

## STANDING RULES OF PROCEDURE WOODFORD LAKE ASSOCIATION, INC.

The following Standing Rules of Procedure are guidelines and procedures adopted to promote the common welfare and interests of the WOODFORD LAKE ASSOCIATION, INC.<sup>1</sup>, and its members.

### ARTICLE 1. PURPOSE

The Woodford Lake Estates<sup>2</sup> development in Woodford, Vermont is a private residential community consisting of year-round single family homes, vacation homes and cottages. Measures shall be taken by all who enjoy the Development to conduct themselves in a lawful and nuisance free manner that will not disturb other residents, landowners or their guests from the peaceful enjoyment of the development.

### ARTICLE 11. LAND

1. All lots within the Development are privately owned and dues are assessed against each lot by the Corporation. Consequently, the use of facilities, including the pavilion shall be limited to members in good standing and their guests. However, the Vermont State Police and local law enforcement authorities shall have full jurisdiction to enter the facilities for law enforcement purposes.
2. Building lots must have a minimum size of 100' x 100'. All new homes must be equipped with a wastewater disposal system and potable domestic water meeting current municipal and State standards.
3. Landowners are stewards of the land they occupy within the Development's watershed and landowners shall help manage, protect and preserve the land and lake for future generations, by abiding by all Vermont State Laws.
4. Camping on unimproved lots is not allowed within the Woodford Lake Estates Development.
5. To maintain the character of the Woodford Lake community, lot owners shall comply with the following Rules:
  - (a) A temporary trailer may be used when building a residence or making any other improvement to a property within the Development, provided the lot owner obtains prior written permission from the Board of Trustees and the lot owner pays the Corporation a deposit of Two Hundred Dollars (\$200.00) prior to starting of construction; the deposit shall be refunded to the lot owner if:
    - (i) all such construction is completed within one year of the payment of said deposit;
    - (ii) all construction is completed as required by these Rules; and
    - (iii) any temporary shelter or trailer was removed from the lot promptly after the completion of construction. When just and reasonable, the Board of Trustees may extend a lot owner's one-year construction period for such additional, specified time as the Board deems appropriate, provided that the extension is approved by a two-thirds (2/3) majority of the Trustees present and voting. All construction must be completed within one year from the time of initiation of construction.

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<sup>1</sup> Woodford Lake Association, Inc. shall be referred to herinafter as the Corporation.

<sup>2</sup> The Woodford Lake Estates development shall be referred to herinafter as the Development.

(b) The property owner at the lot owner's sole expense shall place a culvert under the driveway entrance of each lot owned. It is the lot owners responsibility to keep the culvert in working order.

(c) Except as provided in the By laws and Rule 5(a), lot owners may not use or occupy house trailers, "Pop Up" trailers, travel homes, motor homes or other types of temporary mobile shelters within Woodford Lake Estates. This Rule shall not preclude the owner of a lot assessed fees as Year-Round or Seasonal from parking and storing a house trailer, "Pop-Up" trailer, travel home, motor home or similar temporary mobile shelter on lots abutting the owner's home in Woodford Lake Estates.

(d) Undeveloped lots that do not abut a Year-Round or Seasonal home may not be used as a storage or parking lot.

6. Firearms shall not be discharged within Woodford Lakes Estates Development.
7. Septic systems may be tested by the Town health officer yearly.
8. Personal property may not be left in the parking lot over one (1) week or it will be removed at the property owner's expense.

#### ARTICLE 111. ROADWAYS

1. A speed limit of 15 mph shall be posted for all roadways within Woodford Lake Estates and shall be observed by all who drive said roads. This speed limit applies to all vehicles including ATVs, motorcycles, dirt bikes, snowmobiles and automobiles.
2. Road Repair: Road damage due to work being done to a landowners property must be repaired to as good a condition as it was prior to the performance of the work. Repair must be completed within 7 days of the work being completed. The landowner will be responsible for paying for the road repair.
3. Any roadwork to be paid for by the Association must have written authorization from the Executive Committee.

#### ARTICLE IV. VEHICLES, ATV'S & SNOWMOBILES

1. Recreational and/or pleasure vehicles shall:
  - a. be licensed and operators shall observe all posted speed limits operated within the Development, (on land or lake)
  - b. shall observe Vermont State Laws that apply to recreational vehicles. Title 23 Motor Vehicles – Chapter 31 All-Terrain Vehicles Laws Vermont Snowmobile Law
  - c. not be operated in the Development between the hours of 10:00 p.m. and 8 a.m.
  - d. be equipped with proper muffling devices to keep noise level to a minimum so as not to disturb others.
  - e. No vehicle shall be allowed to park or ride in the beach area.
  - f. Parked vehicles shall not obstruct any roadway within the Development or vehicle will be towed at the owner's expense.
  - g. Shall be operated at a speed that is reasonable and prudent under the conditions, having regard for the actual and potential hazards existing.
  - h. Speed shall be controlled as necessary to avoid collision with any person, vehicle, snowmobile or other object.
  - i. The operator of every recreation vehicle shall drive at an appropriate reduced speed when approaching and crossing an intersection, when approaching and going around a curve, when approaching a hill crest, when traveling upon any

narrow or winding trail and when a special hazard exists with respect to pedestrians or other traffic by reason of weather or trail conditions.

- j. Proper head and face protection must be used.
- k. A proper windshield must protect the operator's face or the operator shall wear glasses, goggles or a protective face shield.
- l. Damage to roads or beach area must be repaired to as good a condition as it was prior to the damage occurring.

## 2. Unregistered Vehicles

- a. No more than 1 motor vehicle without valid registration and/or inspection may be stored on any lot in excess of 30 days.

## ARTICLE V. JUNK

No junk, scrap, waste material, construction debris or related scrap or waste material originating on the premises may be stored on any lot in excess of 30 days.

## ARTICLE VI. DOGS

1. Dogs must be on a leash when they are off their owners property.
2. The owner of any dog is liable for the damages suffered by any person who is bitten by the dog, regardless of the former viciousness of the dog or the owner's knowledge of such viciousness.

## ARTICLE VII. LAKE

1. The lake and beach area is limited to members and their guests. No motor vehicles, of any kind are allowed in this area.
2. Persons engaged in fishing must be properly licensed and obey the laws of the State of Vermont.
3. Fishing is NOT allowed from the beach area by the Pavilion.
4. Boaters shall launch boats at the boat launch only, not at the beach area. They must obey all State Laws and operate their vessels at a "no wake" speed of less than 5 mph.
5. Boaters shall thoroughly wash all boats, removing all plant materials from their boats and equipment, before launching their boats in Woodford Lake. Boats include, but are not limited to, motorboats, fishing boats, canoes, kayaks, rafts, prams, dinghies and sailboats.
6. All members and guests who use the lake for swimming shall do so at their own risk while exercising caution and proper conduct in and around the water at all times.
7. A lakeshore buffer strip of natural vegetation is encouraged for the ecological health and future of the lake.
8. Fire pit use: A responsible adult must be in charge of any use of the fire pit.

## ARTICLE VIII. HEALTH AND SAFETY

For the health and safety of all within the Development – DO NOT FEED THE WILDLIFE. This means bears, deer, geese, ducks, etc.

## ARTICLE 1X. ANNUAL ASSOCIATION FEES

The By laws require lot owners are obligated to pay Annual Dues to the Corporation for the purpose of maintaining the common lands, roads and facilities within Woodford Lake Estates. The By laws establish a Dues Formula, which the Board of Trustees shall use to calculate the amount each owner must pay the Corporation. When determining which category a lot falls into, the Board of Trustees shall consider the facts and circumstances applicable to the lot or lots at issue. Lot owners owning several undeveloped lots will be assessed one annual dues whereas lot owners that own lots with more than one home will be assessed separately for each property with a home on it.

The Board of Trustees shall deem a lot to be a Year-round Home for purpose of setting the annual fee for the lot if:

- (a) the lot is used or occupied year-round as either the owner's principal residence or domicile;
- (b) the lot is used as a rental property on either a short term or long-term basis, or
- (c) the lot owner files a Homestead Declaration with the State of Vermont declaring the lot or lots as the owner's principal or primary residence, or as the owner's domicile;

The Board of Trustees shall deem a lot to be a Seasonal Home for the purpose of setting the annual fee for that lot if:

- (a) the lot is not lived in year-round and/or does not have a Homestead Declaration with the State of Vermont.

The Board of Trustees shall deem a lot to be a Route 9 lot for the purpose of setting the annual fee for that lot if:

- (a) the lot is located off of Route 9, including lots on Crescent Rd and Honeysuckle Lane.

The Board of Trustees shall deem a lot to be Undeveloped for the purpose of setting the annual fee for that lot if;

- (a) the lot is undeveloped

## ARTICLE X. MEETINGS

### Section 1 FISCAL YEAR

The Corporation shall begin its fiscal year on September 1<sup>st</sup> and end on August 31<sup>st</sup>. Semi-annual meetings of the Corporation shall be held during May and September at the Woodford Lake Estates Pavilion or at such other suitable place as may be designated in the notice of the meeting as follows:  
SUNDAY AT 10 a.m. on:

- a. Memorial Day Holiday weekend &
- b. Labor Day Holiday weekend

The order of business at all meetings of the Corporation shall be:

1. Roll call.
2. Amend and approve minutes of previous meeting.
3. Report of officers.
4. Report of committees.
5. Nominations and elections of Trustees and Auditors.
6. Old business.
7. New business.
8. Other.
9. Adjourn.

### Section 2. VOTING

#### 1. Voting at meetings

- a. Members fees must be paid in full and received at least 7 days prior to our meeting in order to vote at that meeting.
  
- b. No additional members will be allowed to register to vote once the credentials committee has announced the official count and the meeting has begun.

#### 2. Voting by mail

Proxy or absentee ballots must be mailed to WLA – 298 Beach Rd. – Woodford, Vt. 05201 in a separate envelope marked Proxy or Absentee Ballot and postmarked at least 7 days prior to the intended meeting.

## ARTICLE XI. AMENDMENTS

These Rules of Procedure may be amended by a majority vote of the Board of Trustees at any regular or special meeting of the Board.

July 3, 2005

Revised: May 28, 2006

May 29, 2011

Dec. 1, 2012

Sept. 2, 2018

Sept. 5, 2021

Sept. 3, 2023