

Lime Lake Cottage Owners' Association ("LLCOA") Facilities Management Policy
(the "Policy") (approved 5/19/18)

(This Policy governs management of the LLCOA Boat Launch, Route 16 Docks, Spillway Building and Broad Bay Circle Facilities (the "Properties").

The LLCOA by-laws in Article III – Section 3 state: *"The President shall appoint chairperson or chairpersons, from the Board of Directors, who will oversee maintenance of real estate and recreational facilities owned by the Association – including the boat launch property, the water level control dam, and the Broad Bay Circle Garage/playground facility. Rules and stipulations governing duties, schedules, access and other aspects of facilities management will be set forth in a separate Facilities Management Policy prepared and approved by the board. Management of boat launch access will be set forth in a separate "Boat Launch Key Policy" prepared and approved by the Board."*

Section 1 – Boat Launch:

USE. The Boat launch property is located at Broad Bay Circle and Route 16. Controlled access to the launch facility is ensured using keys which are available to voting and grandfathered contributing members in good standing of LLCOA. A specified policy governing member eligibility for launch key purchases, replacement and use is maintained by the Board and is available to all members.

GENERAL. The Board has responsibility for: 1.) maintaining the appropriate property and liability insurance on this property; and 2.) ensuring the launch property is properly maintained.

Section 2 – Route 16 Docks:

USE: This green space area running along Route 16 and adjacent to the Boat Launch includes 8? docks. The docks were built and installed by residents of Yacht Club Dr. The Board has a Lease Agreement in place with each dock user. The Agreement requires each dock user to maintain their dock and provide evidence of appropriate property and liability insurance for the dock. In addition, the Yacht Club Dock Users, as a group, assume responsibility for maintenance of the green space. The LLCOA provides necessary equipment.

GENERAL. The Board has responsibility for: 1.) maintaining the appropriate property and liability insurance on this property; and 2.) ensuring the dock users are in compliance with their lease agreements.

Section 3 – Spillway on Elton Road adjacent to Dam:

USE. Lake water level is controlled by adjusting the height of the spillway barriers, located at the north end of the lake. Spillway settings will be adjusted to maintain an appropriate level of water for the conduct of recreational activities. All activities relating to this will be documented in the Spillway Log Book.

Seasonally, lake water levels will be adjusted. A schedule close to the following will be adhered to and published to the LLCOA members.

11/1 to 11/15 – water level lowered to minimize ice damage to docks and other member facilities during winter months.

4/15 – 5/1 – water levels will be raised to normal levels for summer months.

GENERAL. The Board has responsibility for: 1.) maintaining the appropriate property and liability insurance on this property; 2.) ensuring the property itself is properly maintained and 3.) ensuring all reporting and compliance requirements of the DEC's Dam Safety Regulations are adhered to in a timely manner. This will include periodically having the spillway and surrounding area inspected to ensure the structure is intact and the water is flowing freely.

Section 4 – Broad Bay Circle Property and Buildings:

USE. The recreational facility is available for use by all voting members and their families and friends. A scheduled use by member groups of over 50 persons must be approved by the board or its designee in advance. Members must submit a written request for such reservation to the board of directors or its designee 30 days prior to the event. If the request is approved, the Board will require a signed Park Permit Application, with most current Park Policies and Procedures document attached. This agreement will state LLCOA policy regarding use of the facilities; for example, hours of availability, responsibilities for setup and cleanup, and restrictions dealing with recreational fires and the serving of alcohol.

This property is posted with a sign regarding use of property. It may be revised as deemed appropriate. It will include rules relating to midnight curfew, no dumping, no overnight camping.

Motorized vehicles of any sort, including golf cars, electric cars, snow mobiles and all-terrain vehicles, are not to be driven across the property. An exception may be made by the Board during a LLCOA function when smaller vehicles are used for delivery and pick-up of items for the function/event.

STORAGE. This facility may not be used for the storage of items such as boats, boat trailers, campers, large trailers, construction equipment, construction dumpsters, etc. without written

consent of the Board. **Requests should be submitted to the Board via e-mail: LLCOA.ORG@GMAIL.COM. An Extended Period Parking Request form will need to be completed. The form is available on the LLCOA website. If the extended parking request is approved a Permit will be issued. It must be placed on the parked vehicle during the extended stay.** Violators will be advised in writing to remove the storage item within seven days. If violation continues, Board will contact appropriate authorities for storage item to be ticketed and/or towed away. Personal items such as picnic tables are not allowed to be placed on the property.

PARKING. This facility may only be used by Members and individuals visiting the Member's property for parking of properly registered and licensed vehicles. Parking is limited to the shoulder area of the property. Board reserves the right to contact appropriate authorities for any unauthorized vehicle to be ticketed and/or towed away.

Members are responsible for repairing any damage to this property resulting from their parked motor vehicles e.g. ruts.

GENERAL. The Board has responsibility for: 1.) maintaining the appropriate property and liability insurance on this property; 2.) ensuring the property and buildings are properly maintained and 3.) ensuring it has purchased the appropriate event insurance as needed.

Section 5 - Violation of any of the above Policies and Rules

Any member violating these policies and rules may be admonished, suspended or expelled pursuant to By-laws Article IV.

NOTE: All policy listed in this document must be posted as appropriate or needed in corresponding LLCOA property.

Extended Period Parking Request for Broad Bay Circle

1. LLCOA Member and Property Owner making request:

2. Property Address:

3. Description of Vehicle to be parked in BBC for extended period (e.g. ABC Construction trailer with license plate number D67FG44):

4. Reason vehicle being parked: _____

5. Period vehicle will be parked in BBC (list start and end date). _____

The above named property owner agrees to assume responsible for making appropriate repairs to BBC for any damage caused by extended period parking in a timely fashion and to the satisfaction of the LLCOA Board.

Date: _____

Property Owner's Signature

LLCOA Board Approval Signature

EXTENDED PARKING PERMIT FOR BROAD BAY CIRCLE

The Lime Lake Cottage Owners' Association's Board of Directors has approved the following vehicle for extended parking in Broad Bay Circle for the period:

___/___/___ - ___/___/___

Approved by:

Date Issued: _____