SKP CO-OP RV RETREAT, INC.
3241 S. Montgomery Rd.
Casa Grande, AZ 85193
520-426-3589

RULES DOCUMENT

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PREAMBLE

The concept of the SKP Co-Op RV Retreat, Inc. is based on the principles of "Sharing and Caring" and will fulfill the expectations of all Escapees only if these principles are implemented. Let us remember the "Golden Rule" in all our dealings with each other and remember that a successful cooperative requires the sharing of knowledge, labor, and time for the mutual benefit of all. These Rules are written in that spirit to provide standards by which all can live together in harmony.

Pinal County planning and zoning regulations must be followed. A copy of the planning and zoning for Pinal County is available in the Manager's office. Any fines assessed to an individual, or to the Co-Op, for non-compliance to county regulations will be the financial responsibility of the offender.

Leaseholders must adhere to the current Rules and Bylaws. Failure to abide by the Co-Op's Rules or Bylaws could result in a fine or termination of membership. (See Bylaws: Article III, Section 1, C Fines & Article IV, Section 1, B Mandatory Termination)

SECTION I. STANDARDS OF CONDUCT

A. SHARING AND CARING: In keeping with the preamble of these Rules that states a successful Co-Op will require the sharing of knowledge, labor and/or time, all Co-Op members who spend a substantial period of time at the Co-Op are expected to serve on one of the committees or in one of the positions that have been established to ensure the smooth running of the park.

B. Lots and the boondock area are a source of pride to the Co-Op. Storage outside the rig must be kept to a minimum.

C. All garbage and litter, including cigarette butts, must be appropriately bagged, and disposed of in proper containers.

D. Only contained campfires are allowed within the park.

E. Smoking is prohibited in all park buildings.

F. Pets:

1. Three (3) pets maximum are allowed per site.
2. Pets are to be controlled at all times while inside the park.
    a. Pets must be fenced, tied, or on a leash.
    b. Pets are not to be left outside the RV while the owner is away from the lot.
    c. Uncontrolled barking will not be tolerated.
3. Potentially dangerous or objectionable pets are not allowed.
4. Pets are not allowed in any park building; Per the Americans with Disabilities Act, service dogs are allowed.
5. All pet droppings, inside and outside the park, shall be picked up, bagged, and disposed of promptly. Place bagged droppings into the special containers provided.

G. Noise must be kept to a minimum. Quiet hours are 10 p.m. to 7 a.m. Generator hours are 8:00 a.m. to 10:00 a.m. and 5:00 p.m. to 7:00 p.m. When leaving the park early please abide by these quiet times.

H. No person may walk through an occupied lot or ride a bicycle or motorbike on any walkway. No one may drive through any lot other than his/her own.

I. All wheeled vehicles must obey the posted 10 MPH speed limit.

J. Vehicles may not be washed in the boondock area or at the dump station.

K. Business signs are not to be displayed on lots. Permanent signs on your vehicle, before it arrives, are permitted. A reasonably sized sign may be posted on the bulletin board with the Manager's approval.

L. No resident shall conduct a business that requires outsiders to come into the park without

the express approval of the Board of Directors.

M. No items may be sold outside a resident's unit except with the Manager's permission or at approved events. Door to door selling is not permitted.

N. A Co-Op member may make a personal mailing to the general membership providing that it does not give the impression that it is an official Co-Op mailing. The mailing should be signed by this member. Co-Op mailing labels, envelopes and stationery may not be used. Postage and other costs shall be the responsibility of the author(s). If the return address is the Co-Op, the author's name and lot number must be included.

O. Co-Op members must not leave their RVs unattended for more than twenty-four (24) hours without notification to the Manager. If an RV is left unattended for twenty-four (24) hours or longer a key should be left in the office.

P. Children under age fourteen (14) must be accompanied by an adult when in any park building.

Q. The Co-Op is not liable for any loss, fire, theft, or injuries occurring during a person's stay.

R. Incapacitated Leaseholder (Ref: Board Policy Decision 11/9/2017)

1. Each member must be capable of independent living while residing in our Co-Op.
2. Our Co-OP does not have the resources or expertise to provide nursing, custodial or rehabilitative care on a long-term basis and we are concerned about liability in trying to provide this type of service when not qualified or licensed.
3. A member must be able to maintain "activities of daily living" (as defined by long-term care insurance providers):
   a. "Eating means the ability to feed yourself by any means once food has been prepared and made available to you.
   b. "Toileting" means getting to and from the toilet, getting on and off the toilet, and performing associated personal hygiene.
   c. "Transferring" means moving into and out of bed, chair, or wheelchair.
   d. "Bathing" means washing oneself by sponge bath, or in either a tub or shower including the task of getting into or out of the tub or shower.
   e. "Continence" means the ability to maintain control of bowel and bladder function; or, when unable to maintain control of bowel or bladder function, the ability to perform associated personal hygiene (including caring for the catheter or colostomy bag.)
4. "Cognitive Impairment" means the deterioration or loss of intellectual capacity placing you in jeopardy of harming yourself or others, therefore requiring substantial supervision by another person. Alzheimer's disease is a form of cognitive impairment.
5. When a member is unable to provide suitable care on their own, or suffers from significant "cognitive impairment" and has no care taker, arrangements must be made for the leaseholder to live elsewhere.
   a. The Co-Op will contact the next of kin listed in their records.
   b. Where next of kin will not provide care, the Co-Op will have to require that the Member find alternative living arrangements such as nursing or adult care facility or an Escapees CARE facility.
6. A signed copy of the Incapacitated Leaseholder form is to be put into each member's lot file.

SECTION II. MAINTENANCE FEES AND OTHER FINANCIAL MATTERS

A. RENTAL POOL

1. Leaseholder rental pool credits accrue during the months of January, February, March, April, October, November, and December.
2. Requirements:
   a. Leaseholders wishing to be in the rental pool must have a current signed rental pool

agreement on file in the office.

b. The lots in the rental pool must meet the standards set forth in the Co-Op Bylaws and Rules.
c. A rental lot's electrical service must be in the Co-Op's name. The leaseholder is responsible for any transfer charges.
d. Leaseholders who leave their RV on their lot year-round are not eligible to be in the rental pool or earn rental pool credits.

3. Disbursement of rental lot income:
   a. On a monthly basis revenue from the lot rentals shall be applied to the payment of any rental lot utility expenses. Fifty (50) percent of the remainder is credited to eligible rental pool members on a daily pro rata basis and Fifty (50) percent is credited to the Co-Op's general fund. Each month's credits accrue towards reducing the rental pool members' M&O fees for the following year. Rental pool credits cannot exceed the annual M&O amount. The rental pool credit period is from January 1 through December 31.
   b. When a Co-Op member withdraws from the rental pool, he/she stops earning rental pool credits but any credits he/she had accrued up to the date he/she withdraws will be credited to his/her next year's M&O. When a leaseholder's membership is terminated, whether voluntary or forced, any rental pool credits in his/her account will revert to the Co-Op.

B. DONATIONS

1. Donations may be accepted or refused as deemed in the best interest of the Co-Op.
2. A donation given for a specific purpose, if accepted, will be used only for the purpose for which the donation was given.
3. If unused after a period of four (4) years, the money may go into the general fund.

C. FINES

The following will be imposed on anyone violating the Rules or Bylaws. The Manager will confer with the Board office liaison for procedural action.

1. The first violation results in a written warning by certified mail or hand delivered. When a warning is given, a time period of no more than thirty (30) days will be allowed to correct, or make satisfactory arrangement to correct, the violation. If the violation is not corrected by the end of the time period allowed on this warning; it will be considered the second violation. The same consecutive time periods will be considered for the third and subsequent violations.
2. The second violation for the same offense will be a Fifty Dollar ($50) fine.
3. The third violation for the same offense will be a One Hundred Dollar ($100) fine.
4. Each subsequent violation for the same offense will be a Five Hundred Dollar ($500) fine.
5. Co-Op members past due in payment of an account (whether for an assessment, fee, or charge of any kind) will be fined. Fines will be assessed following the schedule outlined in these Rules.
6. If a settlement is not made after a period of ninety (90) days from the first warning the matter will be referred to the Board of Directors for whatever action it deems appropriate in accordance with the provisions as outlined in the Bylaws. (See Bylaws: Article III, Section 3 Failure To Pay)

SECTION III. LOT IMPROVEMENTS AND USAGE

ANY SITUATION OR SUBJECT NOT EXPRESSLY ADDRESSED IN EITHER THE RULES OR BYLAWS REQUIRES WRITTEN APPROVAL BY THE BOARD OF DIRECTORS.

Members shall obtain approval from the appropriate committee before putting up any structure, landscaping, pouring of concrete, etc. including, but not limited to, storage sheds, patios, fences, trees, and shrubs.

A. SEPTIC SYSTEM

The Co-Op septic system has been designed for one hundred and twenty (120) self-contained recreational vehicles. It is adequate to take care of normal sewage needs for such vehicles and has a safety factor that has been approved by state and county engineering departments. However, any septic system will be damaged unless care is taken. (Formaldehyde and zinc will kill the bacteria necessary to break up solids in the septic tanks.) Therefore, the following regulations must be observed:

1. Only biodegradable cleaning agents may be used in the septic tanks.
2. All washing machine**s** must be equipped with a lint trap.
   a. Effective January 23, 2023, washing machines may not be installed in storage sheds.
3. Only biodegradable toilet chemicals may be used.
4. Hard, non-degradable substances such as eggshells, coffee grounds, cigar and cigarette butts will cause frequent and expensive pumping of any septic tank. These and similar items must be discarded in the trash.
5. Only permanently installed RV toilets designed for minimal water use are permitted.
6. Sewer connections from the RV to the sewers shall be tight fitting. Connections into the outlet shall be either a screw adapter, or a tight-fitting expandable adapter.
7. Sewer hoses must be adequately supported on a continuous slope, with no sags or traps, to provide full drainage.
8. Sewer hoses must be kept in good repair.
9. The cost of repair and maintenance of water and sewer hook-ups is the responsibility of the Co-Op. Repair and maintenance costs of the extensions of these systems are the responsibility of the leaseholder.

B. LOT AND SHED MAINTENANCE

(Refer to Sec. III F for construction)

1. All lots within the Co-Op shall be maintained with sufficient gravel to prevent standing water and/or mud.
2. Sheds shall be maintained.
   a. Dry rot and/or water damaged areas shall be repaired or replaced.
   b. Peeling paint shall be removed and shed kept properly painted.
   c. Preventive termite and pest control conducted yearly.
3. Leaseholders shall provide and maintain water pipe and fire hose coverings/boxes.
   a. Boxes shall be kept painted and in good repair.
4. Leaseholders shall maintain their lot in such a way that weeds are not present on their lot during their occupancy or absence from the park.
   a. Absentee and negligent leaseholders will be charged an appropriate fee for maintenance as necessary.
   b. Absentee and negligent leaseholders will be given a two-week notice of the need to remove weeds from their lot**.**
5. Failure to comply will result in the removal of the lot from the rental pool.

C. ELECTRIC PEDESTALS

1. The cost of repair and maintenance of the electrical system is the responsibility of the Co-Op. Repair and maintenance costs of the extensions are the responsibility of the leaseholder.
   a. Each electrical pedestal is to contain a 20-amp GFCI service and a 30-amp service.
   b. Only one (1) 50-amp service upgrade may be installed which then becomes part of

the standard pedestal.

2. All electric pedestal work must be done by licensed electricians except for replacing defective electrical outlets, including GFCI outlets. The replacement outlet will be supplied by the office and the installation will be checked within five (5) days for compliance with current electrical codes.

D. LOT SETBACKS

1. RV setbacks: Five (5) feet from front and rear lot lines. Five (5) feet on side lot lines (not including slide-outs).
2. The Co-Op has determined that no trees, shrubbery, concrete patios, walks and driveways or any other permanent obstruction may be placed within the five (5) foot front lot line. Effective November 8, 2012, all new patio slabs must be at least twelve (12) feet from the electric pedestal and parallel to the lot line
3. Effective November 9, 2023, no part of any storage shed shall be closer than five (5) feet from the rear lot line and five (5) feet from the side lot line.
   a. Leaseholders may re-roof using the same lines even if the roof line already overhangs the setback. (Moved from Section VII C 10d on January 23, 2023).
4. Storage sheds and any permanent part of the sheds shall be set back thirty (30) feet from the front lot line.
5. No permanent structures may be constructed or moved to the area behind the RV portion of the lot. This excludes structures existing on January 13, 2011.
6. Concrete may be placed in the RV parking area of a lot within these guidelines:
   a. The front set-back from the road must be a minimum of five (5) feet.
   b. The rear set-back must be a minimum of five (5) feet from the rear lot line.
   c. The side toward the pedestal must be twelve (12) inches away from the nearest utility (sewer, water or electric) and parallel to the lot line.
   d. The side away from the pedestal can be no closer than five (5) feet from the lot line.
   e. The concrete must be a minimum of six (6) inches thick with #4 reinforced steel on a twelve (12) inch grid covering the full width of the parking area to be paved.
   f. Concrete placed in this area may not cover septic pump out access lids.
   g. Tire strips pads will not be acceptable.

E. FENCES

Fences between lots may be no higher than three (3) feet. If a fence is of any material, except chain link, members are expected to keep it painted. If slats are used in a chain link fence they must be kept in repair. All fencing installed after April 1, 2004, will be considered personal property, not a lot improvement, and will not be reimbursable.

F. STORAGE SHEDS (Refer to Section III B for shed maintenance)

1. The total storage areas on any leaseholder lot including shed(s) and any trailer not a recreation vehicle cannot exceed one hundred forty-four (144) square feet**.** A storage shed shall not exceed ten (10) feet in height as measured from the top of concrete pad. The concrete pad will be a minimum of four (4) inches and a maximum thickness of six (6) inches above the ground. (see Sec. III D Lot Setbacks for further information).
2. As of February 1, 2018, a Co-Op member may purchase or build any type shed of wood framed or metal-studded construction approved by the Lot Improvement Committee. The shed must be placed on a concrete pad and be immediately anchored with approved-type anchors.
3. Dismounted truck canopies/camper shells, utility trailers and boats, which are permanently used for storage, will count as part of the allowed one hundred and forty-four (144) square foot storage area and shall be secured to the ground by a method which is approved by the Lot Improvement Committee.

G. LANDSCAPING

1. Any permanent planting must have the approval of the Lot Improvement Committee.
2. Container gardening is encouraged for those who want decorative plantings.

H. LOT IMPROVEMENTS AND CONSTRUCTION

Co-Op members may make improvements and/or add new construction to their lot under the following conditions:

1. Co-Op members are advised that before starting any project that requires digging they must call the AZ 811 (a free service). Within two (2) working days of the call, each utility will mark the location of its lines on the lot. Contact the Manager's office for AZ 811 telephone number.
2. All improvements and/or construction permits must be approved by the Lot Improvement Committee.
3. Permits for mechanical, plumbing & electrical must be approved by Pinal County.
4. Time limits shall be required and stated on all written approvals. If approved, work/ improvements, etc, are not completed within two (2) years from date of this approval, the requesting party must resubmit the request for an updated approval. If a special request is made, the requesting party must resubmit the request for an updated approval. If the special request is made, the length and/or terms of exception shall be stated on the approval.
5. A Lot Improvement Committee approval is not transferable.
6. Any lot improvement or construction started or completed without approval will be subject to review by the Lot Improvement Committee and passed on to the Board of Directors for action.
7. All construction violating size limitations and/or approved type of material will be removed at the Co-Op member's expense.
8. No approval for any lot improvement or construction projects will be granted from April 1 through October 31.

I. PARKING ON LOTS

1. In addition to a recreational vehicle as defined in the Bylaws (Article I, Section 4, RV Description) there shall be no more than two (2) other vehicles on any lot.
2. The definition of another vehicle as it relates to this section of the Rules:
   a. A tow dolly or a utility trailer (used as a tow trailer), regardless of whether empty or with the tow vehicle in place
   b. Any watercraft, dismounted camper shell (canopy), or any car or truck when not on or

in the tow vehicle/trailer.

3. Setbacks
   a. All recreational vehicles must observe the five (5) foot Pinal County ordinance for setbacks.
   b. Other vehicle parking is permitted on side and rear setbacks but the use of setbacks for vehicle storage purposes is not permitted.
   c. No vehicle parking is permitted within the five (5) foot front setback except by guests and service persons.
4. Second recreational vehicles (occupied or not) are not permitted on any lot. Exceptions:
   a. A van conversion or truck with a mounted camper used for the lot occupants' sole transportation. It must have the propane shut off and cannot be hooked up at any time to electricity, sewer, or water.
   b. A second recreational vehicle for a grace period of seventy-two (72) hours for loading and unloading purposes. Under no circumstances can the second recreational vehicle be hooked up to sewer or water. Hooking up to electricity is permitted during this seventy-two (72) hour period.

J. PROPANE TANKS

1. Safety precautions must be adhered to at all times.
2. Any damaged or rusted tank is prohibited in the park.
3. All free-standing tanks must be removed from a lot if a member's RV is off the lot for a period of thirty (30) days or more. Tanks may be put in the park storage area and must be clearly marked with the owner's name.
4. On a single lot there shall be no more than one hundred and thirty (130) pounds of propane in free standing tanks.
5. Free standing portable tanks larger than forty (40) pounds/nine (9) gallons capacity are not permitted in the Co-Op after January 1, 2015.
6. Transport of all portable propane tanks shall be in the upright position unless designed to be carried horizontally.
7. Management will fill up to and including forty (40) pounds [nine (9) gallons] portable propane tanks for leaseholders and renters. Management will also fill propane tanks permanently mounted in motor homes, regardless of the tank size.

K. SAFETY

For fire protection each lot shall keep a fifty (50) foot (minimum) water hose with a metal nozzle attached. The hose shall be connected to the standpipe at all times (Plastic nozzles do not hold up; they disintegrate in the summer heat and sun.)

L. SHADE STRUCTURES

1. Awnings shall not be structurally attached to a recreational vehicle or travel trailer, unless approved by the manufacturer.
2. Temporary open sided, free standing covers for patios or vehicles are allowed. The maximum length is twenty (20) feet, width is ten (10) feet and height is ten (10) feet. Shade structures must be removed when the leaseholder leaves for the season.

SECTION IV. CODES AND REGULATIONS FOR RVS

Also see Bylaws: Article I, Section 4. Recreational Vehicle Description

A. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT REGULATIONS

1. To ensure continued compliance with HUD regulations for 55-plus park, at least one (1) person must be fifty-five (55) years of age, or older, to enter into a leasehold agreement with the Co-Op.

2. Current leaseholders under the age of fifty-five (55) shall be "grand-fathered in" and may remain leaseholders. (Added December 8, 2022)

B. STATE AND COUNTY RV CODES AND REGULATIONS

1. Co-Op members are warned that the State of Arizona requires any recreational vehicle containing four hundred (400) square feet (or more) of living space (including tip-outs and slide-out, but not including tongue measurement) to be hooked up and blocked in accordance with its regulation for mobile homes.
2. This requirement is enforced by Pinal County inspectors and there is a Fifty Dollar ($50) inspection fee each time a vehicle is hooked up.

3. Failure to comply with this regulation will subject both the offenders and the Co-Op to a One Thousand Dollar ($1000) fine. Both fines are the responsibility of the offender. See "Preamble Paragraph 2" Page 3.

C. DEFINITION OF SELF-CONTAINED

A self-contained RV is one that set up to allow all functions of living (sleeping, eating, cooking, and sanitation) to be handled while inside the RV. A toilet system including a holding tank is an absolute requirement. A commercial composting toilet is permitted. Marine style/cassette-type toilet may be used only if you are willing to use it inside your RV and may not be emptied in public restrooms. They may be emptied at the dump station. (Added February 2021)

D. DEFINITION OF MEASURED LENGTH OF AN RV

1. Travel trailers and fifth wheel trailers shall be measured from the farthest forward point to the farthest rear point. The measurement must include all accessories with the exception of permanently mounted ladders.
2. Motor homes shall be measured from bumper to bumper. The measurement must be extended beyond the bumpers to include all accessories with the exception of mirrors, permanently mounted ladders, exhaust pipes, hitch balls, and folded up tow bars that are not part of another accessory.

E. ONE-WAY SIGNS

South Street is one-way east bound for all RVs and large commercial vehicles. Cars and pickups may travel in either direction the entire length of South Street and out the west entrance.

SECTION V. USE OF THE BOONDOCK AREA

A. An Escapee may stay in the boondock area for a period of up to seven (7) days in any twenty-eight (28) day period. This seven (7) day limit may be extended at the discretion of the Manager and/or President of the Board.

B. No articles may be left outside an RV unit in the boondock except for patio furniture, patio

accessories, bicycles, motorcycles or a covered trash can.

C. No Co-Op member shall store any vehicles or equipment in the boondock area.

SECTION VI. CO-OP MEMBER RIGHTS AND PRIVILEGES

A. FAMILY VISITS

1. A Co-Op member in residence may rent an available lot for use by the member's immediate family.
2. The term "immediate family" is defined as parents, brothers, sisters, children, and grandchildren.
3. The maximum period of time allowed for this non-SKP family rental arrangement shall be no more than seven (7) days in a calendar year.
4. The Co-Op member assumes responsibility of the same liabilities for his/her family as if it were his/her own lot.
5. The established rental fee shall prevail.

B. NON-SKP GUESTS

1. Boondock area usage:
   a. A guest of a Co-Op member in residence may stay in the boondock area, if space is available, for a period of up to seven (7) days in any calendar year.
   b. The established boondock fee shall prevail.
2. Co-Op facilities (excluding dump station) are restricted to use by leaseholders and their guests and registered residents.

C. LOT RENTALS

All Co-Op members are strongly urged to put their lots in the rental pool, in which case the lots will be rented for a fee set by the Board of Directors and under Board/office procedures for orderly administration.

D. RENTAL POOL MEMBERS

(See rental pool requirements in Rules: Section II A 2)

1. A Co-Op member whose lot is in the rental pool must give personally, either by phone or by mail, a minimum of seven (7) days' notice as to his/her date of arrival to ensure lot availability.
2. The notified date of arrival will be the date the lot will be removed from the rental pool.
3. In the case of no notification, or of an early arrival, the Co-Op member agrees to stay on another rental lot and pay the established fee or to stay in the boondock area until his/her lot is available.

E. NON-RENTAL POOL MEMBERS

A Co-Op member not in the rental pool may allow an Escapee friend to use his/her lot providing:

1. The Escapee friend complies with all Co-Op rules and regulations.
2. The Escapee friend pays the Co-Op the current rental charges that would apply for his/her length of stay.

F. SUGGESTIONS AND PROPOSALS

In order for the membership to be more informed at a Special Membership Meeting or the Annual Membership Meeting, when someone signs up for a topic for suggestion or proposal:

1. Any proposed rule change to be presented at an Annual Meeting or a Membership Meeting should be posted at least one (1) day in advance.
2. Any proposal a member wishes the Board to act upon must be presented in writing to each Board member at least one week before a scheduled Board meeting. (See Rules: Section VII B 4).
3. All Co-Op members are encouraged to make written and signed suggestions regarding the Co-Op. Suggestions may be dropped into the locked box provided in the clubhouse. (See Rules: Section VII B 4 Responsibilities of Board)
4. A deposit of One Hundred Fifty Dollars ($150) is required toward the cost (postage, paper, envelopes, labels, copying, etc.) of any mailing to the membership not generated by Board action. This would also apply to the mailing cost for notification to the membership of a Special Membership Meeting.
5. The deposit must be submitted along with the request by the party or parties requesting the mailing.
6. If the request is subsequently approved by a vote of the membership the deposit will be refunded. If the issue fails all costs will be deducted from the deposit paid. The difference between the actual cost of the mailing and the deposit shall be refunded or charged to the requesters.

G. LOT TRADES/RELINQUISHED LOT PROCEDURE

1. Private trades will be allowed. (See Bylaws: Article II Section 4 E)
2. A Co-Op member wishing to trade for a relinquished lot must complete a Relinquished Lot Request form. The current nonrefundable Board established fee is required for each request.
3. The office will maintain the Relinquished Lot forms and a lot card in each folder. Lot cards will contain:
   a. Date and order that the requests were received
   b. Member's name, contact address and phone number
   c. Dates of all attempted or actual contact between the office and the requester.
4. Requests will be added to the lot cards according to the date and time received, whether made in person or by mail.
   a. If the day's mail contains more than one (1) request for the same lot, the one with the earliest postmark will have priority.
   b. If the requests are postmarked on the same date, the Co-Op member with the most seniority will have priority.
5. A member may withdraw a request, but cannot sell, trade or will said request or placement on the lot card.
6. When a lot is relinquished, it becomes available in the following order:
   a. It is offered to members in the order listed on the lot request card. At the same time the lot availability is posted on the bulletin board for a five (5) day period.
      i. If the requester is in residence, he/she must accept or reject the lot within forty-eight (48) hours of being notified that the lot is available to the requester.
      ii. If the offered lot is rejected, the requester's name is removed from the card. If the requester is not in residence, notification will be by telephone or certified mail, return receipt requested. The requester must reply by telephone within forty-eight (48) hours of receiving notification, or his/her position is forfeited.
   b. Any member may request the posted lot if it is rejected by all requesters or if there is no request listed in the lot file.

c. It is offered to the waiting list.

7. When the lot is accepted, full payment and transfer may be completed any time, but must be completed within thirty (30) calendar days of acceptance.
8. A successful requester is entitled to move on his/her lot only after full payment is made. Until then, the Co-Op may rent the lot.
9. When full payment is made for the requested lot a termination form will be signed for the present lot and a lease agreement signed for the new lot. When notified by the office that all paperwork is completed, requester must move to the new lot or pay rent on the old lot.
10. The successful requester, if in residence, is allowed a maximum of five (5) days; if not in residence, a maximum of fifteen (15) days to remove the contents of his/her shed. During this period, the requester's former lot will be held by the Co-Op in the rental pool. It will be made available for transfer as soon as the shed is emptied.
11. The Co-Op will make payment to the seller for the relinquished lot within thirty (30) days after full payment is received from the new leaseholder. Prior to making payment to the seller, an administrative fee will be charged to the seller.

SECTION VII. MANAGEMENT OF THE CO-OP

A. MANAGER'S RESPONSIBILITIES

1. The Manager makes all day-to-day decisions regarding the ordinary business of the Co-Op.
2. The Manager keeps complete and accurate financial records of all the dealings of the Co-Op.
3. The Manager assigns all rental lots and spaces on a first come/first served basis to Escapees and guests and determines their length of stay. No reservations will be allowed and no lot or space will be assigned to a renter unless the renter has his RV in the Park and is prepared to put it on the assigned lot/space immediately. No refunds for early departure.
4. The Manager enforces the decisions of the Board of Directors and is responsible for giving a copy of the Standards of Conduct/Renters' Rules to every incoming resident.
5. The Manager enforces vehicle parking regulations, one-way signs, and the speed limit within the park.
6. The Manager enforces the requirement that lots be kept neat.
7. The Co-Op assumes no responsibility for private agreements between the Manager, as a private individual, and the leaseholder.

B. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. The Board of Directors must fulfill all duties and responsibilities outlined in the Bylaws of the Co-Op and lead the membership in all matters necessary to build a successful cooperative organization.
2. At a scheduled Board meeting, Co-Op member proposals received in writing, at least one (1) week in advance, must be acted upon.
3. All Board Members may vote or make motions during any open Board meeting.
4. During any open Board meeting, under new business, one (1) Board member will remove the suggestions from the suggestion box. Only signed suggestions pertaining to Co-Op business and not of personal matters will be read to the Co-Op membership and considered by the Board. Signed suggestions of a personal nature will be handled at a closed/executive session. The Board will respond in writing when necessary.
5. The Secretary of the Board of Directors shall:
   a. Notify the members of any addition, deletions, or amendments to the Rules or Bylaws. The notification shall be on a separate sheet of paper with the instruction to have the

member attach it to his/her present copy of the Rules and/or Bylaws. Notification shall be sent with the next regular mailing to the membership.

b. Be responsible for overseeing the preparation of all ballots (assessment, election of Directors, Bylaws). The ballot shall be approved before mailing by at least one (1) other Board member.

6. Non-members at an Annual Meeting will be seated at the east end of the clubhouse.
7. The Board of Directors shall annually approve the committee chairpersons, whether or not Directors.
8. The Board shall appoint any committees believed necessary for the smooth running of the Co-Op.
9. Committee Projects:
   a. Require a Board approval of committee specific projects. The definition of a specific project is a project having on-going expenses that will have a future impact on the Co-Op's budget.
   b. All committee activities must involve the committee's liaison to the Board of Directors. Another Board member may be involved if the committee's liaison is absent.
   c. All committee reports are subject to review and approval of the Board of Directors, at its discretion.
10. If the Lot Improvement chairperson or the representative designated for giving approval is absent for a period exceeding three (3) days, the Board shall designate a Board member temporarily to approve storage shed type and installation.
11. When a leaseholder turns in his/her lot the Board shall make a diligent effort to find a new Co-Op member from the waiting list of interested Escapees who will pay the value of the improvements as established by the Appraisal Committee. In no instance can the Board guarantee that such a Co-Op member will be found.
12. Any motion duly made and seconded to add to, delete from, or alter the Co-Op Rules at a regular or special Board meeting shall undergo the following process:
    a. The motion shall be discussed at the Board meeting at which it is made.
    b. The Board shall refer the motion to the appropriate committee.
    c. After review by the appropriate committee, the Board shall refer the motion to the Rules and Bylaws Committee.
    d. The request for action to the Rules and Bylaws Committee should include instructions, a signature, and a date**.**
    e. The Board shall vote on the motion at the next Board meeting that is twenty-eight (28) days or more after the motion was first made. This will allow time for member input to the Board.
13. In the event of an emergency during the months of April to October all Board members will be contacted by e-mail and can make motions concerning the emergency. All replies and discussion must be directed to all members of the Board. The motion and the result will be reported at the November Board meeting.

C. TEMPORARY & STANDING COMMITTEE (Committees are active Nov. 1 thru Mar. 31)

1. APPRAISAL COMMITTEE
   a. The committee shall consist of Co-Op leaseholders.
   b. At least three (3) members must be present for an appraisal. If only two (2) members are available, a Board member may be substituted.
   c. When a Co-Op leaseholder requests an appraisal or relinquishes his/her lot, the committee will establish the value.
   d. Value is defined as all permanently affixed improvements, minus fair and reasonable depreciation. The present condition of improvements taken into consideration.
   e. No appraisal forms will be processed between April 1 and October 31. Appraisal

forms must be turned in by March 24.

f. Sheds must be empty before a termination appraisal. If the contents of the shed must be removed by the Co-Op, a Five Hundred Dollar ($500) fee will be deducted from the lot value. If the existing shed must be removed by the Co-Op, the cost will be deducted from the lot value.

2. AUDIT COMMITTEE
(See Bylaws: Article V Sec 3 M)
Following the Annual Membership Meeting, the new Board of Directors shall appoint a standing Audit Committee composed of three (3) qualified Co-Op members who are neither Directors nor outgoing Directors or their spouses to:
   a. Examine the Co-Op's financial records
   b. Employ a CPA, if deemed necessary
   c. Prepare a report of its findings for presentation to the general membership
   d. Audit the rental pool and lot rental records.

3. BUDGET COMMITTEE
The committee shall include the Treasurer as chairperson, the Manager and five (5) Co-Op leaseholders who are not on the Board of Directors. The Treasurer and Manager will be without voting rights. The other five (5) leaseholders are the only ones with voting rights in the preparation of the budget.
Duties of this committee shall be as follows:
   a. To examine possible improvements and needed maintenance of the Co-Op property.
   b. To establish priorities and set a tentative budget
   c. To submit an annual budget to the Board of Directors for consideration. This budget shall be posted for one (1) week prior to Board approval.
   d. After approval, the Board shall distribute a copy to all Co-Op members.

4. ELECTION COMMITTEE/MAILING COMMITTEE
   a. The Election Committee shall be composed of Co-Op leaseholders not currently on the Board of Directors, on the ballot running for the Board of Directors, or on the Nominating Committee.
   b. The Election Committee's duties shall include all mailings involving a ballot as approved by the Secretary of the Board and at least one (1) other Board member.
   c. All other mailings of the Board will be supervised by this committee.
   d. The Committee shall count all ballots and present the results to the Board of Directors. If a leaseholder's spouse is on the ballot, he/she must excuse himself/herself from counting the ballots.

5. EQUIPMENT INVENTORY COMMITTEE
   a. The committee shall consist of a chairperson who is a leaseholder. Other members of the committee can be leaseholders or renters.
   b. The committee chairperson shall maintain an accurate list and value of equipment that the Co-Op owns.
   c. Once a year, the committee members shall complete a physical inventory on forms provided by the chairperson.
   d. The committee chairperson shall make appropriate changes to the Co-Op inventory using the program contained in the current database software.

6. GRIEVANCE COMMITTEE
   a. The Grievance Committee shall be composed of Co-Op members whose spouses are not currently on the Board of Directors.

b. To hear grievances of the Co-Op members against the Manager, the Board, or individual members, if there appears to be an infringement of the Rules and/or Bylaws.
c. The committee will strive to reach a satisfactory settlement of any grievance presented to it by a Co-Op member.
d. If complaints are not satisfied, Co-Op members may take the grievance to the full Board of Directors for consideration as provided for in the Bylaws.

7. HIRING COMMITTEE
   a. This committee shall be composed of at least five (5) or more Board members for the purpose of negotiating all phases of contracts for managers, assistant managers, and bookkeeper.
   b. The Committee must present its recommendations to the Board of Directors for approval.

8. INFORMATION TECHNOLOGY COMMITTEE
   The Committee shall be composed of three (3) to seven (7) leaseholders
   a. To advise the Board on issues relating to the computers and peripheral equipment owned by the Co-op. This would also include, but not be limited to, the system, the software, and data residing on the equipment.
   b. To be the point of contact with outside vendors regarding research and proposals for the acquisition of computer-related equipment and software.

9. LANDSCAPING COMMITTEE
   To supervise the installation and maintenance of all plantings in the common areas of the Co-Op.

10. LOT IMPROVEMENT COMMITTEE
    a. The committee shall consist of Co-Op leaseholders.
    b. A minimum of three (3) members must be present to issue a permit. If only two (2) members are available, a Board member may substitute.
    c. With the Board's concurrence, to set standards of safety and appearance of all construction in the park and to discuss and to aid Co-Op members with their plans for patios, storage buildings, fences, gravel, etc. Pea gravel is not allowed to be brought into the Co-Op. Pea gravel may be moved from one lot to another, providing pea gravel is the main cover for that lot. To issue written permits to leaseholders wishing to make improvements to their lots./

11. MAILROOM COMMITTEE
    The purpose of this committee is to distribute, into the designated boxes in the clubhouse, the incoming mail delivered by the post office and other delivery services, during the months of November thru March, to leaseholders and renters in residence in the park. The committee shall be composed of a chairperson, who is a leaseholder of the Co-Op and volunteers who may be leaseholders or seasonal renters

12. MARKETING COMMITTEE
    The committee shall be at least five (5) members, three (3) of which must be leaseholders. The chairperson and secretary must be leaseholders.
    The purpose of this committee is to:
    a. Promote the SKP Co-Op by overseeing all marketing materials, products, tools and promotion activities.
    b. Maintain a current web site.

c. Plan and oversee park tours for visitors, renters, and leaseholders.

13. NOMINATING COMMITTEE

This Committee shall be composed of Co-Op leaseholders not currently on the Board of Directors or on the Election Committee.

The duties of this committee shall be as follows:

a. To be present at the Co-Op by November 1
b. To actively solicit from the general Co-Op membership those people willing to serve on the Board of Directors
c. To post the list of all potential nominees ten (10) days prior to the Board meeting held for the purpose of accepting these nominations
d. To submit the list of nominees to the Secretary of the Board of Directors at least sixty (60) days prior to the Annual Membership Meeting
e. These nominations shall be accompanied by a written acceptance by the nominee, including his/her written intent to reside in the Co-Op from approximately Nov. 1 through February, each year, and a biographical resume no longer than one hundred (100) words.

14. PLANNING, CONSTRUCTION AND MAINTENANCE (PCM) COMMITTEE

a. Planning – Propose a three (3) year plan for projects that should be completed or voted on.
b. Construction – Determine what projects should be done in the park, either by Committee or by an outside contractor. If by an outside contractor, at least two (2) estimates are needed and presented to the Board liaison.
c. Maintenance – All maintenance work in the clubhouse and park except for what the management team duties specify.

15. ROOF RAISERS COMMITTEE

a. The elected officers of the Committee shall be Co-Op members. They will be President, Vice President, Secretary and Treasurer.
b. The President, Vice President, Secretary and Treasurer shall be authorized to sign checks.
c. The elected officers of the Committee shall conduct regular membership meetings.
d. The Roof Raisers Committee oversees all Co-Op social activities and support the Co-Op Board of Directors in its efforts to improve RoVer's Roost and its programs.
e. The Roof Raisers Committee may form any number of groups or committees to set up and head these activities.
f. The Roof Raisers Committee is authorized to spend a maximum not to exceed One Thousand, Five Hundred Dollars ($1,500) without Board approval.

16. RULES AND BYLAWS COMMITTEE

a. This committee shall be made up of Co-Op members.
b. The Rules and Bylaws Committee does not create rules or bylaws. The purpose of the Committee is to refine wording, verify intent and to prevent conflicts with existing Rules and/or Bylaws.
c. The Rules and Bylaws Committee may assist the author(s) of a petition for Bylaw change. The Rules and Bylaws Committee may not change the intent of the petition but may advise of potential conflict with existing Rules and Bylaws.

17. WAIT LIST COMMITTEE

a. The committee shall be leaseholders and the chairperson is responsible for maintaining records for the waiting list. He/She will send and receive pertinent

information to and from persons on the list.

b. The co-chairperson and Managers are the back-up for the waiting list information. Copies of all correspondence shall be routed to the Managers and the co-chairperson.
c. When funds are due, the waiting list chairperson will enclose an envelope. addressed to the Co-Op Managers for the return mailing of such funds.

NOTE: IF YOU HAVE ANY QUESTIONS REGARDING ANY OF THESE RULES CONTACT ANY MEMBER OF THE BOARD OF DIRECTORS FOR CLARIFICATION.
ALL BOARD MEMBERS SHOULD WEAR THEIR BADGES IDENTIFYING THEMSELVES AS BOARD MEMBERS WHEN OUTSIDE THEIR LOT.

SECTION VIII RULES REVISION RECORD

The updates to this document since it was last published for distribution are in bold type and the date of the revision is indicated.
Updated Rules documents were Board approved for distribution to members on the following date

Revision # 1	April 1982
Revision # 2	March 1983
Revision # 3	January 1984
Revision # 4	January 1988
Revision # 5	March 1990
Revision # 6	February 20, 1992
Revision # 6	December 12, 1994 (#6 combined two revisions)
Revision # 7	November 08, 1995
Revision # 8	November 05, 1996
Revision # 10	March 21, 2000
Revision # 11	February 15, 2001
Revision # 12	March 29, 2001
Revision # 13	March 24, 2003
Revision # 14	March 10, 2005
Revision # 15	January 18, 2007
Revision # 16	January 2009
Revision # 17	March, 2011
Revision # 18	February 2013
Revision # 19	February 2015
Revision # 20	February 2017
Revision # 21	February 2019
Revision # 22	February 2021
Revision # 23	February 2023
Revision # 24	**February 2026**

President

Feb 12 2026

Date