

WASHINGTON LAND YACHT HARBOR, INC.

POLICIES

January, 2016

The following terms will be used in this document:

Board	WLYH Board of Directors
Hall	Harmony Hall
Harbor	The residential and common areas enclosed by the perimeter fence
HOMC	Harbor Operations & Maintenance Committee or Harbor Committee
Lessee	A WBCCI and WA Unit who is signatory on a Lease in the WLYH residential area
Member	Member of WA Unit, WBCCI
Policies	These WLYH Policies
Resident	A person who lives in the WLYH
Rules	Reference to WLYH Rules & Regulations
Unit	Washington Unit, WBCCI
WBCCI	Wally Byam Caravan Club International, (The Airstream Club)
WLYH	Washington Land Yacht Harbor, Inc.

Additional definitions are listed in Appendix A

1. BOARD RESPONSIBILITIES

1.1. The business and property of the WLYH is managed by the Board as prescribed in the Articles of Incorporation. The total WLYH is comprised of sixty one and fifty-nine hundredths (61.59) acres within fenced boundaries providing RV parking with water, electric and sewer hookups, a Gatehouse, a clubhouse/auditorium (called Harmony Hall), considerable open space, and one hundred ninety-two (192) residential lots.

1.2. The WLYH will hold its annual meeting in Harmony Hall on the date and time consistent with the Unit's membership meeting during the Anniversary & Election Rally in September.

2. DUTIES OF OFFICERS

Each Officer must be elected or re-appointed and approved by the Board each year. Officers shall be elected no later than twenty-one (21) days after the May meeting of the Unit Board of Trustees at which directors are elected. (12/11/14 BOT) Officers of the WLYH shall attend all Board Meetings unless excused. Officers shall perform all duties as prescribed in the Bylaws, and these Policies, as specifically listed below:

2.1. The President -

2.1.1. The President supervises business activities of the WLYH and executes all instruments as an agent of the WLYH, except as delegated to the HOMC in 9.1.01. The President presides over all meetings of the Board. As executive officer, the President enforces the Articles of Incorporation, the Bylaws, the parliamentary authority and the written policies as approved by the Board unless expressly reserved to the Board in the Bylaws. The President shall be an ex-officio member of all committees except the Nominating Committee

2.1.2. The President shall see that certificates of deposit (CD's), contracts, copies of tax records, deeds and records of registration, and similar documents are inventoried by the First Vice President and the

WLYH Administrator in April of each fiscal year. Such inventory records shall include identification as to source, date of maturity and other information necessary for the Board decisions and then shall become a part of the minutes of the WLYH Annual Meeting. Permanent records and other documents, such as plats of the Harbor, legal decisions, titles to WLYH property, etc., shall be kept in a secure location in Harmony Hall.

- 2.2. First Vice President.** The First Vice President acts for the President in his or her absence and performs such other acts as the President may direct, or which are usually inherent in the duties of the office of a First Vice President. If a vacancy in the President's office occurs, for whatever reason, the First Vice President shall automatically assume the duties of that office.
- 2.3. Second Vice President.** The Second Vice President acts for the First Vice President in his or her absence; and when a vacancy occurs in the First Vice President's office, he or she automatically assumes the responsibility of that office. The Second Vice President performs other acts and duties as the President may direct or that are inherent in the duties of a Second Vice President.
- 2.4. Secretary** – The Secretary is appointed by the President, approved by the Board and serves without a vote. A Director appointed as Secretary will have a vote. The Secretary keeps and files all records of the Board, including the Bylaws with their amendments and records the minutes of business meetings of the Board. The Secretary keeps attendance records, including the determination of a quorum for Board meetings, and performs other duties assigned by the President or duties that are usually inherent in the office of a Secretary. These include the preservation of permanent files and records, to include all material relating to meetings, (agendas, financial reports, and any written reports that were submitted to the Board). Permanent files consist of records of recurring interest. Five years is the normal period to keep most records in the file, after which they shall be extracted and boxed for storage. He or she posts the minutes of regular Board Meetings on the bulletin board in the Hall.
- 2.5. Assistant Secretary** – The Assistant Secretary is appointed by the President, approved by the Board and serves without a vote if not serving as Director on the Board. The Assistant Secretary shall act as principal assistant to the Secretary, take and prepare minutes in the absence of the Secretary, and perform other tasks as assigned by the President.
- 2.6. Administrator/Treasurer** – The WLYH Administrator shall serve as Treasurer without a vote, and is contracted by the corporation. The Administrator shall be bonded and perform the duties as outlined in the Administrator contract. The Administrator will act as Registered Agent for WLYH, Inc. with the State.
- 2.7. Assistant Treasurer** – The Assistant Treasurer is appointed by the President, approved by the Board and serves without a vote if not serving as Director on the Board. The Assistant Treasurer shall perform the following duties in addition to those assigned by the President and do other tasks that are inherent in the normal duties of an Assistant Treasurer:
 - 2.7.1.** Attend all meetings of the Board, act as principal assistant to the Treasurer, accept assignments made by the Treasurer and shall act for the Treasurer in his or her absence or vacation of position.
 - 2.7.2.** Be bonded by the Board in the same manner as the Treasurer.
 - 2.7.3.** Return all properties issued to him or her at the end of term of office.
- 2.8. Directors** - Directors of the Board of Directors attend all meetings of the Board, participate in all deliberations of the WLYH and perform additional duties assigned by the President.

3. NEW OFFICERS AND DIRECTORS

New directors and elected officers of the Board should be ready to take over their responsibilities on July 1. As soon as possible after the election of new officers and directors, the outgoing officers and directors will turn over their records and keys to their successors.

4. FINANCIAL MANAGEMENT

4.1. The Budget.

4.1.1. Preparation. A budget for the new fiscal year (July 1 through June 30) for all activities of the WLYH shall be prepared and presented to the Board of Directors by a committee of four or more. Designated members of the committee are the President of the WLYH, the First Vice President, the HOMC Chairperson or someone designated by him or her, and the Administrator. The President may add additional members to provide necessary skills. The budget shall be ready for final examination and approval or modification at the first Board meeting in the new fiscal year. Once approved, the Board must operate within the budget's limitations except as permitted in **Sections 4.2.1 and 4.2.3 below**. The Board shall not use incoming receipts for expenditures that are outside the budget and must otherwise manage budgeted funds within the parameters of these Policies.

4.2. Authorization Outside the Budget Limit.

4.2.1. Emergency Expenditures. WLYH emergency expenditures or other expenses may arise.

Payments for these emergency expenditures shall be authorized by the President or designee and ratified at the next board meeting. If unforeseen demands exceed the total budget, the Board shall determine the best course of action to take at that time to meet the demand. Authority is granted to the Board to transfer, cash, or withdraw sufficient funds from the Contingency/Emergency Fund, or other unobligated WLYH investments, as necessary, to offset the deficit for bona fide emergencies.

4.2.2. Government Mandates. The WLYH is mandated to abide by all laws of the State, County and other legally authorized government entities. Therefore, the Board is authorized to act with prudence and in its best judgment to comply with government directives. To recognize the probability of having to finance government-mandated expenditures, the Board includes a clause in the budget as follows: "Unforeseen expenditures, caused by legal governmental agencies, are also authorized this fiscal year." Funds may be taken from the emergency funds as prescribed in Sections 4.2.1 and 4.2.3 of these Policies to the extent that these amounts satisfy the needs.

4.2.3. Handling Emergencies Within the Budget. To further provide for unforeseen expenses, the Board may authorize transfer of funds from one budget item to another so long as the total budget is not exceeded. If unforeseen demands exceed the total budget, the Board shall act as prescribed in **Section 4.2.1** above.

4.3. The Ten Year Plan and Budgeting for Improvements

4.3.1. The Ten Year Plan. The WLYH shall maintain a Ten Year Plan. This plan consists of anticipated needs for the ensuing ten years to maintain, repair and replace existing buildings, roads, parking areas, water systems, utilities and equipment and for new investments in structures, utilities or equipment. (**See 4.3.2. below.**) It includes a suggested timetable for accomplishing these tasks. A fund, called the Ten Year Plan Reserve Fund, shall be established and maintained to meet these needs. The HOMC and/or Water Committee may make recommendations for maintenance of WLYH facilities. The cost of each item in the Ten Year Plan is estimated and included in the Plan. These projects are not funded until they are approved by the Board.

4.3.2. Budgeting for Improvements. Each year a Budget Committee shall review and revise the WLYH Ten Year Plan. Surpluses resulting from expenses being less than income shall be set aside in the WLYH Ten Year Plan Reserve Fund. If funds for operational expenses are needed to balance a budget, funds may be withdrawn from the WLYH Ten Year Reserve Fund if there is a favorable vote of five (5) members of the Board.

4.3.3. Capital Improvement Authorization. The WLYH is authorized to plan for, raise, collect or spend money for capital improvements. Capital improvements are defined as betterment to an existing building or equipment which extends life or increases its usefulness or productivity, or installation of a new asset on a property. Money spent for these improvements are Capital Expenditures.

4.4. Housekeeping Fees. Housekeeping Fees are collected from Harbor residential area lessees and are to be used to pay for lessees' pro-rata share of real property tax and expenses for utilities not paid directly by the lessee, as well as lessees' pro-rata share of other current housekeeping expenses as may be determined by the Board, in accordance with provisions in the Rules and in the terms of the original Ninety-nine Year Leases. Housekeeping Fees may not be used for Capital Improvements. Donations received (past and future) from WLYH residents will not be co-mingled with other Corporation funds and will be used solely for capital improvements of roads, water system, and common areas of the WLYH. Note: Monetary donations for specific projects within the Harbor may be accepted, e.g. a flag pole for the Hall.

5. BOOKKEEPING PROCEDURES

The generally accepted accounting practices and procedures established in 2010 and approved by the WLYH CPA will be retained, and may not be revised without prior approval of the Board.

6. AUTHORIZED CHECK SIGNATURES

The financial institutions where the WLYH does business will be provided a signed copy of the Board meeting minutes listing those officers who are authorized to sign checks for the WLYH.

7. PETTY CASH FUND

A petty cash fund, not to exceed \$500, may be kept for use by the Administrator to reimburse any WLYH designee who purchases items approved for WLYH use. To be reimbursed, the designee must provide receipts to the Administrator who will complete a petty cash voucher to be signed by an officer (voting member) of the Board. Petty Cash will not be used for individual purchases exceeding \$50.00.

8. LEASES

8.1. Ninety-Nine Year Leases - The WLYH leases the 192 lots to adults who own a qualifying recreational vehicle manufactured by Airstream, Inc., and are members of WBCCI and the WA Unit. Whenever an existing lease changes hands, both the new and 2013 Ninety-Nine year Lease and the Ninety-Nine year lease call be offered. If the 2013 Lease is chosen, a document releasing the old lease to WLYH shall be signed. These Ninety-nine (99) year leases, or the residuals thereof, recorded at the Thurston County Auditor's office, may be reassigned in accordance with the WLYH Bylaws, Policies and Rules & Regulations. Buyer's Packets, Seller's Packets, and Lease Review documents must be approved by the Board and are available from the WLYH Administrator or designee. A lessee may lease a maximum of two residential lots and must comply with the Rules and Regulations regarding such ownership. (3/18/2013)(12/8/15) **(See Appendices D, E, F, and G for these documents) See Rules Section 5** for more information.

8.2. Facilities Lease Agreement - The Facilities Lease Agreement is a one year, renewable lease agreement with the Washington Unit, WBCCI that commences on September 1 and terminates on August 31 of each of the Unit's fiscal years. Prior to the termination date of each year, the President will appoint a committee of Directors from the Board of Directors to work with the Unit to review the Facilities Lease Agreement, according to the terms and conditions in the agreement. The revised agreement should be completed in a timely manner to enable the newly elected Unit Officers to sign and complete the Lease Agreement within thirty (30) days of their taking office in September. (8/23/10)

9. STANDING COMMITTEES

The following standing committees may be selected and approved by the Board each year to serve as indicated below. A member of the WLYH Board of Directors shall serve on each of these committees. The Board shall appoint all committee chairpersons and committee members. The President is authorized to establish ad hoc committees. (3/4/14)

9.1. Harbor Operations & Maintenance Committee: The Harbor property is maintained by a committee hereafter referred to as the Harbor Operations & Maintenance Committee, or HOMC. The voting members of the HOMC consist of the HOMC Chairperson, and five (5) committee members who are lessees in the Harbor residential area. At the Board meeting to elect WLYH officers, two (2) new members are appointed by the Board to replace two (2) members whose staggered three (3) year term has expired. Members whose term has expired may be reappointed. HOMC members do not receive salaries, nor are they in any way compensated. Ultimate control and management authority of the Harbor rests with the WLYH Board.

9.1.01. Duties of the HOMC - The HOMC ensures that maintenance, repair and replacement of facilities and services needed for the RV Park, Harmony Hall and Gatehouse, and the upkeep of all common grounds inside the perimeter fence are accomplished. The HOMC is authorized to spend for maintenance in accordance with the annual WLYH budget. The HOMC is delegated the authority to act on behalf of the Board and to perform the duties set forth in this Section. However, the HOMC is answerable to the Board for its actions. The HOMC shall abide by provisions of these WLYH Policies and Rules, and enforce the WLYH Rules. The HOMC acts as the Grievance Committee and will be guided by approved grievance procedures.

9.1.02. Members of the HOMC

9.1.02.1. Chairperson. The chairperson is the principal officer of the HOMC who supervises and controls the maintenance affairs of the WLYH, presides at meetings of the HOMC, supervises purchases for the needs of current projects, and approves bills for final payment before presentation to the WLYH Administrator. The chairperson assists in the preparation of the annual WLYH budget. The chairperson maintains the equipment inventory and other property records important to overall management of the Harbor. He or she evaluates all proposed new construction for approval, keeps a current copy of the WLYH Ten-Year Plan and performs other duties inherent to a chairperson's responsibility.

9.1.02.2. Vice Chairperson - Because of the need for a compatible representative for the chairperson in his/her absence, the HOMC Chairperson nominates the Vice Chairperson. This person must be confirmed by a majority of the HOMC members and the WLYH Board. This process takes place as soon as practical after the appointment to the HOMC of the two newest members by the WLYH Board. In the absence of the chairperson or if the chairperson is unable to act, the Vice Chairperson, with approval of the Board, shall have all the powers of the chairperson. Under normal circumstances, he or she performs duties assigned by the chairperson.

9.1.02.3. Secretary - Because of the close working relationship with the chairperson, the HOMC Chairperson nominates the Secretary. He or she must be confirmed by a majority of the HOMC members. The Secretary is a non-voting member of the HOMC and is not counted in determining a quorum. The Secretary calls the roll at each HOMC meeting, takes minutes, posts them on the bulletin board, reads them at the next meeting, and maintains a file of past minutes. The Secretary maintains all records pertaining to the HOMC, and provides copies to the WLYH as needed.

9.1.03. HOMC Meetings - Regular or Special - Regular meetings of the HOMC shall be held as called for by the chairperson. The chairperson may call special meetings of any five (5) voting members of the HOMC, providing 2 days notice is given. Attendance by lessees at HOMC meetings is

encouraged. Only HOMC members may participate in business proceedings at meetings. Meetings will be conducted in accordance with the current WLYH Bylaws. An agenda of topics may be posted on the bulletin board prior to the meeting.

- 9.1.04. Quorum** - A majority (four) of the HOMC members constitutes a quorum for the transaction of business. The act of a majority of the HOMC members present at a meeting at which a quorum is present shall be the act of the HOMC.
- 9.1.05. Reports Required** - At the annual meeting of the WLYH and at other times as requested by the Board, the HOMC shall present: (1) an inventory of physical properties, and (2) any outstanding HOMC issues.
- 9.1.06. Temporary Absence of HOMC Officers** - When the Chairperson, the Vice Chairperson, and a majority of the appointed members of the HOMC plan to be out of the State or otherwise unavailable, the chair shall appoint one of the remaining appointed HOMC members to act for him or her in case of emergency, and notify the WLYH President of the absence and replacement. If no HOMC member is available, the chair appoints any past elected officer of the WLYH who is a lessee in the Harbor residential area to serve as acting Chairperson. The acting chairperson shall attempt to contact the chairperson, other current HOMC members or past HOMC members for their opinion, before taking emergency action and shall prepare to describe the emergency and report the action taken at the next regular or special meeting of the HOMC.
- 9.1.07. Absences** - Unexcused absences of an HOMC member from three (3) consecutive HOMC meetings automatically removes the absent member from the HOMC.
- 9.1.08. Authorization to Purchase** - Normal routine maintenance expenditures by the HOMC are authorized in accordance with **Section 9.1.02.1**. The chairperson may authorize a project leader to make purchases for an on-going project. The HOMC may authorize expenditure of maintenance funds in accordance with the annual budget approved by the WLYH Board. The WLYH Board must authorize expenditures by the HOMC for items that are not authorized by the current budget.
- 9.1.09. Subcommittees** - The chairperson may appoint HOMC members and/or lessees to subcommittees to complete the various types of work necessary to carry out the HOMC responsibilities. The HOMC Chairperson appoints, assigns their duties and terminates them as is deemed feasible and reasonable. Subcommittees may be established for but are not limited to: Building code compliance, building maintenance, equipment maintenance, recycling, road maintenance, inside and outside plumbing, electrical service maintenance, mowing, beautification, waste management, and other non-specified purposes.
- 9.1.10. Record Keeping** - The HOMC may delegate some record keeping to the WLYH Administrator and may use WLYH storage space to keep records of permanent or recurring interest. The WLYH Administrator keeps all financial records in consultation with the HOMC Chairperson.
- 9.1.11 Grievance Committee** - The HOMC will perform the function of a Grievance Committee. It may be called upon to negotiate an equitable agreement between residents or between the WLYH and a resident. See **Appendix J**. for more information. Unresolved differences will be referred to the Board.
- 9.2. Water Committee** - The Water Committee is a standing committee under the authority of the Board. The WLYH President appoints the Water Committee Chairperson, who may appoint several lessees to assist him or her. This committee monitors and maintains the water distribution system, keeps records of underground water systems, informs residents of water-related problems and coordinates with the contracted Water System Manager (Thurston PUD). The Thurston PUD is registered with the Thurston County Health Department as the WLYH Water System Manager. The Committee may make repairs to the water system, as it sees fit.
- 9.3. Rental of WLYH Facilities:** The scheduling, coordinating and documenting of the rental of WLYH facilities is the responsibility of the WLYH Administrator. The Gatekeeper is the primary coordinator of RV Storage Agreements. All fees collected for rentals or storage shall be forwarded to

the Treasurer. (8/9/14) Administrator keeps all financial records in consultation with the HOMC Chairperson.

9.4 Lease Review Committee –The purpose of this committee is to determine whether applicants for a WLYH lease meet the qualifications established by the WLYH Board. The Lease Review Committee consists of five members. The chairperson is appointed by the Board. The chairperson then selects four (4) Harbor residents to serve on the committee for a term of one year (July 1-June 30). A committee member may not serve more than three (3) consecutive terms. At least one new committee member must be appointed annually. The committee will meet the applicant(s) and verify eligibility, examine pertinent documents, orient applicant(s) to WLYH Rules & Regulations and expectations of residency and inspect the qualifying Airstream product and tow vehicle if applicable. Only those lease applications that have been recommended for approval will be forwarded to the WLYH Board for consideration. The Board has final approval on all assignments. Once approved, the lease application is forwarded to the WLYH Administrator for processing. (9/2/14)

10. COMMUNICATION

- 10.1. WLYH Newsletter** – The “Harbor Herald” is a quarterly publication or newsletter to inform the shareholders and residents of recent developments, plans and rule changes. Policy and Rule changes approved by the Board will appear in this publication so the shareholder and residents are aware of them shortly after they are approved for publication.
- 10.2. Director’s Manual** – A manual containing the WLYH Articles of Incorporation, Bylaws, Policies, Rules & Regulations, Appendices and Resident Directories (Alpha and by lot number) is provided each director upon taking office. Included will be a listing of WLYH Officers and Directors, as well as Committee Chairpersons, with their phone numbers and e-mail addresses.
- 10.3. Resident’s Handbook** – A publication containing a listing of all the residents of WLYH, both alphabetical by last name and numerical by lot number is provided for each lease hold. The Policies and Rules will be included, and updated each year with any changes approved by the Board, along with the date of approval. WLYH Officers and Directors, as well as Committee Chairpersons will be listed, along with their phone numbers and e-mail addresses.
- 10.4. Website** – A website, www.washingtonlandyachtharbor.com, will be maintained by a webmaster to provide public access to information regarding rental of WLYH facilities, and availability of residences for sale, with a link to the WA Unit, WBCCI website and other pertinent links.
- 10.5. Bulletin Board:** The large bulletin board on the east wall of Harmony Hall is for WLYH use and is maintained by the WLYH Secretary or Administrator. Board minutes and items of interest to the lessees are posted here.

11. USE OF WLYH FACILITIES

The WLYH has authorized the Unit to use specified areas of the Harbor through a Facilities Lease Agreement. This agreement was initiated September 1, 2009, and is to be reviewed and negotiated annually by the WLYH Board and the Unit Board of Trustees, and signed by the presidents of both boards. The Facilities Lease Agreement includes attached exhibits as noted within the body of the Agreement.

11.1. Harmony Hall: Standard Practices

11.1.1. Winter Hours: The Hall will be opened daily by 9:00 a.m. and closed at 8:00 p.m. unless planned activities delay closing. The Hall will be heated to an appropriate temperature when

occupied during the winter months

Summer Hours: The hall is opened daily by 9:00 a.m. and closed at 10:00 p.m. unless planned activities delay closing.

- 11.1.2. Rental Procedures:** The Hall and/or Gatehouse may be rented through the WLYH Administrator to any group or individual if it does not conflict with planned Unit activities. The Hall and/or Gatehouse may be rented by WBCCI members for anniversaries, weddings or receptions, family reunions, or other personal family functions at a reduced rate. (11/20/2012) WBCCI member memorial services in the Hall will be free of charge. The rental rates of the Hall and/or Gatehouse to RV clubs, non- RV organizations and WBCCI member contracts pertaining thereto are approved and controlled by the WLYH Board. (**See Appendix B, Rate Sheet & Appendix K, Free use of Harmony Hall**).
- 11.1.3.** Paintings and other works of art may be displayed in the Hall at the discretion of the Board. Placing prices on such items is prohibited. The WLYH will not be held responsible for theft, damage or destruction of personal items left in the Hall.
- 11.1.4.** Current magazines and periodicals may be brought to the card room for the use of our residents and guests. Out-of-date periodicals and magazines should be recycled and not left in the Hall. Other items left in the Hall without approval of the Hall Chairperson will be disposed of.
- 11.2 RV Park Purpose:** The purpose of the RV Park is to provide parking facilities with full hookups for individuals and approved group rentals, as specified below. WBCCI members receive a reduced rate. A list of rules will be provided to RV guests as they register at the Gatehouse. (**See Appendix C**)
- 11.2.1 RV Park Facilities:** Standard parking facilities include water, sewer and electricity. Telephone and cable television hookups are available at the far west parking spaces in rows 1 through 9. No cable connection is available at the west end of row 7. Visitors desiring to use these facilities during their stay shall inform the Gatekeeper of their desire to do so and be responsible for contacting the telephone and cable companies to arrange service activation. All costs associated with such service including whatever deposit the utility companies may require is the sole responsibility of the visitor. It is intended that these spaces be assigned to visitors desiring a long-term stay, (**reference paragraph 11.2.2 below**), and will be assigned by the Gatekeeper on a space-available basis. Visitors not desiring use of telephone and cable should not be assigned those spaces unless all other spaces are full. Each parking space is limited to one (1) vehicle and one (1) trailer, or one (1) motor home and one (1) towed vehicle.
- 11.2.2. Authorized Users:** RV owners are welcomed to park at the WLYH RV Park. If the product is a trailer, the owner must possess and maintain an adequate, currently licensed tow vehicle equipped for towing and travel. RV groups, approved by the WLYH Administrator, are authorized to use this facility. All guests are expected to observe the rules provided. (9/16/14)
- 11.2.3. Use by Other Organizations:** Other organizations approved by the WLYH Administrator may rent the RV Park, Gatehouse and/or Harmony Hall, with contracts signed by the WLYH President or designee. Such use may not interfere with planned WBCCI or WA Unit functions. The RV Park may also be rented for overflow car parking for local events, if space is available. The parking plan is to be carried out in conjunction with the organizers of the local event. (11/1/2011)
- 11.2.4. WLYH Director Parking:** Current WLYH Directors who are not residents shall be granted free parking for periods of not more than 30 days at a time on a space available basis. Such free parking is not to be used for long-term occupancy.
- 11.2.5. RV Parking Rates:** See **Appendix B** for current rates.
- 11.2.6. Utility Services to RV Park during Winter Months:** The HOMC Chairperson and WLYH Administrator will determine if and when water or electricity is discontinued on RV Park lines.

11.3. RV & Boat Storage

11.3.1. Purpose: Storage areas are for the storage of road-worthy, (operational) RVs or other licensed vehicles. The lower storage area is without hookups of any kind. The upper storage area includes electricity. Storage fees will be charged in accordance with current rate for each area. Only commercially custom designed or well-maintained, secure protective coverings will be allowed. (9/2/14)

11.3.2. RV & Boat Storage Fees: All RV & Boat Storage fees are due on the first of the month. Fees will be paid in advance to the Gatekeeper. Prepaid rent is nonrefundable. A late fee of \$10, plus \$1 per day will be added after the 10th day of the month. Remote payment of rental fees must be sent to the WLYH, marked Attention Gatehouse. A receipt for fees received will be sent if a self-addressed, stamped envelope is provided with payment. (See Appendix B for RV Storage Rates.)

11.3.3. RV & Boat Storage Use:

11.3.3.1. The Gatekeeper will assign spaces before any RV or boat is parked in RV storage. The RV & Boat Storage Agreement, (see **Appendix I**), must be signed and all conditions of the Agreement satisfied before parking is allowed in RV Storage. The signed form will be kept on file at the Gatehouse. Vehicles or units left in RV Storage must be parked in tandem per space with a maximum of one (1) RV per space plus a tow vehicle for trailers or (1) one motor vehicle which is towed by a motor home. Boats in operating condition on trailers will be stored in a separate numbered area in RV Storage.

11.3.3.2. All vehicles in RV Storage will have current licenses and tabs from the state in which they are registered. If the owner of the vehicle in storage is out of the State of Washington, current license tabs may be sent to the Gatekeeper or designee for installation on the vehicle license plate. While in storage, units must be kept externally clean and in a road-worthy condition. In the event a vehicle has not been kept clean & roadworthy, tabs current, or storage fees not paid for six consecutive months, vehicles will be considered abandoned. (9/2/14)

11.3.3.3. Anyone wishing to park a vehicle in the WLYH storage area must display the owner's last name visibly on the vehicle. Tow vehicles and boats must also display the owner's last name visibly on said vehicle. (4/30/2013)

11.3.3.4. All spaces in the lower RV Storage are pull-through and all units parked in this area will face west.

11.3.3.5. Overnight occupancy of any vehicle in RV Storage is prohibited.

11.3.3.6. Temporary Parking for Harbor Residents: Harbor residents may park their RVs for no more than ten (10) days without charge in the Overflow Parking Area when they are hosting guest RV owners who are utilizing the hookups on their lot. At the conclusion of the ten days, the Harbor resident must move his/her RV to their lot in the Harbor or into RV Storage. Harbor residents will notify the Gatekeeper when they move their RV to RV Storage.

11.4. Tveten Grove: Picnicking for WBCCI members, lessees or guests is allowed in Tveten Grove. Tenting is allowed only in conjunction with an approved rental event. All trash and garbage must be removed, and no open fires are allowed.

11.5. WLYH Property: Use of WLYH property outside of the Harbor, or the normal intended place for the property's usage, requires permission of the Board of Directors. As an example, tables and chairs kept in Harmony Hall may not be rented or loaned to individuals for use outside the Hall. They may be used during WBCCI picnics or other events held during rallies upon approval by a member of the Board of Directors. (10/4/2011)

12. SMOKING

All WLYH buildings are designated as "Smoke Free Environments".

13. SECURITY AND SAFETY PROCEDURES

General: The Washington Land Yacht Harbor (WLYH) does not have its own security force or formal security/monitoring program. Therefore, it is essential that residents of the WLYH are constantly vigilant. The WLYH receives its police, fire and medical support through the Thurston County Sheriff and Lacey Fire District #3.

13.1. Medical: Take immediate steps to ensure the victim is secure and call 911 Emergency Services.

- Note: There is an AED apparatus (Automated External Defibrillator) located on the north wall inside Harmony Hall. Easy-to-follow instructions for use are inside the cover. The AED should only be used if it is easily accessible.

13.2. Neighborhood Watch Program: One the most effective means of ensuring a safe and secure Land Yacht Harbor is through knowing our neighbors and watching out for suspicious/unusual activity.

13.3. Vehicle Identification Decals: Residents should place a “LYH” decal in their rear passenger window or other easily seen location to identify their vehicles as belonging in the Harbor. Decals may be obtained at the Gatehouse. Decals should be removed when you dispose of the vehicle. See also **Rules 4.2.9.**

14. FIREARMS

The carrying of firearms or explosive devices into the Harmony Hall, the Gatehouse or to any social gathering in the WLYH is strictly prohibited. This includes such actions by those holding a legitimate concealed weapon “permit to carry.” On-duty law enforcement officers are exempt from this restriction. Flagrant or repeated violations of this policy may result in lease termination.

15. QUIET HOURS

Quiet hours within the Harbor perimeter fence shall be from 10:00 p.m. to 7:00 a.m. every day of the week.

16. HARBOR GATES

16.1. The gates will be programmed to open each morning at 6:00 a.m. They will normally be closed by 10:00 p.m. or earlier upon the discretion of the HOMC Chairperson, and the WLYH President, and in coordination with the WLYH Administrator.

16.2. Lessees may purchase up to two (2) gate opener transmitters from the Gatekeeper or designee. WBCCI members may also be provided with a code that will open the gate at the keypad. The Facilities Rental Chairperson or designee will give a temporary gate code to overnight rental groups.

17. ADMINISTRATOR/GATEKEEPER EMPLOYMENT PROCEDURES

In the event that the Administrator or Gatekeeper has resigned or is dismissed, applicants for that position will be interviewed by three WLYH Directors selected by the President. The results of this interview will be presented to the Board for approval. Responsibilities shall be specified in a written job description. The salary will be determined each year at the time the annual WLYH Budget is prepared. The annual evaluation shall be based on performance as defined in the job description.

18. USE OF WLYH EQUIPMENT

18.1. Dumping Utility Trailer: Use of the licensed dumping utility trailer is limited to lessees for use within 25 miles of the Harbor, and requires permission from the Gatekeeper, HOMC Chairperson, or Equipment Chairperson. There is a limit of eight (8) continuous hours of use per request for use. A fee of \$35.00 is required per use. Hours of use are in 8-hour increments and will not be pro-rated. The trailer will be used for Harbor business at no charge.

18.2. Backhoe/Front Loading Tractor:

18.2.1. Only those who have satisfactorily completed at least one training session, conducted by a qualified trainer/operator, shall be authorized to operate the tractor/backhoe equipment and or the riding mower. The Equipment Chairperson shall be responsible for the selection and training of operators to be included on the list. A list of authorized operators shall be posted in the Whitney Maintenance Building.

18.2.2. The WLYH backhoe/front loader may be used to perform small jobs for lessees within the Harbor. Permission for such use shall be obtained from the Equipment Chairperson, HOMC Chairperson or designee. Use is restricted to minimum of one (1) hour, and a maximum of three (3) hours per job at a rate of \$35.00 per hour in half-hour (30 minute) increments to cover maintenance costs. Operation of this equipment for any job, (Harbor or lessee), shall be voluntary. There shall be no pre-arranged agreement or requirement for monetary compensation for the operator. The Equipment Chairperson shall keep a log of the hour meter reading.

19. DISTRIBUTION OF FIREWOOD

In the event a tree on WLYH non-residential property must be removed or has fallen due to a storm or other reasons, the wood from that tree will be distributed in the following order or priority:

19.1. Used at the barbecue pit for Unit or WLYH functions.

19.2. Given to the volunteers who help clean up the area where the tree has fallen.

19.3. Given to Harbor resident shut-ins who have wood burning stoves but are unable to work with the cleanup group.

19.4. Given to a local family outside of the Harbor that is in need of firewood.

19.5. In the event none of the above applies, the wood can be offered to anyone willing to pick it up and haul it away as soon as possible.

20. COMPLAINTS AND GRIEVANCES

20.1. Complaints against a WLYH officer or committee member must be made in writing to the Board, in a courteous manner, for their consideration.

20.2. A grievance is a complaint that falls outside of boundaries of all WLYH Rules & Regulations. If a dispute arises between two lessees or between a lessee and the WLYH, which the parties cannot resolve, a grievance may be filed.

20.3. All grievances, except as noted in 20.1, must be made in writing and given to the HOMC for review. The grievance must state specifically what the complaint is, must provide factual evidence to support the complaint, and must state what action or condition that the complainant wishes.

20.3.1. The first level of resolution shall be through the HOMC. If either of the parties cannot agree with the HOMC recommended solution, then the HOMC will refer the matter to the WLYH

President for final resolution and appropriate enforcement by the Board of Directors. The HOMC or WLYH Board must propose a solution within 30 days of receiving a written grievance.

20.3.2. Hearings of grievances will be held in private, with only Board members and immediate parties involved being present. Enforcement can range from dismissal of the grievance to lease termination.

20.3.3. Written complaints or grievances against WLYH board members, employees or committee members shall be made without fear of reprisal or retribution from any WLYH board member, employee or committee member. (10/20/2015)

20.4. Filing a civil suit against the WLYH without prior submission of a written grievance to the HOMC or the WLYH Board for its proposed resolution may result in lease termination.

20.5. For a step-by-step process on ethical negotiation of a grievance refer to **Appendix J**.

21. CONSEQUENCES

Consequences for violating any of the foregoing Policies may be determined by the current WLYH Board of Directors. Consequences may range from letters of reprimand, to monetary fines as determined by the Board, to termination of use privileges or leases. (4/2/2013)

Approved by the WLYH Board of Directors: 1/6/ 2015