



Alton Bay Campmeeting Association

STATEMENT OF MISSION

To be a place that welcomes people to experience God through Christian community and Biblical truth, impacting the New England church and beyond.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Adopted from the National Association of Evangelicals (NAE) Statement of Faith.

We agree to abide by the rules, the spirit, and the Christian standards of the Alton Bay Campmeeting Association including the above Statement of Mission and Statement of Faith.

Vision Statement

A Place where Jesus is Lord, God Speaks, and Lives are Changed

Values

Unity – Integrity – Hospitality – Loving – Forgiveness – Compassion - Renewal

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A-1 ABCA POLICY BOOK

The maintenance of this book is the responsibility of the Policy Committee. As policies are developed and entered into this book, they should contain the following:

1. A title that clearly states the topic of the policy.
2. A clearly defined policy.
3. The date that the Board of Directors approved the policy.

A duplicate policy book shall be maintained in the ABCA office for inspection and use by Association members. The Executive Director and the members of the Board of Directors will each be furnished with a copy of the Policy Book.

Updated: May 15, 2021

Revised: May 17, 2003

A-2 RULES AND REGULATIONS

The Alton Bay Campmeeting Association is a year-round Christian Retreat Center, which exists to promote the cause of Christ through the proclamation, study, and application of God's Word. As a specialized ministry, the Association seeks to fulfill this purpose in a relaxed atmosphere that provides opportunity for fellowship, reflection, prayer, rest, recreation and participation in a wide variety of activities geared to spiritual life and growth. (Article II, Bylaws). These objectives shall be the rule for life and conduct for all who are on the grounds, whether cottage owners, renters, or visitors.

COMMUNITY COVENANT

We are a community of Christians who live according to holy obligations which we believe are true to the character of our Lord Jesus Christ. We are called to humility, purity, justice and truth because Jesus modeled these for us. Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Alton Bay Campmeeting Association take these responsibilities seriously. We "freely and joyfully choose to live in the light of His holiness and hold each other accountable". "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." (2 Timothy 3:16)

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt: 22:37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's Word. Acknowledging our dependence on the power and grace of God, the members of the Alton Bay Campmeeting Association humbly covenant to endeavor to live according to this ideal.

The purposes of this community covenant are as follows:

- to cultivate an atmosphere that encourages spiritual, moral and intellectual growth.
- to integrate our lives around Christian principles and devotion to Christ.
- to remove whatever may hinder us from our calling as a Christ-centered community.
- to encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

We believe that biblical standards will show themselves in a distinctly Christian way of life. This lifestyle involves practicing those attitudes and actions the Bible portrays as virtues, and avoiding those the Bible portrays as sinful.

Refusal to conduct oneself in harmony with the objectives and the rules of the Association as herein set forth shall constitute cause for termination of the privilege to occupy the grounds.

AFFIRMING BIBLICAL STANDARDS OF CONDUCT

Rules of the Association

Our community covenant is built on basic biblical standards for godly Christian character and behavior. We evidence our commitment to God, first, by doing what is enjoined in the Word of God, which is our rule of both faith and practice.

We acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; I Cor. 10:31; Col. 1:18, 3:17).

1) PERSONAL CONDUCT:

- a) We love God with our whole being, including our heart, soul, mind and strength, and love our neighbor as oneself (Exodus 20:3-6; Matt. 22:37-40; Rom. 13:8-10; Mark 12:28-31; I John 4:7-12). The use and/or promotion of astrology, palm reading, fortune telling, occult practices and gambling are strictly forbidden anywhere on the grounds. No person without permission from the ABCA leadership shall conduct a business or distribute literature on the Retreat Center grounds. (Lev.20:6,27; Gal.5: 19-20; Eph. 5: 1-18; I Tim. 6: 6-11; Heb. 13: 5-6).
- b) We pursue holiness in every aspect of our thought and behavior.(2 Cor. 7:1; I Thess. 4:7, 5:23-24; Heb. 12:14; I Pet. 1:15-16). Modesty in dress is required of all men, women and children. Bikinis, bikini trunks and other abbreviated swimwear are not appropriate for our beach. A covering over bathing suits is required when away from the beach area. (I Pet. 3: 3-4; I John 2:15-17; James 4:6).
- c) We treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit. (I Cor. 6:17-20). The use of alcoholic beverages, illegal drugs,vaping, or tobacco is strictly forbidden anywhere on the Retreat grounds. (Prov. 20:1; Prov. 23: 29-35; I Cor. 6:9-12, 19-20; 2 Cor. 7:1; Gal. 5: 21; Hab. 2:5; Eph. 5:18).
- d) We believe that the Biblical definition of marriage is a union between one man and one woman. We view all other forms of sexual intimacy that occur outside the biblical definition of marriage as sinful distortions of the holiness and beauty that God intended for it. We affirm the biblical position that such acts are sinful. We will not rent any area knowingly to biblically unmarried couples, and sexual activity between unmarried persons is not permitted on these grounds. (Rom. 1:21-27; I Cor. 6:9-10, 7: 1-3; Gen. 1:27, 2:24, 19: 1-25; Ex. 20:14; Lev.20:13; I Tim. 1: 8-10; Matt. 5: 27-32; Gal. 5:19).
- e) We honor the Holy Spirit who lives within us, by exhibiting “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control” (Gal. 5: 22-23).” Therefore, as God’s chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.” (Colossians 3:12-14) “If it is possible, as far as it depends on you, live at peace with everyone.” (Romans 12:18) “Make every effort to keep the bond of peace.” (Ephesians 4 verse 3.)

The Alton Bay Association in a manner that honors Jesus, and reflects the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. To dedicated pastors and skilled lay people, with guidelines to help restore relationships and promote unity. Members are expected to engage in this redemptive process when conflicts arise.

The Board reserves the right to revoke or deny membership to those who do not pursue such a resolution through the conflict resolution process within the community.

- f) We give faithful witness to the Gospel (Acts 1:8; I Pet. 3:15), practicing good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; I Pet. 2:11), and living lives of prayer and thanksgiving (I Thess. 5:17-18; James 5:16; Titus 2: 7-8).

2) SANITARY CONCERNS

- a) No refuse or other health threatening material shall be disposed of anywhere on the grounds except in the sanitary receptacles provided.
- b) Cottage owners, renters, and guests are NOT to dispose of disposable diapers, wet wipes, feminine sanitary disposables, paper towels, facial tissues or other such objects in the toilets or sewer system of the Retreat Center.
- c) No soap or detergent or other pollutant is to be used or placed in or near Back Bay.

3) DOG REGULATIONS

Dogs shall be registered yearly at the ABCA office, shall have a current license (from home residence if required there), a name tag, current proof of rabies inoculation, and wear a collar with tags attached. Dogs shall be leashed when being walked and may not be tied outside. Owners will use only approved dog walks for curbing and will remove and dispose of all defecation properly. No pets are allowed on the beach, in the swimming area, ballfield area, or in Retreat Center buildings.

4) FIRE SAFETY

- a) The use or keeping of fireworks and the keeping or discharge of firearms (except with ABCA permission) anywhere on the Retreat Center grounds is strictly forbidden.
- b) Storage of gasoline must be in State Approved containers in a ventilated area.
- c) There shall be no open fires except with approved types of cooking grills, and these must be located a minimum of 5 ft. from any building or flammable materials. These fires must be attended at all times. Use with care.
- d) Each cottage must have a 5lb ABC UL APPROVED FIRE EXTINGUISHER and APPROVED SMOKE DETECTORS.
- e) Parents are to be sure that their children do not carry matches or lighters anywhere on our grounds or the surrounding woodlands.
- f) There will be no fires on the beach, except in the Fire Pit.

5) PROPERTY AND ROADS

- a) Traffic on Retreat Center grounds shall be limited to 5 (five) MPH and by any other regulation as posted or announced by the Executive Director. For safety reasons, no motorized scooters may be used on the grounds except for Retreat Center personnel when used in connection with his work.
- b) No person shall make any alteration or addition to any Retreat Center property or connect or disconnect to any service to or from any Retreat Center facility.
- c) Traffic on Conference Center grounds shall be limited to 5 (five) MPH and by any other regulation as posted or announced by the Executive Director. No OHRV (off-highway recreational vehicle) may be used on the grounds except for by Conference Center personnel when used in connection with work. All persons operating a motorized vehicle must have a valid driver's license.

6) CONDUCT DURING ABCA RELIGIOUS SERVICES

- a) All persons on the Association property should respect the Lord's Day by attending scheduled worship services and by not engaging in secular work (construction, remodeling, etc.) (Ex. 20: 8-11; Deut. 5:14; Acts 20:7a; Mark 2:27-28).
- b) The beach and other sports areas are closed during Sunday services and the beach is closed at dusk daily. (Isaiah 58:13-14; Rev. 1:10).
- c) During services or concerts in the Tabernacle and in the Chapel, we expect respect for the speakers, musicians, and worshipers with quiet behavior in and around these buildings. (Matt. 7:12).

7) GUIDANCE FOR CHILDREN

- a) Parents are responsible to instruct their children not to injure live trees, strip bark from white birches, or deface any building, picnic table, or other facility on the Retreat Center grounds.
- b) Bicycles are to be used cautiously and cannot be used in the circle drive between the Chapel and the Lombard Center, Back Bay Path, the RV Park Path, and all walking paths during the summer.
- c) A responsible person should accompany preschool children when using the public restrooms, visitor's lounge, the playground, or other public facilities.

8) OTHER RESPONSIBILITIES

- a) All who use cottages, other than the owners, for overnight or longer shall register at the ABCA office.
- b) Renters shall leave lodging facility or campsite as neat and clean as it was found.
- c) All persons on the Retreat Center grounds are to maintain quiet between the hours of 11 p.m. and 7 a.m.
- d) All boat trailers shall be parked only in designated areas.
- e) Building and Grounds permits are required for all construction, structural alterations, exterior painting, cutting trees, construction of fences or walks, and soil alterations. The ABCA office will provide information about obtaining the needed permits.

The Board of Directors may designate officials to enforce these rules and any other rules enacted by the Association. All rules shall apply to the entire grounds, all buildings thereon, all cottage owners, renters, and the occupants of the grounds whether permanent or transient. Covenant directives are intended to foster a harmonious community in which all participants can freely worship and glorify the Lord. Violation of the rules shall constitute cause for termination of the privilege to participate in the ABCA grounds.

POLICY REGARDING LOSS OF TENANCY

The Executive Committee may terminate any previously granted tenancy at will for any reason or for no reason at all. A tenancy automatically shall terminate when an individual or a married couple who previously has been granted tenancy has:

- a) Consistently ignored the rules of the Association and/or its statement of Purpose, Statement of Faith, or Statement of Mission.
- b) Failed to pay the Association and Land Use Fee in a timely manner and are two years behind in their payment of the same without the express written permission of the Board of Directors.
- c) Not dealt with debt obligations including town taxes for up to two years.

If a decision is made to terminate tenancy, each of the following shall occur:

- 1. A written notice shall be sent by certified mail, return receipt requested, to the tenant(s) stating that such tenancy is terminated.
- 2. The notice shall clearly indicate that the tenant(s) has a sixty (60) day period in which to apply to the Executive Committee for the reinstatement of tenancy.
- 3. In the event such tenancy is not reinstated, the owner(s) shall vacate the cottage immediately; remove all contents to be retained, and sell the cottage and/or other structures within one year to a person or persons who have been approved for tenancy. If such sale has not occurred within one year, the Association shall be entitled to purchase the cottage and/or structure at a price equal to the assessed value set by the Town of Alton at the time of termination of the tenancy, less any indebtedness, including, but not limited to, unpaid interest, fines, or penalties assessed, or other amounts owed to the Association.

Updated: July 31, 2025

Revised and Approved – November 8, 2014

A-3 BY-LAWS OF ALTON BAY CAMPMEETING ASSOCIATION

ARTICLE I

NAME

This organization shall be known as the Alton Bay Campmeeting Association of the Advent Christian Church (hereinafter sometimes called "ABCA" or d/b/a Alton Bay Campmeeting Association "ABCA").

ARTICLE II

OBJECTIVES

Statement of Mission

The Alton Bay Campmeeting Association is to be a place that welcomes people to experience the love of God through Christian community and Biblical truth, impacting the New England church and beyond.

Updated: May 15, 2021

Revised and Adopted: August 8, 2015

ARTICLE III

MEMBERSHIP

Section 1. Membership Requirements

To be eligible for membership in the Alton Bay Campmeeting Association, the applicant shall be an active member of an evangelical, Protestant Church and also members of churches that don't offer membership, who is in agreement with the Statement of Mission of the ABCA, who subscribes to the Statement of Faith of the National Association of Evangelicals, is at least eighteen (18) years of age, signs both documents, and confirms that they are in agreement with Article III, of the Association Bylaws, and the rules and regulations.

The applicant must confirm they have by faith and repentance received Jesus Christ as Savior and Lord of their life.

Membership shall be secured by registering at the Association Office and paying the requisite annual dues as determined from time to time by the Board of Directors by January 1st of each year, identifying the church of which the person is a member; and annually signing an affirmation of the Statement of Faith of the National Association of Evangelicals. Initial membership shall require verification of local church membership, and having the membership application submitted to the Executive Committee for review at any meeting of the committee, on forms provided by the Association, along with a recommendation of their pastor and verification of the annual membership fee payment.

Section 2. Full Membership

Confirmation of Full Membership: Any individual who attests to his or her qualifications in accordance with Article III of the Bylaws, rules and regulations, and Statement of Mission and Faith, by signing a membership application in such form as is prescribed by the Board of Directors, and has been approved for membership by the Executive Committee, shall have his or her name entered on the Roll of Members.

Membership shall be on an annual calendar year basis from January 1st through December 31st. To be a Full Member a person must be a Cottage Owner or Seasonal RV Park member, with dues paid by May 15th to be eligible to vote at the annual meeting of members held during that calendar year. Persons admitted to Full Membership on or after May 16th of each year shall pay the requisite annual dues at the time of registration. Failure to renew the membership annually or pay the membership fee will result in the person being dropped from the Roll of Members. An informal inquiry shall be made by the Executive Committee of any member who becomes inactive by not renewing their membership. Persons lacking interest in renewing their membership or failing to respond to the inquiry shall be removed from the membership list.

Section 3. Honorary Membership

Honorary Membership shall be extended to active or retired pastors and their spouses of the Advent Christian Church. Honorary Membership, once granted, must be renewed annually by completing the membership forms provided by the Association. No membership fee will be charged for Honorary Memberships. The Executive Committee grant Honorary Membership. Benefits of Honorary Members will be the same as Associate Members.

Section 4. Privileges of Members

Only persons whose name appears on the current Rolls of Members shall be eligible to participate in scheduled member meetings of the Association. All members may serve on a task force, committee or equivalent.

The membership shall meet annually at a time stipulated by the Board of Directors to hear reports and to elect members of the Board from a prepared ballot. The annual meeting time will be posted and otherwise announced at least thirty (30) days in advance of the meeting, which will take place in July or August. Absentee ballots for the annual meeting shall be available upon written request once the actual ballot has been prepared and shall be returned to the ABCA Office at least two days prior to the annual meeting. No Full Member shall be eligible to vote by proxy. The reports of the Executive Director and Treasurer for the past year shall be written reports made available to the membership at the meeting and to absentee voters. Tenancy-at-will shall be granted only to those persons who are members of the Association. Membership in ABCA does not in any way entitle or predispose one to be eligible for tenancy at will, which, if desired, must be pursued according to the steps outlined in Policy P-4 (1): "Tenancy at Will Application Procedures".

Updated February 2021

ARTICLE IV

MANAGEMENT

Section 1

Management of the Association will be vested in a twelve (12) member Board of Directors. The Executive Director of the Advent Christian General Conference will be an ex-officio, voting member of the Association's Board of Directors. The officers of the Board of Directors will be elected annually by the Board from its own members and will include: a Chairman (also known as the President), Vice Chairman, Secretary, Treasurer, and Member at Large.

Section 2

Elected Members of the Board of Directors shall be elected for a three-year term. Board members who are installed by appointment will be approved by the full board for 1yr terms prior the annual meeting and affirmed by a vote of the membership during the annual meeting. A majority vote will be required to affirm their appointment. Board members who are installed by appointment can be appointed to additional terms as determined by the board. No board member other than Executive Director of the Advent Christian General Conference may serve more than nine (9) consecutive board years, but will be eligible for return to the board after a one-year absence from the Board.

Section 3

"The Board of Directors shall consist of Executive Director of the Advent Christian General Conference, two (2) members appointed by Executive Director of the Advent Christian General Conference, seven (7) elected members, two (2) appointed members appointed by the board. All board members shall be active members in an evangelical protestant church, a member of the association and at least seven (7) will be tenants of the association. "Tenancy" is determined by the status of the member at their election or appointment and considered valid through their full term. In addition, each board member is expected to wholeheartedly endorse the Association, be supportive of the Association board & staff, promote the ministry of the Association, and be available to assist in the ministry of the Association."

Section 4

The Board of Directors shall meet at least four times a year and at the call of the Chairman when deemed necessary. Board Members will be expected to attend all meetings of the Board. Eight (8) members of the Board shall constitute a quorum for the transaction of business. A lesser number may adjourn the meeting.

The following items will require at least 76% of the full Board of Directors to approve, provided that notice of such intention is given in writing at least thirty (30) days in advance of the meeting. Notice of such intention is required to be given in writing to the full board and all current members of the association.

1. Any changes to the By-Laws
2. The purchase or sale of any land owned by the association
3. Affiliation with the Advent Christian Denomination

All other business of the board will be approved a simple majority vote of those in attendance as long as a quorum is established at the meeting.

Section 5

Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a written consent thereto is signed by all of the Directors and such written consent is filed with the records of the meetings of the Board of Directors. Such consent shall be treated as a vote for all purposes.

Section 6

The Board of Directors shall employ a Director, who shall oversee the operation of the Association, subject to the direction of the Board of Directors. The Director's responsibilities shall include:

1. Selection, hiring and firing of staff;
2. Supervision of finances and fund-raising;
3. Maintenance of the Association property;
4. Oversight of Association programs; and
5. Organization and administration of the needs of the Association.

Section 7

Standing Committees of the Board of Directors

The Board of Directors shall organize standing committees to effectively carry out their duties and responsibilities. The chairman of each Standing Committee shall be a member of the Board of Directors. Standing Committees shall meet at the call of their chairman and shall report regularly in writing to the Board of Directors. With a change of Standing Committee chairman, pertinent information should be passed on to the new chairman.

Updated: June 28th, 2024

Revised and Adopted: May 14, 2016

A. Executive Committee:

There shall be an Executive Committee consisting of the Chairman, Vice Chairman, Secretary, Treasurer and one at-large member appointed by the Board. The Executive Director shall be expected to attend the meetings of the Executive Committee. The Executive Committee shall have the following specific duties:

1. Screen candidates for the position of the Executive Director and present nominees to the full Board for action.

2. Conduct an annual review of the performance of the Executive Director based on goals mutually agreed upon by the Executive Director and the Board and report their assessment and recommendations concerning the Executive Director in writing to the Board.
3. Be aware of the needs, problems, and challenges of the Association; bring all pertinent issues to the attention of the Board; and send an agenda and background information to all Board Members at least two (2) weeks prior to each Board meeting.
4. Interview applicants and approve/deny prospective Tenants-at-Will. The approval of the Executive Director shall be considered in determining whether to approve an application for tenancy.

Updated: July 18, 2023

Revised and Adopted: May 19, 2007

B. Nominating Committee:

The Nominating Committee shall be chosen annually by the Board of Directors from the Association Membership with the majority being Board members. A Board member may not be a candidate for re-election while serving on this Committee. It shall have the following specific duties:

1. Select potential nominees from the list of members and pass suggestions on to the next Nominating Committee.
2. Evaluate potential candidates and verify each candidate's willingness to be considered for nomination.
3. Present names of recommended candidates to the Board of Directors by April 30 for review.
4. Publish a biographical sketch of all candidates and post the same for viewing by the membership at least thirty (30) days prior to the Annual Meeting.
5. Prepare a ballot for the Annual Meeting to maintain the composition of the Board as required by Section 3 of this Article.
6. Present the list of nominees to the Annual Meeting.
7. Develop and keep a current file of profiles of qualified, potential board members.

C. Finance Committee:

The Finance Committee shall be chosen annually by the Board of Directors from the Association membership and shall be chaired by the Treasurer of the Association. It shall have the following specific duties:

1. Assist the Executive Director in the preparation of the annual budget.
2. Regularly review the Financial Statement of the Association, by having a financial review in years 1 and 2 and an audit on year 3 and advising the Executive Director in matters of mutual interest and concern and see that an annual audit is conducted.
3. Recommend appropriate policies and procedures that will properly steward the assets of the Association.

Updated: July 18, 2023

Revised and Adopted: May 19, 2007

D. Long Range Planning Committee:

The Long-Range Planning Committee shall be chosen annually by the Board of Directors from the Association membership. It shall have the following specific duties:

1. Assist the Executive Director and the Board in the development of long-range plans to include fundraising, facility, and program planning.
2. Assess the ministry needs to fulfill the ABCA mission statement, assess the current ministries of the ABCA, and share these assessments with the Executive Director and the Board.
3. Develop a comprehensive program for promoting the future plans of the ABCA.

E. Policy Committee:

The Policy Committee shall be chosen annually by the Board of Directors from the Association membership. It shall have the following specific duties:

1. Recommend new policies for consideration and action by the Board of Directors and systematically review existing policies of the Association, as necessary, in light of the changing needs of the Association.
2. Serve as a study committee for proposed changes in policy recommended by an Association member who has met the criteria in the policy "Procedures for Review and Change of Policy."

3. The Committee shall give first priority to policy issues referred to them by the Board of Directors.
4. Serve as an information source to keep the Board informed of current policies.

Updated: May 15, 2021
Revised and Adopted: May 19, 2007

ARTICLE V

TERMINATION FOR CAUSE

Section 1

Any officer, employee, or member of the Association is subject to review before the Executive Committee for termination of membership and/or exclusion from the Association's premises on charges of mal-administration, persistent violation of Association regulations and policies, immoral conduct, or other behavior detrimental to the Association and the cause of Christ. Charges shall be made in writing, signed by at least five (5) members of the Association and submitted to the Chairman. The Executive Committee will act on the charges within ninety (90) days of receipt. Any officer facing charges will be disqualified from hearing his or her own case.

Section 2

Appeal of Executive Committee decisions shall be made in writing and submitted to the Judiciary Committee of the Eastern Regional Association for evaluation and recommendations. The recommendations of said Judiciary Committee shall be considered carefully by the entire Board, which shall render a final decision binding on all parties to the action.

Costs of convening said Judiciary Committee shall be the responsibility of the appellee, regardless of the outcome of the appeal.

Any member of said Judiciary Committee with a conflict of interest on a particular case shall be excused.

Updated: May 15, 2021
Revised and Adopted: May 19, 2007

ARTICLE VI

AUDIT

An external review/audit and management report by a C.P.A. shall be secured annually. The annual financial report will not be considered official unless accompanied by an appropriate statement of review/audit.

ARTICLE VII

FIDELITY BOND

Persons with access to cash, negotiable documents, and other valuable property of the Association shall be covered by a fidelity bond in an amount determined from time to time by the Board of Directors. The premiums for such bond shall be paid for by the Association and evidence of such coverage shall be provided to the secretary.

ARTICLE VIII

VACANCIES

Board vacancies created by lack of appointment, death, resignation, or removal from office shall be filled by the Board of Directors for the remainder of the existing term of office.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended or revised at any meeting of the Board of Directors by 76% vote of the full Board, provided that notice of such intention is given in writing to the full board and all current members at least thirty (30) days in advance of the meeting.

Updated: June 28th 2024

Revised and Adopted: May 19, 2007

BOARD POLICIES

B-1 POLICIES FOR THE ANNUAL MEETING AND ELECTION

1. Only one member of a family that is, spouse, sibling, children, and parents may be a member of the Board of Directors. No more than one in-law of a board member may serve concurrently. No family member and not more than one in-law of the Executive Director of the Alton Bay Campmeeting Association may serve on the Board of Directors.
2. Since nominees must be approved ahead of time by the Board of Directors, we do not accept any nominations from the floor at the annual meeting.
3. Printed ballots will be prepared for the annual meeting. Association members will be given time to fill out their ballots which will be collected by the tellers designed by the Chairman of the Association. The report of the tellers will indicate the number voting for each candidate, be signed by the tellers, and given to the Chairman. The Chairman will announce the names of those who have been elected to the Board of Directors.
4. Absentee ballots for the annual meeting shall be available upon written request from the Office Manager after the actual ballot has been prepared, usually by the second week of July. Ballots may be secured from the Office Manager in person and must be returned to the ABCA office at least two days prior to the annual meeting. Each person must apply individually (or as a married couple) to receive a ballot(s).
5. To be eligible for membership in the Alton Bay Christian Retreat Center, the applicant shall be an active member of an evangelical, Protestant Church who is in agreement with the Statement of Mission of the ABCCC, who subscribes to the Statement of Faith of the National Association of Evangelicals, is at least eighteen (18) years of age, signs both documents, and confirms that they are in agreement with Article III, of the Association Bylaws, and the rules and regulations (A-2), and affirming Biblical standards of conduct – rules of the association.
6. **Procedures for Annual Meeting Agenda:**
 - (1) Board Chairman Welcomes everyone and calls the meeting to order.
 - (2) Chairman gives opening remarks and announcements regarding the meeting:
 - (a) It should be noted that all remarks should be directed to the meeting moderator.
 - (b) Robert's Rules will not be utilized.
 - (c) The Agenda of the meeting.
 - (d) Other.
 - (3) Devotional and Opening Prayer given. Utilizing the Campground Pastor if possible.
 - (4) Candidates for positions will be mentioned, tellers named, and ballots handed out.

- (5) Other business may take place.
- (6) Tellers will give the nomination totals to the Board.
- (7) Reports will be given by:
 - (a) Chairman
 - (b) Executive Director
 - (c) Finance Committee
 - (d) Long Range Planning Committee
 - (e) Policy and Procedures Committee
 - (f) Closing prayer offered

Updated: May 15, 2021
Revised May 17, 2003

B-2 POLICY FOR BOARD ORIENTATION MEETING

Following the ABCA Annual Meeting

There will be an orientation for newly elected members to interact with the current board immediately following the Annual Meeting. The purpose of the orientation meeting will include:

1. Introduction of all board members (former and new members).
2. Identifying current officers.
3. Giving an overview of By-Laws and policies.
4. Sharing brief perspectives of goals and any current projects.
5. Setting up the schedule for the coming year's board meetings.
6. Giving policy books to the new members.

A meeting of the members of the new board shall be scheduled during that afternoon for the election of officers and selection of chairpersons for all board committees. The current chairman will conduct the meeting. Current officers will continue in office until the new board officers are elected. Other business may be conducted as needed.

Updated: May 15, 2021

Revised: March 6, 2004

B-3 NOMINATING COMMITTEE POLICY

The duties of the Nominating Committee are:

1. To develop and keep current profile forms of individuals who are qualified to be members of the Board of Directors.
2. To seek and screen candidates for board membership.
3. To present their recommendations for candidates to run for the Board of Directors to the Board of Directors for review and input by April 30.
4. To secure approval from candidates prior to placing his/her name on the ballot.
5. To prepare the ballot for the annual meeting of the ABCA. This ballot must be prepared in such a way that the composition of the Board of Directors as defined in the By-laws is maintained. Only one member of any family, that is including spouse, children, parents, and siblings may be a member of the Board of Directors. No more than one in-law of a board member may serve concurrently. No family member and not more than one in-law of the Executive Director of the ABCA may serve on the Board of Directors.
6. To publish a biographical sketch of each candidate for board membership and post it for viewing by the Association membership at least 30 days prior to the annual meeting so that voting may be carried out with the membership being as informed as possible about potential candidates. Copies of this biographical information will also be available through the ABCA office upon request.
7. To present the ballot at the annual meeting of the ABCA and answer questions as needed prior to a vote being taken.
8. To convey any pertinent information to the successive nominating committee.
9. No member of the Board of Directors may be a paid staff member of the ABCA. Conversely, no family member of a board member may be a paid staff member. Any exception to this will require prior approval of the Board of Directors.

Updated: May 15, 2021

Revised: May 17, 2003

B-4 EXCERPT FROM BY-LAWS RE: POLICY COMMITTEE

E. Policy Committee:

The Policy Committee shall be chosen annually by the Board of Directors from the Association membership. It shall have the following specific duties:

1. Recommend new policies for consideration and action by the Board of Directors and systematically review existing policies of the Association, as necessary, in light of the changing needs of the Association.
2. Serve as a study committee for proposed changes in policy recommended by an Association member who has met criteria in the policy "Procedures for Review and Change of Policy."
3. The Committee shall give first priority to policy issues referred to them by the Board of Directors.
4. Serve as an information source to keep the Board informed of current policies.

Updated: May 15, 2021

Revised: March 27, 1999

B-5 POLICY FOR SELECTION OF STANDING COMMITTEE CHAIRPERSONS

Our By-Laws state that these standing committees of the Board of Directors:

- (1) Nominating
- (2) Finance
- (3) Policy
- (4) Long Range Planning

shall be chosen annually by the Board from the Association membership. The chairperson of each committee shall be a member of the Board. There may be one or more nominees for the chairperson of each committee and a vote taken by the Board. This selection should be done at the organizational meeting which is to be scheduled during the afternoon of the annual meeting.

Updated: May 15, 2021

Revised: March 6, 2004

B-6 BOARD COMMITTEE CONTINUITY POLICY

Whenever possible, the chairman of a standing committee will name one or more members of last year's committee to his new committee thus bringing a measure of experience and continuity to the committee.

Updated: May 15, 2021

Approved: May 19, 2001

B-7 ABCA BOARD OF DIRECTORS POLICIES AND PROCEDURES

SUBJECT: Conflicts of Interest

NUMBER:

COVERAGE: Board, Administrators

DATE:

DISTRIBUTION: Board, Administrators

PREPARED BY:

PURPOSE:

1. The purpose of this policy is to protect ABCA's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of ABCA or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

POLICY:

The desire to achieve the best interest of ABCA is the first and fundamental consideration in making plans and decisions. In their capacity as directors, board members must demonstrate unconflicted loyalty to the interests of ABCA and its mission.

DEFINITIONS:

Interested person – Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which ABCA has a transaction or arrangement,
- b. A compensation arrangement with ABCA or with any entity or individual with which ABCA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ABCA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

Independent Director – A director is considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director –

- a. is not, and has not been for a period of at least three years, an employee of ABCA or any entity in which ABCA has a financial interest;
- b. does not directly or indirectly have a significant business relationship with ABCA, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of ABCA's executive officers or employees serve on that corporation's compensation committee; and
- d. does not have an immediate family member who is an executive officer or employee of ABCA or who holds a position that has a significant financial relationship with ABCA.

ABCA BOARD OF DIRECTORS POLICIES AND PROCEDURES

PROCEDURES:

Responsibility	Action
Board of Directors (BOD)	<u>Establishes conflict of interest policies</u> , reviews periodically to ensure understanding and compliance.
Interested Person (defined above)	<u>Discloses the existence of a financial interest</u> where there is any actual or possible conflict of interest; is given opportunity to disclose all material facts to the BOD or Executive Committee (EC).
Any Board or Committee	<u>May recuse him/herself</u> at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
BOD or EC	Discusses and <u>votes upon whether a conflict of interest exists</u> , following disclosure and discussion of the facts and having excused the interested person. If it is determined that a conflict of interest exists,
Interested Person	<u>Leaves the meeting</u> during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
Board Chair	<u>May appoint a disinterested person</u> or committee to investigate alternatives to the proposed transaction or arrangement.
BOD or EC	<u>Determines whether ABCA can obtain</u> with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest, following any due diligence.
Disinterested Directors	If alternatives are not reasonable possible, <u>determines by majority vote</u> whether to enter into the transaction or arrangement, considering whether it is in the best interest of ABCA and whether it is fair and reasonable.
BOD or EC	<u>Takes disciplinary and corrective action</u> if it is determined that a member has failed to disclose an actual or possible conflict of interest, following explanation of the concerns to the member, hearing the member's response and making further investigation as warranted by the circumstances.
BOD, Committees with BOD delegated powers	<u>Maintains minutes</u> , that contain: a. The names of persons who disclosed or were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest and any action taken to determine whether a conflict or interest was present, and the BOD or EC decision (s) as to whether a conflict of interest in fact existed. b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ABCA BOARD OF DIRECTORS POLICIES AND PROCEDURES

PROCEDURES (continued):

Responsibility	Action
Voting Member of BOD or Committee who Receives Compensation from ABCA	Is <u>precluded from voting</u> on matters pertaining to that member's compensation If such member also has some responsibility for ABCA compensation matters, may not provide compensation information to the BOD or any committee.
Each Director, Member of a Committee with Board Designated Powers	Annually <u>completes and signs a statement</u> which affirms such person: a. Has received a copy of the conflict-of-interest policy, b. Has read and understands the policy, c. Has agreed to comply with the policy, and d. Understands that ABCA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. Annually signs a statement which declares whether such person is an Independent director. Discloses any material changes in information submitted that arise at any time during the year and revises the annual disclosure form accordingly.
EC	Regularly and consistently <u>monitor and enforce compliance</u> with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight. <u>Conduct periodic reviews</u> to ensure that ABCA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status. The periodic reviews include, at a minimum, the following: a. Whether compensation arrangements and benefits are reasonable based on competent survey information, and the result of arm's length bargaining. b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to ABCA's written policies, are properly recorded, reflect reasonable investments or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction. May use outside experts to assist with such periodic reviews, but such use does not relieve the BOD of its responsibility for ensuring periodic reviews are conducted. The Annual Conflict of Interest Statement is attached. NOTE: This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow ABCA to assess director independence in order to answer questions on Form 990.

Updated: May 15, 2021

Approved: May 21, 2011

ABCA BOARD OF DIRECTORS POLICIES AND PROCEDURES

1. Name: _____

Date: _____

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold: _____

3. I affirm the following:

I have received a copy of the ABCA Conflict of Interest Policy: _____(initial)

I have read and understand the policy. _____(initial)

I agree to comply with the policy. _____(initial)

I understand that ABCA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purpose. _____(initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with ABCA? Yes No

I. If yes, please describe it: _____

II. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with ABCA? Yes No

I. If yes, please describe it, including when (approximately): _____

II. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest Policy? Yes No

If you are not independent, why? _____

Signature of Director

Date

Date of Review by Executive Committee: _____

Updated: May 15, 2021

Approved: May 21, 2011

B-8 ABCA Board Member Qualifications

ABCA is a place that welcomes people to experience God through Christian community and Biblical truth, impacting the New England Church and beyond. As a community, founded upon the teachings of scripture, it is the commitment of the organization to seek and identify individuals to support the ABCA community that meet the criteria outlined in scripture for leadership and a role on the Board of Directors.

ABCA sees parallels in the requirements for church leaders and the qualities that it desires to be present in its Board of Directors members. These include, but are not limited to the following:

- Leaders are to believe in the life, death, and resurrection of Jesus and placed Him as their Lord and Savior for salvation.
- Leaders are first to be above reproach. In I Timothy 3:10, Paul stipulates that a leader must first be tested, and if there is nothing against them, let them serve. Our screening and election process is designed to allow the ABCA community to come forward and approve the standing of individuals and their worthiness of serving in such critical roles.
- Leaders are to be people that have proven themselves in their lives, their character and in their families.
- Leaders are to exhibit wisdom.
- Leaders are to be mature in their faith and not a recent convert.
- Leaders are to be self controlled, worthy of respect and sincere.
- Leaders are to have a good reputation with outsiders.

ABCA believes that there is benefit to diversity within the Board of Directors. Each board member will possess various gifts, strengths, experiences, and perspectives that add to the effectiveness of the board as it conducts matters of ministry and business. In order to provide effective leadership for the ABCA community, the Board of Directors of ABCA seeks individuals with spiritual gifts essential for effective leadership including the following:

- Leadership (Romans 12:8)
- Administration (I Cor. 12:28)
- Wisdom and discernment (1 Cor. 12:8)
- Shepherding (Romans 12:7; Eph. 4:11)
- Empathy and compassion (Romans 12:7-8)

ABCA understands that due to the unique context of its ministry various experiences are necessary within the Board of Directors to make wise, objective, and informed decisions. The various experiences of board members must be taken into consideration when giving any candidate consideration. These experiences and perspective should include, but are not limited to the following:

- Individuals with practical knowledge, experience and common sense regarding matters of personnel, ministry, and business.
- The ability to plan and complete assignments as tasked.
- If possible, candidates elected should have an understanding of a board, its function and role, as well as the responsibility of board members from prior experiences.

Beyond the above-mentioned characteristics, qualifications, gifts, and experiences the following characteristics are to be considered of all candidates who may endeavor to serve on the Board of Directors.

Suitability

- Will he/she fulfill an important role and need on the ABCA board?
- Does he/she match well with the other personnel of the Board in passion, mindset, and vision of ABCA?

General Preparation

- Is he/she well versed in ABCA's history, mission and vision and is he/she prepared to stay on top of relevant trends and information affecting the organization?
- Does he/she understand the roles and responsibilities of board members?
- Does he/she have a basic understanding of the hurdles, plans and potential for ABCA?

Specific Preparation for Action

- Will he/she come fully prepared for board meetings?
- Will he/she completely read all relevant background materials prior to meetings?

Ambassadorship

- Will he/she be able to accurately, enthusiastically and often speak on behalf of ABCA and its ministry?

Community Activity

- Will he/she serve actively on at least one board committee?
- Will he/she suggest new ways of enhancing/growing the organization?

Attendance at Board and Committee Meetings

- Will he/she commit to attending regularly scheduled meetings?

All of the above-mentioned qualifications are helpful in placing qualified, competent, and experienced candidates on the Board of Directors at ABCA. It is not the desire of the board to be exclusive or divisive in its selection process. Rather, it is the hope that through the leading of the Spirit the board would place candidates before the voting membership for consideration that will best aid ABCA in fulfilling its unique ministry and mission to the families, individuals, retreat groups, and greater community surrounding and within ABCA.

Lastly, as part of the nomination and election process, ABCA asks candidates for the Board to complete a questionnaire and a personal reference which affirms the candidate meets the qualifications of the association for leadership, possesses the spiritual gifts essential for leadership, and has valuable experience that will be an asset to the community.

In addition, the questionnaire helps identify unique experience and skills such as construction and facilities management, finance and accounting, teaching and pastoring, strategic planning and management that may prove helpful in the ministry of ABCA.

Approved: May 15, 2021

ABCA Board Candidate Questionnaire

ABCA is a place that welcomes people to experience God through Christian community and Biblical truth, impacting the New England Church and beyond. As a community, founded upon the teachings of scripture, it is the commitment of the organization to seek and identify individuals to support the ABCA community. The following questionnaire will assist both Candidate and the ABCA Board in affirming a potential call of said individual to nomination and election process of the Board of Directors.

In learning about you, please answer the following

- A personal relationship with Jesus Christ is central to mission and purposes of ABCA. Please briefly share your testimony or story and a bit of your personal journey today.
- Based upon Biblical teaching, tell us about your spiritual gifts. Please be specific.
- In what areas do you believe you can contribute to Board and ABCA.
- Share with us a few ways you are currently or have recently invested your spiritual gifts.
- How are you currently serving in your home church?

In understanding the mission and purpose of ABCA are you committed to supporting, upholding and promoting these on behalf of all, for ABCA?

Are you willing to commit to the Qualifications for Alton Bay Board Member as outlined in Alton Bay Board Member Qualifications?

Approved: May 15, 2021

B-9 EXECUTIVE SESSION

Executive Session exists to create a formal structure to ensure communication between members of the Board, Executive Director and Staff is not disclosed to the general public.

Executive Session is established when requested and documented during any meeting of the board. The board secretary will document that executive session was entered but any discussion will be documented independently from the board notes.

Each member of the staff and board will be requested to formally sign off on the Managing Confidential Information Agreement document upon joining the board of the staff. The language of that document is included below. If confidentiality is breached, the board of directors will be responsible for determining the consequences of breaking Executive Session up to the removal from the board.

Managing Confidential Information Agreement

In Executive Session with and between Board Members, Executive Director and Staff member, many times information is discussed which cannot and should not be disclosed to the general public. No Information should be disclosed related to these matters until approved and authorized by the Board of Directors or the Executive Director. Otherwise, the organization and the individual making the comments or statements run the risk of exposing the organization and themselves to personal and Board liability or claims of defamation.

Scripture itself lends great wisdom here, noting, "Set a guard, O Lord, over my mouth; keep watch over the door of my lips!" Psalm 141:3

By signing below, you confirm that you have read the above statement and agree to maintain in confidence issues discussed in Executive Sessions.

"General Public" as defined in this document is intended to include all individuals outside of the staff or board. If a member of the staff or board chooses to discuss any matters with their spouse the expectation is that they too will be accountable to the agreement laid out in the managing confidential information agreement. If any spouse were to disclose this information, the staff or board member would be accountable for that disclosure.

COTTAGE POLICIES
C-1 COTTAGE PURCHASE POLICY

All cottages for sale on the Alton Bay Campmeeting Association shall be announced through the Alton Bay Campmeeting Association (ABCA) office. Information about cottages, which are for sale, will be posted on the bulletin board in the Administration building. Cottages are not to be sold through real estate agents or advertised third party.

The sale of cottages will be processed in the following manner:

- A. Persons who have submitted a written and dated request to the ABCA to purchase a cottage may be notified upon request, of any cottages listed for sale.
- B. Contact may be made with the owner to view the cottage and to agree upon terms.
- C. Upon agreement, the buyer must apply, and be approved for tenancy at will in accordance with the rules for tenancy at will prior to the purchase of the cottage. A Tenancy at will Packet may be requested in the office.
- D. If the buyer is approved for tenancy at will, the sale may be completed and a copy of the new deed shall be filed in the ABCA office. If tenancy at will is refused, the cottage shall be returned to the list of cottages for sale.

Updated: May 15, 2021

Revised: April 2009

C-2 COTTAGE RENTAL POLICY

For the purpose of this policy RV owners, renters and users shall be referred to as Cottage owners, renters and users.

1. Cottage owners are encouraged to allow others to use their cottage in order to maximize the number of people who can be touched by the ministry of ABCA.
2. Cottage owners that desire to rent will notify the ABCA office via the designated form and a renters packet will be mailed to the cottage owner.
3. The cottage owner must have on file at the ABCA office prior to the rental of his cottage a certificate of inspection by ABCA (in cooperation with the Alton Fire Department) verifying that any means of heating equipment is properly installed and is in good working condition. Each cottage must have a 5lb ABC UL approved fire extinguisher, hard-wired, interconnected battery backup smoke detectors (town code requires one in each sleeping area; in addition to one on each floor), and a carbon monoxide detector if you have a combustible heat source.
4. Cottage owners that rent must pay half of the annual Association and Land Use Fee up front by March 31 and the remainder by September 15.
5. There will be a page on the ABCA web site for cottage rentals; ABCA will post a photo and cottage description on the site along with a calendar for open dates. No third party (VRBO, etc.)
6. ABCA will print hard copies of cottages for rent for distribution as requested.
7. Renters will make direct contact with the cottage owner.
8. When potential renters call, the ABCA office will direct them to the website or send them a hard copy of the listings.
9. Cottage owners will send out the application, a copy of the rules and regulations, and collect money.
10. The completed cottage rental application will be submitted to the ABCA office.
11. Cottage owners are responsible to provide all renters with a copy of the ABCA Rules and Regulations, ask the renter to sign a statement of agreement with the standards expressed therein, and return the statement to the office.
12. Renters will come to the ABCA office to get the key at the beginning of the rental and return the key to the office at the end of their stay.
13. When cottages are used by friends or family who are not paying rent, it is required that the office be notified. This notification allows us to deliver emergency communications to those who stay on the grounds.
14. Cottage renters and users for four weeks or more within a season must apply for a long-term rental tenancy. Any exceptions to this policy will require the written permission of the ABCA Board of Directors, or at the discretion of the director.
15. We believe that the Biblical definition of marriage is a union between one man and one woman. We view all other forms of sexual intimacy that occur outside the biblical definition of marriage as sinful distortions of the holiness and beauty that God intended for it. We affirm the biblical position that such acts are sinful. We will not rent any area knowingly to biblically unmarried couples, and sexual activity between unmarried persons is not permitted on these grounds. (Rom. 1:21-27; I Cor. 6:9-10, 7:1-3; Gen. 1:27. 2:24, 19:1-25; Ex. 20:14; Lev. 20:13; I Tim. 1:8-10; Matt. 5:27-32; Gal. 5:19).

Updated: January 28, 2023

Revised: March 2015 and May 6, 2017

C-3 YEAR ROUND COTTAGE RESIDENCE/USE POLICY

Year round cottage residence is allowed on the ABCA grounds only by permission of the ABCA Executive Committee.

Cottage owners who request year round residence must provide the Executive Director with appropriate documentation from town officials and/or licensed professionals, that the cottage meets building codes, water, sewer, electrical, and heating system standards suitable for year round occupancy. Due to the history of fires on the campground relating to stoves, and the hazard of ash disposal, cottage-heating systems must be electric, gas or oil. Only a minimum amount of fuel is permitted in or adjacent to a cottage.

Permission for year round residence will be granted only to cottage owners whose tenancy is in good standing and is not transferable upon a change of ownership.

Permission for year round residence is at-will and may be terminated by the Executive Committee at any time, with appropriate notice (normally 30 days).

Year round residence must be approved annually by the Executive Director each September to ensure that the campground infrastructure can continue to support such residence through off-season. A fee for off-season residence associate services provided by the campground will be assessed annually. A list of approved members will be provided to the ABCA Executive Committee by September 30th.

Any problem that occurs with the sewer system between October 15th and April 15th of any year will be repaired by ABCA maintenance personnel; however, the cost of such repairs will be the responsibility and will be billed to the cottage owner(s) whose use of the sewer system precipitated the problem.

Cottage owners, who wish to rent their cottages beyond the summer season, must secure approval of the Executive Director for year-round residence.

Renters beyond the summer season shall apply for residency by

- a. Becoming a member of the Alton Bay Campmeeting Association, and
- b. Being granted the privilege of tenancy according to the policy outlined in C-4.

Any exceptions to this policy require the written permission of the ABCA Board of Directors.

Updated: May 15, 2021

Revised: November 18, 2017

C-3a WINTER COTTAGE USE POLICY (November 1 – April 15)

POLICY STATEMENT

Alton Bay Christian Retreat Center (ABCRC) allows limited winter residency on the Retreat Center grounds to support ministry continuity while promoting safety, protecting infrastructure, and ensuring responsible use of shared systems. Winter residency is a privilege and is granted only under the terms of this policy.

PURPOSE

The purpose of this policy is to:

- Allow limited winter occupancy on the ABCRC campus
- Ensure safety and operational sustainability during winter months
- Fairly recover direct costs associated with winter services and infrastructure

ELIGIBILITY (See C-3)

1.) Winter residency may be granted only to cottages or residences that:

- Are properly winterized and meet all applicable safety requirements
- Receive written approval from the Executive Committee or designated representative. (Executive Director)
- Agree to comply with all winter operations policies and procedures

2.) Approval of winter residency:

- Is granted on an annual basis
- Is non-transferable
- May be revoked at any time at the discretion of ABCRC leadership (Executive Committee)

ADDITIONAL LIMITATION:

Winter residency is subject to any applicable municipal restrictions, including the Town of Alton cap of 26 year-round residences (per Board Minutes dated 10/9/2010), unless modified by the Town.

Cottage owners seeking to rent their property outside of the summer season may do so exclusively to individuals or couples who are existing cottage or RV owners and current tenants in good standing. Those renting their cottage for the full off-season must apply for winter residency and pay the full winter rate. Year-round rentals, including both the main season and off-season, are strictly prohibited. Rentals to external parties beyond the summer period (April 15-October 15) are not permitted under any circumstances.

WINTER RESIDENCY FEES

Full Winter Season (November 1 – April 15)

- \$900 per residence for the 2026 season
- \$1,200 per residence for the 2027 season and beyond (subject to annual review)

Weekend-Only Use Option (November 1-April 15)

- “Weekend use” is defined as intermittent occupancy (e.g., weekends, holidays, or short stays), not full-time or continuous residency.
- \$500 charged for Week-end use option.

IMPORTANT:

- Any use of a cottage during the winter season (even one day) requires participation in either the full-season or weekend-use fee structure
- The winter residency fee is intended to offset direct, measurable costs incurred by ABCRC during the winter season.

SERVICES COVERED BY THE FEE:

The winter residency fee includes, but is not limited to, the following shared services:

- Snow plowing of Retreat Center roads, access routes, and emergency clearance
- Water system usage, monitoring, and oversight (excluding Town water billing)
- Sewer system usage
- Winter infrastructure wear and tear
- Administrative oversight related to winter operations

SERVICES NOT COVERED

The winter residency fee does not include:

- Individual utility costs:
(including, but not limited to, electricity, propane, oil, internet, or cable)
- Emergency repairs resulting from negligence, misuse, or failure to follow ABCRC policies
- Private driveway, walkway, or individual access maintenance beyond primary plowed roads

PROPERTY & INFRASTRUCTURE RESPONSIBILITY

- Cottage owners are responsible for water and sewer lines serving their property up to four (4) feet from the foundation, consistent with the Buildings & Grounds policy
- This includes maintenance, repairs, and issues such as frozen pipes within that boundary
- ABCRC is responsible for shared infrastructure beyond that point

PAYMENT TERMS

- The applicable winter residency fee is due no later than October 15 of each year
- Fees are non-refundable once the winter season begins.

*Failure to remit payment by the due date may result in denial or revocation of winter residency approval.

RESIDENT RESPONSIBILITIES

Residents approved for winter residency shall:

- Maintain safe access to their residence beyond main plowed roads
- Comply with all water and sewer usage guidelines
- Notify the ABCRC office immediately of any system concerns or failures
- Maintain appropriate property and liability insurance coverage

*Failure to comply with these responsibilities may result in revocation of winter residency approval and/or additional action by ABCRC leadership. (Executive Committee)

ENFORCEMENT

Winter residency approval may be denied or revoked for failure to comply with this policy, or other ABCRC policies, or Retreat Center Rules and Regulations. Such action shall be taken at the discretion of ABCRC (Executive Board and Executive Director) and may include suspension of future winter usage privileges. To help monitor compliance with this policy a **Winter Steward** will be appointed by the Executive Director by **October 1st**.

REVIEW AND APPROVAL

- This policy and associated fees shall be reviewed annually
- Adjustments may be made based on actual winter operational costs
- Any changes to this policy or fee structure require approval by the Board of Directors.

Adopted and Board Approval, April 11, 2026

C-4 POLICY REGARDING TENANCY AT WILL

The granting of the privilege of tenancy at will for cottages and /or other structures on the Retreat Center grounds shall be restricted to members of the Association and members in good standing of an Advent Christian Church or other evangelical church and in harmony with the objectives and beliefs of the Association. The process for tenancy at will shall include:

- A written personal testimony of their relationship with Jesus Christ
- Personal References (as determined by tenancy at will application)
- A signed Statement of Faith by each applicant.
- A signed Statement of Mission of the Association.
- An interview with the Executive Committee

The Executive Committee will review these documents and the applicant(s) shall appear before this committee as part of the application process. Application for tenancy at will shall be for a specific cottage and/or structure only and are limited to one individual or a married man and woman.

The tenancy to be granted is a tenancy at will, which indicates that either the tenant or the Association may end their tenancy at any time with or without reason. A tenant may not have the name of a child or another person added to his Consent for Tenancy at will form. A tenant may leave a cottage or other structure to another individual or a married couple by will. However, such person or persons will be considered for tenancy at will for that cottage only after the death or termination of the tenancy at will of the original tenant.

If a tenant is purchasing another cottage, they will have one year to sell their current cottage. During that time, they will be able to use both cottages for rental and family use as long as the Association & Land use fees are paid on each cottage and the Director is made aware of how the cottage is being utilized. If the original cottage does not sell in one year, a written extension will need to be sought from the Executive Committee.

No person shall be permitted to own more than one cottage and/or other structure at any one time except with the express written permission of the Executive Committee.

Any renovation or remodeling of existing buildings or the construction of any new building shall be allowed only in accordance with the rules of the Building Committee which are available in the Association office. Changes in any structure may only be commenced after a person has been granted tenancy at will for that structure, unless approved by the Executive Committee.

The right of tenancy at will expires at the time of the owner's death, or the termination of said tenancy by the Association commenced, or upon the transfer of such cottage and/or other structure to a person or persons who have been approved for tenancy at will in the manner set forth above. Any heir must be approved for tenancy at will in order to use or occupy the cottage and/or other structure. If an heir is not approved for tenancy at will, such heir shall sell or remove the cottage and/or other structure within one year after acquiring ownership. If such sale or removal has not occurred within one year, the Association shall be entitled to purchase the property at a price equal to the assessed value set by the Town of Alton at the time of the sale, and such owner shall transfer such cottage and/or other structure to the Association promptly upon the Association's payment of such price to such owner.

Approved: May 15, 2021

C-5 POLICY REGARDING LOSS OF TENANCY

The Executive Committee may terminate any previously granted tenancy at will for any reason or for no reason at all. A tenancy at will may be terminated when an individual or a married couple who previously has been granted tenancy has:

1. Consistently ignored the rules of the Association and/or its Statement of Purpose, Statement of Faith, or Statement of Mission.
2. Failed to pay the Association and Land Use Fee in a timely manner and are two years behind in their payment of the same without the express written permission of the Board of Directors.
3. Not dealt with debt obligations including town taxes for up to two years.

If a decision is made to terminate tenancy, each of the following shall occur:

1. A written notice shall be sent certified mail, return receipt requested, to the tenant(s) stating that such tenancy at will is terminated.
2. The notice shall clearly indicate that the tenant(s) has a sixty (60) day period in which to apply to the Executive Committee for reinstatement of tenancy at will.
3. In the event such tenancy is not reinstated, the owner(s) shall vacate the cottage immediately; remove all contents to be retained, and sell the cottage and/or other structures within one year to a person or persons approved for tenancy at will. If such sale has not occurred within one year, the Association shall be entitled to purchase the cottage and/or structure at a price equal to the assessed value set by the Town of Alton at the time of termination of the tenancy less any indebtedness, including, but not limited to, unpaid interest, fines, or penalties assessed, or other amounts owed to the Association.

Updated: May 15, 2021

Revised: April 27, 2009

C-6 POLICY FOR TENANCY REVIEWS

- A. The tenancy for each cottage owner on the Association's grounds will be reviewed every five years. Additional reviews may be ordered when deemed appropriate by the Board of Directors or at such time as the approved tenant dies.
- B. The Executive Committee shall act as the Tenancy Review Committee.
- C. The Board of Directors shall approve the format to be followed by the Tenancy Review Committee, which may include survey information and other data relevant to the review. The Committee shall be expected to follow the same format for each cottage owner. Cottage owners who fail to complete the tenancy-at-will renewal paperwork entirely will be called for interview by the Executive Committee. Failure to comply may result in disciplinary action, including, but not limited to, suspension or revocation of tenancy-at-will and/or membership. (see C-5).
- D. The committee shall make a full report annually to the Board of Directors regarding its evaluation of each cottage owner in reference to the purposes, rules, and regulations of the Association. Any cottage owner with a questionable status will be interviewed by the Executive Committee, which will in turn recommend any specific course of action to the Board of Directors.
- E. The Administration will be responsible to inform cottage owners of tenancy-at-will revocation and to work with whatever legal help is necessary to see that the cottage ownership changes hands to someone who can have an approved tenancy-at-will as soon as possible.

Updated: May 15, 2021

Approved: March 27, 1999

Revised: February 22, 2014

C-7 PROPERTY UPKEEP POLICY AND DUPLEX COTTAGE UPKEEP POLICY

To maintain the beauty and attractiveness of the Retreat Center, all cottages, mobile homes and RV Park vehicles shall be kept in good condition by their respective owners (s). IT is the responsibility of every owner to be in compliance with the following:

1. Cottages should be attractively painted in keeping with the historic nature of the Retreat Center and immediate locality of materials and colors. Mobile homes and RV's should be painted and/or cleaned as appropriate. Please refer to the paint color charts in the ABCA Office.
2. Cottages, mobile homes and RV's should be structurally sound and in good repair so as to maintain their quality and structural integrity.
3. Area/grounds in proximity to each dwelling (depending on the closeness of adjacent cottages, mobile homes, RVs) shall be attractively maintained. This includes the completion of an area/grounds clean-up each Fall and/or Spring of all leaves and branches. Please contact the ABCA Office to arrange pick up of leaves/branches that are bagged (paper).
4. It is each owner's responsibility to remove from the area around their cottage, mobile home or RV any/all debris (ie. old construction materials, unused grills, broken hoses, old bed frames, unused lawnmowers, etc). In addition, it is the owner's responsibility to properly dispose of all debris, as the dumpsters on the Retreat Center are for household trash disposal only. Please contact the ABCA Office for assistance and information on disposal and applicable Town of Alton fees.
5. All ABCA rules/regulations, along with local, state and federal codes must be adhered to. This is applicable to building construction (new/repairs/reconstruction/demolition), electrical work, plumbing, heating, smoke alarms, fire extinguishers, carbon monoxide detectors (as appropriate), tree removal, any type of ground alterations, etc. A Building/Development Permit must be completed before any work is started. Upon review of your permit, the Building and Grounds Committee (or appropriate office staff) will advise you if a permit is not required. Please note: In most cases, a permit is required due to the on-going changes in local, state and federal codes.
6. No political or business signs shall be displayed.
7. Each owner of a cottage/RV shall obtain and maintain property and liability insurance. Evidence of such insurance coverage shall be provided upon the written request of the ABCA Director or of the Building and Grounds Committee of ABCA.
8. All duplex cottages share a common party wall (the "Party Wall"). The respective owners of each duplex cottage shall own one-half of the Party Wall. The use and maintenance of the Party Wall by the owners of the duplex cottages shall be subject to the following:

- a. Maintenance and Use of Party Wall. The owners of the duplex cottages shall be responsible for maintaining the interior facade of the Party Wall which faces its respective property in good order and repair, reasonable wear and tear excepted. Owners of the duplex cottages shall refrain from any use of the Party Wall or the cottage connected thereto which may weaken or impair its structural integrity, or which will cause excessive noise or vibration.
- b. Repair and Reconstruction. If at any time the Party Wall shall require structural repair or reconstruction beyond normal maintenance, as may be reasonably determined by the owners of the duplex cottages or the Building and Grounds Committee of the Alton Bay Campmeeting Association, which repair or reconstruction is not necessitated by the act or omission of either party, the cost of such repair or reconstruction shall be shared equally by the owners of the duplex cottages. Provided, however, that any sums received by either owner from insurance against such injury or destruction first shall be applied to the expense of such repair or reconstruction. In the event that repair or reconstruction of the Party Wall is necessitated by the act or omission of either of the owners of the duplex cottages, such owner shall repair or reconstruct the Party Wall at such owner's sole expense. All repair or reconstruction of the Party Wall shall be conducted in a timely and workmanlike manner, utilizing labor and materials of equal or superior quality to the existing Party Wall.
- c. Insurance. Each owner of the duplex cottages shall obtain and maintain property and liability insurance with respect to its respective interests in the Party Wall hereunder, in such amounts and with such insurance carriers as are reasonably acceptable to the other party. Evidence of such insurance coverage shall be provided upon the written request of either party or upon the written request of the Building and Grounds Committee of the Alton Bay Campmeeting Association.

9. As a tenant at will of the Alton Bay Campmeeting Association, it is your responsibility to abide by all the rules and regulations of the ABCA.

Non-compliance with any of the above may result in:

1. A letter being sent from the Building and Grounds Committee of the Alton Bay Campmeeting Association indicating deficiencies with respect to the foregoing. A response from the owner of the cottage, mobile home or RV is required within 30 days of the date of the letter.
2. Lack of response from the owner after 30 days from the date of the letter will automatically require the ABCA Board to address the specific area(s) of non-compliance with the owner of the cottage, mobile home or RV. Continued non-compliance and/or lack of response may result in a loss of tenancy at will given to occupy said premises.

Updated: January 28, 2023

Revised & Approved: March 12, 2011

C-8 OUTDOOR COOKING POLICY

Due to the close proximity of cottages and the history of fires at ABCA, gas or electric grills and must be used at least five (5) feet from buildings and not left unattended at any time. Such cooking devices should not be used on covered porches and covered decks.

Updated: May 15, 2021

Approved: March 27, 1999

C-9 WASHING MACHINE POLICY

Washing machines are permitted in cottages on the ABCA grounds upon approval of a submitted Building/Development Permit. This request will be reviewed for consideration by the Buildings and Grounds Committee in conjunction with the Maintenance/Facilities team.

Once permission to install a washing machine in a cottage, mobile home or RV has been granted, it is the responsibility of the owner to keep it in good working order and ensure it's proper use.

Should the cottage, mobile home, or RV be sold with the washing machine included in the sale, the permission to continue the use of the washing machine is transferable at the time of the sale.

Should the washing machine be excluded from the sale, then the new owner will be required to submit a Building/Development Permit request to install a washing machine.

Updated: May 15, 2021

Revised: May 24, 2008

**C10 FINANCIAL RESPONSIBILITY OF COTTAGE OWNERS –
RESULTING FROM NECESSARY UTILITY REPAIR OR REPLACEMENT**

When it becomes necessary to remove or otherwise dismantle parts of cottages, porches, decks, out buildings, etc. to access and/or facilitate the repair or replacement of utilities such as water and sewer pipes, the cost of such removal and subsequent replacement will be the responsibility of the Association, unless the repair or replacement resulted from the negligence or unintentional acts of the owner.

Except in cases of emergency, the Building and Grounds Committee and/or the Executive Director will make every effort to insure that cottage owners are informed in advance of any action that will affect their property and include an estimate of the costs to restore the structure to its original condition.

The Executive Director shall make every effort to ensure that financial arrangements, including payment schedules, are fair and equitable to both the cottage owner and ABCA.

The ABCA Board of Directors will decide any exceptions to this policy, or appeals for abatement of costs or financial responsibility.

Updated May 15, 2021

Revised: April 27, 2009

C-11 BUILDING/DEVELOPMENT RULES AND REGULATIONS

Purpose and Guiding Principles

The Alton Bay Christian Retreat Center (ABCRC) is a community united by a shared faith in our Lord Jesus Christ and guided by the values of unity, integrity, hospitality, love, forgiveness, compassion, and renewal. In addition to these spiritual and communal values, we collectively embrace the responsibility to be careful stewards of our facilities, including cottages and RV trailers. To fulfill this responsibility, we are committed to establishing clear and comprehensive guidelines regarding building and ground development rules and regulations.

Commitment to Member Support and Terminology Clarification

The Executive Director, Board of Directors, Staff, and Buildings and Ground Committee are dedicated to offering all members clear guidance and support as they maintain or seek to enhance their cottages. It is important to note that, while the term “cottage” is commonly used within our Retreat Center, it does not carry legal significance outside this context. For the purposes of building and grounds regulations, particularly those involving construction, the official designation is “Single Family-Unit Dwelling.”

Buildings and Grounds Committee Structure and Roles

1.) Committee Composition:

The Buildings and Grounds Committee consists of at least three non-staff members who possess expertise in construction, technical fields, or facilities management. These individuals are appointed by the Executive Director. Leadership of the Buildings and Grounds Committee is provided by the Director of Facility, a staff member, who operates under the guidance of the Executive Director, ensuring alignment with the broader goals and principles of the ABCRC.

In addition to the Buildings and Grounds Committee, the Executive Director is responsible for appointing three non-staff individuals to serve on the Aesthetic Committee. The purpose of this committee is to review projects, cottage reconstruction, and renovations. Their role is to help preserve and maintain the historic character of the campground by providing oversight and recommendations related to the visual and architectural aspects of proposed changes.

2.) Oversight and Policy Formation

The Board of Directors is responsible for overseeing the development and writing of policies related to buildings and grounds. However, the Board does not participate in the day-to-day implementation of these policies, which falls under the purview of the Buildings and Grounds Committee

Role of B&G Committee

- To screen applications for construction.
(new/replacement/renovation construction)
- To meet with the members to review and discuss the scope of project.
- B&G may check for compliance that appropriate permits exist before work commences.
- Review architectural or engineering plans submitted for projects.
- To check for safety compliance.

- Assist the Executive Director in identifying major improvement projects on the campground, help implement and oversee projects using outside contractors.
- Meet with the Arborist for tree evaluation and removal.
- Periodically meet as a team to evaluate projects.
- Report at Annual meeting highlighting major projects and improvements accomplished throughout the year.

Permit Requirements

Most interior and exterior construction, structural alterations, destruction, and relocation of buildings within the Association requires an ABCRC Building Development Permit. **The Town of Alton also mandates an approved ABCA permit before considering any application for town approval.** For more information on the permitting process and clarification on which projects require only an ABCRC permit versus those also needing town approval, consult the ABCRC office. It is the responsibility of members to check with the Town of Alton for all required permits.

Not Requiring Permits:

- Non-structural inside upgrades
- Cosmetic upgrades
- Minor inside and outside repairs
- Existing utility replacement (such as water heaters)
- Placement of existing electrical outlets
- Interior plumbing restoration work
- Interior septic restoration

Permit required:

- All restorations, rebuilds, or new construction
- Structural modifications to a cottage
- Changing or installing utility services such as adding propane
- Upgrading electrical service
- Installing new heating / cooling systems or Installing Mini Splits
(For existing heating units that fail this is considered an emergency and the process is expedited through notification of the office/Executive Director.)
- Permanent exterior modifications in and around the cottage including major landscaping projects
- Exterior painting (For repainting with same color it is just a notification process)
- Reroofing requires a permit (shingle colors limited to black, gray, brown.)
- Window replacements
- Porch rebuilds
- Permanent Generators
- Sheds

Permit Application Process

Permit applications must include the following details:

- Name and contact information including legible email address and phone contact
- Location of the work requested
- Reason for the request
- Detailed description of the proposed work
- Diagram showing the layout and design
- List of materials to be used
- Name and contact information of the contractor (if different from the owner)
- Submit application to the ABCRC main office.

After B&G receives the application, it may take up to 14 days/2 weeks to respond to request

Permits are valid for 24 months from the date of approval.

Permit applications may be obtained from ABCRC Office or downloaded from website/or Planning Center App.

Permit Appeals

If a permit is denied according to the policy, applicants may submit a second request providing additional information or other reasons for debating the denial. If denied a second time, a single appeal can be made to the Executive Committee.

Project Standards and Communication

All work must benefit both the cottage owner, RV park owner, and the Association. Neighboring cottage owners must be informed in writing when major construction, rebuilding or modifications are planned. Cottage owners should begin conversations with their neighbors about the intended project, but formal notification is made by the Building and Grounds (B&G) and Executive Director during the application process and any concerns can be addressed at that time. Construction and alterations must conform to the approved permit specifications and not go beyond the scope outlined in the permit. The cottage/RV owner shall be required to adhere to related codes as defined by the Town of Alton. (Reference town codes on following website.)

<https://www.alton.nh.gov/government/building-department>

Permitted Work Hours and Seasonal Restrictions

Work is allowed Monday through Saturday, (9:00 AM- 8:00 PM.) during July and August and (8:30 AM- 8:00 PM.) off season. **Absolutely no work is permitted on Sundays** unless there is an emergency or written permission from the B&G committee or Executive Director. An emergency is defined as any situation posing imminent threat to life or property.

Major construction projects **may not take place during the primary camp meeting season (July 1st through Labor Day)** unless approved by B&G. OR/AND while Retreat Center worship services are actively planned.

Existing Cottage Restoration, Rebuilds or New Construction: General Policies and Guidelines

If cottage expansions are permitted, they must comply with the following requirements to ensure the safety and well-being of residents and to maintain community standards:

1.) Minimum Distance Between Cottages

Any proposed expansion, including additions such as bump outs, raised decks, must not reduce the distance between cottages to less than 20 feet. The 20 feet are measured from drip edge to drip edge from next structure. Maintaining 20 feet between cottages helps to support access for life, health, and safety personnel

2.) Fire and Life Safety Considerations

Cottage restorations or expansions will not be approved if the proposed changes result in increased fire hazards or life, health, and safety issues compared to the existing conditions.

3.) Bump Outs and Foundation Requirements

Expansions that include bump outs to include those designed to accommodate bay windows must maintain a minimum distance of 20 feet from neighboring cottages. Bump outs exceeding 2 feet in width, such as those intended to accommodate additional living space must be supported by a qualified foundation to ensure structural stability.

4.) Upward Expansions

If a cottage owner wishes to build upwards from an existing structure, a structural engineer must first review the plans. Certification must be provided to confirm that the current first floor can safely support the additional construction. The approval process will also consider the impact on views from neighboring cottages. ABCRC rules limit single-family dwellings to 1 ½ stories and a maximum height of 30 feet. Additionally, the shoulder wall on the second floor may not exceed 6 feet in elevation.

5.) Dormers

Dormers should not be used to bypass the 1 ½ story policy for cottages. They may be added to existing cottages if the upper-level shoulder wall is under 6 ft. high. For new construction, dormers are limited to half the roofline length on one side of the building.

6.) Interior Considerations

Interior restorations where the cottage is gutted to remodel will be required to ensure stairwell stair landings shall adhere to today's code. Existing bathrooms that do not meet today's code requirements will need to be updated to meet today's code.

New Construction Guidelines and Rebuilds

1. Approval and Design Standards

- In the case of new construction of a cottage, or a rebuild or a cottage over 60%, you must submit scaled architectural plans showing the foundation, first floor, second floor (1 ½ story), and all floor elevations.
- New cottages and rebuilds will be attractive and in keeping with the historic nature of the association and neighborhood to help maintain a cottage appearance. (Please refer to the cottage renderings that align with the objective of preserving a traditional cottage appearance.)
- If a cottage is within 20 feet of a neighbor (drip edge to drip edge), the neighbor-facing side must use cement board siding, or other fire rated materials with approval from Alton Fire Department. The remaining (non-neighboring sides) can use materials other than cement board siding. Sides more than 20 feet away from adjacent buildings/cottages can use approved materials, including vinyl siding.
- Contractor and Insurance Requirements: Cottage and RV owners must inform contractors to notify the ABCRC office at the start and finish of their work, both as a courtesy and for security purposes. It is the cottage owner's responsibility to obtain the contractor's Certificate of Insurance, a copy of which must be on file at the ABCRC office.
- Construction of new cottages requires the approval of the Board of Directors and is also subject to Town of Alton approval.

Example of Possible Cottage Designs the aligns with the Aesthetic look of ABCRC



2. Plan Submission Timeline

Please allow Building and Grounds 14 days/2 weeks to review your plan submission: more time is needed if corrections are required. After your plans are finalized, the B&G Committee will conduct a final review within 14 days/2 weeks of submission. Delays may occur if multiple applications are being processed.

From initial application, expect about two months for ABCRC processing, one additional month for the town Code Enforcement Officer, and, if necessary, an additional 1–2 months for Town Zoning Board approval.

Sample Timeline

Event / Action	Timeline Duration	Month
Cottage owner initiates conversation with B&G		April
Cottage owner develops plans for submittal and initiates B&G request and submits initial paperwork application	Variable	April
B&G review application and submission plan for comment and completeness, and develops a review synopsis for Executive Director	14 days	April
B&G representative sets up a meeting to discuss the project with cottage owner	1 day	April
B&G and Executive Director notify neighboring cottage owners in writing regarding intended project and addresses any concerns	1 day	April
Cottage owner submits completed plans to B&G for review	Variable	May-June
B&G reviews final architectural plans and submits architectural package and synopsis to Executive Director	14 days	June
Executive Director reviews all documents and reviews with Executive Board for approval	30 days	June-July
Once approval is obtained, B&G issues approval form which is needed to submit to the town for further processing	1-3 days	August
Town Code Enforcement Officer reviews plans	30 days	August
Town Code Enforcement Officer determines if Planning and Zoning Board approval is required	1 day	August
If required Cottage owner has additional paperwork to submit	30 days	September
Zoning Board if required	30 days	October
Planning Board if required	30 days	November

Size and Placement Regulations

- The permissible building space of a cottage will be determined by multiple factors: In an existing environment, the cottage shall remain the same footprint. If there is a request to expand the footprint the criteria must be reviewed for compliance with existing ABCRC policies.
- In new development area, the footprint size will be determined by the space and plan of the available area. The Retreat Center will be required to have a comprehensive plan pre-approved through the Town of Alton Planning and Zoning Boards.
- Because of the land constraints within the grounds, the size footprint of cottages will be determined by the available space for the designated area to be built upon. The baseline footprint will be 24 x 30 ft.; square footage may not exceed 1,440 square feet. The final decision on the footprint will be determined based on space limitations and utilization of the area that is being proposed.
- Foundations shall be constructed according to International Residential Code. Refer to the current edition of the year used by Town of Alton.
- Width of decks shall not exceed width of cottage where the proposed deck is being built. Wrap around decks are only approved with special circumstances such as aiding egress from a cottage, or aesthetic integration of cottages on corner lots.
- Finished basements are permitted but may not be used to create a separate dwelling unit. Basement finishing must comply with the Town of Alton codes.
- For complete replacement of an existing cottage that presently has an open porch, the Town of Alton has an ordinance that porches may not be enclosed to accommodate more living space. The cottage owner would need to apply to the town for an exemption, which adds cost to the cottage owner. The ABCRC will allow enclosing porches but still encourages preserving some porch to maintain some of the historic and community aesthetic.

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Replacement Construction Due to Destruction

If new construction replaces a structure lost to destruction, the new footprint must match the original unless exceptions are approved by B&G and the Town of Alton; square footage must comply with present policy. If multiple buildings are destroyed and there is insufficient space for reconstruction, the B&G Committee, Board of Directors, and the Town of Alton will determine the appropriate size and number of buildings to be rebuilt. If a building must be torn down and rebuilt, pictures must be taken and elevations determined beforehand.

Groundwork and Landscaping

Building/Development permits are necessary for any groundwork such as tree cutting, fences or wall construction, soil alteration, drainage changes, landscaping, and similar projects. Restoration of land in or around the project, disturbed land within the vicinity of the project shall be the responsibility of the cottage owner. The land and property in the vicinity of the project must be restored to existing previous conditions or improved upon from existing conditions. Pictures must be taken prior to the commencement of work and be on file at the ABCRC office.

Excavation and Landscaping

- Although the land is owned by ABCRC, the cottage owner, through their contractor, remains responsible for the final grading and restoration of the site in the vicinity of their cottage.
- Grading and elevation must match the surroundings of the adjacent cottages.
- The cottage owner is responsible for grading, landscaping, and restoring the area to at least its original condition after major construction projects.
- The cottage owner is responsible for submitting a landscape restoration plan to B&G for approval. The landscape restoration plan must fit in or improve upon the aesthetics of the adjacent and or surrounding cottages.
- Restoration of walls and borders of an area surrounding a cottage is the responsibility of the cottage owner.

Technical Policies

1.) Water Lines

- Cottage and RV owners are responsible for inspecting and repairing any leaking toilets or faucets to minimize water consumption and waste.
- Cottage & RV owners are responsible for maintaining the internal water lines
- Cottage & RV owners are responsible for the installation of water pressure regulators. Damage caused by high pressure water lines is the responsibility of the Cottage and RV owner respectively.
- The town water system is run off from the Fire Hydrant system as many small towns do, there are no regulators on their system.
- Cottage & RV owners are responsible for installing and maintaining a water shut off valve at the entry point of their cottage or RV.
- The Retreat Center will be responsible for leaks and repairs from seasonal water lines leading up to the point of entry shut off valve.
- For seasonal cottages, or cottages built for year-round use with Town Curb stops, you are responsible for coordinating with the town to shut down and turn on your water line.

2.) Septic

- In general exterior / outside septic is maintained by the retreat center.
- Cottage owners are required to connect to the Retreat Center septic system, and all construction within the cottage must adhere to applicable building codes.
- To minimize septic load, cottage/RV owners are responsible for inspection and repair of any leaking toilets or faucets.
- Cottage owners are responsible for the outside septic connections up to four feet past the most exterior portion of their cottage. (Example: if a septic pipe pathway is located under a deck or porch, the cottage owner is responsible to the four feet beyond the outer edge of the porch or deck.)
- RV Owner is responsible from the RV to the designated permanently installed septic hookup on the site.
- All cottage owners must install back flow preventers.
- Schedule 40 PVC shall be used for all pathways for the septic system.
- The Executive Director must approve year-round building use and sewer access, with a focus on safety issues like snow removal and emergency vehicle access. A fee is assessed for year-round residency. If a cottage owner is renting their cottage long-term from fall/winter/early spring, they are to get approval through the Executive Director and will be assessed a fee for this time period.
- **No** garbage disposals

3.) Electrical

- Electrical permits will be required when extensive electrical work is to be conducted while restoring the cottage. Electrical service panel/line upgrades require a licensed electrician.
- Replacing existing outlets or switches does not require an electrical permit.
- During construction planning process and or execution of a permitted project; If outdated electrical systems exist- including Knob and Tube wiring, BX cable, legacy electrical materials- are identified, these components must be removed and replaced with Romex that complies with current code standards.

4.) HVAC

- All heating system construction and venting must comply with local, state, and federal regulations. Owners are responsible for obtaining inspection certificates for heating and venting, which must be filed at the ABCRC office.
- Chimneys must be constructed from approved materials as specified by the National Board of Fire Underwriters and Town Regulations. **No wood, coal, and pellet stoves are permitted.**
- Installation of Mini Splits or traditional HVAC exterior condenser units must not interfere with code requirements of other Utility's such as Propane Code requirements
- Installation of Mini splits or traditional HVAC exterior condenser units shall not be on the primary visible side to a cottage. This is an Aesthetics requirement.
- Installation of exterior units shall be on level ground or properly supported wall mounts.

- Installation of HVAC systems to include Mini Splits requires that a review of Electrical panel is conducted to assess there won't be an overloaded panel event.
- Electrical upgrades to support mini splits must be done to code by a qualified installer.

Safety and Aesthetics

- Exterior paint must match approved B&G colors, with samples required for application.
- Washing machines are only permitted if approved by B&G.
- All cottages and RVs must have smoke detectors and fire extinguishers meeting National Fire Protection Agency (NFPA) Code.
- Carbon monoxide (CO) detectors are required by law in New Hampshire for both new and existing residential buildings.
- Installation of sheds requires an ABCRC permit. Evaluation of the size and placement location of shed must be approved by B&G. If proper space is not available permission will be denied. Sheds must be maintained in good condition and fit the style of the cottage area. If a shed is found to be in disrepair or poor condition it is the responsibility of the cottage owner to have it removed.
- T1-11 siding is not permitted as exposed siding material. All new cottages or restorations must use like materials for the existing cottage within one year of project implementation.
- Outdoor showers are not allowed on ABCRC grounds.
- Roofing and repairs: Metal roofs are permitted but must include ice shields to prevent ice sliding. B&G will approve colors and evaluate safety for each cottage.

Miscellaneous Considerations:

Generators

Generator use requires an ABCRC permit and any necessary Town of Alton permits. Seasonal residences may use portable generators up to 10,000 watts, which must be stored indoors when not in use. When it is outside it must be placed at least 10 feet from propane tanks and windows when running. Residences approved for year-round tenancy may apply to install a permanent emergency generator, which must include an approved transfer switch. Existing permanent generators are grandfathered.

Propane Tanks

- Installation of propane tanks requires ABCRC and Town of Alton permits for both the tank and plumbing.
- Only one 125-gallon tank is allowed, except for year-round residences, which may have up to two tanks. (With a maximum of 250-gallons combined) Propane tanks follow National Fire Protection Agency Code (NFPA 58), all propane tanks installed and or maintained at a cottage must meet NFPA Code.
- Buried propane tanks are **NOT** approved for use on the retreat center by any cottage owner due to space limitations secondary to the code.

General Provisions

These rules and regulations are not exhaustive or all-inclusive. Current update and Board Approval, April 11, 2026: Prior updates and approvals have been made on May 21, 2022, November 13, 2021, and original adoption on May 19, 2007

C-12 COMPLIANCE AND ENFORCEMENT POLICY FOR BUILDING AND GROUNDS

Purpose and Intent

The Alton Bay Campmeeting Association (ABCA) is committed to maintaining a safe, orderly, and Christ-honoring environment through adherence to its Building and Grounds policies. These standards exist to ensure proper stewardship of property, preserve the aesthetic and structural integrity of the Retreat Center, and promote unity within the community.

Compliance with all approved permits, plans, and regulations is required of all tenants. Failure to comply will result in corrective action and financial penalties as outlined below.

Definition of non-complianceA violation of the Building and Grounds Policy shall include, but is not limited to:

- Construction, modification, or development without an approved permit
- Deviation from approved plans, specifications, or dimensions
- Failure to follow safety, zoning, or aesthetic requirements
- Failure to complete required restoration or corrective actions
- Disregard of communication or directives from the Building and Grounds Committee or the Executive Director

Statement of Community Responsibility

All enforcement actions will be carried out with a spirit of clarity, fairness, and accountability. These policies are intended to uphold the shared values of stewardship, integrity, and mutual respect within the ABCA community.

Failure to obtain proper approval or comply with established policies is considered a serious breach of community trust and responsibility.

Immediate Cease and Desist Authority

To protect the safety, structural integrity, and policy compliance of the Retreat Center, ABCA reserves the right to issue an Immediate Cease and Desist Order under the authority of the Executive Director or his designee.

- Any construction activity may be stopped immediately on-site if it is determined that:
 - Work is being performed without proper approval or permits

- Work is not in compliance with approved plans
- Work poses a risk to structural integrity, safety, or neighboring properties
- Work violates seasonal or operational restrictions
- This order may be:
 - Verbally communicated on-site to any party responsible, including:
 - Tenant
 - Contractor
 - General contractor
 - Subcontractor or handyman
 - Followed by written documentation to the tenant.
- All work must stop immediately upon issuance of this order and may not resume until:
 - The issue has been reviewed
 - A resolution has been agreed upon
 - Written authorization to proceed has been granted
- Failure to comply with a Cease-and-Desist Order will result in escalation to a higher-level violation and may trigger additional penalties.

Contractor Compliance and Removal Policy

All contractors, subcontractors, and individuals performing work on Retreat Center grounds are required to fully comply with all Building and Grounds policies, seasonal restrictions, and directives issued by Building and Grounds personnel, or the Executive Director, or his designee.

- Any contractor who **fails or refuses to comply** with these policies or directives will be subject to immediate enforcement action.
- If a contractor does not obey or adhere to Building and Grounds personnel instructions or Retreat Center policies:
 - They may be **required to immediately cease work and leave the Retreat Center grounds**, and/or

- They may be **prohibited from returning to the Retreat Center grounds** until such time as permission is granted by the Executive Director or his designee.
- Failure to comply with a Cease-and-Desist Order, including continuing work after being directed to stop, will be considered a **serious violation** and may result in:
 - Escalated penalties to the tenant
 - Suspension of current and future project approvals
 - Removal and/or banning of the contractor from the property

Clarification of Authority

The Executive Director and/or designated Building and Grounds representatives have full authority to:

- Enforce seasonal construction restrictions
- Issue stop-work directives
- Require compliance from contractors regardless of instructions given by a tenant or general contractor

No contractor or tenant may override or disregard these directives. Any attempt to do so will be considered **willful non-compliance** and subject to immediate escalation.

Enforcement and Penalty Structure

To ensure fairness and consistency, ABCA will apply the following graduated enforcement process:

1st Offense – Notice, Correction, and Administrative Penalty

- Written notice of violation issued
- Required corrective action within a specified timeframe (typically 14 days)
- Administrative penalty of \$250–\$500
- Continued non-compliance beyond the deadline may result in escalation

2nd Offense – Formal Warning and Significant Financial Penalty

- Formal written warning issued
- Required correction or removal of non-compliant structure or work
- Financial penalty of \$500 per day up to 20 days. After 20 days - loss of tenancy.

- Suspension of future permit approvals until resolved

Additional actions may include:

- Suspension of building and development privileges
- Restrictions on future project approvals
- Review of tenancy status by the Board

Proportional Penalty Clause

In addition to fixed penalties, ABCA reserves the right to assess fines proportional to the cost and scope of the unauthorized or non-compliant project.

Penalties may be assessed at 25%–50% of total project value, particularly in cases involving:

- Construction without prior approval
- Significant deviation from approved plans
- Willful disregard of policy

Mandatory Correction Requirement

All violations must be brought into full compliance. This may include:

- Modification of the structure
- Partial or full removal of non-compliant construction
- Restoration of surrounding land

Failure to comply may result in additional penalties or further disciplinary action.

Grandfathering of Existing Structures and Conditions

To ensure fairness and recognize past practices, the following provisions apply:

- Any existing structure, improvement, or condition that was constructed prior to the adoption of this policy and was either:
 - Approved under previous guidelines, or
 - Completed during a time when enforcement or clarity of policy was limited shall be considered grandfathered and not subject to penalties under this policy.

- Grandfathered structures may continue in their current condition provided they do not pose a safety risk, code violation, or significant negative impact on neighboring properties or the community.
- Any future modification, expansion, repair, or replacement of a grandfathered structure must comply fully with current Building and Grounds policies and permitting requirements.
- If a grandfathered structure is found to:
 - Pose a safety concern
 - Violate applicable codes
 - Cause material impact to surrounding properties or infrastructure
ABCA reserves the right to require corrective action, which may include modification or removal.
- Grandfathering status does not apply to:
 - Work that was knowingly completed in violation of existing policies at the time
 - Work completed after formal notice of non-compliance
 - Ongoing or repeated violations after the adoption of this policy

Example of Application

If a tenant constructs a deck without approval or outside approved specifications:

- Work may be immediately stopped via Cease and Desist Order
- The deck must be modified or removed to meet approved standards
- Financial penalties will be applied according to offense level
- Additional penalties may be assessed based on project cost

Appeals Process

Any member may submit a written appeal within fourteen (14) days of receiving notice of violation. Appeals will be reviewed by the Executive Committee, whose decision shall be final.

Adopted and approved by Board: June 20, 2026

FINANCIAL POLICIES

F-1 AUDIT REVIEW POLICY

The ABCA Board of Directors shall serve as the Audit and Review Committee. We shall have a financial review in years 1 and 2 and an audit on year 3.

Updated: May 15, 2021

Revised: May 2015

F-2 BORROWING POLICY

1. Funds are not to be borrowed for operations from donor restricted funds.
2. Borrowing for operations from Board designated funds is to be replaced with interest as soon as possible.
3. Bank loans necessary for operations must be authorized by the Executive Committee.

Updated: May 15, 2021

Approved: March 27, 1999

F-3 FUND RAISING POLICY

1. No funds shall be raised nor appeals made in the name of the Alton Bay Campmeeting Association without the express permission of the Executive Committee.
2. Fund raising, either for budgeted items or special projects, may be planned and proposed by the Finance Committee in conjunction with the Director and presented to the Executive Committee for approval.
3. No appeals for special projects will be made without complete information, plans, budgets, and notification of appropriate committee chairmen.

Updated: May 15, 2021

Approved: March 27, 1999

F-4 LINE OF CREDIT POLICY

Borrowing from our line of credit may be done by the President, Treasurer, or Executive Director with the verbal concurrence of one of the other two of this group. Borrowings of less than \$10,000 in a given month may be made by the Executive Director without concurrence of others.

Updated: May 15, 2021

Approved: March 27, 1999

F-5 COTTAGE AND LAND USE FEE POLICY

1. A Cottage and Land Use Fee is assessed to each cottage owner annually to assist with the services provided and the ongoing ministries of the ABCA.
2. Cottage and Land Use Fees are set annually by the Board of Directors.
3. Unpaid Cottage and Land Use Fees, together with interest accrued thereon and a \$25 fee per month, shall be a lien upon the cottage to which it relates until paid in full.
4. In such circumstances as the Board of Directors may determine, the Cottage and Land Use Fee may be abated or special arrangements made with the cottage owner for payment.
5. Membership in the ABCA is required of all cottage owners.

Updated: May 15, 2021

Approved: March 27, 1999

F-5a PAYMENT POLICY

1. All Cottage and Land Use Fees are due by January 31st annually unless a payment plan is set up with the office.
2. Payment plans must be submitted by January 10th at the latest including the amount payable each month to be completed by October 20th. Acceptance or adjustment of the plan should be no later than the 20th of January. There should be a page indicating compliance to all ABCA financial Policies with a signature line for the owner's signature and this is to agree to make all payments on time. This page must be signed and returned to the office by February 15th.
3. The first payment shall be made by the 31st of January and monthly payments thereafter shall be made no later than the 20th of each month.
4. Payments must be received by ABCA in time to be posted by the due date or will be considered late.
5. All late payments will be charged a late fee of \$25.

Approved September 2021

Effective January 1, 2022

Alton Bay Campmeeting Association
Association Fees Policy – Outstanding Fees
Addendum to F-5 Cottage and Land Use Fee Policy Item 7

- I. **PURPOSE.** The purpose of this policy is to create a process for the collection of all association fees that are overdue from the previous calendar year.
- II. **APPLICATION.** This policy shall apply to all Members who have not established a payment plan for association fees and have a balance that is overdue by one calendar year for their cottage or RV fees.
- III. **DEFINITIONS.**
 - a. This policy applies to any member as of 1 June that carries over a balance of their association fees from the previous year.
- IV. **PROCEDURES.**
 - a. The member will be contacted by letter with a copy of this policy as of 1 January which will include information about the benevolence policy that is available.
 - b. Any member who has not paid their association fees from the previous year or does not have a payment plan in place as of 1 June will forfeit use of their cottage or RV. They will also lose all privileges of membership and will not be allowed to utilize the amenities on the grounds, until said fees have been paid in full or a payment plan is in place.
 - c. Each member will receive in writing a copy of the policy prior to revocation of rights as to the reasons why they are being revoked.
 - d. This policy is not in place to cause hardship for any member. This policy is in place so members do not further their debt with ABCA. As scripture states in Romans 13:7 “Pay all of them their dues, taxes to whom taxes are due, revenue to whom revenue is due, respect to whom respect is due, honor to whom honor is due.”
 - e. ABCA currently has a benevolence policy (F-7) in place to assist those who are having difficulty with their cottage or RV fees.

Updated: May 15, 2021
Approved: November 8, 2014

F-6 TRAVEL EXPENSE REIMBURSEMENT FOR BOARD MEMBERS POLICY

Members of the Board of Directors of the Alton Bay Campmeeting Association may be reimbursed for expenses incurred to attend meetings of the Board and Executive Committee under the following terms and conditions:

1. The Board member must submit a request for reimbursement in full or in part, by filling out an expense form which shall be provided by and submitted to the Administration.
2. Board members must submit receipts with the expense form for all requested reimbursements, except mileage. The mileage reimbursed will be for the best direct route from point of origin to ABCA and back.
3. Expenses eligible for reimbursement include travel at the rate per mile allowed by the IRS and/or air fare, meals taken while in transit, tolls, and ground transportation. The maximum amount of travel expense eligible for reimbursement will be the total of the most economical means of travel, air or ground (mileage plus lodging, tolls, etc.).
4. It shall be the responsibility of the Alton Bay Campmeeting Association to provide food and lodging to Board members attending meetings, as requested.

Updated: May 15, 2021

Approved: March 27, 1999

F-7 BENEVOLENCE (HARDSHIP) POLICY

Purpose

To model Christian community in the way we care for people within the ABCA community who are struggling financially and unable to fulfill the financial responsibility of Cottage and Land Use Fee Fees.

Criteria for Eligibility

In keeping with Biblical standards, we intend to care for widows and those in need among us; those that have served in ministry as pastors or missionaries. To that end, individual cottage owners who meet the following criteria will be considered:

- Those who are over the age of 65 years old and are unable to work either due to age or disability
- Those who do not have other family members to offer support and do not have multiple family generations utilizing the cottage or who can contribute to the upkeep and fees
- Those who meet the financial criteria for income and assets consistent with the U.S. Department of Housing and Urban Development (HUD) and AGI of less than or equal to \$35,000.
- Those who are willing to work with the Association transparently regarding their financial needs

Executive Committee Role

Consistent with other tenancy matters, the Executive Committee will review all annual requests for benevolence. Working with the Executive Director to gather all essential information, the Executive Committee will extend a benevolence discount for applicants that meet the criteria for the calendar year. Subsequent requests for benevolence will be reviewed annually.

Review Process

1. The applicant must submit a request to the Executive Director.
2. The applicant must then provide initial financial information outlining earnings, expenses and assets.
3. After initial screening, the applicant must provide a copy of the most recent tax return.
4. Upon meeting the basic financial criteria in conjunction with the HUD standards, the applicant will be reviewed by the Executive Committee for approval.
5. Approval for benevolence will result in a one year reduction of Cottage and Land Use Fee Fees.

Benevolence Discount

The Benevolence Discount will be 30% reduction from the annual Cottage and Land Use Fee Fees.

Updated: January 28, 2023

Established: May 2011

F-8 DESIGNATED GIVING POLICY – ABCA

EXPLANATION

A donor may, at any time, feel compelled to give a gift to a tax-exempt entity that has a specific intended purpose. These gifts may be used by the tax-exempt entity in any manner that they see fit. However, a suggestion may be given by the donor as to how he or she envisions the money being used. Since the donor gives up control of their gift, they may claim this on their taxes.

A donor may also choose to give a restricted gift. Restricted donations are also donations that have a suggested use. However, the difference is that a restricted donation takes it a step further. With a restricted donation, the donor provides a statement to the nonprofit organization that states that the donation given may only be used for the donor's stated purpose. ABCA can choose to accept the gift or deny it. If they choose to accept it, they must use the gift in the way it was intended. Meanwhile, restricted donations are not eligible to be considered as a tax-deductible donation if the donor never relinquishes control of the funds.

DEFINITIONS

DESIGNATED DONATION

A donation given with a suggested but non-binding use

RESTRICTED DONATION

A donation given with a mandatory, binding use

TAX-DEDUCTIBLE DONATION

A donation that is eligible to be claimed as a tax deduction on a donor's personal tax return

POLICY STATEMENT

The Alton Bay Campmeeting Association is a qualified 501(c)(3) organization. All tithes, offerings, or donations of any kind are deductible under section 170(c)(2) of the IRC. You are welcome to designate your giving, but must understand that ABCA may or may not choose to use your gift in the way you intended. Your agreement to relinquish control of donated funds is in accordance with IRS regulations. Due to IRS regulations, ABCA will not accept restricted funds.

Updated: May 15, 2021

Revised: June 1, 2019

Originally accepted: June 1, 2019

F – 9 PAYMENT POLICY

Policy regarding payments to ABCCC (**REVISED**):

- All Cottage and Land Use Fees are due by January 31st annually unless a payment plan is set up with the office.
- Payment plans must be submitted by January 10th at the latest including the amount payable each month to be completed by October 20th. Acceptance or adjustment of the plan should be no later than the 20th of January.
- The first payment should be by the 30th of January and monthly payments thereafter should be no later than the 20th of each month.
- Payments must be received by ABCRC in time to be posted by the due date or will be considered late. Post marks dated near or on the due date will not be sufficient as being paid. Payment must be received and posted no later than the due date.
- All late payments will be charged a late fee, of \$25.
- Failure to pay fees or penalties 3 times in a timely manner will result in a Tenancy meeting with the Executive Board.

Dated: May 15, 2021

RV PARK – BOATS & DOCKS

T-1 TRAILER CAMPING POLICY

Application must be made for a seasonal RV park residence. In order to qualify as a seasonal RV park resident, the owner must be a member of the ABCA and comply with all Association membership requirements.

Seasonal RV park residents shall have the same Cottage and Land Use Fee payment options as cottage owners.

Camping trailers and RV's shall be legally registered in the owner's home state and carry appropriate liability and property damage insurance.

Camping trailers and RV's shall be structurally sound and be maintained in good repair.

Seasonal residents are responsible to maintain camp sites in an appropriate condition including trash removal, lawn mowing, general maintenance, etc.

Any changes to camp sites such as removal of trees, alteration of water, sewer, or electric service, installation of cable or phone service, etc. requires written approval of the Building and Grounds Committee. Electrical hookups shall not exceed 50 Amps without written approval.

Seasonal residents may store their trailers during the off season in areas designated for that purpose by the Association at such fee as may be determined from time to time by the Board of Directors. Storage of trailers during the off season shall be at the risk of the owner.

Updated: May 15, 2021

Revised: November 11, 2005

T-2 **POLICIES CONCERNING BOATS AND DOCKS**

1. Alton Bay Campmeeting Association (ABCA) boat docks are leased from one list of active ABCA members including: Cottage Owners, Seasonal Trailer Park Residents, Active ABCA Staff Members, and Other Active ABCA Members. Only one dock may be leased to one of the above. (Lessees prior to 1988 are grandfathered provided they are active members of the ABCA.)
2. **Maximum boat length** at a dock is 25 feet. Maximum beam is 8.5 feet. Boat owners having boats exceeding these dimensions must apply in writing to the Board of Directors for exception and be granted exception in writing before docking their boat.
3. **Noise:** Boats that exceed a reasonable noise level for the Back Bay environment, as determined by the Board of Directors, will not be assigned a dock or allowed to dock.
4. **All watercraft**, motorized or non-motorized, used or stored on ABCA property **must be registered with the office.**

All motorized watercraft, including jet skis, must be docked in assigned spaces allocated on ABCA docks and are subject to reassignment annually. All such craft will be assessed a fee for docking space. No motorized watercraft shall be beached on ABCA property.

All non-motorized watercraft stored on ABCA racks must be registered with the office and display an ABCA registration sticker issued by the office for a yearly fee.

5. Boat Dock rent must be paid on or before April 1. All other financial obligations to the ABCA must be current at that time or the dock will be assigned to someone else on the waiting list.
6. Boats must be owned by the dock lessee, or immediate family member. **Proof of ownership** may be requested. Boat registration numbers and size must be submitted to the office and updated if the boat is replaced.
7. Boat dock lessees are **not allowed to sublet** their dock spaces. **The ABCA office must make all subletting arrangements.** Subletting is done on a temporary basis for one year only. If a lessee fails to use the dock space for more than one year it will be assigned to someone else.
8. The ABCA may refuse a boat dock rental to any person who is not an active member of the Association or who is violating any policies of the Association.
9. Boat dock lessees who do not utilize their space for 8 weeks or more in a season must notify the ABCA office of this intent and the dates it will be unoccupied. Such unoccupied space will be rented by ABCA with the proceeds going to ABCA.
10. Boat dock lessees are expected to assist with the **launching and removal** of docks annually. If a dock lessee cannot be present, a designated stand-in may take his or her place. It is the responsibility of the stand-in to notify the dock leadership for whom he is standing in for. If a lessee cannot be present nor can arrange for a stand-in, for both the spring and fall work days in a calendar year, a fee will be charged as determined by the Board. All fees must be paid by April 1, otherwise the dock will be re-assigned.

11. **A waiting list** of all that request dock space will be kept in the ABCA office. Docks will be assigned according to the earliest date of request. Jet skis have a separate waiting list.
12. Those who are on the waiting list and are offered a boat dock but **turn it down** will be placed on the bottom of the list, if they wish to remain on the list. A certified letter will be sent to those turning down a dock with an enclosed document to be signed and returned to the office for record purposes.
13. Anyone on the waiting list who is **delinquent on any payments** to ABCA on April 1 of any year will be removed from the list until they are caught up with payments. When payments are current they will be placed at the bottom of the list.
14. **Non-cottage owning members and other active members** can be approved for boat dock rental only on a **year-to-year** basis by the Executive Director by taking into account such persons involvement in the Association.
15. ABCA retains the right to lease one or more docks for **weekly use** to summer visitors.
16. The **use of the boat docks** is restricted to boat dock lessees and their guests. No swimming or fishing is allowed from the boat docks. Modifications to the boat docks are prohibited.
17. Boat trailers are not allowed to be parked on the ABCA grounds except at a designated area specified by the Executive Director, and must be identified with an ABCA sticker. No boat trailers are allowed to be left on the grounds from water off (mid October) to water on (mid April).
18. Any **exception** to this policy will be subject to review and approval by the Board of Directors of the ABCA (i.e. making special arrangements with an individual dock lessee in the case of an unexpected illness or financial hardship, transfer of a dock space to a family member who is also an active member of the ABCA in the case of the death or disability of the dock lessee, etc.)

Updated: May 15, 2021

Revised: May 2007

T-3 TRAILER AND RV STORAGE POLICY

An area for boat trailer storage (with or without boats) and other utility trailers may be provided for Association members only in areas designated by the Director. At no time shall trailers be parked anywhere on the grounds except in designated areas. RV's and similar vehicles and all trailers must be removed from the grounds from water off (mid-October) to water on (mid-April) with the exception of those who have camper storage agreements with the ABCA.

All boat and utility trailers kept on the grounds at any time must be registered with the ABCA office and display an ABCA registration sticker on the trailer tongue.

Updated: May 15, 2021

Approved: March 27, 1999

MISCELLANEOUS

M-1 EMPLOYEE HIRING POLICY

The selection of employees at ABCA is based on their qualifications, prior related work experience, and training. Each applicant should be an active member of an evangelical, protestant church, agree with our ABCA Statement of Mission, sign either the Declaration of Principals of the Advent Christian Church or the Statement of Faith of the National Association of Evangelicals, and give testimony of his/her conversion experience and his/her personal faith in Jesus Christ for salvation.

Job openings may be announced and advertised to allow a number of people to apply and to enable selection of the best qualified employees generally available.

Personal interviews, educational qualifications, work history, references from former employers, health, and ability to interpret and implement the mission of the ABCA are all to be considered.

To preserve proper roles of authority and to guard the relationships within a family, members of an extended family will not be employed by ABCA when one employee may be in the position to affect the employment of another family member. This would include any situation in which one employee has authority over another family member's employment, promotion, pay or work conditions. Any exception to this will require prior approval by the Board of Directors of the ABCA.

Updated: May 15, 2021

Approved: March 27, 1999

M-2 Permitted Heating Systems

Heating systems either fuel, propane or electric. Existing wood, pellet or coal stoves/fireplaces will not be allowed as of September 1, 2020.

Updated: May 15, 2021

Approved: November 18, 2017

M-3 RECOGNITION AND ACHIEVEMENT POLICY

The Board of Directors shall give special recognition for volunteerism or achievement to an individual or group that is extraordinary in their "Christian Spirit of time and talent," that is above and beyond the "normal" occasional volunteering for the ABCA.

1. The nomination shall be put forth by a member or friend of the ABCA who observes and documents this achievement of time and talent.
2. The Board of Directors, after receiving a nomination, shall review and respond as follows:
 - a. Those granted recognition: A letter of recognition and/or thank you shall be sent within ninety (90) days after the nomination has been received.
 - b. Without recognition approval: A letter with explanation shall be sent to the person making the nomination.

Updated: May 15, 2021

Approved: March 27, 1999

M-4 SMOKING AND VAPING POLICY

Purpose

Due to the risk of fire and the Surgeon Generals Warnings regarding the Health Risks associated with smoking and vaping, these activities will not be allowed on the ABCA grounds and in any Retreat Center buildings. The Board recognizes that vaping and electronic cigarette use by individuals presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the campgrounds.

Definitions

For purposes of this policy, a **Vaping Device** means any oral device that is designed or intended to provide a vapor and/or other substances(s), by turning the substance into a vapor that is inhaled by the user which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as electronic cigarettes, e-cigarettes, e-cigars, e-pipes, vaping, or under any other product name or descriptor, and shall include any vaping fluid, cartridge, paraphernalia or partial device and shall hereinafter be collectively referred to as "Vaping Device(s)".

Prohibited Use and Possession of Vaping Devices

The Board prohibits the possession, use, exchange, or sale of any Cigarettes, Vaping Device or Vaping Paraphernalia by anyone, at any time on any property, buildings, and vehicles.

Updated: February 29, 2020

Revised: September 11, 2004

M-5 CHILD SAFETY POLICY

*This policy establishes guidance for the safety of children in attendance at
Alton Bay Christian Retreat Center.*

Inclusions:

All youth leaders, staff, and volunteers who work at ABCA. Any group using the grounds will be expected to have their own policies and procedures for the safety of their children and youth.

Stewardship:

The Board of Directors and Executive Director of Alton Bay Campmeeting Association are responsible for the maintenance of this policy.

Body:

Children are a precious gift to the Church from God. The camp is committed to the safety and well-being of every child who attends and participates in activities and events of the camp. As such, the following guidelines are presented and must be observed by everyone who is employed by ABCA.

- Under no circumstances should a children's worker physically reprimand a child who is exhibiting unruly behavior. No physical discipline of a child by a children's worker is ever acceptable.
- No less than two adult workers should be present in the **classroom** or other room used for the event.

Background Check/Training:

- Any person who is on staff at ABCA, must submit to a background check in accordance with other established camp policies and procedures.
- All Staff, whether they work with youth or not, will go through the Darkness to Light Training every two years and a record of this will be kept by the Director.

Signatures:

Director _____ Youth Leader _____

Adopted: May 15, 2021

M-6 - Off Highway Recreational Vehicles (OHRV)

OHRV “Off Highway Recreational Vehicles”

Traffic on Conference Center grounds shall be limited to 5 (five) MPH and by any other regulation as posted or announced by the Executive Director. No OHRV (off-highway recreational vehicle) may be used on the grounds except for by Conference Center personnel when used in connection with work. All persons operating a motorized vehicle must have a valid driver's license.

Adopted: April 29, 2023

PROCEDURES

P-1 PROCEDURES FOR REVIEW AND CHANGE OF POLICY

Any member of the Association may institute a review of policy by using the following procedure:

1. Submit in writing to the Chairman of the Association Board of Directors specific changes being recommended.
2. Include the rationale for proposed changes along with supportive information or documentation.
3. Secure the signatures of at least six additional Association members who desire the same change of policy.

If the above procedures are followed, the Board shall place the review of policy request on its agenda for discussion of its merits. If a majority of the Board favors a change, the Policy Committee or a subcommittee of the Board may be assigned to study the matter at the earliest time possible (not to exceed three months' time) and to bring it to the full Board for action.

Updated: May 15, 2021

Approved: March 27, 1999

P-2(1) LONG-TERM RENTAL PROCEDURE

Renters on the ABCA grounds who desire to rent for four weeks or more must apply for and obtain approval prior to rental.

Procedure:

1. The applicant(s) shall be given and agree to fully comply with the Rules and Regulations of the ABCA.
2. The applicant(s) must sign the Statement of Faith of the ABCA.
3. The applicant(s) must affirm agreement with the ABCA Statement of Mission.
4. The applicant(s) must submit a written personal testimony and a written statement explaining the reasons why he(they) want to rent on the ABCA grounds.
5. The applicant(s) will submit all required materials to the ABCA office for review by the residence committee.
6. The residence committee will act upon the request and notify the applicant(s) of their action in a timely manner.

Updated: May 15, 2021

Approved: May 19, 2001

P-2(2) WINTER RESIDENCE AT WILL APPLICATION

Please fill in the application, Statement of Faith and Statement of Mission, and return to: ABCA, Post Office Box 321, Alton Bay, NH 03810. Include a written statement of personal testimony of your relationship with the Lord.

Cottage Address: _____

Personal Use: _____ or Rental: _____

Applicant(s): List both names for husband and wife.

_____	_____	_____
First Name	M.I.	Last Name

_____	_____	_____
First Name	M.I.	Last Name

Address: _____

Telephone: Home _____ Work _____
Cell _____

Names of all other persons living in cottage (more than 4 week period):

Do you have a pet? _____ If yes, please describe: _____

Reference Names and Address (no family members or ABCA Board members)

1. _____

2. _____

Emergency Contact: _____ Relation: _____

Telephone: Home _____ Alternate Phone _____

Church Affiliation _____ Church Name _____

Church
Address _____

I/We are applying for a residency at will that may be terminated at any time by any party with or without cause.

(applicant)

(applicant)

P-2(3) REFERENCE QUESTIONNAIRE FOR WINTER RESIDENCE

Alton Bay Campmeeting Association

Post Office Box 321, Alton Bay, NH 03810

(603) 875-6161 Fax (603) 875-0664

Date:

To:

Address:

_____ has/have applied for Winter Residence for a cottage at the Alton Bay Campmeeting Association d/b/a Alton Bay Campmeeting Association and presented your name as a reference.

Please answer the following questions and provide any other information that may be helpful to us in making a decision.

Sincerely,
XXXXXXXXXXXX Executive Director
/dld

Enclosures: Return envelope, Statement of Faith, Statement of Mission, Copy of Rules & Regulations, and ABCA brochure

1. How long have you known the applicant(s)?

2. To your knowledge, does the applicant(s) use tobacco, alcohol, or illegal substances?

3. Does the applicant(s) maintain a degree of moral character consistent with the Word of God?

4. Describe your understanding of the applicant's spiritual life and interests in relationships to, and responsibilities of his/her church.

5. Based upon the Statement of Faith/Statement of Mission, Copy of Rules and Regulations and ABCA brochure, can you recommend without reservation, the applicant(s) as one who will be interested in and support the spiritual ministry and be active in the programs of the Association? _____

Signature of Reference

Date

My church is: Name _____ Denomination _____
Church Address _____ Phone _____

Revised: April 27, 2009; Updated: May 15, 2021

P-3 (1) APPLICATION PROCEDURES FOR SEASONAL TRAILER PARK USE

(Eight weeks or more)

PERMISSION IS GRANTED IN ONLY **ONE NAME**, OR **JOINTLY TO A MAN AND WOMAN WHO ARE HUSBAND AND WIFE**.

STEP ONE:

The applicant is given a Trailer Park Packet, which includes the following:

1. Seasonal Trailer Park Application Procedure
2. Trailer Park Application
3. Statement of Faith
4. Statement of Mission
5. Rules & Regulations Booklet

Applicant must submit a written personal spiritual testimony (ies) with application. We will start a file for the applicant when we receive the application.

STEP TWO:

Retreat Center office mails Reference Questionnaire to four names listed on Application. File is complete when the application, the signed statements of Faith and Mission, the written testimony (ies), and all four completed reference forms are returned.

STEP THREE:

When file is complete:

1. Executive Director is given completed file.
2. Interview - Executive Director schedules meeting of Applicant with two members of the board, staff or ABCA membership selected by him. Applicant shares testimony and current church involvement. He will be given more specific information about the ABCA.

If approved:

1. Permission for seasonal use form is sent to applicant.
2. Payment plan is sent to applicant.
3. All papers are filed in the Trailer Park file.
4. Name(s) of approved user(s) is added to: Rolodex, mailing list, and statement card file.

If not approved: Letter is sent to applicant stating the decision.

STEP FOUR:

Application must be made each year. References and testimony will be required only in the first year. Applicants must become members of ABCA each year.

Updated: May 15, 2021

Revised: April 27, 2009

Alton Bay, New Hampshire Dated _____

P-3(2) LICENSE FOR SEASONAL TRAILER PARK OCCUPANCY

The Alton Bay Campmeeting Association, corporation organized under the laws of the State of New Hampshire, and having its place of business in Alton, in the county of Belknap and State of New Hampshire, hereby grants a license to (Full name(s) of licensee(s)

of (Complete home mailing address

to occupy a site at the Alton Bay Campmeeting Association Trailer Park on land of the Association situated in Alton Bay, the town of Alton, New Hampshire, for the summer of _____ A.D. subject to, and in full compliance with the Rules and Regulations, and Policies of the Association, as the same may be changed by the Association from time to time.

Trailer/RV Registration: State _____ Registration No. _____

Insurance Coverage: Company _____

Policy No: _____

ALTON BAY CAMPMEETING ASSOCIATION

(Executive Director)

The undersigned acknowledge and agree to fully comply with the foregoing requirements for such license.

Signature of tenant

Signature of tenant

Revised: April 27, 2009

Updated: May 15, 2021

P-3(3) SEASONAL TRAILER PARK LICENSE APPLICATION

FOR THE SUMMER OF _____

Please fill in the application, sign the Statement of Faith and Statement of Mission, include personal testimony(ies) and return to: **ABCA, PO Box 321, Alton Bay, NH 03810.**

Type & Style Trailer: _____

Length: _____

Usage: First Time Second Time or more

Will Use: Electricity Water Sewage

(Circle appropriate choices.)

Applicant(s): List both names for joint ownership (husband & wife only).

1st Name: _____
 First M. I. Last

2nd Name: _____
 First M. I. Last

Address: _____

Phone: () Home () Work

Church Affiliation: _____

REQUIRED REFERENCES (Pastor and three evangelical friends) First year only

PASTOR **#2**

#3 **#4**

When all required references and statements are returned, we will review the material. If your paperwork is acceptable, we will schedule you for a personal interview before final acceptance is granted.

We agree to abide by the Rules and Regulations, Statements of Faith and Mission, as the same may be amended by the Association from time to time, and the spirit and the Christian standards of ABCA.

Signed _____

Revised: April 27, 2009; May 15, 2021

P-3(4) PASTOR QUESTIONNAIRE FOR SEASONAL RV PARK LICENSE
Alton Bay Campmeeting Association
Post Office Box 321
Alton Bay, NH 03810
(603) 875-6161

Date:

TO:

Address:

_____ has/have applied for **Seasonal RV Park License**
for the _____ Summer Season at the Alton Bay Campmeeting Association d/b/a Alton Bay
Campmeeting Association and presented your name as a reference.

Please answer the following questions and provide any other information that may be helpful to us in
making a decision.

Sincerely,

Xxxxxxxxxx

Executive Director

/dld

Enclosures: Return Envelope, Statement of Faith, Statement of Mission, Copy of Rules &
Regulations,
and ABCA Brochure

1. How long have you known the applicant(s)?

2. In what relationship have you known the applicant(s)?

3. In what ways do the applicant(s) maintain a degree of moral character, consistent with the Word of
God?

4. To your knowledge, does the applicant(s) use tobacco, alcohol, or illegal substances?

5. Is the applicant(s) a member in good standing and an active participant in your local church?

6. What is your church's mission statement, and is your church consistent with our Statement of Faith?

7. If your answer to #5 is no, is the applicant's church consistent with our Statement of Faith?

8. Is your church a member of the Evangelical Council for Financial Accountability (ECFA)?

9. What can you tell us about the applicant(s) involvement, responsibilities, and active participation in their church programs?

10. What can you tell us about the applicant(s) spiritual life and how that is demonstrated?

11. Based upon the enclosed Statement of Faith and Mission, Rules and Regulations and ABCA brochure, can you recommend without reservation, the applicant(s) as one who will support the spiritual ministry and be active in the programs of the Association?

Signature of Pastor Reference

Revised: April 2009; Updated: May 15, 2021

P-3(5) REFERENCE QUESTIONNAIRE FOR SEASONAL RV PARK LICENSE

**Alton Bay Campmeeting Association
Post Office Box 321, Alton Bay, NH 03810
(603) 875-6161 Fax (603) 875-0664**

Date:

TO:

Address:

_____ have applied for Tenancy at Will for a cottage at the Alton Bay Campmeeting Association d/b/a Alton Bay Campmeeting Association and have presented your name as a reference.

Please answer the following questions and provide any other information that may be helpful to us in making a decision.

Sincerely,

XXXXXX , Executive Director
XXX

Enclosures: Return envelope, Statement of Faith, Statement of Mission, Copy of Rules & Regulations, and ABCA brochure

1. How long have you known the applicant(s)?

2. In what relationship have you known the applicant(s)?

3. In what ways do the applicant(s) maintain a degree of moral character, consistent with the Word of God?

4. To your knowledge, does the applicant(s) use tobacco, alcohol, or illegal substances?

5. What can you tell us about the applicant(s) involvement, responsibilities and active participation in their church programs?

6. What can you tell us about the applicant(s) spiritual life and how that is demonstrated?

7. Does the applicant(s) attend the same church that you do?

8. If your answer to #7 is yes, what is your church's mission statement, and is your church consistent with our Statement of Faith (enclosed with this questionnaire)?

9. Based upon the enclosed Statements of Faith and Mission, Rules and Regulations and ABCA brochure can you recommend without reservation, the applicant(s) as one who will support the spiritual ministry and be active in the programs of the Association?

Signature of Reference

Signature of Reference

P-4 (1) TENANCY AT WILL APPLICATION PROCEDURES

1. To begin the process, you, the applicant and buyer, must provide the Alton Bay Campmeeting Association (ABCA) office a copy of the signed **Purchase and Sales Agreement** for the cottage to be purchased and accompanied by a non-refundable tenancy application fee of \$300.00, one-half each to be paid by the buyer and seller. **This must be received in ABCA office before Tenancy At Will Application is received.**
2. You must be able to agree with, uphold, and sign the **Alton Bay Campmeeting Association “Statement of Mission”** and the **ABCA “Statement of Faith.”**
3. Complete the **Tenancy At Will Application** showing whether it is to be a joint tenancy or in one name only. Give full name(s) including middle initial(s). Joint tenancy is only allowed for husband and wife. Give complete names and addresses for your pastor and for three evangelical friends (not family members).
4. Each applicant is to include a written personal testimony of his/her relationship with Jesus Christ when the Tenancy At Will Application, the signed Statement of Mission, and signed Statement of Faith are returned to the ABCA office at Post Office Box 321, Alton Bay. NH 03810.
5. **ABCA Reference Questionnaires** will be sent to each of your four references. Your tenancy file will be complete when the ABCA office has received the requested materials from you and the four completed reference questionnaires. After that, a tenancy interview will be set up with you to meet with the Executive Committee. Letters of recommendation are not accepted. All references must be on ABCA Reference Questionnaires.
6. **Each applicant must submit with the Tenancy Packet an up to date official Criminal Record Check (CRC) covering all 50 states. The CRC will be paid for by the applicant.**
7. If the request for tenancy is granted, the applicant will be given two “**Consent for Tenancy At Will**” forms to be signed. One copy will be retained in the ABCA office and one will be kept by the applicant.
8. Other information to complete the process is given in the “**Procedure for Purchase and Sale of a Cottage.**”

Updated: May 15, 2021

Revised: November 18, 2017

Alton Bay Campmeeting Association

P-4(2) COTTAGE TENANCY AT WILL APPLICATION

After a Purchase and Sales Agreement has been signed by both parties and received in the ABCA office with the required \$300.00 application fee, please complete the application, read and sign the Statement of Faith and Statement of Mission, and written testimonies of each applicant. Return these documents to the ABCA office, Post Office Box 321, Alton Bay, NH 03810.

Cottage _____ Selling Price _____

Transfer • Sale • Date _____

Applicant(s): List both names separately for joint tenancy (husband and wife ONLY)

1st Name

First Middle Last

2nd Name

First Middle Last

Address

Phone: Home _____ Work _____

Cell _____

Church Affiliation _____

Church Name _____

Church Address _____

Required References (Pastor and 3 evangelical friends)

PASTOR

#2

#3

#4

When all required references and statements are returned, and everything is in satisfactory order, we will schedule a personal interview for you with the Executive Committee. We acknowledge that we are applying for a Tenancy At Will, which may be terminated at any time by either party without cause.

We agree to abide by the Rules and Regulations, Statements of Faith and Mission, as the same may be modified by the Association from time to time) and the spirit, and the Christian standards of the Alton Bay Campmeeting Association. Signed: _____

Updated: May 15, 2021

Revised: April 27, 2009

P-4(3) PASTOR QUESTIONNAIRE FOR COTTAGE TENANCY AT WILL
Alton Bay Campmeeting Association
Post Office Box 321
Alton Bay, NH 03810
(603) 875-6161

Date:

TO:

Address:

_____ have applied for Tenancy at Will for a cottage of the
Alton Bay Campmeeting Association d/b/a Alton Bay Campmeeting Association and have presented
your name as a reference.

Please answer the following questions and provide any other information that may be helpful to us in
making a decision.

Sincerely,

XXXXX, Executive Director

XXX

Enclosures: Return Envelope, Statement of Faith, Statement of Mission, Copy of Rules &
Regulations, and ABCA Brochure

1. How long have you known the applicant(s)?

2. In what relationship have you known the applicant(s)?

3. In what ways do the applicant(s) maintain a degree of moral character, consistent with the Word of
God?

4. To your knowledge, does the applicant(s) use tobacco, alcohol, or illegal substances?

5. Is the applicant(s) a member in good standing and an active participant in your local church?

6. What is your church's mission statement, and is your church consistent with our Statement of Faith?

7. If your answer to #5 is no, is the applicant's church consistent with our Statement of Faith?

8. Is your church a member of the Evangelical Council for Financial Accountability (ECFA)?

9. What can you tell us about the applicant(s) involvement, responsibilities, and active participation in their church programs?

10. What can you tell us about the applicant(s) spiritual life and how that is demonstrated?

11. Based upon the Rules and Regulations, the Statements of Faith and Missions, and ABCA brochure, can you recommend without reservation, the applicant(s) as one who will support the spiritual ministry and be active in the programs of the Association?

Signature of Pastor Reference

Revised: April 27, 2009; Updated: May 15, 2021

P-4(4) REFERENCE QUESTIONNAIRE FOR COTTAGE TENANCY AT WILL
Alton Bay Campmeeting Association
Post Office Box 321, Alton Bay, NH 03810
(603) 875-6161 Fax (603) 875-0664

Date:

TO:

Address:

_____ have applied for Tenancy at Will for a cottage at the Alton Bay Campmeeting Association d/b/a Alton Bay Campmeeting Association and have presented your name as a reference.

Please answer the following questions and provide any other information that may be helpful to us in making a decision.

Sincerely,

XXXXXX , Executive Director
XXX

Enclosures: Return envelope, Statement of Faith, Statement of Mission, Copy of Rules & Regulations, and ABCA brochure

1. How long have you known the applicant(s)?

2. In what relationship have you known the applicant(s)?

3. In what ways do the applicant(s) maintain a degree of moral character, consistent with the Word of God?

4. To your knowledge, does the applicant(s) use tobacco, alcohol, or illegal substances?

5. What can you tell us about the applicant(s) involvement, responsibilities and active participation in their church programs?

6. What can you tell us about the applicant(s) spiritual life and how that is demonstrated?

7. Does the applicant(s) attend the same church that you do?

8. If your answer to #7 is yes, what is your church's mission statement, and is your church consistent with our Statement of Faith (enclosed with this questionnaire)?

9. Based upon the enclosed Statements of Faith and Mission, Rules and Regulations and ABCA brochure can you recommend without reservation, the applicant(s) as one who will support the spiritual ministry and be active in the programs of the Association?

Signature of Reference

—

Signature of Reference

Alton Bay, NH Dated: _____

P-4 (5) CONSENT FOR TENANCY

The Alton Bay Campmeeting Association, a corporation organized under the laws of the State of New Hampshire and having its place of business in Alton in the county of Belknap and State of New Hampshire, hereby gives its consent to:

(full name of tenant(s))

of _____

(complete home mailing address)

to occupy the site at

(Alton Bay cottage address)

on land of the Alton Bay Campmeeting Association situated in Alton Bay, the Town of Alton, NH as a tenant-at-will, and to possess a cottage on said site subject to the approval and regulations of the Association.

In consideration of the foregoing consent to occupy, the said

(tenant(s))

hereby agree to abide by all the rules and regulations of the Alton Bay Campmeeting Association, as the same may be modified and amended by the Association from time to time, under penalty of the forfeiture of the tenancy-at-will given to occupy the said premises. The undersigned understands that this tenancy-at-will automatically expires at my/our death and no rights to tenancy accrue to any of our successors or benefactors.

TENANT(S)

ALTON BAY CAMPMEETING ASSOCIATION

(Chairman)

(Secretary)

(Executive Director)

Updated: May 15, 2021
Revised: May 2013

P4-(6) Criminal Record Check

Each applicant submitting an application for Tenancy or membership, shall include in the packet, a Criminal Record Check shall be a record check that includes the database of all fifty (50) states. The CRC shall be conducted as part of the Tenancy and Membership application process and will be paid for by the applicant. ABCA will perform a criminal record check on all Tenancy applicants using a designated record check company and all applicants will be required to e-sign a release for the criminal record check.

Although the results of a CRC may not necessarily exclude an applicant from having their Tenancy approved, it will serve to allow the Executive Board to determine if an individual may be a detriment to the safety of the Alton Bay Campmeeting Association community.

Updated: May 15, 2021

Updated: July 27, 2018

Approved: November 18, 2017

P-5 PROCEDURE FOR THE PURCHASE & SALE OR TRANSFER OF A COTTAGE

The following is the procedure for the purchase or sale of a cottage located on the grounds of the Alton Bay Campmeeting Association, Alton Bay, New Hampshire.

1. The cottage owner shall advise the Alton Bay Campmeeting Association (ABCA) office prior to the sale or transfer of any cottage on the Retreat Center grounds.
2. No person or persons shall own a cottage located on the Retreat Center grounds for more than 30 consecutive days without having first applied for and obtained tenancy-at-will from the ABCA.
3. Every purchase and sale agreement for a cottage on the Retreat Center shall state that the cottage only, and not any interest in land, is being purchased and sold and that the Buyer's obligation to complete the purchase is contingent upon the Buyer receiving a tenancy-at-will from ABCA for this specific cottage.
4. To begin the tenancy process, the Buyer must provide the ABCA office with a copy of a signed Purchase and Sale Agreement for the cottage to be purchased, which must show that a deposit has been paid and be accompanied by a non-refundable tenancy application fee of \$300.00, one-half of which is to be paid by each the Buyer and Seller.
5. The Buyer shall promptly complete and return to the ABCA office all forms supplied and required as part of the tenancy process. Provided that all the required forms are completed and returned, with all necessary references, in a timely manner, the Buyer shall attend a tenancy hearing before the Executive Committee of the Board of Directors of ABCA.
6. The Association shall notify the Buyer as soon as practicable after the tenancy hearing as to whether the tenancy has been approved. If the tenancy has been approved, the Buyer shall complete the purchase of the cottage within the time frame set forth in the Agreement, record the Deed with the Belknap County Registry of Deeds and provide a copy of the deed, as recorded, to the ABCA office. In the event the application for tenancy is denied, the Buyer shall promptly so notify the seller, terminate the agreement.
7. The Seller is required to have an inspection of all heating equipment and all electrical wiring prior to finalizing the sale of his/her cottage. The Buildings and Grounds Committee will arrange with the cottage owner for this inspection at a suitable time when the owner may be present, if desired. The seller and buyer shall negotiate the resolution of any problems that may exist as the result of the inspection.

Updated: May 15, 2021

Revised and Approved: September 11, 2004

P-6 PROCEDURE FOR HANDLING ABSENTEE BALLOTS

Existing policy: Absentee ballots shall be available upon written request after the annual ballot has been prepared. (Should be by the second week of July.) Ballots may be secured from the Office Manager and all ballots must be returned at least two day prior to the annual meeting.

Procedure: Each absentee ballot shall be numbered and an envelope with the same number shall be supplied with each ballot. The Office Manager must keep a list of the name of the ABCA member with the number of the ballot he/she is issued to assure a record of who has had the opportunity to cast a vote.

The ballots may be completed in the office at the time of being issued. Each ballot is to be returned to the Office Manager in the sealed envelope. As the envelopes are returned, they remain unopened, but the ballot number is checked off the absentee ballot master list and the person's name is checked off the master list of ABCA members which will be used at the annual meeting. These sealed envelopes will be given to the tellers on the day of the annual meeting for tallying.

Each person must apply individually (or as a married couple) to receive a ballot(s).

Updated: May 15, 2021
Approved: June 10, 2002

P-7 TENANCY OFFICE PROCEDURE

When someone asks for a Tenancy Application, please follow these guidelines: **State** that tenancy is granted in only one name or to a husband and wife jointly.

STEP ONE:

The applicant is given a Tenancy Packet that includes the following:

1. Tenancy Application Procedure
2. Tenancy Application Form
3. Statement of Mission
4. Statement of Faith
5. Procedure of Purchase and Sale of a Cottage
6. Rules and Regulations

ASK the application to follow the instructions in the Tenancy Application Procedure.

START a file for the applicant when you receive his/her application and other requested materials: signed Statement of Mission and Faith and written testimony(ies).

STEP TWO:

MAIL a Reference Questionnaire to each of the four names listed on his/her Tenancy Application. The Tenancy file will be complete when these four references have been received.

STEP THREE:

When the file is complete:

1. Advise the Executive Director.
2. Make five copies of the complete file. These are for the members of the Executive Committee.
3. Ask the Financial Officer to ascertain that there are no outstanding bills related to the cottage to be purchased.
4. Request the Executive Director to schedule an interview for the applicant with the Executive Committee.

If approved for tenancy:

1. Notify the applicant unless the Executive Committee has done so.
2. Supply two Consent for Tenancy forms for the applicant to sign, one for the office file and one for the applicant.
3. Add name to: rolodex, mailing list, and appropriate files.
4. Supply the new tenant with the Cottage and Land Use Fee payment plan and a policy packet.
5. File all papers in the cottage file.

Updated: May 15, 2021

Revised: May 2003

P-8 SUGGESTED LETTER FOR PROPERTY UPKEEP

Date

Dear (Name of Cottage or Mobile Home Owner),

It has been brought to our attention that your (Cottage/mobile home) does not meet the standard desired for our Retreat Center in the following aspects:

We require a response from you by (give specific date).

Sincerely,

Chairman
Buildings and Grounds Committee
Alton Bay Campmeeting Association

Updated: May 15, 2021

P-9 OFFICE PROCEDURE FOR POLICY PACKET

POLICY PACKET

The Tenancy Office Procedure suggests that a new tenant be given a Policy Packet.

They receive annually Rules and Regulations and Policy for Loss of Tenancy.

B-1 Annual Meetings and Elections Policy

C-1 Cottage Purchase Policy

C-2 Cottage Rental Policy

C-3 Year-round Cottage Residence Policy

C-7 Property Upkeep Policy

C-8 Outdoor Cooking Policy

C-9 Washing Machine Policy

F-5 Cottage and Land Use Fee Fee Policy

T-2 Policy Concerning Boats and Docks

P-5 Procedure for the Purchase and Sale or Transfer of a Cottage

Updated: May 15, 2021
Approved: May 15, 2004

P-10(1) TENANCY REVIEW PROCEDURE

Basic Tenancy Requirements

1. A tenant must be a member in good standing of an Advent Christian or other evangelical church.
2. Each tenant must have a personal testimony of his/her relationship with Jesus Christ and be willing to confirm, agree with, and sign the ABCA Statement of Faith and its Statement of Mission. Objectives under the Statement of Mission: "ABCA exists to promote the cause of Christ through the proclamation, study and application of God's Word . . . to fulfill this purpose in a relaxed atmosphere providing opportunity for fellowship, reflection, prayer, rest, recreation, and participation in activities geared to spiritual life and growth."
3. A tenant must comply with all Rules and Regulations of ABCA.
4. Each cottage shall be kept in good condition according to the Property Upkeep Policy.
5. The tenant must have Cottage and Land Use Fee Fees paid up to date.
6. The tenant must be an Association member with dues paid annually.

Process for Tenancy Review

By Policy C-6, the Board of Directors will appoint a Tenancy Review Committee consisting of three (3) or more persons who are Association members of good reputation, spiritually mature, and familiar with the purpose, rules and regulations of ABCA. (This committee will of necessity work during the summer season when more cottage owners are available.)

The Board will approve the format that may include survey information and other data. The goal will be to evaluate each tenant in reference to the purposes, rules and regulations of ABCA, and the tenant's personal testimony. The same format will be used for each tenant.

A determination will be made as to which tenants will be interviewed each year. The committee will make a full annual report to the Board of Directors. A tenant who has questionable status will be interviewed by the Executive Committee. If the Executive Committee determines tenancy should be revoked, they will make a recommendation to the full Board for action. An appropriate letter will be sent to the tenant informing him and the procedure in the Policy Regarding Loss of Tenancy (C-5) will be followed.

Recommendations:

As this policy has never been implemented, the Policy Committee recommend that the committee starts with those tenants who obtained tenancy in the 1970's or earlier as well as any tenants who the Board members feel need to be reviewed. There are 36 in this first category. If we interview 30-35 tenants each year, we will be able to complete the task in five years.

Appointments should be made with tenants to arrange for the interview.

Updated: May 15, 2021

Approved: May, 2004

P-10(2) Tenancy-at-Will Questionnaire

Alton Bay Campmeeting Association

Name:

Date of Review:

ABCA Address:

How long (including time for all cottages you have owned) have you had tenancy-at-will at ABCA?
_____ years.

1. What are your reasons for wanting to retain tenancy-at-will here at ABCA?

2. How much time have you and/or your family been able to spend at your cottage?

During this year's season:

☐ < one week ☐ 1-2 weeks ☐ 1 month ☐ all summer ☐ 1 year round

During last year's season:

☐ < one week ☐ 1-2 weeks ☐ 1 month ☐ all summer ☐ 1 year round

3. Do you rent your cottage to other families/individuals during the year? ☐ Yes ☐ No

4. Describe how you been involved in the ministry of ABCA in the past 2-3 years.

5. We greatly appreciate everyone who serves. As a member of our community, in what area(s) would you be willing to serve?

☐ Choir ☐ Dining Room/Kitchen ☐ Maintenance ☐ VBS/Child

☐ Other (*please share*) _____

6. Please describe how ABCA's ministry program has been beneficial to you?

7. Which weekend service meant the most to you this season and how?

8. What other program(s) has been the most impactful to you/your family and why?

9. Please update us with the following information regarding your home church.

Name: _____ Address: _____

Pastor's Name: _____ Are you an active member in good standing? ☐ Yes ☐ No

How are you actively involved in the life of your home church? _____

10. Please share some specific examples of how you are growing in your relationship with Jesus Christ.

11. ABCA Meeting:

a. Do you participate in the ABCA Annual Meeting? ☐ Yes ☐ No

b. How has this meeting been meaningful to you? _____

12. Do you have a copy of and are you familiar with:

- a. ABCA Rules and Regulations? ☐ Yes ☐ No
- b. ABCA Policy Packet? ☐ Yes ☐ No
- c. ABCA Property Upkeep Policy as it relates to tenancy? ☐ Yes ☐ No

13. Are you aware that the following documents are available for your review?

- a. ABCA Policy Manual ☐ Yes ☐ No
- b. ABCA Board Meeting Minutes ☐ Yes ☐ No

14. Please provide the Executive Committee with any comments and/or question you have.

Thank you very much for your participation!

Signed

Dated

Signed

Dated

Updated: May 15, 2021

Revised: April 2017