

Admiral's Cove Beach Club  
Coupeville WA  
Standing Rules – Revised November 15, 2016

1. Standing Rules shall be adopted, amended, or rescinded by a majority vote of the Board of Directors in accordance with current Bylaws.
2. Copies of the minutes are to be sent to each Director and Committee Chairman after each membership meeting and each meeting of the Board of Directors.
3. A permanent Post Office box shall be maintained at Coupeville, WA (P.O. Box 366).
4. In accordance with Article XIV Section 4 of the bylaws, dues and special assessments are due in full 30 days after they are invoiced.
  - a. Interest will be charged, beginning April 30, 2015, on the entire outstanding balance in each account with a balance greater than \$5. Notice of interest charges will be given with each invoice/statement. Rates will be set by the Board of Directors, not to exceed 1.5% per month. Interest will be 1.5% per quarter, with statements sent quarterly.
  - b. Payment Plans will be accepted based on the entire balance of the member's account(s) with payments not less than the greater of 10% of the balance or \$25 per month. Alternate minimum payment percentages and amounts may be set by the Board in conjunction with assessments. Each payment plan shall require a written agreement from the member submitted with the first payment. A member in good standing prior to establishing a payment plan will remain in good standing as long as payments remain current. A member not in good standing prior to establishing a payment plan for their entire account balance will regain good standing after 4 monthly payments have been paid on time and remain in good standing as long as payments remain current. The Treasurer will provide agreements for alternate payment periods upon request.
  - c. A Late Service Fee of \$20 will be charged and a statement sent when no payment has been received for 60 days for each dues billing and each special assessment. In the event that payments were being made on a payment plan, the payment plan will be canceled.
  - d. Good Standing is defined in Article III Section 2 of the bylaws as being current in accounts and not suspended. Current is hereby further defined as being paid in full, being current as agreed on an approved payment plan, or having balances of \$5 or less on each lot owned.
  - e. Returned Checks: A fee of \$25 will be charged for each check returned by the bank (eg, non-sufficient funds, blocked account, closed account, etc)
  - f. Lot Combinations: Upon receipt of notice that lots have been combined by a member through the county, the lot being combined will cease to accrue new charges for dues and assessments and charges for dues and assessments which are not yet due will be eliminated. However, service charges and interest will continue to be accrued until all outstanding balances on the lot being combined have been paid in full at which time the lot will become inactive in ACBC's records with a notation of the combination made on the surviving lot.
5. Checking and savings accounts shall be maintained in any charter bank.
6. First Class postage will be paid on ballots, billings, and notices of Annual and Special Membership Meetings.
7. Bulk Rate postage will be used on all mailings to members whenever possible.
8. Minutes of membership meetings will be posted at the pool and online.

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9. The Club Swimming Pool will be open during the normal swimming season. Exact beginning and ending dates, and opening and closings times, as well as unusual closings during the season, will be at the discretion of the Board of Directors, in the best interests of the Club and considering weather and safety factors.
10. Children under thirteen (13) years of age must be accompanied by an adult or responsible person when at the Club facilities.
11. Unless authorized otherwise by the Board of Directors, all major purchases or expenditures shall be obtained by contract with the supplier, and if possible, three (3) bids shall be obtained for purchases over \$4,000.00.
12. Tenants in Admiral's Cove shall be entitled to all Club privileges and subject to all Club rules and regulations provided all dues and assessments are current for the property on which they reside. In the case of a tenant moving from Admiral's Cove any prepaid fees for use of Club facilities are forfeit and may not be transferred.
13. The Fiscal Year of the Club shall be each year from January 1 through December 31, effective 2014.
14. Liability of Members - No member shall be subject to or personally liable for any indebtedness or obligation of their Club incurred under proper authority as set out in the Articles of Incorporation and/or the Bylaws, and any and all creditors shall look only to the assets of the Club for payment.
15. The Board of Directors shall appoint the registered Agent of the Corporation and the Board shall assure that information is included in the annual report to the Washington State Secretary of State in accordance with Title 24, Sections 24.03.050, 24.03.055, 24.03.395, and 24.03.400, Revised Code of Washington.
16. The seal of the corporation shall be circular in form and shall contain the words "Admiral's Cove Beach Club", and the words "Corporate Seal State of Washington"
17. Enforcement of the Covenants is up to individuals, or groups of individuals, whose final recourse would be to sue for a court judgment against the violator.
18. The primary purpose of the Shelter is for social activities, sponsored either by the Club or by one or more members. Any other usage must be Club sponsored, for the benefit of the Club, and approved by the Board of Directors.
19. Shelter Charges may change as specified by the current Board of Directors.
20. During the swimming season, the pool may be made available for private parties after hours to members or member-sponsored groups. A fee schedule will be recommended by the Board of Directors and is subject to change. The party using the pool will be expected to assist the Lifeguard in placing the pool cover at the conclusion of the party, and all pool regulations will be in effect.
21. The Board shall designate a Reservation Coordinator who will maintain a record of reservations for group usage of the Shelter and/or Pool, directing the prescribed user fees and deposits be sent to ACBC at PO Box 366 Coupeville, 98239. He or she shall apprise the Board so reservations are posted on the ACBC website in advance of such expected usage.

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22. The Board will maintain a record of disposition of all keys. All keys will be returned and/or accounted for at or immediately prior to the annual meeting.
23. Since Article III, Section 6 of ACBC Bylaws clearly specifies a member must be in good standing to be entitled to "Privileges of the Club", only members in good standing will be allowed to serve on ACBC committees.
24. Article V, Section 1 of the Bylaws grants each Member in Good Standing one and only one vote regardless of number of lots owned. Owner is hereby interpreted as materially unique ownership as recorded in the Island County Assessor's Office property records and reported in their on-line property database. Minor differences in recorded name will be considered immaterial, such as spelling out a name or using only an initial, including or excluding a middle name or initial, including or excluding a title, prefix or suffix to a name.