WELCOME TO THE GLENWOOD FAMILY.

As a member of the Glenwood Family, YOU COME FIRST! Our Handbook of Resort Guidelines is designed to encourage a community atmosphere, while insuring your comfort, enjoyment and security.

We are certain you are going to have a great time with us - sharing the fun and activities, getting to know your Glenwood Family better, making new friends, and pursuing your own adventures in outdoor recreation.

Your Glenwood Team
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IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

Goldman Management Company, Inc.
24675 N. Gilmer Road
Hawthorn Wood, Illinois  60047-9257 (847) 837-1000

Glenwood RV Camping Resort
551 Wilson Street
Marseilles, Illinois  61341-1679

URL  WWW.GlenwoodRVResort.com   email: info@GlenwoodRVResort.Com

General Information and Management     (815) 795-6000
Sales Manager - Subdivision Lots and Memberships     (815) 795-2811
Security / Emergency after hours     (815) 431-9199
Reservations     (815) 795-6000
Glenwood Resort Owners’ Association (Lot Owners Only)     (815) 795-9627
GLENWOOD TEAM

The mission of Glenwood is to create and maintain a safe, clean environment, set in natural beauty, where families and friends can enjoy outdoor living to the fullest for generations to come.

OPERATIONS MANAGER

Glenwood’s Operations Manager is responsible for the overall day-to-day operation of the Resort. With his/her staff, he/she is in charge of security, Resort maintenance, reservations, and most of all, seeing that you and your family have a fulfilling and satisfying time while you are with us.

MAINTENANCE MANAGER

Glenwood’s Maintenance Manager has the responsibility for the overall day-to-day maintenance of the Resort. With his/her staff, he/she is in charge of the grounds and underground maintenance, as well as keeping the buildings and equipment in good repair so that you and your family can have a clean and safe time while you are with us.

SERVICE MANAGER

Glenwood’s Service Manager has the responsibility of offering professional service work for improving your home and lot. Through this department you may have a deck or add-a-room built, expand your driveway, or just order parts for those of you who do-it-yourself. You are not required to utilize our service staff.

MEMBERSHIP SALES MANAGER

Glenwood’s Membership Sales Manager has the responsibility for hosting the many visitors who come to Glenwood to view our overnight RV lots that are for Members’ use. His/her responsibilities include the training and supervision of the sales and marketing staff, the professional presentation of the product, efficient processing of all membership and upgrade membership sales, and follow through on Member needs.

RV LOT SALES MANAGER

Glenwood’s RV Lot Sales Manager has the responsibility for hosting the many visitors who come to Glenwood to view our choice RV lots that are for sale. His/her responsibilities include the training and supervision of the sales staff, the professional presentation of the product, efficient processing of all lot sales, and follow through on Owner needs.

ACTIVITIES DIRECTOR

Glenwood’s Activity Director is your “good times” contact! He/she is responsible for arranging recreational activities and social programs for your entire family. Weekly Activity Schedules can be obtained when registering.

GLENWOOD SECURITY

Glenwood security is of real importance. The Park has an entry gate system which requires all Owners, Seasonal Renters and Members to use a bar-coded Glenwood ID card to obtain access to the Park. The photo ID passes are available for a family of two adults and their dependent children per lot. Aunts, uncles, friends, etc., should use guest passes. Car passes are also available and can be picked up at the
Trading Post. During prime season, Park Rangers will also be on duty. The Rangers will furnish you with any pertinent information you might need, and will be available for assistance should you require it.

Owners, Seasonal Renters or Members must notify the Park Office or Park Rangers when guests are expected, and you will be given a temporary gate pass code to give to them. If you wish, we can give the gate code to your pre-registered guests provided they call or arrive between 7:00 AM and 12:00 Midnight. Guests will not be permitted to enter the Resort without your prior notification. If a guest arrives without your prior registration, they can call you from the gate phone and you can contact us to issue a temporary gate pass, or you may go to the gate and use your gate pass to let them into and out of the Resort. If your guests arrive at the gate during business hours, we will try to reach you by phone and get your permission to give them a temporary pass code. We do not have the personnel to look for you, come to your lot, or leave you notes, except at the Trading Post message board. It is your responsibility to pre-register your guests or risk inconveniencing them. Between Midnight and 7:00 AM our staff is only available for emergencies.

**RESERVATIONS**

Reservations are required for some activities, meals, guests and RV camping.

Getting to know your Glenwood Team can contribute greatly to your enjoyment and knowledge of your Resort and surrounding areas. Keep in touch!

**GUIDELINES**

Besides offering you unlimited enjoyment, Glenwood personnel are concerned about your health, safety and general welfare, while you as Owners, Seasonal Renters, and Members enjoy the facilities. The following guidelines or rules are to insure that this can be accomplished and we respectfully request that you and your guests abide by them. In addition, we remind the Owners that they also have to follow the recorded “Declaration of Covenants and Restrictions”; Renters and Members have additional printed rules. These rules may be stricter or modify the rules in this book. You must obey both sets of rules. If a conflict exists, please obtain clarification in writing from Management for your protection.

**GENERAL GUIDELINES**

Owners, Seasonal Renters and Members must respect the rights and privileges of others. If anyone feels their rights have been violated, you are asked to register a written complaint with Management.

No one is allowed to trespass on another site.

All motorized vehicles and equipment used at Glenwood, including, but not limited to, automobiles, golf carts, snowmobiles, lawnmowers, etc., must have a proper exhaust system to control noise so as not to be a nuisance to other people in the Resort.

Please observe the Quiet Hours of the Resort. Quiet Hours are from 11:00 PM to 8:00 AM. Please refrain from the use of loud machinery such as lawn mowers and chain saws during these hours. Campfires during these hours are to be enjoyed without being a nuisance to your neighbors.

You, your family, and/or your guests are not allowed to create a nuisance or disturb the quiet enjoyment of other members.

NO guns, bow and arrows, sling shots or any other outdoor activities that are considered dangerous or hazardous by Management will be allowed within the boundaries of the Resort.

No permanent clotheslines are permitted.

DO NOT leave campfires unattended. Please extinguish your campfire before leaving.

You must be 21 or older to consume alcoholic beverages on Resort property. Violators will be subject to arrest by the Marseilles Police Department.
FIREWORKS are not permitted within the Resort.

Mini-bikes, dirt-bikes and All Terrain Vehicles (ATV’s) are forbidden on Resort property.

Emergency phone messages will be delivered to sites if received at the Trading Post for Renters, Campers and GPI members. Owners should have friend contact your Association Office. Please, ONLY EMERGENCY CALLS. All other messages will be posted on the message board at the Trading Post. It is your responsibility to check the message board.

Trees and logs will be cut up by Park personnel only, except on your own site.

You are not allowed primary residence at Glenwood and/or to allow anyone to use your Glenwood address to register and attend school in the Marseilles School District. If you wish your children to attend school within the Marseilles School District, you must first establish a primary residence outside of Glenwood RV Resort, within the Marseilles School District for yourself and them. Anyone violating this rule will be considered either violating the primary residency restrictions of the “Declaration of Covenants and Restrictions” or their lease.

The facilities shall not be used for private parties or affairs, unless authorized by Management.

Remember, requests for permits for improvements and construction must be submitted to the Environmental Committee for approval and issuance before any work is to begin. Permits are to be displayed during the period of construction and improvement. Permits are only valid for a specified period of time and will expire if not used. Building material cannot be stored on your site without a valid permit. For the additional building restrictions, ask for a copy of the permit form at the Trading Post.

Anyone having work done to their lot or unit should let Park Management know and inform contractors that they are required to furnish proof of liability insurance.

Violation of any of the above “GENERAL GUIDELINES” may cause you to lose your privileges or be fined at the discretion of the Management.

SWIMMING POOL AND LAKE

Owners with GPI membership, Seasonal Renters and Members must use their Glenwood ID’s to access the pool facilities. Temporary passes for guests are required and available at the Trading Post when needed. The passes are to be worn in full view of the pool attendants. No one will be admitted in the pool area without proper swim passes. DO NOT allow someone else to use your pass. If anyone is caught using a pass that was not issued to them, the pass will be confiscated and they will be asked to leave.

When the pool has no pool attendants, you will be allowed to swim at your own risk from 10:00 AM to 8:00 PM, weather permitting.

In order to comply with state health guidelines and insurance coverage policies, the following rules will be enforced:

All children 16 and under must be accompanied by a parent or guardian (over 17 years of age).

Showers must be taken and the foot bath used prior to entering the swimming pool area. Suntan oil must be removed before entering the swimming pool.

Running, rough housing or similar activities will not be tolerated in or around the swimming pool area.

Floats, balls or other items may NOT be used in the pool if there are more than four people in the water at one time.

Pets are NOT allowed in the swimming pool or lake areas.

Smoking, food and drinks are not allowed in the swimming pool area. Picnic tables are provided outside the area for your convenience. Designated areas within the lake region are also provided for your convenience.

The swimming pool and lake are to be used only during posted hours.
Management is NOT RESPONSIBLE for items left in the swimming pool or lake areas. Violations of any of these guidelines may result in the suspension of swimming pool and lake privileges.

Barbecues can only be used around the pool and lake in designated areas. The use of barbecues must not cause annoyances to users of the pool and lake.

GUESTS

Friends and guests are welcome to enjoy the environment Glenwood has to offer. The following guidelines are provided to ensure that you, your friends, and your guests may enjoy the Resort, while respecting the rights and privileges of other Owners, Seasonal Renters and Members:

No one under the age of 18 is allowed to use a camper overnight without an adult (18 or over) present at all times. All guests are to be PRE-REGISTERED at the entrance Ranger Station so that they may obtain an access number and enter the Resort area. Any guests not registered will be asked to wait at the Ranger Station while we attempt to contact you. You must then come down to register your guests before they may enter the Resort. If you have frequent guests, you may register them on a frequent guest list at the beginning of each month. Frequent guest lists will be for a monthly period only. These guidelines are for your security and will be strictly enforced.

Owners, Seasonal Renters and Members are responsible for the actions of their guests. You may lose your privileges or be fined for their actions. Please advise your guests of the guidelines that are to be followed.

CHILDREN

Glenwood provides activities to be enjoyed by all, especially for your children. The Resort Management Team has your child’s best interests and safety in mind, and asks that the following guidelines be observed:

Children and young people under the age of 16 years must be at their campsites by 11 p.m., unless accompanied by a parent or guardian.

Children are allowed to play in designated campsite areas and recreational play areas.

Children are NOT PERMITTED to play in high traffic areas such as parking lots and construction sites.

Parents and guardians are responsible for the conduct of their children.

Remember to help your children respect the property of others. There are many open areas in the Resort for them to play, hike, etc.

PETS

Owners, Seasonal Renters, Members, and their guests are responsible for the conduct of their pets. Pets should not be allowed to be a nuisance or a disturbance to other residents. Please abide by the following:

Current rabies vaccinations are required for all dogs.

Pets are to be kept on a leash at all times.

Unattended pets are to be kept indoors, NOT outdoors.

Pets are NOT ALLOWED in the swimming pool, lake areas, or public buildings.

Pet owners MUST clean up after their pets.

AUTOMOBILES
The following rule is based on Management discretion. Check with the Park office each year for requirements: Owners, Seasonal Renters and Members are to obtain entrance passes at the beginning of each camping season to display on their personal vehicles. All vehicles must be registered. Only 2 passes will be issued. Vehicle registration and obtaining of passes can be done at the Trading Post. If you must enter the Resort without a pass, stop at the Ranger Station and you will be provided with a temporary pass for a period of up to 5 days. Passes are to be displayed in the lower left hand corner of the windshield. Passes should be affixed to the windshield in a manner that does not permit removal without voiding the pass.

Please abide by speed limit guidelines within the Resort. Speed limits on main roads in the valley are 15 MPH. Speed limits within the various camping areas are 10 MPH. Posted signs should be obeyed. It is requested that parked cars be at least 3 feet off the road, whenever possible, to allow traffic to move freely and safely.

No automobiles, trucks, other licensed vehicles, dirt-bikes or ATV’s are allowed on any horse trails at any time.

**GOLF CARTS**

In some respects, golf carts can be put in the same category as your personal vehicle. The use of golf carts is a privilege. The following rules and guidelines have been established in regards to golf cart usage:

- Golf carts are only to be driven with a licensed driver in control of the cart.
- At all times golf carts must give the right of way to horses, pedestrians and licensed vehicles.
- Speed limits, driving courtesy, pedestrian right-of-way and traffic signs are to be observed the same as for any other type of vehicle. Please use common sense. During the quiet hours, golf carts are not to be driven off road around campsites, especially Entertainment Hill, unless you are camping in these areas, then only to and from the closest road and your registered campsites. During quiet hours you must not make excessive noise on the trails or roads in the Park.
- Golf carts are to be identified in large block letters (2" or larger) with your section and lot #.
- You must have a golf cart permit sticker on each of your golf carts. These are obtained at the Trading Post upon proof of insurance.
- It is the responsibility of golf cart owners to be properly insured for the safety of all residents of the Resort. Proof of liability insurance coverage is to be provided to Management at the Trading Post, a copy of which will be kept on file. We request that you name Glenwood as “A Named Insured”, if there is no cost.
- Passengers on golf carts are limited to the number of seats provided.
- Golf carts are to be driven on the main roads, approved paths and parking areas. Please DO NOT DRIVE across your neighbors’ lots or unsold lots. Please respect the property of others. Golf carts are not permitted beyond the front entrance of the Park.
- You understand that the traction, breaking and steering on the dirt paths (trails) and hills can be dangerous and if you choose to use these trails, it is at your own risk. Golf carts may be driven on the trails behind and above the swimming pool area and the trails to the west of the Outback, only from sunrise until 7:00 AM and from 6:00 PM to sundown. The trails in the valley may be used during daylight hours only. These trails were designed and are maintained for horses and not golf carts. You may not use these trails in inclement weather or five hours thereafter. If you see that you are causing damage to the trails, you are to leave the trails immediately. At all times, horses have the right-of-way on the trails. Management reserves the right to close the trails or revoke this privilege without notice.
- Golf carts are to be provided with lights (must illuminate area not less than 15 feet) that are used if driven at night. It is preferred that golf carts be equipped with horns. Golf carts are designed to operate at 12 to 14 MPH, the maximum speed allowed off road is 10 MPH. You must obey all speed
limits. The Park's speed limits are 15 MPH when on the valley roads and 10 MPH everywhere else including off road.

Use of golf carts while under the influence of drugs and/or alcohol is prohibited.

Violations of the above guidelines may cause the revoking of privileges or the assessment of fines of not less than $25.00 per violation/per day. Violation of the above will be the responsibility of the cart owner or the ownership lot owner, rental site lessee, or member, not necessarily the operator of the golf cart.

SNOWMOBILES

In some respects, snowmobiles can be put in the same category as your personal vehicle. The use of snowmobiles is a privilege. The following rules and guidelines have been established in regards to snowmobile usage:

Snowmobiles are only to be driven with a licensed driver in control of the vehicle.
At all times snowmobiles must give the right of way to horses, pedestrians and licensed vehicles.
Please use common sense when it comes to your safety and the safety of others.
Safe speed limits are to be observed the same as for any other type of vehicle.
Snowmobiles are to be identified in large block letters (2” or larger) with your section and lot #.
You must have a snowmobile permit sticker on each of your snowmobiles. These are obtained at the Trading Post upon proof of insurance.
It is the responsibility of snowmobile owners to be properly insured for the safety of all residents of the Resort. Proof of liability insurance coverage is to be provided to Management at the Trading Post, a copy of which will be kept on file. We request that you ask your insurance agent to name Glenwood as "A Named Insured", if there is no cost.
Passengers on snowmobiles are limited to the number of seats provided.
Snowmobiles are to be driven along the main roads, approved paths and parking areas. Please DO NOT DRIVE across your neighbors’ lots or unsold lots. Please respect the property of others. Again, common sense is the rule. Do not damage trees or foliage in the Resort.
You understand that the traction, breaking and steering of snowmobiles especially on paths (trails) and hills can be dangerous and if you choose to use these trails, it is at your own risk. Snowmobiles may be driven on the trails behind and above the swimming pool area and the trails to the west of the Outback, and the trails in the valley may be used during daylight hours only. These trails were designed and are maintained for horses and not snowmobiles. You may not use these trails unless there is four (4) inches of snow on them. If you see that you are causing damage to the trails, you are to leave the trails immediately. At all times, horses have the right-of-way on the trails. If there are horse rides during the time you are riding a snowmobile in the Park, PLEASE stay off the horse trails. Management reserves the right to close the trails or revoke this privilege without notice.
Snowmobiles are to be provided with lights, if driven at night. It is preferred that snowmobiles be equipped with horns. You must obey all speed limits. The Park’s speed limits are 15 MPH when on the valley roads and 10 MPH on all other roads.
Use of snowmobiles while under the influence of drugs and/or alcohol is prohibited.
For your own safety and for security reasons, please contact the Park when you plan to snowmobile at the Resort.
During the winter months when you can use your snowmobiles, it may be kept on your lot. During the spring, summer, and fall it must be kept in your shed.
Violations of the above guidelines may cause the revoking of privileges or the assessment of fines of not less than $25.00 per violation/per day. Violation of the above will be the responsibility of the snowmobile owner or the ownership lot owner, rental site lessee, or member, not necessarily the operator of the snowmobile.
owner or the ownership lot owner, rental site lessee, or member, not necessarily the operator of the
snowmobile.

BOATS

Owners are allowed to park one boat on their lot under the following conditions:

1. The boat must be owned by the Lot Owner or his immediate family.
2. The boat and boat trailer must be kept well maintained.
3. The maximum size of a boat is 25' and there can be no flying bridges.
4. Boats must be kept covered with a fitted boat cover (not an unfitted utility tarp) if not used for
   more than 72 hours. You may not cover the fitted boat cover with a non-fitted tarp.
5. The boat and any other vehicles, like automobiles, vans, trucks, etc., must be kept on a crushed
   stone or paved hard surface driveway/parking area on the owners' lot. The parking/driveway area
   must be of adequate size for both the boat and the normal amount of vehicles. Any surface
   material used, other than crushed stone, must be approved in writing by the Environmental
   Committee. This driveway/parking area must remain in good repair, be maintained, and be kept
   free of weeds, grass, and puddles.
6. The boat and the trailer must be kept on the parking/driveway area inside the Resort's building
   setback requirements. The setback required is at least 7' from the side and rear lot lines and 15'
   from the front lot lines or Resort roads. This is to minimize blocking of a neighbor's view. A
   variance may be granted by the Environmental Committee for a corner or small lots if the setback
   distance is not practical.
7. Boats must have a current registration, license, and insurance, with proof of these given to
   Management annually. Copies will be kept at the Park office.
8. Boats must be used and moved from the lots at least once every 3 months in the winter, and
   monthly during the rest of the year.

In all cases, all boats and boat trailers must be kept in good repair. Only one boat may be at or on a lot for
over a 4 hour period. The trailer for towing the boat must currently be and remain licensed for use on
public roads. This rule is not intended to allow for the storage of boat trailers without a boat on them. No
temporary or permanent structures may be built to house, protect, or cover boats on the private lots, and
boats are not allowed to be kept in structures designed or approved for other purposes.

A building permit must be obtained from the Park for the building of any driveways or parking areas. The
Association management reserves the right to approve location and reject parking areas based on the
overall effect on the area's appearance, safety and health. If materials, other than gravel, are used to
make a driveway crossing an easement and the Association has to make a repair in that easement that
damages the drive, it will be the lot owners' responsibility to pay the additional cost of repair. The
Association will use its best efforts to avoid such damage.

It is not the intention of this rule to allow the storage of unused boats on the individual sites and lots.
Boats not intended to be used should be kept in the approved storage area or outside the Resort.

SITE AND UNIT REQUIREMENTS

Maintaining the beauty of Glenwood is important to all of us. Ownership lots and seasonal lease lots are
to be maintained with Glenwood's beauty in mind. With this objective in mind, the following guidelines are
to be followed:

All changes and improvements to a site or an RV unit must first be approved by Management.
Requests for approval and permits must be in writing to the Environmental Committee before any of
the following are done:

Location and installation of RV pad (provided by Glenwood);
Installation of driveways and walkways;
Construction and relocation of decks, sheds, screen rooms, gazebos, porches, Florida rooms, carports, fire pits, decorative fish ponds, Jacuzzis, hot tubs, etc.;
Installation of miscellaneous items such as decorative and corner fencing, pet containment areas, TV dishes and antennas.

Watering of lawns should be done between the hours of 4 p.m. and 11 a.m. No unattended lawn watering at any time.

No "FOR SALE" or "NO TRESPASSING" signs are permitted on sites or RV units. A bulletin board is provided at the Trading Post for personal notices, or check with the Sales Department regarding their resale program.

If, in the judgment of Management, any site becomes unkempt in appearance and is not maintained within seven (7) days of notification, the site will be cleaned up by Park personnel and the Owner or Seasonal Renter will be charged for these services.

Glenwood will take reasonable care when making necessary repairs in the easement on individual lots or campsites. However, Glenwood accepts no responsibility for repairs or damage to anything built, installed, planted, or left on an easement. Glenwood will plant grass seed at any repair site (will replace gravel for drives).

Glenwood will be responsible for back-fill trenches, etc., created by original construction, subsequent to settling. Any additional fill required beyond Glenwood's responsibility will be at the expense of the Owners and Seasonal Renters.

Only one (1) RV unit is allowed per site. All units must be constructed for RV use with a proper RVIA sticker. The "SETBACK" ordinance requires the unit to be seven (7) feet from side lot lines and fifteen (15) feet from front lot lines.

A permit is required for any unit coming into the Park older than 5 years of age. The owner must inform the Resort office of the size, condition, age, etc., of the unit; and a picture must be submitted of any used unit at least 24 hours before a move is to take place. Approval is based upon the condition of the exterior and the unit's ability to harmoniously blend in with the proposed area, and will be at the discretion of Management or the Environmental Committee. When the unit older than 5 years arrives at the Resort, prior to being set on site, an inspection by the Park Manager or the Environmental Committee is required. Failing to get approval will subject Lot Owner and/or unit owner to a $25.00 per day fine until unit is removed or approved.

Commercial skirting is allowed on park models.

Swimming pools are not allowed on lots.

Add-A-Rooms cannot be wider than 14’ and no longer than your unit.

If you are in an area with winter water and use your unit in the winter, you must have your unit properly heat taped and insulated, in order for your water to be left on; no running of water to prevent freezing is permitted. Violations of the above guidelines may cause the revoking of winter water privileges and/or the assessment of fines of not less than $25.00 per day. Violation of the above will be the responsibility of the Owner of the Ownership Lot, Rental Site Lessee, or Member.

Railroad ties, treated timbers, cement blocks and jacks may be used to support RV's. Safety and appearance must be considered and be acceptable.

Decorative exterior lighting is allowed, providing it is harmonious with surroundings.

LP tanks must be maintained and may not detract from area appearance.

Storage under units, decks and rooms will be allowed, provided it does not detract from area appearance and is not a health or safety hazard.

In the event the site is vacated, all improvements and plantings become part of the site and are not to be removed without the approval of the Owner.
CONSTRUCTION REQUIREMENTS

Glenwood has construction guidelines, as well as local building ordinances. To insure compliance with all zoning and building codes, and to protect and keep Resort development uniform, Management requires that any improvements and construction be in writing for approval from the Environmental Committee and issuance of a permit be made before any improvements or construction are begun. If improvements and/or construction begins prior to approval and issuance of a permit, you run the risk of being fined, and your improvements and/or construction may be stopped. It is important that the following guidelines are observed when submitting plans for approval, to avoid any unfortunate happenings. The "SET BACK" ordinance requires most structures to be seven (7) feet from side lot lines and fifteen (15) feet from front lot lines.

For all structures that have roofs, if the outside wall dimensions are at the maximum allowed, the eves (the overhang) are allowed to exceed the outside wall dimensions by up to 7" from the outside of walls. In no event is any part of any structure, including eves or overhangs, allowed to encroach a lot line setback or easement without written permission of the Developer or the Owners’ Association Board.

The following are the current approved "standard accepted variances" of the Environmental Committee for sheds:

Utility buildings (sheds) may be up to 10' x 12' x 9 1/2' high, with a "gable" or "gambrel" roof, constructed from a wood product and finished with paint or stain of a harmonious color. NO METAL sheds are permitted in ownership sections. Utility buildings may be placed as close as two (2) feet from side and rear lot lines. Only one (1) utility building per site. Measurements are the outside wall dimensions and the height is from top of the inside floor to the outside highest point of the outside top of roof. No storage is permitted under utility buildings. Any disagreement on the measurements will be settled at the discretion of Management.

Carport rules and restrictions are:

1. Maximum exterior size 12' wide x 20' deep x 10' high.
2. Property line setbacks are to be the same as for sheds.
3. Factory roof is required, or an asphalt or wood shingled, wood roof can be built with at least a 4/12 pitch, framed with 2x4, 16" on center with at least 1/2 exterior grade plywood.
4. Treated lumber must be used for any wood that touches the ground.
5. There can be no interior walls, shelves or cabinets.
6. You are allowed to side or enclose two sides of the structure and no doors. If a carport is closer than 5 feet from another unit (i.e., a shed or RV), that side is considered covered, whether or not you enclose or side it. A partial enclosure of 2 feet or more on a side is considered the same as a full enclosure of side.
7. No fiberglass panels for siding or roofs can be used. The roofing and siding must be compatible with the home, unless factory made.
8. Floor must be same material as driveway.
9. Carport must only be accessible by vehicle through smaller side.

The allowing of carports is for the protection of cars, not to increase or enhance the ability to store anything but the car under it. If you hang tools like shovels from the carport structure, they may not be visible from the road.

Decks should be an enhancement to the property. Deck sizes shall be limited to what is considered harmonious with surroundings. Deck designs should be aesthetically pleasing to your neighbors' property, as well as your own.
Room additions (Florida rooms) are allowed, but must be factory built. It is preferred that the siding match that of your RV unit whenever possible. Stick built and homemade additions are discouraged in the rental section and not permitted in the ownership section.

Safety is your responsibility for all improvements and changes to your lot. We require to be “A Named Insured” with liability limits of $2,000,000 for Jacuzzis/hot tubs not located inside your unit, or for decorative fish ponds with water deeper than six (6) inches.

Planted and corner markers may be placed as close as one (1) foot from lot lines. Maximum allowable height is thirty-six (36) inches. Maximum length from corner is nine (9) feet. Corner markers may only be placed on corners that border three or more properties.

Driveways should be located on lot lines, preferably back-to-back, to minimize green loss and provide maximum use of your lot.

Contact Management at the Trading Post prior to any digging and/or planting. You are also required to call J.U.L.I.E. at least 24 hours prior to digging for their line search. There are many items underground, such as water, sewer, electrical and phone lines. One phone call to the Trading Post could prevent a major problem. Remember, you are responsible for damage to underground utilities.

Permits are to be clearly displayed during the period of construction or improvements until completion.

No Permit will be issued to anyone who is in violation of any of the Resort Rules/Guidelines, unless what the Permit is being issued for will correct the violation. No Permit will be issued to anyone who is monetarily delinquent to the Resort or the Association.

If for some reason you are unsure of construction guidelines and specifications, inquire at the Trading Post prior to submitting your permit requests. This will eliminate any questions or problems that may arise. Your cooperation is appreciated.

**RV/BOAT STORAGE LOT**

You are not permitted to store RV’s, pop-ups, boats or trailers on your site. Please inquire at the Trading Post for the location of the storage available in the area.

**OTHER STORAGE and abandonment**

Glenwood accepts no liability for items in our storage areas or that is left anywhere else on our property. All RV’s, trailers, boats, golf carts, or anything else in the storage area, must be licensed, (if applicable), and insured. Nothing may stay in the storage lot over seven (7) months without moving and must have the written permission of David Goldman. We request that you name Glenwood RV Resort as “A Named Insured”, if there is no cost.

By leaving anything on any of our property without permission and/or after we have requested its removal, you are agreeing that we can consider that item or vehicle abandoned. If in our sole discretion said item is deemed to have no value, we have the right to dispose of it by any reasonable means we can at your expense. You are further agreeing that by leaving any vehicle or equipment, without our permission anywhere on our property, that Glenwood after attempting to notify you to remove said item, has the right to charge a storage fee of up to $150 per day to be assess until such time as the stored item is removed and or auctioned. Anything left on our property that we cannot easily identify whom it belongs to, Glenwood has no obligation of notification before considering said item abandoned. Glenwood also reserved the right to turn any item it deems abandoned over to an outside storage facility and/or the police and you agree to indemnify us for what happens to it once it leaves our control.

**REFUSE DISPOSAL**

Throughout the Resort, there are designated areas for refuse disposal. Please use your best judgment in placing refuse in and around these dumpsters. If an open compartment is full, please open the next compartment and use that one. Do not stuff large pieces of plastic, wood, metal, etc., in dumpsters. Stack them alongside the dumpster. GRASS CLIPPINGS, leaves, tree branches, furniture and metal
items cannot be placed in the garbage dumpsters. Please leave bagged grass/leaves and bundled branches next to the dumpsters or at the front of your sites for Monday morning pick up. However, when you are remodeling or tearing down old decks, old sheds, roofing, skirting, siding, replacing appliances, furniture, tires, golf carts or snowmobiles, these items must be disposed of at your expense. You have several options: You can remove them from the Park and dispose of them at your home; or you can contact the Park to make arrangements for these to be removed. If you choose the latter, the Park will make arrangements for you, with a minimum $10.00 service charge. An alternative option is to make your own arrangements to have someone remove the trash, but you must inform the Park of who will be doing it and when. If you are caught dumping any of the above type of items into ravines, vacant areas, or next to or in the garbage bins, you will be fined $100.00 plus the cost of removal. The Park will give $50.00 of the $100.00 fine to the person who turned you in and their name will be kept anonymous. If you see someone dumping illegally within the Park and report them in such a way that we can take action against them, you will receive a $50.00 reward. If you are caught a second time you will be asked to leave if you are a Renter or Member, and Owners will be fined double the prior penalty.

PUMP-OUT SERVICE

Glenwood provides pump-out service for those in non-sewer areas of the Resort. Requests must be received at the Trading Post before 8:30 AM on Monday or Friday respectively, for pump-out on those days. Requesting this service in advance of the need is greatly appreciated. Special pump-outs at other times are available for additional fees.

UTILITIES

SEWER

In the areas that have sewer service, home owners are required to use a donut sanitary ring to connect the RV unit to the sewer riser. The sewer must be capped with a water/air tight sewer cap when the RV unit is not connected to the sewer line. Both are available for purchase at the Trading Post.

Units equipped with holding tanks located on sewered lots must keep the "dump valve" closed until ready to empty.

In areas where there is no sewer, Glenwood provides a pump-out service as requested by the home owner. There is a minimal fee for this service. Check at the Trading Post for rates and procedures.

DO NOT dump raw sewage or gray water on the ground or into the ravines.

WATER

We are carrying approximately 80 to 90 pounds of water pressure from the city of Marseilles. A pressure regulator is required to prevent water system failure within the owner's RV unit. The water system in a Park Model is rated at 100 Pounds Per Square Inch (PSI); therefore, a pressure regulator is optional.

Owners must turn water off to the unit when unattended for extended periods of time. This will protect the unit in the event of a failure in the unit's water system during the owner's absence.

GAS

LP gas containers must be painted (no rust) and must be maintained in an upright level position. For safety reasons, twin 100 pound tanks must be "strapped" together and anchored.

LP gas is available at the Trading Post for LP containers up to 40 pounds. Check the Trading Post for rates and procedures.

Any LP container greater than 40 pounds should be filled by a licensed and insured LP gas company. A list of companies is available at the Trading Post.

ELECTRIC
Electricity is provided by Illinois Power Company. You can contact them at 1-800-755-5000. Service for each lot is individually metered and all usage is charged to the respective Owners/Renters. Management assists by providing the Electric Company with Owner/Renter information, which is approved by the Owner/Renter. The Owner/Renter is responsible for providing and maintaining the electrical supply line from their unit to the metered outlet box. The distance from the electrical outlet box to the center of the pad averages 30 ft. to 35 ft. If the Owner/Renter finds that the distance is greater than the cable, the Owner/Renter may need to install a remote outlet box at their own expense. There are extension cables available for sale at the Trading Post (10/3-30 AMP & 6/4-50 AMP). “Hardwiring” the electric 60 AMP 6/4 or 6/3 with a ground rod, at Owner’s/Renter’s expense, is also permitted under Management supervision.

**TELEPHONE**

Telephone service, where available, is provided by the Marseilles Telephone Company, 455 Main Street, Marseilles, Illinois 61341, (815) 795-5161. Service for each lot is at the discretion of the individual Owner/Renter and costs associated with that service are at the Owner's/Renter's expense. Owners/Renters are responsible for their own arrangements with the Telephone Company.

**CABLE TELEVISION**

Cable television is another option available in certain sections of the Resort. The service is currently provided by Sammons Communications, 401 West Washington, Ottawa, Illinois 61350, (815) 433-1163. Owners/Renters are responsible for arrangements, installation and billing with the Cable Company.

WARNING: No poles or stakes are to be driven into the ground because of underground utility lines, which are highly dangerous. Meters and other equipment must not be tampered with.

**SERVICE CALLS**

If service or repair is needed on anything that is in the owner's RV/Park Model unit, such as sewer connections, water lines, electrical, etc., the owner will be responsible. However, if such repair is not effected within a reasonable period of time, Management will handle the problem and charge the owner for labor plus materials.

Also, if a service call problem is determined by the Resort Services Department to be the owner's problem, a contract for service payment must be signed by the owner before any repairs begin.

In the areas where sewer service is available, the owner is responsible for the cost of repairs to their sewer line if it becomes “stopped” with disposable diapers, sanitary napkins, garbage, coffee grounds or other such items. The minimal charge is $50.00.

**MOVING OF RV UNIT**

Subsequent to the initial placement of an RV unit in the Resort, the RV unit is allowed to move in and out of the Resort at the owner's discretion as follows:

**OWNER MOVES UNIT**

The owner must inform the Resort office at least 24 hours before the move is to take place.

Be sure not to cause "ruts" or damage to any other Owner's or Resort property.

**OWNER HIRES OUTSIDE CONTRACTOR**

The owner must inform the Resort Office at least 7 days before the move is to take place.

The name, address and "proof of contractor's insurance" must be supplied to the Resort office.
OWNER HIRES PARK SERVICES

The owner must inform the Resort office at least 3 days before the move is to take place. Under any of the above conditions, the owner must advise the Resort office as to the date of departure and date of return.

If a permanent move out of the Resort is contemplated, all rents and fees must be paid prior to the move. In addition, all personal property must be removed from the site, unless previous arrangements have been made and approved by Management. Resort Management is not responsible for lost or stolen property. Anything left on a lot after term agreements end becomes the property of the Resort.

The Resort offers full time service personnel for various jobs at market prices. If you would like to hire Park personnel to work on your personal lot or unit, it must be done through the Trading Post. Park personnel are not allowed to do private work for individuals. All payments for such work are to be paid by check made out to “Glenwood Resort” or, if cash, paid at the Trading Post only. Be sure to get a receipt for any payments.

HELPING HAND PROGRAM

Glenwood residents participate in our Helping Hand Program. Each section has volunteers who offer their phones to others in case of emergency or to help a child in need. Participants have a black and orange Helping Hand Safe House sign in their windows to identify them as Helping Hand volunteers. We let other campers know that a phone is available in cases of emergency at these trailers. Please inform your children and guests that if an emergency should arise they should go to a Helping Hand trailer and ask for help. Please inquire at the Trading Post if you are interested in participating in this program.

EMERGENCY PROCEDURES

Emergencies do arise from time to time. To better cope with these emergencies, Management requests that you try to follow the following procedure, should the need arise.

Dial 911 or the Marseilles Police at (815) 795-2131, tell them your location and nature of the emergency, and answer any questions the emergency operator may ask. Then, please call Resort personnel at (815) 795-6000 or (815) 431-9199 and advise them of the situation, so that they may have someone meet the police or ambulance at the front gate to direct them to the proper section and site. Calling the Park personnel is very important. Some of the personnel are First Aid Certified and may be of assistance in your emergency.

First Aid kits are set up at the Trading Post, lake, swimming pool and horse stable. If you are in need of one, contact Park personnel.

We ask that your site have some identification number to assist locating sites in the event of an emergency. This will be required in the future.

SUMMARY

The Resort Service Manager, as well as other team members of Glenwood, have the authority at all times to see that these Guidelines are observed.

It is the goal of the Management at Glenwood to provide and maintain the highest standards of safety, appearance and conduct for the health and welfare of all Resort Owners, Seasonal Renters and Members. Therefore, Management reserves the right to post and enforce additional guidelines for the benefit of the Resort. Furthermore, these guidelines may be amended for the mutual benefit of all Resort Owners, Seasonal Renters, and Members.
Management is not responsible for loss due to fire, theft or accident. Violation of any ordinance or law of City, County or State is prohibited. No acts or misdemeanors shall be committed which could place the Management or owners of these premises in violation of any law or ordinance of the City, County or State. Violations of any of the above guidelines may cause the revoking of privileges and/or the assessment of fines of not less than $25.00 per violation/per day. Violation of the above by visitors will be the responsibility of the ownership lot owner, rental site lessee, or member, not necessarily the violator of the rule.

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