

Piankatank Shores Civic Association, Inc.
P.O. Box 146
Hartfield, Virginia 23071

BY-LAWS
(Approved Revision August 2018)

ARTICLE I – NAME AND LOCATION

1. The name of the Virginia Non-Stock Corporation formed under the provisions of Chapter 2, Title 13.1 of the Code of Virginia, 1950, as amended, is: PIANKATANK SHORES CIVIC ASSOCIATION, INC. hereafter referred to as the ASSOCIATION.
The principal office of the Corporation shall be located in the County of Middlesex, Piankatank Shores Subdivision, or at such other place as determined from time to time by resolution of the Board of Directors of the ASSOCIATION.

ARTICLE II – DEFINITIONS

1. "ASSOCIATION" shall mean and refer to Piankatank Shores Civic Association, Inc., a Virginia Non-Stock Corporation, its successors or assigns.
2. "SUBDIVISION" shall mean that certain parcel of real estate located in Middlesex County, Virginia, shown on Plat Survey Map 37A commonly known and designated as "Piankatank Shores Subdivision".
3. "COMMON AREA" shall mean all tangible personality and all real estate owned of record at any time, now and in the future, by the ASSOCIATION for the common and exclusive use and enjoyment of the MEMBERS of the ASSOCIATION and shall consist of the following, herein mentioned by way of illustration and not limitation:
 1. Four (4) recreation areas including any and all improvements and equipment contained thereon. This shall also include adjacent parking area(s), driveways (to access boat ramps, piers, etc.), piers, and docking facilities.
 2. All real estate or lots of land with improvements, purchased or donated, other than as specified in item 1.
 3. All recreational or vocational equipment or machinery.
 4. All roads previously designated on various plats of the several sections of Piankatank Shores on record in the Clerk's Office of the Circuit Court of Middlesex County until such time they become a part of the Middlesex County and/or the state of Virginia Road System.
4. "LOT" shall mean and refer to any plot or parcel or real estate within the SUBDIISION as shown and described on Plats Survey recorded in the Clerk's Office of the Circuit Court of Middlesex County, Virginia, LESS AND EXCEPT "COMMON AREA".
5. "OWNER" shall mean and refer to the record owner or contract owner, whether one or more persons or entities, of the fee simple title to any LOT within the SUBDIVISION.
6. "MEMBER" shall mean all persons or entities owning LOTS within the SUBDIVISION who have paid and continue to pay the periodic dues and maintenance assessments of the ASSOCIATION, either imposed or levied from time to time or as outlined in the ARTICLES OF INCORPORATION or the BY-LAWS.

7. "AMENITY" shall mean those individual ingredients of tangible personality or parcels of real estate comprising the "COMMON AREA" provided the MEMBERS for their exclusive use and enjoyment and shall consist of at least those items enumerated in **Article II, 3.**
8. "DISTRICT REPRESENTATIVE" shall mean a MEMBER who is an elected representative from one of the seven (7) numbered districts in Piankatank Shores SUBDIVISION in which he is a LOT OWNER.
9. "OFFICERS" shall mean MEMBERS who are elected to serve as President, 1st Vice President/MAINTENANCE COORDINATOR & SUPERVISOR, 2nd Vice President/EVENTS COORDINATOR & SUPERVISOR plus MEMBERS who are appointed by the Board of Directors to serve as Recording Secretary, Financial Secretary, and Treasurer.
10. "BOARD OF DIRECTORS" shall consist of the following:
 - a) PRESIDENT
 - b) 1st VICE PRESIDENT/MAINTENANCE COORDINATOR & SUPERVISOR
 - c) 2nd VICE PRESIDENT/EVENTS COORDINATOR & SUPERVISOR
 - d) RECORDING SECRETARY
 - e) FINANCIAL SECRETARY
 - f) TREASURER
 - g) DISTRICT REPRESENTATIVES [one (1) representative from each of the seven (7) districts. See ARTICLE II, 8.
11. "CORPORATION" shall be synonymous with ASSOCIATION.
12. "ARTICLES OF INCORPORATION" means all documents constituting, at any particular time, the CHARTER of the ASSOCIATION 13. "DECLARATION, RESTRICTIONS, AND COVENANTS" shall be synonymous and interchangeable, one among the other, and shall refer to those rules, regulations, guidelines and procedures imposed upon LOT OWNERS within the SUBDIVISION as such are detailed in the instruments placed on record in the Clerk's Office of the Circuit Court of Middlesex County, Virginia.

ARTICLE III - PURPOSES of the ASSOCIATION

1. To create better fellowship and to promote co-operation between all LOT OWNERS for their mutual benefit and pleasure.
2. To promote general improvement of the community and property.
3. To promote community safety and welfare.
4. To promote recreational facilities and recreational activities.
5. To maintain and/or improve the roads and recreation areas which shall include the extension, improvement or replacement of the piers and boat ramps at the site of any recreation area.
6. To light the various recreation areas and the roads in the recreation areas.
7. To collect and dispose of trash and/or garbage accumulated in the proper use of the recreation areas.
8. To employ policemen and watchmen as determined by the ASSOCIATION to be appropriate or necessary.
9. To do any other thing necessary or desirable in the opinion of the ASSOCIATION to keep the property neat and in good order or which may be of general benefit to the LOT OWNERS or occupants.
10. To determine, levy, assess, and collect periodic dues and maintenance assessments from the LOT OWNERS within the SUBDIVISION to be applied to the operating

expenses of the CORPORATION incident to administrative, maintenance, and utility functions.

ARTICLE IV - FISCAL YEAR

1. The fiscal year of the ASSOCIATION shall be from the first day of January to the last day of December.

ARTICLE V - CORPORATE SEAL

1. The Corporate Seal shall be circular in form and shall have inscribed around the outer edge the words "PIANKATANK SHORES CIVIC ASSOCIATION, INC." and in the center of which shall appear the word "SEAL".

ARTICLE VI – MEMBERSHIP

1. Membership shall consist of all persons or entities owning LOTS within the SUBDIVISION who have paid and continue to pay the periodic dues and maintenance Assessments of the ASSOCIATION either imposed or levied from time to time.

2. Each MEMBER shall be entitled to one vote, regardless of the number of LOTS OWNED. Where property is owned in common or jointly by two or more persons, the joint or common owners shall be entitled to only one vote. Any firm or corporation having voting rights shall designate to the Secretary of this CORPORATION, the person authorized to exercise the voting rights of such firm or corporation.

3. Membership in the ASSOCIATION and voting rights shall not be transferable or assigned to another individual.

4. The privilege of membership in the ASSOCIATION shall automatically terminate when a LOT OWNER shall cease to be the owner of record of property in the Piankatank Shores SUBDIVISION.

5. Each MEMBER is entitled to the full use and enjoyment of the AMENITIES, as permitted by the BY-LAWS and DECLARATION, RESTRICTIONS, AND COVENANTS of the Association, comprising the COMMON AREA provided by the ASSOCIATION.

ARTICLE VII – OFFICERS

1. The OFFICERS of the ASSOCIATION shall be: PRESIDENT, 1st VICE PRESIDENT/MAINTENANCE COORDINATOR & SUPERVISOR, 2nd VICE PRESIDENT/EVENTS COORDINATOR & SUPERVISOR, RECORDING SECRETARY, FINANCIAL SECRETARY, and TREASURER.
2. The duties of the President shall consist of the following, herein mentioned by way of illustration and not limitation:
 - a) Attend and preside at all Board of Directors Meetings and General Membership Meetings as well as all Association functions whenever possible.
 - b) Make annual reports (using minutes from the past year) to be sent to all the LOT OWNERS of the SUBDIVISION in the January mailing of statements.
 - c) Subject to the approval of the BOARD OF DIRECTORS, shall establish all special committees, select the chairman of each committee, and be Ex-Officio MEMBER of all such committees.
 - d) The President, Recording Secretary, and/or the Treasurer shall sign all certificates, obligations and instruments of the ASSOCIATION.

- e) The President, 1st Vice President and the Treasurer are authorized to co-sign all checks written by the ASSOCIATION to fulfill its financial obligations.
 - f) The President shall have general supervision and control of the ASSOCIATION and its management, subject to the approval of the BOARD.
 - g)
3. The duties of the 1st Vice President Maintenance Coordinator & Supervisor shall consist of the following, herein mentioned by way of illustration and not limitation:
- a) Perform the duties of the President during the President's absence.
 - b) Serve as the Maintenance Supervisor for the COMMON AREAS. That is, to see that the work is done, not necessarily to do the work themselves, the periodic road up-keep, tree trimming and grass mowing of the COMMON AREAS, snow removal in winter and pier and dock repair. Expenditures shall be subject to budgetary limitations **and BOARD OF DIRECTORS approval.**
 - c) Attend all Board of Directors Meetings and all General Membership Meetings as well as all Association functions whenever possible.
4. The duties of the 2nd Vice President /Events Coordinator & Supervisor shall consist of the following herein mentioned by way of illustration and not limitation:
- a) Perform the duties of the President in the absence of the President and the 1st Vice President .
 - b) **Have general supervision of all social functions of the ASSOCIATION by setting dates on the calendar for the year and appointing a Chairman for each function. Social Functions include the Piankatank Shores Day, Neighborhood Yard Sale, Charter Recognition Day, and various children's activities. Other social activities suggested by MEMBERS will be included whenever they fit within the budget and are supported by MEMBERS. (or by the membership of the ASSOCIATION). Seek MEMBERS suggestions and input for events for all age groups in all general meetings.**
 - c) Prepare a copy of the Calendar of Events to be included in the letter prior to the annual meeting.
 - d) Attend all Board of Directors Meetings and all General Membership Meetings as well as all Association functions whenever possible.
 - e) **Accountable for** posting, activities, **General Meetings and other salutations from** the ASSOCIATION on the information board located on Coach Point Road.
5. The duties of the Recording Secretary shall consist of the following, herein mentioned by way of illustration and not limitation:
- a) Keep an up-to-date register of the membership.
 - b) Handle all correspondence for the ASSOCIATION.
 - c) Keep a roster of all MEMBERS attending meetings.
 - d) Record the minutes of all meetings of the ASSOCIATION and of the BOARD OF DIRECTORS.
 - e) Notify the Board Members of all Board of Directors meetings.
 - f) Be responsible for the records of the ASSOCIATION and keep them **electronically and** in a file, cabinet provided by the ASSOCIATION for that purpose.
 - g) Notify the MEMBERS of any proposed amendments to the BY-LAWS at least two weeks prior to the meeting.
 - h) Notify MEMBERS of the Annual Meeting and Election of Officers at least two weeks prior to the meeting. This mailing should also include a Calendar of Events for the current year.

- i) Have a list of MEMBERS at all meetings since only LOT OWNERS who have paid their Dues and Maintenance Assessments are eligible to vote.
 - j) Read the minutes of the last Board of Directors meeting at each General meeting.
 - k) Keep the CERTIFICATE OF INCORPORATION as the first sheet in the minutes book followed by a copy of the ARTICLES OF INCORPORATION, a copy of the BY-LAWS, the name of the Corporation's Registered Agent and the address of the Register Office, the minutes of the Board of Directors meetings and then the minutes of the General Meetings of the Association.
 - l) Both the Recording Secretary and the Financial Secretary shall be responsible for ordering and obtaining stationary, stamps, envelopes, decals, and post cards needed to carry out the duties of their offices.
 - m) Attend all Board of Directors Meeting and General Membership Meeting as well as all Association functions whenever possible.
6. The duties of the Financial Secretary shall consist of the following, herein mentioned by way of illustration and not limitation:
- a) Keep two up-to-date rosters of all LOT OWNERS in Piankatank Shores Subdivision, one (1) alphabetical and one (1) by Sections. Back up rosters to be kept on computer discs. Keep a current roster of OWNERS by using the DEED RECEIPT FILES at the Clerk's Office of the Circuit Court of Middlesex County, the county Treasurer's Office or the Office of the county Commissioner of Revenue. These offices should be visited every month in order to keep a current list of LOTS and OWNERS.
 - b) Prepare a mailing list in January to all LOT OWNERS in Piankatank Shores Subdivision. This mailing to include statements for Membership Dues and Maintenance Assessments, the Financial Statement for the prior year, return envelope, and the President's annual report for the prior year.
 - c) When the Dues and Maintenance Assessments are paid, each MEMBER should receive an ID. card, signed by the President, with the name of the MEMBER, the current year and date it was received, plus the P.S.C.A. Inc. Seal should be pressed over the signature of the President. The Statement shall be noted paid and returned to the MEMBER in a small window envelope. The MEMBER'S fees shall be recorded in the Financial Secretaries file. The check and monies received shall then be turned over to the Treasurer and duly recorded in the Paid Receipts Journal.
 - d) **Mail or hand deliver to the appropriate the DISTRICT REPRESENTATIVE or other person** a "NEW PROPERTY OWNER" **packet** to all New Owners when a Property Exchange has been made, including a Statement for Membership Dues and Maintenance Assessment with a return envelope.
 - e) Provide **email and address** labels to the Recording Secretary for the mailing of meeting notices.
 - f) Attend all Board of Directors Meetings and all General Membership Meetings as well as all Association functions whenever possible.
7. The duties of the Treasurer shall consist of the following, herein mentioned by way of illustration and not limitation:
- a) Be custodian of all monies collected for and by the ASSOCIATION.
 - b) Disburse the funds in accordance with the direction of the Board of Directors and/or MEMBERS with the exception of operating expenses, which may be disbursed at the direction of the President.
 - c) Expenditures by the President shall be itemized and reported at each meeting by the Treasurer. A maximum limit of \$100.00 shall be placed on the expenditures, without approval of the Board of Directors.

- d) A maximum limit of \$1000.00 shall be placed on expenditures of the Board of Directors without the approval of the MEMBERS.
- e) Deposit funds of the ASSOCIATION in a local bank in the name of the ASSOCIATION.
- f) Funds shall be withdrawn only by check and signed by the Treasurer and counter signed by the President, or the 1st Vice President.
- g) Maintain records in accordance with standard bookkeeping procedures.
- h) Post receipts, i.e. Maintenance, Dues, Donation, Decals, etc. in separate columns and totaled separately in Receipts Journal.
- i) Post each disbursed check into proper accounts column.
- j) Balance checkbook with bank statement.
- k) **Distribute an itemized** report for all Board Meetings, General Meetings, and an end of the year Financial Statement. This Financial Statement to be included in the January mailing.
- l) Contract Labor: if over \$600.00 must be reported and statement sent to the individual paid. Need SSN and form from the IRS.
- m) Taxes: Total: Checks written }
 - i. Deposits } These should balance
 - ii. Accounts Paid }
 - iii. Receipts Paid Journal }
- b. Taxes are to be filed before March 15th (Form comes from the IRS). File form 1120H provided:
 - n) At least 60% of the ASSOCIATION'S gross income is Exempt Function Income, i.e., Annual Dues, Maintenance Assessments, Decal fees received from MEMBERS and fees charged for Common activities used to acquire, build, manage, and care for ASSOCIATION owned property.
 - o) At least 90% of the ASSOCIATION'S expenses are to acquire, build, manage and care for the ASSOCIATION owned property.
- a. Taxes are due on any NON-EXEMPT FUNCTION INCOME.
- p) Piankatank Shores Day and any other functions: If anything is donated by a merchant, it must have a value and receipt in order to be discounted. All expenditures need receipts and should be paid through the checking account. Do not allow individuals to take cash out of monies received on Piankatank Shores Day or any other Social Function. Have them turn in receipts for "out of pocket" expenses and reimburse them by check **within 30 days of receipt.**
- q) State Corporation Commission: File on form sent by the State. List the addresses for the current OFFICERS and BOARD MEMBERS. Send check.
- r) Order Imprinted Checks, cash disbursement sets, envelopes and deposit slips from the institution designated by the BOARD.
- s) Oversee the key for the Safe Deposit Box that is at the institution designated by the BOARD.
- t) Oversee the Post Office Box key, which is Post Office Box Number 146, Hartfield, Virginia 23071. An audit of the financial books should be done every odd year by February 28. The results shall be presented to the General Membership at the Annual Meeting in May. Pay the Treasurer, the Recording Secretary, and the Financial Secretary a monthly stipend **in the amount of \$30 per month. To be recorded on the financials as the stipend.**
- u) Be responsible for all financial records of the ASSOCIATION and keep them in a file cabinet provided by the ASSOCIATION for that purpose.
- v) Attend all Board of Directors Meetings and all General Membership Meetings as well as all Association functions whenever possible.

8. The duties of the District Representatives shall consist of the following, herein mentioned by way of illustration and not limitation:
 - a) Assist in an affirmative way the President, 1st Vice President, and the 2nd Vice President in the performance of their duties.
 - b) Report maintenance and development needs at the Recreation Areas assigned to their area of responsibility:
 - I. District #1: Rec. Area #4
 - II. District #2: Rec. Area #1
 - III. District #3 & #4: Rec. Area #2
 - IV. District #5, #6, & #7: Rec. Area #3
 - c) Report maintenance and development needs in their districts to the 1st Vice President.
 - d) Assist the President in the performance of his/her duties by advising him/her of the needs of the ASSOCIATION and the desires of the MEMBERS in their districts.
 - e) Assist the 1st Vice President in the performance of his/her duties by advising him/her of their observation of needs in their districts and suggesting ways and means of resolving those needs.
 - f) Assist the 2nd Vice President in the performance of his/her duties by assisting in planning social activities and sponsoring activities for the benefit and enjoyment of the MEMBERS.
 - g) **Assist in the** Neighborhood Watch Chairman for their District.
 - h) Make themselves known in their District **to current LOT OWNERS and NEW LOT OWNERS** i.e. Name, Address and Telephone Number. **For new LOT OWNERS,**
 - i) Report any known address changes to the Financial Secretary.
 - j) Keep District informed of activities of the Board.
 - k) Keep communication lines open.
 - l) Attend All Board Meetings and General Membership Meetings as well as all Association functions whenever possible.
 - m) The elected District Representative shall **try to** appoint an alternate to represent the District when unable to attend a Board Meeting or General Membership Meeting.
 - n) Prior to the election year, shall canvas the District for a candidate to nominate for election to the position for the succeeding term of office of the District Representative **and/or BOARD OF DIRECTORS MEMBERS.**
 - o) **Encourage LOT OWNERS to become MEMBERS.**
 - p) **Deliver Packets to new LOT OWNERS, as seen in VII, 6,d**

ARTICLE VIII – DUES AND MAINTENANCE ASSESSMENT

1. It shall be the duty of the Board of Directors to review the annual dues and maintenance assessment each year and make recommendations to the MEMBERS, to be effective January of the following year.
 - a) The amount of annual ASSOCIATION DUES to be charged to each LOT OWNER to defray the normal operating expenses of the ASSOCIATION incidental to Administrative and Utility functions.
 - b) The MAINTENANCE ASSESMENT is the equal share of the cost of maintaining and/or improving the COMMON AREAS.
 - c) All LOTS with or without houses will be assessed with the FULL MAINTENANCE ASSESSMENT regardless of ownership. All VACANT lots that are second properties of property Owner will be assessed-a lower Maintenance Assessment to be determined by the Board of Directors.
2. A statement shall be sent to all LOT OWNERS in January that shall include:
 - a) The amount representing the annual ASSOCIATION DUES.

- b) The amount of assessment for the COMMON AREAS.
 - c) Donations for SPECIAL PROJECTS
 - d) The total amount required for the current year.
3. Annual DUES and MAINTENANCE ASSESSMENTS are due and payable upon receipt of the statement. In order to remain a MEMBER in good standing of the ASSOCIATION, the Dues and Maintenance Assessment MUST be paid by April 15.
 4. Dues and Maintenance Assessments for new LOT OWNERS after the first quarter shall be prorated quarterly for the FIRST year of Membership.

ARTICLE IX – MEETINGS

1. The Annual Meeting of the ASSOCIATION shall be held in May. The General Meetings shall be held on the first Saturday in June, and August.
2. The order of business at the Annual Meeting shall be as follows:
 - a) Opening
 - b) Reading of the minutes of the last BOARD OF DIRECTORS meeting
 - c) Report of committees
 - d) Report of Officers
 - e) **2nd Vice President to seek MEMBERS suggestions and input for events for all age groups**
 - f) Old or unfinished business
 - g) New business
 - h) Recommendations from the Board pertaining to fees
 - i) Election of Officers and appropriate Directors
 - j) Adjournment
3. A minimum of fifteen (15) Voting MEMBERS (see ARTICLE VI, 2 must be present at any Association Meeting to constitute a quorum.
4. The majority of such a quorum shall decide any question that may come before the meeting.
5. The President may call Special General Meetings. The nature of business to be transacted and the date of the meeting shall be specified when MEMBERS are notified **by mail, email and entrance signage board** of the special meeting. No business other than that specified may be transacted. This rule shall be clearly stated at the opening of the meeting.
6. Notice of **the proposed changes to BY-LAWS and/or DECLARATION, RESTRICTIONS, AND COVENANTS** shall be mailed **or emailed** to all ASSOCIATION MEMBERS at least two weeks prior to the date of **an association** meeting. 7. New Officers and Directors shall be installed and begin their duties at the June meeting.
8. The August General Meeting shall include recognition of the Association's Charter and Past Presidents.

ARTICLE X – BOARD OF DIRECTORS MEETINGS

1. The President may call meetings of the BOARD OF DIRECTORS for any purpose or purposes at any time.
2. The BOARD shall meet within one week prior to the regularly scheduled ASSOCIATION meeting.

3. A majority of the MEMBERS of the BOARD OF DIRECTORS shall constitute a quorum for the transaction of business.
4. All decisions of the BOARD shall be by a simple majority vote of the MEMBERS of the BOARD present and voting.
5. The Recording Secretary shall give notice of the BOARD OF DIRECTORS meeting at the direction of the President, at least three days (3) prior to the meeting.

ARTICLE XI - ELECTIONS

1. The President shall **receive from the DISTRICT REPRESENTATIVES** prior to the annual meeting, **When ever possible the** names of the nominees shall be submitted to the BOARD OF DIRECTORS. Whenever possible, two candidates (2) for each office should be submitted. Nominations will also be accepted from the floor at the annual meeting and a vote by qualified MEMBERS shall be taken. A simple majority of all votes cast shall be necessary for the election of any nominee.
2. The President shall be elected in the ODD years and the Vice Presidents in the EVEN years.
3. The MEMBERS of each numbered district shall elect one DISTRICT REPRESENTATIVE.
4. Election of DISTRICT REPRESENTATIVE of Districts 1, 2, 3, and 4 shall be in the EVEN years and of Districts 5, 6, and 7 in the ODD years.
5. The term of office for the OFFICERS and the DISTRICT REPRESENTATIVES shall be for a period of two years **and may not serve more than 2 consecutive terms of the same position.**
6. The BOARD OF DIRECTORS shall appoint the Recording Secretary, Financial Secretary, and Treasurer with no set term of office.
7. If a District does not elect a DISTRICT REPRESENTATIVE to serve on the BOARD OF DIRECTORS or a vacancy in any office occurs during the year, the BOARD OF DIRECTORS shall appoint a MEMBER to fill the vacancy until the next election.

ARTICLE XII – MISCELLANEOUS PROVISIONS

1. The BOARD OF DIRECTORS shall be the governing body of the ASSOCIATION. Any proposed action of the BOARD may be over-ruled by a 2/3 vote of the MEMBERS present and voting at a GENERAL MEETING.
2. These BY-LAWS **and/or DECLARATION, RESTRICTIONS, AND COVENANTS** may be amended by a 2/3 vote of the MEMBERS present at any meeting of the ASSOCIATION, provided notice of the proposed amendment shall have been **mailed or emailed** to all MEMBERS at least two weeks (2) prior to the meeting.
3. The BY-LAWS shall be reviewed, and if appropriate, revised at a minimum of once every two (2) years.
4. All real property, capital or any assets owned by the ASSOCIATION shall not be exchanged or encumbered in any way without the approval of the BOARD OF DIRECTORS and voted on by the MEMBERS.

**DECLARATION, RESTRICTIONS, AND COVENANTS" FOR THE
PIANKATANK SHORES CIVIC ASSOCIATION, INC.
Revised August 2018**

1. 1. There shall be no-discharge of any weapon capable of propelling a projectile of any kind within the Recreation Areas or on the roads within the Piankatank Shores subdivision.
2. All dogs in Piankatank Shores Subdivision must be under the immediate control of its owner or custodian at all times. No dogs are allowed to run at large at any time. This is an ordinance of Middlesex County Board of Supervisors and became effective April 5, 1996.
3. Any additions to any of the Recreation Areas are to be approved by the Board of Directors or MEMBERS.
4. The use of any of the Recreation Areas by a MEMBER for a specific private function (in excess of 10 persons) needs to have the approval of the Board of Directors.
5. The Clubhouse at Recreation Area 4 is available for personal events or private functions of MEMBERS for a fee of \$25.00 in cash. A receipt will be given. The building must be opened and closed by the District Representative responsible for Rec. Area #4, the 2nd Vice President or an assigned Officer of the ASSOCIATION. The building must be left in a clean, orderly condition and all trash must be removed from the premises. A \$50.00 deposit is required prior to the use of the building. It will be returned to the renting MEMBER if no damage has occurred or no additional cleanup or maintenance is necessary. The renting MEMBERS are expected to bring their own supplies. The use of PSCA condiments, paper products, etc. is forbidden without the expressed permission of the Board of Directors and arrangements made to replace them. For functions sponsored by the ASSOCIATION or other organizations of the Piankatank Shores community, the fees can be waived as determined by the Board of Directors.
6. Vehicles should not be parked in front of or on the side of the Recreation Areas from midnight to 6 AM.
7. Per state regulations, mooring of boats for a period greater than 48 hours at Rec Area 1, Rec Area 2, or Rec Area 3 docks is prohibited.
8. To hold office in Piankatank Shores Civic Association, a MEMBER must be a MEMBER in good standing that is to have paid their current dues and maintenance fees by the April 15