

Palm Resaca Recreation Club Rules and Regulations

PREFACE. The Palm Resaca Recreation Club (PRRC) is made up of all residents of the park, hereinafter referred to as Club Member. PRRC was formed for the purpose of providing an orderly procedure to establish recreation and other activities in this mobile home park for the members. It oversees the activities and events that happen in the park and is subject to both the Palm Resaca Mobile Home Park Bylaws and Rules and Regulations as set by the Board of Directors. All Club Members have voting rights at Club meetings and are encouraged to actively participate and volunteer. All Executive Board Members, Council Coordinators, Activity Leaders and Club Members are volunteer positions and shall serve without compensation.

A. RECREATION CLUB.

- a. **EXECUTIVE BOARD.** The Executive Board shall consist of President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary. Individually, the Board members are merely members. Only collectively are they the Executive Board. Each officer has voting privileges.
 - i. **OFFICERS AND THEIR DUTIES.**
 1. **President** — The President shall preside at all meetings of the Club and appoint Council Coordinators who will select their committee members. The President may delegate some duties to others.
 2. **1st Vice-President** — The 1st Vice-President shall perform the duties of the President whenever the President is absent.
 3. **2nd Vice-President** — The 2nd Vice-President shall perform the duties of the President whenever the President and the 1st Vice-President are absent.
 4. **Secretary** — The Secretary shall record the minutes of the meetings and provide a report of those minutes at the meetings when called for.
 5. **Treasurer** — The Treasurer shall be entrusted with the funds of the Club. The Treasurer shall keep proper records and report the standing of the Treasury at Council meetings. The funds shall be kept in a checking account at an FDIC-insured bank. A co-signer shall be appointed by the President who will be available in case the Treasurer is absent. Authorization for disbursements of funds not designated in the budget approved by the Executive Board shall be as follows:
 - a. Up to \$100, the President.
 - b. \$101 to \$300, the Executive Board.
 - c. Over \$300, the Club Membership.
 - ii. **VACANCY.** In case of an Executive Board vacancy, the Executive Board is authorized to appoint a Club Member to fill the vacated position.
 - iii. **ELECTIONS.** The election of officers shall be held in February of each year at the Club meeting. A majority of votes cast shall be required for election to office. A Nominations Coordinator shall be appointed by the President in January.
 - iv. **TERMS OF OFFICE.** The elected officers shall serve for a period of two years. The year shall be from March 1st of the current year through February 28th of the next year.

- b. **CLUB COUNCIL.** The Club Council shall consist of Coordinators appointed by the President. The President shall preside over the Council. The Executive Board shall attend Council meetings and have voting rights with the Council. The Council Coordinators shall at all times be under the general supervision of the Executive Board.
 - i. **DUTIES.** The Council Coordinators shall be responsible for:
 - 1. Attending Council meetings.
 - 2. Reporting on assigned Committee activities as outlined in their Event Plans.
 - 3. Raising funds for specific projects.
 - 4. Filling out Event Plan & Budget Request forms annually, including Duties and Responsibilities for activities. All requests require an Event Plan and Executive Board approval prior to proceeding with activity. Forms can be found on the bulletin board in the Thomas Center.
 - 5. Submitting an Event Reconciliation Form to the Treasurer, along with monies collected and expenses paid, within one week of activity.
- c. **COMMITTEES ACTIVITY LEADERS.** Activity Leaders and Committee Members shall be appointed by the President and Council Coordinator.

B. MEETINGS.

- a. **EXECUTIVE BOARD MEETINGS.** Regular meetings of the Executive Board shall be held within 48 hours prior to the Club Council meetings.
- b. **CLUB COUNCIL MEETINGS.** Regular Council meetings shall be held the 2nd Tuesday of each month from November through March to discuss Coordinator activities and prepare the Club meeting agenda. Members wishing to address the Council are encouraged to present items prior to the council meeting for agenda consideration.
- c. **CLUB MEETINGS.** Regular Club meetings shall be held the 4th Saturday of each month from November through March. The agenda shall be posted in the mail area and the Thomas Center by Saturday prior to the Club meeting. Items not included in the posted agenda will be considered at the meeting only if emergency action is necessary.
- d. **SPECIAL MEETINGS.** If needed, the President or a minimum of two Officers may call for a special meeting:
 - i. Executive Board – providing the President and a majority of the Executive Board is present.
 - ii. Council – providing the President and a majority of the Executive Board and Council are present.
 - iii. Club – providing the President and a majority of the Executive Board and Council are present.
- e. **ROBERT'S RULES OF ORDER.** All meetings shall be conducted in accordance with Robert's Rules of Order. Minutes will be posted after each meeting.

C. EVENTS AND FUNDING.

- a. **FUNCTIONS/EVENTS.** Functions/Events may be held using Park facilities including outdoor common areas ONLY if approved by the Recreation Executive Board through the completion of an Event Plan form prior to the event, or if the function is simply a gathering of Members with all Members welcome. Forms can be found on the bulletin board in the Thomas Center.

- b. **ANNUAL BUDGET.** An annual budget and activity funds are designated by the Executive Board using the Event Plans & Budget Request Form annually before November 1st of each year.
- c. **NEW EVENTS.** New events must also be approved by the Recreation Executive Board through the completion of an Event Plans form prior to the event.
- d. **FUND RAISING.** Activity Leaders are encouraged to raise funds to support their activities and the overall activities of the PRRC. All funds raised are the property of the PRRC and to be used to benefit the Club Members.

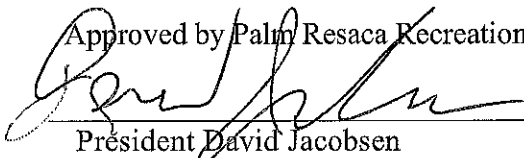
D. GENERAL INFORMATION.

- a. **AMENITIES.** Park amenities are open 24 hours a day for Member use and are to be left clean, tidy, and free of personal items. Exclusive use of Park amenities and facilities by a Member in the form of a "private" party, event, or function is not allowed.
- b. **CODE OF CONDUCT.** Members shall conduct themselves in a manner that does not unreasonably disturb, interfere, or adversely affect their neighbors, management, or employees of the Park. There will be zero tolerance for any form of harassment toward members, guests, employees, or management of the Park.
- c. **PARK BOARD LIAISON.** A representative from the Park Board of Directors will be consulted on all matters that involve acquisition and/or disposition of assets or potential liability issues. Permission of the board and/or Park manager will be sought when required.
- d. **THOMAS CENTER.** The Executive and Council will strive to optimize use of the Thomas Center (hall) particularly during the winter season of November 1 to March 31.
- e. **KITCHEN.** The kitchen in the Thomas Center, including the outdoor grills, is intended for use during approved activities. It is to remain locked when not in use. Kitchen supplies funded by the Recreation Club are available for use at any approved event that is open to the entire park. Approved Activities using the kitchen or barbeques are expected to leave them clean and ready for the next users. Equipment, including barbeques, shall not be removed from the Thomas Center without permission of the Kitchen Coordinator.

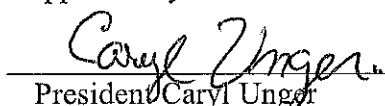
The Rules and Regulations may be amended by majority vote at any Palm Resaca Recreation Club scheduled meeting. Amendments must be posted on the agenda by the Saturday prior to the Club meeting.

The above Palm Resaca Recreation Club Rules and Regulations supersede all previous Rules and Regulations.

Approved by Palm Resaca Recreation Club Membership:

 1-5-26
President David Jacobsen Date

Approved by Palm Resaca Mobile Home Park Board:

 1-21-26
President Caryl Ungert Date