

# Dogwood Lake Lot Owners Association Operating Procedure

*Procedure DWL-002*

**DWL-002**  
**Original Issue**  
**Issue Date:**  
October 5, 2008

## **Campground Security Agents**

### **Purpose/Summary**

Dogwood Lake Lot Owners and their guests are expected to follow all campground rules and regulations. In support of this, volunteer Security Agents will patrol the campground watching for violations—particularly those related to safety issues and behavior that could potentially cause damage or loss of property.

### **Supersedes**

None

### **Applies To**

Dogwood Lake Lot Owners Association members and their guests, the Board of Directors, and those who may be trespassing on Dogwood Lake Campground property.

### **Maintained By**

Secretary, Board of Directors

### **Authority Reference**

1. Declaration of Covenants, Dogwood Lake
2. By-Laws of Dogwood Lake
3. Rules and Regulations (of Dogwood Lake)
4. Dogwood Penalties/Fines
5. Dogwood Lake Campground, Guest Policy

### **Approved By**

Board of Directors,  
Dogwood lake Lot Owners Association

## **1. Introduction**

- A. The Dogwood Lake Lot Owners Association (hereinafter referred to as "Association") is composed of individuals owning lots in the Dogwood Lake Campground. The rules and regulations imposed by the documents specified in **Authority Reference** above were established to ensure the safety and well-being of Association members, their property, and their guests.
- B. To alleviate violations of the established rules and regulations, the campground will be patrolled by volunteer Campground Security Agents wearing identifying garments, and having identifying markings/equipment on their vehicles which, in most cases, will be golf carts.

## **2. Requirements**

- A. Association members are responsible for their own actions and for those of their guests. All penalties for violations, monetary or suspension of privileges, will be levied against the Association member.
- B. Charges of theft, intentional property damage, and vandalism shall be reported to the Warren County Sheriff.
- C. Accidents occurring in the campground that result in property damage must be handled by the parties involved. The Board of Directors, the Association, and the Security Agents have no jurisdiction in these matters.
- D. To serve in the role of Security Agent, a person must meet the following qualifications:
  - 1. Must be at least twenty-one years of age.
  - 2. Must be a member in good standing of the Association.
  - 3. Must have a thorough understanding of the contents of the documents specified in **Authority Reference**.
  - 4. Must be willing to pay for his/her Security Agent garment and vehicle markings/equipment.
  - 5. Must possess the ability to deal with an angry or irate individual without resorting to that same behavior.
  - 6. Cannot currently be a member of the Board of Directors.

- E. A person meeting the aforementioned qualifications may still be restricted from volunteering as a Security Agent if, in the opinion of the Board of Directors, he/she exhibits behavioral tendencies unbecoming a person in that role. Reasons for a volunteer being restricted include, but are not limited to, the following:
1. The person exhibits characteristics indicating a quick temper, or the inability to control his/her emotions in a confrontational situation.
  2. The person exhibits characteristics of being bias, or subjective, when reporting violations. For example, excusing violations of a friend or family member, or harassing a specific individual for personal reasons.
  3. The person has a history of violating rules and regulations, or is observed violating rules after becoming a Security Agent. Such violations must be reported to the Board of Directors and substantiated by the observer(s). (NOTE: While on duty as a Security Agent, it may be necessary for a person to violate a rule (e.g. exceeding the speed limit) in performance of his/her duties.

### **3. Responsibilities**

#### **A. Volunteer Campground Security Agents:**

1. Identifying garment shall be worn, and vehicle identification markings shall be displayed, at all times when serving as a Security Agent.
2. Discretion should be applied when confronting a violator. At times, an explanation of the rule infraction and a simple warning may be more appropriate than issuance of a Violation Report.
3. Violations shall be documented using the Violation Report form. The observation must be described in detail with as much substantiating evidence as possible.
4. A person found to be trespassing on Dogwood Lake Campground property shall be instructed to leave. If the person does not comply, contact the Warren County Sheriff.
5. Agents shall refrain from using enforcement actions that could risk his/her safety, or the safety of others.

#### **B. Board of Directors:**

1. Review all Violation Report forms for completeness and validity. Contact the issuing Security Agent to reconcile any discrepancies or anomalies.

**DWL-002**  
**Original Issue**  
**Issue Date:**  
October 5, 2008

2. When a Violation Report form is considered complete and valid by a majority of the Board, it shall be signed by the Board President and Secretary. The Board shall determine the next course of action and which Board member will perform that action.
  - a. After the action has been taken, the applicable Board member shall record the results in the appropriate section of the form and sign it.
3. If a decision is made to take no action on a report, record the reason and notify the issuing Agent.

C. Secretary, Board of Directors:

1. Maintain a file, by lot number, of all Violation Reports issued.