

**FOUNTAIN LAKE RV PARK INC.
8599 – 16TH ROAD
ALMOND, WI 54909-9243
PHONE 715-366-2954**

**WELCOME
INFORMATION
STANDING RULES
BYLAWS**

FOR ALL PARK RESIDENTS

PRINTED 2023

NOTES:

**EMERGENCIES
SHERIFF – FIRE – AMBULANCE**

DIAL 911. You are at Fountain Lake RV Park, 8599 16th Road, Almond, Wisconsin. **FIRE** or **FIRST RESPONSE** vehicles are sent from Almond. **AMBULANCES** are dispatched from Stevens Point.

Inform the Park Host so emergency vehicles can be directed to your site.

AREA HOSPITALS

Waupaca Riverside Hospital

800 Riverside Drive

Waupaca, WI 54981*Phone toll call 1-715-258-1000

St. Michael’s Hospital

Stevens Point, WI 54481

.....*Phone toll call 1-715-346-5000

Wild Rose Hospital

Wild Rose, WI 54984

.....Phone toll call 1-920-622-3257

*Local phone, do not dial (1-715)

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WELCOME TO FOUNTAIN LAKE

An adult RV membership park in a natural setting, maintained for the enjoyment and recreation of its members and guests.

MEMBER: Any adult owning a self-contained name brand RV (no home-built units allowed) can become a member and be allowed to purchase up to three (3) leases at Fountain Lake RV Park, Inc.

ACTIVITIES: Happy Hour is held at the clubhouse daily between 4:00 and 5:00 P.M. Bring your own beverage. Soft drinks are available in the soda machine at a nominal fee. Check the bulletin boards to see what is going on in the park. Exercising, biking, walking in the park, gardening, pool, card games, crafts, horseshoes, and miniature golf are park activities. Boating, swimming, canoeing and fishing are all close by at the Waupaca Chain O'Lakes. There are many good golf courses in the area also. If you would like to start an event or activity, mention it to the Activities Committee Chairperson or any Board Member.

CLUBHOUSE AND KITCHEN: Members and their guests may use the kitchen and/or dining facilities at the clubhouse by reserving the time with the Kitchen Chairperson. In an emergency (bad weather, etc.) a member only needs to get permission from the Park Host. All areas used must be cleaned after use. All equipment used must be cleaned and returned to the proper place. If you wish to bake, sew, etc., feel free to do so, but check with the Park Host so you do not interfere with other planned activities. The freezer and refrigerator in the kitchen are for storage of items needed for Park planned meals. Members and guests may store dated personal items short term if space is not needed for Park planned meals. **Supervision** of the freezer and refrigerator will be the responsibility of the **Kitchen Chairperson. No Pets Allowed.**

MANAGEMENT: The governing, management body of Fountain Lake RV Park, Inc. is its elected Board of Directors. The Board has authority to conduct business on behalf of the Corporation members from **Annual Meeting to Annual Meeting**. Names of Board Members and standing Committee Chairs are posted on the bulletin board.

END OF WELCOME

INFORMATION

SAFETY: You should have a charged fire extinguisher handy in your RV, and a 50 foot hose hooked up to the water supply.

LEASES FOR SALE: Our Corporation By-laws state that if you wish to sell or transfer your lease, you **MUST SO INFORM THE SECRETARY IN WRITING**. A form for this purpose is available in the office. **The closing date/time will be scheduled by the President or Secretary.**

MEMBER LOT RENTAL: You may rent your unused or extra lot(s) to another member or non-member, as long as the park's Standing Rules and Regulations are obeyed. You will not be allowed to use any Corporation property to solicit clients and, of course, you will be held responsible for any sales taxes due Portage County and the State of Wisconsin. The Corporation will handle the rental if you submit a **written request**, and the Corporation will charge **40%** of the rental for administration. The remaining 60% will be applied to your membership fee at the end of the season. The electricity used during daily and weekly rentals will be paid by the lot owner. The Corporation will read the meter and charge the renter the going rate when the rental is by the month or season. If you locate your own rental party and want the Corporation to be responsible for the sales tax, etc., the same 40/60 agreement will apply.

GRIEVANCE COMMITTEE: If you have a problem with another member, other park user, board member, improper park use, or for any other good reason, you must submit your concerns (in writing) **using the approved grievance form available in the office** to the **grievance committee** for resolution by that committee.

LAUNDRY: Located off the patio on the north side of the clubhouse. It may be used by all members and guests on a first come-first served basis. You are on your honor to pay. Plenty of clotheslines are also available. **No Pets Allowed.**

LIBRARY: You are welcome to borrow books from our library. Return borrowed books on the library table so our librarian may place them. **No Pets Allowed.**

LOUNGE: The lounge room at the east end of the clubhouse is for your enjoyment. Card games, craft sessions, social hour, etc. often occur there. **No Pets Allowed.**

DONATIONS: Many things have been donated to Fountain Lake RV Park, Inc. over the years including books for our library, kitchen items, patio and furniture for the WAFL room, etc. A monetary donation is always welcome. All items should be in good working order or new. Our accountant needs to know the value of all gifts for our tax records. Please advise the Treasurer or Park Host on duty of their worth.

EQUIPMENT SHED: Storage in the equipment services building is for park equipment only. Please do not leave donations of items without approval from the Building, Equipment and Grounds Committees. You are encouraged to use the building tools, etc. when working on your own projects or projects for the park. **Please clean up and return things to their proper place when finished.** Please do not take equipment such as parts, PVC pipe, etc., for personal use. Items like that are needed for park repairs.

PROPANE: Propane tanks are filled daily. **Payment must be made to the Park Host before tanks are filled.** Have your tank at the propane site near the clubhouse by 11:00 a.m. Please have **your name**

and lot number clearly visible on your tank. **Propane tanks with manufacture dates exceeding DOT regulations will not be filled unless recertified. Please do not ask that tanks be filled without a name or proper certification.** You can have the recertification at Ferrell Gas in Waupaca or at the propane dealer in Amherst, but call to find out first.

RECYCLING AND GARBAGE: All plastic and glass bottles must be rinsed and placed in the proper recycling containers near the dumpster located just inside the front gate. Cardboard (corrugated only) must be tied into bundles. All other waste can be placed in the dumpster. Please close all covers tightly. Aluminum cans may be crushed and deposited in the recycling container.

STORAGE OF LARGE ITEMS: Boats, trailers, RV's or other large items must be stored next to the equipment building behind the fence. **See the Park Host for the proper procedure to be assigned a storage parking spot.** Nothing should be stored under RV's. Owners of items in the storage area are responsible for the maintenance of said items and the grounds around and under them. **(See lot appearance.)**

MAIL: Outgoing mail should be placed in the mailbox near the front gate. If you will be at Fountain Lake RV Park, Inc. for an extended stay, you can have your mail delivered here. Our address is 8599 16th Road, Almond, WI 54909-9243.

ELECTRIC: Electric meters will be read prior to Labor Day weekend. **Electric meters must remain on the post at all times, even when the Park is closed.**

PHONES: Phones in the clubhouse are for corporate business. We do extend the privilege for short-term local calls. Please use your calling card for long distance calls. You can have a phone jack installed on your lot by calling Union Telephone Co. at Almond. The cost is your responsibility.

END OF INFORMATION

STANDING RULES

OFF SEASON – PARK CLOSE TO PARK OPEN: The following are violations to the Standing Rules of Fountain Lake RV Park, Inc.

1. SNOW PLOWING
2. PURCHASE OR SALE OF LEASES
3. LOT IMPROVEMENTS
4. USE OF CORPORATE EQUIPMENT
5. LEAVING THE GATE UNLOCKED AND OPEN AT ANY TIME

VOLUNTEERS: You are expected, as a member, to help with the maintenance of the water, sewer, electrical system, buildings, grounds and park improvement. Doing this keeps our dues and other fees at a minimum. The corporation is allowed to hire up to 2 workcamper couples to take over the duties of Park Host. The Workcamper couples will each get a site at no charge and their electricity paid for the season. Each workcamper couple will work a total of 24 hours **per week or as scheduled by the Board.** In the event workcamper couples are unavailable, Park members will be expected to volunteer to fill the vacancy of Park Host.

ATV's and UTV's as defined by the most current Wisconsin DNR definitions do not have permission to ride in the park per a membership majority vote on September 5, 2015. The storage of said items is allowed in the storage area on a trailer. Please refer to Standing Rules – Lot Appearance. Only Golf Carts and other Low Speed Vehicles as defined by the most current Wisconsin DNR definitions are allowed to ride around in the park with a speed limit of 9 mph.

CORPORATE EQUIPMENT USE: No one under 18 years of age will be permitted to operate corporate equipment. The Corporation provides push-type mowers that may be used to mow your lawn. Riding mowers are also available for use after being qualified by a member of the Equipment Committee. The Board of Directors has to approve, in writing, any corporate equipment use by any non-member. **All necessary lubrications and servicing of all equipment must be done before use.** All mowers need to be refilled with gas and cleaned up after usage. Report any problems with lawn equipment to the Equipment Chairperson. Gasoline will be furnished without charge, even if you are using your own lawn mower. The Corporation does not mow the kettle or forest areas during the growing season. We encourage members to plant wild flowers, trees and shrubs in those areas. Before using Corporation tractors, you must be qualified by a member of the Equipment Committee. Corporation equipment use is a privilege and can be revoked by the Board of Directors if misuse is confirmed. Those privileges can only be reinstated at the discretion of the Board of Directors.

CORPORATE LOT RENTAL: We have a few sites available for rent. Any NAME BRAND (home-built units not allowed), self-contained RV is welcome; daily weekly, monthly or seasonal. Details at the office. We cannot rent to tent and tent trailer users. No running of generators between the hours of 10:00 PM and 9:00 AM. Failure to comply with the rules and regulations of Fountain Lake RV Park, Inc. can result in immediate removal from the property. NO REFUNDS.

GUESTS: Members who bring guests or family members will be held liable for their safety, well-being, behavior, property use, damage or anything missing or taken.

CHILDREN: Park Members shall be accountable for the behavior of their children and grandchildren. An adult, preferably a parent or grandparent, must accompany all children under the age of 18 when

using Park facilities (i.e., mini golf, shuffleboard, pool tables, etc). Children under the age of 16 must have a parent or guardian with a valid drivers license to drive a golf cart in Fountain Lake RV Park.

PETS: Dogs, cats and other pets must be leashed at all times outside of your RV. All pets must be on a leash with a maximum length of 24 feet. Portable, collapsible exercise pens allowed for temporary use provided said fencing does not exceed 32' in height. No other house for pet is allowed. Exercise areas are along fence lines, the open areas west of the clubhouse, along the pines at the northeastern end of the park and your own lot. Do not use your neighbors' property. Continuous barking caused by neglect in or out of your RV will not be tolerated. Please clean up after your pet. Only 2 pets per family allowed.

ROADWAYS AND SPEED LIMITS: We must protect the privacy of our members and guests, therefore all vehicles must be driven on the established roadways, your own lot or assigned lot only. The speed limit within the entire park is 9 mph. Please comply. This helps keep the dust down and our roads stay smoother and last longer.

PARKING: Please park all vehicles on your lot or in designated parking areas.

CAMPFIRES: Except when fire danger is high, open fires are permitted in approved fire pits. Check with the Park Host when in doubt. Please be considerate of your neighbors regarding smoke.

QUIET TIME: Let everyone enjoy this quiet rural setting. Quiet time is 10:00 p.m. to 8:00 a.m. No one can mow before 10:00 a.m. if using Corporate equipment.

SEWER CONNECTIONS: Connections from your RV to the sewer inlet must be sealed with a rubber gasket or other device to prevent leakage and odors.

TENTS AND EXTRA RV'S: Recreational vehicle (RV) is a motor vehicle or trailer that includes living quarters designed for accommodation. Types of RV's include motorhomes, campervans, coaches, caravans, fifth-wheel trailer, pop-up campers and slide in truck campers. Members may allow for the use of tents, tent trailer or other RV's owned by family or friends on their lots for a maximum of two (2) week visit. No member is allowed to keep an unoccupied RV on their lot. If unoccupied, the maximum period is three (3) nights as designated under Lot Appearance in the Standing Rules.

WATER SOFTENERS: Softeners may not be used in the park unless a proper drain field/trench is prepared for it. For instructions and/or help, please see a Board Member.

ANTI-SIPHON DEVICE: A backflow preventer device (anti-siphon device) is required at all water service connections. Members should NEVER remove an anti-siphon device. The Park Open/Close Committee will remove the devices in the Fall and install them in the Spring. These devices are Corporation property. Any member(s) found in violation will be responsible for any fines issued by the County or State.

WATER USAGE: We have excellent clean water and since we have added a second well, members can now use sprinklers to water flowers, gardens, lawn, shrubs and trees. In the event of an emergency, the Board will set limits.

TREES AND BUSHES: Trees and bushes are the property of the park regardless of the origin. Maintenance of the trees and the bushes not in the common areas of the park is the responsibility of the individual lot lease holder(s). No tree or bush is to be planted or removed without a signed,

Lot Improvement form. The Tree Committee and or the Board of Directors will determine what and when trees or bushes will be removed. No Oak tree(s) will be trimmed without the approval of the Board of Directors. In the event of a tree or bush removal, the lot lease holder(s) will assist in the tree(s) or bush removal.

LOT APPEARANCE: Members and guests are expected to keep their lots mowed, neat and uncluttered. Lots that are not mowed, with grass measuring six (6) inches or more in height, will be mowed by the Corporation and assessed a fee of \$25.00 per cut. All units must be moveable at all times, in case of fire or other emergency, and to conform with the State Statute governing our park. Use only your RV or shed for storage and do not store things under your RV. Plastic storage container(s) may also be used for storage with a total storage capacity not to exceed 50 cubic feet. Only small drying racks attached to your RV or fold-up drying racks are acceptable for drying towels, etc. Fold up racks should be removed and stored after use. Boats, trailers, extra RV's or other large equipment must be stored behind the storage fence next to the equipment shed. These items may be left on lot to be used the day, for up to three (3) nights. Fences are allowed for decorative purposes only; a lot improvement form must be filled out and signed by three Board members. Only one decorative fence is allowed per lot and is not to exceed 32 inches in height and 12 feet in length. Decorative fences must allow for clear sight through the fence and cannot be used for storage purposes.

RV SETUP AND PLACEMENT: A camping unit may not be placed or attached onto a permanent foundation or structure. The wheels of the unit must not be removed. Skirting panels around the camping unit cannot be used.

LOT IMPROVEMENT: Members must submit a Lot Improvement Form Request which are available in the office before any improvements are made to your lot. After form is filled out, it should be returned to the office for Board approval. No work is to be done until the approved request form, signed by three (3) Board members, and returned to you. Improvements must be completed by Park close during the season your request was submitted. Extension of utilities must also be pre-approved. Approval of materials and installation is required.

SCREEN ENCLOSURES: Awning screening is allowed. Screened rooms are allowed. Screened rooms must be moveable and not exceed 144 square feet in size if made of wood or metal. Concrete pads for screened rooms must be constructed using the same requirements as patios.

PATIOS AND RAISED DECKS: You may use any material you wish for patio construction including pavers and brick (see lot improvements). If concrete is used for the patio or a portion of the patio it must be wire reinforced and at least four (4) inches thick and no larger than (400) square feet. Raised decks must be moveable with no permanent support structure, made of weather resistant material approved by the Board of Directors which could include commercially available pressure treated lumber, maintenance free composite, cedar or other generally accepted decking material. The deck must not include a roof. Wood treated solely with a liquid sealer is not considered weather resistant. Nothing can be stored underneath the deck and the area must remain weed free. Raised decks must be removed from the property when the camping unit is removed permanently unless there is an agreement from the new owner to keep it. All patios (including cement and associated pavers or bricks) and/or raised decks including steps cannot exceed (550) square feet alone or in combination. The square footage of any existing concrete located underneath a raised deck that is rendered unusable will not be included in the calculated combined square footage. Wheel pads may also be installed and will not be charged against the total patio and/or deck combination of square footage. No portion of concrete construction may be

above or obstruct access to underground water, sewer, electric or telephone utilities. All work shall be done in a neat and professional manner.

STORAGE BUILDINGS: Only one (1) storage building will be allowed on each lot (see lot improvements). This building must not exceed one hundred (100) square feet in size or ten (10) feet in height. When selecting a site be sure you are not in conflict with your neighbors.

ITEMS FOR SALE: If you have something for sale to the public, do not use Corporate property for display purposes. Notices can be posted on the “For Sale” bulletin board in the clubhouse.

MEMBERS are expected to familiarize themselves with the **Corporation’s Articles, Bylaws and Rules and Regulations**. Members found at variance with **Bylaws** or **Rules and Regulations** will be notified in writing by the **Board of Directors** and expected to remedy the variance. **Failure** to do so may result in enforcement of Corporation Article IV, “Members”, Section 3, “Termination of Members.”

AGENDAS AND MINUTES: Agendas for Board or Member meetings will be e-mailed to all members with an e-mail on file. Minutes for all Board meetings will be e-mailed within thirty (30) days to all members who have an e-mail on file.

END OF STANDING RULES

BYLAWS

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SIGNATURES

ARTICLE I PURPOSE

It shall be the purpose of Fountain Lake RV Park Inc. to provide an adult oriented recreational vehicle park for qualified owners of any name brand self-contained recreational vehicle. The Corporation shall provide the most complete social and educational opportunities that can be afforded and shall operate for the sole benefit of the persons who become members or guests or the Corporation.

In accomplishing the above stated purpose, it shall be the undeviating policy of this Corporation to dispense its services to its members and guests and that all property and assets of the Corporation, both real and personal, shall be held in perpetuity for the benefit or persons who hold membership in the Corporation.

Non-ownership of a name brand self-contained recreational vehicle constitutes a violation of the Corporation By-Laws and membership will be subject to termination.

ARTICLE II LIABILITY

Neither the Corporation nor its officers shall be responsible for the loss of or the damage to property, or for the injury to or death of a person on the premises of the park or any other facility operated by the Corporation. This freedom from responsibility shall apply regardless of whether such property shall be received by any member or officers or left on the premises of said park or facility.

ARTICLE III OFFICES

The principal office of the Corporation in the State of Wisconsin shall be located at 8599 – 16th Road, Almond Wisconsin 54909-9243, in Portage County. The Corporation may have such other offices, whether within or without the State of Wisconsin, as the Board of Directors may determine or as the state of affairs of the Corporation may require from time to time.

The Corporation shall have and continuously maintain in the State of Wisconsin a registered office and the address of such registered office may be changed from time to time by the Board of Directors.

ARTICLE IV MEMBERS

SECTION 1. CLASSES OF MEMBERS. The Corporation shall have one class of members. The designation of such class and the qualifications of the members of such class shall be as follows: Owners of any name brand self-contained recreation vehicle who possesses a membership certificate, and leases one or more lots of the Corporation property.

SECTION 2. VOTING RIGHTS. If an individual member, single, widowed, or divorced, owns a lease for one or more lots, that individual has only one vote on each matter submitted to a vote of the members. If a couple owns a lease for one lot, only one of them may vote on a matter submitted to the membership. If a couple owns leases on two or more lots, each individual has one vote on a matter submitted to the members.

SECTION 3. TERMINATION OF MEMBERSHIP. Members are expected to familiarize themselves with the Corporation articles, Bylaws and Rules and Regulations. Purchasing a membership in Fountain Lake RV Park constitutes an agreement to abide by the rules and bylaws. Members found at variance with the rules and/or bylaws will be subjected to the following procedure:

1. Upon discovery of a Standing Rule or Bylaw violation, the offending member, if present in the park, will be given a verbal notification of the violation by two (2) Board members. If member is not in the park, the offending member will be sent a written notification of the violation via registered mail. The notification will detail the infraction or infractions and any previous contacts and will contain a reference to pertinent Standing Rules or Articles of the Fountain Lake Bylaws. The notification will state if the infraction is corrected or a satisfactory remedy is agreed upon within fifteen (15) days, the violation will be expunged from the record. In the event the infraction is not corrected or there is no agreed upon remedy within fifteen (15) days, the infraction will be deemed a violation. A written record of the violation (signed by all three (3) parties) will be kept on file in the office. Three (3) or more violations of the Standing Rules or Bylaws during a twelve (12) month period can result in termination of membership.
2. The Board may then seek the advice of an attorney to start the termination process. If a membership is terminated, the member will no longer have voting rights and will be required to sell his/her lease in the park. The member will sell his/her lease at a reasonable price as **agreed to with the Board**. The Corporation will **collect** any monies owed to the Corporation **upon lease transfer**. The remaining proceeds will go to the member.
3. In the Case of non-payment of money owed the Corporation, at the discretion of the Board of Directors, if the lease has not been sold, the terminated member can repay all charges against the least and be reinstated according to Article IV, Section 5, or sell the lease to a person agreeing to pay all accrued charges and expenses to transfer the lease.

SECTION 4. RESIGNATION. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligations to pay any dues, assessments, or other charges accrued and unpaid.

SECTION 5. REINSTATEMENT. Upon receipt of a written request signed by a former member and filed with the Secretary, the Board of Directors by the affirmative vote of two-thirds of the members of the board may reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

SECTION 6. STANDING RULES. All current rules and regulations will be renamed as Standing Rules and treated according to the current edition of Roberts Rules of Order, newly revised.

ARTICLE V MEETINGS OF MEMBERS

SECTION 1. CONDUCT OF MEETINGS. All formal business meetings of the Corporation shall be conducted according to Roberts Rules of Order, newly revised.

SECTION 2. DESIGNATED MEMBER VOTING MEETINGS. There will be Two (2) designated Regular membership Voting Meetings each year. Each shall allow for Member Comment on each agenda item when the agenda item is recognized. Member Comment is limited to 5 minutes per member. Discussion and action is only allowed on agenda items before the floor. Language may not be changed on agenda motions items being voted on.

2a) The first designated the Spring Membership Meeting shall be held on the last Saturday of May. The agenda will include (Old Business): Treasury Report Updates of off-season spending issues; Updates on ongoing projects voting and resolution on Tabled items from the previous Fall Membership Meeting (New Business): New Capital Projects, Naming committee Chairpersons, Assigning Officer Duties (liaising), Complying with Notification Board Posts and Informing about new procedures and forms.

2b) The second designated the Fall Membership Meeting shall be held the first Saturday of September. The following will be a part of the agenda of the Fall Membership Meeting: Presentation of the Year End Treasure's Report and Committee. Member Vote and ratification of any agenda motions for Capital Projects, Bylaw and Rule changes. Nomination and Election of all expiring or vacant positions for Board of Directors, Nominating Committee and Bylaws Committee. The position nominations and election procedures shall be administered by the Board of Directors and Nominating Committee in accordance with Corporation Bylaws. Position Nominees shall be delivered to the membership by email and mail slot notification in accordance with Article V, Section 5, Notice of meetings. Position nominees may also be added to the meeting election ballot by floor nomination at the meeting event. Immediately following the Fall Membership Meeting; the newly elected Board of Directors will meet in closed executive session to choose the Corporation Officers and assign off-season duties.

SECTION 3. No two members of the same family can serve on any of the following concurrently: Board of Directors, Bylaws committee or the Nominating Committee.

SECTION 4. PLACE OF MEETING. The annual meeting and other membership meetings called by the Board of Directors shall be held at Fountain Lake RV Park Inc.

SECTION 5. NOTICE OF MEETINGS. Written or printed notice stating the day and hour of any meeting of members called by the President, Secretary, or the officers or persons calling the meeting shall be delivered either personally or by mail to each member entitled to vote at such meeting no less than thirty (30) or more than fifty (50) days before the date of such meeting. In the case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the Corporation with postage thereon prepaid.

SECTION 6. POSTING OF MINUTES OF MEETINGS. The minutes of al membership meetings shall be posted on the office bulletin board and remain posted for one year.

SECTION 7. QUORUM. Twenty-five members shall constitute a quorum at a meeting.

SECTION 8. PROXIES. Ther shall be no proxy voting.

SECTION 9. VOTING BY MAIL. Where directors or officers are to be elected by members and any motions that have been submitted prior to the July letter, such voting may be conducted by mail, if the member requests an absentee ballot from the Chairman of Tellers. Absentee ballots will not be opened until the day of the Annual Fall Membership meeting and each item is voted on.

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS. The affairs of the Corporation shall be managed by its Board of Directors. Directors need not be residents of Wisconsin.

SECTION 2: NUMBER, TENURE, AND QUALIFICATIONS. The number of directors shall be a minimum of six (6) and a maximum of nine (9). Each director shall hold office for a term of three years. If the nominating committee cannot find a minimum of three (3) qualified candidates to replace any board directors whose term has ended and no qualified candidate is nominated from the floor at the annual fall meeting, the board may be run by a reduced number of directors. The board will remain at

that lower number of directors for that following year until the next annual meeting where any qualified candidate can run again to bring the board directorship back up to a maximum of nine (9) directors. A member is qualified to be a board director if they are a member in good standing, do not owe monies to the corporation, do not have any current Standing Rules or By-Law violations, and that they are not family related to anyone currently on the board.

SECTION 3. REGULAR MEETINGS. A regular meeting of the Board of Directors shall be held without other notice than this bylaw immediately after the annual meeting of members at Fountain Lake RV Park Inc.

SECTION 4. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. Special meetings shall be held at Fountain Lake RV Park Inc.

The first 15 minutes of the meeting shall be open to the membership so they can be heard. The Board shall then open the meeting. The Board may enforce Roberts Rules of Order to eject anyone from its place of meeting. If a director deems it necessary, the board may move to meet in Executive Session. The membership shall be asked to leave the room or the directors may move to another room to conduct its business. The Board or membership will then return to the open meeting to conclude its business.

SECTION 5. NOTICE. Notice of any special meeting of the Board of Directors shall be delivered personally or by telephone, person to person, at least two days prior to the meeting. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

SECTION 6. QUORUM. A simple majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board.

SECTION 7. MANNER OF ACTING. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

SECTION 8. VACANCIES. Any vacancy occurring in the Board of Directors shall be filled by the Board of Directors. A director elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office, subject to ratification at the next general meeting. In the event of resignation from the Board of Directors, such resignation will not become effective until it has been accepted by two-thirds vote of the board at a board meeting.

SECTION 9. COMPENSATION. Directors as such shall not receive any stated salary for their services, but by resolution of the Board of Directors, a fixed sum and expenses of attendance, if any, may be allowed for attendance at such regular or special meeting of the board; but nothing herein contain shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation therefore.

ARTICLE VII OFFICERS

SECTION 1. OFFICERS. The officers of the Corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this article. Officers of the Corporation are to be elected by the Board of Directors from the Board of Directors panel elected at the annual meeting. Such officers shall have all of the privileges and obligations of board members with the understanding, however, that the President of the Corporation as the executive officer shall cast his/her vote only for the purpose of breaking a tie vote. The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more officers may be held by the same person except the offices of President and Secretary.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the Corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors.

SECTION 3. REMOVAL. Any officer elected or appointed by the Board of Directors may be removed by the unanimous vote of the Board of Directors, except the director in question, whenever in its judgment the best interest of the Corporation would be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the officer so removed, subject to proper notice and right of appeal.

SECTION 4. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired term in accordance with Article VI, Section 8.

SECTION 5. PRESIDENT. The President shall be the principal executive officer of the Corporation and shall, in general, supervise and control all of the business and affairs of the Corporation. He/She shall preside at all meetings of the members and of the Board of Directors. He/She may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deed, mortgage, bond, contract, or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by Statutes to some other officer or agent of the Corporation. In general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

SECTION 6. VICE PRESIDENT. In The absence of the President or in the event of his/her inability or refusal to act, the Vice President (or in the event that there be more than one Vice President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the board.

SECTION 7: TREASURER. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine, such bond to be paid by the Corporation. He/She shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for the moneys due and payable to the Corporation from any source in such banks, trust companies, or

other depositories as shall be selected in accordance with the provisions of Article IX of these; and in general, perform all duties incident to the office of Treasurer including filing and paying these specific items; the State of Wisconsin and United States Income Taxes if necessary, the yearly Personal Property Report to the assessor, the State of Wisconsin and Portage County Sales Taxes, the Personal Property and Real Estate Taxes, and the required annual not-for-profit, nonstock corporation report to the Secretary of State and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

SECTION 8. SECRETARY. The Secretary shall keep the minutes of the meetings of the Members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each member which shall be furnished to the Secretary by such member; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

SECTION 9. ASSISTANT TREASURERS AND ASSISTANT SECRETARIES. If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine, such bond to be paid by the Corporation. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or Secretary or by the President or Board of Directors.

ARTICLE VIII COMMITTEES

SECTION 1. COMMITTEES OF MEMBERS. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one or more committees. Board members may be committee members. The committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of directors in the management of the Corporation; but the designation of such committees and the delegation thereto shall not operate to relieve the Board of Directors of any individual director of any responsibility imposed upon him/her by law.

SECTION 2. CHAIRMAN. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

SECTION 3. VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointment.

SECTION 4. QUORUM. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

SECTION 5. BYLAWS AND STANDING RULES. A Bylaws committee shall be a Standing Committee, elected by and reporting to the Membership. The Committee shall have the responsibility

for review, interpretation and recommendations of Bylaws and Standing Rules. Recommendation shall meet Corporation standard of purpose, status and clarity as stated in these existing Bylaws. It shall be the committee's duty to assist the membership in Bylaws and Stading Rules amendment or creation by the preparation of motion presentation to the Board of Directors and placement on a meeting agenda for membership vote.

5a) A motion prepared by the committee constitutes a Motion for the Assembly and does not require a second to the motion for placement on an agenda for vote. Said Motions do not require individual membership authorship or meeting presence for a vote.

5b) The Committee shall consist of 5 members. By resolution, Members will serve a 2 year term. The election Cycle rotation will alternate from a 3 member selection to a 2 member selection annually.

5c) In-term vacancies shall be filled by candidates of the last election by majority vote tally. If unable to fill the vacancy from the last election vote tally, the position can be appointed to a Member in Good Standing by Committee consensus. Said Position shall fill the remainder of the vacated positions term, subject to member ratification at the next Member Voting Meeting.

5d) Members may not serve on the committee, if a family/partner relationship exists with an elected Board of Director or Bylaw Committee member. A current member of the Board of Directors may not serve on the Bylaws and Standing Rules Committee.

ARTICLE IX CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. CONTRACTS. The Board of Directors, by resolution adopted by a majority of the directors in office, may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

SECTION 2. CHECKS, DRAFTS, ETC. All Checks, drafts, or orders for the payment of money, notes or other evidences on indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or a Vice President of the Corporation.

SECTION 3. DEPOSITS. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the board may select.

SECTION 4. GIFTS. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purpose or for the special purpose of the Corporation.

SECTION 5. SPECIAL FUNDS. As of May 26, 1996 a contingency account established; funded by specified donations, the sale of Corporate owned leases, and lease transfer fees, (a percentage of the sale, set by the Board of Directors) to be paid by the buyer when purchasing a member's lease. This fund is

to be used only for major building and park improvements, and the repair or replacement of water, sewer, and electric systems; not intended for normal maintenance.

SECTION 6. LOANS. The Board of Directors may borrow money and authorize the Treasurer to sign a note on behalf of the Corporation not to exceed \$5,000.00 to cover a park emergency requiring immediate attention provided that a majority of the Board of Directors approves.

SECTION 7. EXPENDITURES. The Board of Directors is limited to expenditures of \$5,000.00 **for non-budgeted items during the fiscal year** without the consent of the general membership except when money in a contingency fund earmarked to cover the costs of a specific item applies. No mortgage of the Corporation property or assessment to members resulting from loans shall be made except by a two-thirds majority vote of all members present, attending a meeting of the membership to be held after at least thirty (30) days written notice has been given to all qualified voting members and then only when ratified by a majority of the Board of Directors.

SECTION 8. ASSESSMENTS. The Board of Directors may determine from time to time an assessment to members by making a motion for any such assessment to be ratified by the membership at the annual member's meeting.

ARTICLE X CERTIFICATE OF MEMBERSHIP AND LEASE

SECTION 1. CERTIFICATE OF MEMBERSHIP. The Board of Directors shall provide for the issuance of certificates evidencing membership in the Corporation, which shall be in such form as may be determined by the board. Such certificates shall be signed by the President or a Vice President and by the Secretary or Treasurer and shall bear the seal of the Corporation. All evidential certificates shall be consecutively numbered. The name of the member and the date of issuance of the certificate shall be entered on the records of the Corporation. If any certificate shall become lost, mutilated, destroyed, or requires a legal change in name, a new certificate may be issued upon such terms as outlined in Article XVI paragraph (d).

SECTION 2. ISSUANCE OF LEASSE. When a member has purchased a lease and has paid any dues that may be required, a lease shall be issued in his/her name for a ninety-nine (99) year term and delivered to him/her by the Secretary or Board Member so designated by the President.

ARTICLE XI BOOKS AND RECORDS

The Corporation shall keep correct records of accounts. The minutes and proceedings of its Member Meetings, the Board of Directors, and Committees shall be on file. The name and addresses of members entitled to vote shall be current. All records of the Corporation may be inspected by any member, his agent, or attorney for any proper use at a reasonable time. This does not include personal records of members.

ARTICLE XII FISCAL YEAR

The fiscal year of the Corporation shall begin on September one (1) and end on August thirty one (31) of each year.

ARTICLE XII DUES

SECTION 1. ANNUAL DUES. The Board of Directors may determine from time to time the amount of the initiation fee if any, and annual dues payable by the Corporation members by making a motion for any such increase to be voted on by the members at the annual member's meeting.

SECTION 2. PAYMENT OF DUES AND UTILITIES. Dues and utilities shall be due and payable immediately following the annual meeting of the members. Members who have not paid dues and utilities by October thirty first (31) will be billed by the Treasurer on November one (1). Unpaid dues and utilities will accrue interest at a rate of 5 percent (5%) per month beginning November One (1). Dues and utilities are considered paid when received by the Treasurer at his/her designated address or the office at Fountain Lake RV Park, Inc. **Delinquent members may not vote at any Membership Meeting or Annual Business Meeting. You must be current.**

SECTION 3. DEFAULT IN DUES AND UTILITIES PAYMENT. If any debt remains at May 1 of the following year, his/her membership may be terminated by the Board of Directors in a manner provided in Article IV Sectio 3 of these bylaws.

ARTICLE XIV SEAL

The Board of Directors shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words Corporate Seal Wisconsin.

ARTICLE XV WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Wisconsin Nonstock Corporation Law or the Bylaws of the Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XVI TRANSFER OF MEMBERSHIP AND/OR LEASE

Membership in the Corporation may be transferred only as follows:

- a. Any holder of a valid lease in the Corporation who desires to sell or transfer such lease shall so inform the Secretary or other appointees so designated, in writing. If the member wants to sell personal property (including the RV, golf cart, etc.) along with the lease, the lease must be priced separately on the lot lease for sale sheet. Prices for other personal property can be put in the lot improvement section of the sheet.
- b. Any person desiring to become a member and purchase a lease from a member, or the Corporation, must qualify for membership in the Corporation as provided in the bylaws and the Articles of Incorporation.
- c. The Corporation cannot be held responsible to repurchase a members lease; however, the Board of Directors will provide sales services through corporate appointees to assist in the sale of all member and corporate leases. They will provide a potential members/lessee with information

regarding Fountain Lake RV Park, its amenities and services, consistent information regarding lease prices, and member responsibilities.

In addition they will collect information for issuance of membership certificates, leases, membership roster, and any other information pertinent to membership, handle payments, arrange for pay-outs, ensure that all lease contracts and membership certificates are properly kept on file, and in general be responsible for the entire transaction.

- d. Upon completion of a lease sale, the buyer will pay a transfer fee, set by the Board of Directors, and ratified by the membership. The leaseholder will then be issued a Membership Certificate and/or 99 year Lease, signed by the President or Vice President and Secretary or Treasurer who will place the Corporate Seal upon the certificate and cancel the membership certificate and/or lease held by the seller. There will be no fee for reissue of a lost, mutilated, or destroyed membership certificate or lease or when a membership/lease is inherited.

ARTICLE XVII AMENDMENTS TO THE BYLAWS

These bylaws or any part thereof, may be amended, changed, altered, or repealed by the affirmative vote of the majority of those members present and voting at any meeting of the membership of the Corporation, provided that the proposed amendment, change, alteration, and/or repeal shall be submitted in writing with the notice of the meeting, and at least thirty (30) days before the meeting.

ARTICLE XVIII ACCEPTANCE OF THESE BYLAWS

By receiving a copy of these bylaws each member is deemed to understand them. In the event of any conflict in the interpretation of these bylaws, the interpretation adopted by the Board of Directors shall be conclusive and binding.

Members receiving a copy of the amended Bylaws from the office at Fountain Lake RV Park, Inc. must sign and date the Corporation’s permanent records. When this document is delivered by mail, it will be deemed delivered when deposited in the United States mail, addressed to the member at his/her address as it appears on the records of the Corporation with first class postage thereon prepaid. The officer placed in charge of the mailing shall file a dated list of all members receiving this document in the permanent records of the Corporation.

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Secretary of the Corporation known as Fountain Lake RV Park, Inc., does hereby certify that the above and foregoing Bylaws were duly adopted by the members of said Corporation as the Bylaws of said Corporation, on this 2nd day of September, 2023 and that they do now constitute the Bylaws of said Corporation.

ATTEST _____, Secretary

END OF BYLAWS

AMENDMENTS:

- 05/25/96
- 08/31/96
- 08/30/97
- 09/01/07
- 08/18/10 *reprint with corrections approved since 2007 revision)
- 08/31/13
- 09//02/17
- 09/01/18

09/05/98
09/02/00
08/30/03

08/30/14
09/05/15
09//03/16

09/01/19
09/02/23