

***POLICIES ESTABLISHED BY THE POINTE ROYALE CONDOMINIUM
PROPERTY OWNERS ASSOCIATION, INC. BOARD OF DIRECTORS***

<u>Date Established</u>	<u>Policy Description</u>
8-15-88	All structural modifications or alterations to a unit must be given, in writing, to the Board of Directors, before such modifications or alterations are made. Within thirty days the Board will respond to the request. Failure to respond within the thirty days, will mean there is no objection to the proposed changes. (Reaffirmed By-Laws)
8-4-89	Collection letters will be sent - sixty days past due, notifying of such; ninety days past due, notifying a lien will be filed if payment is not received; one hundred five days past due, notifying that the lien process had started. Once a lien is filed the cost of recording and releasing the lien will be paid by the owner. <i>AMENDED 3-18-2005.</i>
5-3-90	Units in the nightly rental program that are delinquent in their condo dues, will not be in the rotation for rental. <i>REVOKED 2-9-2006.</i>
6-1-90	A late fee will be charged on all delinquent accounts. <i>AMENDED 5-2-2001.</i>
10-1-93	A business may be operated from a condo unit, but only if it does not increase traffic flow into the complex. No signs are allowed on the building or in the window advertising the business.
4-1-94	Owners' listings are available to owners for a \$15 charge. They are not available to non-owners. Listing will include addresses only (no phone numbers).
4-1-94	Upon demand, each owner will be provided one free copy of the By-Laws and Declarations. If the owner needs an additional copy, they will be required to pay a \$5 fee. Non owners wanting a copy will be required to pay a \$10 charge.
8-5-94	Maintenance and repairs on air conditioner units is the responsibility of the owner. If a faulty air conditioner unit causes the damage, the owner of the unit will be responsible for any damage it causes.
10-7-94	Campers, boats, trailers, recreational vehicles, non functioning vehicles and buses may not be parked in any areas except those areas designed for such use and parking. (Reaffirmed By-Laws)
10-7-94	Panels on screened in porches damaged by golf balls will be the owner's responsibility to replace.
7-7-95	Only electric grills may be used on the decks.
10-6-95	The Maintenance Supervisor will develop guidelines and approve all common additions/alterations to be made to units. An example of an addition/alteration is a screened porch.

- 12-1-95 The Pointe Royale Condo Association agreed to lease the park area for \$1 per year for the next 99 years.
- 6-7-96 Should a billable repair to a unit be necessary the leasing company or the nightly rental office will be notified. If the owner is not on either of these programs the Association office will contact the owner.
- 8-2-96 Window washing (interior & exterior) is the responsibility of the unit owner.
- 11-1-96 Short term parking for trailers and boats was designated. (See attachment to the minutes for locations.) Map is available in Guard Shack at front gate.
- 1-3-97 Satellite dishes may not be attached in any way to the condo buildings. They must be on a tripod.
- 2-3-97 If faulty building construction causes damage to units, the Condo Association will reimburse the owners insurance deductible up to \$250.
- 4-8-97 There will be a \$10 charge on all returned checks. *AMENDED 2-9-2006.*
- 2-6-98 The limit for expensing items was increased from \$250 to \$500.
- 4-3-98 Chuck is authorized to take the company truck to and from work as part of his compensation package. The vehicle is not to be used for personal use. This will be reviewed in six months. *REVOKED 7-15-05.*
- 4-3-98 Any budgeted capital expenditure over \$500 and any non-budgeted item over \$100 must be brought to the Board for approval. *AMENDED 4-15-05.*
- 5-1-98 An Employee Simple IRA was established.
- 6-5-98 The Financial Manager has the authority to waive financial charges under \$2 per account, on the semi-annual statements, instead of mailing them.
- 2-5-99 The Condo Association will provide overnight lodging during bad weather (snow/ice storms) to the maintenance staff. This will enable staff to be on property in case of an emergency in order to clear the streets and sidewalks.
- 3-5-99 Any requests for sports activity in or around condo parking lots will be denied due to the association insurance liability.
- 4-5-99 Salaried employees may take compensatory time but must report to the office or Board when doing so. (Personnel Policy)
- 7-5-99 Insurance benefits are to be paid 100% for managers, 75% for employees and 50% for dependents. *Dependent coverage amended 3-18-05 (Personnel Policy)*
- 11-5-99 Seasonal decorations will be allowed on covered porches, decks and patios only. Decorations may not be attached to the building exterior walls or railings other than those stated in this policy.

- 11-5-99 Animal complaints will be referred to Branson Animal Control Department.
- 11-5-99 Violations of the rules, policies and complaints must be in writing before the association will send a notice to the party in violation. The party filing the complaint will not be disclosed.
- 11-5-99 Charcoal or gas grills may not be used on patios, decks or porches. Only electric grills may be used in these areas. Charcoal and gas grills may be stored on the patio, deck or porch but must be away from the building in the grass, sidewalk or parking area for use. When the grill is completely cooled down it must be returned for storage.
- 12-3-99 Hot tubs are allowed on ground floor concrete patios however prior to any installation it is necessary to receive the approval of the Condo Board. Hot tubs are not allowed on upper level decks.
- 4-14-2000 All satellite dish installations must be reviewed and approved by the Maintenance Supervisor prior to installation.
- 2-2-2001 Garages may not be sold nor leased to anyone or any entity unless the garages are sold or leased to another Pointe Royale condominium or Pointe Royale property owner. Any sale or lease of a garage terminates when the condominium or ~~property owner~~ lease or ownership expires. Words "property owner" deleted at July 18, 2008 Board Meeting.
- 5-2-2001 A late fee of \$15.00 per month will be charged to all accounts that are overdue by more than 30 days. The annual interest charged on late accounts will be 12 percent. *AMENDED 6-26-2006.*
- 12-7-2001 On call employees are permitted to drive association vehicles to and from work so long as the vehicles are used for company business only.
- 4-30-2003 Firewood can only be stored at the units during the winter months of November, December, January, February and March. Wood must be stacked neatly on the back patio or deck only and not on the front porch.
- 7-11-2003 Owners may not leave their cars parked unattended or unused for more than ten days in condo parking lots, ~~Owners who need to leave their cars for longer than ten days will be asked to remove the cars to another location.~~ without prior written notification to the Office. Changed at May 23, 2008 Board Meeting.
- 10-3-2003 Delinquent accounts that are 90 days old will be sent to collections. Additionally, the full year balance will be due and payable immediately and a lien will be filed on all accounts that are 180 days old. Late interest and late fees plus collection or legal fees will be added to the accounts. *AMENDED 3-11-06.*
- 10-15-2004 Costs of all necessary exterior repairs and/or replacements of windows, doors and glass to original construction, will be charged at 50% owner and 50% condo association. *REVOKED DUE TO COA DECLARATION.*
- 10-15-2004 All owners are required to purchase and have delivered any major items that maintenance is to install prior to installation. Owners are to work

with the maintenance supervisor to assist with items that are needed (cost, recommendations as to where and what to purchase).

- 10-15-2004** The Association will no longer launder uniforms for employees or lease from an outside company. Association will purchase shirts and employees will furnish their pants. (Personnel Policy)
- 10-15-2004** Upon receipt of two notices of an Association infraction to the Rules and Regulations, Covenants & By-laws a fine of \$50 per day will be levied until which time the infraction is corrected. SEE *NEW POLICY 7-15-2005*.
- 3-18-2005** Employee dependent insurance coverage will be discontinued. Employees may however continue dependent coverage if they pay the associated costs through payroll deduction. (Personnel Policy Change).
- 3-18-2005** All account 60 days overdue will have a letter sent warning that action will be initiated against them in Small Claims Court to effect collection. Need to revoke this and publish new and current policy. *AMENDED 3-11-06*.
- 4-18-2005** A \$25 fee will be charged for Resale Certificates when a title is transferred.
- 4-15-2005** Any expenses over \$500 that are not budgeted must be approved by the entire board.
- 7-15-2005** The following policy regarding the violation of published rules is as follows: The owner will first be advised of the violation by a letter of warning. If the violation is not corrected within 10 days from first letter, a second letter will be sent. If the violation is still not corrected after ten days from the second letter, a third letter will be sent to the owner advising him/her that a fine of \$25.00 per day will be charged until the violation is corrected. ~~All letters will require a signed returned receipt.~~ Deleted sentence at June 18, 2008 Board Meeting.
- 2-9-2006** The late fee for all returned checks will be \$30.00.
- 2-9-2006** The COA will have an audit performed annually beginning with the 2005 tax year.
- 3-11-2006** Delinquent accounts will be processed in the following manner:
1. If an account is past due by 30 days or more, the owner will be notified by letter and a monthly service charge will be added to the account.
 2. If the account is between 60-90 days past due, the owner will be notified that a lien will be prepared if payment is not received within 30 days.
 3. If the account is more than 90 days past due, a lien will be filed if payment is not received within 30 days.
 4. Monthly late charges will be added to the account until the account is no longer overdue.
- Amended September 19, 2008 by COA Board as follows: Owners with accounts where any part of the balance owed is past due 60 days or more shall have a lien filed against the property and shall be turned over to the Association's attorney for full legal action.

- 4-13-2006** The following policy applies if an owner has sold their condo and is unable to find a suitable “assignee” for the garage lease, the COA will offer that lease to other condo owners for assignment. When such assignment is completed, the original lessee will be refunded their apportioned amount of money based on \$12.62 per month for the remaining months of the ninety-nine year lease.
- 6-26-2006** A late fee of \$25.00 will be charged to all accounts that are overdue by more than 30 days. This late fee will be charged monthly until there is no longer an outstanding balance.
- 1-20-2007** The Pointe Royale Golf Village Newsletter is published on behalf of the Property Owner’s Association and the Condominium Association to disseminate information to the owners and guests of Pointe Royale Golf Village. The Newsletter is not to be used for grievances and disputes, or as a political forum. The publishers reserve the right to refuse any advertising.
- 2-10-2007** A Condo Structure Request Form for any Condo changes must be completed by the Owner and given to the General Manager for review. Two (2) COA Board members will review and sign each request form within 30 days of receipt. Requests will be sent to the POA ACC for approval or disapproval if a structural change is being requested.
- 5-23-2008** A policy regarding responsibility for damage to condo units was adopted. A copy of the policy is available in the COA Business Office.
- 8-22-2008** Designated trailer parking (boats, utility, golf, etc.) is in lots by Building 10, between Buildings 60 and 69 and at the rear of Building 54.
- 1-23-2009** Board voted to use same violation notice and fine regulations that are used by the POA. (Warning notice or letter for first offense, \$25 fine for the second notice or offense, and \$50 fine for the third notice or offense. After three violations matter will be referred to the General Manager or Board of Directors for subsequent action.)