

PART 5 RULES AND REGULATIONS

This section of the LISE Bylaws can be changed by a majority vote of the Board of Directors at any regular meeting.

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SECTION 5.1. PREAMBLE

ARTICLE 5.1.1. PUBLICATION

5.1.1.1. In accordance with Clause 4.4.2.3. the Rules and Regulations adopted by the Directors shall be considered published when posted in the Community Clubhouse.

ARTICLE 5.1.2. RESPONSIBILITY

5.1.2.1. The responsibility for the adherence to the Bylaws as well as for the conduct and behavior of accompanied and/or invited guests shall fully rest with the host member. Guests using Club facilities must be accompanied by a host member. Any person not in the company of a host member shall be regarded as a trespasser. Members who rent their properties shall be responsible for their tenants' conduct, behavior and adherence to the Club Bylaws. Renters do not have Club privileges until they have been approved as surrogate members.

5.1.2.2. **SURROGATE MEMBERS** - To promote greater community participation and cooperation, members shall register their tenants with the Board of Directors and upon registration and approval, tenants will be considered as Surrogate Members and shall comply with all of the Bylaws, Rules and Regulations and Board directives as if they were regular members (Registration forms are available from the office or Operations Manager). This privilege to use Club facilities may be withdrawn from individual tenants at the Board's discretion.

ARTICLE 5.1.3. PETS

5.1.3.1. For health and safety reasons, no pets are allowed in the Clubhouse, on the Clubhouse deck area or in the area surrounding the Clubhouse, including the boat ramps, boat launch or beach areas and the asphalt parking areas except pets in transport to or from a vehicle to a boat (on a leash or carried.) No pets are allowed in the swim lake, in the lake beach area, in the picnic or barbecue area, in or around the Cabana, in the playground area, or in the asphalt parking area. Obey all signs to that effect. Service dogs are permitted.

5.1.3.2. Pets are limited to no more than two dogs, two cats and two birds for each lot owner family. Following dog, cat or bird reproduction, the young must be removed from LISE lot premises within eight weeks of age. Reptiles, agricultural animals and breeding kennels shall not be allowed on LISE lots.

5.1.3.3. Pets shall not be permitted to chase wildlife at any time anywhere. Pet owners are fully responsible for the behavior of their pets, which includes the actions and noise of their pets. All dogs which are permitted to run free in violation of county ordinances will be reported to the Whatcom County Enforcement Agent for action. All dogs which are permitted to run free in violation of these Bylaws on Club owned property will be reported to the County Enforcement Agent and to the Board of Directors for action.

SECTION 5.2. CLUBHOUSE AREA

ARTICLE 5.2.1. THE CLUBHOUSE

5.2.1.1. The clubhouse shall be open to all members and their guests as follows:

1 March - 31 May	Open Saturdays, Sundays and Holidays from 9:00 a.m. to dusk. On other days it will be opened only upon written request to the Administrator.
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1 June - 30 September	Open daily from 9:00 a.m. to dusk
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1 October - 30 November	Open Saturdays, Sundays and Holidays from 9:00 a.m. to dusk. On other days it will be opened only upon written request to the Administrator.
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1 December - 1 March	The clubhouse will be opened only upon request to the Administrator and for social and special events scheduled by the Board of Directors.
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- 5.2.1.2. For scheduled social events the normal closing hour will be extended until midnight. Any Director may authorize remaining open later, provided that Director remains and accepts responsibility for closing and locking the clubhouse. No loud music or noise will be permitted after 10:00 p.m. in any case. Violation of this provision may result in prompt closing of the clubhouse.
- 5.2.1.3. The clubhouse area is open only to members and their guests.
- 5.2.1.4. No member may use the facilities on an exclusive basis. The clubhouse is to be available to all members for use when open as set forth above. Members must request permission in advance for use of the clubhouse for social events, involving their immediate and extended families, friends or for small gatherings of non-profit associations to which the member belongs. Clubhouse shall not be available for such events on holiday weekends. For times other than those outlined in 5.2.1.1., a clubhouse requisition form must be used and a deposit must be given to the Club office to guard against damage or inadequate cleaning following the event, such deposit or portion thereof being returned to the member following inspection after the event. No loud music or noise will be permitted after 10:00 p.m. The clubhouse must be left in a clean condition and the garbage deposited in proper containers and removed from the premises.
 - (1) Usage fee of \$50.00 plus deposit of \$150 for members and fee of \$25 for utilities, October 1 to March 1.
 - (2) Usage fee of \$200.00 plus deposit of \$150 for non-members and fee of \$25 for utilities, October 1 to March 1.
- 5.2.1.5. The range is to be turned off after use and is not to be left unattended while in use.
- 5.2.1.6. All water is to be turned off after use, especially hot water.
- 5.2.1.7. The refrigerator is not to be used to freeze block ice. The automatic ice-maker is not to be tampered with. Notify the Operations Staff on duty immediately if it is not working. The door is not to be left open unnecessarily.
- 5.2.1.8. The refrigerator is not to be used to store food for long periods. Food containers are to be marked and food is to be removed when leaving the clubhouse.
- 5.2.1.9. The refrigerator is under no circumstances to be used for the storage of seafood.
- 5.2.1.10. The club is not responsible for any items lost or stolen.
- 5.2.1.11. Fires may be lit in the fireplace by an adult. Be prepared to provide needed firewood and kindling. The person lighting a fire is responsible for it and to see that it is properly extinguished. The glass fire screen is to be closed when leaving the fire.
- 5.2.1.12. The clubhouse restrooms are not to be used as change houses. No wet swimming suits are permitted inside the clubhouse.
- 5.2.1.13. The clubhouse, parking lots and beach areas are not to be used for sleeping overnight.
- 5.2.1.14. The clubhouse is to be kept clean; sink and vanity drains are to be kept clear. Trash is to be deposited in the proper receptacles; this includes bottle tops, etc.
- 5.2.1.15. No "horseplay" is permitted in or around the clubhouse. No running on the deck is allowed. Climbing and playing in landscaped area is prohibited.
- 5.2.1.16. The stereo system, microwave, cutlery, and dishes are not available.
- 5.2.1.17. No pets are allowed in the clubhouse, on the clubhouse deck area or in the area surrounding the clubhouse, including the boat ramps, boat launch, beach, and parking areas.
- 5.2.1.18. Smoking is not permitted within the Clubhouse.

ARTICLE 5.2.2. THE PICNIC AREA

- 5.2.2.1. Open fires are not permitted in this area. Charcoal broilers are permitted. Charcoal is not to be left on Club facilities.

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ARTICLE 5.2.3. THE BARBECUE AREA

- 5.2.3.1. Fires may be lit in the fireplace by an adult. Firewood and kindling are not provided. The person lighting the fire is responsible for it. The fire must be fully extinguished prior to leaving the area.

ARTICLE 5.2.4. THE BEACH

- 5.2.4.1. The saltwater beach is open to members and their guests only.
- 5.2.4.2. The saltwater beach is open to swimming at all times. There is no lifeguard on duty and swimmers use the water at their own risk.
- 5.2.4.3. The beach area is to be kept clean. Trash is to be deposited in the proper receptacles. This especially includes bottle tops, beer cans and bottles, pull tabs, etc.
- 5.2.4.4. No "horseplay" is permitted on the beach.
- 5.2.4.5. Fireworks permitted on saltwater beach only and directed over the water, on legally designated days only.

ARTICLE 5.2.5. THE DOCKS

- 5.2.5.1. Saltwater fishing, clam digging, and crab fishing are subject to State of Washington regulations.
- 5.2.5.2. The docks are for the use of all members to accommodate members and members' boating guests. Boaters shall observe such other regulations as are posted at the dock from time to time regarding dock usage.
- 5.2.5.3. The docks and the adjacent water are to be kept clean. Bottles, tops, cans, and/or pull tabs are not to be thrown about or in the water, but are to be deposited in the proper receptacles.
- 5.2.5.4. No "horseplay" is permitted on the docks.

SECTION 5.3. THE LAKE AREA

ARTICLE 5.3.1. THE CABANA

- 5.3.1.1. The cabana and lake shall be available to all members and their guests as follows:
 - 1 June - Labor Day Open daily from 9:00 a.m. to Dusk
 - Labor Day - 30 September Open Weekends and Holidays
 - 1 October - 30 April Closed and winterized.
 - 1 May - 31 May Open Weekends and Holidays
- 5.3.1.2. The cabana is to be kept clean; sink and vanity drains are to be kept clear. Trash is to be deposited in the proper receptacles. This includes bottle tops, pull tabs, etc.
- 5.3.1.3. All water is to be turned off after use, especially hot water.

ARTICLE 5.3.2. PLAYGROUND AREA

- 5.3.2.1. The playground equipment is for the use of all members -- children should be supervised by an adult.

ARTICLE 5.3.3. LAKE BEACH

- 5.3.3.1. Open fires are not permitted in this area. Charcoal broilers are permitted. Charcoal is to be extinguished properly and then disposed of safely.
- 5.3.3.2. The grassed area is to be kept clean. Trash is to be deposited in the proper receptacles. Especially bottles, cans, bottle tops, and pull tabs are not to be thrown about and in the lake.

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5.3.3.3. No "horseplay" will be permitted on the grassed area. Running around among other users of the beach is not permitted.

5.3.3.4. Overnight camping around the cabana or the beach will not be permitted.

ARTICLE 5.3.4. THE LAKE

5.3.4.1. The recreation lake is available, when filled, to all members and their guests. The lake may be drained during the winter as a flood-control measure. All swimmers are warned that there is no lifeguard and that they swim at their own risk.

5.3.4.2. No hard-construction boats with or without motor and/or oars will be permitted in the lake, except a service and rescue dinghy that may be provided from time to time. Paddled or sailed inflatables will be permitted in the lake.

ARTICLE 5.3.5. PARKING LOT

5.3.5.1. Park in designated spaces. Do not block entrance to parking area.

SECTION 5.4. WATER SERVICE

ARTICLE 5.4.1. PERMITS

5.4.1.1. All permits must be obtained by the Club for services that require work in the County Right-of-way.

5.4.1.2. A member desiring a water service shall apply to the Operations Staff on duty. All services will be placed from the main to the property line by the club as set forth in Article 5.4.2.

ARTICLE 5.4.2. HOOKUPS

5.4.2.1. All lots, except dues exempt lots, are entitled to one hookup to the club-owned water system. The cost of the hookup, materials, labor, and meter are to be paid for by the owner of the lot.

5.4.2.2. Single lot services shall not be made with less than 3/4" pipe from main to lot line.

5.4.2.3. Dual lot services (one hookup for two lots) shall not be made with less than 1" pipe from main to lot line.

5.4.2.4. All street cuts must be replaced to their original condition. Oil mats must be replaced with asphalt not less than 2" thick to meet County standards.

5.4.2.5. All new and replacement hookups must have a standard corporation (shutoff) at the main and have a standard stop and waste at the property line at owners' expense.

5.4.2.6. When meters are required, the club will install the meter and meter box. The owner will be billed.

5.4.2.7. No hookup will be permitted to any lot or lots upon which the club dues and assessments are not paid in full.

ARTICLE 5.4.3. PENALTIES

5.4.3.1. Water may be shut off on any lot upon which the club dues and assessments are overdue. The cost of disconnection and reconnection shall be billed to the lot owner's account which must be paid in full before water will be reconnected. Dues will be considered overdue on 1 February for the purposes of this paragraph.

5.4.3.2. The improper winterization of member's water systems which results in wasted water may result in water being shut off or disconnected and the cost of this shut off or disconnect and reconnection shall be charged to owner and must be paid in full before water service is restored.

5.4.3.3. A simple shut off will cost \$25 each and a disconnection and/or reconnection shall cost \$100 each.

SECTION 5.5 LAND MANAGEMENT

ARTICLE 5.5.1. SHOOTING, HUNTING AND TRAPPING

- 5.5.1.1. It is unlawful to discharge firearms within the Estates or to shoot within one mile of any Whatcom County road. Reports should be made to the Sheriff - 911; and the LISE Operations Manager.
- 5.5.1.2. No hunting, trapping or taking of wildlife in any form will be tolerated. Members are to call 911 (who will relay to the game warden) immediately of any violation and are to notify the Operations Staff on duty.

ARTICLE 5.5.2. MEMBERS' RESPONSIBILITIES

- 5.5.2.1. Members are obligated to know the boundaries of their property and to keep all improvements within the legal setbacks.
- 5.5.2.2. Members are to keep watercourses through their property, as well as roadway ditches in front of their property, clear and open at all times.
- 5.5.2.3. Members are at all times to keep all trees and brush cut back alongside and over the roadway bordering their property.
- 5.5.2.4. Members are not to cut, uproot or take trees, shrubs and plants and/or to remove rock, dirt or any other soil material from any property -- lots, easements or private roads -- without the affected property owner's written permission.
- 5.5.2.5. Members are not to dump or discard trees, shrubs, plants, rocks, soil, garbage, trash or any other unwanted material onto any property without the affected property owner's written permission.
- 5.5.2.6. All fires must comply with the state and county fire and pollution regulations. Burning permits are required from either or both agencies.
- 5.5.2.7. No one who has not obtained permission from the Club's Board of Directors shall be permitted to enter onto any Club property or private roadway to do any work; any resulting damage shall be charged back to the Member.
- 5.5.2.8. No ditch may be blocked for any reason at any time. A revocable encroachment permit is required by Whatcom County for all tiles and culverts laid in county ditches.
- 5.5.2.9. Deleted.
- 5.5.2.10. Flagrant or repeated violations of the Rules and Regulations set out in Part 5 of these Bylaws will result in the offending owner(s) being fined and remedial steps taken by the Board of Directors. The Board of Directors also may charge for damages to Club or private property and the costs of repair or replacement required to restore said property. Fines and charges will be levied in accordance with Section 4.2.1.5. and 4.5.1.4. of these Bylaws.
- 5.5.2.11. Members and their guests use Club facilities entirely at their own risk. The Club, its Board of Directors and its employees assume no responsibility for members or their guests' usage of Club facilities or for property brought thereon.

SECTION 5.6 ADMINISTRATOR

ARTICLE 5.6.1 AUTHORITY

- 5.6.1.1 The Administrator is hired by and responsible to the Board of Directors in accordance with authority contained in Bylaws, Part 4, Clause 4.4.2.2.
- 5.6.1.2 The Administrator shall carry out the directions of the Board of Directors, whether issued orally or in writing, and shall be supervised in the performance of duties by the President.

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5.6.1.3 The Administrator shall be the direct voice of the Board of Directors, whether issued orally or in writing, and shall be the direct voice of any absent member wishing to have problem brought to the Board's attention. To this end, the Administrator shall be diligent and meticulous in conveying to the Board the member's wishes.

5.6.1.4 The Administrator shall serve with responsibility for the planning and administration for the organization's routine activities.

ARTICLE 5.6.2 RESPONSIBILITIES

5.6.2.1 The Administrator shall carry out all policies and instructions developed by the Board of Directors.

5.6.2.2 In consultation with the Board of Directors, the Administrator, shall: plan and manage the normal affairs of the organization and interface with the membership.

5.6.2.3 Under the guidance of the Board of Directors, act as a representative and spokesperson for Scenic Estates to the public, government agencies, staff and membership.

5.6.2.4 The Administrator shall be the point of contact for queries regarding the Governing Documents and interpretation.

5.6.2.5 The Administrator supports the operation and administration of the Board by advising and informing Board members, and interfacing between Board and staff.

ARTICLE 5.6.3 DUTIES

- 5.6.3.1
- (1) Assemble and distribute all communications to membership.
 - (2) Maintain records, requests, regulations and violations of compliance codes.
 - (3) Attend Board and other meetings as required.
 - (4) Provide information to the Board of Directors as needed.
 - (5) Update and distribute changes to Scenic Estates Governing Documents.
 - (6) Point of contact with corporate attorney.
 - (7) Maintain all corporate files in accordance with law.
 - (8) Prepare and distribute quarterly newsletter to members.
 - (9) Record, prepare and distribute minutes of monthly Board and Annual General Meetings.
 - (10) Other duties as changing circumstances might dictate or as directed by the Board of Directors.

ARTICLE 5.6.4. REPORTS

5.6.4.1. The Administrator shall submit a report on any subject when requested to do so by the Board of Directors, President or Finance Chair.

5.6.4.2. The Administrator shall immediately notify the President of any unusual condition prevailing or damage to any property or equipment owned by the Community Club.

ARTICLE 5.6.5. COMPENSATION

5.6.5.1. The Administrator shall receive from the Community Club a wage for the proper execution of the authority and duties of this office. The amount shall be set by the Board of Directors.

ARTICLE 5.6.6. REVIEW AND CHANGE

5.6.6.1. Section 5.6. shall be reviewed annual by the Board of Directors of the Lummi Island Scenic Estates Community Club or more frequently as deemed necessary by that body or if a review is required.

5.6.6.2. Section 5.6. may be changed by the majority vote of the members of the Board of Directors present at any meeting properly constituted to do business.

5.6.6.3. Section 5.6. in its entirety shall be considered a condition of employment of the Administrator and shall be reviewed from time to time by the Board of Directors.

SECTION 5.7 BOOKKEEPER

ARTICLE 5.7.1 AUTHORITY

- 5.7.1.1 The Bookkeeper position is a position retained as outside services and is retained by the Board of Directors in accordance with authority contained in Bylaws, Part 4, Clause 4.4.2.2.
- 5.7.1.2 The Bookkeeper shall carry out the directions of the Board of Directors, whether issued orally or in writing, and shall be supervised in the performance of duties by the Finance Director.

ARTICLE 5.7.2 RESPONSIBILITIES

- 5.7.2.1 The Bookkeeper shall carry out all policies and instructions developed by the Finance Director.
- 5.7.2.2 In consultation with the Finance Director, the Bookkeeper, shall: plan and manage the financial affairs of the organization.

ARTICLE 5.7.3 DUTIES

- 5.7.3.1 (1) Prepare financial statements, balance sheet, profit and loss with budget and year to date comparison, A/R listing and vendor payments list for monthly meetings.
- (2) Post receivables, enter payables as received, authorize and get authorization from necessary individuals, print checks, acquire signatures, pay within due dates (approximately 200 checks per year from 500 invoices).
- (3) General journal entries, depreciation, miscellaneous income.
- (4) Reconcile bank and investment accounts per statements (monthly, quarterly and annually). Update reserves Board Report from financial statements.
- (5) Accounts receivable: dues invoice (approximately 400) sent out by December 31st at latest. January 1st date, due January 31st. Board determines dues amount after CPI announcement (October/November) usually at December meeting. Prepare account statements for monthly payees and for all accounts with balance outstanding on February 1, May 1, July 1, October 1 and with Annual Dues Invoices. Invoice late fees and account receivable charges (approximately 250 per year). Refer to Policy Statement #7. Invoice service income (approximately 10 per year).
- (6) Prepare and distribute monthly payroll for 3 to 4 employees. Prepare and report 941 deposit by the 15th of each month. Prepare payroll reports and 1099s and W2s.
- (7) Attend meetings as required (additional time to be billed out as extra time).
- (8) Provide information to the Board of Directors as needed.
- (9) Maintain all accounting files in accordance with law.

ARTICLE 5.7.4 REPORTS

- 5.7.4.1 The Bookkeeper shall submit a report on any subject when requested to do so by the Board of Directors, President or Finance Chair.

ARTICLE 5.7.5 COMPENSATION

- 5.7.5.1 The Bookkeeper shall be paid by a flat rate from the Community Club for the proper execution of the authority and duties of this position. The amount shall be set by the Board of Directors.

ARTICLE 5.7.6 REVIEW AND CHANGE

- 5.7.6.1 Section 5.7. shall be reviewed annual by the Board of Directors of the Lummi Island Scenic Estates Community Club or more frequently as deemed necessary by that body or if a review is required.
- 5.7.6.2 Section 5.7. may be changed by the majority vote of the members of the Board of Directors present at any meeting properly constituted to do business.

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- 5.7.6.3 Section 5.7. in its entirety shall be considered a condition of contract of the Bookkeeper and shall be reviewed from time to time by the Board of Directors.

SECTION 5.8 THE OPERATIONS MANAGER

ARTICLE 5.8.1. AUTHORITY

- 5.8.1.1. The Operations Manager is hired by the Board of Directors in accordance with the authority contained in the Bylaws, Part 4, Clause 4.4.3.6. The Operations Manager shall be responsible to the Board of Directors.
- 5.8.1.2. The Operations Manager shall carry out all the directions of the Board of Directors, whether issued orally or in writing, and shall be supervised in the performance of duties by the Board of Directors. Board direction shall be provided by a quorum of the Board at a scheduled Board meeting.
- 5.8.1.3. The Operations Manager shall notify all persons in violation of the Rules and Regulations, and of any other directives, and request their immediate compliance. The Operations Manager shall notify the Board of Directors of all violations and of the action taken to require compliance. The Operations Manager shall also report all apparent lack of compliance.
- 5.8.1.4. The Operations Manager shall not exercise any punitive action, beyond that of expulsion from Community Club properties, without specific directions from the Board of Directors. The Operations Manager shall request aid from proper authorities to enforce expulsion if anyone should refuse to leave promptly.
- 5.8.1.5. The Operations Manager shall notify the proper authorities of any apparent violation of any ordinance, code or criminal law and request that an investigation by these authorities be conducted immediately. The Board of Directors shall be immediately notified of such apparent violations.

ARTICLE 5.8.2. RESPONSIBILITIES

- 5.8.2.2. A member of the Operations staff will patrol the entire Scenic Estates at least once a day and additionally at the discretion of the Operations Manager, depending upon the season, circumstances or ongoing work.
- 5.8.2.3. The Operations Manager shall supervise the use of all facilities, in particular, the lake, cabana, clubhouse, beaches and docking facilities, to ensure that proper use is being made of each facility. Violators are to be notified immediately and requested to leave if failure to comply with the Rules and Regulations is not prompt.
- 5.8.2.4. All unknown persons encountered within the Scenic Estates, whether on Community Club property or private property, may be checked to determine if they are authorized guests, with a current member or have bona fide business to conduct. All unauthorized persons shall be requested to leave after their names, addresses, and license numbers have been recorded. Report to owner if incident is serious and keep a record for referral..
- 5.8.2.5. The Operations Manager shall maintain all Community Club facilities in a clean, neat, and presentable condition at all times. This shall include the clubhouse, cabana, firehall shop, entrance garden, garden adjacent to the clubhouse, beach areas (free of debris, logs, drift, etc.), all Community Club roadways (including fallen trees, brush, etc.), and any other areas owned by the Community Club on which litter and debris would create an eyesore.

ARTICLE 5.8.3. DUTIES

5.8.3.1. Daily Duties

- (1) Maintenance rounds and monitor the Treatment plant in accordance with Department of Health, Division of Drinking Water rules and regulations and maintain all water appurtenances as required by Department of Health, Division of Drinking Water.
- (2) Look for leaks in water system; be prepared to isolate any major break in water main; and repair in accordance with Department of Health, Division of Drinking Water rules and regulations.
- (3) Keep swimming lake overflow clear.
- (4) See that toilets and wash basins in clubhouse and cabana are clean, functional, and stocked.
- (5) Open and secure clubhouse and cabana in accordance with club rules.
- (6) See that non-members (other than accompanied guests) do not use club facilities.

5.8.3.2. As-Required Duties

- (1) Mow grass.
- (2) Do painting.
- (3) Keep roofs and gutters of club buildings clean.
- (4) Maintain floats in both lakes and at marine facilities.
- (5) Place Club's garbage containers out for pick up.
- (6) Maintain other club-owned equipment.
- (7) See that members comply with rules for use of club facilities.
- (8) Winterize facilities.
- (9) Keep clubhouse, including floors and windows, clean.
- (10) Keep boat ramp clean of moss and barnacles.
- (11) Keep shrubbery at clubhouse area clean and pruned.
- (12) Keep trees along club-owned roads trimmed back.
- (13) Provide firewood in Clubhouse for Club activities.
- (14) Others as changing circumstances might dictate or as directed by the Board of Directors.

ARTICLE 5.8.4. REPORTS

5.8.4.1. The Operations Manager shall submit a special report on any subject when requested to do so by the Board of Directors.

5.8.4.2. The Operations Manager shall immediately notify Board of Directors of any unusual condition prevailing or damage to any property or equipment owned by the Community Club.

5.8.4.3. The Operations Manager shall make every reasonable effort to notify members of any unusual condition or damage to their private property, which damage or condition may be eliminated or lessened by early knowledge and action by the member.

ARTICLE 5.8.5. COMPENSATION

5.8.5.1. The Operations Manager shall receive from the Community Club a salary for the proper execution of the authority and duties of this office. The amount shall be set by the Board of Directors.

5.8.5.2. The Operations Manager shall receive a two-week paid vacation upon completion of one full year of employment. The vacation period shall be arranged for by consulting and receiving the consent of the Board of Directors.

5.8.5.3. The Operations Manager shall receive two full days off per week. Relief operations staff will be scheduled for the periods off by the Operations Manager.

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- 5.8.5.4. The Operations Manager may be provided with a suitable living accommodation by the Community Club, if required. Such accommodations shall be considered in the determination of the Operations Manager's compensation package.
- 5.8.5.5. The Operations Manager shall be provided with a suitable vehicle for the purpose of patrol or business, and shall keep it properly maintained and in a good state of repair. If a Community Club vehicle is not provided, the Club shall reimburse the Operations Manager for the use of any private vehicle so used.

ARTICLE 5.8.6. REVIEW AND CHANGE

- 5.8.6.1. Section 5.8 shall be reviewed annually by the Board of Directors of the Lummi Island Scenic Estates Community Club or more frequently as deemed necessary by that body or if a review is requested by the Operations Manager.
- 5.8.6.2. This entire Section 5.8 shall apply in substance and equally to any Operations Staff that may be employed from time to time by the Board of Directors.
- 5.8.6.3. Section 5.8 may be changed by the majority vote of the members of the Board of Directors present at any meeting properly constituted to do business.
- 5.8.6.4. Section 5.8 in its entirety shall be considered a condition of employment of the Operations Manager and Operations Staff and shall be reviewed from time to time by the Board of Directors.

SECTION 5.9. EMPLOYEE PERFORMANCE STANDARDS

The following should be self-evident but are spelled out to avoid any misunderstanding.

ARTICLE 5.9.1. GUIDES OF CONDUCT

- 5.9.1.1. All employees of the Lummi Island Scenic Estates Community Club, Inc., shall exhibit and work under the highest standards implied by the following guides of conduct.
 - 1. Honesty
 - 2. Integrity
 - 3. Dependability
 - 4. Reliability
 - 5. Sobriety

Any breach of these guides shall be considered as a valid reason for dismissal from further employment by the Lummi Island Scenic Estates Community Club, Inc.

ARTICLE 5.9.2. QUALITIES

- 5.9.2.1. All employees will be further expected to exhibit the following qualities in the carrying out of their duties, assigned and unassigned.
 - 1. Initiative
 - 2. Interest and Dedication
 - 3. Neatness of work
 - 4. Completeness of work
 - 5. Good personal appearance
 - 6. Reasonable language
 - 7. Good deportment

Lack of any of these qualities will be used to determine whether further employment is in the best interest of the Lummi Island Scenic Estates Community Club, Inc.

ARTICLE 5.9.3. PERFORMANCE REVIEWS

- 5.9.3.1. All new employees shall be hired on a probation status for the first twelve (12) months of employment. All employees shall have performance reviews at intervals of three (3) months during their first year of employment and annually thereafter.

SECTION 5.10 AMENDMENTS AND ADOPTION

ARTICLE 5.10.1. AMENDMENTS

- 5.10.1.1. The Rules and Regulations may be amended at any time by a majority vote of those directors of the club present at any regular meeting or present at any special meeting called for that purpose.
- 5.10.1.2. These Rules and Regulations have been amended from time to time and those amendments are incorporated herein. Amendments were as follows:
- (1) Clause 5.1.2.1. Added phrase regarding renting property and tenants' behavior, adopted 12 April 1981.
 - (2) Clause 5.1.2.2. Added new clause, adopted 12 April 1981.
 - (3) Clause 5.1.3.1. Change to permit transport of dog to/from boat and permit service dogs, adopted 19 January 2003.
 - (4) Clause 5.2.1.1. Change request for openings from Operations Staff and permit reservations December to March, adopted 19 January 2003.
 - (5) Clause 5.2.1.1. Changed months and hours open, adopted 13 December 1998.
 - (6) Clause 5.2.1.4. Change type of gathering permitted and added usage fees (1) and (2), adopted 19 January 2003.
 - (7) Clause 5.2.1.4. Added \$150 deposit, adopted 16 January 2000.
 - (8) Article 5.2.5. Changed Floats to Docks, adopted 12 March 2000.
 - (9) Clause 5.2.5.2. Substituted new clause regarding use of floats by boaters and fishermen, adopted 10 October 1982.
 - (10) Clause 5.2.5.2. Changed, adopted 16 January 2000.
 - (11) Clause 5.2.5.3. Changed floats to docks, adopted 12 March 2000.
 - (12) Clause 5.2.5.4. Changed floats to docks, adopted 12 March 2000.
 - (13) Clause 5.4.3.1. Changed date to reflect new dues year, adopted 13 December 1998.
 - (14) Clause 5.5.2.6. Substituted new clause regarding pets, adopted 13 February 1983.
 - (15) Clause 5.5.2.9. Deleted, adopted 13 December 1998
 - (16) Clause 5.5.2.11. Added new clause, adopted 13 February 1983.
 - (17) Section 5.6. Inserted new Section, General Manager, renumbered Operations Manager to Section 5.7. 7 April 2002.
 - (18) Clause 5.6.1.1. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.1.1. 7 April 2002.
 - (19) Clause 5.6.1.2. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.1.2. 7 April 2002.
 - (20) Clause 5.6.1.3. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.1.3. 7 April 2002.
 - (21) Clause 5.6.1.4. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.1.4. 7 April 2002.
 - (22) Clause 5.6.1.5. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.1.5. 7 April 2002.
 - (23) Clause 5.6.1.6. Deleted, adopted 20 January 2002
 - (24) Clause 5.6.2.1. Deleted, adopted 20 January 2002
 - (25) Clause 5.6.2.2. Changed patrol from at least twice a day, to at least once a day, 9 December, 2000.
 - (26) Clause 5.6.2.2. Changed Board of Directors to General Manager, adopted 20 January 2002 Renumbered to 5.7.2.2. 7 April 2002.

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- (27) Clause 5.6.2.5. Change firehall shop to workshop, adopted 13 December 1998. Renumbered to 5.7.2.5. 7 April 2002.
- (28) Clause 5.6.3.1.(1) Change DSHS to Department of Health, Division of Drinking Water, adopted 20 January 2002 Renumbered to 5.7.3.1.(1) 7 April 2002.
- (29) Clause 5.6.3.1.(2) Change DSHS to Department of Health, Division of Drinking Water, adopted 20 January 2002 Renumbered to 5.7.3.1.(2) 7 April 2002.
- (30) Clause 5.6.3.1.(7) Deleted, adopted 20 January 2002. Renumbered to 5.7.3.1.(7) 7 April 2002.
- (31) Clause 5.6.4.1. Changed Board of Directors to General Manager, adopted 20 January 2002. Renumbered to 5.7.4.1. 7 April 2002.
- (32) Clause 5.6.4.2. Changed Board of Directors to General Manager, adopted 20 January 2002. Renumbered to 5.7.4.2. 7 April 2002.
- (33) Clause 5.6.5.1. Changed from agreed upon to set by, adopted 20 January 2002. Renumbered to 5.7.5.1. 7 April 2002.
- (34) Clause 5.6.5.2. Changed Board of Directors to General Manager, adopted 20 January 2002. Renumbered to 5.7.5.2. 7 April 2002.
- (35) Clause 5.6.5.3. Changed Board of Directors to General Manager and removed summer season notification requirement, adopted 20 January 2002 Renumbered to 5.7.5.3. 7 April 2002.
- (36) Article 5.6.6. Added new article, adopted 10 February 1980.
- (37) Article 5.6.6. Renumbered to 5.8. to create new Section 5.7.
- (38) Article 5.6.7. Renumbered due to insertion of new article, previously numbered 5.6.6., adopted 10 February 1980.
- (39) Section 5.7. (Operations Manager) Renumbered to 5.8. due to moving Article 5.6.6. to new Section
- (40) Clause 5.7.1.2. (Operations Manager) Added new clause.
- (41) Section 5.8. Created due to insertion and renumbering of new Section 5.7.
- (42) Table of Contents Amended December 2007 to reflect addition of Administrator and Bookkeeper positions, removal of General Manager, and associated renumbering.
- (43) Section 5.2 Amended December 2007 to change references to the General Manager and references to Administrator
- (44) Section 5.6 New section added December 2007. Replaces General Manager section. 5.6.2.6. deleted.
- (45) Section 5.7 New section (Bookkeeper) added December 2007.
- (46) Section 5.8 Renumbered due to insertion of 5.7 (bookkeeper) and amended December 2007 to remove references to General Manager and to make other minor administrative changes.
- (47) Section 5.9-10 Renumbered and reformatted for consistency December 2007.

Part 5, Rules and Regulations were changed and adopted by the Board of Directors in regular session on 11 June 1995.

Part 5, Rules and Regulations were changed and by inference reflected in this section, the adoption of the title change of "Resident Manager" to "Operations Manager" by the Board of Directors in regular session on 11 June 2000.

ARTICLE 5.10.2. ADOPTION

5.10.2.1. I certify that the Rules and Regulations as above set forth were adopted by the Board of Directors in regular session on 15 October 1978.

ATTEST:

/S/ Jane E. Roberts
Secretary

/S/ Wallace W. Croy
President