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These regulations provide additional clarification and interpretation to the governance, restrictions and requirements of Harvey Lakeland Commonland Owners Association as described in [By-Law No. 1](#) and the [Registered Restrictive Covenants](#).

## A. General Meetings, Membership Dues, Reserve Account

### 1. General Membership Meetings

The Annual Meeting is held each Fall. In addition, a general membership meeting is held each Spring.

Notification of the date, time and location of each meeting shall be issued to Members at least 28 days prior to the meeting. Major items that Members would like included in the agenda must be received in writing by the Board 21 days prior to the meeting. The agenda shall be issued to Members at least 14 days prior to the meeting.

Also refer to: [By-Law No. 1 - Section 8](#).

### 2. Election Of Directors

At the Annual Meeting prior to the election of Directors, the Secretary shall read out the Director positions open for election along with the nominations and seconders for each position.

Each candidate shall indicate whether they have read the Association's Articles, Covenants, By-Law, Regulations, Code of Conduct and Policies.

Each candidate will be provided the opportunity to address the Members prior to the election. The time allotted for addressing the Members will be decided by the meeting Chair.

### 3. Voting Rights

Members choosing to vote by proxy at General Meetings shall complete the [General Meeting Proxy Form](#) and deposit same with the Secretary prior to the meeting. Proxy holders with 3 or more proxies shall deposit those with the Secretary at least 24 hours prior to the meeting. A list of proxies received by the Secretary shall be published prior to the meeting.

Also refer to: [By-Law No. 1 - Article 8.06](#).

### 4. Membership Dues And Fees

Membership dues and fees are proposed and approved at the Annual General Meeting from time to time. These dues and fees are used to pay for Commonland property taxes, facilities, amenities and administration.

Dues and fees not paid within 30 days of request for payment are upon resolution of the Board pursuant to Section 3.06 of By-Law No. 1 subject to a one-time 20% penalty and monthly interest charges at a rate equivalent to that charged by the Municipality of Trent Lakes for late payment of property taxes.

In addition, a penalty will be charged to offset all costs incurred by the Association in the collection of delinquent dues and fees including, but not limited to, collection agency fees, legal fees and court costs.

Also refer to: [By-Law No. 1 - Article 7.04](#), [Registered Restrictive Covenants - Articles 1, 2, 3](#).

### 5. Reserve Account

- a. The Board shall build and maintain a reserve account of a minimum of \$15,000.00. This fund will be used only in the case of emergencies. An emergency is defined as a requirement for funds that was not budgeted and cannot be met by reducing spending in other discretionary areas of the budget.
- b. When the reserve has been used, in whole or in part, the Board shall act over the next year, or as soon as possible, to replace the funds in the reserve account.
- c. The Treasurer will include a report on the reserve account at each Annual Meeting.

## **B. Commonland**

The ownership of the Commonland is equally shared by all Members and consists of 8 properties identified by their Municipal Roll Number (see [Commonland Map](#)). The use of the Commonland is governed by the [Registered Restrictive Covenants - Articles 3, 6](#) and the Regulations below.

### **6. Individuals Authorized To Access Commonland**

Individuals authorized to access and use Commonland are limited to:

- a. Members in Good Standing and Associate Members in Good Standing
- b. Immediate Family and Guests
- c. Long-term Renters with the proviso that Commonland access is restricted to the allocated dock space of the Member, and where necessary, along the closest designated Access Point (see Article 8-g-ii below) to the allocated dock space
- d. Members of the Bald Lake Cottage Owners Association with the proviso that access is restricted to the Little Bald lake boat launch off #37 Hall Drive on the Victoria Day and Thanksgiving Day long weekends for the purpose of launching and removing their boats at the start and end of the boating season.

#### **where**

- e. Immediate Family are the children, grandchildren, parents, grandparents and siblings of Members in Good Standing or Associate Members in Good Standing
- f. Guests are individuals who have been invited to use the Commonland by a Member or Associate Member who is at their property or with the Guest while the Guest is on Commonland. The Board may at its discretion, upon receipt of a request from a Member or Associate Member, designate individuals as Guests in other exceptional situations, eg. individuals house sitting for a Member who is away from home for an extended period.
- g. Long-term Renters are individuals who have entered into an agreement of more than 6 months to rent a Member's dwelling and who are residing at the Member's residence.

### **7. Responsibility of Members and Associate Members**

Members and Associate Members are responsible for ensuring their Immediate Family, Guests and Long-term Renters adhere to the:

- a. HLCOA Covenants, By-Law, Regulations, Policies; and
- b. Municipality of Trent Lakes [Fire Regulations](#) (including without limitations all regulations and by-laws relating to fireworks) and [Animal Control Regulations](#).

### **8. Restrictions and Permitted Uses Of Commonland**

- a. Persons using the Commonland and its facilities and amenities do so entirely at their own risk.
- b. The Commonland shall be left in its natural state. This precludes the cutting, removal or planting of trees, plants and grass and the placing of fill on Commonland without the written consent of the Board.
- c. Property owners are prohibited from encroaching on Commonland with permanent structures or excessive personal items.
- d. No fires are permitted on Commonland unless authorized by the Board. The Board shall comply with the [Fire Regulations](#) of the Municipality of Trent Lakes.
- e. The [Animal Control Regulations](#) of the Municipality of Trent Lakes shall apply to Commonland. An excerpt from those Regulations follows:
  - i. *"Every owner of a dog shall immediately remove and dispose of excrement left by such dog on private or public property in the Municipality other than on the owner's property. In any prosecution pursuant to a violation of this section of the by-law, proof that the defendant is a person with a physical or visual disability shall constitute a defence to such prosecution."* (Article 2.1).
  - ii. *"Every owner of a dog shall remove and dispose of any such excrement on the owner's property in a timely manner, and in a way that does not disturb the enjoyment, comfort, convenience of any person in the vicinity of the property."* (Article 2.2).

- iii. *Every owner in control of or in apparent control of a dog shall, while the dog is outdoors on the owner's private property, restrain the dog by one of the following means:*
  - *On suitable leash; or*
  - *Tied in a secure and humane manner so as to prevent the dog from leaving the owner's property; or*
  - *Contained within an enclosed pen of sufficient dimensions and construction to provide humane shelter for the dog; or*
  - *An enclosed fenced area to prevent the dog from escaping and to prevent entry therein by persons." (Article 2.3).*
- d. No hunting is permitted on Commonland.
- g. Motorized recreational vehicles are strictly prohibited from Commonland except for the purposes, and with the conditions, described below. For greater certainty and notwithstanding these exceptions and conditions, it is acknowledged and agreed that trails are not to be used for thoroughfare recreational purposes.
  - i. as scheduled and under the supervision of the Board and/or committees in support of the development or maintenance of Commonland facilities and amenities  
or
  - ii. for personal transportation directly from roadways to the Member's allocated dock space and to visit other Members at their dock spaces via:
    - entry at #71 Sand Lake Circle to the Sandy Lake boat launch and finger docks
    - entry at #91 Lakeland Avenue to the Little Bald Lake common dock and along the Bald Lake Trail
    - entry at #105 Hall Drive to the Little Bald Lake finger docks
    - entry at #37 Hall Crescent to the Little Bald Lake boat launch
    - entry from Forestview Drive onto Old Road to Sandy Lake
    - west end of Sand Lake Circle to Sandy Lake Trail to docks on Sandy Lake at western point of Harvey Lakeland Estates
  - iii. Notwithstanding 8-g-ii above, seasonal restrictions may be placed on the use of motorized vehicles on Commonland to limit damage to trails and in consideration of the safety of Members, as follows:
    - restrictions may be placed on all trails where motorized recreational vehicles are permitted with the exception of direct access to the lakes via the following access points:
      - entry at #71 Sand Lake Circle to the Sandy Lake boat launch
      - entry at #37 Hall Crescent to the Little Bald boat launch
      - entry at #91 Lakeland Avenue along the north trail entrance and directly onto Little Bald Lake
    - the placement of restrictions is at the discretion of the Board and shall take into account the condition of the trails, and during winter conditions, the recommendations of the Buckhorn Snowmobile Association
  - iv. The use of motorized vehicles on Commonland is restricted to the individuals, and with the conditions, described below:
    - Members in Good Standing and Associate Members in Good Standing
    - Immediate Family, Guests and Long-term Renters, with the proviso that for the permitted use as described in Article 8-g-ii above, the vehicle in use is owned by the Member or Associate Member

***and where***

- the operator accepts all inherent risks and absolves HLCOA and its Members of any liability that may result from such use
- the motorized recreational vehicle is properly licensed (to the extent required by law), insured for liability and in good mechanical condition
- the operator is at least 16 years of age, licensed, abiding by provincial and municipal regulations and operating the vehicle in a safe and responsible manner

- v. Motorized recreational vehicles in use on Commonland are limited to a width of 62 inches and a height of 80 inches including any installed optional equipment or supplies being transported; during winter conditions the permitted width is 68 inches when the vehicle is used for direct access to the lakes via the following access points:
  - entry at #71 Sand Lake Circle to the Sandy Lake boat launch
  - entry at #37 Hall Crescent to the Little Bald Lake boat launch
  - entry at #91 Lakeland Avenue along the north trail entrance and directly onto Little Bald Lake
- vi. All motorized vehicles are limited to a maximum speed of 10 km/hour on access roads and trails where permitted
- h. to help prevent the use of the Commonland waterfront by unauthorized individuals, vehicle access to lakes and dock areas is controlled through lockable gates:
  - i. one key only will be issued for each lot; the key is stamped with the lot number and cannot be duplicated; the key will open all gates on HLCOA property.
  - ii. a one-time fee to Members is levied upon issuance of each key; lost keys can be replaced at an additional fee to cover the cost of production.
  - iii. gates are to be kept locked at all times; this means that persons shall re-lock the gate immediately after entering the access point and again upon exiting the access point.
  - iv. The Treasurer is responsible for the administration of keys and can be contacted on any such matters.

## **9. Volunteers**

The development and maintenance of Commonland facilities and amenities is dependent on members freely giving their time, knowledge and expertise.

In addition, mechanized equipment is periodically required. Members may be appropriately compensated for the use of their personal mechanized equipment when required, authorized and used in HLCOA activities.

## **10. Liability Insurance**

HLCOA shall maintain liability insurance that covers Members performing volunteer work (unpaid labour) on Commonland. Members shall ensure that anyone they hire to perform work (eg. dock or boat repairs) on Commonland provide evidence they meet all legislated safety and insurance requirements. Members are responsible for obtaining their own insurance coverage for any personal property (eg. docks) on Commonland (also see [Covenants - Article 6b](#)).

## **11. Trespassers On Commonland**

Members and Associate Members have the responsibility and right to respectfully question the presence of individuals they do not recognize as HLCOA Members or Associate Members (refer to [Ontario Trespass To Property Act](#)). In doing so Members and Associate Members should follow the guidelines below:

- If there is any possibility of danger, call the Police
- Direct the trespassers to leave, politely but firmly
- If trespassers refuse to leave, get their names and addresses if possible and the names of any witnesses. Note the facts surrounding the incident, including the date, time, and conduct of the parties involved
- Contact one of the Directors and ask for guidance.