late fees, interest, and, if unavoidable, Association dues.
3. There is legal action being done by Woodhaven on the account (i.e. Small Claims Suit) and the members have a legitimate defense as to why they should not be charged the costs (i.e. Bankruptcy).

7. PROPERTY TRANSFERRED TO WOODHAVEN (Lot Take Backs)

a. Periodically members of the Association have offered their property to the Association. In some cases it is to satisfy a debt owing to the Association and in others it is simply because the members are moving, in poor health, and/or no longer want the property. The Collection Manager will make a case by case review of the facts involved to determine if the Association will accept the lot. Guidelines to use when accepting a lot are as follows:

- 1. Evaluate the reason the member is requesting to deed the property to the Association (i.e. poor health, inability to pay, death of member, etc.).
2. Encourage the owner to try and sell the lot first. They can either list it for sale in the Woodhaven News or list it with a realtor.

- 3. A review of the property must be completed to determine if there is any debt owing on the lot. All debt should be satisfied prior to accepting the lot (i.e. assessments, taxes, water). A visual evaluation of the property must also be done to determine the condition of the lot.
4. A title search must be completed to determine if it is possible to obtain a clear title to the property. This information is located at the Old Lee County Courthouse. If there is an outstanding lien, print a copy for the record.
5. Obtain balances for any costs we have agreed to pay. This is especially important with real estate taxes.
6. If assessments are owing there should be a reasonable attempt to reduce the amount owing before accepting the lot.
7. The number of lots in inventory and the current marketability of lots must be considered before accepting any lots.
b. If all previous guidelines are met and the property has a clear title, the following procedures should be followed:
1. Prepare a Quit Claim deed.
2. Send the deed to member(s) for notarized signatures.
3. When deed comes back review the notes on the computer and verify any promised payments have been made for any outstanding costs. Obtain balances for any costs we have agreed to pay.
4. Fill out the following forms:
a. Membership Papers.
b. Lot Take Back Sheet.
c. Notice to Realty and Accounts Payable.
d. Check Request as needed for dues, water/sewer, and taxes. Do a check request for 4/1 to the recording date for all fees except the rest of the dues.
e. Taxes will be paid with a Woodhaven Association check certified bank check or money order.

Credit memo from the recording date to 3/31 of the next year for the dues only. These are generally a pro-rated amount.

04-160-0495 Association Vehicles

- 1. All vehicles belonging to the Association and its subsidiaries shall remain on property unless used for Association business. No vehicle belonging to the Association or its subsidiaries is to be taken out of Woodhaven for personal reasons.
2. The only exceptions to this policy are those staff members currently assigned vehicles; namely, Executive Director.
3. When vehicles are taken off property, the driver of that vehicle will fill out a "vehicle log sheet" prior to their leaving Woodhaven property.
4. The Executive Director, General Manager, and department managers are responsible to ensure that this policy is strictly adhered to.

04-170-0315 Resource Co-Op with Local Agencies/Businesses

From time to time the Association will make available and/or borrow

specific resources including but not limited to mowers, tractors, blowers, blades, plows, lifts and tools; in addition, staff may make available services such as copiers, postage machine, meeting rooms, training facilities, water hydrants and other amenities and services. This policy is intended as a cooperative arrangement between local agencies and/or businesses with which Woodhaven has a communal relationship. There shall be no charge or payment for personnel or described uses unless agreed upon by the Board of Directors; however non-reusable supplies such as paper, fuel, oil, etc., may be replenished or provided at cost.

04-180-0121 Complaint and Hearing Procedures

1. Comments, Questions, or Suggestions (Speak Up Sheets)

Property Owners who have questions or comments concerning any aspect of the Association and its subsidiaries; or, complaints, commendations, and/or suggestions regarding operations may submit a Speak-Up-Sheet to the Association. Forms can be picked-up and dropped off at facilities open to the membership, accessed on our website https://woodhavenassociation.com/members/form-speak-sheet/ or on the Association's Ap. Upon receipt, speak-ups will be logged and routed to the appropriate manager for response, if needed. All attempts will be made to respond to inquiries and requests within 15 days, either verbally or in writing.

2. Hearings and Appeals of Citations

Procedures for appealing citations issued for violations of the Association's Covenants and Rules are specified in the Rules and Regulations under Article VI Section 2.

3. Resolving Inconsistencies with Applicable Laws and/or the Association's Governing Documents

a. Owners can file a complaint with the Woodhaven Association for resolution concerning matters, which are not pending in any court of law or administrative tribunal, regarding the alleged or perceived action, inaction or decision by the Board of Directors, administrative agents, or inconsistencies with applicable laws and regulations, including but not limited to the Association's governing documents. The Owner must submit their complaint in writing, a sample form is provided below. Completed forms shall be submitted:

- By registered or certified mail addressed to: Woodhaven Association, Complaint Resolution, P.O. Box 110 Sublette, IL 61310

- By submitting the complaint form online at https://woodhavenassociation.com/members/forms-central/

- Hand-delivered to the Office of the Executive Director, Association Administration Building.

b. The Association shall provide written acknowledgement of the receipt of the complaint to the complainant within 10 business days of receipt. Such acknowledgment shall be mailed to the address shown on the Membership Papers for the Member, and if provided, to an email address on record with the Association.

c. The complainant shall provide, with the Association's

SAMPLE The Woodhaven Association Complaint Resolution Form

Name of Property Owner Submitting Complaint: _____

Owner's Address of Record: _____

Owner's Email (optional): _____

Section/Lot: _____

Violation of: CICCA _____ Illinois Not-for-Profit Act _____ Association's By-Laws ____ Rules & Regulations ____ Policies ____

Explanation of Complaint: _____

----- Office Use Only -----

Date Received by Association: _____ Submitted by USPS: _____ Online Submission: _____

Final Determination was Posted: _____

complaint form, copies of all documents that the complainant believes the Board of Directors should consider in connection with the Owner's complaint. In addition, to the extent the complainant has knowledge of the law, rule or regulation applicable to the complaint; the complainant shall provide that reference, as well as the requested action or resolution.

d. If the Association identifies additional information necessary for the Association to continue processing the Owner's complaint, then no later than 30 days after the Association's receipt of the complaint, the Association shall request such information from the complainant. If the additional information requested is not received within the time frame stated in the Association's request, and the time frame has not been extended by consent of the Board, but in no event shall be beyond thirty (30) days after the request was made or the extended time has expired whichever is later, the complaint will be deemed withdrawn and the process will terminate.

e. The Board of Directors shall hold hearing on the complaint no less than 30 nor more than 60 days after receiving the complaint and any additional information it has requested. Notice of the date, time, and location for the hearing shall be mailed to the Member's address on file and emailed to the address on record with the Association, no later than 14 days prior to the hearing date.

f. The Owner filing the complaint may, but is not required to be, represented by an attorney. If the complainant chooses to be represented by an attorney, then s/he must notify the Board of Directors that s/he intends to be represented by an attorney no later than 7 days prior to the hearing date.

g. A final determination of the Association shall be ruled on by the Board of Directors at an open meeting within 180 days after the Association received the Owner's complaint. Notification must be made in writing and marked clearly that the Board's decision is final. Written notice of the final determination is to be mailed to the address on record with the Association.

04-190-0121 Surveillance Camera System

This policy provides guidelines regarding the use of surveillance cameras by the Association. The policy outlines when and how surveillance cameras are to be installed, how images are to be stored and recorded, and the conditions under which stored images or video are to be used.

The function of surveillance cameras is to assist in protecting the property of the Woodhaven Association and Subsidiaries. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. Though cameras are recording, Association personnel are not monitoring. There will be no audio associated with any camera. The Association will not install cameras inside comfort stations, restrooms, changing areas, bathhouses, or in staff offices.

1. Surveillance cameras may be installed in common areas where the surveillance of Association property or people would be enhanced. This includes but is not limited to locations where money is exchanged with a cash register or credit card reader, pools, building doors, front gate entrance/exit, maintenance compound, store/restaurant, gas pumps, and at customer service counters.
2. Appropriate signage will be installed at facilities and amenities to provide notice of the cameras and enhance the crime prevention value of the camera.
3. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.
4. The General Manager of Member Services will function as the surveillance camera coordinator.
5. Procedures:
 - a. Video monitoring for surveillance purposes will be conducted in a professional, ethical, and legal manner.
 - b. Recorded images will not be routinely monitored and should not be relied upon for personal safety.
 - c. Information obtained through video monitoring will be retained for 30 days and used exclusively for surveillance and compliance with Woodhaven Association policy and for law enforcement purposes. Should monitoring reveal activity that violates rules or laws, an investigation will be initiated. Review of footage will be performed by specific members of the Public Safety Department, IT Department or as assigned by the Executive Director. All information retained will only be released per the Association's By-Laws and Policies as authorized by the Board of Directors.
 - d. Any person who tampers with or destroys video surveillance equipment will be subject to criminal prosecution and/or Association penalties and hearings.

SECTION 5 FINANCE

05-100-0699 Reimbursement of Expenses (01/21)

Directors and approved committee members are eligible for reimbursement of expenses incurred because of their Association business. These expenses are limited to:

1. Gas mileage will be reimbursed in accordance with Federal guidelines as of January 1.

2. Tolls, when incurred during Association business.
3. Meals, when authorized by the president, executive director, or general manager.
4. Direct payment for items purchased for the Association when authorized by a majority of the board of directors.
5. Board and/or Committee members occupying the same residence will not receive payment of expenses if traveling to Woodhaven in the same vehicle or arriving/departing within four hours of each other.

Requests for reimbursement must be made to the administration office on authorized forms. Reimbursement forms are due in the Association office quarterly beginning with March 31, June 30, September 30, and December 31. Reimbursements for other than those expenses listed above must be recommended by the finance committee and approved by a majority vote of the Board of Directors.

05-110-0699 Approval of Contracts (05/14)

All contracts entered into by the Association are to be approved in final form by the Board of Directors prior to the contract being executed with the exception of contracts less than one year in duration and wherein the Association is expending less than \$10,000.

05-130-0503 Approval of New Projects

1. Prior to Board approval, all new projects must have been included in the Association's long-range plan for the prior two years before the project can be purchased or constructed.
2. The aforesaid two-year limitation may be waived by two thirds of the Board members, provided that one of the following conditions exists:
 - a. The new project will generate a reasonable amount of revenue that will offset the cost of the project.
 - b. The new project will reduce future expenses by an amount comparable to the cost of the project.
 - c. The new project will improve the Association's ability to protect Association facilities, members and/or employees.
 - d. The new project is required by a local, state, or federal regulatory agency requires the new project.

05-140-0204 Investment Policy Statement

The Association's primary objective is to protect principal. The secondary objective is to generate income to supplement the Association's general operations. These objectives are met by investing under the following guidelines.

1. In its operating fund, the Association can invest in treasury bills and notes; certificates of deposit within FDIC limits (CD or CDs); US government issued bonds; agency bonds; and money market funds that mature in 1 year or less. These investments are scheduled throughout the year based on the anticipated spending plan established during the Association's annual budget process.
2. In its restricted fund, the Association can invest in treasury bills and notes; CDs within FDIC limits; US government issued bonds; government agency bonds; and Ginnie Mae Investments. (5/09) Agency bonds are limited to 75% of the restricted fund portfolio

at the time of investment. Investments in the restricted fund are scheduled to mature at dates that coincide with the Association's reserve funding needs, which projects funding needs many years into the future. (03/07)

3. The Association has established repurchase agreements with the Pioneer State Bank of Sublette. These agreements provide protection for Association funds held at the Bank that exceed the FDIC insured limit.
4. The Association allows management some discretion in investing additional funds in CDs beyond FDIC limits, where the income received from the CD will be higher than otherwise generally available and management can support that the savings institution is financially secure. This allowance is limited to a total of \$500,000 between operating and restricted fund investments (with a maximum of \$200,000 uninsured at any one savings institution). (03/06)
5. Periodically, if there are fixed income alternatives that management can support, the Association has authorized investments of up to \$200,000 that can be placed at management's discretion, providing they are of the same nature and safety parameters as above. (3/06)
6. Funds in the Association's Woodhaven Lakes Realty, Inc. subsidiary currently exceed FDIC insured limits. To keep these funds FDIC insured, we invest in CDs with local banks other than our main operating bank, The Pioneer State Bank of Sublette. Investing these funds with local banks is done to support communities where we provide residential real estate services.
7. In the event funds from the Association's Woody, Inc. subsidiary exceed FDIC insured limits, a statement will be created and added to this policy.

Management shall be responsible for reviewing these guidelines with the Finance Committee at least annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted to the Finance Committee and approved by the Board of Directors.

05-150-0417 Capitalization of Assets

The Association will manage assets purchased based on the following guidelines:

1. Asset items with an economic useful life of more than 12 months and with a purchase value exceeding \$5,000 will be capitalized and depreciated by the Association.
2. Assets with an economic useful life of more than 12 months and with a purchase value of less than \$5,000 will be expensed in the year they are purchased.
3. This policy will be applied for both book and tax purposes.

SECTION 6 PUBLIC SAFETY

06-100-0996 Guests (01/21)

Definition: A Guest is any non-owner who is on Woodhaven property or on an Owner's campsite by:

1. Using a gate pass with the Owner's permission *, or

2. Having entered as a passenger in a vehicle properly admitted, or
3. Admission on a "Temporary Guest" pass approved by an Owner or the Association.

A person who comes onto an Owner's campsite as a casual, social, or uninvited visitor is not a "Guest" of that Owner for purposes of C&R or R&R enforcement. Such person's conduct is the responsibility of the Owner who provided a pass to the Guest.

* A pass in the possession of someone other than the Owner is assumed to have been loaned unless theft or other unlawful possession is demonstrated. A lost pass must be immediately reported to the Association office so that it may be deactivated.

In situations where a Member/Owner has been found by the Board to have violated Covenant's and Rules restricting an Owner from renting their Campsite, the Member will be held responsible for the actions of any person(s) gaining access under these conditions.

06-110-0514 Law Enforcement Agencies Access to Association and/or Owner Records

Law enforcement agencies requesting Association and or Owner records, including but not limited to Owner contact information, gate access printouts, and/or video recordings, will be required to make the request in writing using the Association's form obtained from the administration office. Requests will be reviewed and may be authorized by executive management.

06-120-0514 Exemption of Qualified Law Enforcement Officers from Restriction of Firearms Concealed Carry

Sworn qualified law enforcement officers who meet the requirement of 18 U.S. Code § 926B are permitted to carry their firearms in a concealed manner.

06-130-1199 Fires

A fire will be considered unattended if there is clearly no responsible person in the visual vicinity, and no response to a knock on the RV door. To be a citable fire, it will have visible flame; or, if smoldering, have combustible material in proximity, which may enable a fire to spread. An unattended fire will be extinguished by the staff present and then reported to Public Safety for warning or citation.

06-140-0203 Access for Trailer & Automobile Repossession

Creditors that are requesting access to Woodhaven for the purpose of repossessing a trailer or automobile will be granted access only if one of the following apply:

1. The Property Owner has submitted written permission to the Association authorizing the creditor or their agent permission to enter the property for the purpose of removing the trailer or automobile.
2. The creditor has obtained a court order granting the authority to remove the trailer or automobile and the creditor has provided the Association with a hold harmless agreement sufficient to cover the liability for the action of the creditor removing the trailer or automobile as well as the liability of any claims arising out of the trailer or automobile removal process.

06-150-0306 Citations Written for Violation of Rules and Regulations

1. A warning citation may be issued at the discretion of the Public Safety Officer with incidents of a relatively minor nature or if no other citations are on record.
2. Each violation may be issued a citation.
3. A first-time violation in each category is issued at the first level in that category regardless of citations issued in other categories.

06-160-0211 Use of Force Standards

1. Designated Public Safety Personnel will be trained and certified in the use of force.
2. A list of trained personnel will be submitted to the Association's Insurance carrier.
3. Approved standards will include defensive tactics, handcuffing and use of Oleoresin Capsicum spray.

06-170-0213 Disciplinary Procedures for Recreational Facilities

If after a verbal warning has been given and the inappropriate behavior continues it becomes an offense and shall result in the individual or group being required to leave the specific recreational area, or to cease recreational activity during a period of time set by the staff, or to return Association property. If repeat offenses and or rule violations occur, a citation may be issued and is subject to Woodhaven's penalties and hearings.

06-180-0909 Registered Sex Offender/Child Pornography

The Director of Public Safety shall maintain a registry of individuals required to register with the Association who have been convicted for sex offenses and/or child pornography under Article 1 Section 21 of the Rules and Regulations. The individuals in the registry shall be identified by name, section and lot number, and the court where the conviction occurred. The Executive Director shall cause the publication of the registry not less frequently than quarterly in the Woodhaven News and shall publish the registry any time a new name is entered.

06-190-0121 Assistance Animals

Representatives of the Association may ask individuals who have disabilities or an underlying health condition that are not readily apparent or known to the Association to submit reliable documentation and the need for an assistance animal.

If the disability or an underlying health condition is readily apparent or known but the disability- related need for the assistance animal is not, the Association's representative may ask the individual to provide documentation of the disability-related need for an assistance animal.

Verification must be submitted to the Association, forms to assist with verification are available at the Administration Department".

Upon receipt of a properly completed Form the Executive Director will determine eligibility for a variance within 15 days of receipt.

SECTION 7 SUBSIDIARIES**07-100-0790 Statements of Purpose***Woody, Inc.*

To provide goods and services for the convenience of the members and owners of campsites at Woodhaven Lakes while also reducing the operating costs for the Association.

Woodhaven Lakes Realty, Inc.

To provide real estate brokerage services to Association members while also promoting the sale of campsites and preserving the Association's source of assessment income by attracting prospective campsite owners to Woodhaven Lakes.

Where applicable, Subsidiaries of the Association will provide goods and services to the general public with the objective of generating revenue, which results in a profit.

07-200-0790 Relationship between Subsidiaries and the Association*Purpose*

The purpose of this policy is to establish the relationship between the Association and its wholly owned subsidiaries: Woody, Inc. and Woodhaven Lakes Realty, Inc.

Definition

A wholly owned subsidiary of the Association is a corporation under the laws of the State of Illinois, the issued capital stock of which is owned in its entirety by the Association.

Shareholder

The Association is the sole shareholder of a subsidiary. The Board of Directors of the Association shall represent and act in behalf of the shareholder and shall exercise all of the rights to which the shareholder is entitled.

Board of Directors

The elected Board of Directors serving the Association shall also serve as the Board of Directors for each subsidiary operation and will conduct business operations consistent with the board powers established in the Association's By-Laws.

Fixed Assets

A subsidiary shall not hold title to or otherwise have a financial interest in any land or improvements thereto, buildings, or improvements thereto, machinery and equipment, vehicles, furniture and fixtures, or to any other fixed assets.

Assessments

A management and service fee shall be assessed annually to a subsidiary for management and maintenance of leasehold and common property of the Association. The Board of Directors of the Association shall, from time to time, determine the amount of such assessment.

Financing

The Association shall provide working capital to finance a subsidiary in the amounts and at the times scheduled in the cash flow projection of the annual business plan authorized by the shareholder at a rate of interest and for a term established by the Board of Directors of the Association.

Business Plan

The business plan shall be reviewed and recommended for approval by the finance committee and shall include:

1. A pro form statement of income and expenses.
2. A cash flow projection that schedules borrowing and repayment of working capital.
3. A schedule of additions to and replacement of lease hold property.
4. A statement setting forth the mission, objectives, and goals of the subsidiary.
5. An analysis of all planned business extensions, additions, acquisitions, and retrenchments.
6. An analysis of all changes planned in usage of leasehold land or buildings.

An annual business plan for a subsidiary shall be contained in the annual budget of the Association recommended to the Board of Directors by the Finance Committee. Adoption of the annual budget of the Association by the Board of Directors shall constitute authorization by the shareholder of the annual business plan for a subsidiary contained therein.

Financial Control

A subsidiary shall provide to the Finance Committee of the Association at its meeting each month financial reports of the subsidiary's operation for the month preceding. Financial reports of the subsidiary shall be of a type and in a form prescribed by the finance committee.

Annual Meeting

A subsidiary shall hold a shareholder meeting jointly with the Association's Annual Meeting, each year in August. Subsidiaries of the Association shall be subject to the By-laws, Article V Meetings of the Members.

08-100-0800 Visitors at Woodhaven ^(01/21)

The Executive Director and/or the General Managers, acting under the Board of Directors, may, from time to time, authorize visitors to be admitted for purposes believed to benefit the interests of the Association and its members. Such authorization shall be granted only upon reasonable assurance that the security of Woodhaven will not be compromised.

Definition

A visitor is any person who is not a member of the Association, a guest of a member or an employee of the Association or its subsidiaries.

The following categories of visitors will be allowed admittance under the following terms and conditions:

Prospective Campsite Buyers

Prospective campsite buyers shall be admitted for a personally conducted tour with a real estate broker or real estate associate.

Business and Professional Persons

Professional persons and representatives of our present and prospective suppliers of goods and services shall be admitted to conduct business with the Association and its subsidiaries and ventures.

Law Enforcement Officials

Officers with the Illinois State Police, Illinois Department of Natural Resources, Lee County Sheriff's Department, and Federal Agencies (e.g. FBI, U.S. Marshall, Homeland Security, etc.) shall be admitted. Illinois State Police, IDNR and/or Lee County Sheriff's Department will be given access when in marked law enforcement vehicles or with proper identification. Federal agencies will be given access upon display of agency identification. Representatives from all other law enforcement agencies will be given access with proper identification and upon notification to Lee County Sheriff's Department.

Government Officials

Officials of local, state, and federal government agencies on official business shall be admitted. An officer of the Association, the Executive Director or the General Managers may admit government officials and other dignitaries for purposes other than official business believed to be beneficial to the interests of the Association.

News Media

The Executive Director, General Managers, or designate, may admit members of the news media.

Persons Having Reciprocal Privileges

The Woodhaven Association may arrange reciprocal privileges for its members with certain recreational organizations. Members of such organizations entitled to reciprocal privileges with the Association shall be admitted according to the regulations governing such reciprocal privileges.

Recognized Youth Organizations

The Association will make available certain common areas for camping and recreational enjoyment over a limited period of time excluding major holiday weekends, to youth groups such as, Boy Scouts, Girl Scouts, YMCA, schools, etc.. Organizations must be sponsored by a Property Owner or authorized by executive management and registered with the Department of Public Safety.

Group Tours

Busloads of visitors for the purpose of touring Woodhaven and who do not intend to use the amenities may be permitted access with authorization from the General Managers or Executive Director.

Community and Professional Service Providers

Agencies providing community or professional services to Owners at their Campsite such as, hospice, visiting nurses or physical therapists, and meals on wheels will be allowed access upon display of agency identification and registration with the Department of Public Safety.

Insurance Investigators

Insurance agents working on behalf of Owners to process claims will be given access upon identification of company credentials and Owners name, section, and lot.

Other Visitors

The Board of Directors may, from time-to-time, authorize visitors to be admitted for purposes believed to benefit the interests of the Association and its members. The Board shall consider granting such authorization only after it has received reasonable assurance the security of Woodhaven Lakes will not be compromised.

The Executive Director and/or General Managers of the Association,

acting under the Board of Directors, is to take appropriate steps to assure that this policy is periodically disseminated throughout the management of the Association and its subsidiaries, and that appropriate steps are taken to avoid or eliminate actual or doubtful cases of noncompliance.

08-120-0303 Commercial Activity on a Campsite (01/21)

No industry, business, trade or occupation or profession is permitted to use a Woodhaven campsite as a base location. Any work or service done for hire or the offering of products for sale other than a permitted yard sale or bulletin board notice constitutes prohibited activity. The campsite may not be used to store trade equipment or supplies in a visible manner. Any advertising or other publicity efforts, either through the Association's paper, and/or social media or other social media sites, may not reference a Woodhaven campsite as a focus of inquiry. The mere mention that a vendor is a Woodhaven Property Owner would not be a violation of the C&R.

08-135-0517 Port-a-Johns

1. A permit may be issued for a limited time to place a Port-a-John on a campsite.
 - a. The permit is valid for a maximum of ten (10) consecutive days.
 - b. Only two (2) permits will be issued per year per Member.
 - c. A second permit may be issued after 21 days from the first permit expiring.
 - d. An application must be completed and turned in at least 48 hours prior to delivery of the Port-a-John.
 - e. Permits are to be displayed on the Port-a-John and be visible from the roadway.
 - f. The Property Owner is responsible for the unit and is to keep it clean and reasonably odor free.

The Association reserves the right to deny a permit upon receipt of complaints or failure of the Member to cooperate with reasonable requests made by the Association's agents.

08-150-0496 Use and Maintenance of Designated Preservation Areas

All properties within the Designated Preservation Areas are to be used and maintained as open space in their natural and wild state. To maintain their natural state, streams, lakes, and ponds will continue to be maintained by dredging or other methods used in removing sediment and controlling erosion. All ditches and drainage tubes located within the Preservation Areas will continue to be periodically cleaned out and/or repaired. Maintenance vehicles, including mowers and snowmobiles, shall be the only motorized vehicles within the Preservation Areas.

No buildings shall be constructed in the Designated Preservation Areas. Trails are permitted.

08-160-0514 Bulletin Boards

Bulletin boards located at the comfort stations are for the use of Property Owners and the Association. Boards will be cleared on or about the 1st of every month. Bulletin boards located within a facility is intended for Association use in promoting activities or announcements.

Contractors, vendors, and realtors are prohibited from posting and/or advertising on any bulletin boards. Postings will be removed if content is deemed to be inappropriate or in violation to this policy.

08-170-0514 Block/Street Parties

Groups of Owners wanting to limit traffic for the purpose of conducting a "street party" will require written authorization from the Department of Public Safety. Permits are to be applied for at the Association Office two weeks in advance. Permits will not be issued on holiday or event weekends, nor will certain roads be restricted at any time. The road will remain passable for those whose Campsites are within the blocked area; additional restrictions may apply at the discretion of Public Safety Personnel.

08-180-0799 Use of Association-Owned Lots for Guests (Effective 4/1/00) (3/19) (01/21)

An Association-owned lot may be permitted for use by the guest of an Owner for a period up to ten (10) days on a space available basis.

1. Reservations for the upcoming year:
 - a. Will begin no earlier than April 15
 - b. Can only be made by an Owner of Record
 - c. Reservations will only be taken if Owners are in good standing with the Association at the time the reservation is booked. An Owner making a reservation must also have assessments paid through the reservation dates.
 - d. Reservations must be paid at the time of booking.
2. The host Owner of Record is responsible for delivery of the passes to their guest prior to the designated dates of use.
3. The host Owner will be charged \$20.00 per night, payable in advance.
4. The guest will use a dates-defined Guest Pass.
5. The host Owner is responsible for any incidents that may occur because of the guest usage.
6. A maximum of two (2) reservations per calendar year per Campsite may be made.
7. Occupancy is limited to one (1) RV and two (2) tents; if no RV, three (3) tents are permitted

08-190-0603 No Outlet Signs

The Association may place at the entrance of cul-de-sacs, roads, trails, and courts "No Outlet" signs where road surface termination, when viewed from a primary or secondary thoroughfare, is not obvious.

08-200-0220 Woodhaven Contractor, Vendor, and Realtor Policy

Registration, Construction Permits, and Conduct of Contractors, Vendors, and Realtors:

Persons or companies providing labor to perform a service or do a job on a Campsite are considered by the Association to be a Contractor and are subject to sections of this policy referencing Contractors. Persons or companies providing delivery or pick-up of materials or items are considered by the Association to be a Vendor and are subject to sections of this policy referencing Vendors. The Association may waive

requirements to individuals or companies providing products and/or services that require specific licensing such as surveyor or who are participating in an Association activity such as open air markets and food vendors.

1. A. All Contractors, Vendors, and Realtors
 - a. Contractors, Vendors, and Realtors and their employees shall possess current property access passes specific to each person, as issued by the Association and input such pass for entry into Woodhaven properties.
 - b. Holders of Property Access Passes shall promptly display said passes to Woodhaven staff members whenever requested.
 - c. Contractors, Vendors, and Realtors or their employees who are delinquent in paying debts to the Association or its subsidiaries will not be issued a property access pass(es).
 - d. Contractors, Vendors, and Realtors shall provide copies of all professionally required certificates and/or licenses.
 - e. Contractors, Vendors, and Realtors shall display company identification on the driver's side of their vehicle(s) in lettering no less than 1", which is visible from the road. Signage may be magnetic, painted directly onto vehicle, or other application approved by the Association.
 - f. Property Access Pass Restriction: Issuance of a Property Access Pass does not entitle the bearer the use of Woodhaven Association property for recreational purposes.
 - g. Jurisdiction: By acceptance of a Property Access Pass, the holder shall accept the obligation for themselves and their employees to conform to those applicable rules and regulations as established for the conduct of themselves and Property Owners by the Association Board of Directors.
 - h. Contractors, Vendors, and Realtors shall be responsible to the Association for both the quality of work and the general conduct of their employees.
 - i. The Association has the right to deny the issuance of a Property Access Pass to any company or individual. Property Owners who are Contractors, Vendors or Realtors and are delinquent with the Association regarding any financial matters will be denied a Property Access Pass for their business.
 - j. Contractors, Vendors, and Realtors not registered with the Association will be treated as a guest of the Member/Owner and will be responsible for their guest's actions. Activity of the contractor, vendor, or realtor is restricted to the Owner's Campsite on which pass they entered the property.
 - k. There is to be no solicitation by Contractors, Vendors or Realtors by placing literature or business information of any kind on a Property Owner's Lot, comfort station or Association bulletin boards or any other area on Woodhaven property. Contractors/Vendors/Realtors may advertise for a fee in the Woodhaven Newspaper. Contractors/Vendors are automatically placed on a handout for Property Owners, and on Woodhaven's official website. Violations of this policy can result in fines and possible suspension of Contractor/Vendor/Realtor privileges.
 - l. Contractors, Vendors, Realtors or their employees listed on any sex offender list or having been convicted of child pornography are prohibited from entering the Associations'

- property.
- m. Contractors/Vendors/Realtors are prohibited from accessing neighboring lots or Woodhaven's common areas without prior authorization, unless work involves accessing common pedestal or utilities located in easement. The contractor is responsible for obtaining permission to access neighboring property or common areas. The Contractor is responsible for restoring disturbed neighboring properties and/or easement to as was condition.
 - n. Penalties, Hearings and Appeal

Violations of Policy 08-200-0220 by contractor, vendor, or realtor may result in a citation and monetary fines, refer to Article VI of the Association's Rules and Regulations Section B, 1 - 3, C and Section 5, pertaining to applicable fines and penalties; in addition to suspension of work privileges and/or revocation of Registration with the Association.

2. Contractor Requirements

- a. Registration to do business is granted to contractors of various professions on payment of a \$100.00 annual fee which includes: property access pass(es) for each owner, with a maximum of four passes per business; and a \$10.00 fee for each additional pass required for employees of said business. Copies of a State issued identification card is required prior to issuance of employee passes. All passes are renewed on a yearly basis with the fiscal year being April 1 to March 31.
- b. Prior to beginning any work Contractor must provide to the Association Certificates of Insurance showing that Contractor has coverage for itself and its employees, agents and subcontractors. Contractors insurance must provide adequate coverage for any workers compensation obligations (if applicable), equipment and automobile liability. In addition, Contractor must provide the Association proof of insurance with the Association listed as a Certificate Holder. Contractor is responsible for maintaining this insurance policy.
 1. Contractor must secure a general commercial liability insurance policy to cover the damages that become due in case of bodily injury, property damage and personal injury. A certificate of liability insurance must include scope of services under Description of Operations. The coverage available in types of insurance policies mentioned above must be at least:
 - \$500,000 for each occurrence
 - \$1,000,000 for personal and advertising injury
 - \$1,000,000 for general aggregate
 2. Contractors utilizing employees other than themselves must secure a workers' compensation insurance policy. The workers' compensation policy must cover all of Contractor's work and performance and provide coverage for all individuals providing services as employees, no matter the form of organization (i.e. LLC, partnership, corporation), in the amounts required by all applicable laws. When using subcontractors, it is the Contractor's responsibility to assure the subcontractors

- have workers' compensation coverage for their employees.
3. Contractor must secure an automobile liability insurance policy to cover the damages that become due in case of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of any motor vehicle or trailer owned, hired, leased, used on behalf of or borrowed by Contractor.
 4. Each certificate of insurance must provide that the insurer give the Association written notice of cancellation and termination of Contractor's coverage at least 30 days prior.
- c. Contractors who own property at Woodhaven must scan in with their Contractor Property Access Pass when providing a service to another Property Owner at Woodhaven. If currently on property as a Property Owner; the contractor needs to scan in with their Access Pass at the gate. When work is complete, the contractor needs to scan out on their Access Pass. Misuse of the Access Pass can result in citations and fines.
 - d. Contractors are prohibited from using Woodhaven dumpsters for disposal of construction debris or packaging.
 - e. Any person who makes themselves available to do work for hire shall be considered a contractor and is required to and register with the Association shall comply with all provisions of this Policy.
 - f. The Association has the right to deny registration and/or issuance of a Construction Permit to any company or individual.
 - g. Property Owners who are Contractors and are delinquent with the Association regarding any financial matters will be denied a Property Access Pass for their business.
3. Usage and Limitations of Contractors Registration (Vendor/ Realtor when applicable)
 - a. Construction Permits: All contractors performing work at Woodhaven will be responsible for obtaining proper construction permits prior to commencement of construction.
 - b. Tree Removal Permit: contractor shall verify that a permit for tree removal has been obtained and is properly posted prior to removing any trees.
 - c. Covenants and Restrictions Conformance: Contractors shall comply strictly with all requirements set forth in the C&R including regulating construction and setback requirements, and promptly calling attention to any provisions in bids, specifications, etc. in conflict with the Declaration of Covenants.
 - d. Work Standards: All work performed by vendors and contractors shall be done in a workmanship like manner and within professional standards. The Association recommends the Property Owner and/or contractor refers to current International Code Council (ICC) standards and practices. The Association has the right to consult with a third-party professional to confirm industry standards.
 - e. Stored Equipment: All Contractors' equipment shall be removed at the end of a working day unless it is being used on a lot permitted for the work. There will be no storage

- of contractors' equipment within Woodhaven, excluding Woody's storage.
- f. Work Hours
 1. Hours are 7:00 a.m. to dusk plus 30 minutes for cleanup.
 2. Planning activities such as contractor/owner conferences, estimating and appraisals are not considered work under this regulation and may be done after hours until 10:30 p.m.
 3. Emergency repair work will be permitted after hours only upon authorization of the Property Owner and/or responsible Woodhaven authority.
 4. Contractors entering Woodhaven for planning activities or emergency work after hours are required to submit to Public Safety the locations they are visiting.
 5. Contractors shall be restricted to the above listed locations during the afterhours visit.
 - g. Curfew: Contractor and Vendor employees' passes shall be invalid at the termination of daily work hours; the holders of said passes are subject to sanctions of trespass except for Section C. 6. above.
 - h. All dragging, sliding or any other related activity of sheds, rooms, trailers, or construction material without tires, will not be allowed on the Association's roads.
 - i. The Board of Directors reserves the right to revoke contractors' privileges upon written notice, when there are 3 complaints within a 12-month period or actions by the contractor violate Woodhaven Rules, State or Federal laws.
4. Vendor and Realtor Pass Requirements
 - a. A Vendor or Realtor Property Access Pass is granted to Vendors of various professions and Realtors on payment of a \$10.00 annual fee which includes: A single pass for the Vendor or Realtor; and a \$10.00 fee for each additional pass required. All passes are renewed on a yearly basis with the calendar year being April 1 to March 31.

08-210-0315 Variance Appeals (01/21)

1. Variance Types

The ESAC Department may recommend to the Environmental Committee that reasonable and consistent variances from code for improvements (First Class only) be approved for:

- a. Improvements placed or constructed in violation of the Covenants and Rules, or when the literal application of the code presents an undue and demonstrable hardship to Property Owners and such variance will not merely serve as a convenience to the Property Owner but will serve to alleviate such hardship.
 1. No additional First-Class improvements that will impede future compliance with the Code may be made to a lot on which a variance is recorded.
- b. Improvements Placed or Constructed on Double Lots Owned by Same Person.
 1. This type of variance is granted for an improvement constructed or placed on two adjacent lots owned by the same Property Owner (double lot owner) with improvements encroaching on or crossing the common boundary lines between the lots.

2. Express conditions of such a double lot variance (5/18):
 - a. The double lots can only be conveyed to the same new owner. If, for any reason, they are sold to separate individuals, the double lot variance is nullified and both lots must be brought into full compliance as two individual lots.
 - b. Improvement restrictions for the two lots together may not exceed a total of 1,712 sq. ft., broken down as follows: 720 sq. ft. RV, with no one unit being more than 400 sq. ft.: 400 sq. ft. room enclosure, 400 sq. ft. covered deck, and storage buildings not to exceed 192 sq. ft. with a maximum single size of 96 sq. ft.
 - c. A 2nd mobile RV may be parked on the double lot within the Class I setback lines provided that a minimum 5' space exists between the RV and any other Class I improvement.
2. Variance Application and Procedure
 - a. The following must be provided in the variance application:
 1. A plat of survey by a licensed Illinois surveyor, showing lot and improvement locations. In the case of a proposed double lot improvement, an accurate drawing showing location of the improvements in relation to the common boundary line.
 2. A letter containing a description of the non-conformance and the justification for the variance. The reason for the variance must be complete and include all relevant facts supporting the request and accurate sketches or drawings.
 3. Documentation to show when the non-conforming improvement was constructed or placed on the lot.
 4. All applicable fees must be paid in advance when applying for a variance.
 5. Variance agreement signed and notarized.
 - b. Environmental Standards and Control Department provides:
 1. A file review, lot inspection and summary of approved permits.
 2. Documentation showing that all adjacent Property Owners have been notified by certified mail and given an opportunity to respond.
 3. All approved variances must be recorded in Lee County and a copy of the recorded variance filed with ESAC.
 - c. Environmental Committee will provide:
 1. Review of all variance request information and render a decision and provide reasons for either approval or disapproval.
 2. All decisions may be appealed to the Board within thirty (30) days of notification.
 - d. The Board of Directors
 1. The Board may waive any of the variance policy requirements when extenuating circumstances require, by a ¾ vote of the Board.
 2. Variances shall go with the land and shall be an encumbrance of property and deed for which it was granted.

08-211-0121 Corner Lot Setback Designation

In the case of a corner lot, the long side bordering a road will be designated as side lot line, and the side setbacks and easement will apply. The short side on the intersecting road will be designated the front of the lot and the front setbacks and easement will apply. Any more restrictive platted utility easements would supersede.

08-212-0121 Obtaining Permits

Applications for both Woodhaven and Lee County building permits, and mowing, tree removal, and demolition permits may be obtained at the ESAC office. Permits for 2 RVs or additional tents can be obtained at the Front Gate.

08-220-0315 Utility Trailers

When determining the length and width of a utility trailer with a tapered front, as it relates to Article VII Section 12 A of the Rules and Regulations, the Association will go by the dimensions as they are stated on the title; if not identified on the title, staff will exclude from their measurements, the area which makes up the "V" or "U" front of the trailer.

SECTION 9 ENVIRONMENTAL

09-100-0790 Shoreline Standards (03/06) (5/17)

The setback requirements (as outlined in the Covenants and Restrictions) should be strictly enforced. Appeals may be made before the Environmental Committee.

Property Owners wishing to utilize applicable lakeshore building setback of 24' from one foot above normal lake elevation will first need a Water Boundary Survey showing 24' setback. For the purpose of locating one foot above normal lake elevation, the rim of the spillway for each lake shall be used as the point of reference.

The easement from the property pin to the lakeshore may not be developed for usage, i.e. fire pits, patios, or structures of any kind. Temporary camping items, such as chairs, or portable firepits may be used, provided they are relocated within the property setbacks when the Owner is not on property. (5/17)

The Association will attempt to remove beaver, muskrat, and other wildlife when their uncontrolled number may be destructive to private property and/or to the lake shoreline.

09-140-0306 Citations Written for Violation of Lot Improvement Codes (01/21)

1. Multiple code violations found in the same inspection will result in one citation, unless specified otherwise.
2. The fine for multiple violations will be applied based on the Penalty Schedule.
3. Failure to comply within the time frame given by ESAC, Public Safety, and/or Resource personnel, will call for continued citations at the most egregious offense remaining, unless specified otherwise.
4. Violation of sanitary waste dumping may result in repetitive citation and/or suspension of privileges if Owner continues with the violation after notice is given.

09-150-0514 Property Markers (pins)

1. Bent boundary marker and First Class Permits

Property Owner is notified by letter of the compromised boundary marker on the property and provided the following options (5/18):

- a. Property Owner obtains either a boundary survey or pin verification from an Illinois Registered Land Surveyor to establish definite placement of the bent Boundary Marker.
 - b. Where a single bent boundary marker is on the same side as the improvement to be placed on the property; an increased setback of nine (9) feet on the affected side either right or left and back; and seventeen (17) feet from the front. A Hold Harmless must be signed by the Property Owner acknowledging they understand and accept the potential risk and/or liability which may occur due to a First-Class improvement being placed from the compromised boundary marker. Permission to build will be given upon receipt of the Hold Harmless or;
 - c. Where a single bent boundary marker is on the opposite side as the improvement to be placed on the property; the setback remains seven (7) feet from the side(s) and back, and fifteen (15) feet from the front. In addition, a Hold harmless must be signed by the Property Owner acknowledging they understand and accept the potential risk and/or liability which may occur due to a first class improvement being placed on their property where a compromised boundary marker exists. Permission to build will be given upon receipt of the Hold Harmless.
2. If it is noted Property Owner "A" has an Illinois Registered Land Survey and Property Owner "B" also has an Illinois Registered Land Survey on file which conflict the following will be done:
- a. The Illinois Registered Land Survey of Property Owner "A" will be honored by the ESAC Department, and items placed on the property based on their survey will be considered to be in compliance; until such time as the survey discrepancy would be resolved between the two Illinois Registered Land Surveyors which conclusively reflects them to be in noncompliance. Should Property Owner "B" wish to apply for a First-Class Permit, their Survey will be honored and placement based on said Survey.
 - b. The ESAC Department would not require another Survey to be completed on the property unless a boundary marker is damaged or missing. As noted, the Illinois Registered Land Surveyors are responsible for correct placement of a boundary marker.

09-160-0116 Beach Swimming Area Closures (5/17) (01/21)

In an effort to minimize potential health risk related to hazardous algae blooms (HABs) present in the lake water at Woodhaven Lake Beach, the following guidelines will be used by the Lake Manager or Recreation Director to determine if the Beach swimming area, or portions of, will be closed.

- Algae blooms will be regularly tested for levels of the toxin: Microcystin Advisory Posting: >10 ppb
Closing: >20ppb
- E Coli concentrations will be tested for every two weeks.
Closing: >100 ppm

Woodhaven Lake Beach will close immediately upon notice from the State of Illinois Department of Public Health for any reasons they deem necessary.

09-170-0121 Terrain Modifications

Where authorized modifications made to a Lot's terrain either from excavation, fill material, or terracing impacts Oak trees, making them susceptible to Oak Wilt, the Owner must sign a Hold Harmless with the Association releasing the Association from any future financial obligation for removal of compromised trees.

SECTION 10 MEMBER SERVICES**10-100-0790 Governing Documents**

The following documents are known as the official documents and govern the conduct of the Association, the Board of Directors, committees, and Association members.

Articles of Incorporation

These are the original articles filed with the Secretary of State upon the initial act of incorporating the Association.

Declaration of Covenants

This document stands as the underlying authority for the Association Bylaws, the Rules and Regulations, and the Policy Manual of the Association.

By-Laws

This document describes the way the board conducts its business, the organization of the board and officers, the powers and duties of its officers, and the relationship between the Association, its board and Association members. This document can be changed by a majority vote of the board of directors except for specific portions that require more than a majority vote. Those portions of the bylaws requiring more than a majority vote of the board can only be amended by an affirmative 3/4 vote of the board of directors.

Rules and Regulations

This document describes how members may conduct their activities at Woodhaven. This document can be changed by a majority vote of the board of directors.

Policy Manual

This document is comprised of directions of the board of directors to staff and includes procedures for the conduct of board business. This document can be changed by a majority vote of the board unless specific portions specify otherwise.

10-110-0699 Membership Passes (3/19)

Each Campsite is assigned four (4) passes that must be replaced by Member/Owner at his/her cost if lost, stolen, outworn, or damaged. Activation of passes otherwise continues if Member/Owner is in good standing with the Association. Passes may be deactivated by the Board

of Directors for balance owing and/or violation of the Association's Covenants and/or Rules, or if a pass is lost, stolen, outworn, or damaged.

10-111-0212 Pass Replacement (3/19)

Cost to Member/Owner to replace a lost, stolen, outworn, or damaged pass is as follows:

1. If the pass to be replaced is surrendered: \$10.00.
2. If the pass to be replaced is not surrendered, and payment is made, and the replacement pass is to be mailed to the Property Owner: \$10.00.
3. If an attempt is made to access property using an outworn or damaged pass, the pass will be confiscated by the Main Gate immediately. An alternate pass will be issued with a 15-day expiration date. The Member/Owner will be responsible for the request and payment of a replacement pass.
4. If the pass to be replaced is not surrendered and the replacement pass is required at the time of request: \$50.00.

10-112-0514 Temporary/Guest Passes (3/19)

Owners may purchase temporary passes for themselves or guests:

1. Passes are valid for four (4) days and three (3) nights.
2. Passes will only be sold to the Owner or to a guest with the Owner's authorization. Authorization required: picture identification or the Owner's social security identification code on file.
3. The cost of a Temporary/Guest Pass is \$40.
4. Guest Passes will be limited to two (2) on summer holiday and Main Event weekends.
5. Once turned in to gate personnel, will not be reissued to another party.
6. Once pass is used to access gate, cost of pass is non-refundable.

10-120-0699 Editorial Policy

The following guidelines have been established as appropriate for the Association's publications:

1. That all publications convey a positive spirit. That articles contributing to divisiveness, personal debate or other negative causes be omitted.
2. That nothing be printed which could cause legal action against the Association.
3. That articles be newsworthy, sources substantiated, and errors of fact corrected before publishing, or that a retraction be published in the following issue.
4. All articles and columns must be by-lined.
5. That ads be subject to the same guidelines as editorial content.
6. That the number of issues, pages and layout be dependent on budget constraints.
7. That deadlines for editorial and ad content be published in each

issue for future editions.

8. That all members of the Association be encouraged to submit articles for publication according to these guidelines.

The responsibility for monitoring adherence to these guidelines' rests with the Communications Committee.

10-130-0799 Woodhaven News Statement of Purpose

1. To provide information needed by Property Owners. Information to include, but not limited to, actions and communications from the board of directors, committees, staff, and Association members.
2. To promote Woodhaven Lakes property.
3. To generate revenue through advertising sales.

10-140-0799 Leisure Times Statement of Purpose

To provide Woodhaven Property Owners and guests with information needed to enjoy Woodhaven while they are at Woodhaven. Information to include, but not limited to: activities scheduled, items of a health or safety concern, and meeting notices.

10-150-0699 Guidelines for Letters to the Editor

1. All letters must be signed and include return address. Names will be withheld upon request.
2. No obscene or derogatory remarks will be published.
3. Constructive criticism will be accepted but must include positive solutions to concerns.
4. Issues must be of interest to a large portion of Woodhaven (at least 1 Section) and will not express personal grievances or conflicts.
5. Woodhaven Association reserves the right to refuse publication of letters or to edit letters in the interest of space or objectionable content.
6. Editor's comments will be limited to a clarification, update or concluding report on the issue. No point of view will be expressed.
7. Limit letters to 200 words.
8. Limit total space to one-half page (26 column inches).
9. All letters will be acknowledged.

10-160-0699 Publication Dates and Deadlines (01/21)

Woodhaven News will be published monthly eleven times a year with no issue in February. Deadline for ads and editorial content is the first day of the month prior to the month of publication. Issues will be mailed as close to the 15th of each month as possible.

Leisure Times will be published weekly Memorial Day through Labor Day. An additional issue will be published for the weekend following Labor Day and the weekend of Fall Festival for a total of 17 issues.

10-170-0121 Social Media

In addition to Woodhaven's website, www.woodhavenassociation.com, the Association and Subsidiaries participate in social media platforms such as Facebook, Instagram, and Twitter. With the exception of a Members Only portal through the Association's website, our social media accounts are available to the public. In all cases the purpose of these accounts includes the following:

- Promote Woodhaven, its events, activities, and amenities.
- Provide accurate information concerning the Association and subsidiaries.
- Provide progress reports on projects or other events impacting our membership.
- Communicate changes in events, meetings, and activities.
- Notify the membership of emergency actions such as road closings, flooding, fire bans, etc...

1. Administration of the Association's social media sites is a responsibility of the Marketing and Communications Department. Responsibilities include but are not limited to:
 - a. Monitoring social media sites, both internal and external for accurate information concerning the business of the Association and Subsidiaries.
 - b. Approve/denying posts
 - c. Managing comments
 - d. Responding to messages and inquiries
 - e. Removing prohibited content
2. Prohibited Content
Comments containing any of the following inappropriate content, or other content deemed to be detrimental to the Association will not be permitted and are subject to removal and/or restriction:
 - a. Profane, obscene, violent, sexual, or pornographic content and/or language.
 - b. Content that promotes discrimination based on race, color, age, religion, gender, etc.
 - c. Content that violates a legal ownership interest, such as a copyright or trademark.
 - d. Threats to any person or organization.
 - e. Conduct in violation of any federal, state, or local law or the encouragement of illegal activity.
 - f. Information that may tend to compromise the safety or security of the public or public systems.
 - g. Statements accusing, defaming, or derogatory in nature.
 - h. Opinions or discussion on subject matters that do not pertain directly to Woodhaven or its Subsidiaries.
 - i. Spam or links to other sites.
3. Participation by Outside Businesses
Links posted by outside businesses will be limited to once per week
4. Disclaimers:
 - a. the views and opinions expressed on these outside sites and by outside persons are not necessarily the views and positions of the Woodhaven Association."
 - b. Photos and video footage are periodically taken of people participating in a Woodhaven activity or event or using an

Association amenity. By participating in an activity, attending an event, or visiting Woodhaven common areas, you authorize the agency to use these photos and video footage in agency publications, advertising, marketing materials, brochures, event flyers, social media (including Facebook, Instagram, Twitter, and other social media sites operated by the Association), and the Association's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the Woodhaven Association.

Missing your favorite Woodhaven goodies from the General Store? You can now find them online!



It's all Good in the Woods

The General Store has partnered with Faithfully Engraved to bring your favorite Woodhaven Gear to you all year long!

Click the "Shop" link at the top of Woodhaven's website to shop the custom engraved Woodhaven goodies!

Hats, Tumblers, Ornaments, and more!



Proposed Changes to By-Laws

In conjunction with changes being proposed to the Association's Rules, similar scrutiny will be made of the By-Laws.

The By-Laws have been reformatted, the current layout is included and shown with a ~~strikeout~~, followed by the new format. Language being eliminated, again, will appear with a ~~strikeout~~, while new language will be shown in red and underlined.

Please keep in mind; this is a draft document subject to further changes right up to the time of adoption.

Property Owners wishing to comment on the proposed changes may do so in writing, either in a Speak Up Sheet or simply sending an email through www.woodhavenassociation.com; or mail it to: Woodhaven's Governing Documents, P.O. Box 110, Sublette, IL 61367. As a Property Owner you may comment directly to the Board of Directors under Member Business from the Floor during a Board Meeting (or a Speak Up Sheet for virtual meetings).

WOODHAVEN ASSOCIATION By-Laws

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WOODHAVEN ASSOCIATION By-Laws

PREAMBLE

WHEREAS, The Woodhaven Association is an Illinois not-for-profit corporation whose membership is comprised of owners of campsites at Woodhaven Lakes; and

WHEREAS, Woodhaven Lakes is a private leisure-time community for enjoyment by its Property Owners, their families and guests and is managed by an elected Board of Directors; and

WHEREAS, the By-Laws of The Woodhaven Association sets forth certain rights and obligations of the membership and the Board of Directors has adopted the following purposes and objectives:

- Conducting its affairs in keeping with the highest ethical, moral and legal standards.
- Enforcing the Covenants and Restrictions equitably and uniformly.
- Adopting Rules and Regulations for the general welfare of Woodhaven Lakes.
- Providing for the security of Woodhaven Lakes.
- Protecting and preserving the lakes, trees and other natural resources of Woodhaven Lakes.
- Maintaining the common properties, buildings, roads and other improvements within Woodhaven Lakes.
- Providing supervised recreational activities and educational

programs for the benefit of the Property Owners.

- Communicating with the Property Owners concerning decisions made in their behalf and the reasons why those decisions are made.
- Acquiring, owning, operating and maintaining water supply and distribution facilities and systems, including wells, storage tanks and reservoirs, pumps and pumping equipment, land, buildings, treatment equipment, distribution mains and appurtenances, service connections, valves, hydrants and meters, for the supply and distribution of water, and to provide water services, to Owners of the Association on a not for profit mutual or cooperative basis for general domestic, process, fire protection and other use; and
- Acquiring, owning, operating and maintaining wastewater collection and treatment facilities and systems, including mains and appurtenances, lift stations, treatment facilities and equipment, manholes, buildings, land, service connections and valves, for the collection and treatment of wastewater, and to provide wastewater service, to Owners of the Association on a not for profit mutual or cooperative basis, for general domestic, process and other use.
- Providing effective water and sewer utility services to the Property Owners and to those outlying customers connected to these utility systems.

NOW THEREFORE, the Board of Directors, based upon the foregoing Preamble adopts the following as By-Laws of The Woodhaven Association.

Article I

NAME AND LOCATION

Section 1. Name and Location. The name of the corporation is THE WOODHAVEN ASSOCIATION, an Illinois not-for-profit corporation, hereinafter referred to as the "Association". The principal office of the corporation shall be located at Woodhaven Lakes located in the County of Lee, State of Illinois, but meetings of Members and Directors may be held at such places within the State of Illinois as may be designated by the Board of Directors.

Article II

REGISTERED AGENT AND REGISTERED OFFICE

Section 1. The Registered Agent of The Woodhaven Association shall be Jeffrey S. Hickey, ~~General Manager~~ Executive Director.

Section 2. The Registered Office shall be 509 LaMoille Road, P.O. Box 110, Sublette, Illinois 61367.

Article III

DEFINITIONS

"The Act" shall mean the Common Interest Community Association Act
"Association" shall mean The Woodhaven Association, an Illinois not-for-profit corporation.

"Board" shall mean the Board of Directors of the Association.

"By-Laws" shall mean the By-Laws of the Association.

"Campsite" or "Lot" shall mean any lot in Woodhaven Lakes included from time to time within the definition of Campsite set forth in the

Declaration of Covenants.

“Capital Addition” as contained within Article VIII, Sections 1 and 5 shall mean an asset which is not a pre-existing asset. A duplication of an existing asset is a capital addition.

“Charges” shall include, without limitation, amounts of fines and costs imposed arising out of citations issued for violations of the Association’s Covenants, By-Laws, and Rules and Regulations, bad check charges, interest, late fees, court costs, attorney fees and fees for water/sewer repairs.

“Common Properties” shall mean all property included from time to time within the definition of Common Properties set forth in the Declaration of Covenants.

“Declaration of Covenants” shall mean the Declaration of Covenants for Woodhaven Lakes dated the ~~24th day of October 1995~~ 26th day of January 2015, and any supplemental Declarations, as amended from time to time.

“Emergency Circumstances” shall exist where reasonable concern exists that conditions are endangering the structural integrity of the common areas or to the life, health, safety, of property of Owners, their guests, employees, contractors, or visitors to Woodhaven.

“Executive Committee” of the Woodhaven Association shall consist of elected Board of Directors holding office, specifically: The President, the Vice President, the Secretary, and the Treasurer.

“Governing Documents” shall mean all documents and authorized amendments of the Association including, but not limited to, the Declaration of Covenants, By-Laws, Rules and Regulations and Policies.

“Member” means the person or entity designated as an owner and entitled to one vote. The Member will be determined by the first name listed on the Membership Papers unless otherwise designated by written submission of all Owners of record for a designated Campsite.

“Owner in Good Standing” shall mean an Owner current in the payment of assessments and charges, and not in violation of any provision of the Declaration of Covenants, By-Laws, or Rules and Regulations of the Association; or of resolutions as adopted by the Board of Directors.

“Membership” means the collective group of Members and Owners.

“Membership Papers” shall mean and refer to official Association documents used to register all Property Owners and Members of the Association.

“Owner, Property Owner, or Campsite Owner” shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Campsite which is a part of Woodhaven, including contract purchasers, but excluding those having such interest merely as security for the performance of an obligation.

“Pre-existing Asset” shall mean an asset currently in place and used for a specific purpose, including but not limited to the following.

1. A direct replacement, including reasonable expansion to meet current or projected requirements, of such asset or combination of such assets on the same site or different site.

2. An expansion of an existing asset to meet current or projected requirements and done as part of renovation
3. A replacement on another site, though resulting in a vacated asset.

“Prescribed delivery method” means mailing, or posting in a Woodhaven publication that is routinely mailed or e-mailed to all Members.

“Rules and Regulations” shall mean and refer to the Rules and Regulations of the Association as approved and adopted from time to time by the Board of Directors.

“Special Assessment” as contained within Article VIII., Section 5. (b) shall mean an amount for one or more “capital additions” which has not been included in the financial plan of the Association for at least two consecutive years.

“Woodhaven Lakes” shall mean and refer to that certain real property described in the Declaration of Covenants.

Article IV

MEMBERSHIP POWERS, DUTIES, AND OBLIGATIONS

Section 1. Membership. There shall be Members and Owners.

Section 2. Member. Each Member shall be entitled to one vote.

Section 3. Owner. The record owner, whether one or more persons or entities, of the fee simple title to any Campsite which is a part of Woodhaven, including contract purchasers, but excluding those having such interest merely as security for the performance of an obligation.

Section 4. Membership Rights. The membership rights of Members and Owners are subject to the payment of assessments and collection charges levied by the Association and any other fines, fees and costs owed to the Association or any of its subsidiaries.

~~**Section 13. 5.**~~ Removal of Board Member. Two-thirds of the Members may remove a Board Member as a Director at a duly called special meeting.

~~**Section 5. 6.**~~ Duties of Owners. Changes to Campsite ownership records through warranty or quit claim deeds or contract sales, must be recorded in Lee County within 60 days of execution. Each Owner of a Campsite shall register with the Association within thirty (30) days of becoming an Owner and will immediately notify the Association of any change in contact information thereafter.

~~**Section 6. 7.**~~ Privileges of membership. Members and Owners shall have use of the Common Properties subject to the provisions of the Declaration and such other Rules and Regulations as may from time to time be established by the Board.

~~**Section 7. 8.**~~ Payment of Assessments. All assessments and related charges levied by the Association shall be paid to the Association on or before the time fixed by the resolution of the Board. Written notice of the charge and the date of payment shall be sent to the Member at his or her last known address given to the Association. Failure to make payment on or before the scheduled due day will result in a late fee, the amount of which shall be determined by the Board of Directors. Charges incurred as a result of fines, fees, penalties, repairs or other

charges from the Association or its subsidiaries shall be payable within 60 days of the billing statement. All payments on an Owner’s account shall be applied in chronological order beginning with the oldest unpaid invoice or amount due. Unpaid charges shall further become a part of the assessment.

~~**Section 8. 9.**~~ Collections.

- a. Collection and Lien. If assessments levied by the Association and other charges are not paid by the due date, the amount of such assessment and/or charges, plus any charges thereon including interest at the maximum limit provided under the law from date of delinquency and costs of collection, including reasonable attorneys’ fees, shall constitute a lien upon the Campsite. The Board may cause a lien to be filed in the office of the Lee County Recorder of Deeds, which notice shall state the amount of the assessment and other such charges and a description of the Campsite of the Property Owner which have been assessed or charged. The Board may seek to recover said sums by any available judicial procedure and shall be entitled to its costs, attorneys’ fees and costs of suit in said collection. If the Association does claim a lien on the Campsite, upon payment of said assessment and charges and other satisfaction thereof, the Board shall within a reasonable time, cause to be recorded a release of said lien.
- b. Charges. The charges as used in the By-Laws shall include, without limitation, amounts of fines and costs imposed arising out of citations issued for violations of the Association’s Covenants, By-laws, and Rules and Regulations, bad check charges, interest, late fees, court costs and attorney fees and any and all costs and expenses incurred by the Association in the exercise of its authority in these By-Laws.
- c. Procedures. In addition to any remedies or liens provided by law or by these By-Laws, if an Owner is in default in the payments of the aforesaid charges or assessments or any installment thereof for 30 days, the Association may bring suit to enforce collection thereof or to foreclose the lien therefore as provided herein or by law; and there shall be added to the amount due the costs of the suit, together with interest and reasonable attorneys’ fees to be fixed by the court. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Properties or abandonment of his or her Campsite.

~~**Section 9. 10.**~~ Priority of Lien. Conveyance of any Campsite shall not affect any lien for assessments or other charges provided for herein. Such lien shall be prior to all other liens recorded subsequent to after the filing of said lien.

~~**Section 10. 11.**~~ Enforcement. The lien provided for herein may be foreclosed by suit by the Association in like manner as a mortgage and, in such event; the Association may be a bidder at the foreclosure sale. The Association may also pursue any other remedy against any Owner owing money to it which are available to it by law or equity for the collection of a debt.

~~**Section 11. 12.**~~ Proof of Payment. Upon request, the Association shall furnish a statement certifying that all assessments then due have been paid or indicating the amount then due.

~~**Section 12. 13.**~~ Suspension. The Association shall not be required to transfer membership on its books or to allow the exercise of any rights or privileges of membership on account thereof to any Member, Owner, or to any person claiming under them unless or until all assessments and charges to which they are subject have been paid.

~~**Section 13.**~~ Removal of Board Member. Two-thirds of the Members may remove a Board Member as a Director at a duly called special meeting.

Article V

MEETINGS OF THE MEMBERS

Section 1. Annual Meeting. An annual meeting of the membership shall be held on such day in the months of August or September as the Board may designate.

Section 2. Special meetings. Special meetings of the membership may be called by the President or Board. A special meeting may be called upon the written petition of twenty percent (20%) of the Members. The purpose of such special meeting shall be set forth in said petition. No business shall be conducted at a special meeting not stated in the notice of said meeting.

Section 3. Place of Meeting. The Board may designate any place within the State of Illinois as the place of meeting for any annual or for any special meeting. If no designation is made, the place of meeting shall be Woodhaven Lakes. As permitted by State law, meetings may be conducted via acceptable technological means.

Section 4. Notice of Meeting. Notice of any membership meeting shall be given detailing the time, place, and purpose of such meeting no less than 10 and no more than 30 days prior to the meeting through a prescribed delivery method. If mailed, the notice of the meeting shall be deemed delivered when deposited in the United States mail addressed to the Member at his or her address as it appears on the records of the Association, with postage prepaid.

Section 5. Quorum. The presence of 1% of the Members at a meeting of the membership shall constitute a quorum for any action as provided in these By-Laws.

Section 6. Proxies. Except in connection with the election of the Board of Directors by a ~~secret~~ an Association issued ballot process, every Member entitled to vote or execute consents shall have the right to do so either in person or a written proxy executed by such Member and filed with Secretary of the Association provided that no such proxy shall be valid after the expiration of eleven (11) months from the date of its execution.

Article VI

ELECTION OF DIRECTORS BY THE MEMBERS

Amended June 2020

Section 1. Directors will be elected by the Members every 24 months (even-numbered years) for a four (4) year term. Either three (3) or four (4) Directors will be elected every 24 months.

Section 2. A special election by the Members will be held in the event an elected candidate resigns or is found to be ineligible as a Board member within 90 days of having been elected. The special election will be held no later than the last Saturday in May of the following

year. The Board of Directors may suspend part, or all the Election Counting Procedures found in Policy 02-130-0512 by adopting a resolution outlining a valid procedure, which protects the interest of the Membership at large.

Section 3. In situations where the remaining two years of a four year term is to be filled in an election by the Members, the Candidate with the next highest votes after those who fill expired 4 year terms will be elected to fill the two year term (ref to BL Art VII Section 7).

Section 4. In the election of Directors, each Member shall be entitled to as many votes as shall equal the number of votes which he/she is entitled to cast on any matter, multiplied by the number of Directors to be elected, but no more than one (1) vote for any one candidate.

Section 5. The Election Committee will be chaired by the Board Secretary. If he/she is a Candidate, then the President will serve as chair; or, if both officers are Candidates, another Board Member is selected by the Board of Directors. A Co-Chair will be elected from the Election Committee to share in the responsibilities of the election process.

In addition to the Board Secretary, President, and Candidates, a representative from each of the Standing Committees, who is not a current candidate, will be appointed to the Election Committee. The Standing Committee Chair, if not a Candidate, is not eligible for the Election Committee but they are responsible for appointing a member of their Committee to serve. A majority vote of the Board may overrule any policy decision made by the Election Committee.

Section 6. In accordance with the approved election schedule, any Owner who meets the criteria stated in Article VII Section 4 of these By-Laws may file with the Secretary of the Association a statement of his or her candidacy for election as a Director of the Association for the term beginning immediately following the termination of the terms of the Directors terminating subsequent to the filing of such statement. The Secretary or Election Chair of the Association shall give notice of such candidates and a biographical statement and position statement of each candidate that is to be included with the mailing of the ballot.

Section 7. All elections to the Board shall be conducted using a mailed ballot distributed by the Association which shall:

- a. Describe the vacancy to be filled, and
- b. Set forth the names of those persons who have become candidates for the office of Director in the order determined by a lottery at a meeting of the Election Committee, and
- c. Where there is more than one Owner of a Campsite, ballots shall be prepared by the Association or its agent and distributed to the Member whose name first appears on the Membership Papers or as otherwise designated.
- d. In the event a Candidate withdraws from the election process after the ballots have been printed but prior to posting, a notice of such change will accompany the ballot. 8
- e. In the event of a Candidate's withdrawal from the election process after the ballots have been distributed but before the ballot receipt deadline, a notice will be mailed to the Members.

Section 8. Members entitled to vote shall receive one (1) ballot for each Campsite for which he or she is a Member.

Section 9. Proxy votes for the purpose of election of Directors are prohibited.

Section 10. The completed ballots shall be returned as follows by paper ballot or by acceptable technological means.

- a. Each ballot shall be placed in a sealed envelope marked "Ballot".
- b. Each "Ballot" envelope shall contain only one (1) ballot, and each Member shall be advised that because of the verification procedures, the inclusion of more than one (1) in any one "Ballot" envelope shall disqualify the return.
- c. Such "Ballot" envelope shall be placed in another sealed envelope which shall bear on its face the name of the Member, his or her Campsite number, and such other information as the Board may determine will serve to establish his right to cast the vote or votes presented in the ballot or ballots contained therein.
- d. The ballots shall be returned to the Election Chair of the Association at such address as the Board may from time to time determine, no later than the date set by the Board.
- e. Each ballot will be printed with a PIN code to be entered by the Member at the time of casting their ballot online.
- f. Instructions for electronic voting will be included with the ballot.
- g. Members casting a ballot electronically will be issued a digital receipt upon conclusion of successfully completing the voting process.
- h. Electronic ballots shall be processed through the Association's agent no later than the date and time as determined by the Board.

Section 11. The Board of Directors delegates to Association Administrators, and/or an election tabulation company, and/or others, who from time to time the Board so designates, to serve as "Teller(s)" of the election. A Teller shall be charged with the responsibility of implementing a method of validating and counting ballots and recording results of the election. The Secretary or Election Chair of the Association shall certify and announce the results of the election at the Annual Meeting and submit the same to the Board of Directors at its next regular meeting for approval.

Section 12. Returned ballots, shall immediately be placed in a safe or other secured place until the day set by the Board for counting of such ballots. Unopened ballot envelopes shall be transported by an Association Administrator and no less than three (3) representatives from the Election Committee, from a designated safe location to the designated location for tabulating the ballots. Of the 3 representatives at least two must be candidates.

Section 13. In the event two Candidates receive the same number of votes for one remaining seat, either to fill a vacancy or an expired seat on the Board, the winner will be decided with a flip of a quarter. The Election Chair shall write a number on paper and submit to the Executive Director before having both Candidates pick a number. The Candidate choosing the number closest to the Chair's number will determine who will have first choice at calling heads or tails; but in the event of a tie, then the individual who was closest without going over will have first choice at calling heads or tails. The Chair shall then flip the quarter allowing it to fall on a flat surface. The Candidate whose

side is facing up shall be the elected winner of the remaining expired seat. 9

Section 14. Election Committee members questioning the validity of an election or the procedure in tabulating the vote, should make a motion to recount the votes within 30 minutes of the Election Chair announcing the final tally. This motion requires a second and a simple majority.

Section 15. All outside envelopes, ballots, electronic reports and statements of candidacy shall be retained by the Secretary for a period of two (2) years.

Article VII

THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall:

- a. Designate a banking institution or institutions as a depository for the Association's funds and the person or persons authorized to make withdrawals there from and to execute obligations on behalf of the Association.
- b. Perform other acts and authority for which has been granted herein or by law, including the borrowing of money for Association purposes. A resolution by the Board that the interests of the Association require the borrowing of money shall be sufficient evidence for any person that the borrowing is for a proper corporate purpose. The Board may, if it determines that the same shall be reasonably necessary, assign, pledge, mortgage or encumber any Association property as security for such borrowings, and they may pledge or assign future revenues of the Association as security thereafter.
- c. Adopt such rules and regulations relating to the use of Association property, as it may deem reasonably necessary for the best interest of the Association and its Membership. The Board shall have the power, after notice and an opportunity to be heard, to levy and collect reasonable fines from Members for violations of the Declaration, By-Laws, and Rules and Regulations of the Association by the Member, Owners, or their guest. The Board may also establish and levy reasonable fees for the issuance of permits for erecting or placing improvements on any Campsite, and also for the use of Association property.
- d. Cause the Association to employ sufficient personnel to adequately perform the responsibilities of the Association including, but not limited to, an Executive Director and/or General Manager. The Executive Director and/or General Manager shall be the chief operating official of the Association and responsible to the Board of Directors for the operation of the employed staff and the general upkeep, maintenance, repair, replacement, and preservation of the common property at Woodhaven Lakes. The duties of the Executive Director and/or General Manager(s) shall include, but not be limited to public relations for the Association, and such duties as shall be determined by the Board of Directors from time to time.
 1. Under emergency circumstances where reasonable concern exists that conditions are endangering the structural integrity of the common areas or to the

life, health, safety, or property of Owners, their guests, employees, contractors, or visitors to Woodhaven, the Board of Directors, Executive Director and/or General Manager(s) each shall have the authority to temporarily restrict access to common property, in part or in whole, including access through the front gate, all roads, and easements.

Reopening, following any closure, will be evaluated daily with the input from any outside agencies that may provide input related to the conditions of concern. Such agencies could include, but are not limited to, Lee County Emergency Management, fire and sheriff's departments, IEMA, etc.

Complete access to Woodhaven shall not be limited for a period in excess of 96 hours, without approval of both the Executive Director and the Executive Committee of the Board of Directors. Any closure of complete access shall be brought to the Board of Directors for consideration at the earliest reasonable opportunity by the holding of an emergency special meeting.

2. If during the course of a disaster response the Association is scheduled to begin a capital project or conduct bid openings, executive management with approval from the Board President may stop all related activity until further evaluation by the Board of Directors.
- e. Adopt responsible rules of order for the conduct of the meetings of the Association, and with reference thereon, on procedural questions upon which no rules have been adopted, the ruling of the Chairman of the meeting shall be final.
- f. Select the officers of the Association. It may establish committees of the Association and appoint the members thereof. It may assign to such committees such responsibilities and duties not inconsistent with the provisions of these By-Laws as may deem appropriate.
- g. Retain an attorney or general counsel to advise and represent the Board and to appoint an auditor for the Association. The attorney and auditor can only be removed or discharged upon a two-thirds (2/3) vote of the members of the Board of Directors.
- h. The Board may enter into an agreement or agreements with other organizations having the same or similar corporate purposes for reciprocal rights between the respective members thereof under such terms and conditions as the Board may deem proper.
- i. The members of the Board shall serve without compensation, but may be reimbursed for travel expenses specific to board duties.
- j. A member of the Board may not enter into a contract with a current Board Member, or with a corporation or partnership in which a Board Member or a member of his or her immediate family has 25% or more interest.
- k. The Board of Directors authorizes the President to sign and the Secretary to attest any documentation necessary or appropriate for the conveyance of Association owned Campsites.
- l. Board Records
The Board shall maintain the following records of the

Association and make them available for examination and copying at convenient hours of weekdays by any Owner:

1. Copies of the recorded Declaration, other community instruments, other duly recorded Covenants and By-Laws and any amendments, Articles of Incorporation, Annual Reports, and any Rules and Regulations adopted by the Board shall be available.
 2. Detailed and accurate records in chronological order of the receipts and expenditures affecting the common areas, specifying and itemizing the maintenance and repair expenses of the common areas and any other expenses incurred, and copies of all contracts, leases, or other agreements entered into by the Board shall be maintained.
 3. The minutes of all meetings of the Board shall be maintained for not less than 7 years.
 4. With a written statement of a proper purpose, ballots and proxies related thereto, if any, for any election held for the Board and for any other matters voted on by the Members, which shall be maintained for not less than one year.
 5. With a written statement of a proper purpose, such other records of the Board as are available for inspection by members of a not-for-profit corporation pursuant to Section 107.75 of the General Not for Profit Corporation Act of 1986 shall be maintained.
- m. Where a request for records under this sub section is made in writing to the Board or its agent, failure to provide the requested record or to respond within 30 days shall be deemed a denial by the Board.
- n. A reasonable fee may be charged by the Board for the cost of retrieving and copying records properly requested.

Section 2. Number of Directors. The number of Directors shall be seven (7).

Section 3. Term. No member of the Board shall serve for a term of more than four (4) years, but Board members and officers may succeed themselves

Section 4. Qualifications of Directors and Candidates

- a. A Director shall be an Owner in good standing, at least twenty-one (21) years of age. An Owner in good standing is an Owner current in the payment of assessments and not in violation of any provision of the Declaration of Covenants, By-Laws, or Rules and Regulations of the Association; or of resolutions as adopted by the Board of Directors.
- b. If there are multiple Owners of a single campsite, only one of the multiple Owners shall be eligible to serve as a Member of the Board at any one time.
- c. No Owner can be a candidate for a Director if their Campsite is their primary and principal residence.
- d. Every candidate for the Board of Directors shall, prior to receiving a petition of nomination for candidacy and prior to taking a position as a Member of the Board, sign an oath attesting to the qualifications as set forth herein. Further, every Board Member shall annually reaffirm this oath as

- a condition to remain on the Board. All candidates to the Board and all Members of the Board shall sign a disclosure statement indicating any potential conflict of interest or any fact or potential act which may directly or indirectly affect the Association or any of its subsidiaries or ventures.
- e. Any candidate or Board Member failing to meet any of the qualifications for Candidacy or Board membership contained in this Section may, upon the vote of two-thirds (2/3) vote of the Board, be disqualified from Candidacy or be removed from the Board. Any such Candidate or Board member shall be given written notice of his or her failure to meet any qualification or qualifications within this Section and be afforded an opportunity to so qualify and/or an opportunity to address the Board as to the sufficiency of his or her qualifications for Candidacy or Directorship prior to any Board decision as to disqualification or removal.

Section 5. Meetings of the Board of Directors. The Board shall meet at such times as the Board shall determine by resolution but no less than 4 times annually. Special meetings of the Board may be called by 25% of the Board or by the President of the Association and shall be held at such place and at such time as the call or notice of the meeting shall designate. Notice of a special meeting shall be given at least 48 hours prior to the meeting by posting copies of notices of meetings, in the Association Office, or other conspicuous locations on the common property. The Board shall give Members notice of any Board meeting, through a prescribed delivery method, concerning the adoption of (i) the proposed annual budget, (ii) regular assessments, or (iii) a separate or special assessment within 10 to 60 days prior to the meeting.

After adoption of a resolution setting forth the times of regular meetings, no notice of such meeting shall be required or waived, but notice of special meetings of the Board shall be given.

Section 6. Quorum. A majority of the Directors shall constitute a quorum to transact business of the Board.

Section 7. Vacancies. If there is a vacancy on the Board, of a Director having held his/her seat for more than 90 days, the remaining members of the Board may fill the vacancy by a two-thirds vote of the remaining Board Members until the next scheduled election or until members holding 20% of the votes of the Association request a meeting of the Members to fill the vacancy for the balance of the term. *Refer to Article VI Section 2 for vacancies occurring within 90 days of Board Member being elected.*

Section 8. Indemnification of Directors and Officers. The Association shall indemnify and hold harmless each of the Directors and officers against all contractual and other liabilities to others arising out of contracts made by or other acts of the Directors and Officers on behalf of the Owners, or arising out of their status as Directors and Officers, unless any such contract or act shall have been made fraudulently through willful misconduct, or was a willful violation of the Declaration of Covenants and these By-Laws.

It is intended that the foregoing indemnification shall include indemnification against all costs and expenses (including, without limitation, counsel fees, amounts of judgments paid and amounts paid in settlement) reasonably incurred in connection with the defense of any claim, action, suit or proceeding, whether civil, criminal,

administrative, or other, in which any such Director or Officer may be involved by virtue of such person being or having been such Director or Officer; provided however, that such indemnity shall not be operative with respect to (a) any matter as to which such person shall have been finally adjudged in such action, suit or proceeding to be liable for willful misconduct or fraud in the performance of his duties as such Director or Officer, or (b) any matter settled or compromised, unless, in the opinion of counsel selected by the Board, there is not reasonable ground for such person to be adjudged liable for willful misconduct or fraud in the performance of his duties as such Director or Officer. The aforesaid indemnification shall not be exclusive of any right to which any Director or Officer may be entitled as a matter of law and shall extend and apply to the estates of deceased Directors or Officers.

The President of the Association shall be authorized to execute an Indemnification Agreement with each Board Member.

This section cannot be amended or repealed without a three-fourths (3/4) vote of the Members of the Board of Directors.

Article VIII

FINANCIAL MANAGEMENT BY THE BOARD OF DIRECTORS

Section 1. Adoption of the Five-Year Plan. The Board shall annually during December adopt or reaffirm a tentative five-year plan for Operating Expenses, Replacements and approved Capital Additions. The Assessment levied against each Campsite shall be based upon the five-year plan.

Section 2. The Budget. The Board shall annually during December adopt budgets for the Operating Fund and Restricted Fund of the Association.

Section 3. Separate assessments used for expenditures relating to emergencies or mandated by law may be adopted by the Board without being subject to Members approval.

Section 4. Assessments for additions and alterations to the common areas or to Association-owned property not included in the adopted annual budget shall be separately assessed and are subject to approval of two-thirds of the total Members at a meeting called for that purpose.

Section 5. The Board may adopt separate assessments payable over more than one fiscal year. With respect to multi-year assessments not governed by subsections (4) and (5) of this Article, the entire amount of the multi-year assessment shall be deemed considered and authorized in the first fiscal year in which the assessment is approved.

Section 6. Check requests, invoices, and contracts for services and products for the maintenance, replacement, and repairs of common areas shall be submitted to the Accounts Payable Clerk by the department manager, noting the appropriate account code. There will be two signatures required for payment. Those authorized to sign will verify the support documentation for each payment.

Section 7. Restricted Fund. The affirmative vote of a majority of the Directors present at a meeting of the Board shall be required to disburse money from the Restricted Fund of the Association unless the purpose of the disbursement is to fund a deficit in the Operating Fund of the Association whereupon the affirmative vote of three-quarters (3/4) of the Directors of the Association shall be required to disburse

money.

Section 8. Borrowing Money. The affirmative vote of three-quarters (3/4) of the Directors of the Association shall be required to borrow money for the purpose of financing a deficit in the Operating Fund of the Association.

Section 9. Members Approval of Certain Expenditures.

- a. Capital Addition Limit. The limit shall be adjusted every five (5) years by a factor based on the yearly changes in the CPI-Midwest, compounded for five (5) years and rounded to the nearest \$5000. The capital spending limit as of ~~2020~~ is ~~\$450,000~~ ~~\$390,000~~.
- b. In the event the Board approves an expenditure from either the Restricted Fund of the Association to pay for a "Capital Addition" or the borrowing of money to pay for a "Capital Addition" for the Association or any of its subsidiaries or ventures in an amount greater than the amount determined by (a) above, the Board must further obtain approval of this expenditure by a majority of the votes cast in a referendum of Members entitled to vote.

Section 10. The Board shall, in each year, take into consideration all sources of income that the Association may have and levy an annual assessment upon each Campsite for the following year. In no event shall the assessment upon Campsites be less than that amount representing the Operating Fund portion of the budget for that year. The Board may, by resolution, fix the time for payment of annual assessments. No assessment shall be levied against Campsites owned by the Association.

Section 11. When surplus funds of more than \$100,000 are available, the Association's Board of Directors will follow these limits in redistributing the surplus to the Association's membership:

- a. Surplus funds identified through the annual audit process will be held as a contingency during the summer season immediately following the fiscal year when the surplus occurred.
- b. As part of the next budget planning process, the Board of Directors will discuss options associated with redistributing surplus funds to the Association's membership. At that time, the Board of Directors may elect to distribute the funds for any reasonable Association use, subject to the following conditions:
 1. The decision will require a three fourths affirmative vote of the Board of Directors for approval.
 2. The decision must be fully disclosed to the Association's membership prior to final approval.
 3. The decision must also comply with all federal and state requirements associated with the fiduciary care of Association funds.
- c. If no other reasonable Association use of the funds is approved by the Board of Directors, all of the surplus funds will be distributed in the following manner:
 1. Approximately 30% of the surplus funds will be applied to offset future operating assessments.
 2. Approximately 70% of the surplus funds will be applied

PROPOSED CHANGES TO BY-LAWS

to pay off portions of the principal balance of the Association's long-term debt obligations.

3. If the Association does not have any long-term debt obligations, approximately 70% of the surplus funds will then be allocated to the Association's restricted reserve funds. (05/10)

Section 12. The Association shall obtain and maintain fidelity insurance covering persons who control or disburse funds for an amount that is reasonably required to protect funds in the custody or control of the Association.

Article IX

OFFICERS AND COMMITTEES OF THE ASSOCIATION

Section 1. Officers. The officers of the Association shall be the President, one or more Vice Presidents, the Secretary, the Treasurer and Assistant Secretary, and such other officers and assistant officers as the Board may from time to time elect. Officers shall serve at the will of the Board. Any two (2) or more offices may be held by the same person, except the offices of President and Secretary. Officers shall be Owners of the Association.

- a. President. The President shall be the presiding officer of the Board of Directors. The President is the chief executive parliamentary officer in determining the conduct of the Association, Board of Directors and their committees. With the advice and consent of the Board of Directors, the President will represent the Board in dealing with the Executive Director and/or General Manager. The President shall be vested with the powers and duties generally incident to the office of the President of a Common Interest Community Association, except as otherwise determined by the Board, or as may be otherwise set forth in these By-Laws.
- b. Vice President. In the absence of the President, or in the event of his inability or refusal to act, the Vice President is empowered to act and shall thereupon be vested with the powers and duties of the President. In the event that there is more than one Vice President, the Board shall establish the order in which they serve.
- c. Secretary. The Secretary of the Association shall keep the minutes of the business and other matters transacted at the meetings of the Members and of the Board. He/She shall mail, or cause to be mailed, all notices required under the By-Laws. He/She shall have the custody of the corporate seal and records and maintain a list of the Members and their addresses and perform all other duties incident to the office of Secretary.
- d. Treasurer/Assistant Secretary. The treasurer shall have custody of the funds of the Association, collect monies due, pay the obligations of the Association out of its funds, and perform such other duties as are incident to the office of Treasurer. The Board may require that the Treasurer be bonded for such amount and under such conditions as the Board may require. The Assistant Secretary shall fulfill the responsibilities of the office of Secretary in the absence of the Secretary.

Section 2. Removal of Officers. Any officers may be removed when, in the judgment of the Board, the best interests of the Association will be

served by such removal.

Section 3. Board Committees. The following standing committees are established to assist the Board of Directors:

- a. Facilities Planning Committee
- b. Communications Committee
- c. Finance Committee
- d. ~~Boards of Review~~ *ESAC Board of Review*
- e. *Public Safety Board of Review*

Each committee will consist of five (5) or more Owners appointed by the Chairman of the respective committee, or by the President with the advice and consent of the Board of Directors. *Each standing committee of the Association will consist of five or more Association Owners appointed by a majority of the Board of Directors. The attendance of three members of the Committee is required to conduct a meeting.* Members of the committees shall be in good standing with the Association. The committees will make recommendations to the Board of Directors. Guidelines and issues for the committees will be established by the Board of Directors.

Section 4. Environmental Committee. The Environmental Committee consists of three (3) members and an alternate who have been appointed by the Board of Directors with an indefinite term. This committee receives its authority from the Declaration of Covenants in determining cause for variance from the Covenants and Rules and Regulations and in the development of Campsites where environmental concerns may be present.

Article X

TERM AND AMENDMENT

These By-Laws shall be in force and effect from and after the date of their adoption and recording and can be amended from time to time by the affirmative vote of a majority of the Board of Directors of the Association, except for those portions of the By-Laws requiring more than a majority vote. Those portions of the By-Laws requiring more than a majority vote of the Board can only be amended by the affirmative three-fourths (3/4) vote of the Board of Directors.

IN WITNESS WHEREOF, the Board of Directors has executed these By-Laws

this _____ day of _____ 2021.

THE WOODHAVEN ASSOCIATION

BY: _____
President, Woodhaven Association

ATTEST: _____
Secretary, Woodhaven Association

RECREATION & ACTIVITIES

Open Air Markets 2021

Registration is now open for the 2021 market season! Our Open Air Market will continue this year, in line with the Covid-19 restrictions requiring 30ft distancing between vendors. We are looking forward to being able to host a safe and fun event for all! The dates for the 2021 season will be:

- » Sunday, April 25 – Spring Fling Weekend
- » Sunday, May 30 – Memorial Day Weekend
- » Sunday, July 4 – July 4th Weekend
- » *Saturday*, August 7 – Main Event Weekend
- » Sunday, September 5 – Labor Day Weekend
- » Sunday, October 10 – Fall Fest Weekend

We will accept registrations for the Open Air Market on a first come, first served basis until the spaces have been filled or until the registration deadline, Monday two weeks before the event. You can register online for all the events at: <https://woodhavenassociation.com/open-air-market/>

The Open Air Market will take place in the same location, on the flat, shady area near the horseshoe pits. In this area, the only bathroom access available is handicapped accessible porta-johns. Rec Plex bathrooms are over 100 yards away. Please keep this in mind when registering for the Open Air Market. As always, vendors must purchase enough booth space to accommodate their vehicles and/or trailers. There are no preferential spots for those with large trailers, and we encourage vendors to keep this in mind when sending in their registration form.

Note: If you are selling items through a multi-level marketing company, please note we do not limit the number of vendors per show; there is a potential for multiple vendors from the same company. We would like vendors' help in continuing to focus on the efficiency of our Check-In process. We need to make sure those vehicles that are dropping off supplies and parking elsewhere are not blocking the access path while they are unloading. Vendors must please be aware of their vehicle, so that our Check-In process can continue while they are unloading.

Children's Easter Egg Hunt

SATURDAY, MARCH 27TH

Mark your calendars for a fun filled Easter weekend! Hop along with the Recreation Department and the Easter Bunny as we search for eggs. Registration and Check-In will take place at the Q & Ice Box. From there the hunt will begin through the grassy areas surrounding the Rec Plex. Everyone will receive a special prize. We will also offer a special section of the egg hunt geared towards our younger participants (ages 3 and under) who may not be ready for the "big" kids hunt. After the egg hunt, stop by the Creation Station where we will be having a craft. The Creation Station (Arts & Crafts Room) will be open for children to make an Easter craft. (This is included in the egg hunt fee.) Children will be treated to a cookie and drink as well. Bring your camera and capture the memories of your little ones enjoying this favorite Woodhaven activity. Be sure to see the Easter Bunny who will be hopping around at the activities! Watch for more information on Woodhaven's online calendar at: <https://woodhavenassociation.com/events-calendar/>



Please Call for an Appointment

815-849-5476 Last updated: 2/11/2021

Bonita Willis - Designated Managing Realtor® Broker
815-343-1966 | BWillis@woodhavenassociation.com


Mary Lovgren - Realtor® Broker
815-994-1449 | MLovgren@woodhavenassociation.com

Marcia Kosowski - Realtor® Broker
815-582-2381 | marciakosowski@gmail.com

Nicci Leffelman - Realtor® Broker
815-501-0408 | NLeffelman@woodhavenassociation.com


Lisa Maher - Realtor® Broker
773-459-5472 | LMaher@woodhavenassociation.com

Justin Wiley - Realtor® Broker
815-849-5390 | JWiley@woodhavenassociation.com




16 W Wasson Rd #249
Amboy

This mobile home offers 4 bedrooms, 2 bathrooms and a large kitchen! Located on a corner lot offering privacy along with a large front and back deck to enjoy. Check this one out before it gets **\$28,900**



16 W Wasson Rd #143
Amboy

What a great opportunity to grab a move in ready mobile home. The unit may have a little age on it, but so much has been updated - New within the last 2 years...Roof, flooring, plumbing fixtures, refrigerator, washer, dryer and Carrier furnace & CA unit. These updates were completed by reputable area contractors, - no do-it-yourself projects. Also included are the newer window treatments & existing furniture (bed frames, couch, coffee table etc.) With 3 bedrooms, 2 bathrooms, plus kitchen and dining room there is plenty of room for a single person, roommates or even a family. The days are getting longer and the weather warming up and that makes it a perfect time to think about a place of your own. **\$28,000**



622 E Main St
Amboy

Build to suit on this large in-town lot; close to downtown and city park. Over an acre of land with wooded area at the rear of lot. Utilities present on property (electric, gas, water). Agent Interest **\$17,500**



210 S Mason Ave
Amboy

PERFECT home for a beginner or an investment property. Some features of this little cutie are... Hardwood floors on the main level; darling enclosed front porch; newer windows. A large back yard to enjoy the outdoors. Conveniently located within walking distance to the grocery store, post office, etc. This little home is awaiting your big ideas! Being sold "as is" Please call for a showing soon-no doubt will not be available for long. **\$42,900**

Listings available at: woodhavenlakes.com | realtor.com
zillow.com | trulia.com

Snow & Ice Control Procedures

- The decision to plow snow and/or apply ice control materials to Woodhaven's roads will be made by Maintenance Department personnel and will be based on a variety of factors including: forecasted depth of snow and temperatures, time of day, and scheduled activities and events.
- When blinding conditions exist, all equipment will be pulled off the roads until it is safe to operate.
- Woodhaven Drive East and West, Greenbriar Trail, Mayfair Trail, and Cranhurst Trail are priority roads. These roads are plowed and/or spread with chips in their entirety first. Secondary roads and cul-de-sacs are plowed only after the priority roads are tended.
- Specific problem areas will be handled as soon as possible after the Maintenance Department has been notified. Emergencies should be directed to the Main Gate by calling 815-849-5915.
- Property Owners are required to remove vehicles completely from the road at all times during the snow removal process. Citations will be issued to violators.
- Plows may make several passes in order to widen the roads. "Windrows" are unavoidable.
- Plows will not be lifted at any entrance to individual driveways.
- Maintenance personnel are prohibited from plowing private driveways; clearance of driveway entrances is the responsibility of the Property Owner.
- Association personnel are prohibited from using Woodhaven vehicles for the purpose of pulling or towing owners or guest's vehicles.




Woodhaven Lakes
Snowmobile Trail Guide

— Surface Trail - OPEN to Snowmobiles
— Closed to Snowmobiles
— Cross-Country Skiing ONLY

Section 11. Snowmobiles (4/17)

- A minimum of 4" of snow is required to open the snowmobile trails.
- Snowmobile usage shall be limited to those areas designated for their use by the Association.
- Operation of snowmobiles shall, at all times, be in compliance with those laws set forth by the state of Illinois and the Association's Rules and Regulations as listed in Article II.
 - Snowmobile operation is not allowed on any lake or pond.
 - Hours of operation:
 - » Monday-Thursday: 7:00 a.m. to Midnight
 - » Friday-Sunday: 7:00 a.m. to 1:00 a.m.
 - » Holidays: 7:00 a.m. to 1:00 a.m.
 - » Entering property by snowmobile after the set times the trails are closed is permitted for the sole purpose of traveling to the Owner's Campsite.
- Snowmobile operators are allowed to use roadways only for the purpose of going to trail areas and entering/exiting property.
- Management reserves the right to close any trail or area due to hazardous conditions.

welcome new property owners - december/january

"Welcome" new Woodhaven Property Owners and families. Please stop at the Association Office and pick up your new Membership packet.

Table with 4 columns: Sec/Lot, Name, City, State. Lists property owners and their details.

section representatives & alternates

Table with 4 columns: SECTION, REPRESENTATIVE, ALTERNATE, and a numerical value. Lists section representatives and alternates.

classifieds

13/110 Retired, moving out of country, MUST SELL. \$5,000 or best offer. Contact Vince: 847-800-6386 or vrthakkar11@yahoo.com (3)
22/115 For sale by owner. Lot has electricity, water, and septic drain. \$7,500 or better offer, please contact Sergio at 773-592-5273. (4)

public safety citations - december

Table with 4 columns: Sec/Lot, Owner/Guest, Offense. Lists public safety citations for December.

public safety citations - january

Table with 4 columns: Sec/Lot, Owner/Guest, Offense. Lists public safety citations for January.

esac citations - december

Table with 2 columns: Sec/Lot, Violation. Lists esac citations for December.

esac citations - january

Table with 2 columns: Sec/Lot, Violation. Lists esac citations for January.

registered sex offender list

William Sloss-Sec. 7, Lot. 31 Robert Hipshur-Sec. 21, Lot. 33
William Dubois-Sec. 17, Lot. 122-123

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resource news

jerry corcoran | resource manager



White-tail Deer Management

The white-tailed deer is a common sighting for Property Owners and guests in and around Woodhaven. I believe the white-tail deer is actually a common sighting throughout the state wherever one travels. In 2019, deer numbers throughout Illinois were estimated at 670,000 with an estimated population in the United States of 30 million! The white-tail deer is abundant. What happens when there are too many deer on the landscape?

When deer populations become too high, natural landscapes can be negatively impacted. Deer can over-browse the existing plants and young trees to the point where the overall ecological health of a given area declines. Seedling trees are browsed off thus reducing the number of understory tree survival. In a healthy ecosystem, these understory trees over time replace older, declining and dead trees. Reduction in the understory trees changes the plant structure that normally makes up the plant community. Native plants are replaced by invasive species such as garlic mustard and oriental bittersweet. These two species further degrade the existing plant community as they out compete them.

In addition to natural areas, landscape plantings around homes in communities become targets for deer. Deer browse on all species of plants, trees and shrubs, granted they are species they find palatable. Landscape plantings can be decimated by deer at certain times of the year. Homeowner's vegetable gardens are often targeted by deer when unprotected. Trees, especially young ones, are browsed, and during the early fall bucks rub the trees to remove the shedding velvet from their newly grown antlers. Trees up to 6 inches in diameter can be stripped of their bark thus causing the tree to weaken and/or die.

Tick-borne diseases become more prevalent with increased deer numbers. Lyme disease has been increasing in the state of Illinois. Some of the research indicates that high numbers of deer in an area increases the incidence of Lyme disease.

Deer vehicle collisions increase when deer populations are high. According to State Farm, U.S. drivers on average have a 1 in 116 chance of colliding with an animal. The large majority of these collisions are with deer. There were 1.5 million animal collision insurance claims in the U.S. between July 2019 and June 2020. In Illinois, the chance of hitting an animal is 1 in 148. This leads to deaths, injuries and vehicle repair expenses.

Too many deer can be detrimental to the health of the deer population in an area. As deer numbers increase, there is an increased pressure on the food resources to sustain healthy animals. All environments in which deer live have what is called a "carrying capacity." Carrying capacity for deer, simply put, is the number of animals that a given area of land can support. For the white-tailed deer, a healthy number of animals on average is 20 deer per square mile. Exceeding the carrying capacity can lead to malnutrition in animals.

Transmission of disease increases in an area when deer numbers are high. The disease that continues to increase in the Midwest is Chronic Wasting Disease (CWD). States have been dealing with this disease affecting the deer populations for a number of years with limited success. There is no cure for the disease at this time. When deer contract CWD, it is always fatal. This disease was first identified in Colorado and Wyoming in the 1960s and 70s. Since then it has spread to affect animals across the U.S. in 24 states as well as 3 provinces in Canada. Where the disease is established, it is increasing in prevalence.

In Illinois, CWD was first found in 2002 in Boone County. This is in the northern part of the state near Wisconsin. The disease has since spread to infect deer in 18 counties within the state as far south as Livingston County. It has also spread to Lake, Cook and DuPage counties in the northeast part of the state.

Deer generally have a "home range," where they spend the majority of their time feeding, resting, breeding and raising young. The size of the home range can vary depending on the quality of habitat but on average is around 1 square mile. During the year, deer, often males, tend to move out away from their home range. Deer that move out will generally move back to that home range in a short period of time. It is during these excursions that deer can become infected with CWD, thus spreading the disease to previously uninfected areas.

2020 Catch Limits

Largemouth Bass	14" Minimum Length Limit
*recommended voluntary catch & release	1 Fish Daily Limit per Lake
Muskellunge (Musky)	Catch & Release ONLY
Walleye	2 Fish Daily Limit
	16" Minimum Length Limit
Channel Catfish	4 per Day
Crappie	15 per Day
Trout	3 per Day
Bluegill & Redear Sunfish	No Limits
Bullhead	No Limits
Common Carp	No Limits (Do not release to water)
Grass Carp	RETURN TO LAKE!

* Notes:
 - A minimum length limit indicates that fish taken and not returned to the lake are required to be equal to or larger than the stated length. All fish less than the stated length shall be returned to the water being fished.
 - A daily limit will pertain to the lake being fished. Anglers will not be allowed to have in possession more than the state limit on any given lake.

NO MINNOWS ALLOWED AS BAIT

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RESOURCE NEWS

States where CWD is occurring are managing the disease by reducing deer populations to slow the spread. White-tail deer numbers are reduced during the designated hunting seasons each fall and early winter. The deer harvest across the state in 2020/21 was 162,500 animals. This number is up from 2019/21 which was 153,000. That may seem like a lot of deer but compare it to the estimated population of deer across the state in 2019 which was 670,000.

Following the state hunting seasons, Illinois Department of Natural Resources (IDNR) staff target deer populations in areas of high disease prevalence. In the late winter, IDNR staff attempt to reduce deer populations by enlisting sharpshooters to cull out animals in small designated areas within the counties where the disease has been identified. There were a total of 1107 deer removed from these areas in 2020 of which 42 tested positive for CWD. Samples are also collected during the designated hunting season from animals harvested in the counties with CWD to continue monitoring the population.

The take home message in the information provided in this article is that deer populations need management to maintain health of the herd, ecosystems and humans. Since natural predators of deer have been eliminated from most of their range, the main predator today is hunters. Hunting is the main way that the deer population is managed. Without hunting, deer populations would go unchecked.



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LANDSCAPE WASTE LOT-to-LOT PICKUP PROCEDURE

LEAVES	BRUSH
<p>VACUUM April 15-May 31</p> <ul style="list-style-type: none"> the vacuum can pick up loose leaves, grass clippings, pine needles, and leafy garden plants. pile at front of lot in 1 or more windrows sticks, rocks, and heavy soil cannot be mixed with leaves cold fire pit ashes are to be bagged 	<p>April 15-November 30 WEDNESDAYS</p> <p>Brush should be stacked parallel to the road at the front of your lot.</p>
<p>PAPER BAGS ONLY June 1-October 31</p> <p>Only leaves, grass clippings, pine needles, and cold ashes may be placed in paper bags at the front of the lot. Each bag should be light enough to be picked up by one person.</p>	<p>Pickup of Landscape Waste is by Sign Up ONLY</p> <p>Sign up sheets will be located at:</p> <ul style="list-style-type: none"> The Association Office Woody's True Value Woody's General Store Main Gate Woodhaven Lakes Mobile App <p>Each lot to be picked up must be signed up.</p> <p>Questions regarding landscape waste pickup can be directed to the Resource Department.</p>
<p>VACUUM November 1-November 30</p> <ul style="list-style-type: none"> the vacuum can pick up loose leaves, grass clippings, pine needles, and leafy garden plants. pile at front of lot in 1 or more windrows sticks, rocks, and heavy soil cannot be mixed with leaves cold fire pit ashes are to be bagged 	<p>Refrain from placing any landscape waste in or alongside dumpsters that are located throughout property. A \$100 fine will be imposed for those engaging in this practice.</p>



Alyssa Rod, Nature Center Coordinator

March is here but what about winter? Back on February 2nd, Groundhogs Day, Punxsutawney Phil (groundhog and winter weather expert) determined that we were in for six more weeks of winter because at 7:25 a.m. at Gobbler's Knob Pennsylvania, Phil saw his shadow. Now scientifically speaking, winter officially ends on the spring equinox on March 20th, but Mother Nature doesn't really watch the calendar. At the time that I am writing this article, we just received three more inches of snow in the last storm for a total of twelve inches on the ground, and a chance of 3-6 more inches coming. With this snow we are also receiving some cold weather over the next week with lows in the negative numbers. Welcome winter! Hope everyone enjoyed the snow and spent some time outside when it was a little warmer.

Talking about Spring Equinox, this year it officially takes place on Saturday, March 20th at 4:37 a.m. CDT. This is the date that we will have equal day and night in all parts of the world. The Earth sits at a position that allows the sun's path to pass directly over the equator. The week prior to this, we will see Daylight Saving Time where we change our clocks and "spring ahead" one hour on Sunday March 14th at 2:00 a.m. CST.

philosopher, was also an avid phenologist who kept records of the seasonal patterns of plants and animals on his Wisconsin farm in the 1930s. This information helps scientists today to show how changes take place over long periods of time including trends in bird migrations and weather patterns.

You and your family can track phenology in your own backyard by starting a nature journal. Keep track of what you see and when, or use a calendar to write your observations. Track when birds come back to your yard or fly over, when trees leaf out, when flowers bloom, when the robin starts to sing its spring songs, the first monarch butterfly, how much snow we receive, what the temperature is, how tall the grass grows in a month...whatever you like to list. Then next year start again and you can start to compare your observations to determine whether this year is early, late, or right on time!

We'll follow the phenology here around Woodhaven over the next year and let you know what we've seen or heard in this article in future papers.

Keep your eyes open in March for various ducks and geese migrating through Illinois, skunk cabbage and maple syrup running. During the month of January we saw Bald Eagles starting to work on their nests by adding extra branches, snow sticking to the ground, and started the year with thick fog that created a special type of frost called hoarfrost that was created due to the excess moisture in the air and the freezing temperatures creating needles of ice over everything.



New in Nature: Phenology is the study of the timing of biological phenomena in nature! People around the world have been keeping track of signs in nature for hundreds of year, when nature changes to tell humans when to plant crops, when large food animals would migrate and when trees would bear fruit. Today we use phenology to track when the seasons will arrive or to watch the effects of global climate change and changes to our local environments. Looking back over the years of data collected, scientists (and you) can observe how nature changes from year to year. American naturalist Henry David Thoreau would spend several hours every day looking carefully at the plant life around him, taking notes on the different types of grasses, flowers, trees, and shrubs. He would write down key changes like when their leaves would appear, when they flowered, and when their leaves turned color. In 1860, he started to compile this data into charts to follow the changes through-out the years. Aldo Leopold, naturalist/conservationist/ecologist/



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“ **AFTER** reading the January Woodhaven News and the request for nostalgia since this is Woodhaven's 50th year, here are a few pics and our story. Dave & Bonnie..

Our first visit to Woodhaven Lakes was in 1981. A neighbor had a lot and brought us here for a weekend. This was the entrance back then. We had 3 children all under ten years old. For the next 2 years we visited Woodhaven as their guests. In April of 1983 we bought our own lot. The lot had sewer, water, electric and more trees than the kids could count, but no camper. The first year we would bring a portable screen house and set it up under the trees.

In 1984 we got a deal on an 18 ft. Bonanza that would sleep 6. We had to have a lot of trees cut down to get the camper onto the lot. We had enough fire wood to last several years. All pine trees.

Once we got a camper the kids would bring cousins and friends to join us in the woods.

By 1985 or 6 a new sign was placed on Rt 52 to show the way to Woodhaven.

The old 1976 Bonanza lasted until 2006 when I retired from Sears.

”



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