

SITE COMPLIANCE INFORMATIONAL HANDOUT / FAQ

All items inspected and recorded by the annual Leisure Park site compliance reviews are taken from the current Birch Bay Leisure Park's By-Laws and Rules and Regulations document. This document is readily available in digital form on the BBLP website, or available upon request in hard copy from the Leisure Park Administration Office.

This handout is for information purposes only. Please contact the Birch Bay Leisure Park Administration Office, via email, for further details or clarification.

Requesting an Extension

Members may request an extension of their completion date, if needed. Extension requests must be submitted in writing, either sent via email or delivered to the Administration Office, no later than 30 days before the completion date. A request for an extension should include the reason for the request and a timeline for completion of the work. Extension requests may be reviewed by the Grounds and Compliance Committee.

Requesting and Submitting an Action Plan

For identified items which may need more time (6 months or more beyond the current due date) to be brought into compliance, members may submit an Action Plan, no later than 30 days before the completion date.

An Action Plan should include:

- The reason for the request.
- The details of the compliance item in question, i.e., an outline of its current state and the details of the expected outcome.
- A timeline that outlines the full scope of work and any milestones of progress through to final completion.

Action Plans will be documented and subsequently monitored by the Park and Staff.

Neighbor Agreements

At times, Leisure Park does allow neighboring sites to enter into Neighbor Agreements to allow for some variants against the standard Park regulations. Neighbor Agreements may include such items as:

- Greenery items (trees or hedges) encroaching over or between site lines.

- Allowing “Good Neighbor” hedges over 6ft in height to promote privacy between sites.
- Absence of sections of Good Neighbor fencing between sites.

Neighbor Agreement Forms are available from the Leisure Park Administration Office. A Neighbor Agreement Form must be completed and then signed by registered members from both neighboring sites and submitted to the Leisure Park Administration Office for review and approval.

It is not the intention of a Neighbor Agreement to significantly alter or excuse members from adhering to the Park’s Rules and Regulations. Each submission will be reviewed on a case-by-case basis. For any Neighbor Agreement to be valid it must be approved Birch Bay Leisure Park Administration, Grounds and Compliance Committee or, in some cases, the Park’s Board of Directors.

Grandfathered Items

Members with an item or items non-compliant with the Birch Bay Leisure Park Rules and Regulations may submit a Grandfathering Agreement for review. The template Grandfather Agreement indicates specifically which detailed information is to be provided for the Grandfathering to be considered.

All submitted agreements will be reviewed by the Park’s Board of Directors or the Grounds and Compliance Committee. Items approved for Grandfathering will be recorded on the members site file at the Administration Office for future Site Compliance checks.

Grandfather Agreements are subject to reviewed upon transfer of membership. Upon any repair, upgrade or work proposed on a Grandfathered condition, owners/members will be responsible for bringing all Grandfathered items fully into compliance, to the then current Birch Bay Leisure Park Rules and Regulations.

No further Grandfather Agreements will be granted beyond December 31st, 2024 without exceptional circumstance.

Appeals

Within 14 days of notification that a fine or penalty has been applied to their membership, a member, or a legal designate of the member (i.e.: person holding Power of Attorney for a Member on Record), must complete and submit the formal “Appeal Form”. The member must also provide all necessary documentation and/or information requested supporting their claim that we have erred in the application of the *Payment Policy and Late Payment Policy*. Failure to include the necessary documentation and/or information will result in a denial of the appeal.

Birch Bay Leisure Park will continue to follow the practices set out in Its *Appeals Process* document and Its *Payment Policy and Late Payment Policy*. Copies of these documents are available upon request from the Birch Bay Leisure Park Administration Office.