

**CHARTER**  
**Wildwood Lot Owners Association**  
**INTERNAL AFFAIRS COMMITTEE**

**Responsibility:** The responsibility of the Internal Affairs (I.A.) Committee shall include, but not be limited to, the matters which involves the continued operation and general activities of Wildwood which have been delegated by the Board of Directors (Board) and are not specifically assigned to another committee.

**Chairperson:** The Chairperson shall be a member in good standing of Wildwood Lot Owners Association (WLOA), a member of Park Council, and shall be elected by the Park Council. The term of office shall be for one (1) year starting in November of each year. Non-performance of duties, as determined by the Park Council, shall be valid reason for removal from office. A new Chairperson will be appointed by the Park Council, in accordance with Bylaws section 6.6.

The Co-Chairperson shall be a member in good standing of Wildwood Lot Owners Association (WLOA), a member of Park Council, and shall be elected by the Park Council. The term of office shall be for one (1) year starting in November of each year. Non-performance of duties, as determined by the Park Council, shall be valid reason for removal from office. A new Co-Chairperson will be appointed by the Park Council, in accordance with Bylaws section 6.6.

- Operations:**
- 1 To monitor and maintain the complaint and suggestion boxes located outside the Wildwood office. All Input received from this source will be directed to the appropriate party.
  - 2 Develop and execute the annual election ballots and other special ballots. Ballots are verified and approved by the Board. Each year the I.A. Committee Chairperson, if not an election candidate, supervises the election and is responsible for the appointment of four (4) election judges to assist two (2) judges appointed by the Board of Directors. Responsible for collecting, counting, and tabulating the ballot results. A verifiable and certified count is provided to the Wildwood Secretary for report to the Board.
  - 3 Receives copies of all lot owner complaints and registers them in the "Fine/Complaint Log Book" in the Wildwood office.  
Fully investigates all written complaints, and directs the complaints to the proper party with suggested resolution. Records results in the "Fine/Complaint Log Book." Reports investigation and action taken to the Board of Directors if necessary.
  - 4 In Conjunction with the Board, conducts an internal affairs audit of the park/office operations twice a year.  
Description of audits as follows
    - a. Twice a year the I.A. Chairperson and Board Liaison will draw at random the folders/files of two (2) new lot owners and inquire if all necessary paperwork has been processed including a signed sheet stating they received a copy of the covenants, bylaws, and rules and regulations (welcome packet). The lot owner is to be notified his/her folder/files are to be checked and has the right to be present. The notification is to be at least 30 days ahead of time.
    - b. Twice a year the IA Chairperson and the Treasurer of the Board will inventory all decals/ATV plates and tags and gate cards, ensure all money and paperwork is accurate and accounted for. A report of the findings will be given to the Board and Park Council.

- c. As needed for investigative purposes the I.A. Chairperson and Board Liaison can obtain a copy of all gate card activity.

APPROVED:

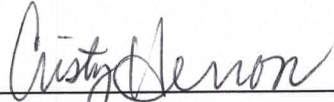


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President, WLOA Board of Directors

Date: July 12, 2022

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APPROVED:



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Chairperson, WLOA Park Council

Date:

*July 12, 2022*

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