

Mississippi Riverwood Associates, Inc.

Winter Security Procedure

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| Procedure number 11- Drafted by P&P Committee Responsible person Board of Directors | Version Approved by the BOD on Scheduled review date |
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Responsibilities

The Board of Directors is responsible for compliance with conditions contained in the Conditional Use Permit and security of the park during the off season. Personnel assigned are responsible to carry the guidelines and instructions contained herein.

Procedure

The purpose of this procedure is to ensure the security of MRAI during the off season. This will provide for a smooth transition from closing to opening while striving to meet the member's needs and security of the park and member's property.

The following members are assigned to the Winter Watch Group:

Scott Johnson, Lead 763-377-3430

Dean Holmquist, 651 269-3533

Curt Julius, 612 840-3934

Pat McCoy, 763 755-1533

Vicki & Bill Harter, 651-492-4419

Brad Behrendt 763-843-7742

Marlyne Leary, Board Liaison, 651 231-3703

During the Winter Security Period November 1, 2023 and April 1, 2024, the following rules and guidelines are in place.

- The overall purpose of the Winter Security Policy is Security.
- Members should complete any necessary tasks on their lots or homes prior to October 15.
- No fishing
- No Fires when water is off.
- Non-members are not allowed on MRAI property at any time.
- No bringing in people for sale or rental of lots

- No Brokering sale of lots or trailers
- No overnight occupancy nor recreational activity per the Otsego Conditional Use Permit (CUP) and MRAI rules and Regulations Section C between Nov 1 and April 1 is allowed under any circumstance.
 - Members are authorized to enter the property after 10/15/2023 only with winter Security persons.
 - Overnight occupancy will be allowed for maintenance personnel from 10/15/23 to 10/31/23 and 4/1/24 to 4/15/24 should the need be required, but must be pre-authorized by the president.
- Winter Security personnel and anyone with them must walk the park whenever there is more than four inches of snow on the ground.
- The President of the BOD will assign up to 6 volunteers to conduct the Winter Security inspections.
- Violations of these policy statements and guidelines shall be reported to the President of the Board of Directors.

The person or persons conducting the winter security are to follow the guidelines listed below.

- During the timeframe of Oct. 15 – April 15 we like to keep the park as undisturbed as possible. Therefore, other than the winter security personnel no one should be in the park. However, we recognize there may be a reasonable explanation for the owner to visit their lot. If such a request arises permission may be granted by the head of security.
- All gates to be locked 10/15/23. Utilizing locks from last season and will allow limited access to the park.
- The West gate and pedestrian gate only, will be used to for entry into the Park.
- Whenever possible security personnel should enter through the pedestrian gate and walk the park. This will give personnel a better view of the lots and homes and prevent road damage. This is especially true if both gates are blocked with snow.
- Check the chain and lock on both gates and the pedestrian gate to insure they are intact and have not been tampered with.
- After entering, lock the gate while you are in the park. This prevents an unauthorized person from entering park.
- Note the condition of the clubhouse and shop building doors and windows.
- Note the condition of shed doors and units left on lots. Be aware that not all shed doors are locked.
- Members can be allowed entry with a Winter Security person.
- Winter security will escort person(s) to their lot location.
- Offsite storage of an additional key for the locks is in place should that key be needed by Winter Security.
 - After a snow fall, do not approach trailers or sheds, watch for tracks made in the snow made by possible trespassers.

- Be aware that other Winter Security persons may have left tracks on or around their respective lots.
- After a thaw, be mindful of the roads, do not drive on roads and damage them.
- If suspicious indications or trespassers are noted contact the Wright County Sheriff's Department immediately. **Emergency 911** Dispatch 763-682-1162

- Only approved contractors will be allowed to enter Park property between 10/15/23 and 10/31/23 for the purposes of moving trailers, leaf removal and completing winterization on units or equipment.
- It will be permissible to allow a unit to be moved for relocation out of or into park after park closure/opening.
 - The arriving unit will be allowed to be "set", but, no further activity will be allowed until the park reopens 4/15/24
 - Arrangements shall be made with Winter Security if this activity is to occur.
 - Early entry of a unit will be dictated by the current road conditions in place at the time of entry into the park.
 - Winter Security will have full authority to determine when the move will be allowed so no damage will be sustained to the roads.
 - If the move is not completed on the approved date, then a new request date shall be made to Winter Security.

Authorization

By the Board of Directors

_____, President

Date _____