

Discovery Bay Women's Club (DBWC)

Guidelines & Rules Effective August 1, 2023

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1. NAME AND CONTACT

- 1.1 **Name**. The name is Discovery Bay Women's Club (DBWC).
- 1.2 **Address**. The DBWC Office is in the Discovery Bay Resort (DBR) Office Building at 276875 U.S Highway 101, Gardiner, WA 98382. The mailing address is: 2261 Old Gardiner Road, Sequim, WA 98382.
- 1.3 **Additional Contact Information**. As follows:
 - A. Office Phone: 360-797-7222
 - B. Office email: office@discoverybayresort.org
 - C. Facilities email: facilities@discoverybayresort.org
 - D. Board of Directors email: board@discoverybayresort.org
 - E. Calendar Team: calendar@discoverybayresort.org
 - F. Website Team: website@discoverybayresort.org
- 1.4 **Website**. www.discoverybayresort.org

2. PURPOSE

- 2.1 **Declaration of Authority**. The Amended and Restated Covenants, Conditions and Restrictions (CC&Rs) for Discovery Bay Resort Article 4, Section 6 allows for Club Rules. These Rules are adopted by the DBWC Board of Directors, referred to as the Board. The Board has authority to amend and change these Rules as needed.
- 2.2 **Goals of Guidelines and Rules**. Guidelines, Standards, and Rules are for the benefit and protection of all Members of the Club and their Guests. They are provided to avoid misunderstanding and provide a clear definition of what is expected in our community.
- 2.3 **Deviations**. Requests for individual Site deviations from the Rules must be submitted in writing to the Board.

3. DEFINITIONS

- 3.1 **Scope**. The definitions below are supplemental to definitions provided in the CC&Rs Article 1, Landscape and Architectural Review Committee (LARC) Standards, and DBR Rules.
- 3.2 **Formal Organization**. An organization with a fixed set of rules for intra-organization procedures and structures.

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- 3.3 **Guest/Guests.** A person or persons invited by a Member to stay overnight.
- 3.4 **Resident.** This term references any Member who resides in a Residence Vehicle on a designated Site within the boundaries of the Discovery Bay Resort. Each Site is limited to a maximum of four (4) Residents.
- 3.5 **Residence Vehicle.** A vehicle parked on a Site and which meets the requirements of CC&Rs Article 1, 1.35 "Recreational Vehicle" or "RV" (note: includes park trailers and park models).
- 3.6 **Social Member.** A Member of the Club that is subleasing a Site or residing with another Member.
- 3.7 **Visitor.** A person who visits a Member but does not stay overnight.

4. MEMBERSHIP

- 4.1 **RV Member.** RV Membership is limited to Leaseholders at DBR. A person seeking to become an RV Member must meet all qualifications of CC&Rs Article 2.3, have a written agreement for a lease transfer, and be referred by a current RV Member. The applicant must complete and forward a DBWC RV Member application to the DBWC Office, along with a Bona Fide Offer and any applicable application fees. Within thirty (30) days, the Board will either approve, disapprove, or return the application for additional information. Once approved for membership, and upon completion of the lease transfer, an RV Member is entitled to all benefits of membership.
- 4.2 **Social Member.** A person seeking to become a Social Member must meet the minimum qualifications of CC&Rs Article 2.3 and be referred by a current RV Member. The applicant must complete and forward a DBWC Social Member application to the DBWC Office, along with any applicable application fees. Within fifteen (15) days, the Board will either approve, disapprove, or return the application for additional information. Social Membership is required to sublease a Site from an RV Member or to occupy a Site for more than 30 days.

In accordance with the governing documents, Social Members do not have voting rights, cannot be on the Board, and cannot serve on LARC or the Finance Committee.

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5. RESPONSIBILITIES OF MEMBERS

- 5.1 **Rules and Regulations.** All Members shall conform to the Rules and Regulations as stated in the CC&Rs, Articles of Incorporation, Bylaws, DBWC and DBR Rules, and LARC Standards.
- 5.2 **Dues/Maintenance Fees.** All Members are responsible to pay dues, fees, and assessments in accordance with CC&Rs Article 5. RV Members will be billed monthly.
- 5.3 **Utility Payments.** Members must pay all electric fees within 30 days of the billing date or a late fee will be charged. (See the fee schedule in the Office or on the Website.)
- 5.4 **Meetings.** In accordance with the Discovery Bay Women's Club Amended & Restated Bylaws (Bylaws), Article 3, regularly scheduled meetings shall be conducted to disseminate information and promote communication between Members, Management, and the Board. On-line attendance will be available for most meetings. All Members are encouraged to participate.
- 5.5 **Visitors and Guests.** Members may invite non-Member Guests and Visitors to use the Property, provided that the Member occupies a Site during the visits. A Member may designate a representative (another Member) if the Member is absent from DBR. All Members are responsible for the conduct of their Visitors and Guests at all times.
- A. Guests may stay for up to a total of thirty (30) days in any twelve-month period. Guests occupying a Site or using the Property for more than thirty (30) days must qualify, and be approved, as Social Members. (See 4.2.)
- B. Guests must register with the Office and obtain a Registration Packet, which includes the Rules and other important information. Additionally, Guests and Visitors must sign an Acknowledgement of Risk, Release, and Indemnity Agreement.
- C. If the Member is using a designated representative for purposes of this Rule, they must provide the Office with the name of the designated representative.
- D. The Board may require a Guest or Visitor who does not conform to DBR Rules, or whose behavior is offensive to DBR Residents, to leave. The Board, in its sole discretion, has the right to determine whether or not the behavior is offensive.
- 5.6 **Occupants.** Social Members who occupy Sites without a Sublease, including family members or others cohabitating with Leaseholders and Sublessors, must be identified in an addendum to the Lease or Sublease for the occupied Site.

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6. COMMITTEES

- 6.1 **General.** In accordance with DBWC Bylaws Article 7, Committees are established to support DBWC, the DBR community, and the Board in accomplishing the work at hand or achieving common goals. Committees may be activated or deactivated by the Board based on workload and community need.

Committees are composed of a Chair, a minimum of two (2) and a maximum of twelve (12) Members, and at least one Board Liaison. Membership on some Committees, as designated below or by the Board, may be limited to RV Members.

The Board may approve Committees to engage in fundraising activities to cover operating costs, projects, products, or services which benefit DBWC and/or the DBR community.

- 6.2 **Operating Procedures.** Sign-up sheets for Committees shall be posted in the Office lounge annually by the end of April, and a notice will be posted on the Website. Volunteers may sign up on the actual sign-up sheet or by notifying the Office by email. The current Chair or Board Liaison shall schedule a Committee meeting prior to the regular June Board meeting to select or affirm the Chair and Committee members. The proposed Chair for each Committee must be identified to the Board for approval, normally at the regular June Board Meeting.

- 6.3 **Responsibilities.** Prior to each Board Meeting, each Committee Chair, or her designee, shall prepare a written report and submit it to the Secretary of the Board. Any procedures adopted by Committees shall be submitted to the Board for approval. Requests for reimbursement of costs to support Committee activities must be approved by the Committee Chair and the Board Liaison (or other Board member). Committee Chairs shall coordinate the scheduling of events and activities with the Calendar Team and, as needed, with the Office and/or Facilities Manager.

- 6.4 **Landscape/Architectural Review Committee (LARC).** LARC assists Members with the submission, clarification, approval process, and compliance of the LARC Design Requests, as outlined in the LARC Standards. The aims are to achieve safety and harmony within the Resort and minimize any undesired effects on other Members. The Standards are provided to avoid misunderstanding and provide a clear definition of what is expected in our community. Only RV Members may serve on LARC.

- 6.5 **Nominations and Elections Committee.** This committee organizes the elections of the DBWC Board of Directors, sends out ballots, and tallies the vote.

- 6.6 **Finance Committee.** This committee works with the DBR Staff and DBWC Treasurer for the purpose of preparing an annual budget. The annual budget process, including ratification, will be conducted in accordance with CC&Rs Article 5. The

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Finance Committee will assist the Board Treasurer and DBR Staff with quarterly budget reviews, annual Reserve Study updates, and, where appropriate, make recommendations to the Board on actions which may be taken to remain within budget. Only RV Members may be on the Finance Committee.

- 6.7 **Other Committees.** Other committees may be named by the Board, as needed.

7. REQUEST FOR ACTION

- 7.1 **Scope.** A Request for Action (RFA) may be submitted by any Member for a broad range of subjects including, but not limited to, maintenance needs in the Common Areas, proposed changes to Rules, community issues or problems, and suggestions for new programs and activities.
- 7.2 **Initial Process.** RFA forms are available in the Office or may be downloaded from the Website. The completed RFA must be forwarded to the Office. If the Member wants the issue addressed at the next Work Session, the RFA must be received a minimum of six (6) business days prior to the scheduled Work Session. If an RFA is submitted late, the Board, at its own discretion, may add it to the Work Session by issuing an amended agenda and notifying the Member submitting the RFA.
- 7.3 **Responsibilities.** Upon receipt of an RFA, the Office will forward copies to the Board. The Board will act on the RFA or determine the appropriate entity for action. As appropriate, RFAs may be added to the agenda for a Work Session or forwarded to the Facilities Manager or a Committee. If an RFA is included on the agenda, the submitting Member, or a designated representative, is expected to attend the Work Session to provide clarification and any additional information, as needed.
- 7.4 **Resolution/Follow-up.** Once the process is complete, the RFA will be responded to by the appropriate entity with the answer, comment, or action taken. A copy of the completed RFA will be provided to the submitting Member.

8. SITE DEVELOPMENT OR CHANGES

- 8.1 **External Changes.** In accordance with the CC&Rs Article 7, any permanent or temporary modification to a Site must have written approval from LARC before the project can begin.
- 8.2 **LARC Applications.** LARC Design Forms are available in the Office lobby, from the Office, and on the Website. Members must refer to the CC&Rs, the LARC Standards, and all Rules in developing their proposed project. Members should not order the delivery of parts or materials or start any project without LARC

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authorization, as the items may be subject to being returned or removed at the Member's expense.

8.3 **Site Development Over Adjacent Sites.** RV Members who hold leases on adjacent Sites may choose to treat the Sites as a single Site for design purposes only. The following conditions apply:

- A. If the proposed project is approved by LARC, the approval must be conditional on the RV Member either transferring the leases together in the future OR restoring the Sites to conform to the LARC Standards prior to selling/transferring leases. This approval must be documented and included with each lease.
- B. These provisions do not change the number of Sites, or the requirements, responsibilities, or benefits for RV Members for each Site. RV Members shall:
 - 1) Continue to have one vote per Site,
 - 2) Continue to pay monthly maintenance fees per Site, and
 - 3) Be allowed to plug in one RV or Residence Vehicle per Site.

8.4 **Site Numbers.** To expedite deliveries and emergency access, Site numbers should be visible from the street traveling in both directions and not obstructed by any object.

9. GROWING MEDICAL CANNABIS

9.1 **Medical Cannabis Act.** All growers must comply with Washington State RCW 69.51A Medical Cannabis and Jefferson County Law. Specifically,

- A. Each Grower must have a current medical marijuana license.
- B. Plants will be grown, harvested, and processed out of sight of public view, as well as from neighboring Sites within the Park. All growers must comply with Washington State RCW 69.51A.260 (2).

9.2 **DBR Requirements.**

- A. Growers will plant, tend, and process medical cannabis only on their own Site, with a limit of 4 plants per Site.
- B. All growing areas shall be at the rear of the Member's Site. Temporary screens, trellises, or shade cloths will be used to assist in concealing plants at various stages of their growth (see LARC Design Standards about which ones require LARC approval).

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- C. Since plant aroma is highest during times of harvesting and while drying, growers will confine the odor with plant protection enclosures. Growers will notify neighbors of processing times so that they can avoid the area or close their windows.

9.3 **Failure to Comply.** Failure to follow these Rules will subject the Member to fines and other remedies, as outlined in our governing documents.

10. TRANSFER OR REASSIGNMENT OF LEASES

10.1 **Resources.** In addition to these Rules, Members planning to transfer or reassign their lease(s) should refer to the following resources:

- A. CC&Rs Article 3

- B. The “How to Transfer or Reassign a Site Lease” guide (available on the Website)

10.2 **Notification.** In accordance with CC&Rs Article 3, RV Members must notify DBWC of their intent to transfer a lease.

10.3 **Bona Fide Offer.** RV Members must complete the Bona Fide Offer Form and submit it to the Board. If the prospective Leaseholder is not already an RV Member, the application for RV Membership must be included in the submission to the Board. Bona Fide Offer forms and RV Membership application forms are available on the Website or may be obtained from the Office.

10.4 **Club Approval.** Prior to issuing approval of the lease transfer, the Board shall ensure that all provisions in CC&Rs Article 3 have been met. This includes checking for any conditional approvals or other agreements tied to the lease(s). See 8.3A.

10.5 **Title Transfers.** Any Park Model or Park Trailer should have the title transferred after the BOD approval and prior to the finalization of the lease transfer.

10.6 **Fees.** Prior to issuance of the lease documents to the new Leaseholder, all fees associated with the transfer of the lease(s) must be paid. The current fees are detailed in the “How to Transfer or Reassign a Site Lease” guide.

10.7 **Lease Extensions.** RV Members may only transfer the lease with the remaining years. The RV Member must advise the prospective Leaseholder of the lease expiration date. If an RV Member wishes to purchase additional time on the lease, she may submit the request to the Board. If approved, the payment for additional years must be made prior to the execution of the lease extension.

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As part of the annual budget process, the Board will set the yearly fee for lease extensions. The current fee will be included in the "How to Transfer or Reassign a Site Lease" guide. Approval or disapproval of lease extensions is at the sole discretion of the Board.

11. SUBLEASES

- 11.1 **Subleasing.** In accordance with the CC&Rs Article 3, Sites may not be subleased for hotel or transient purposes or for fewer than seven (7) consecutive days. RV Members may only sublease their Site(s) to Social Members. Potential Sublessor must apply for membership (see 5.1) and indicate that they intend to occupy a Site under a Sublease. Once the membership application has been approved, the Club will provide the RV Member with a Sublease for all parties to complete and sign.
- 11.2 **Documentation.** The RV Member shall provide a copy of the fully executed Sublease to the Office in advance of the Sublessor's occupation of a Site. The RV Member may be charged a fee to be paid to the Club associated with the sublease of a Site. The Sublessor must be provided with a Social Member's Packet. These packets may be obtained from the Office. The RV Member is responsible for ensuring that the Sublessor notifies the Office upon their arrival or, if the Office is closed, on the next day that the Office is open.

12. COMMON AREAS AND FACILITIES

- 12.1 **Use.** The Common Areas and facilities are for the benefit of the Members. Guests and Visitors may be extended the privilege to use them. Use is subject to revocation if abused. Guests and Visitors may be restricted to specific times and areas of usage. Residents, Guests, and Visitors are expected to maintain the Common Area facilities in a clean and orderly manner. Additionally, everyone must abide by the Discovery Bay Resort Rules.
- 12.2 **Scheduling Functions or Events.** The following procedures must be followed when a Member or Committee wants to schedule a function or event.
- A. **General:** Members wishing to schedule an event in Common Areas where outside Guests/Visitors (non-RV Members or Social Members) will be attending, including inviting an outside vendor, person providing a service or a fundraiser, must contact the Calendar Team to check availability, schedule date/time/place, and fill out a Facility Usage Form.

All Visitors/Guests must sign an Acknowledgement of Risk, Release, and Indemnity Agreement prior to, or upon arrival, at the scheduled event. The Office will provide the proper forms for the number of people attending.

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Current instructions that deal with parking, invitations, clean-up, gate code, and use fees are listed on the Facility Usage Form, which is available on the Website and in the Office.

- B. **Small informal gathering of Members:** If only Social and RV Members are attending, no Facility Usage Form or usage fee is necessary. Contact the Calendar Team to check availability and schedule.
- C. **Informal social group of personal Guests that include non-Members:** Game groups, art classes, guest lecturer, concert, fundraiser, and Member family events, where all people attending are known by a Member, may be scheduled by contacting the Calendar Team to check for availability, filling out a Facility Usage Form (if possible, one week prior to the event), and picking up enough Acknowledgement of Risk, Release, and Indemnity Agreements for all non-Members attending. No usage fee will be assessed.
- D. **Formal Organizations or Outside Organizations:** Such entities may apply directly to the Board or through a Member. The Board of Directors will evaluate each application based upon the event's appropriateness and suitability to the Park. After approval by the Board, a Facility Usage Form must be filled out and returned to the Office. Events where Members pay an admission fee or are charged for a service or item will incur a charge according to the set usage fee schedule.
- E. **Outside Vendors for Profit:** Massage Therapist, Dog Groomer, Hair Stylist, Food Vendor, Concert, and other events where Members pay an admission fee or are charged for a service or item will incur a charge according to the set usage fee schedule. (Events for DBR Fundraising will not be charged a usage fee.)

12.3 **Commercial Activities.** The Common Areas and facilities may be used by a Member for commercial activities, if prior written approval by Management is obtained. Management shall have sole discretion in approving the use of the Common Areas and facilities for commercial activities. If a Member is using Common Areas or facilities to earn a personal profit, a fee will be charged for space rental. Such use of the Common Areas and facilities shall not interfere with other Member's usage. Commercial activities include sale of merchandise to Park Residents and services such as car washes, tutoring, and special classes in crafts or music lessons for personal profit.

12.4 **Tent Camping.** Guest tent camping is allowed only in the tent camping area. Tent campers must register with the Office, pay any applicable fees, obtain a Guest Packet, and follow all Rules and Regulations. The tent camping area is not available for camping during the Annual Meeting weekend.

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- 12.5 **RV/Trailer/Boat Storage**. Limited designated rental parking spaces are available to Members for a monthly fee. Contact the Office for more information.

13. CODE OF CONDUCT

- 13.1 **Harassment Policy**. Members, Guests, and Visitors shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other Members, Guests, Occupants, invitees, or Management, its agents, its employees, or vendors.
- 13.2 **Fiduciary Responsibilities**. Board Members and Committee Members have the fiduciary duty to stay objective, unselfish, responsible, honest, trustworthy, and efficient. They must always act for the good of the Club, rather than for the benefit of themselves. Additionally, Board Members, Staff, and Members of LARC must complete and sign a Conflict-of-Interest Form annually.

14. GRIEVANCE PROCEDURES

- 14.1 **Definition**. Grievance procedures are established to provide individuals with a process for seeking relief of any unresolved issues with another Member or Management.
- 14.2 **Informal Process**. Prior to filing a formal grievance, a Member should contact the individual(s) involved and attempt to resolve the issue(s) directly. If necessary, the next informal step is to involve Management. If no resolution is achieved, then a formal grievance can be filed.
- 14.3 **Formal Process**. State the grievance in writing, dated and signed, and send or deliver to a Board Member. Include the name of the person(s) involved along with information about the alleged issue, incident, or situation. This will form the factual basis for the complaint. Please be specific.
- A. The Board will provide a copy of the grievance to the subject of the complaint and ask for a written response in a timely manner.
 - B. The Board will provide a copy of this response to the person who filed the grievance.
 - C. If new material is presented in the response, the person who filed the grievance may respond in writing, in a timely manner, to the new issues only. This continues back and forth until there are no new issues to which to respond. All responses must be presented or mailed to the Board President.

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D. The Board will issue a decision based on the information received within a timely manner. All Board decisions are final.

14.4 **Conflict Resolution**. Conflict resolution of Member disputes may also be initiated by the Board. No names will be disclosed, but documentation will be maintained in case of legal action.

15. ENFORCEMENT OF RULES

15.1 **CC&Rs**. The Board or its employees shall have the right to enforce any current Rule or Regulation as listed and/or posted. Any action undertaken or process of complaint initiated shall be in accordance with the procedures listed in the current CC&Rs Article 8.

15.2 **Enforcement**. Enforcement of these Rules and Regulations, CC&R's, Articles or Bylaws for DBWC will be accomplished by Management, the Board, or their delegate. Additionally,

A. Continued violations will result in the implementation of the schedule of fines listed in 15.4 below.

B. Violations of local Zoning laws will be reported to the County for enforcement.

C. Flagrant violations by:

- 1) Guests and/or Visitors will be sufficient reason for their removal from the Resort.
- 2) Social Members may result in the termination of their membership and the right to sublease.
- 3) RV Members will be handled in accordance with their lease and the CC&Rs.

15.3 **Fine Assessment Process**. The purpose of this process is to provide a reasonable opportunity to resolve any misunderstandings or problems resulting in a violation of the Rules. Following an initial identification of a violation, an oral warning will be given to the offender and documented in a Record of Conversation. A copy of the Record of Conversation will be provided to the offender. If the offense continues or occurs again, one written warning will be issued. If the violation(s) continue, then fine assessments will be levied, in accordance with the schedule of fines shown in 15.4.

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15.4 Schedule of Fines.

VIOLATION	First Offense	Continued Offense
Speeding	\$ 10.00	Doubling each incident
Parking	\$ 10.00	"
Signs	\$ 10.00	"
Nuisance	\$ 25.00	"
Design/Construction	\$ 50.00	"
Landscaping	\$ 50.00	"
Site Maintenance	\$ 50.00	"
Business/Soliciting	\$ 50.00	"
Harassment	\$ 75.00	"

Other Violations: Assessments set by Board of Directors not to exceed \$500.00.
See the Pet Rules for additional Fine information.