

AREA INFORMATION FOR NEW RESIDENTS

EMERGENCIES: Police - Fire - Ambulance	911
Police (Non-emergencies)	(816) 969-7390
Fire (Non-emergencies)	(816) 969-1300
Lee's Summit Medical Center	(816) 282-5000
St. Luke's Hospital - East	(816) 347-5000
Gas Service Co. (MGE)	1-800-582-1234 or (816) 756-5252
Electric Co. (KCP&L)	1-888-471-5275 or (816) 556-2200
Water Co.	(816) 969-1900 after hours call (816) 969-7407
Lee's Summit Animal Control	(816) 969-1640
Street Light Repair (KCP&L)	(816) 471-5275
Lee's Summit City Hall	(816) 969-1000
Lee's Summit Planning & Zoning	(816) 969-1600
Lee's Summit Streets & Storm water	(816) 969-1870
Lee's Summit Neighborhood Services	(816) 969-1200
Constable Trash Co.	(816) 204-1192
Deffenbaugh	(913) 631-3300
Town and Country (WCA)	(816) 380-5595
Wiley's Refuge & Disposal	(816) 618-3523 or (816) 618-7288

SCHOOLS - JACKSON COUNTY

Lee's Summit Public School District 7	(816) 986-1000
Lee's Summit West High School	(816) 986-4000
Summit Lakes Middle School	(816) 986-1375
Summit Pointe Elementary	(816) 986-4210

SCHOOLS - CASS COUNTY

Raymore - Peculiar School District	(816) 892-1300
Raymore-Peculiar High School (9-12)	(816) 892-1400
Raymore-Peculiar East Middle School (7-8)	(816) 388-4000
Eagle Glen Intermediate (5-6)	(816) 892-1750
Timber Creek Elementary (K-4)	(816) 892-1950

2017-2018 BOARD OF DIRECTORS

President – Jeff Sowinski	jsowinski@rlpoa.com
Vice President – Mark Spencer	mspencer@rlpoa.com
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LAKE REGULATIONS

Revised and approved by the Board of Directors February 13, 2018.

I. DEFINITIONS

For the purpose of these regulations the terms below shall have the following meanings used herein:

1. **Association:** Raintree Lake Property Owners Association.
2. **Board of Directors:** The Board of Directors of the Association.
3. **Boat:** A vessel not equipped with motor and using oars or paddles manually operated as a means of propulsion; i.e., canoes, paddleboats, kayaks, rafts. Etc.
4. **Lake Committee:** The Committee shall be made up of not less than five (5) members and not greater than twelve (12) members. The Committee will elect a Chairperson, and a Secretary. The duties of Chairperson and Secretary may be combined. *Amended September 9, 2008.*
5. **Resident Identification Card:** A photo identification card issued by the Raintree Lake Property Owners Association to its members and family. Card shall be maintained on person at all times when using any Raintree amenity.
6. **Member in Good Standing:** A member of the Association who has paid all assessments fixed, established and collected by the Association.
7. **Motor Boat:** Any vessel equipped with a motor for propelling same in the water. To include personal watercraft, deck boats, ski boats, fishing boats, etc., except as otherwise defined herein.
8. **Personal Watercraft (PWC):** A type of watercraft commonly referred to as a Jet Ski or wave runner.
9. **Pontoon Boat (Traditional Design):** A motor boat equipped with two (2) or three (3) separate cylindrical pontoons, not enclosed, mounted below a flat deck no wider than 8'6". NOTE: Any watercraft not conforming to the above definition, regardless of Manufacturer's Statement of Origin (MSO), title, or registration classification, is not defined as a pontoon boat in accordance with the RLPOA definitions. This definition does not include deck boats or tunnel hulls. *Dec. 2013*
10. **RLPOA:** Raintree Lake Property Owners Association.
11. **Sailboat:** A vessel equipped with sails as its principal means of propulsion.
12. **Vessel/Watercraft:** Every type of boat, craft or device for transporting and propelling persons through the water.
13. **Water Sports Equipment:**
 - (a) **Towable:** Inflatable devices, such as tubes, that are designed for occupants to ride in and be towed behind a motor boat.
 - (b) **Non-towable:** Devices, both inflatable and non-inflatable, which are not designed to be ridden and can be used for water sports activity. This includes, but is not limited to, trampolines, ski ramps, etc.
14. **Yellow Caution Flag:** A flag displayed on the Lake Patrol Motor Boat(s) when conditions require a mandatory ten (10) MPH speed limit and no towing of water sports equipment or skiing.
15. **Raintree Lake:** As referenced Raintree Lake Proper, Sunset Cove and The Raintree Reserves. *Dec. 2013*

II. WATERCRAFT RESTRICTIONS

1. **Vessels** shall not exceed the following lengths/width:
 - (a) **Airboat:** Airboats are not permitted.
 - (b) **Houseboat:** Houseboats are not permitted.
 - (c) **Motor boat:** Twenty-one (21) feet
 - (d) **Other boats:** Eighteen (18) feet
 - (e) **Pontoon boat:** Twenty-eight (28) feet (A deck boat is not a pontoon boat.)
 - (f) **Sailboat:** Twenty-two (22) feet
 - (g) **Width:** No Vessel may be wider than 8 foot 6 inches. *Dec. 2013*
2. **Horsepower:** At this time, the Committee chose not to invoke a horsepower limit on motorboats.
3. **Exhaust:** All watercraft must have exhaust that vents below the waterline as measured when the watercraft is at rest.

III. LIFT GUIDELINES

1. **Boat Lift Guidelines:** Front-mounted, two round, or two rectangular, black or galvanized tanks. *Board approved August 11, 2009.* In the event any lift is deemed damaged or inoperable a notice to repair and comply will be sent to the lease holder/lessee. They will have 30 days from Notification Letter Date to comply or have a 4th level violation issued. The Appeal process may affect the time line. If not resolved and fine paid within the 30 day time limit, the lift will be subject to be impounded. If there has been not positive action to complete repairs or correct the issue RLPOA will remove and salvage the lift, repair dock and charge the Lessee the cost. *Dec. 2013*
2. **PWC Lift Guidelines:** PWC lifts must have one round, cylinder float (galvanized or black) or rectangular, black Poly Tank. *Board approved September 8, 2009.* In the event any lift is deemed damaged or inoperable a notice to repair and comply will be sent to the lease holder/lessee. They will have 30 days from Notification Letter Date to comply or have a 4th level violation issued. The Appeal process may affect the time line. If not resolved and fine paid within the 30 day time limit, the lift will be subject to be impounded. If there has been not positive action to complete repairs or correct the issue RLPOA will remove and salvage the lift, repair dock and charge the Lessee the cost. *Dec. 2013*
3. Use of used boat lifts coming from other lakes are not allowed. *August 2015 & July 2016*

IV. IDENTIFICATION AND REGISTRATION

1. **Permits:** All vessels on/in waters of Raintree Lake, to include slips and lifts on May 1, must display a valid permit for the current boating season. Enforcement begins on May 2. Permits may be obtained at the RLPOA office during business hours. Dues must be current and any fines paid before a boat permit will be issued. All applications for renewal are subject to any applicable Association regulation, including mechanical and structural soundness of the watercraft, proper safety equipment and proper lighting. All new watercraft to the Lake must provide a copy of the title or statement of origin for proof of ownership and length verification. There is a one (1) week waiting period for new watercraft to verify boat length, ownership and insurance. *Amended June 14, 2005 and December 2013*

- (a) All Motorized and Non-Motorized Boat Owners shall be required to have a representative of the household (Minimum Age of 18) every two years take a written test provided by the RLPOA office during business hours. (Even numbered lots in Even numbered years & Odd numbered lots in Odd numbered years) It shall be an open book test over the rules and regulations of Raintree Lake with a 100% score required before a boat permit may be issued. Any score less than 100% will require the Boat Owner Representative to retake an alternative test provided by the RLPOA. (May be taken on the same day during business hours) All NEW Motorized and Non-Motorized Boat Owners that have not before registered a boat at Raintree Lake OR Any Lot guilty of a 4th Level Violation in the previous year must ALSO have a representative of the household (Minimum age of 18) watch a video presentation provided by the RLPOA office. (Scheduling will be done through the RLPOA office) *Approved December 11, 2012*
- 2. **Permit Display:** Permits shall be displayed in a conspicuous place on each side of the vessel and trailer. All outdated visible permits shall not stand-alone and must be removed. Permits labeled “trailer” will be put on the applicable trailer only. *Amended 2004*
- 3. **Permit Fees:** The Board of Directors will determine Permit fees each year.
- 4. **Insurance:** Minimum liability insurance of \$100,000 naming RLPOA as additional insured with an agreement for notice of policy cancellation must be provided to the RLPOA to obtain permit(s).
- 5. **Residential Property Lessees or Renters (Home Exclusively):** Shall have the same boating privileges as Association members provided:
 - (a) The property owner is a member of the Association in good standing.
 - (b) All watercraft comply with requirements stated in the Lake Regulations.
 - (c) The lessor, the lessee or renter of the slip shall agree to abide by the Lake Regulations as published by the Association as a condition of the approval of said lease.
 - (d) The property owner(s) relinquish their right to use the lake.

V. OPERATING REGULATIONS

The use of the lake is a revocable privilege for Raintree Lake Property Owners in good standing that has agreed to demonstrate compliance with all the Lake Regulations and rules of the Association. Members using the lake who have lost their lake privileges due to violations or suspensions will be cited and their watercraft impounded.

In the event a resident becomes delinquent on dues and or assessments, or has outstanding fines, that resident’s permit(s) shall be suspended. Once all such obligations have been satisfied, that resident’s permit(s) shall be reinstated. Any watercraft with suspended permits shall be treated the same as if there were no permit or an expired permit. *Amended September 11, 2007.*

All vessels on Raintree Lake are subject to safety inspections at any time by authorized patrol. Violations must be corrected to the satisfaction of the Patrol. The Patrol may request that the vessel be removed from the lake until the violation can be corrected.

The Lake Committee will have the power to change the regulations regarding a given rule or event with the majority agreement of the committee and the approval of the Board of Directors.

1. **Boating Season:** The boating season runs from May 1 through April 30.
2. **Speed Limits:** No person shall operate a motor boat at speeds in excess of the following:

- (a) Maximum of five (5) MPH, or such speed that does not raise the bow of the boat or create a wake around docks, swimmers, or fishermen, in any cove, within fifty (50) feet of launch areas or land.
 - (b) Ten (10) MPH in all areas of the lake not described above before sunrise and after sunset as published in the Kansas City Star.
 - (c) Thirty-five (35) MPH in all areas not mentioned in (a) above, but only during the following hours: Monday thru Friday, sunrise to sunset, and Saturday and Sunday, 7 a.m. to sunset as published in the Kansas City Star.
 - (d) The Board of Directors may from time to time designate certain areas for special uses and may designate speed limits for said uses. Notice of such special use areas and speed limits shall be posted five (5) days prior to the event and displayed at the launch area and Clubhouse; i.e., sailboat regatta, fishing tournament, ski tournaments.
 - (e) The Lake Patrol, with the approval of any combination of at least two (2) of the following: Lake Committee Members, Board Members, or General Manager, may designate that the lake shall only be used at a maximum speed limit of ten (10) MPH and no skiing or towing of water sports equipment due to the number of boats on the lake, adverse weather conditions or other factors making it necessary to reduce the speed limit. In such an event, a yellow flag will be displayed from the patrol boat(s). A citation will be issued for failure to adhere.
3. **Members and Guests in Company of Members:** Guests must be accompanied by a member of the Association, or be in possession of an Association Member's Raintree Lake Resident Identification Card at all times when using Raintree Lake for motor boating, personal watercraft, water-ski activities, swimming, fishing or other purposes. It is also a requirement that Raintree Resident have in their possession their Resident ID Card while boating, fishing, swimming and/or other purposes. Fishing Tournament Participants must have a resident in good standing on board. *Amended May 10, 2011, December 2013.*
4. **Members Responsible for Children and Guests:** All dependents and/or minor children are the responsibility of their parents or guardian at all times when using Raintree Lake. Violations of these regulations, committed by dependents or children, will result in appropriate disciplinary action (including fines) against parents, as if the parents of offending children had committed such violations. Also, guests are the responsibility of the members. Violation of these regulations by guests will result in violations and fines against sponsoring members as if such violations were committed by the member.

VI. PROHIBITED ACTIVITIES:

- 1. **Racing:** Motorboats may not be raced except on those days and hours when the Board of Directors has authorized such a race.
- 2. **Intoxicants:** No person may operate any vessel while under the influence of intoxicating liquors, narcotics or drugs of any kind.
- 3. **Carelessness:** No person may operate any vessel in a careless, negligent or wanton manner so as to endanger life, limb or property.
- 4. **Protected Swimming Areas:** The Association may from time to time designate protected swimming areas by placing appropriate buoys around such area. No vessel shall be operated or permitted to drift into such areas.
- 5. **Unattended Fishing Line(s)** are prohibited at all times. This includes jug lines, bank lines, trotlines, etc.
- 6. **Unattended Watercraft:** No watercraft shall be left unattended with the motor in operation.
- 7. **Wake Jumping:** No wake jumping within one hundred fifty (150) feet of another watercraft.

8. **Aircraft/Hot Air Balloons/Ultra-glides:** No person operating any type of Aircraft shall land on or take off nor shall they attempt to land or take off from the lake. This includes hot air balloons and ultra-glides. *Board approved August 9, 2011.*

9. **Dock Rules:**

(a) **No Swimming from Docks.** Due to safety concerns, **Courtesy Docks** are for loading and unloading boats. No fishing or swimming shall be allowed from any courtesy docks. A citation will be issued for failure to adhere.

(b) Due to safety concerns, swim docks are for swimming and sunbathing only and are open during the season from 7:00 a.m. to 10:00 p.m. daily. Other activities on the swim docks will receive a citation for failure to adhere. Furthermore, no vessels shall be operated, or permitted to drift into designated swim areas. This is a 4th level offense resulting in 90-day suspension, loss of all current boat permits, and \$100 fine. *Board approved November 14, 2006.*

For non-motorized watercraft this is a violation that will result in:

1. First (1st) violation -written warning.
2. Second (2nd) violation - suspension from lake for remainder of day and a \$10.00 fine.
3. Third (3rd) violation - suspension from lake for the remainder of the day, plus a suspension from lake for seven (7) days and a \$25.00 fine.
4. Fourth (4th) violation - suspension from the lake for remainder of day plus a 90 (ninety) day suspension, loss of all current boat permits and a \$100.00 fine.

(c) **Leased Slips** are for leaseholders only. No trespassing at any time unless accompanied by a leaseholder of that dock or is in possession of the leaseholder of that dock's Raintree Resident ID card. Members are responsible for their guests. Due to safety concerns, no swimming or fishing is allowed from the docks. *Board approved June 14, 2005.*

VII. MISCELLANEOUS OPERATING RULES:

1. **Abandoned Vessel:** Vessels may be removed from the lake with a minimum removal charge of \$50.00 and storage charge of \$10.00 per day as set by the Lake Committee under review and approval by the Board of Directors. These rates may be reviewed and amended upon recommendation of the Lake Committee and publication by the Board of Directors.

2. **Age Limits:** All operators of motorboats with more than 15 HP must be fifteen (15) years of age or older unless under the direct "onboard" supervision of a parent, guardian, or other person at least fifteen (15) years of age. Youths twelve (12) to fourteen (14) years of age may operate vessels with up to 15 HP motors. The operator must have proof of age available or citation will be issued. This citation will be voided when proof of age is submitted to the RLPOA office.

3. **Boater Education Law:** Beginning January 1, 2005, every person born after January 1, 1984 who operates a vessel on Missouri lakes shall possess on their person or vessel a boating safety identification card issued by the Missouri State Water Patrol. Note: Remember, a Personal Water Craft is a VESSEL!

4. **Buoyant Devices:** Each person occupying a vessel shall have available a Coast Guard-approved life-saving device. All personal flotation devices (PFDs) must be in good and serviceable condition and must be readily accessible. The PFDs must be of the proper size for the intended wearer. Sizing is based on body weight and chest size. *Amended March 24, 2005.*

5. **Discharge of Refuse:** No person shall discharge into the lake or upon any dock or launching ramp any oil, gasoline, flammable materials of any kind or refuse or polluting material of any kind.
6. **Fireworks:** No fireworks shall be ignited from a watercraft or from any dock. No fireworks shall be ignited toward or into any watercraft.
7. **Flag:** All watercraft including Personal Watercraft must display a BRIGHT red/orange flag during all hours between sunrise and sunset whenever a person is out of the watercraft, whether in or on the water. The flag must be visible for 360 degrees. Flags must not be visible when a person is not in or on the water.
8. **Launching Watercraft:** Non-motorized watercraft may be launched from the shoreline of the main lake if the watercraft can be manually carried to the water or manually carried on a non-motorized cart/dolly that has been approved by the Lake Committee. A sticker will be issued indicating that the cart/dolly has been approved and appropriate documentation is retained in the office. No equipment is to be left on the shoreline at any time. Modification of the shoreline to accommodate launching shall not be permitted. Violations of this rule will incur revocation of Lake Committee approval. Launching of watercraft on any of the waterscapes is not permitted. Violations of this rule will incur a citation. *Board approved May 12, 2009.*
9. **Load:** No vessel shall carry more weight or horsepower than certified by the manufacturer as listed on provided yellow place card.
10. **Navigation Lights:** Vessels operating after sunset and before sunrise must use navigational lights in accordance with official Coast Guard Regulations. All watercraft used for sport fishing within fifty (50) feet of shore, powered by an electric trolling motor, are not required to display navigation lights unless another watercraft approaches within the immediate vicinity of the sport fishing watercraft. At such time, said sport fishing watercraft shall activate lights in time, so as to avoid a collision.
11. **Noise:** All boats shall meet state requirements on maximum noise level. No vessel shall emit a sound at a level exceeding eighty-five (85) decibels on an A-weighted scale when measured from a distance of fifty (50) or more feet from the watercraft. No person shall operate a watercraft on the lake which does not vent exhaust below the waterline as measured when the boat is at rest. All boat radios must adhere to the maximum noise levels mentioned above.
12. **Report of Collision:** Reports of all collisions by a vessel shall be made immediately to the Lake Patrol or RLPOA office and made in writing to the RLPOA office within forty-eight (48) hours after the occurrence.
13. **Right-of-Way:** Boats without motors and sailboats shall have the right-of-way on the lake. The Board of Directors may from time to time establish hours and areas for boat and sailboat races. Motorboats, personal watercraft, and other motorized watercraft shall yield the right-of-way to sailboats and to other boats involved in such events.
14. **Seating:** No person shall sit on the gunwale or outer rail of any motorboat or on the front or rear thereof while the motorboat is in operation. No more persons can ride on any vessel than the posted Coast Guard certification. *December 2013*
16. **Securing Vessels:** Every vessel not in use shall be properly secured to an assigned dock so as not to present a hazard to persons or property. No vessel shall be left unattended except when properly secured to a courtesy dock or individual slip. No vessel is to be beached. No vessel is to be secured to a swim dock or buoy of any kind. No vessel shall be left running and unattended.
17. **Traffic Pattern:** All vessels except non-motorized watercraft and watercraft used for sport fishing within 50 feet of shore and powered by an electric trolling motor as well as sailboats, under sail, shall maintain a counter-clockwise traffic pattern at all times. The nearest shoreline shall always be on the right or starboard side of the watercraft. At the discretion of Lake Patrol, for safety reasons, the counter-clockwise pattern can be enforced for all watercraft. *Dec. 2013*

18. **Tow Materials:** All water sports equipment to be towed by a vessel will be kept on the surface of the water so as to be visible to other persons using the lake. Towropes shall not exceed one hundred (100) feet in length. The Lake Committee reserves the right to restrict use of any device the Committee considers a safety hazard or an obstruction to boating traffic.
19. **Unsafe Actions:** No person operating a watercraft on the lake shall allow any unsafe action within such watercraft or engage in any conduct, which may cause a person to fall out of or off of the watercraft, or cause the operator to lose control of such watercraft. Failure to comply with this rule is an automatic fourth (4th) violation.
20. **Wildlife:** No person shall run down or attempt to run down any wildlife.
21. **Zebra Mussels:** No person shall introduce any vessel into Raintree Lake that has traveled to any other waters without proper decontamination, proper drying time and quarantine time as specified by the RLPOA Board of Directors and published by the Missouri Department of Conservation. *Dec. 2013*

VIII. WATER SKI RULES:

The following rules shall govern all water-ski activities on the lake:

1. **Areas:** Skiing is permitted in all Raintree Lake areas except the following:
 - (a) Within fifty (50) feet of any boat or dock.
 - (b) Within ten (10) feet of any buoy other than slalom course
 - (c) Within seventy-five (75) feet of any designated swim area.
 - (d) Within seventy-five (75) feet of any land or any swimmer.
 - (e) Any prohibited areas marked by the Association with buoys.
 - (f) The Area West of Ward Road called 'Raintree Reserves'. *December 2013*
2. **Hours:** Skiing is permitted Monday through Sunday, sunrise to sunset.
3. No person on water skis or other similar object on the lake shall swing out from a position behind the towing boat in such manner so as to pass around another boat or object, so that such boat or object shall come between the skier and towing boat.
4. **Life Saving Vest:** Every skier shall wear a buoyant, Coast Guard-approved, proper sized lifesaving vest.
5. **Lookout:** Every vessel towing a skier shall have a responsible person other than the operator serving as a ski lookout, or a Coast Guard-approved, wide-angle rear view mirror.
6. **Ski Pattern:** Vessels towing a skier shall operate a counter-clockwise traffic pattern unless directed otherwise by the Lake Patrol Officer. Buttonhook-type left hand turns are allowed at each end of the designated slalom course in order to re-enter the course at the same end just exited. Only one motorboat at a time shall be allowed in the slalom course. (See Appendix for complete set of rules and regulations for slalom course.)
7. **Operation of Vessel When Skier has Fallen:**
 - (a) Such vessels shall have the right-of-way while retrieving skiers.

- (b) When retrieving a fallen skier, the engine of the vessel shall be turned off while the skier is boarding the vessel.
- 8. No person shall operate a motorboat on the lake while pulling any airborne device, such as kites and/or parasail, which rise above the surface of the water.
- 9. A reasonable and safe distance must be maintained between boats and skiers at all times.
- 10. No vessel will be modified to increase the wake created.

IX. WATER SPORTS EQUIPMENT

1. Towable:

- a) Three (3) people are the maximum allowed if pulling one (1) device. Two (2) devices, such as tubes, may be towed at one time with a limit of two (2) persons on each device.
- b) No towables after sunset or before sunrise unless towing of a broken down vessel.

2. Non-towable:

- (a) Must have prior approval of the Lake Committee.
- (b) Must not be left unattended.
- (c) Must not be used in the main boating lanes of the lake.
- (d) Cannot interfere with access to boat slips.
- (e) Cannot be left on the water or beach/common ground overnight.
- (f) Use on the lake is subject to the Patrol's discretion. In all cases, the Patrol's decision will prevail until the next scheduled Lake Committee meeting.

X. SWIM RULES

No person (member or guest) shall swim more than fifty (50) feet from the shoreline or a swim dock unless closely accompanied by a vessel displaying a bright red/orange flag. Failure to abide by this rule has been deemed an unsafe action by the Board of Directors and will result in the following:

- 1. First time offense will result in a \$50.00 fine and a 30 day suspension from use of all amenities, for all members of lot;
- 2. Second offense will result in a \$100.00 fine and 60 days suspension from use of all amenities, for all members of lot; and
- 3. Third offense will result in a \$250.00 fine and 90-day suspension from use of all amenities, for all members of lot. *Board amended 7/18/11*

XI. SCUBA DIVING

No person shall participate in SCUBA diving at Raintree Lake unless person is taking part in a training/rescue effort by City or State Officials. The only exception to this is for underwater inspection/repair. This may include dock bracing and/or framework, underwater stump removal or maintenance of underwater piping or valves. If underwater inspection/repair is desired all safety precautions required for SCUBA diving is mandatory. Divers must be certified. Written permission must be obtained from the Raintree Lake Manager or their designee. The equipment being inspected/repared shall be quarantined such that no access to the equipment is permitted. Additionally, a safety observer shall be stationed to restrict access. The Water Patrol shall be stationed in proximity to restrict any water traffic from accessing the area. *Amended 2011. Amended Sept. 9, 2014.*

XII. APPLICABILITY OF OTHER LAWS AND REGULATIONS

The regulations for boats promulgated by the United States Coast Guard and the State of Missouri also govern the use of vessels on Raintree Lake. Every licensee of a vessel and every operator should become familiar with such rules and laws and adhere to them.

Every licensee of a vessel is advised that failure to abide by all applicable rules, laws and regulations may result in criminal liability as well as civil liability for damages in the event of accident or injury by reason of such failure to obey. Failure to abide by such rules and laws is prima facie evidence of negligence.

Complete knowledge of and adherence to state and local rules is the responsibility of every parent, boat owner, resident, and guest operator. The licensee/owner shall be held responsible and liable for their boats and all persons who operate them.

XIII. VIOLATION OF REGULATIONS

1. Supervision of Operations of Lake:

Members of the Lake Committee, RLPOA Board Members and Lake Patrol assigned personnel are authorized to enforce the lake rules and issue citations. The Lake Committee may appoint any member of the community or any employee of the RLPOA to patrol the lake and to enforce the regulations and rules. In the event an operator of a vessel willfully refuses to obey order of such patrolman, willfully refuses to obey operation instructions, is not a person authorized to operate a vessel or is operating a non-permitted vessel; the patrolman may impound the vessel and hold the same at a designated area. The Board of Directors may from time to time establish release fees for such vessel.

The Lake Committee or Board of Directors may refuse to renew the boat permit of any licensee who has failed to follow the boat regulations or failed to pay the required fees following any assessments given by the Lake Committee, Appeals Committee, or the Board of Directors.

2. Complaints:

Any member of the Association may file a complaint with the RLPOA office of a violation of the Lake Regulations on a form provided by the Association at the RLPOA office. Upon filing of a complaint with the RLPOA office, a citation shall be issued by the Lake Patrol Supervisor detailing the complaint and citing the appropriate rule(s) allegedly broken. The complainant will be named as the citing officer. The office shall notify the interested parties, namely, the alleged violator, the licensee, the complainant and the witnesses, if any, whose names are endorsed on the complaint by mailing to the address of each said parties appearing on the complaint a notice fixing the time and place for a hearing on the complaint. All parties shall be present for the scheduled hearing. *Board approved June 9, 2009*

3. Appeals Process:

- (a) All violations may be appealed.
- (b) The member shall have ten (10) days following date of the citation to request a hearing in front of the Appeals Committee. Such request shall be made in writing to the Board Designee. If no hearing is requested, the citation shall be effective upon expiration of the ten (10) day period.
- (c) If a hearing before the Appeals Committee is requested, it shall be held at the next scheduled meeting of the Committee from the date of the request from the Board Designee. At the hearing, the member(s) shall be allowed to be present and represented by counsel.
- (d) The property owner and/or alleged violator will be notified, in writing, as to the time and place of the appeals meeting. This notice will be mailed no later than ten (10) days in advance of the meeting.
- (e) Proceedings before the Appeals Committee or a subsequent appeal to the Board of Directors shall be informal. At such hearing or appeal, the complainant and witnesses designated on the citation/complaint shall be heard first, followed by the alleged violator, the licensee and any other witnesses.
- (f) After the appellate hearing, the Appeals Committee shall make a decision to uphold or dismiss the alleged violation(s) and the appropriate sanctions to be imposed. This decision shall be in writing and forwarded to the member, by certified mail, within ten (10) days of the hearing. The decision shall specify the rules and regulations, which have been violated, the acts constituting such violations and the sanction or sanctions imposed or dismissal of the case.
- (f) The member shall have ten (10) days, following date of the decision of the Appeals Committee, in which to request a hearing before the Board of Directors. Such requests shall be made in writing to the Board Designee. If a hearing before the Board of Directors is requested, the Appeals Committee decision shall be stayed. If no hearing is requested, the Appeals Committee decision shall become final and the sanctions recommended therein shall be effective ten (10) days after the date of the Appeals Committee decision.
- (g) If a hearing is requested before the Board of Directors, it shall be held at the next regular meeting of the Board, or at a special meeting called before the next meeting of the Board, or at a special meeting called before the next regular Board meeting. At such hearing, the Board of Directors shall receive and consider the decision of the Appeals Committee and any testimony or other evidence, which the member(s) desire to present.
- (h) Within ten (10) days of the hearing, the Board of Directors shall render a written and final decision and cause it to be served on the member(s) by certified mail. The decision shall specify the rules and regulations, which have been violated, the acts constituting such violations and the sanction or sanctions imposed, or dismissal of the case.
- (i) Any owner of a watercraft receiving a suspension shall have all of their watercraft removed from the lake or impounded immediately. When an appeal is received at the office, the watercraft may use the lake; however, during the appeals process, if the watercraft and/or owners receive any further citation(s) while on the lake, the watercraft and its owner will be suspended and will not be allowed to use the lake until the appeals process has been completed. Any member in the appeals process for boating violations/suspensions must have written approval from the RLPOA office in their possession to use their watercraft on the lake. *Amended March 24, 2005*

XIV. PENALTIES:

1. Profanity, verbal abuse or threats directed toward the Lake Patrol, Lake Committee, or RLPOA employees or agents will not be tolerated and therefore is a FOURTH (4th) violation.

2. Any boat owner and/or operator who shall exceed the ten (10) MPH speed limit after sunset and before sunrise, as published, shall be a FOURTH (4th) violation.
3. Non-compliance of boat removal from use order is a FOURTH (4th) violation.
4. The Raintree Lake Patrol has been assigned responsibility for enforcement of Lake Safety Regulations through the warning, suspension and removal procedures listed below. Violations will be assessed against the boat owner and operator in which case enforcement procedures may be taken against both the boat owner and the operator.
5. Violations will accumulate for only one boating season (May 1 to April 30). Suspensions will be imposed between May 1st and September 30th, and will carry over to the following year. All FOURTH (4th) level suspensions shall begin upon receipt of all applicable boat stickers by the RLPOA staff. *Board approved September 13, 2005.*
 - (a) First (1st) violation -written warning.
 - (b) Second (2nd) violation - suspension from lake for remainder of day and a \$10.00 fine.
 - (c) Third (3rd) violation - suspension from lake for the remainder of the day, plus a suspension from lake for seven (7) days and a \$25.00 fine.
 - (d) Fourth (4th) violation - suspension from the lake for remainder of day plus a 90 (ninety) day suspension, loss of all current boat permits and a \$100.00 fine.
6. Members must sign and accept their copy of the citation from the Lake Patrol. Their signature is not an admission of guilt, only an acknowledgement that the document was received. Refusal to sign or accept the citation is an additional violation.
7. Members violating duly enacted rules and regulations shall be subject to sanctions in accordance with the terms and provisions of such rules and regulations. Such sanctions may include, but shall not necessarily be limited to:
 - (a) Suspension from the privileges of membership, to include the right to vote and the right to use and enjoy all or part of the Common Area, for a period not to exceed ninety (90) days for each such violation.
 - (b) The assessment of reasonable fines. Such fines, as well as costs and attorney's fees, if any, expended in collecting fines or enforcing suspensions may become a lien against any lot, unit or other land owned or occupied by any violator.
8. Failure to abide by sanctions may result in:
 - (a) A civil action in any Court of competent jurisdiction, and the recovery of costs and reasonable attorney's fees from the non-complying member(s).
 - (b) Criminal prosecution for trespass or other appropriate offenses.
 - (c) The use of reasonable and lawful action by members of Raintree Patrol to ensure compliance.
9. Fine(s) must be paid within ten (10) days of the citation or, if under appeal, within ten (10) days of final disposition, or a lien may be imposed upon the property.

Note: Suspensions affect all members of a household and all vessels registered to that household. Violation of a suspension period will result in further suspension of lake use privileges and fine(s) as determined by the Board of Directors.

10. Watercraft on the Lake Without a Valid Permit:

Resident: Citation and a \$50 fine.

Non-Resident: Violator will be charged with trespassing.

11. Watercraft on the lake without valid insurance will be an automatic FOURTH (4th) violation.

APPENDIX

DEFINITIONS:

1. **Slalom Course:** A set of buoys providing a boat path and a zigzag ski path.
2. **Buttonhook Turn:** A tight radius turn for exiting and entering a slalom course.

RULES:

1. Only one (1) watercraft may use the slalom course at any given time. A watercraft shall wait to use the course until the course is clear. The course is considered clear when the watercraft and skier have left the course and buttonhook turning area. A watercraft may make multiple “passes” through the course.
2. Buttonhook turns are allowed for entering and exiting the slalom course.
3. Personal watercraft may not use the slalom course when skiers are present. Water skiers have priority.
4. Vandalism is prohibited.
5. Pontoon boats are too wide to pass through the center boat path buoys and are prohibited from driving through the center boat path buoys.
6. No vessel shall be anchored within 75 feet of the extreme boundaries of the ski course and shall never be positioned, either anchored or drifting, in a way that would interfere with normal navigable lake traffic or authorized ski course activity.

COURTESY RULES:

1. Boats waiting to use the course should wait a safe distance from the course and maintain a no-wake condition.
2. When boats are waiting to use the course, the boat on the course should yield the course after the current skier is finished.
3. Smooth water is a skier’s dream. Please respect this and avoid large wakes in the course area. Idle speed is best; full speed is second best; half speed is terrible for wakes.

FISHING GUIDELINES:

Fishing is permitted only by use of attended poles or rods with attached lines. Cast nets may be used for catching bait, but not game fish. All bluegill, green sunfish and bullheads more than 5 inches long, and other species of nongame fish more than 12 inches long, must be returned to the water unharmed immediately after being caught by

any of the methods listed above except pole and line. The daily limits for nongame fish apply to the large fish taken by pole and line.

Largemouth bass: 12-15 inches - should be released unharmed and not kept in possession.

Under 12 inches - limit five (5)

Over 15 inches - limit one (1) *any angler may have only one fish over 15 inches in his/her possession unless participating in an approved event in which you may have up to three fish over 15 inches and all fish must be released upon the end of the event.*

Bluegill: No limit or size restrictions

Crappie, white bass, and hybrid bass: No length limits, daily limit thirty (30)

Channel catfish, flat head catfish: No length limits, daily limit ten (10)

**DO NOT INTRODUCE FOREIGN FISH TO OUR LAKE WATERS!
IF CAUGHT, REMOVE ALL OTHER FISH AS PER REGULATIONS.**

PONTOON BOAT RENTAL INFORMATION:

Pontoon may be rented during the following block schedule:

Half day = **(8:00 a.m. to 2:00 p.m. or 3:00 p.m. to 9:00p.m.)**

Full day = **(8:00 a.m. to 9:00 p.m.)**

Early bird = **(8:00 a.m. to 2:00 p.m. Monday thru Thursday excluding holidays)**

Rental Prices are set yearly by the RLPOA Board of Directors. Inquire at RLPOA Office for Current Prices.

A full tank of gas is provided. Deposit of \$250.00 and rental fee must be paid in cash or check within seven (7) calendar days after making reservation. Payment must be made during normal business hours. Deposit will be refunded only if the pontoon is returned on time and undamaged. Cleaning supplies will be available for your use at check in. All trash and debris shall be removed. A rain check will be given for inclement weather (heavy to moderate rain, thunder, lightning, etc.) or the deposit will be refunded. Raintree will furnish life jackets and anchor. Occupancy for the pontoon is eleven (11) people. The pontoon is to be docked at the clubhouse boat dock. Pontoon is to be picked up and returned to the clubhouse boat dock. The pontoon will be checked in and checked out by an approved RLPOA attendant. Rental contract must be signed by a member, in good standing, of Raintree Lake. No rental will be made to dependents or guests. Towables are not allowed. *(Approved 3/2000) (Amended 8/16/05) December 2013 Amended August 12, 2014.*

RAINTREE LAKE BOAT SLIP POLICY

This policy was passed by the Raintree Lake Board of Directors on October 8, 1996.

This policy revised and approved by the Raintree Lake Board of Directors on November 9, 2004; October 11, 2005; February 4, 2006; November 14, 2006; December 12, 2006; and September 11, 2007; December 2013

A. Purpose and Intent

This policy shall establish guidelines for the placement of boat slips, for their maintenance and for the administration of boat slips, in order to preserve the aesthetic quality of Raintree Lake while encouraging the use of pleasure craft on the lake.

B. Location of Boat Slips

No boat slip(s) or docks of any kind are allowed on Raintree Lake, lots, or common area, or otherwise within the confines of the legal description of the Raintree Lake Community without the prior approval of the RLPOA Board of Directors. The location of each slip shall be at the discretion of the RLPOA Board of Directors. Violations will result in a fine of up to \$1,000.00 per slip plus all expenses related to remedy the violation. *Approved October 11, 2005*

C. Boat Slip Leasing

The issuance of the boat slip leases shall be the responsibility of the RLPOA. RLPOA retains the right to terminate a boat slip lease for violation of this policy, failure to pay annual assessments as due, or loss of membership status of the lease by virtue of sale of property and movement from the area as called for under the Covenants and Bylaws of the Association. Construction fees are not refundable upon termination of any lease. Upon termination of lease by the Association, the individual will have the right to place their name at the bottom of the official Boat Slip Waiting List provided their membership status becomes active. *Amended February 7, 2006, and December 12, 2006*

The sale or assignment of a primary long-term or short-term lease upon sale of residential property shall be limited in any future lease entered by the Association to provide that it may only take place with written consent of the Association which shall not be unreasonably withheld and that the right to transfer said slip with the residential property shall only be permitted for the property owners that are lease holders as of October 8, 1996. Subsequent transfers of a lease or boat slip by subsequent owners or assignees of the lease shall not be permitted.

Subletting of boat slip leases shall be permitted provided all conditions of membership are met and official forms are completed in the RLPOA office by lessee and sub-lessee. Rate shall be limited to the amount set by the Board of Directors each year.

The number of boat slip leases (long and/or short term) shall be limited to one (1) per lot ownership of members as recorded on the official assessment account of the RLPOA. This provision shall exclude multiple lot ownership held for development of single family, multi-family and/or commercial development, sale and/or rental. Members with current multiple leases shall keep those leases until they do not renew or they sell their property at which time only one (1) slip lease may be transferred with the house or lot. All other slips will go to the RLPOA for the Boat Slip Waiting List.

D. Official Boat Slip Waiting List and Assignment

The official Boat Slip Waiting List shall be maintained at the RLPOA office. Lot owners who desire to lease a boat slip shall sign up in person on the official Boat Slip Waiting List by coming into the RLPOA office to sign a Boat Waiting List entry form of which the lot owner will receive a copy.

The General Manager or official designee shall maintain and organize the official Boat Slip Waiting List so lot owners' priority can be readily determined. The list shall be made available for inspection by lot owners during regular business hours. The Lake Committee Chairperson(s) shall also have a copy of the official Boat Slip Waiting List.

The official Boat Slip Waiting List shall contain names of lot owners who do not currently lease a slip as well as lot owners who currently have a lease and wish to relocate.

Priority of the official Boat Slip Waiting List shall be established by date of signing up provided membership has been uninterrupted, lot owner has not turned down any official offer for a slip and all dues and assessments are paid.

In the event a resident on the wait list becomes delinquent on dues and/or assessments, or has outstanding fines remaining unpaid, that resident's name shall be removed from the Boat Slip Wait List. Once all such

obligations have been satisfied, that resident may reapply for admission to the Boat Slip Wait List. Notwithstanding other contingencies discovered upon application, the resident's name would be added to the bottom of the Boat Slip Wait List. *Amended September 11, 2007*

When a boat slip becomes available, the RLPOA office shall make reasonable attempts to inform the lot owner with the highest priority as follows:

1. If three (3) working days pass and the lot owner cannot be reached by telephone, at their business or home number, a registered letter will be mailed to their home address, as listed in the Association files, stating they have ten (10) days in which to respond to the RLPOA office with regard to acceptance or refusal of the boat slip assignment.
2. If the lot owner refuses a slip opportunity, the name shall be removed from its current priority and, if requested, added to the bottom of the official Boat Slip Waiting List. In the event of a request for a specific dock, notation will be made on list for information of availability by dock opening requested.
3. If lot owner fails to respond, then their name will be removed from the official Boat Slip Waiting List. A lot owner removed from the list may thereafter sign up on the official Boat Slip Waiting List and priority will be determined by the subsequent sign-up date.

E. Slip Renewal

Current boat slip lessees shall have first right of renewal of their current boat slip.

Leases expire on March 15th of each calendar year. Lessees shall be notified on or before January 15 of lease expiration date. Lessee shall have until March 15 to renew lease. Full payment of lease cost is required upon signing of new lease.

Failure to make timely payment of annual assessment, lease or other fines or liens imposed by the Association shall be cause for forfeiture of the lease.

F. Maintenance and Modifications

Boat slips and docks shall be maintained in good condition by the RLPOA maintenance personnel and/or other persons authorized by the Lake Committee with approval of the RLPOA Board of Directors.

No modifications to docks and/or boat slips is permitted without approval of the Lake Committee and filed with the RLPOA office. Unapproved Lessee modifications shall be removed at an hourly rate of \$25.00 for removal.

Boat lifts shall be specifically permitted upon execution of an appropriate addendum to lease of boat slip. The lessee may install the boat lift if the boat lift type and structure has been approved by the RLPOA Lake Committee. The RLPOA Lake Committee will not approve pontoons on boat lifts. Lessee shall be responsible for maintenance and insurance of said lift and shall be responsible for the cost of removal of the lift, in a timely manner, as defined by the RLPOA Board of Directors, not to exceed ten (10) days. In the event of repairs to be effected by the lessor at the end of the lease or upon forfeiture of membership rights, the Lessee assumes all fiscal responsibility. RLPOA will pay the cost of electricity for the docks. RLPOA will also pay the cost of maintenance for the power circuits, dock lighting and outlets installed by the Association. A junction box will provide a convenient access point for Lessees' circuit connections. New circuits to individual slips must be approved by RLPOA in advance. The cost of maintenance for the existing or new circuits installed by the Lessee or group of Lessees will be the responsibility of the Lessee(s). Defective circuits will be disconnected and removed at the Lessee's expense. All electrical installation or maintenance shall be performed by a licensed electrician and be approved by the City of Lee's Summit and RLPOA. *Amended November 14, 2006*

Lessee shall hold RLPOA harmless for Lessee's act or omissions or those of Lessee's acts or agents which might result in property damage or injury to others. Further, RLPOA shall not be responsible for any damage to the lift, docks or other boats caused by installation or operation of the aforesaid boat lift.

Any watercraft or lift may be removed by RLPOA if any violation of the Boat Slip Policy occurs without recourse or permission of Lessee and lease becomes null and void. No Boat Lift in need of repair will be allowed to be transferred within Raintree until all repairs are made. Reapplication for transfer may be resubmitted after repairs are made. *Dec. 2013*

G. Administration

The Lake Committee shall, from time to time, make recommendations to the Board of Directors for renewal fees and Boat Slip Policy.

The Office Manager or official designee shall be responsible for:

1. Maintaining files for original boat slip leases, renewals and sub-leases.
2. Collection of slip fees.
3. Recording the location and lease status of each boat slip.
4. Recording the registration number and lot owner information of each leased slip.
5. Checking compliance with Boat Slip Policy with the aid of the Lake Committee.

H. Use and Design

1. Boat slips shall be occupied only by boats/watercraft properly registered by the RLPOA Office.
2. Boats/watercraft must be properly secured to the boat slip when docked or stored.
3. For safety reasons, all accessories and equipment shall be stored in boat not on the dock. *Dec. 2013*
4. All docks on Raintree Lake shall be of the design approved by the Lake Committee and authorized by the RLPOA Board of Directors.
5. All slips shall be numbered and docks designated by alphabetical lettering.
6. RLPOA Board of Directors shall keep jurisdiction over the location and construction of the docks and may approve modification of same following recommendation by the Lake Committee and notice to the membership.

COMMON GROUND TREE PLANTING POLICY

Board of Directors amended February 13, 2018

Raintree Lake Property Owners Association (RLPOA) encourages the planting of trees on the Common Ground to enhance the beauty of our community and improve the general environment. **Planting of trees can be done through the community's Adopt-A-Tree program or by individual residents. The procedures are as follows:**

1. Notify the office of request, and type of request (Adopt-A-Tree or individual purchase).
2. Select the area where you wish to plant the tree(s) and be willing to talk with neighbor about the tree and location. The office and Common Ground Committee must approve your selection of tree as well as the planting location to insure there are no unknown factors that would affect the planting. **Written approval must be obtained from the Common Ground Committee before anything is planted on the Common Ground. Approval will not be granted for tree planting requests if the common ground is not**

adjacent to the homeowner's property making the request.

3. Select a variety of tree from the following list:

FLOWERING TREES

Green Hawthorn "Winter King"
Redbud, Eastern

SHADE TREES

Maple, Red (Sunset)
Maple, Sugar
Parrotia, Persica
Oak, Swamp White
Oak, Red

***NOTE:** The goal is to insure tree varieties introduced to Raintree are disease resistant, insect resistant, do not have noxious odors or fruit or leaves that are toxic or a nuisance and generally improve the overall appearance of the community. Shrubs are generally not acceptable for planting in the Common Ground. Mature tree photos are available at the office for resident review. Other trees may be acceptable, but if you wish to plant another variety not on the approved list the Common Ground Committee must approve the request.*

4. Trees must be planted at least three (3) feet inside the Common Ground boundary. It is the responsibility of the individual planting the tree to insure excavation for the planting will not impact underground utilities. Trees must be planted so as to allow ten (10) feet of clearance from other trees, shrubs, above ground utility service installations, lake shore, drainage ditches, buildings or any other stationary object that would impede the passing of a tractor drawn mowing device.
5. When all of the above conditions have been met, you may proceed with the actual planting of the tree.
6. If a resident receives a tree through the community Adopt-A-Tree Program, the resident agrees to aid RLPOA in keeping the newly planted/replaced common ground tree alive, by watering the tree for a minimum of two (2) years.
7. Before any tree is removed from the Common Ground, you must check with the Common Ground Committee.

COMMON GROUND REGULATIONS

Drain/water pipes crossing Common Ground must be approved by the RLPOA Board of Directors or the Board may delegate the responsibility to a committee. The RLPOA is not responsible for damage to pipes put in by residents on common ground. No water may be drawn from Raintree's lake or ponds for irrigating or any other uses by residential or commercial property owners. Approved June 8, 2004. Amended by the Board on February 8, 2005. Amended July 8, 2014.

In order to enforce compliance of no pumping from the lake or ponds, the fee structure below has been established.

1st Violation will result in a \$500 fine.

2nd Violation will result in a \$750 fine.

3rd Violation and any subsequent violation will result in a \$1,000 fine.

Liability, Vandalism, Theft and Destruction of Property

Driving on Common Ground with cars, motorcycles or off-road vehicles are not allowed. Only limited motorized travel is allowed on Common Ground areas for homeowners with disabilities and/or mowing. Exceptions may be granted by the RLPOA General Manager.

Because of the liability involved, homeowners cannot use the Common Ground for personal recreational items such

as trampolines, playground equipment, etc. No fencing is allowed on Common Ground (including underground wire fencing).

Any damage done to the Common Ground area will be repaired by the homeowner causing the damage to the satisfaction of RLPOA.

Lot owners are deemed responsible for the actions of their children, other family members, guests, tenants and licensees. Appeals by an underage offender would only be heard if accompanied by a parent or guardian.

Reckless and dangerous use of RLPOA common ground will be defined as, but not limited to: fire of any sort, contained or not, by wood, gas or charcoal. Any projectile objects, such as bow and arrows, BB and/or air pellet guns, paint ball guns, fireworks, etc.

Ice Dangers. RLPOA prohibits any activity on the ice regarding ponds or lake.

Violations include acts of vandalism, theft or intent to deface or destroy any part of the association's property, watercraft stored or moored in the association's boat slips, common ground or storage and maintenance areas.

Violations will result in the following:

- Immediate suspension from common area and/or lake with or without watercraft.
- Criminal prosecution
- Cost to repair damages
- Legal costs
- Suspension from the privileges of membership, to include the right to vote and the use of the lake and pool for a period (minimum of thirty (30) days not to exceed ninety (90) days) for each violation, along with the members of his/her family and guests. (This will occur after an individual is found/pleads guilty in a court of law). *Board approved May 11, 2010.*

Common Ground shall not be used for any organized team sports activities with the exception of the use of the swimming pool by the Raintree Rays, a swim team sponsored by RLPOA. Organized team sports shall mean any collection or assemblage of persons functioning within a formal structure, under the coordination and direction of coaches and/or participants in a sanctioned sports league. *Board approved November 23, 2010.*

Violation Levels

1st Offense	\$25.00 fine and loss of all privileges for seven (7) days
2nd and succeeding offenses	\$100.00 fine and loss of all privileges for ninety (90) days

Privileges will be suspended for all members of the household. *Amended March 24, 2005*

These Common Ground regulations are not inclusive.

CLUBHOUSE RULES & PROCEDURES

The Raintree Lake Clubhouse may be rented for private parties to residents in good standing with the Association. Reservations are made through the RLPOA office during regular business hours.

In consideration for the use of the clubhouse, the resident agrees to the following conditions:

1. The charges for use of the Clubhouse are current on our website at www.rlpoa.com. The charges for use of the Clubhouse are subject to change.
2. The rental fee and cleaning fee must be paid no later than scheduled event. Resident's dues and fines must be current at time of booking and day of rental.
3. Damage deposit must be paid in advance within seven (7) calendar days after making the reservation. Deposit will be refunded within fourteen (14) calendar days after event.

4. Deposit, rental fee, and cleaning and breakdown fees will be deposited in the RLPOA banking account at the time of receipt.
5. Any cancellation by the resident within forty-five (45) days of the event will result in a \$100.00 cancellation fee which will be deducted from the deposit.
6. The swimming pool is not included with the rental of the Clubhouse. Any guests attending the function are not allowed use of the swimming pool.
7. Resident must be present at **all** times during the function. The resident agrees to be responsible for the conduct of guests and, in cases of improper conduct, may be subject to arrest by the Lee's Summit Police Department.
8. Resident agrees to keep the premises in good repair, as well as cleanliness of the exterior grounds of the facility. Exterior cleanup is not included with the cleaning contract.
9. Resident agrees not to allow the use of the premises for any purpose other than that specified and to insure the specified use is carried out and conducted in a reasonable manner and is in compliance with any local, state or federal law.
10. No alterations to the premises and no decorations (except those specified in the approved decoration list) or other materials or substances may be brought on the premises which are not in compliance with the insurance coverage of the RLPOA, or which are in violation of any local, state, or federal law.
11. Resident agrees to indemnify and hold harmless the RLPOA from any liability resulting from use of the premises. The resident agrees to be responsible and acknowledges any and all legal liability resulting from the disbursement of alcoholic beverages and has no license to permit sale or distribution of same to the public on the premises and further has no insurance coverage for such activity. The Resident therefore agrees to indemnify and hold harmless RLPOA from any liability resulting from the use or disbursement of liquor on the premises described above.
12. Resident agrees that for any activity where minors are involved, one adult chaperone will be present at all times for every five minors present during the entire function. The resident may be held responsible for contributing to the delinquency of a minor should any minor partake in alcohol or drugs in association with the function.
13. Resident is responsible for any and all damage which occurs during the rental period. Reasonable cost of repair or replacement will be deducted from the deposit to restore the premises to its' original condition. Damages in excess of the deposit will be billed to the resident. Unpaid damages will be subject to a lien against the resident's property.
14. No parking or driving on the grass. Vehicles parked on the grass or other common areas may be towed away. Unloading and packing up must be done from the parking lot only.
15. Keep music inside clubhouse. Any music coming from a live band or any electronic source shall be kept inside clubhouse. Fog machines are not allowed inside the clubhouse. They will set off the smoke alarm and you will be responsible for the cost to reset alarms.
16. Absolutely no smoking inside the building. Please use smoker stands located at the front door and on deck.
17. Tent Usage – In order to set up a tent on the clubhouse grounds for your function, you must request prior approval from the RLPOA Board of Directors or RLPOA agent. The tent must be set up less than 24 hours prior to the function and taken down within 48 hours after the function. Stakes for the tent cannot interfere with the sprinkler heads and underground lines. Lines will be marked by RLPOA 48 hours prior to your function. Rental tables, chairs and accessories left unattended under tents are at own risk.

18. Outdoor usages of facilities, such as bouncy houses, are not allowed. Propane grills can be utilized if they remain on concrete surfaces.
19. Resident agrees to remove all personal items and rented items, including tables, chairs, linens, glassware and china from the premises before the end of their rental time. Nothing can be left inside or outside clubhouse except tent as agreed to in #17.
20. No RLPOA chairs to be brought outside on deck or lawn.
21. All candles must be contained in a proper receptacle to prevent wax from dripping.
22. No rice, birdseed, confetti, glitter, sparklers or similar items are permitted on the clubhouse property.
Revised 1/7/03, 3/24/05, 11/14/06, 10/11/11, 3/13/12, 12/10/12, 1/12/16, and 2/13/18.

DUCK POND ACTIVITY CENTER RULES & PROCEDURES

The Duck Pond Activity Center may be rented for private parties to residents in good standing with the Association. Reservations are made through the RLPOA office during regular business hours.

In consideration for the use of the Duck Pond Activity Center, the resident agrees to the following conditions:

1. The charges for use of the Duck Pond Activity Center are current on our website at www.rlpoa.com. The charges for use of the activity center are subject to change.
2. The rental fee and cleaning fee must be paid no later than scheduled event.. Resident dues and fines must be current at the time of booking and day of rental.
3. Damage deposit must be paid in advance within seven (7) calendar days after making the reservation. Deposit will be refunded within fourteen (14) calendar days after event.
4. Deposit, cleaning and rental fee will be deposited in the RLPOA banking account at the time of receipt.
5. Any cancellation by the resident within forty-five (45) days of the event will result in a \$50.00 cancellation fee which will be deducted from the deposit.
6. Resident must be present at all times during the function. The resident agrees to be responsible for the conduct of guests and in cases of improper conduct may be subject to arrest by the Lee's Summit Police Department.
7. Resident agrees to keep the premises in good repair and to leave the Duck Pond Activity Center in the same condition as before the event, as well as cleanliness of the exterior grounds of the facility. Exterior cleanup is not included with the cleaning contract.
8. Resident agrees not to allow the use of the premises for any purpose other than that specified and to insure that the specified use is carried out and conducted in a reasonable manner and is in compliance with any local, state or federal law.
9. No alterations to the premises and no decorations (except those specified in the approved decoration list), or other materials or substances may be brought on the premises which are not in compliance with the insurance coverage of the RLPOA, or which are in violation of any local, state, or federal law.
10. Resident agrees to indemnify and hold harmless the RLPOA from any liability resulting from use of the premises. The resident agrees to be responsible and acknowledges any and all legal liability resulting from the disbursement of alcoholic beverages and has no license to permit sale or distribution of same to the public on the premises and further has no insurance coverage for such activity. The resident therefore agrees to indemnify and hold harmless RLPOA from any liability resulting from the use or disbursement of liquor on the premises described above.
11. Resident agrees that for any activity where minors are involved, one adult chaperone will be present at all times for every five minors present during the entire function. The resident may be held responsible for contributing to the delinquency of a minor should any minor partake in alcohol or drugs in association with the function.

12. Resident is responsible for any and all damage which occurs during the rental period. Reasonable cost of repair, replacement, or cleaning (damages) will be deducted from the deposit to restore the premises to its' original condition. Damages in excess of the deposit will be billed to the resident. Unpaid damages will be subject to a lien against the residents' property.
13. Remove all personal belongings, rented items or catered items prior to leaving the premises.
14. No parking or driving on the grass. Vehicles parked on the grass or other common areas may be towed away. Unloading and packing up must be done from the parking lot only.
15. Any music coming from a live band or any electronic source must be kept inside the Duck Pond Activity Center.
16. Absolutely no smoking inside the building.
17. Tent Usage – In order to set up a tent on grounds for your function, you must request prior approval from the RLPOA Board of Directors or RLPOA agent. The tent must be set up less than 24 hours prior to the function and taken down within 48 hours after the function. Stakes for the tent cannot interfere with the sprinkler heads and underground lines. Lines will be marked by RLPOA 48 hours prior to your function. Rental tables, chairs and accessories left unattended under tents are at own risk.
18. Outdoor usages of facilities, such as bouncy houses are not allowed. Propane grills can be utilized if they remain on concrete surfaces.
19. All functions must terminate no later than 10:00 p.m. and the facility must be vacated and locked by 11:00 p.m.
20. Please bring your cell phone as a phone is not provided at the Duck Pond Activity Center.
21. No rice, birdseed, confetti, glitter, sparklers or similar items are permitted on the Duck Pond Activity Center property.

Board approved 12-10-13 Amended 1-12-16 & 2-13-18

RAINTREE LAKE POOL RULES

Pool capacity-235

Board of Directors approved February 13, 2018.

1. Persons using the pool agree to abide by the directions of the lifeguards and/or manager on duty.
2. No person with open cuts, sores, lesions, infections, obvious communicable disease or diarrhea shall use the swimming pool.
3. No alcoholic beverages, narcotics or drugs of any kind shall be allowed in the pool area.
4. Animals are not allowed in or around the swimming pool; unless they are a trained service animal as defined by the Americans with Disabilities Act. Service animals are not allowed in the water or on water slide.
5. Resident ID cards (3 years and older) are required by all to enter the pool.
6. Residents will receive single day guest credits (quantity to be determined by Board of Directors each year) per lot per pool season to be used at their discretion. Maximum of 10 guest credits can be carried over from previous year. Single day guest passes will be available to purchase in blocks of 10 for a fee. Contact the RLPOA office for current pricing.
7. All guests will be accompanied by a Raintree resident at all times.
8. All guests ages sixty-five (65) and above and two (2) and younger will be free of charge but must be accompanied by a Raintree resident at all times.
9. Baby-sitters/Caregivers passes:
 - a. Must be at least fourteen (14) years of age.

- b. Quantity of one (1) babysitter pass/non-resident pass will be available per season per lot. ID must be made at RLPOA office.
 - c. Babysitter/Caregiver pass is available for a fee. Contact the RLPOA office for current pricing.
 - d. Permission slip signed by resident and babysitter/non-resident must be on file.
 - e. ID Card will be issued to babysitter/non-resident and is required to enter the pool.
10. Raintree residents are responsible for their cards. No cards will be kept on file. Additional or replacement cards may be purchased in the office.
11. Resident children under ten (10) years of age must be accompanied by a Raintree resident fourteen (14) years of age or older. *Amended March 24, 2005*
12. Pool Hours:
Monday thru Sunday 10:30 AM – 9:00 PM
Thursday.....10:30 AM – 8:00 PM (unless scheduled swim meet) (Adult swim 8 PM -10 PM)
Note: Adult swim is to be 18 years of age and older.
13. No swim lessons will be available at the pool.
14. Resident Grandparents: Visiting grandchildren up to 18 years of age, may use the swimming pool on your resident ID card, but must be accompanied by you while at the pool.
15. Diving is prohibited.
16. Proper swim attire required. No cut-offs in the pool.
17. All incontinent swimmers must wear a swim diaper that will prevent leakage.
18. No running or pushing on pool deck.
19. No gum or food in pool. Food is allowed on pool deck.
20. No glass in pool area. All beverages and suntan lotions must be in aluminum or plastic containers.
21. Swimming after pool hours is prohibited. Violators will be restricted from using the pool and prosecuted due to trespassing.
22. No rafts or inflatable flotation devices in the pool, with the exception of water wings.
23. No squirt guns of any type and/or style.
24. Pool games are left to the discretion of the lifeguard or manager on duty. No overhand throwing of any pool toy and/or object.
25. The rope floats that separate the deep water from the shallow are there for safety purposes and are not to be hung on.
26. No talking with the lifeguard while on duty.
27. Any resident or their guests using profanity, verbal abuse, or threats to any lifeguard, pool or RLPOA personnel will lose pool privileges for ninety (90) days (carried over to the next season) plus a \$100 fine. (Note: Residents are responsible for their guests at all times). *Policy approved June 2002. Amended March 24, 2005.*

WATER SLIDE RULES

1. Children under forty-eight (48) inches tall must be accompanied by an adult or wear a coast guard approved life jacket.
2. Only one rider on the slide at a time, unless the young child is accompanied by an adult.
3. Slide must be ridden with feet entering water first.
4. Riders must wait for the attendant's "start signal" before starting the ride.
5. Keep arms and hands inside at all times.
6. Do not run, dive, stand, kneel, or stop in the slide.
7. At the end of the slide, swim to stairs and exit area quickly.
8. CAUTION: For safety reasons, pregnant women and persons with heart conditions or back trouble should not ride this slide.
9. No toys may be taken down the slide.

RAINTREE LAKE PROPERTY OWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD GUIDELINES FOR ARCHITECTURAL CONTROL

Guidelines reviewed and amended by the Board of Directors February 13, 2018.

The Architectural Review Board (hereafter ARB) of the Raintree Lake Property Owners Association has been charged with the responsibility of preserving and enhancing property value at Raintree. The ARB meets this responsibility by the following actions:

- 1) Approval of plans and specifications of all proposed new construction at RAINTREE.
- 2) Approval of plans and specifications for all improvements of property at RAINTREE.
- 3) Determination that grounds and building maintenance at RAINTREE are satisfactorily performed and is administered by Raintree Lake Codes Enforcement.

New construction and/or improvements to an existing structure must have approval of the ARB.

While legal documents of the Raintree Lake Property Owners Association permit up to thirty (30) days for approval or rejection of submitted plans, the ARB has established fourteen (14) working days as a goal for completion of the review process.

All applications for construction and/or improvements to lots, multi-family residential units and/or commercial units shall have all assessments, fines and/or liens paid to date before construction and/or improvement application shall be placed on the ARB agenda.

The application of this policy with regard to Article VII, Section 4, of the Covenants and By-laws of the association shall not affect the thirty (30) days ARB limit.

It is highly recommended builders, representatives or owners be present at the ARB meeting when submitting applications for approval.

ENFORCEMENT OF GUIDELINES FOR ARCHITECTURAL CONTROL

Means of enforcement of RAINTREE'S Architectural Control Guidelines are provided by terms contained in the

Covenants, Conditions and Restrictions document filed October 29, 1973, on all property sold thereafter at RAINTREE. (Jackson County, Missouri, Document No. 1-167323)

The Covenants generally provide that the ARB has the right and the duty to promulgate and enforce reasonable rules to “regulate the external design, appearance, use, location and maintenance of the properties and of improvements thereon in such a manner so as to preserve and enhance values, and to maintain a harmonious relationship among structures and the natural vegetation and topography”.

These guidelines represent specific written interpretations issued by the ARB as their means of satisfying their obligation to regulate property use at RAINTREE.

Appeal of ARB Findings

Any property owner who believes that the ARB has unfairly judged their request for either new construction or an improvement to an existing structure may appeal that finding in writing to the RLPOA Board of Directors. The Board of Directors may, upon two-thirds (2/3) vote of the Directors; overturn the findings of the ARB if the Board of Directors believes that the original finding was unfair.

Enforcement

The Covenants provide that the RLPOA, after due notice to the landowner, may enter onto any property being built or maintained in violation of these guidelines and correct the violation. The cost of such correction of the violation will be assessed against the land in violation and, if not paid on a timely basis by the landowner, become a lien on the property.

NEW CONSTRUCTION APPROVAL

To maintain the quality of RAINTREE, certain criterion for new homes has been established by the ARB. These criteria for new homes may vary between specific areas within RAINTREE and may change from time to time within a specific area but will always be set in a fashion to maintain a quality residential atmosphere.

GENERAL RAINTREE REQUIREMENTS FOR NEW HOME CONSTRUCTION

The general Raintree new home requirements are set forth below:

Square Footage

All sections of single-family residences at RAINTREE have minimum square footage areas which will vary by type of home.

- (A) Split level homes or split foyer with garage under (side to side) shall have a minimum of 1,200 square feet on the ground and above the garage area, combined. It shall have an additional 250 square feet of finished living area either finished above or below the primary living area. Primary meaning area finished over the garage and area opposite garage, a total of 1,450 square feet with not less than a two-car garage. The primary structure, not to include wing or walls or overhang porches or decks shall have an overall length of not less than 46 feet.
- (B) Two-story houses must have 800 square feet on the first floor and at least 1,400 square feet on both levels with an attached garage or carport.
- (C) Ranch type homes shall have at least 1,200 square feet with an attached garage or carport.
- (D) Ranch type homes with drive under garages shall have at least 1,400 square feet.

The words (for enclosed floor area) as used herein shall mean and include areas of the residence enclosed and finished for all year occupancy, computed on outside measurements of the residence, and shall not mean or include any patio area, basements, garage, porches or attics. A residence containing less than the minimum enclosed floor area provided herein may be erected on any of said lots with the written consent of the ARB, it being intended that the foregoing shall serve as a guide for the ARB's consideration.

Supplemental Covenants for the Estates Lots

Article IX, Section 3, of the Declaration, shall read as follows:

Section 3. Minimum Size requirements. Any residence consisting of a single level above ground level shall contain a minimum of 1800 square feet of enclosed floor area. If, however, a single level residence shall contain a basement garage, the minimum enclosed floor area shall be 2000 square feet. Any residence consisting of two levels above ground level shall contain a minimum of 1200 square feet of enclosed floor on the first level above ground level and an overall minimum of 2000 square feet of enclosed floor area in the two levels above ground level. Any residence consisting of a level or part of a level below ground level with garage beneath a part of the living area, sometimes referred to as a "split-level" or a "split foyer", shall have a minimum of 1800 square feet of total enclosed floor area on the level above ground level and above the garage. It shall have an additional 250 square feet of enclosed floor area either above or below the principal living area, for a total minimum enclosed floor area of 2050 square feet. The words "enclosed floor area" as used herein shall mean and include areas of the residence enclosed and finished for all year occupancy, computed on outside measurements of the residence, and shall not mean or include any patio areas, basements, garages, carports, porches or attics. A residence containing less than the minimum enclosed floor area provided herein may be erected on any said lots with the written consent of the Architectural Review Board, it being intended that the foregoing shall serve as a guide for the Board's consideration.

Garages

Each residence shall have an attached or basement private garage for not less than two (2) nor more than three (3) vehicles. The driveway on each lot shall contain sufficient paved area for the off-street parking of at least two cars. All garages must be equipped with doors which shall be kept closed as much as practicable to preserve the appearance of the elevation of the house fronting the street.

Supplemental Covenants for the Estates Lots

Article IX, Section 5, of the Declaration shall read as follows:

Section 5. Garages. Each residence shall have an attached or basement private garage for not less than two nor more than three cars, provided, however, that the use of a two- or three- car carport instead of a garage shall be permitted if the minimum ground level enclosed floor area of the residence shall be 1800 square feet; and provided, further, that no basement garages shall be permitted unless the residence shall have at least 2000 square feet of enclosed floor area. The driveway each lot shall contain sufficient paved area for the off-street parking of at least two cars. All garages facing any street must be equipped with doors which shall be kept closed as much as practicable to preserve the appearance of the elevation of the house fronting the street.

Frontage

To maintain and promote a quality appearance to new construction in Raintree, a minimum of thirty percent (30%) of the total frontal (street elevation) area of the home shall be of one or more of the following materials: stucco, brick, stone, rock or other masonry products. The balance of material may be wood lap siding, grooved sheathing, vinyl siding, stucco or a board and batten composition, however, other materials and/or combination of above materials will be considered in keeping with architectural style and reviewed on a case by case basis. New materials and technology will be reviewed on a case by case basis. *Approved 1995*

House Exterior Colors and Materials

House exterior colors and materials must be subdued and in harmony with other surrounding homes in the community. For your convenience a reference book has been developed by the ARB and is available in the office for your use or you may submit your own color as desired. Provide paint samples of color pallet including but, not limited to, main house color, trim, accent color, door etc. with your application. Also, include samples of other materials such as stone or brick and product literature as applicable.

Plans and Specifications

To properly review new construction proposed for RAINTREE, the ARB has established the following types of plans and specifications which must be submitted for approval in duplicate.

(A) Blueprints will be of professional quality and drawn to a scale of not less than one-fourth (1/4) inch to a foot.

(B) The following blueprints will be submitted for each element of new construction:

- (1) Front elevation
 - (2) Rear elevation
 - (3) Side elevation
 - (4) Floor plan of each floor
 - (5) Foundation plan
- (C) Specifications of major building materials (exterior). Plans or specifications should indicate the type of materials and the color of the exterior.
- (D) A plot plan prepared by a registered surveyor will be provided which identifies:
- (1) House and driveway placement on lot
 - (2) Location of easements
 - (3) Location of proposed fences
 - (4) Existing and proposed grades
 - (5) Landscape plan

NOTICE: A SAMPLE PLOT PLAN IS AVAILABLE FOR STUDY AT THE RLPOA OFFICE.

It is highly recommended that the builder, representative or owner be present at the ARB meeting when submitting plans for approval.

Completion of Structures

No lot or land may be improved, used or occupied for purpose other than as provided by applicable zoning laws and the restrictions filed of record in relation thereto.

Full sodding of the entire lot is required for all single-family residence after outside of the home is completed.

Uncompleted Structures

No building shall be permitted to stand with its exterior in an unfinished condition for longer than five (5) months after commencement of construction. In the event of fire, windstorm, or other damage, restoration must begin within three (3) months. No building shall be occupied until the exterior has been completed, nor until the landscaping shall have been completed or other arrangements for completion.

Area and Width

No residential structure shall be erected on any building plot, which plot has minimum lot width in size, less than that shown on the recorded plat.

Temporary Structures

All residences and other buildings shall be of initially new construction. No building shall be moved onto any lot or other tract of land. *Amended March 24, 2005*

Detached Structures

The ARB has determined that detached structure or outbuilding lessens the integrity of the RAINTREE community. No detached structures or outbuildings will be approved except dog pens and play houses which meet the required specifications.

IMPROVEMENT OF EXISTING STRUCTURE

The ARB must have sufficient information with which to evaluate proposed improvements to existing structures in RAINTREE prior to issuing approval for the commencement of the improvements. All requests for improvements of existing structures will be made to the ARB by means of a completed improvements Permit Application, together with the necessary additional information called for below and for each type of improvement.

General Requirements for All Improvements

The applicant shall submit:

- (1) A plot plan showing the location of the proposed improvements on the lot, existing grades at the nearest property line with proposed finish grades as applicable to the improvement.
- (2) A copy of front, rear and side elevations with floor plan structural cross-sections where applicable. Plans or specifications should indicate the type of materials and the color of the exterior.

Rules and Guidelines for Home Additions/Remodels

- (1) Any exterior changes or alterations must be submitted.
- (2) Lee's Summit Zoning Board Application (copy) must be attached.
- (3) Multiple applications may be required depending on changes made.
- (4) In the event the Owner shall initiate construction or any improvement or alteration, without prior written approval of the ARB, per "Enforcement of ARB Violation Fines and Structure" Section (b), the member will be assessed a fine of \$200.00. Section (e) states: Upon receipt of the citation either by mail or in person, the member shall cease construction or improvement and Section (f) have ten (10) days following the date of the notice to submit a request of the ARB for review and approval of construction and Section (j) Should the member continue the work in progress without approval or without submission of an application, the member will be fined at the initial rate of \$25.00 per week to begin fourteen (14) days following the date of the original notice. This \$25.00 per week fine shall continue each week for a four (4) week period with notice of each weekly violation. Section (k) following said four (4) week period, the rate may increase to the sum of \$50.00 per week to a maximum of \$5,000.00 in total fines.
- (5) No building shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after commencement of construction. Landscaping or sod is required when ground disturbance is greater than ten percent (10%) in front and/or twenty-five percent (25) % in back or side(s) of yard.
- (6) Storage of dirt and/or building materials on the Common Ground is not permitted. Any use of the adjoining lot must be authorized by the lot owner prior to use.
- (7) Any abuse to the Common Ground and/or adjoining lots or building during construction shall be corrected within five (5) working days of notification including grading and sodding.
- (8) The owner shall comply with the City of Lee's Summit Ordinance governing erosion control.
- (9) The owner agrees to maintain the lot reasonably free of papers, trash, all unusable wood and building debris.
- (10) The Board of Directors may approve an extension, based on case-by-case basis. *Board approved on August 12, 2008*

Landscape Improvements

Landscape improvements are considered to be terraces, retaining walls, unusual vegetation covering or dense shelter belts, walks, detached patios, cabanas or decks, etc.

Applicant shall submit:

- (1) A plot plan showing the location of the proposed improvements on the lot, existing grades at the nearest property line with proposed finish grades as applicable to the improvement.
- (2) A copy of additional plans as required to evaluate the appearance of the improvements and type of construction including the type of material used, the color of the finished improvement and the type of vegetation, if any.

BUILDING ALTERATIONS, ADDITIONS, AND DETACHED STRUCTURES

General Policy

Any addition to an existing building, any exterior alteration, or change in an existing building, or any new detached structure must have the approval of the ARB before any work is undertaken. Examples of such projects include a deck, fireplace, fence, flag pole, bird house (something that becomes permanent in nature as "in concrete") etc.

Any addition, exterior alteration, or change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the parent structure.

Awnings

The guidelines for residents and builders are as follows:

- (1) Size and color of the awning.
- (2) The awning shall only be attached to the home and shall not extend a distance in excess of three (3) feet from the home.
- (3) Retractable awnings for the back deck or back patio will be considered on a case by case basis. Include all dimensions, specifications, color, location, and product image along with your request.

House Exterior Colors and Materials

House exterior paint color must gain the approval of the ARB when repainting in an existing color or a new color excluding repairs. Colors must be subdued and in harmony with other surrounding homes in the community. For your convenience a reference book has been developed by the ARB and is available in the office for your use or you may submit your own color as desired. Provide paint samples of color pallet including, but not limited to, main house color, trim, accent color, door etc. to the ARB for approval. *Board approved Oct. 11, 2011*

Roofs

No flat roofs will be constructed. It is generally believed that flat roofs do not enhance the appearance of structures.

The Raintree Lake development was conceived with wood roofing as the desired material for the look of the entire development. If you have this type of roof and would like to maintain it, you are in compliance with the original vision of the community. New developments in other roofing materials have allowed homeowners other options that achieve the look of wood shingles without some of the draw backs. For that reason, the following composition materials and colors are considered acceptable, subject to approval through the ARB submittal process: Composition roofs must be a pattern that simulates a wood shingle roof and has a dimensional design. Simple "running bond" layout of composition tiles is not acceptable. "Premium" and/or "Designer" patterns will be reviewed on a case by case basis. THICKNESS of shingles must meet the manufacturer's term of 40 year warranty. Most roof shingles come with a lifetime warranty, so it is imperative to confirm the THICKNESS is 40 year or better.

Roof colors and names vary from manufacturer to manufacturer. Weather Wood is the only approved color for the community. Other colors will be considered on a case by case basis. They must be in the brown color range. Examples include: GAF colors: Barkwood, Driftwood, Mission Brown, Slate, and Weathered Wood. Owens Corning colors: Autumn Maple, Brownwood, Chestnut, Driftwood, Estate Gray, Granite, Mesquite, Storm Cloud, Summer Harvest, Sycamore, Timber, and Teak. The homeowner must state in writing the reason why Weathered Wood color is not acceptable for their home.

The ARB recommends LEED (Leadership in Energy and Environmental Design) and will allow Energy Star colors

in the following colors: GAF: Cool Weathered Wood. Owens Corning: Frosted Oak and Sunrise. *Amended October 11, 2011*

Vinyl Siding

New home or replacement vinyl siding shall be embossed wood-grain or smooth finish in subdued color.

Installation must be complete with associated weatherproof end and corner closures, etc.

Vinyl siding will not be allowed on the front elevation (street side) of a new home. These should consist of the following; brick, stone, stucco, synthetic stucco, painted lap siding with a minimum of thirty percent (30%) being masonry. Vinyl siding is discouraged for use as replacement siding on the front of existing homes but will be considered on a case-by-case basis.

Prior to any siding being installed, homeowners or builders must submit manufacturer's literature, including detailed specifications, an actual piece of the material to be used, showing profiles, and color. Sketches, showing the home's elevations and indicating the location of any breaks in the material.

- Profile to be vertical tongue and groove on 4" to 6" center grooves.
- Or vertical board and batten 7" to 12" center
- Horizontal simulated lap siding is only allowed on case-by-case basis.
- Thickness has to be 46 mil. (some 44 mil. tongue and groove if warranted as vertical by manufacture).
- Warrantees to be lifetime and transferable by manufacturer.
- Color, profile & trim color to be considered.
- To maintain and promote a quality appearance, a minimum of thirty percent (30%) of the total frontal (street elevation) area of the home shall be of one or more of the following materials: stucco, brick, stone, rock or other masonry products.

Fences, Walls and Screens

The ARB's goal is to keep all fencing or screening as harmonious as possible with the architectural character of the community.

Fences

Applicant shall submit:

- (1) A plot plan showing the location of the entire proposed fence on the lot with relation to the lot lines and the outline of the home.
- (2) A copy of additional plans as required evaluating appearance and type of construction of the fence including type of material and finished color.
- (3) Applicant shall agree to maintain fencing structure and appearance. Amended October 22, 2013.

Any decorative fencing in the front of model homes shall similarly be temporary and done pursuant to size and standards to be propounded by the ARB.

No fence or screen will be approved if this installation will obstruct sight lines for vehicular traffic. Undue obstruction of view of lake or other amenities from adjoining property will be taken into consideration by the ARB when reviewing fences for approval.

In general, fences shall not be nearer to the front of the structure than the rear foundation line of the structure. The ARB may permit, as an exception, fences not closer than twenty-two (22) feet from the front foundation line in order to permit uniformity with fencing on adjoining lots or for unique circumstances with regard to access or need for fencing on that particular lot.

Fences may be privately installed but must be constructed to professional levels of quality. Nonprofessionally installed fences will be inspected by a representative of the ARB after completion to insure that the final product is

of professional quality, and final approval of the fence is withheld until successful completion of this final review.

Materials and Finish for Fences and Walls

- (a) Wood fencing or screening will be approved if the design is in conformity with the architectural design of the community.
- (b) The Board will not approve an application for the installation of chain link or other galvanized-metal fencing unless it has wood posts and rails.
- (c) All fencing or screening should preferably have finish material on both sides. If only one side has finish materials, that side must face the public side of the individual lot. The Board recommends rail or picket-type construction. Recommendations include: 1) 48" wood picket with 2-3" spacing between pickets 2) 48" black aluminum with spacing between spindles 3) 48" black welded steel with spacing between spindles. Shadow box style fences are allowed on arterial roads only. Any variation other than the above will be reviewed on a case-by-case basis. *Board amended July 26 2006. Amended October 11, 2011.*
- (d) Walls above grade should be constructed of natural stone, masonry or attractive lumber.

Height Restrictions for Fences

The ARB believes that the environmental integrity of the community will be materially lessened if the open nature of the community is damaged by a proliferation of fences of excessive height. The ARB will give consideration to a variance in this height limit where the rear line of a lot abuts a major arterial roadway or in other clearly-unique circumstances.

Arterial roadways in RAINTREE have been defined as Ward Road, Missouri 150 Highway, Raintree Parkway, Raintree Drive, Regatta and Cole Younger Drive.

The ARB encourages use of six (6) foot fences around the smaller patio area of the back yard of homes to secure privacy of the immediate patio area while permitting the feeling of spaciousness throughout the open area and back yards of homes. The specific fence height restrictions are set forth below:

- (A) Property fencing and walls above grade shall not exceed four (4) feet above grade.
- (B) The ARB will not consider for approval any proposed fence which exceeds four feet in height unless the rear line of that lot abuts a major arterial roadway or offers some other circumstance clearly unique to that lot.
- (C) Patio screens shall not exceed six (6) feet in height.

Landscaping and Planting

Landscaping and planting, for existing homes, in general does not require the approval of the ARB.
Amended March 24, 2005

Trees, hedges, and shrubs, which restrict sight lines for vehicular traffic shall be cut back or removed.

Hedge type shrubs in a fence-like appearance may be installed in front of the foundation line of a residence. Other locations upon approval by the ARB, as long as said plantings;

- (a) Plantings are no greater than thirty-six (36) inches in height
- (b) Plantings are not more than thirty-six (36) feet in length
- (c) Plantings do not entirely enclose any area of the yard, so as to constitute fencing
- (d) Plantings do not unduly restrict the view of the lake, amenities or other properties and shall not have a solid growth pattern.

Decorative trellis and landscaping borders of a fence-like appearance may be installed in front of the foundation line of a residence so long as said construction:

- (a) Is no greater than thirty-six (36) inches in height.

- (b) Is no more than thirty-six (36) feet in length
- (c) Does not entirely enclose any area of the yard so as to constitute fencing.
- (d) Is limited to a border or trellis of approved materials, including split rail, wrought iron, or other approved materials not to be of chain link or coated-wire mesh.
- (e) Is in conformity with the architectural design of the home and community.
- (f) Does not unduly restrict the view of the lake, amenities or other properties and shall not be of solid stockade-type construction.

Full sodding of the entire lot is required for all single-family residence after outside of home is completed.

Exterior Antennas

Radio antennas are not allowed by any owner upon any lot or exterior of a dwelling. The ARB has determined that inside attic antennas are technically sufficient to serve residents at RAINTREE and recommends use of these antennas. Approval of HD or "Special Use" antennas will be considered on a case by case basis. Position, appearance and design should be taken into consideration. Pictures, dimensions, details of the antenna and installation along with photos or plans indicating location of installation location are to be included with the application to the ARB.

Guidelines for Green Energy Alternative Projects

Wind Turbines and Weather Stations

Wind turbines and weather stations shall be considered on a case-by-case basis before the ARB. *Approved September 8, 2009*

Solar Energy:

Solar panels/equipment shall require written application and approval by RLPOA Architectural Review Board prior to installation.

Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the building architecture.

Panels shall be roof mounted so that the top surface is as flush with the roof whenever possible, with all appurtenances recessed into the structure's attic. Solar panels should be black with black trim.

Solar panels should be located on the rear or side roof of a home whenever possible.

No ground level applications will be considered.

A Photovoltaic System Application must be submitted to and approved by the City of Lee's Summit prior to installation. Copy of approval must be submitted to the RLPOA Administrative Office. *Board approved 8/11/15.*

Swimming Pools

Permanent, back-yard swimming pools will be approved only after careful consideration of the potential effect of such a pool on neighboring property.

An application for the construction of a permanent-type, back-yard swimming pool will not be considered unless the application is accompanied by an application for an acceptable fence design. The design shall conform to county or municipal regulations for such fencing. Use of plantings in the vicinity of the pool is recommended to soften the effect of sound on adjacent property.

All pool construction should be submitted to the City of Lee's Summit Zoning Board for approval before submitting

to the ARB.

Temporary swimming pools above grade having a depth less than twenty-four (24) inches require no such approval.

A swimming pool, spa or other pool of water greater than twenty-four (24) inches in depth shall be separated from adjoining property by a fence at least four (4) feet in height, provided with gates, which shall be kept locked when the pool or spa is unattended. Sides of pool must be totally enclosed and concealed with approved material of solid wood or picket type material with no spacing and landscaped with ARB approval. Enclosure could also be approved masonry product. Pool height cannot exceed 48 inches. Pool and surrounding enclosure must be subdued neutral earth tone colors and in harmony with surrounding homes. Decking may surround pool with ARB approval. Applications will be at the discretion of the ARB and will be on a case by case basis with particular attention to aesthetic value to neighboring properties. *Board approved June 10, 2014.*

Driveways and Patio

Extensions, widening, or re-routing of existing driveways must have the approval of the ARB before any work is undertaken. Acceptable materials include concrete or pavers, no asphalt will be allowed.

Parking Pad Guidelines

Minimal parking pads will be considered on a case-by-case basis for approval if the following requirements are strictly adhered to:

1. No free-floating pads will be approved (i.e. not attached to existing or proposed construction).
2. The pad must be attached to adjacent slab.
3. Visual screening must be provided (i.e., berm, landscaping, etc.)
4. Approximate size must not exceed 8' x 20'.

Amended March 24, 2005.

Retaining Walls

Retaining walls which divert ground water onto adjoining properties or which otherwise substantially change the existing drainage pattern will not be approved.

Detached Structures

The ARB has determined that detached structures or outbuildings lessen the integrity of the RAINTREE community. No detached structure or outbuildings will be approved except dog pens and play houses which meet the required specifications. Detached storage buildings or sheds are not allowed.

Pergolas

ARB has discretion to approve pergolas on decks or patios if not attached but close to home structure. Review of applications to be on a case by case basis. *Board approved June 10, 2014.*

Cabanas

Cabanas are roofed structures with no more than one wall over four (4) feet in height and one (1) open side. The area being sixty-four (64) square feet or less. The highest peak being no more than 10 feet above grade. To maintain and promote a quality appearance a minimum of thirty percent (30%) of the total exterior wall shall be of one or more of the following materials: stucco, brick, stone, rock or other masonry products. Cabanas that are attached to decks or patios shall be approved on a case-by-case basis.

Storage Containers

Storage container applications will be considered for approval with maximum dimensions of 48" X 60" X 72". Containers must be immediately adjacent to the structure and at the rear of the home to be considered. Color must be neutral/subdued or same color as the residence and shielded from sight.

Play Equipment

All permanent play equipment exceeding 52 inches in height shall require approval as to design, location, color, material and use.

Play houses shall not exceed twenty-four (24) square feet and shall not exceed fifty-two (52) inches in height at roof peak. No shed-type roofs will be approved. Play houses shall be of wood material. No metal playhouses will be approved.

Swing sets and play equipment will be allowed and must meet the following requirements:

- a) Color: must be subdued and within harmony with other colors of the community including slides, swings and canopies.
- b) Material: must be timber construction. Other materials will be considered on a case by case basis.
- c) Use: play equipment is intended for juvenile play only
- d) Restrictions: total elevated platform cannot exceed twenty-four (24) square feet
- e) Height Restrictions: For safe play height, peak of structure shall not exceed twelve (12) feet.

Tree houses are prohibited.

Permanent basketball goals must be approved by the ARB. Goals must show location on the application when submitted.

Trampolines

No application for trampolines of any size will be considered for front or side yards of any residential lot. Trampolines (with or without safety nets) may be installed in the back yards of residential lots and must be kept at a minimum of 10 feet from fences, house, and any other play equipment. Trampolines must be secured to withstand strong winds. Safety nets must remain in good condition.

Dog Pens

Dog pens or runs, must adjoin the rear of the house with the axis, parallel to the rear of the house, not to extend further forward than the rear foundation line of the house and not to extend more toward the side lot line than the rear corner of the house, and is otherwise compatible with standards applicable to fences. The ARB recommends fencing to match existing fencing if applicable, see FENCE, WALLS AND SCREENS; MATERIALS FOR FENCES. Pens shall be adjoining the house and the ARB will not approve an application for installation of chain link or other galvanized metal fencing.

The aforesaid pen shall be a maximum of six (6) feet in width and a maximum of twelve (12) feet in depth from the rear foundation line of the house. The base shall consist of at least four- (4) inch reinforced concrete with a one- (1) foot drainage ditch containing gravel fill adjoining the base. There shall be no cover on top of the structure. The owner will be responsible for policing of the aforesaid area to insure compliance with nuisance and sanitation standards.

MISCELLANEOUS

Trash and/or yard waste containers shall not be permitted to remain visible from the street except on resident's day of trash collection. If necessary, these containers may be placed at the curb AFTER DARK the night before collection. Yard waste including branches, must be kept to the side or behind the residence out of sight or view of the street, until day of pick up or after dark the night before. Yard waste may not be left out more than one week on side or back of house. Storing of trash and/or yard waste containers (full or empty) shall not be permitted to remain where they are visible from the street at any time. Violations of these rules will result in a warning for the first offense and a fine of \$10.00 for each succeeding violation. Each day may be deemed to be a separate offense. *Amended by the Board of Directors September 14, 2004.*

Equipment, personal property or landscaping of any kind, which is no longer appropriately or safely used for the purpose for which it is manufactured or designed, is prohibited. Equipment, fencing, play equipment, personal property and landscaping must be maintained by homeowner. A fine can be imposed if the problem is not corrected in a timely manner. Exceptions could be made on an individual basis. *Board approved 6-12-12.*

PROJECTS NOT REQUIRING ARB APPROVAL (ADDED 3/17/07)

The ARB and RLPOA Board deems that the following projects may be started and completed in a timely fashion without the need for prior ARB approval.

Doors/Windows/Skylights

1. Exact replacement of doors, windows and skylights.
2. Replacement of wood garage doors with aluminum or steel garage door, so long as the color of the new doors remains the same color as the doors being replaced or white.
3. Replacement of rotted wood around windows with wood or current acceptable material that resembles wood in appearance.
4. Installation of front or back storm door in black, almond or white.

Guttering

1. Replacement of guttering and repair of soffit with exact same material. Installation of Gutter Cover.

Fences

1. Removal of existing fences, patio privacy screens, slatted sun covers, arbors and play equipment.
2. Hidden fences that are below ground.
3. Exact replacement and repair of existing fences, providing that the height, type, color, material and location of the fence does not change with the exception for non-conforming fences or encroachment of common ground.
4. Staining of natural wood color.

Satellite Dish

The following guidelines and recommendations were approved by the Board of Directors on September 10, 1996. Amended May 11, 2004. Amended March 17, 2007.

1. The diameter shall be no larger than one (1) meter (39 inches).
2. No satellite dish shall be installed on Common Ground property.
3. The preferred location, allowing for good reception, is the back yard within close proximity of the dwelling.
4. The installation should be as unobtrusive as possible and landscaping is suggested to screen the satellite dish so as to maintain some aesthetic qualities.
5. Satellite dish shall not be higher than twelve inches (12") above the roofline.
6. High definition antennas must be mounted to dish or in attic unless ARB approves position, appearance and design of HD antenna

Spas, hot tubs, and Jacuzzis.

1. Spas, hot tubs and Jacuzzis with locking lid that is placed on deck or patio.

Sun Covers

1. Installation of portable metal and canvas sun covers providing the portable canvas sun cover is not installed on the deck or patio before March 1 and must be removed by November 1 and is kept in good repair. Solid earth tone colors only. Must be placed on deck or patio or will be defined under the "temporary structure" rule in guidelines.

Landscaping and Planting

1. Landscaping and planting, for existing homes, in general does not require approval.

2. Special landscaping beyond that normally associated with a single family residence must be approved by the ARB. Example flower beds that could not be laid by hand and are greater than 36" in height or more than 36' in length.

Temporary shelter is allowed so long as it is only visible during setup, duration and cleanup of an activity not to exceed seventy-two (72) hours. (Note: This will allow EZ Up Tents and other temporary cover).

Exterior lighting shall not be directed in such a manner as to create an annoyance to adjacent property.

Garage doors shall be kept closed except during times of actual use of the garage facility.

Collapsible and removable **clotheslines** will be permitted. Permanent clotheslines will not be approved.

Children's play equipment such as sandboxes, temporary swimming pool having a depth less than twenty-four (24) inches, and tents shall not require approval of the ARB provided that such equipment is in good repair (including painting), and every reasonable effort has been made to screen or shield such equipment from view.

Temporary basketball goals must be stored out of sight of street view, lake view, amenity view or that of a neighbor, when not upright in proper location.

Decks

1. Exact replacement and repair of existing decks, providing that the height, size, type, color, material and location of the deck does not change.
2. Replacing current deck boards with composite decking does not require an application as long as the color of the deck board is the same color as the existing boards.

ARB COMMERCIAL RULES & GUIDELINES

COMMERCIAL DEFINITIONS:

The Architectural Review Board (hereinafter as the "ARB") of the Raintree Lake Property Owners Association ("RLPOA") has been charged with the responsibility of preserving and enhancing property within the Raintree Lake Property Owners Association. The ARB meets this responsibility with the following actions:

COMMERCIAL STRUCTURE

Color, roof, elevation, building structure, should be compatible with the adjacent properties of RLPOA, with approval of the ARB and the City of Lee's Summit UDO;

BUILDING FRONTAGE

Building must be four sided architecture with minimum 30% outside building area with one or more materials of EFIS materials and the remainder must be brick, stone, or stucco with approval of the ARB.

COLORS

Colors must be subdued and in harmony with the Raintree Lake Community. All colors are subject to approval by the ARB.

TEMPORARY STRUCTURES

No temporary structures attached or detached on premises. Exceptions would include tent structures for promotional sales or civic events which must get approval through the ARB.

AWNINGS

Size and color of any awning shall be approved by the ARB.

ROOFTOP EQUIPMENT

Rooftop equipment (air conditioning, etc) must be screened and not visible from ground level according to UDO of the City of Lee's Summit.

TRASH

No outdoor trash. Trash shall be deposited in required trash enclosure immediately. No pallets, racks or refuse may be stored outside of the facility. Rules should be applied according to the UDO of the City of Lee's Summit.

REGULATIONS

Raintree Lake Property Owners Association ARB must receive application for project prior to the City of Lee's Summit Public hearings;

If for any reason this requirement is not met, the RLPOA will issue a demand letter by certified mail, and if no response, then RLPOA will impose a maximum fine of \$5,000 within (10) ten days of the date of the demand letter;

NOISE POLLUTION

This article may be cited as the "Noise Control Ordinance of the City of Lee's Summit" (Code 1988, Section 17-251) and shall apply to the control of all noise and sound originating within the City limits of the City. This article herein has been amended to apply to RLPOA solely.

Raintree Lake Commercial Noise Ordinance as follows:

All Commercial Business operations within the boundaries of the Raintree Lake Sub-division as recorded shall conduct their business procedures in such a manner as to not interfere with or degrade the calm and quiet atmosphere of adjoining or nearby residential properties. Any loud or offensive noise, music or sounds or unacceptable noisy conduct requiring the assistance of local law enforcement to quell shall cause a fine of \$1,000.00 to be imposed against the offending business operation immediately. Additional penalties shall be loss of privileges to the use of Raintree Lake Amenities for 90 days to begin after the fine is paid.

SIGNAGE

Any sign to be placed on Commercial Property located within the boundaries of the Raintree Lake Subdivision as recorded must be approved by the Raintree Lake Architectural Review Board prior to placement on the subject property. A fine for non-compliance to seek ARB approval will result in a fine of \$100.00 with the immediate loss of all privileges to Raintree Lake Amenities until ARB approval is given and the fine imposed is paid. An additional \$100.00 fine will be imposed monthly until the fine is paid with total fines not to exceed a total of \$5,000.00. Signage placed on Commercial Buildings simply identifying each business or regarding their operations shall not require ARB approval but are under the basic codes and established regulations of the City of Lee's Summit UDO that includes all signs placed anywhere on the subject property in question. Any sign in place prior to this regulation is exempt under this requirement unless sign is changed.

COMMERCIAL AND/OR DEVELOPER MONUMENTATION

Pylons and wall made of:

Hand tooled limestone – color matched square cut, color Dover gray

Footings – 3000 lb. test concrete with #4 steel reinforcing 12” on center

Fabricated sheet metal roof cap – standing seam metal canopy, 24 ga. Paintgrip, painted satin black automotive grade acrylic polyurethane. (Canopy to have removable top for electrical access & service).

50 watt down light fixture – recessed 50 watt White LED down light. (If determined to be needed)

Cast bronze plaque (Final artwork & design to be determined). Smooth reverse with satin face, recessed single line border, pebble finished background painted black baked enamel with U.V. clear lifetime finish. (Guaranteed not to tarnish, fade, or discolor).

12” reverse halo channel LED letters, mounted on wall, UL approved. All backlit LED sign letters will be UL listed and individually labeled per the city of Lee’s Summits’ electrical requirements. All letters welded .063” and .080” aluminum construction, painted satin black auto grade acrylic polyurethane, internally illuminated using White LEDs, U.L. Listed. (If determined to be needed)

Design of font style and plaque to be approved by the ARB and the Board of Directors. Approved Sept. 9, 2014.

WATER RETENTION/SILT

- a. Siltation barriers should be in place during all phases of construction and according to ordinance of the City of Lee's Summit;
- b. Water retention pursuant to the ordinance of Lee's Summit and drawings presented to the RLPOA ARB prior to public hearings.

COMMERCIAL DUES

All assessments, liens, are referenced in the *Raintree Lake Articles of Incorporation, Declaration and Covenants, Conditions and Restrictions and Amended By-Laws at Article 6, Section 2, Item A, and also at Section 4.*

COMMERCIAL BUSINESSES OF CONCERN TO RAINTREE LAKE PROPERTY OWNERS ASSOCIATION

Listed below are examples of businesses the RLPOA and ARB do not find desirable and/or compatible to the adjoining community:

Fast Food Restaurants, Adult Video and Adult Book Stores, Adult Entertainment Activity (Strip Clubs), Pawn Shops, Quick Cash-Unsecured Loan Businesses, Title 1 Loans, Mobile Food Vendors, Salvage Operations, Automotive Service Stations-Automotive Repair, Second Hand Stores, Heavy Equipment or Machinery Sales or Storage and General Warehousing or Storage Facilities. Any Planned Business or Commercial Business that is changing its service or product within the Raintree Lake Subdivision Boundaries is required to present to the Raintree Lake ARB full disclosure of its future plans in advance of gaining approval or permits from the City of Lee's Summit and prior to any development or change in major business operation, service or product etc.
Approved November 12, 2013

ENFORCEMENT OF ARB VIOLATION FINES AND STRUCTURE

In accordance with Article VIII, Section 1 (a) of the Association By-Laws, enforcement of the Rules and Regulations and Covenants regarding improvements, alterations and construction in violation of ARB guidelines shall be the responsibility of the Raintree general manager through the use of Raintree personnel:

- (a) Whenever a violation is observed by Raintree personnel, the Association may issue a written citation to the offending owner or member of the property in question responsible for the construction or owning the land upon which the offending construction or improvement exists. The citation shall specify the date, time and nature of the violation.
- (b) Citations issued by the Raintree management shall designate the offense and such citation or notice shall be mailed to the member's residence of record by first class mail.
- (c) Upon receipt of the citation either by mail or in person, the member shall cease construction or improvement noted in the citation and shall remove the offending structure or cure the alleged offense.
- (d) The member shall have ten (10) days following the date of the notice to submit a request of the Architectural Review Board for review and approval of the construction or improvement to be performed. Construction shall resume only after ARB approval has been received.
- (e) The member shall also have ten (10) days following the date of the notice required by subparagraph (d) to request a hearing in front of the Appeals Committee, after gaining approval from the ARB, removing or approval from the RLPOA Board of Directors. Such request shall be made in writing to the manager. If such hearing is requested, all sanctions shall be stayed and there shall be no further work performed. If no hearing is requested, the citation shall be effective on expiration of the ten (10) day period unless the member removes the offending structure or cures the alleged offense.
- (f) When an owner proceeds with construction or improvement activity without proper ARB approval in advance as indicated in Article VII, Section 3 of the Declarations, the member will be assessed a fine of \$200.00.
- (g) If the result of the citation is not the result of the preceding (b), the member will be fined at the initial rate of \$25.00 per week to begin fourteen (14) days following the date of the original notice or citation. This \$25.00

per week fine shall continue each week for a four (4) week period with notice of each weekly violation to be mailed to the member. Following said four (4) week period, the rate may increase to the sum of \$50.00 per week to a maximum of \$5,000.00 in total fines.

- (h) If a hearing before the Appeals Committee is requested, it shall be held at the next scheduled meeting of the Committee from date of receipt of the notice from the manager. At the hearing, the member shall be permitted to present evidence or witnesses for purposes of establishing any defense of the alleged violation.
- (i) Any decision of the Appeals Committee shall be made in writing and may be appealed to the Board of Directors in writing within ten (10) days.
- (j) Should the member continue the work in progress without ARB approval or permit the improvement to remain without submission of an application or prior approval, the member will be fined at the initial rate of \$25.00 per week to begin fourteen (14) days following the date of the original notice or citation. This \$25.00 per week fine shall continue each week for a four (4) week period with notice of each weekly violation to be mailed to the member.
- (k) Following said four (4) week period, the rate may increase to the sum of \$50.00 per week to a maximum of \$5,000.00 in total fines.
- (l) Failure to pay the fines within thirty (30) days of assessment in absence of appeal may result in a lien being filed against the property by the Association and the member involved will be responsible for attorney's fees, costs and expenses incurred by the Association.
- (m) Fine balances in excess of \$1,000 must be appealed directly to the Board of Directors.
- (n) If fine is modified, there is a minimum \$25.00 fine.

Amended as of 2-13-18

ARTICLES OF INCORPORATION OF RAINTREE LAKE PROPERTY OWNERS ASSOCIATION, INC.

ARTICLE ONE NAME

The name of this corporation is RAINTREE LAKE PROPERTY OWNERS ASSOCIATION, INC., which corporation is hereinafter sometimes referred to as the "Association."

ARTICLE TWO REGISTERED OFFICE AND AGENT

The address of its registered office in the State of Missouri is 501 West Lexington Street, Independence, Missouri, and its registered agent at said address is Richard A. King.

ARTICLE THREE DURATION

The duration of the Association is perpetual.

ARTICLE FOUR PURPOSE AND POWERS OF THE ASSOCIATION

This Association does not contemplate pecuniary gain or profit to the members thereof, and the specific purposes for which it is formed are to provide for maintenance, preservation and architectural control of the residence lots, commercial and industrial units, and common area within certain tracts of property described as: *(please see the Secretary for a copy of the legal description)*.

And, to promote the health, safety and welfare of the residents and the environment within the above-described property and any additions thereto as may hereafter be brought within the jurisdiction of this Association by annexation, as provided in Article Nine herein, and for these purposes:

- (a) To exercise all of the powers and privileges and to perform all of the duties and obligations of the Association as set forth in that certain Declaration of Covenants, Conditions and Restrictions, hereinafter called the "Declarations," applicable to the heretofore described property recorded or to be recorded in the office of the Jackson County, Missouri, Recorder of Deeds at Independence, Missouri, and in the office of the Cass County, Missouri, Recorder of Deeds at Harrisonville, Missouri, and as the same may be amended from time to time as therein provided, said Declaration being incorporated herein by reference as if set forth at length.
- (b) To fix, levy, collect and enforce payment by any lawful means, all charges or assessments pursuant to the terms of the Declaration: to pay all expenses in connection therewith and all office and other expenses incident to the conduct of the business of the Association, including all licenses, taxes or governmental charges levied or imposed against the property of the Association, and to manage condominium property.
- (c) To acquire (by gift, purchase or otherwise), own, hold, improve, build upon, operate, maintain, convey, sell, lease, transfer, dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the Association.
- (d) To borrow money, to mortgage, pledge, deed in trust, or hypothecate any or all of its real or personal property as security for money borrowed or debts incurred.
- (e) To have and to exercise any and all powers, rights and privileges which a corporation organized under the Not for Profit Corporation Law of the State of Missouri by law may now or hereafter have or exercise.
- (f) The foregoing notwithstanding, no substantial part of the activities of the Association shall be devoted to attempting to influence legislation by propaganda or otherwise within the meaning of the proscriptive provisions of the United States Internal Revenue Code. The Association shall not directly or indirectly participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE FIVE MEMBERSHIP

Every person or entity who is a record owner of a fee or undivided fee interest in any lot or in other land where multi-family residential or commercial units are located, or in Developer Owned Acreage, as defined in the heretofore identified Declaration, which is subject by covenants of record to assessment by the Association, including contract sellers, shall be a member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. No owner shall have more than one membership. Membership shall be appurtenant to and may not be separated from ownership of any lot or other land which is subject to assessment by the Association. Ownership of such lot or other land shall be the sole qualification for membership.

ARTICLE SIX VOTING RIGHTS

The Association shall have three (3) classes of voting membership:

Class A. Class A members shall be all owners of single-family residential lots with the exception of the Developer, as defined in the heretofore identified Declaration. Class A members shall be entitled to one vote for each lot in which they hold the interest required for membership by Article Five. When more than one person holds such interest in any lot, all such persons shall be members. The vote for such lots shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any lot, except as hereinafter provided for Class C voting rights.

Class B. Class B members shall be all persons or entities other than the Developer owning land upon which multi-family residential units or commercial units have been developed as defined in the heretofore identified Declaration. Class B members shall be entitled to one vote for each multi-family residential unit and one vote for each 5000 square feet or major fraction thereof of floor space in commercial units located upon land in which they hold the interest required for membership in Article Five.

Class C. The Class C member shall be the Developer, which in accordance with the heretofore identified Declaration shall mean RAINTREE LAKE DEVELOPMENT CORPORATION, INC., a Missouri Corporation, and its successors and assigns. The Class C member shall be entitled to five (5) votes for

each 5000 square feet, or major fraction thereof, of developed multi-family residential or commercial floor space comprising units upon land in which the Developer holds the interest required for membership by Article Five. The Class C member shall be entitled to one hundred (100) votes for each acre or major fraction thereof Developer Owned Acreage, as defined in the heretofore identified Declaration, in which it holds an interest required for membership by Article Five. Class C membership may be converted to Class A or B, as appropriate, in relation to any parcel or parcels of property at any time, at the option of the Developer, by the delivery of written notice to the President of the Association, and shall in any event cease to exist, and all lots and other land owned by the Developer shall become the subject of Class A or B membership, as appropriate, on January 1, 1994.

ARTICLE SEVEN BOARD OF DIRECTORS

The affairs of the Association shall be managed by a Board of nine (9) directors, who need not be members of the Association. The number of directors may be changed by amendment of the By-Laws of the Association. The nine (9) directors shall be elected by classes according to the classes of voting memberships in the Association provided in Article Six. One (1) director shall be elected by Class A members voting at the annual meeting of the Association, one (1) director shall be elected by Class B members voting at the annual meeting of the Association, and seven (7) directors shall be elected by Class C members voting at the annual meeting of the Association. The foregoing notwithstanding, when there shall no longer be any Class C membership in the Association the directors shall be elected as follows: Three (3) directors shall be elected by Class A members voting at the annual meeting, three (3) directors shall be elected by Class B members voting at the annual meeting, and three (3) directors shall be elected jointly by Class A and Class B members voting at the annual meeting without regard to class. All directors shall be elected for a term of one year and shall serve until their successors shall have been elected and qualified. The number of directors elected by each class of members and the duration of the terms of directors may be changed by amendment of the By-Laws of the Association. Any director may be removed from office as provided by the By-Laws of the Association, and in the event of such removal at the creation of a vacancy through other cause, the vacancy created by the Board of Directors shall be filled as provided by the By-Laws of the Association.

ARTICLE EIGHT LIABILITIES AND ENCUMBRANCES

Section 1. Liabilities. The highest amount of indebtedness or liability, direct or contingent, to which this Association may be subject at any one time shall not exceed \$100,000.00 while there is a Class C membership, and thereafter shall not exceed 150 per cent of its income for the previous fiscal year, provided that additional amounts may be authorized by the assent of two-thirds (2/3) of the membership of each class.

Section 2. Encumbrances. The Association may mortgage real estate which it shall own as a part of the Common Area, or encumber personal property, for the purpose of securing indebtedness which it may incur in accordance with Section 1, next above, with the assent of two-thirds (2/3) of the Class A and B votes cast at a regular or special meeting of the Association and the approval of the Class C member(s), if any.

ARTICLE NINE ANNEXATION OF ADDITIONAL PROPERTIES

Section 1. The Association may, at any time, annex additional residential properties and common areas to the properties described in Article Four, and so add to its membership under the provisions of Article Five, provided that any such annexation shall have the assent of two-thirds (2/3) of all votes cast without regard to class on the approval of such annexation at a special meeting called for the purpose of considering this question or the annual membership meeting of the Association. At this meeting, the presence of members or of proxies entitled to cast sixty per cent (60%) of all of the votes of the Class A membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement set forth above, and the required quorum at any such subsequent meeting shall be one-third (1/3) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

Section 2. If within ten years of the date of incorporation of this Association the Developer, as heretofore identified, should develop additional lands within the immediate vicinity of, and contiguous to, the heretofore described properties, such additional lands may be annexed to said properties without the assent of any member other than the Developer.

**ARTICLE TEN
MERGERS AND CONSOLIDATIONS**

To the extent permitted by law, the Association may participate in mergers and consolidations with other nonprofit corporations organized for the same purposes, provided that any such merger or consolidation shall have the assent of two-thirds (2/3) of all votes cast, without regard to class, on the approval of such annexation at a special meeting called for the purpose of considering this question or the annual membership meeting of the Association. At this meeting, the presence of members or of proxies entitled to cast sixty per cent (60%) of all of the votes of the membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement set forth above, and the required quorum at any such subsequent meeting shall be one-third (1/3) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

**ARTICLE ELEVEN
AUTHORITY TO DEDICATE**

The Association shall have power to dedicate, sell or transfer all or any part of the Common Area to any public agency, authority, or utility for such purposes and subject to such conditions as may be agreed to by the members. No such dedication or transfer shall be effective unless an instrument has been signed by members entitled to cast two-thirds (2/3) of all eligible votes in each class under the provisions of Article Six agreeing to such dedication, sale or transfer.

**ARTICLE TWELVE
DISSOLUTION**

The Association may be dissolved with the assent given in writing and signed by not less than two-thirds (2/3) of the entire Class A membership, two-thirds (2/3) of the entire Class B membership, and the entire Class C membership, if any. Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the corporation by donating them to another not-for-profit association devoted to purposes as nearly as practicable the same as those to which they were required to be devoted by the Association.

**ARTICLE THIRTEEN
AMENDMENTS**

Amendment of these Articles shall require the assent of two-thirds of each class of membership. *Amended language on 23rd day of May, 1984.*

As long as there is a Class C membership, the following actions will require the prior approval of the Federal Housing Administration or the Veterans Administration: annexation of additional properties, mergers and consolidations, mortgaging of Common Area, dedication of Common Area, dissolution and amendment of these Articles. *Amended on 23rd day of May, 1984.*

IN WITNESS WHEREOF, for the purpose of forming this corporation under the laws of the State of Missouri, we, the undersigned, constituting the Incorporators of this Association, have executed these Articles of Incorporation this 24th day of September, 1973.

Wilmer C. Andes
Bob W. Curry
Paul L. Roberts

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

Please see the Secretary for a copy of the legal description.

ARTICLE I DEFINITIONS

Section 1. "Association" shall mean and refer to the RAINTREE LAKE PROPERTY OWNERS ASSOCIATION, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property hereinbefore described, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned or leased by the Association for the common use and enjoyment of the Members of the Association.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision plat relating to the Properties excepting the Common Area, Developer Owned Acreage, and land devoted to use by Multi-Family Residential or Commercial Units.

Section 5. "Developer Owned Acreage" Shall mean land lying within the heretofore described Properties which is owned by the Developer which has not been subdivided into Lots or developed into Multi-Family Residential or Commercial Units, including the Common Area and other land improved by the construction of lakes, dams, parks and clubs thereon.

Section 6. "Multi-Family Residential Units" shall mean occupied living units situated in a duplex, apartment, townhouse or other structure which affords residential living space for more than one family on land located within the Properties, whether such units are owned or leased by the Occupant. For purpose of this instrument Multi-Family Residential floor space which is constructed for sale pursuant to the Condominium Property Act, Chapter 448, Revised Statutes of Missouri 1969, shall be considered occupied when it is conveyed by the builder to the first Owner who takes title under the act; the actual occupancy of such units shall not be material. Multi-Family Units which are constructed for rental, and to which title to one or more buildings is retained by a single landlord, shall be considered occupied only when a valid lease to such premises is in effect.

Section 7. "Commercial Units" shall mean occupied premises upon which commercial business operations are conducted, without regard to whether such unit is owned or leased by the Occupant, on land located within the Properties. For purposes of this instrument commercial buildings shall be considered occupied only when business activity is actually being conducted on the premises or a valid lease to such premises is in effect between the Owner and some other individual or entity.

Section 8. "Member" shall mean and refer to every person or entity who holds membership in the Association pursuant to Article III of this Declaration.

Section 9. "Owner" shall mean and refer to the record Owner, whether one or more persons or entities, of a fee simple title to any Lot or other land which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 10. "Declarant" shall mean and refer to RAINTREE LAKE DEVELOPMENT CORPORATION, a Missouri corporation, and its successors and assigns.

Section 11. "Developer" shall refer to RAINTREE LAKE DEVELOPMENT CORPORATION, a Missouri corporation, and its successors and assigns.

Section 12. "Parcel" shall mean and refer to all platted portions of the Properties consisting of one or more Lots or Multi-Family Residential or Commercial Units which are subject to the same Supplementary Declaration.

Section 13. "Supplementary Declaration" shall mean any declaration of covenants, conditions and restrictions which may be recorded by the Declarant or Developer which contains such complementary provisions in relation to a Parcel as are authorized herein and required for the general welfare of Owners and Occupants of Lots or units within the Parcel.

ARTICLE II ANNEXATION OF ADDITIONAL PROPERTIES

Section 1. Annexation by the Membership. Annexation of additional property to be made subject to these restrictions will require the assent of two-thirds (2/3) of all votes cast without regard to class at a meeting duly called for this purpose, written notice of which shall be sent to all Members not less than 30 days nor more than 60 days in

advance of the meeting setting forth the purpose of the meeting. The presence of Members or of proxies entitled to cast sixty percent (60%) of the votes of each class of membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called subject to the notice requirement set forth above and the required quorum at such subsequent meeting shall be one-third (1/3) of the required quorum of the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting. In the event that the requisite number of votes are not represented, in person or by proxy, Members not present may give their written assent to the action taken thereat.

Section 2. Annexation by the Developer. The foregoing notwithstanding, if within 10 years of the date of incorporation of the Association the Developer should develop additional lands within the immediate vicinity of, and contiguous to, or immediately adjacent to a public road or area which is contiguous to, the heretofore described land subject to this Declaration, such additional lands may be annexed to said Properties without the assent of any Member other than the Developer.

ARTICLE III MEMBERSHIP

Every person or entity that is a record Owner of a fee or undivided fee interest in any Lot or of land where Multi-Family Residential or Commercial Units are located, or of Developer Owned Acreage, which is subject by covenants of record to assessment by the Association, including contract sellers, shall be a Member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. No Owner shall have more than one membership. Membership shall be appurtenant to and may not be separated from ownership of any Lot or other land which is subject to assessment by the Association and within the foregoing definition. Ownership of such Lot or other land shall be the sole qualification for membership.

ARTICLE IV VOTING RIGHTS

The Association shall be three (3) classes of voting membership:

Class A. Class A Members shall be all Owners of Single-Family Residential Lots, with the exception of the Developer. Class A Members shall be entitled to one vote for each Lot in which they hold the interest required for membership by Article III. When more than one person holds such interest in any Lot, all such persons shall be Members. The vote for such Lot shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any Lot, except as hereinafter provided for Class C voting rights.

Class B. Class B Members shall be all persons or entities owning land upon which Multi-Family Residential Units or Commercial Units have been developed. Class B Members shall be entitled to one vote for each Multi-Family Residential Unit and one vote for each 5000 square feet or major fraction thereof of floor space in Commercial Units located upon land in which they hold the interest required for membership in Article III.

Class C. The Class C Member shall be the Developer. The Class C Member shall be entitled to three (3) votes for each lot in which it holds the interest required for membership by Article III. The Class C Member shall be entitled to three (3) votes for each 5000 square feet, or major fraction thereof of developed Multi-Family Residential or Commercial floor space comprising units upon land in which Developer holds the interest required for membership by Article III. The Class C Membership shall cease to be converted to Class A or Class B membership, as appropriate, on the happening of either of the following events, whichever occurs earlier;

- a) When the total outstanding in the Class A Membership and the Class B Membership equal the total votes outstanding in the Class C Membership, or
- b) On January 1, 1994.

Class C amended by Developer May 21, 1984

ARTICLE V PROPERTY RIGHTS

Section 1. Members Easement of Enjoyment. Every Member shall have a right and easement of enjoyment in and to the Common Area, and such easement shall be appurtenant to and shall pass with the title to every assessed Lot or other tract of land, excepting unimproved acreage not owned by the Developer, subject to the following provisions:

- a) The right of the Association to limit the number of guests of Members, other than the Developer;

- b) The right of the Association to charge reasonable admission and other fees for the use of any facility situated upon the Common Area;
- c) The right of the Association, in accordance with its Articles and By-Laws, to borrow money for the purpose of improving the Common Area and facilities and in aid thereof to mortgage said property, and the rights of such mortgagee in said properties shall be subordinate to the rights of the homeowners hereunder unless and until such time as any mortgage shall be foreclosed in accordance with the laws of the State of Missouri, in which case the relative interests of the parties shall be controlled by such laws;
- d) The right of the Association to suspend the voting rights and right to use of the recreational facilities by a Member for any period during which an assessment against his Lot remains unpaid; and for a period not to exceed 90 days for any infraction of its published rules and regulations;
- e) The right of the Association to dedicate or transfer all or any part of the Common Area to any public agency, authority, or utility for such purposes and subject to such conditions as may be agreed to by the Members. No such dedication or transfer, other than the dedication of a utilities easement, shall be effective unless an instrument signed by Members entitled to cast two-thirds (2/3) of all eligible votes in each class under the provisions of Article IV has been recorded, agreeing to such dedication or transfer, and unless written notice of the proposed action is sent to every Member not less than 30 days nor more than 60 days in advance;
- f) The right of the Association to make reasonable rules and regulations and impose reasonable restrictions upon such use and enjoyment for the benefit of all Members, their guests and assigns;
- g) The right of the Developer by Supplementary Declaration to limit access to, or membership in, club houses and clubs by class of property ownership or parcel. Such power to limit membership and access being, however, specifically limited to club houses and clubs;
- h) The rights of the mortgagee under any deed of trust of record at the time this instrument is filed to foreclose pursuant to Missouri law free of the rights of Members of the Association herein created.

Section 2. Delegation of Use. Any Member may delegate, in accordance with the By-Laws, his right to enjoyment to the Common Area and facilities to the members of his family, his tenants, or contract purchasers.

Section 3. Title to the Common Area. The Declarant hereby covenants for itself, its successors and assigns, that it will convey fee simple title to the Common Area to the Association, subject to existing encumbrances and liens, upon demand by the Board of Directors of the Association, or at such time as the Declarant may wish to make, and the Board of Directors wishes to accept, such a conveyance.

ARTICLE VI COVENANT FOR MAINTENANCE ASSESSMENTS

Section 1. Creation of the Lien and Personal Obligation of Assessments. The Declarant, for each Lot and all other land owned within the Properties, hereby covenants, and each Owner of any Lot or other land upon which Multi-Family Residential Units or Commercial Units have been developed, by acceptance of a deed therefor, whether or not it shall be so expressed in any such deed or other conveyance, is deemed to covenant and agree, effective January 1, 1975, to pay to the Association: (1) annual assessments or charges, and (2) special assessments for maintenance and capital improvements, such assessments to be fixed, established and collected from time to time as hereinafter provided, and (3) annual or special parcel assessments or charges which shall be established and collected as provided herein and in Supplementary Declarations recorded pursuant hereto. The annual, special and parcel assessments, together with such interest thereon and costs of collection thereof, as hereinafter provided, shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made. Each such assessment, together with such interest, costs, and reasonable attorney's fees, shall also be the personal obligation of the person who was the Owner of such property at the time when the assessment fell due. The personal obligation shall not pass to his successors in title unless expressly assumed by them.

Section 2. Purpose of Assessments.

- a) **Annual Assessments.** The annual assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety, and welfare of the residents in the Properties, and in particular for the improvements and maintenance of the Properties, services and facilities devoted to this purpose and related to the use and enjoyment of the Common Area, and of the buildings situated upon the

Properties, and for any other purpose which is necessary or desirable for the maintenance and improvement of the Properties and Common Area or which is to be of general benefit to the Owners and Occupants.

- b) **Special Maintenance Assessments.** Special assessments may be imposed by the Board of Directors upon any Lot or other land upon which Multi-Family Residential or Commercial Units are located, for the purpose of maintaining the exterior appearance thereof if the Owner shall have failed or refused to do so, including but not limited to mowing and cleaning of unsightly brush and debris, painting, repairing, replacing and caring for roofs, gutters, downspouts, and exterior building surfaces, trees, shrubs, grass, walks, and other exterior improvements necessary to keep the Owner's property from deteriorating or becoming unsightly. For the purpose solely of performing the exterior maintenance authorized by this paragraph, representatives of the Association and its duly authorized agents or employees shall have the right, after reasonable notice to the Owner, to enter upon any Lot, unit or other property at reasonable hours on any day except Sunday.
- c) **Special Assessments for Capital Improvements.** In addition to the foregoing, the Association may levy in any assessment year uniform special assessments against Lots, units and acreage, by category, applicable to that year and not more than the next two succeeding years, for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair, or replacement of a capital improvement upon the Common Area, including fixtures and personal property related thereto, providing that any such assessment shall have the assent of the Class C Member and be approved by two-thirds (2/3) vote of Class A and B Members present and voting in person or by proxy at a regular or special membership meeting.

Section 3. Parcel Assessments.

- a) **Purpose of Assessment.** Annual Parcel assessments shall be used for such purposes as are authorized by the Supplementary Declaration for each Parcel.
- b) **Method of Assessment.** The annual assessment for each Parcel shall be levied by the Association against Lots or units in a Parcel, using the basis set forth in the Supplementary Declaration for the given Parcel, and collected and disbursed by the Association. The Board of Directors, in accordance with each Supplemental Declaration, shall fix the annual Parcel assessment for each Parcel and the date(s) such assessments become due.
- c) **Special Parcel Assessments for Capital Improvement.** In addition to the annual Parcel assessments authorized above, the Association may levy in any assessment year a special assessment against the Lots of a Parcel for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Parcel, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of two-thirds (2/3) of the Class A and B votes relating to Lots or units in the Parcel cast in person or by proxy at a meeting of Class A and B Members owning Lots or units within the Parcel.

Section 4. Maximum Annual Assessment. Beginning January 1, 1975, and until January 1, 1978, the maximum annual assessment, as determined by the Board of Directors of the Association, shall be One hundred Eighty Dollars (\$180.00) for each Lot, One Hundred Sixty Dollars (\$160.00) for each Commercial Unit, One Hundred Twenty Dollars (\$120.00) for each Multi-Family Residential Unit, and Twenty-Five Dollars (\$25.00) per acre (and major fraction thereof) for each acre of undeveloped and unplatted land not owned by the Developer; provided, however, that assessments for all Lots, units and land owned by the Class C Member, as defined by Article IV, shall be assessed separately from other Lots, units, and land, as may be reasonably necessary to provide for the care, maintenance and welfare thereof, without regard to the foregoing maximum annual assessments and without regard to the assessments imposed against other Lots, units and land.

- a) From and after January 1, 1978, the maximum annual assessment in each of the heretofore enumerated categories may be increased effective January 1 of each year without a vote of the membership in conformance with the rise, if any, of the Consumer Price Index (published by the Department of Labor, Washington, D.C.) for the preceding month of July.
- b) From and after January 1, 1978, the maximum annual assessment for any or all categories may be increased without regard to the Consumer Price index formula by a vote of the Members for the next succeeding year, and at the end of each such period of one year, for each succeeding year, provided that any such change shall have the assent of a majority of the votes of each class of Members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be sent to all Members not less than 30 days nor more than 60 days in advance of the meeting setting forth the purpose of the meeting. The limitations hereof shall not apply to any change in the maximum and basis of the assessments

undertaken as an incident to a merger or consolidation in which the Association is authorized to participate under its Articles of Incorporation.

- c) After consideration of current maintenance costs and future needs of the Association, the Board of Directors may fix the annual assessment at any amount not in excess of the maximum, provided, however, the actual assessments for each of the heretofore identified categories must bear the same ratio to the assessments imposed in other categories as the maximum annual assessment for each such category bears to the maximum annual assessments for other categories.

Section 5. Uniform Rate of Assessment. Both annual and special assessments must be fixed at a uniform rate within all categories of Lots, units and land, and may be collected on a monthly basis.

Section 6. Quorum for any Action Authorized under Sections 2 and 4. At a first meeting called, as provided in Sections 2 (c) and 4 (b) hereof, the presence at the meeting of Members or of proxies entitled to cast sixty per cent (60%) of all votes of each class of membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement set forth in Section 2 and 4, and the required quorum at any such subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

Section 7. Date of Commencement of Annual Assessments; Due Dates. The annual assessments provided for herein shall commence as to all Lots, units and other land heretofore enumerated on January 1, 1975, or on the first day of the month following the conveyance of such Lots, the occupancy of Multi-Family Residential or Commercial Units, and the conveyance of undeveloped and unplatted acreage not owned by the Developer, whichever occurs last. The first annual assessment shall be adjusted according to the number of months remaining in the calendar year. The Board of Directors shall fix the amount of the annual assessment against each Lot, unit or tract of land at least 30 days in advance of each annual assessment period. Written notice of the annual assessment shall be sent to every Owner subject thereto. The due dates shall be established by the Board of Directors, which may require payments on a monthly basis. The Association shall upon demand at any time furnish a certificate in writing signed by an officer of the Association setting forth whether the assessments on a specified Lot, unit or tract have been paid. A reasonable charge may be made by the Board for the issuance of these certificates. Such certificate shall be conclusive evidence of payment of any assessment therein stated to have been paid.

Section 8. Effect of Nonpayment of Assessments; Remedies of the Association. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within 30 days after the due date, the assessment shall bear interest from the date of delinquency at the rate of eight per cent (8%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessment provided for herein by non-use of the Common Area or abandonment of his Lot or other property.

Section 9. Subordination of the Lien to Mortgages. The lien of the assessments provided for herein shall be subordinate to the lien of any mortgage or mortgages. Sale or transfer of any Lot or land shall not affect the assessment lien. However, the sale or transfer of any Lot or land which is subject to any mortgage, pursuant to a decree of foreclosure under such mortgage or any proceeding in lieu of foreclosure thereof, shall extinguish the lien of such assessments as to payments thereof which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot or land from liability for any assessments thereafter becoming due or from the lien thereof.

Section 10. Exempt Property. The following property subject to this Declaration shall be exempt from the assessments created herein: (a) all property dedicated to and accepted by a local public authority; (b) the Common Area; and (c) all properties owned by a charitable or nonprofit organization exempt from taxation by the laws of the State of Missouri. However, no land or improvements devoted in whole or part to Dwelling, Multi-Family Residences or Commercial use shall be exempt from said assessment.

ARTICLE VII ARCHITECTURAL CONTROL

Section 1. The Architectural Review Board. An Architectural Review Board consisting of three or more persons shall be appointed by the Class C Member. At such time as the Class C membership shall cease to exist, the Board shall be appointed by the Board of Directors.

Section 2. Purpose. The Architectural Review Board shall regulate the external design, appearance, use, location and maintenance of the Properties and of improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

Section 3. Conditions. No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any property or the improvements located thereon from its natural or improved state existing on the date such property was first conveyed in fee by the Developer to an Owner shall be made or done without the prior approval of the Architectural Review Board, except as otherwise expressly provided in this Declaration. No building, fence, wall, residence, or other structure shall be commenced, erected, maintained, improved, altered, made or done without the prior written approval of the Architectural Review Board.

Section 4. Procedures. In the event the Board fails to approve, modify or disapprove in writing an application within thirty (30) days after plans and specifications in writing have been submitted to it, in accordance with adopted procedures, approval will be deemed granted. The applicant may appeal any adverse Architectural Review Board decision to the Board of Directors, which may reverse or modify such decision by a two-thirds (2/3) vote of directors.

Section 5. Exceptions to Use Restriction. The Architectural Review Board shall have the power to make variations, alterations and changes in the restrictions set forth in Articles VIII and IX of this Declaration and similar Articles in Supplementary Declarations, where the Board is specifically given such power in such Supplementary Declarations, as to any Lots, units, or land, provided the same is accomplished for the mutual benefit of the applicant Owner and the Owners of surrounding Lots, units and land. Any decision of the Architectural Review Board in relation to any exception authorized by this Section may be appealed to the Board of Directors of the Association, which may reverse or modify such decision by a two-thirds (2/3) vote of the directors.

ARTICLE VIII GENERAL USE RESTRICTIONS

All of the existing property and all additional lands which shall be subject to this Declaration under Article II above shall be subject to the following use restrictions:

Section 1. Compliance with Laws and Restrictions. No Lot or land may be improved, used or occupied for purposes other than as provided by applicable zoning laws and restrictions filed of record in relation thereto.

Section 2. Uncompleted Structures. No building shall be permitted to stand with its exterior in an unfinished condition for longer than five (5) months after commencement of construction. In the event of fire, windstorm, or other damage, no building shall be permitted to remain in a damaged condition longer than three (3) months. No building shall be occupied until the exterior shall have been completed, nor until the landscaping as approved by the Architectural Review Board shall have been completed or other arrangements for completion shall have been approved by the Architectural Review Board.

Section 3. Area and Width. No residential structure shall be erected on any building plot, which plot has a minimum lot width and size less than that shown on the recorded plat.

Section 4. Easements. Easements for installation and maintenance of utilities and drainage facilities are and will be reserved by Developer as shown on the recorded plats of said land. Such easements shall include the right of ingress and egress for construction and maintenance purposes. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may change the direction of flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easements. The easement area of each Lot and tract of

land and all improvements in it shall be maintained continuously by the Owner of the land, except for those improvements for which a public authority or utility company is responsible.

Section 5. Nuisances. No noxious or offensive activity shall be carried on upon any portion of the Properties, nor shall anything be done thereon that may be or become a nuisance or annoyance to the neighborhood. No exterior lighting shall be directed outside the boundaries of a Lot or other tract, unless authorized by the Developer, Architectural Review Board or other governmental or community authority.

Section 6. Temporary Structures. No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuilding shall be used on any Lot at any time as a residence, either temporarily or permanently, or on any other property as a Multi-family Residential or Commercial Unit.

Section 7. Animals. No animals, livestock or poultry of any kind shall be raised, bred, or kept on any Lot or other tract of land, except that dogs, cats or other household pets may be kept in residential areas, provided that they are not kept, bred or maintained for any commercial purposes, and except one horse may be kept for non-commercial purposes on any 40,000 square feet or larger Lot.

Section 8. Garbage and Refuse. No Lot or other tract of land shall be used or maintained as a dumping ground for rubbish. Trash, garbage or other waste shall not be kept except in sanitary containers, kept in a clean and sanitary condition, and housed and screened as specified by the Architectural Review Board.

Section 9. Parking or Motor Vehicles Boats and Trailers. No trucks or commercial vehicles, boats or other similar water-borne vehicles, house trailers, boat trailers, trailers of every other description, campers or camping units shall be permitted to be parked or to be stored on any Lot or other tract of land used for residential purposes unless they are parked or stored in an enclosed garage or in such other enclosure approved by the Architectural Review Board, except only during periods of approved construction on the land.

Section 10. Utilities. Water, gas, electricity, telephone and other utilities shall be located underground on each residential Lot and other tracts of land, except perimeter Lots and tracts.

Section 11. New Construction. All residences and other buildings shall be of initially new construction. No building shall be moved onto any Lot or other tract of land.

Section 12. Signs. No signs advertising the sale or rental of any Lot or other land, whether or not improved, located within the Properties shall be erected except those which shall be furnished or approved by the Developer of not more than five (5) square feet in area advertising new buildings for sale or rental by the builder of Single-Family Residential Homes or the developer of Multi-Family Residential or Commercial Units. No other signs of any type whatsoever may be placed or erected on residential property. Signs appropriate to the use thereof, anything to the contrary herein notwithstanding, may be placed or erected on Commercial Units following occupancy and approval by the Architectural Review Board.

ARTICLE IX

ADDITIONAL USE RESTRICTIONS APPLICABLE TO RESIDENTIAL LOTS

All Lots, as heretofore defined, located within the existing Properties or additional lands which shall be subject to this Declaration under Article II above shall be subject to the following use restrictions in addition to those contained in Article VIII, next above:

Section 1. Land Use. None of said Lots may be improved, used or occupied for other than private residence purposes (except for model homes used by the Developer or commercial builders) and no flat or apartment house, although intended for residential purposes, may be erected thereon. Any residence erected or maintained on any of said Lots shall be designed and used for occupancy by a single family.

Section 2. Height Limitation. Any residence erected on any of said Lots shall not be more than two (2) levels in height, above ground, provided that a residence more than two (2) stories in height may be erected on any of said Lots with the written consent of the Architectural Review Board.

Section 3. Minimum Size Requirements. Any residence consisting of a single level above ground level shall contain a minimum of 1200 square feet of enclosed floor area. If, however, a single level residence shall contain a basement garage, the minimum enclosed floor area shall be 1400 square feet. Any residence consisting of two levels above ground level shall contain a minimum of 800 square feet of enclosed floor on the first level above ground level and an overall minimum of 1400 square feet of enclosed floor area in the two levels above ground level. Any residence consisting of a level or part of a level below ground level with garage beneath a part of the living area, sometimes referred to as a "split-level" or a "split foyer", shall have a minimum of 1200 square feet of total enclosed floor area on the level above the ground level and above the garage. It shall have an additional 250 square feet of enclosed floor area either above or below the principal living area, for a total minimum enclosed floor area of 1450 square feet. The words "enclosed floor area" as used herein shall mean and include areas of the residence enclosed and finished for all year occupancy, computed on outside measurements of the residence, and shall not mean or include any patio areas, basements, garages, carports, porches or attics. A residence containing less than the minimum enclosed floor area provided herein may be erected on any of said lots with the written consent of the Architectural Review Board, it being intended that the foregoing shall serve as a guide for the Board's consideration.
Amended May 21, 1984

Section 4. Building Lines. No part of any residence shall be located on any Lot nearer to the front street or the side street than is the front building line or the side building line shown on the recorded plat. However, a residence or part of any residence may be located on any Lot nearer than the said building line shown upon said plat with the written consent of the Architectural Review Board.

Section 5. Garages. Each residence shall have an attached or basement private garage for not less than two nor more than three cars, provided, however, that the use of a two- or three-car carport instead of a garage shall be permitted if the minimum ground level enclosed floor area of the residence shall be 1200 square feet. The driveway on each Lot shall contain sufficient paved area for the off-street parking of at least two cars. All garages facing any street must be equipped with doors which shall be kept closed as much as practicable to preserve the appearance of the elevation of the house fronting on the street.

Section 6. Signs. No signs of any kind shall be displayed to public view on any Lot except one professional sign of not more than one square foot or a sign which meets the specifications enumerated in Article VIII, Section 12, hereof.

Section 7. Parking of Motor Vehicles, Boat and Trailers. No trucks or commercial vehicles, boats, or other similar water-borne vehicles, house trailers, boat trailers, trailers of every other description, campers or camping units shall be permitted to be parked or to be stored on any Lot, nor shall any inoperative vehicle of any type be parked or stored on any Lot for more than 72 hours unless they are parked or stored in an enclosed garage or in such other enclosure approved by the Architectural Review Board, except only during periods of approved construction on the Lot. This prohibition of parking shall not apply to temporary parking of trucks and commercial vehicles, such as for pick-up, delivery, and other commercial services.

Section 8. Antennas and Towers. No antenna or tower shall be erected upon any Lot, unless with the prior written approval of the Architectural Review Board.

Section 9. No Commercial Activities. No commercial activity of any kind shall be conducted on any Lot, but nothing herein shall prohibit the carrying on of promotional activities by the Developer.

Section 10. Elevation. No building shall be constructed with its ground level below an elevation of 962 feet above sea level.

Section 11. Sewers. Lots with an area of 15,000 square feet or more may install a private sewer system or septic tank on an interim basis pending completion of a public sewer disposal system. Said system or private sewer shall be disconnected and the lateral lines connected to the public sewer system within one year from the date said public sewer system is operative.

ARTICLE X GENERAL PROVISIONS

Section 1. Enforcement. The Association, or any Owner, shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions of this Declaration. Failure by the Association or by any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

Section 2. Severability. Invalidation of any one of these covenants or restrictions by judgment or court order shall in no way affect any other provisions, which shall remain in full force and effect.

Section 3. Amendment. The covenants and restrictions of this Declaration shall run with and bind the land, and shall inure to the benefit of and be enforceable by the Association, or the Owner of any Lot, unit or tract of land subject to this Declaration, their respective legal representatives, heirs, successors, and assigns, for a term of twenty (20) years from the date this Declaration is recorded, after which time said covenants shall be automatically extended for successive periods of ten (10) years. The covenants and restrictions of this Declaration may be amended during the first twenty (20) year period by an instrument signed by Members entitled to cast not less than ninety per cent (90%) of the total votes in the Association, without regard to class, and thereafter by an instrument signed by Members entitled to cast not less than seventy-five per cent (75%) of the total votes in the Association, without regard to class. Any amendment must be properly recorded.

Section 4. Limitations. As long as there is a Class C membership, the Association may not use its resources nor take a public position in opposition to the General Plan of Development or to changes thereto proposed by the Developer. Nothing in this section shall be construed to limit the rights of the members acting as individuals or in affiliation with other members or groups.

Section 5. FHA/VA Approval. As long as there is a Class C Membership, the following actions will require the prior approval of the Federal Housing Administration or the Veterans Administration: Annexation of Additional Properties, dedication of Common Area, and amendment of this Declaration of Covenants, Conditions and Restrictions. *As Amended May 21, 1984.*

Section 6. The Common Area shall not be mortgaged or conveyed without the consent of at least two-thirds of the Class A and Class B membership. *As Amended 5/21/84.*

SUPPLEMENTAL COVENANTS FOR THE ESTATES LOTS

Article IX, Section 3, of the Declaration, shall read as follows:

Section 3. Minimum Size requirements. Any residence consisting of a single level above ground level shall contain a minimum of 1800 square feet of enclosed floor area. If, however, a single level residence shall contain a basement garage, the minimum enclosed floor area shall be 2000 square feet. Any residence consisting of two levels above ground level shall contain a minimum of 1200 square feet of enclosed floor on the first level above ground level and an overall minimum of 2000 square feet of enclosed floor area in the two levels above ground level. Any residence consisting of a level or part of a level below ground level with garage beneath a part of the living area, sometimes referred to as a "split-level" or a "split foyer", shall have a minimum of 1800 square feet of total enclosed floor area on the level above ground level and above the garage. It shall have an additional 250 square feet of enclosed floor area either above or below the principal living area, for a total minimum enclosed floor area of 2050 square feet. The words "enclosed floor area" as used herein shall mean and include areas of the residence enclosed and finished for all year occupancy, computed on outside measurements of the residence, and shall not mean or include any patio areas, basements, garages, carports, porches or attics. A residence containing less than the minimum enclosed floor area provided herein may be erected on any said lots with the written consent of the Architectural Review Board, it being intended that the foregoing shall serve as a guide for the Board's consideration.

Article IX, Section 5, of the Declaration shall read as follows:

Section 5. Garages. Each residence shall have an attached or basement private garage for not less than two nor more than three cars, provided, however, that the use of a two- or three- car carport instead of a garage shall be

permitted if the minimum ground level enclosed floor area of the residence shall be 1800 square feet; and provided, further, that no basement garages shall be permitted unless the residence shall have at least 2000 square feet of enclosed floor area. The driveway each lot shall contain sufficient paved area for the off-street parking of at least two cars. All garages facing any street must be equipped with doors which shall be kept closed as much as practicable to preserve the appearance of the elevation of the house fronting the street.

Recorded June 1, 1995, Amended May 14, 1996

**BY-LAWS OF RAINTREE LAKE PROPERTY OWNERS ASSOCIATION, INC.
AMENDED AND RESTATED IN THEIR ENTIRETY ON MARCH 26, 2015 AND
REVISED ON
MARCH 30, 2017**

ARTICLE I: NAME AND LOCATION

The name of the corporation is **Raintree Lake Property Owners Association, Inc.**, hereinafter referred to as the "Association." The principal office of the corporation shall be located at 825 S.W. Raintree Drive, Lee's Summit, Missouri, but meetings of Members and Directors may be held at such places within the State of Missouri, County of Jackson or Cass, as may be designated by the Board of Directors.

ARTICLE II: DEFINITIONS

Section 1. "Association" shall mean and refer to the **Raintree Lake Property Owners Association, Inc.**, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned or leased by the Association for the common use and enjoyment of the Members of the Association.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision plat relating to the Properties, excepting the Common Area, Developer Owned Acreage, and land devoted to use by Multi-Family Residential or Commercial Units.

Section 5. "Developer Owned Acreage" shall mean land lying within the heretofore described Properties which is owned by the Developer which has not been subdivided into Lots or developed into Multi-Family Residential or Commercial Units, including the Common Area and other land improved by the construction of lakes, dams, parks and clubs thereon.

Section 6. "Multi-Family Residential Units" shall mean occupied living units situated in a duplex, apartment, townhouse or other structure which affords residential living space for more than one family on land located within the Properties, whether such units are owned or leased by the occupant. For purpose of this instrument Multi-Family Residential floor space which is constructed for sale pursuant to the Condominium Property Act, Chapter 448, Revised Statutes of Missouri, 1969, shall be considered occupied when it is conveyed by the builder to the first Owner who takes title under the act; the actual occupancy of such units shall not be material. Multi-family units which are constructed for rental, and to which title to one or more buildings is retained by a single landlord, shall be considered occupied only when a valid lease to such premises is in effect.

Section 7. "Commercial Units" shall mean occupied premises upon which commercial business operations are conducted, without regard to whether such unit is owned or leased by the occupant, on land located within the Properties. For purposes of this instrument commercial buildings shall be considered occupied only when business

activity is actually being conducted on the premises or a valid lease to such premises is in effect between the Owner and some other individual or entity.

Section 8. "Member" shall mean and refer to every person or entity holding membership in the Association pursuant to Article III of the Declaration.

Section 9. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any Lot or other land which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 10. "Declarant" shall mean and refer to Raintree Lake Development Corporation, a Missouri corporation, and its successors and assigns.

Section 11. "Developer" shall refer to Raintree Lake Development Corporation, a Missouri corporation, and its successors and assigns.

Section 12. "Parcel" shall mean and refer to all platted portions of the Properties consisting of one or more Lots or Multi-Family Residential or Commercial Units which are subject to the same Supplementary Declaration.

Section 13. "Supplementary Declaration" shall mean any declaration of covenants, conditions and restrictions which may be recorded by the Declarant or Developer which contains such complementary provisions in relation to a Parcel as are authorized herein and required for the general welfare of Owners and occupants of Lots or Units within the Parcel.

Section 14. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of the Recorder of Deeds for Jackson County, Missouri, at Independence, Missouri, and in the Office of the Recorder of Deeds for Cass County, Missouri, at Harrisonville, Missouri.

ARTICLE III: MEMBERSHIP

Section 1. Membership. Every person or entity that is a record Owner of a fee or undivided fee interest in any Lot or of land where Multi-Family Residential or Commercial Units are located, or of Developer Owned Acreage, which is subject by covenants of record to assessment by the Association, including contract sellers, shall be a Member of the Association. Any member which is a legal entity may designate an individual as agent to represent it in all matters concerning the Association. The foregoing is not intended to include persons or entities holding an interest merely as security for the performance of an obligation. No Owner shall have more than one membership. Membership shall be appurtenant to and may not be separated from ownership of any Lot or other land which is subject to assessment by the Association and within the foregoing definition. Ownership of such Lot or other land shall be the sole qualification for Membership.

Section 2. Suspension of Membership. During any period in which a Member shall be in default in the payment of any annual or special assessment levied by the Association, the voting rights and right to use of the recreational facilities of such Member may be suspended by the Board of Directors until such assessment has been paid. Such rights of a Member may also be suspended, after notice and hearing, for a period not to exceed 90 days per violation, for violation of any rules and regulations established by the Board of Directors governing the use of the Common Area and facilities.

ARTICLE IV: PROPERTY RIGHTS: RIGHTS OF ENJOYMENT

Section 1. Members' Rights to Enjoyment. Each Member shall be entitled to the use and enjoyment of the Common Area and facilities as provided in the Declaration. Any Member may delegate his, her or its rights of enjoyment of the Common Area and facilities to the members of his or her family, his, her or its tenants or contract

purchasers who reside on the property. Such Member shall notify the secretary in writing of the names of such delegates. The rights and privileges of such delegatee are subject to suspension to the same extent as those of the Member.

Section 2. Charges and Fees. The Association may charge reasonable admission and other fees for the use of any facilities situated upon the Common Area.

ARTICLE V: BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of nine (9) Directors, who need not be Members of the Association; however, no Member of the Association who is not in good standing may serve, or continue to serve, as a Director, including any individual Director who serves as the representative or designee of a corporation, trust or other legal entity, which is a Member of the Association not in good standing.

Section 2. Election. The nine (9) Directors shall be elected by class A and B Members according to the classes of voting membership in the Association provided in Article IV of the Articles of the Incorporation and Article IV of the Declaration of Covenants, Conditions and Restrictions. At the membership meeting held on March 25, 1993, seven (7) Directors shall be elected by the Class A Members voting at the annual meeting with four (4) Directors to serve a two (2) year term and three (3) Directors to serve for a one (1) year term. Further at said meeting, two (2) Directors shall be elected by the Class B Members, one (1) of whom shall serve for a two (2) year term and one (1) shall serve for a one (1) year term. Thereafter, at each successive annual meeting of the membership until 2016, vacancies on the Board of Directors shall be filled by annual election for two (2) year term.

Section 3. Transition to Three-Year Terms: 2016. At the membership meeting held on March 31, 2016, three (3) Directors shall be elected by the Class A Members voting at the annual meeting with two (2) Directors to serve a three (3) year term and one (1) Director to serve for a two (2) year term. Further at said meeting, one (1) Director shall be elected by the Class B Members to serve for a three (3) year term.

2017. At the membership meeting held on March 30, 2017, four (4) Directors shall be elected by the Class A Members voting at the annual meeting with three (3) Directors to serve a three (3) year term and one (1) Director to serve for a one (1) year term. In 2017 and every third year thereafter, there shall be no Class B Director elected.

2018. At the membership meeting held on March 29, 2018, two (2) Directors shall be elected by the Class A Members voting at the annual meeting to serve a three (3) year term. Further at said meeting, one (1) Director shall be elected by the Class B Members to serve for a three (3) year term, thus completing the transition from two (2) to three (3) year terms, with the number of Directors to remain at nine (9) unless changed in conformity with the Articles of Incorporation and By-Laws of the Association. The Directors thereafter elected shall serve for a term of three (3) years and shall serve until their successors have been elected.

Section 4. Term Limits. There shall be no limit to the number of terms a Director may serve on the Board of Directors; provided, however, that no person shall be eligible to be elected to more than two consecutive three-year terms as a Director without remaining off the Board one year before returning to the Board.

Section 5. Removal. Any Director may be removed from the Board, with or without cause, by a majority vote of a quorum of the class of Members which he or she represents at an annual meeting or a special meeting called, in whole or in part, for that purpose. In the event of death, resignation or removal of a Director, his or her successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his or her predecessor. No Director removed for an Ethics Violation as provided in Article VI, Section 7(d) of these By-Laws, or who shall resign for any stated reason after the Board has directed that his or her removal be submitted to the class for a vote, shall be eligible to serve on the Board by election or appointment for a period of two years from the end of the term for which he or she was serving at the time of his or her removal or resignation.

Section 6. Compensation. No Director shall receive compensation for any service he or she may render to the Association. However, any Director may be reimbursed for his or her actual expenses incurred in the performance of

his or her duties, as approved by the Board.

Section 7. Action Taken Without a Meeting. The Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

ARTICLE VI: MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly, without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two (2) Directors, after not less than three (3) days' notice to each Director.

Section 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Section 4. Open Meetings and Records. All meetings of the Board of Directors and records of the Association shall be open to all Members of the Association, except that the Board is authorized to close meetings, records and votes, to the extent they relate to the following:

(a) **Resident Files:** All resident files, including but not limited to, phone numbers, bank account information, violations, assessment balances and legal proceedings that have not been recorded;

(b) **Legal Correspondence:** Legal actions, causes of action, litigation and any confidential or privileged communications between association representatives and its attorneys.

(c) **Pending Purchasing Files:** Specifications for competitive bidding, until either the specifications are officially approved or the specifications are published.

(d) **Sealed Bids:** Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed or all proposals are rejected;

(e) **Leasing or Purchase of Real Estate:** Where public knowledge of the transaction might adversely affect the legal consideration during negotiations.

(f) **Personnel Files:** Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded. "Personal information" means information relating to the performance or merit of individual employees. This exemption shall not apply to the names, positions, salaries and lengths of service.

(g) **Financial Records:** Excluding Final Audit Report and Budget/Actual. Financial records requests will be submitted in writing with purpose and intent of usage, binding with affidavit, on a case by case basis, to be reviewed and determined by the Board of Directors.

(h) **Executive Session Minutes:** Executive sessions encompass legal issues, personnel issues, negotiations of real estate, which if made public would adversely affect the ability of the Board to negotiate.

(i) **Professional Services/Consultants:** Where public knowledge of provided services might adversely affect the legal consideration during negotiations and/or confidential or privileged communications between association representatives and its auditor. All final audit reports issued by the auditor are to be considered open records.

(j) **PINs and Codes.** Records which identify the holder of a personal identification number (PIN) for the purpose of voting in any Association election, the portion of a record that identifies security systems or access codes or authorization codes for security systems of real property and records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of the Association;

(k) **Records Otherwise Protected or Deemed Protected.** Records which are otherwise protected from

disclosure by law and records which would be protected from disclosure by law if the Association were to be deemed a “public governmental body” under the Missouri Sunshine Law, Sections 610.010-610.225, Missouri Revised Statutes

Section 5. Closed Meetings – Procedure. When proposing to hold a closed meeting or vote,

(a) The Board shall give notice of the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed pursuant to these By-Laws. Such notice shall comply with the procedures set forth in Section 6, Reasonable Notice of Meetings; or

(b) The Board may convert or adjourn an open meeting to a closed meeting by an affirmative public vote of the majority of a quorum of the Board. The vote of each Director on the question of closing a Board meeting or vote and the specific reason for closing that Board meeting or vote by reference to a specific section of these By-Laws shall be announced publicly at an open meeting of the Board and entered into the minutes; or

(c) In the event of an emergency, a closed meeting of the Board may be called in accordance with the provisions of Section 2, Special Meetings, without advance notice to the membership; provided, however, that notice of the time, date and place of such closed meeting or vote, the nature of the emergency and the reason for holding a closed meeting by reference to the specific exception allowed pursuant to these By-Laws shall be mailed, first class postage prepaid, to each Member of the Association in good standing, not later than five (5) calendar days after such meeting.

(d) Any meeting or vote closed pursuant to these By-Laws shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. The Board shall not discuss any business in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote.

(e) Nothing in these By-Laws shall be construed as to require the Board to hold a closed meeting, record or vote to discuss or act upon any matter.

Section 6. Reasonable Notice of Meetings. Except as otherwise provided in the Articles of Incorporation, the Declaration or these By-Laws, notice of all meetings of the Board of Directors shall be given in a reasonable manner. Without excluding other means, such notice shall be presumed to be reasonable if it is given in any of the following ways:

(a) Notice published in the Association’s monthly newsletter, currently called **RLPOA Shoreline**, provided said newsletter is placed in the United States Mail, postage prepaid, at least five (5) days before the meeting or event for which notice is given;

(b) Signs legible from passing vehicles are placed, at least 48 hours in advance of the meeting or event announced, at the following entrances announcing the time and date of a Board meeting at its regular meeting location or the nature, time, date and place of any other event for which notice is required:

- (1) Regatta Drive and Highway M-150,
- (2) Raintree Drive, entering from Highway M-291 or outer road thereto,
- (3) Raintree Drive and Ward Road,
- (4) Raintree Parkway and Ward Road;
- (5) Drake Drive and Ward Road;

(c) Notice given in accordance with the provisions of Section 355.251, Missouri Revised Statutes

Section 7. Ethics. The following ethics policy shall apply to Directors, officers, committees (and, where indicated, employees) and provides guidance for ethical issues and a mechanism for addressing unethical conduct.

(a) Board Responsibilities. It shall be the responsibility of the Directors, individually and collectively, to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, Directors must:

- (1) Regularly attend Board meetings,
- (2) Review material provided in preparation for Board meetings,
- (3) Review the association's financial reports, and
- (4) Make reasonable inquiry before making decisions.

(b) Professional Conduct. In general, Directors, officers and committee members must conduct all dealings

with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

(1) Self-Dealing. Self-dealing occurs when Directors, officers, committee members or employees make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, no Director or committee member may:

- (A) Solicit or receive any compensation from the association for serving on the Board or any committee,
- (B) Make promises to vendors unless with prior approval from the Board,
- (C) Solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
- (D) Seek preferential treatment for themselves or their relatives,
- (E) Use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

(2) Confidential Information. Directors, officers, committee members and employees are responsible for protecting the association's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no Director, officer, committee member or employee may disclose confidential information. Confidential information includes, without limitation:

- (A) Private personal information of fellow Directors, officers and committee members,
- (B) Private personnel information of the association's employees,
- (C) Disciplinary actions against members of the association,
- (D) Assessment collection information against members of the association, except for unsatisfied judgments and liens, and
- (E) Legal disputes in which the association is or may be involved: Directors and officers may not discuss such matters with persons not on the Board without the prior approval of the association's general counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

(3) Misrepresentation. Directors, officers, committee members and employees may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

(4) Interaction with Employees. To ensure efficient management operations, avoid conflicting instructions from the Board to management and avoid potential liability, committee members, Directors and officers shall observe the following guidelines:

- (A) The president of the Board shall serve as liaison between the Board and management and provide direction on day to day matters.
- (B) Except for the president, committee members, Directors and officers may not give direction to management, employees or vendors with the exception of the Nominating Committee Chairperson during election process and the Activities Committee regarding vendors for their events.
- (C) Directors and officers may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- (D) If Directors, officers or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the Board as a whole.
- (E) No Director or officer may threaten or retaliate against an employee who brings information to the Board regarding improper actions of a Director or committee member.

(F) Directors, officers and committee members are prohibited from harassing or threatening employees, vendors, Directors, officers, committee members, and owners, whether verbally, physically or otherwise.

(5) Proper Decorum. Directors, officers and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, Directors, officers and committee members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors and officers shall act in accordance with Board

decisions and shall not act unilaterally or contrary to the Board's decisions.

(c) Conflicts of Interest. Recognizing the primary duties of each Director, officer, committee member and employee of loyalty and fidelity to the Association and to manage the affairs of the Association fairly, honestly and economically in the exercise of their best judgment at all times, it shall be the responsibility of each Director, officer, committee member and employee to fully and frankly disclose to the Board any and all actual or potential conflicts or dualities of interest which may exist or appear to exist as to any matter or business which may come before the Board or a committee thereof at any time prior to action thereon. Such Director, officer or committee member shall neither vote nor endeavor to influence Board or committee action in any such matter. This requirement of disclosure of conflicts of interest shall not prohibit a Director, officer or committee member from responding to questions concerning the matter, nor from participating in discussion, nor from voting provided such action shall have been approved by resolution of the Board following disclosure and entered upon the record of the meeting. All conflicts disclosure and action taken thereon shall be recorded in the minutes of the Board. Further, Directors, officers and committee members must immediately disclose the existence of any conflict of interest of other Directors, officers or committee members of which they have personal knowledge. Directors and committee members must withdraw from participation in decisions in which they have a material interest. When situations arise in which the proper course of action is unclear, Directors, officers and committee members should immediately raise such situations with the Board. If appropriate, the Board may seek guidance from the association's legal counsel.

(d) Ethics Violations. Directors, officers and committee members who violate the provisions of this section are deemed to be acting outside the course and scope of their authority. Anyone violating this policy may be subject to immediate disciplinary action, including, but not limited to:

- (1) Censure,
- (2) Removal from committees,
- (3) Removal as an officer of the Board,
- (4) Request for resignation from the Board,
- (5) Recall by the membership, and
- (6) Legal proceedings.

Prior to taking any of the actions described above, the Board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the Director/committee member believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the Board for appropriate action. The Board shall endeavor to meet with the Director/committee member in executive session prior to imposing disciplinary action against that person.

ARTICLE VII: NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nomination may also be made from the floor at the annual meeting. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-members.

Section 2. Election. Election to the Board of Directors shall be by written or electronic ballot. At such election the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provision of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VIII: POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power:

- (a) To adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the Members and their guests thereon, and establish penalties for the infraction thereof;
- (b) To exercise for the Association all powers, duties and authority vested in or delegated to this Association not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or

the Declaration;

(c) To employ a manager, and such other employees as they deem necessary, and to prescribe their duties.

(d) To employ independent contractors as needs arise and to prescribe their duties.

Section 2. Duties. It shall be the duty of the Board of Directors:

(a) To cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, and at any special meeting when such statement is requested in writing by one-third (1/3) of the class A and B Members who are entitled to vote;

(b) To supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

(c) As more fully provided herein and in the Declaration,

(1) To fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period, as hereinafter provided in Article XII, and

(2) To send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period;

(d) To issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. Such certificate shall be conclusive evidence of any assessment therein stated to have been paid;

(e) To procure and maintain adequate liability insurance, and to procure adequate hazard insurance on property owned by the Association;

(f) To cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

(g) To cause the Common Area to be maintained;

(h) To cause the exterior of the dwellings to be maintained.

ARTICLE IX: COMMITTEES

Section 1. Required Committees. In addition to the Architectural Review Board required by the Declaration, the Board of Directors of the Association shall annually appoint a Nominating Committee. The Nominating Committee shall consist of a Chairperson, designated by the Board of Directors, and at least four members, none of whom shall be a candidate for office. Any vacancy occurring in the Nominating Committee between annual membership meetings may be filled by majority vote of the remaining members of the Committee.

Section 2. Other Committees. In addition to the foregoing, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purposes.

ARTICLE X: MEETINGS OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the Members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the Members shall be held on the last Thursday in March of each year thereafter, at the hour of 7:00 o'clock p.m. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Members may be called at any time by the president or by the Board of Directors, or upon written request of the Members who are entitled to cast one-third (1/3) of all of the votes of the entire membership.

Section 3. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, first class postage prepaid, at least 15 days before such meeting to each Member entitled to vote thereat, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. Unless otherwise provided in the Declaration, Articles of Incorporation or these By-Laws, the presence at the meeting of the Members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the votes of each class of membership shall constitute a quorum for any action. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his, her or its Lot.

ARTICLE XI: OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he or she shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation And Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled in the manner prescribed for regular election. The officer elected to such vacancy shall serve for the remainder of the term of the officer he or she replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

(a) **President.** The president shall preside at all meetings of the Board of Directors, shall see that orders and resolutions of the Board are carried out, shall sign all leases, mortgages, deeds and written instruments and shall co-sign all promissory notes.

(b) **Vice-President.** The vice-president shall act in the place and stead of the president in the event of his or her absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him or her by the Board.

(c) **Secretary.** The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members, keep the corporate seal of the Association and affix it on all papers requiring said seal, serve notice of meetings of the Board and of the Members, keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.

(d) **Treasurer.** The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, shall sign all checks

and promissory notes of the Association, keep proper books of account, cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year, and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the Members.

ARTICLE XII: ASSESSMENTS

Section 1. Creation of The Lien And Personal Obligation of Assessments. By the Declaration each Member is deemed to covenant and agree, beginning January 1, 1975, to pay to the Association: (1) annual assessments or charges, and (2) special assessments for maintenance and capital improvements, such assessments to be fixed, established, and collected from time to time as hereinafter provided, and (3) annual or special Parcel assessments or charges which shall be established and collected as provided herein and in Supplementary Declarations recorded pursuant hereto. The annual, special and Parcel assessments, together with such interest thereon and costs of thereof as hereinafter provided, shall be a charge on the land and shall be a continuing lien upon the property against which each such assessment is made. Each such assessment together with such interest, cost, and reasonable attorney's fees, shall also be the personal obligation of the person who was the Owner of such property at the time when the assessment fell due. The personal obligation shall not pass to his, her or its successors in title unless expressly assumed by them.

Section 2. Purpose of Assessments.

(a) **Annual Assessments.** The annual assessments levied by the Association shall be used exclusively for the purpose of promoting the recreation, health, safety, and welfare of the residents in the Properties, and in particular for the improvements and maintenance of the Properties, services and facilities devoted to this purpose and related to the use and enjoyment of the Common Area, and of the buildings situated upon the Properties and for any other purpose which is necessary or desirable for the maintenance and improvement of the Properties and Common Area or which is to be of general benefit to the Owners and occupants.

(b) **Special Maintenance Assessments.** Special assessments may be imposed by the Board of Directors upon any Lot or other land upon which Multi-Family Residential or Commercial Units are located, for the purpose of maintaining the exterior appearance thereof if the Owner shall have failed or refused to do so, including, but not limited to, mowing and cleaning of unsightly brush and debris, painting, repairing, replacing and caring for roofs, gutters, downspouts, and exterior building surfaces, trees, shrubs, grass walks and other exterior improvements necessary to keep the Owner's property from deteriorating or becoming unsightly. For the purpose solely of performing the exterior maintenance authorized by this paragraph, representatives of the Association and its duly authorized agents or employees shall have the right, after reasonable notice to the Owner, to enter upon any Lot, Unit or other property at reasonable hours any day except Sunday.

(c) **Special Assessments for Capital Improvements.** In addition to the forgoing, the Association may levy in any assessment year uniform special assessment against Lots, Units and acreage, by category, applicable to that year and not more than the next two succeeding years, for the purpose of defraying, in the whole or in part, the cost of any construction, reconstruction, repair, or replacement of a capital improvement upon the Common Area, including fixtures and personal property related thereto, providing that any such assessment shall be approved by two-thirds (2/3) vote of Class A and B Members present and voting in person or by proxy at a regular or special membership meeting.

Section 3. Parcel Assessments.

(a) **Purpose of Assessments.** Annual Parcel assessments shall be used for such purposes as are authorized by the Supplementary Declaration for each Parcel.

(b) **Method of Assessment.** The annual assessment for each Parcel shall be levied by the Association against Lots or Units in a Parcel, using the basis set forth in the Supplementary Declaration for the given Parcel, and collected and disbursed by the Association. The Board of Directors, in accordance with each Supplementary Declaration, shall fix the annual Parcel assessment for each Parcel and the date(s) such assessments become due.

(c) **Special Parcel Assessments for Capital Improvement.** In addition to the annual Parcel assessments authorized above, the Association may levy in any assessment year a special assessment against the Lots or Units of a Parcel for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or

replacement of a capital improvement upon the Parcel, including fixtures and personal property related thereto, provided that any such assessments shall have the assent of two-thirds (2/3) of the class A and B votes relating to Lots or Units in the Parcel cast in person or by proxy at a meeting of Class A and B Members owning Lots or Units within the Parcel.

Section 4. Maximum Annual Assessment. Beginning January 1, 1975, and until January 1, 1978 the maximum annual assessment, as determined by the Board of Directors of the Association, shall be One Hundred Eighty Dollars (\$180.00) for each Lot, One Hundred Sixty Dollars (\$160.00) for each Commercial Unit, One Hundred Twenty Dollars (\$120.00) for each Multi-Family Residential Unit, and Twenty Five Dollars (\$25.00) per acre (and major fraction thereof) for each acre of undeveloped and unplatted land not owned by the Developer.

(a) From and after January 1, 1978, the maximum annual assessment in each of the heretofore enumerated categories may be increased effective January 1 of each year without a vote of the membership in conformance with the rise, if any, of the Consumer Price Index (published by the Department of Labor, Washington, D.C.) for the preceding month of July.

(b) From and after January 1, 1978, the maximum annual assessment for any or all categories may be increased without regard to the Consumer Price Index formula by a vote of the Members for the next succeeding year, and at the end of each such period of one year, for each succeeding year, provided that any such change shall have the assent of a majority of the votes of each class of Members who are voting in person or by proxy at a meeting duly called for this purpose, written notice of which shall be sent to all Members not less than 30 days nor more than 60 days in advance of the meeting setting forth the purpose of the meeting. The limitations hereof shall not apply to any change in the maximum and basis of the assessments undertaken as an incident to a merger or consolidation in which the Association is authorized to participate under its Articles.

(c) After consideration of current maintenance cost and future needs of the Association, the Board of Directors may fix the annual assessment at any amount not in excess of the maximum, provided, however, the actual assessments for each of the heretofore identified categories must bear the same ratio to the assessments imposed in other categories as the maximum annual assessment for each such category bears to the maximum annual assessments for other categories.

Section 5. Method of Computation When Using The Consumer Price Index. The Consumer Price Index establishes the United States City Average numerical rating upon which calculations are based as 126.20. This will be the base rating. To determine the percentage to be applied to the maximum annual assessment for each subsequent year, divide this base rating into the numerical rating established by the Consumer Price Index for the month of July preceding the proposed assessment year. The quotient resulting, if in excess of one (1) is multiplied by the prior year's annual assessment to obtain the assessment for the subsequent year.

Section 6. Uniform Rate of Assessment. Both annual and special assessments must be fixed at a uniform rate within all categories of Lots, Units and land, and may be collected on a monthly basis.

Section 7. Quorum For Any Action Authorized Under Sections 2 and 4. At the first meeting called, as provided in sections 2 (b) and 4 (a) hereof, the presence at the meeting of Members or of proxies entitled to cast sixty per cent (60%) of all the votes of each class of membership shall constitute a quorum. If the required quorum is not forthcoming at any meeting, another meeting may be called, subject to the notice requirement set forth in sections 2 and 4, and the required quorum at any subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting.

Section 8. Date of Commencement of Annual Assessments: Due Dates. The annual assessments provided for herein shall commence as to all Lots, Units and other land heretofore enumerated on January 1, 1975, or on the first day of the month following the conveyance of such Lots, the occupancy of Multi-Family Residential or Commercial Units, and the conveyance of undeveloped and unplatted acreage not owned by the Developer, whichever occurs last. The first annual assessment shall be adjusted according to the number of months remaining in the calendar year. The Board of Directors shall fix the amount of the annual assessment against each Lot, Unit or tract of land at least 30 days in advance of each annual assessment period. Written notice of the annual assessment shall be sent to every Owner subject thereto. The due dates shall be established by the Board of Directors, which may require payments on

a monthly basis. The Association shall upon demand at any time furnish a certificate in writing signed by an officer of the Association setting forth whether the assessments on a specified Lot, Unit or tract have been paid. A reasonable charge may be made by the Board for the issuance of these certificates. Such certificate shall be conclusive evidence of payment of any assessment therein stated to have been paid.

Section 9. Effect of Nonpayment of Assessments: Remedies of The Association. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within 30 days after the due date, the assessment shall bear interest from the date of delinquency at the rate of eight percent (8%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property, and interest, costs and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his, her or its Lot or other property.

Section 10. Subordination of the Lien to Mortgages. The lien of the assessments provided for herein shall be subordinate to the lien of any mortgage or mortgages. Sale or transfer of any Lot or land shall not affect the assessment lien. However, the sale or transfer of any Lot or land which is subject to mortgage pursuant to a decree of foreclosure under such mortgage or any proceeding in lieu of foreclosure thereof, shall extinguish the lien of such assessments as to payments thereof which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot or land from liability for any assessments thereafter becoming due or from the lien thereof.

Section 11. Exempt Property. The following property subject to the Declaration shall be exempt from the assessments created herein; (a) all properties dedicated to and accepted by a local public authority; (b) the Common Area; and (c) all properties owned by a charitable or non-profit organization exempt from taxation by the laws of the State of Missouri. However, no land or improvements devoted in whole or part to dwelling, multi-family residences or commercial use shall be exempt from said assessments.

ARTICLE XIII: BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member upon a ten (10) day written notice to the Association. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XIV: CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: **Raintree Lake Property Owners Association, Inc.**

ARTICLE XV: AMENDMENTS

Section 1. These By-Laws may be amended at a regular or special meeting of the Members by a vote of a majority of the total votes of the Association, without regard to class (**except when class voting is required under Section 355.601, Missouri Revised Statutes**), or by a vote of two-thirds of a quorum of Members present in person or by proxy, whichever is less.

Section 2. In the case of any conflict between the Articles of Incorporation and these By-Laws, The Articles shall control; and in the case of conflict between the Declaration and these By-Laws, the Declaration shall control.

ARTICLE XVI: MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

**CERTIFICATION: AMENDMENT AND RESTATEMENT
OF BY-LAWS IN THEIR ENTIRETY**

I hereby certify that the foregoing By-Laws were amended in their entirety and restated at a special meeting of the membership of the Association, at which a quorum was present, held on March 26, 2015, by a vote of by two-thirds of the votes cast or a majority of the voting power, whichever is less, with written notice of said meeting given at the direction of the secretary by mailing a copy of such notice, specifying the place, day and hour of the meeting and the purpose of the meeting, first class postage prepaid, at least 15 days before said meeting to each Member entitled to vote thereat, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice.

MAKING AND ENFORCING RULES AND REGULATIONS

SECTION 1. SCOPE OF RULES AND REGULATIONS

The Board of Directors may from time to time enact rules and regulations as hereinafter provided. Such rules and regulations shall govern the use of the Common Area and facilities, the conduct of members and their guests, compliance with restrictions and covenants filed of record and relating to the use of land or improvements within the Properties, the control of Architecture within the Properties, and other matters necessary to insuring the health, safety and welfare of residents and value of properties: common, residential and commercial.

SECTION 2. ENACTMENT OF RULES AND REGULATIONS

An affirmative vote of two-thirds of the members of the Board of Directors may enact rules and regulations at a regular or special meeting at which such rules and regulations are first introduced for consideration. If such rules and regulations are not enacted by a two-thirds vote, then rules and regulations may be enacted by a two-thirds (2/3) vote of the duly elected members of the Board of Directors at a regular meeting of the Board of Directors at least ten (10) days subsequent to the meeting at which the rules and regulations were initially introduced for passage. Within sixty (60) days of the vote the Board of Directors enacting new rules and regulations, the secretary shall cause notice thereof, consisting of the full text of such rules and regulations to be mailed to all member of the Association, postage prepaid, at the last known address of each such member.

SECTION 3. EFFECTIVE DATE OF RULES AND REGULATIONS

Rules and regulations shall become effective ten (10) days after notification in the *Shoreline* of the enactment thereof.

SECTION 4. FINES, SUSPENSIONS AND OTHER SANCTIONS

Members violating duly enacted rules and regulations shall be subject to sanctions in accordance with the terms and provisions of such rules and regulations. Such sanctions may include, but shall not necessarily be limited to:

- a) Suspension from the privileges of membership, to include the right to vote and the right to use and enjoy all or part of the Common Area, for a period not to exceed ninety (90) days for each such violation.
- b) The assessment of reasonable fines, not to exceed five hundred dollars (\$500.00) for the first violation. Such fines, as well as costs and attorney's fees expended in collecting fines or enforcing suspensions pursuant to Section 4(a), above and may become a lien against any lot, unit or other land owned or occupied by any violator. Correction of the violation must be made within ten (10) days or additional fines may be levied.
- c) Reasonable directives of a mandatory or prohibiting nature concerning courses of conduct or material, equipment, structures or property, including but not limited to:

- 1) Prohibitions on the use of specified equipment, vehicles, watercraft or devices in or around the Common Area (e.g. requiring a boat which has frequently been involved in violations of rules and regulations to be removed from the lake.)
 - 2) The removal of structures failing to conform with the architectural control guidelines, or vehicles or watercraft parked or stored on lots or land within the properties in violation of restrictive covenants, rules and regulations.
 - 3) The imposition of reimbursement charges to pay the costs of removing, and if necessary storing, unauthorized vehicles, boats or structures from lots or other land.
 - 4) Prohibitions on certain members for engaging in specified activities, authorizing the use of the Common Area by specified guests, or otherwise exercising privilege within the Properties which may have previously jeopardized the health, safety or welfare of the members.
- d) Other reasonable actions by the Board of Directors which are specified in the rules and regulations enacted by the Board and which bear a reasonable relationship to the violation for which the sanction is imposed.

SECTION 5. PROCEDURE FOR IMPOSING SANCTIONS

Whenever violations of rules and enacted by the Board of Directors justify the imposition of sanctions pursuant to Section 4 above, such sanctions shall be imposed only in accordance with the following procedure.

- a) When a member has committed an offense justifying the imposition of sanctions, he or she shall be given written notice of the alleged offense(s), and the sanction to be imposed, by the Board Designee.
- b) The member shall have ten (10) days following date of the notice required by Section 5(a) to request a hearing in front of the Appeals Committee. Such request shall be made in writing to the Board Designee. If such a hearing is not requested, ALL SANCTIONS SPECIFIED IN THE NOTICE SHALL BE EFFECTIVE UPON THE EXPIRATION OF THE TEN (10) DAY PERIOD.
- c) If a hearing before the Appeals Committee is requested, it shall be held at the next scheduled meeting of the Committee from the receipt of the request from the Board Designee. At the hearing, the member(s) shall be allowed to be present and represented by counsel.
- d) After the appellate hearing, the Appeals Committee shall make a decision to uphold or dismiss the alleged violation(s) and the appropriate sanctions to be imposed. This decision shall be in writing and forwarded to the member, by certified mail, within five (5) days of the hearing. The decision shall specify the rules and regulations which have been violated, the acts constituting such violations and the sanction or sanctions imposed or dismissal of the case.
- e) The member shall have ten (10) days, following date of the notice of the Appeals Committee decision, in which to request a hearing before the Board of Directors. Such requests shall be made in writing to the Board Designee. If a hearing before the Board of Directors is requested, the Appeals Committee decision shall be stayed. If no hearing is requested, the Appeals Committee decision shall become final and the sanctions recommended therein shall be effective ten (10) days after the date of the Appeals Committee notice to member(s).
- f) If a hearing is requested before the Board of Directors, it shall be held at the next regular meeting of the Board, or at a special meeting called before the next regular Board meeting. At such hearing, the Board of Directors shall receive and consider the decision of the Appeals Committee and any testimony or other evidence which the member(s) desire to present.
- g) Within five (5) days of the hearing, the Board of Directors shall render a written and final decision and cause it to be served on the member(s) by certified mail. The decision shall specify the rules and regulations, which have been violated, the acts constituting such violations and the sanctions imposed, or dismissal of the case.

SECTION 6. ENFORCEMENT OF SANCTIONS

Failure to abide by sanctions may result in:

- a) A civil action in any Court of competent jurisdiction, and the recovery of costs and reasonable attorney's fees from the non-complying member(s).
- b) Criminal prosecution for trespass or other appropriate offenses.
- c) The use of reasonable and lawful action by member of Raintree Patrol to insure compliance.

SECTION 7. PENALTY FOR DISREGARDING SANCTIONS

In addition to the methods enumerated in Section 6 above for enforcing sanctions, for each ten (10) day period from the date the sanction is initially imposed, the sanction or fine will be doubled up to a maximum one thousand dollar (\$1,000.00) fine. This fine must be paid within ten (10) days or a lien will be imposed upon the property.

PROCEDURE FOR ENFORCEMENT OF COVENANTS PARKING TRUCKS, BOATS, AND TRAILERS

The following procedure shall be enforced as adopted by the Raintree Lake Property Owners Association Board of Directors to carry out the covenants and restrictions of the RLPOA. Specific to Article VIII, Section 9 and Article IX, Section 7.

Section 7 Parking of Motor Vehicles, Boat and Trailers. No trucks or commercial vehicles, boats, or other similar water-borne vehicles, house trailers, boat trailers of every other description, campers or camping units shall be permitted to be parked or to be stored on any lot, nor shall any inoperative vehicle of any type be parked or stored on any lot for more than 72 hours unless they are parked or stored in an enclosed garage or in such other enclosure approved by the Architectural Review Board, except only during periods of approved construction on the lot. This prohibition of parking shall not apply to temporary parking of trucks and commercial vehicles, such as for pick-up, delivery, and other commercial services.

REFERENCE: Parking of Motor Vehicles, Boats and Trailers.

PROCEDURE:

- A. The enforcement of this policy and procedure shall be the responsibility of the General Manager of the Association.
- B. Notification of violation of Article VIII, Section 9 and/or Article IX, Section 7 shall be mailed and/or delivered to property owner and/or lessee. Violator will be given five (5) days to correct violation.
- C. If violation is not corrected, property owner and/or lessee shall be notified of suspension of membership rights for thirty (30) days. And a five hundred dollars (\$500) fine shall be imposed for the first violation. Thereafter, each five day period of disregard the fine shall be seven hundred and fifty (\$750) dollars up to a maximum of \$5,000.
- D. Continued disregard of violation by property owner and/or lessee shall be cause for suspension of all membership rights for up to one (1) year.
- E. The individual in question shall have the right to an appeal and appear before the RLPOA Board of Directors for a hearing on the violation and/or the suspension of membership rights. The Board of Directors of RLPOA shall retain the right to revise and/or modify this procedure when necessary.
- F. The following definitions and variances shall be referenced under this procedure.
 1. TRUCK shall be defined as any vehicle rated over one (1) ton and will not be parked on any street, driveway, or Lot for a period to exceed three (3) hours except at actual construction site.

2. COMMERCIAL VEHICLE shall be defined as any vehicle that can be described as or has any one (1) or more of the following characteristics: bus, dump truck bed, tow truck bed, boom truck bed, flat bed, stake truck, box truck, refrigerated bed, greater in size than 13,000 GVWR, or greater than 22 feet length. *Effective May 1, 2007.* A commercial vehicle shall further be defined as any vehicle with a passenger capacity in excess of eight (8) persons or having combined commercial markings, signs, overlays, banners, etc. in excess of six (6) square feet of surface area. *Effective September 1, 2007.* Beginning May 1, 2008 it shall also include ladder rack(s), side glass rack(s), and/or tubing/pipe holder(s).
3. All other type of motor vehicle, which is deemed to be detrimental to property values and/or considered unsightly within the residential area, shall be included in this procedure.
4. BOATS, CAMPERS, BOAT TRAILERS and/or RECREATIONAL VEHICLES shall be granted special maintenance permits for a time period not to exceed ten (10) days each during the spring and fall season. This permit system shall be administered and maintained by the association office.

THIS POLICY APPROVED AT THE MAY 21, 1991 BOARD MEETING. EFFECTIVE DATE OF ENFORCEMENT JUNE 15, 1991. Amended February 8, 2005. Amended March 24, 2005. Amended March 13, 2007. Amended September 9, 2014. Amended July 12, 2016. Amended February 13, 2018.

RLPOA Board & Resident Communications Policy

Purpose: This policy is to insure professional communication between the RLPOA Board and the residents of Raintree Lake in all forms of communication. This is specifically, but not limited to, verbal communication in person or via telephone and written communication to include email, regular mail or any other written form of communication.

Policy: All communication between the RLPOA Board members and the residents of Raintree Lake will be conducted in a professional and civil manner. Inevitably, disagreements will occur between the RLPOA Board members and residents of Raintree Lake. When this occurs, all parties will conduct themselves in a professional manner to allow for productive dialogue.

Prohibited Acts

Name Calling: Names used to belittle, berate or “talk down” to anyone are prohibited. Anyone belittling or berating any Board member or homeowner while in a meeting will be warned that they are “out of order.” If they continue to engage in this activity, they will be asked to leave the meeting. Anyone who engages in this type of activity in written communication will be warned that they are “out of order”. If they continue, their written communications will neither be received nor accepted by RLPOA Board members. Any RLPOA Board member who communicates verbally or in written communication in the manner described above will be warned they are out of order. If they continue to engage in this activity after being warned, will be censured and prohibited from providing any communication in the name of the RLPOA Board.

Unverifiable Claims: No claims of misconduct, malfeasance, misfeasance or a general claim of inappropriate conduct will be made without verifiable evidence to support such a claim. Unsubstantiated claims of misconduct will not be presented in meetings or written communication between the RLPOA Board members and residents of Raintree Lake. Any claim, as defined above, made by a member of the RLPOA Board or a Raintree Lake homeowner and/or resident will require immediate evidence to verify the claim. If no verification is presented, the person presenting the claim will be warned that they are “out of order”. If they continue to engage in this activity they will be asked to leave the meeting.

Anyone who engages in this type of activity in written communication will be warned that they are “out of order.” If they continue to engage in this activity, they will be censured and banned from having their written communication received or accepted by the RLPOA Board members. Any RLPOA Board member that engages in this activity will be warned they are out of order. If they continue to engage in this type of activity after being warned, they will be censured and prohibited from providing any communication in the name of the RLPOA Board.

Disruptions to Meetings: If any person is asked to leave a RLPOA meeting as described above, and subsequently refuses to leave the meeting, the meeting will be adjourned and rescheduled. At the time of the rescheduled meeting the RLPOA Board will have the option of providing a Sergeant at Arms to assist in controlling participants in the meeting so that the business to be conducted in the meeting can be accomplished.

The Sergeant at Arms will have the authority to prevent disruptions to the meeting. The Sergeant at Arms will also have the authority to remove anyone creating a disruption from the vicinity of the meeting.

Conduct Rules for RLPOA Board of Directors Meetings

1. The Board President or Acting President will lead the meeting following the Agenda.
2. Open Forum
 - a. Introduce yourself and state your address or lot number
 - b. State your comment or concern, limited to 2 minutes
 - c. If you need more than 2 minutes submit your concern as an agenda item at the next Board Meeting under the “New Business” category.
 - d. Do not expect an answer for questions that require research, direction, process, or procedures.
 - e. Understand that the Board may not have an immediate answer.
 - f. Be prepared to provide proof to substantiate your comment or claim.
3. At all times be civil and respectful in tone of voice and words.
4. The President directs the conversation and speaks for the Board. He/she may call on another Director for assistance or clarity.
5. No-one may speak unless invited or called upon by the President.
6. No-one may interrupt in any form, argue, or attempt to “add value” unless called upon by the President. This is true regardless of whether you agree or disagree with others’ comments.
7. If you are called upon by the President to provide information:
 - a. Wait for the microphone to be given to you, or take your place at the microphone.
 - b. Introduce yourself and give your address or lot number.
 - c. Answer only the questions asked of you, or provide a short comment.
 - d. Do not “brainstorm”, share your opinions, or interrupt.
8. The President will confirm that questions were captured correctly.
9. During the Break or Recess be respectful of the Manager and the Directors’ needs. This time is not meant for an individual audience or conversation but to grant a respite during meetings that may run for 4-5 hours.
10. Adjourn. Thank You for your interest and participation.

A **Board Meeting** is a meeting of the Board of Directors for the purpose of conducting business. Residents may observe but not participate in the meeting except during Open Forum, or unless called upon by the President to answer a question.

A **Work Session** is a meeting of the Board of Directors for the purpose of discussing business. Residents may be invited to address the Directors to report, provide information, research, etc. The Residents may observe and participate only to the extent the President allows or during Open Forum. The Board does not vote on business during a Work Session.

A **Special Meeting** is a meeting of the Board of Directors for the purpose of voting on time sensitive information and cannot wait for the next scheduled Board Meeting to be voted on.

None of the meetings are meant to educate the residents on the Rules, Covenants or Bylaws. Please do not take the Directors time asking for information that is published.

The Board meetings are audio recorded. No-one may record the meetings without advance authorization from the Board of Directors no later than the Thursday before the meeting. An affidavit of intent will be required.

We are all neighbors. Meetings should follow the Golden Rule: “Do unto others as you would have them do unto you”.

Raintree Lake Property Owners Association **RLPOA Purchasing Policy and Procedure**

Date: 08/11/15

Title: RLPOA Purchasing Policy, Procedure and Authorization

Purpose: Identify the types of purchases RLPOA makes, identify the most effective and fiscally responsible method of affecting those purchases and identifying those having the authority to make those purchases.

Responsibility: RLPOA Board of Directors, RLPOA Committee Chairpersons, RLPOA Committee members (as authorized by their appropriate chairperson), RLPOA General Manager and RLPOA staff members as designated by the General Manager.

Definitions:

- **RFP** – Request for Proposal - For the purpose of communication consistency, this term shall be used when soliciting costs for “services” eg; water testing services, insurance coverage, etc.
- **RFQ** – Request for Quotation - For the purpose of communication consistency, this term shall be used when soliciting costs for “goods” eg; new mower, picnic benches, etc.

Use of Contracts: The use of contracts should be considered when purchasing services of significant value and/or liability exposure to either Raintree Lake Property Owners, the Association, or the vendor may exist. The contract document can be drafted by either the vendor or RLPOA (sample draft document is attached) but should be reviewed by RLPOA council prior to executing.

Spending Authority and Limitations:

- The RLPOA General Manager shall have the authority to purchase goods or services with an anticipated value of \$2,000.00 or less without prior RLPOA Board approval for budgeted expenditures. It shall also be left to the General Manager's discretion whether or not to obtain competitive costing.
- Amounts from \$2,001.00 to \$3,000.00 require Board approval only.
- All expenditures with an anticipated value of between \$3,001.00 and \$9,999.00 shall require at least 2 competitive bids (using the appropriate RFP or RFQ) and RLPOA Board approval for budgeted expenditures.
- All expenditures with an anticipated value greater than \$10,000.00 shall require at least 3 competitive bids (using the appropriate RFP or RFQ) and must have RLPOA Board approval. If 3 competitive quotes cannot be obtained, a written record must be kept of the attempt which explains why the quotes were unavailable.
- Critical equipment or repair expenditures up to \$6,000.00 that are essential for the operation of Raintree Lake may be authorized by the General Manager, Treasurer and/or President without Board approval. The General Manager shall then be responsible to notify the remaining Board members in a timely manner by phone, email or fax.

Specifications and/or Descriptive References: It shall be the responsibility of the person initiating the RFP, RFQ and/or Purchase Order to obtain and communicate an adequate description of the anticipated expenditure. This can be accomplished using many methods:

- Develop specifications internally using various committees, Board, legal and or local expertise.
- Using the verbiage from a vendor's final negotiated proposal or quotation.
- Using commercially acceptable descriptions for standard items or material.

The specification can be either performance-based or output-based and should use clear language. It is important that the potential supplier knows exactly what is required. In general, the specification will be written in two parts. Firstly, the essential criteria - what the equipment must do, and secondly, the desirable criteria - any extras or factors which could enhance its operation and suitability.

Note: Always consider the liability factor to the RLPOA when communicating specification requirements to vendors so that risk is reduced or eliminated.

Vendor Qualification: The General Manager shall be responsible for maintaining a Qualified Vendor List. This list shall include current and past vendors that the RLPOA has had successful and competitive relationships. This list shall also reference the type of service and/or goods these vendors have or are capable of providing. When project managers or the General Manager is qualifying a new vendor, it will be advisable to have the prospective vendor complete the Vendors Information Questionnaire and check all references before they can be added to the RLPOA qualified vendor list. All vendor Information Forms shall be kept in a "Vendor File" for future reference.

Quotation and Bidding Process: The keystone of the quotation procedure is that potential suppliers are given an equal opportunity to bid for RLPOA requirements. The procedures should

be transparent and non-discriminatory. It is necessary, therefore, that all suppliers receive the inquiry at the same time, have the same opportunity to discuss the requirement and submit the sealed, secret bids on or before a stated date and time. Dealings with suppliers must be honest, fair and even-handed at all times. Staff and project managers should clearly communicate deadlines and expectations.

Any information provided by vendors should be regarded and treated as confidential.

The Project Coordinator or committee will review the bids, follow up and resolve any questions and ensure the proposals meet the project specifications. They will make a recommendation, supported by cost, quality, or terms that exceed the basic specifications. If the selection is not based solely on cost, the reason must be supported and documented.

Award and Execution Process:

- In accordance with the Spending Authority section above, the project coordinator and/or the General Manager will select the vendor. In the event a contract is to be awarded or the spending limit requires, the Board will select the winning bidder and direct the General Manager to award the project.
- The General Manager will handle all the financial business, the scheduling and the legal aspects of the contract.
- The General Manager may delegate the responsibility of being the “Site Contact” to the Project Coordinator or any other qualified individual. The Site Contact will provide field support as requested by the vendor, ensure the vendor adheres to all the RLPOA rules and contractor’s guidelines, and act as a liaison to the General Manager.
- The General Manager will be responsible for arranging and documenting the inspection and acceptance of the project. The actual site inspection may be delegated to the Project Coordinator or another qualified individual.
- Invoices will be submitted to the General Manager for payment or approval by the Board of Directors if necessary.

Note: Authority to amend RLPOA Policies and Procedures shall rest solely with the RLPOA Board of Directors. All recommendations to amend Policies and Procedures shall be brought before the Board in regularly scheduled meetings.

