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FEBRUARY MEETING AGENDA

Tuesday, February 17, 2026 ▪ Time, 6:30 p.m.
In-person and recorded ZOOM™ Session

Sign in Reminder, Mic Reminder

- | | |
|---|------------|
| 1. CALL TO ORDER | P. Wilmsen |
| 2. ROLL CALL | M. Lloyd |
| 3. APPROVAL OF MINUTES | M. Lloyd |
| a. January 20, 2026 (Attached) | |
| 4. SECRETARY'S REPORT | M. Lloyd |
| 5. PRESIDENT'S REPORT (No report) | P. Wilmsen |
| 6. TREASURER'S REPORT | |
| a. January Financial Reports (Attached) | K. Burd |
| 7. COMMITTEE REPORTS | |
| a. Finance Committee Report | K. Burd |
| b. Property Ownership Committee | K. Burd |
| c. Executive Committee | |
| d. Tree Health & Maintenance Committee | P. Wilmsen |
| e. Buildings & Grounds | M. Bojanic |
| i. February B&G Meeting Notes (Attached) | |
| f. Communications Committee | K. Wells |
| g. Grants & Funding Committee | T. Martin |
| h. Policy & Procedure Committee | T. Martin |
| i. 2nd Reading of Rules & Regulations (Attached) | |
| ii. 1st Reading of Charter & Bylaws Revisions | |
| iii. Building Permit Policy (New) | |
| iv. MGCA Home Rental Policy (Revisions) | |
| i. Tabernacle Association | T. Martin |
| j. Nominating Committee | E. Mefferd |
| k. Community Activities/Recreation Committee | N. Godfrey |
| l. Library Committee (No report) | S. Marisic |
| m. Archive Committee (No Report) | D. Miller |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS | |
| a. Motion to approve revisions to the Rules & Regulations | |
| b. Motion to approve Building Permit Policy | |
| c. Motion to approve changes to Home Rental Policy | |
| 10. ADJOURNMENT | |

OPEN FORUM (Please Pre-Register by contacting the office and providing your Name, MGCA Cottage Address, and topic.)

Open Forum Guidelines (Attached)



Tuesday, January 20, 2026

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers held on Tuesday evening, January 20, 2025, Pat Wilmsen presided.

A quorum was present including the following: In person, Miles Bojanic, Marcie Lloyd, Esther Mefferd, Jeff Minnich, Kevin Wells, and Pat Wilmsen, via Zoom, Ann Bering, Stephanie Bost, Kevin Burd, Joe Lamont, and Ted Martin.

No ~~members~~ Members attended in person; 18 Members attended via Zoom.

1) Call to Order, Pat Wilmsen

Pat Wilmsen called the meeting to order at 6:30 p.m. Marcie Lloyd conducted the roll call.

2) Election of Officers

- a) President. Kevin Burd made a motion to nominate Pat Wilmsen to the position of President of the Mt. Gretna Campmeeting Association for 2026. Marcie Lloyd seconded the motion. Pat accepted the nomination, and the motion passed unanimously with Pat Wilmsen abstaining.
- b) Vice-President. Marcie Lloyd made a motion to nominate Miles Bojanic to the position of Vice-President of the Mt. Gretna Campmeeting Association for 2026. Jeff Minnich seconded the motion. Miles accepted the nomination, and the motion passed unanimously with Miles Bojanic abstaining.
- c) Secretary. Kevin Wells made a motion to nominate Marcie Lloyd to the position of Secretary of the Mt. Gretna Campmeeting Association for 2026. Esther Mefferd seconded the motion. Marcie accepted the nomination, and the motion passed unanimously with Marcie Lloyd abstaining.
- d) Treasurer. Pat Wilmsen made a motion to nominate Kevin Burd to the position of Treasurer of the Mt. Gretna Campmeeting Association for 2026. Ted Martin seconded the motion. Kevin accepted the nomination, and the motion passed unanimously with Kevin Burd abstaining.
- e) Officer-at-Large. Miles Bojanic made a motion to nominate Joe Lamont to the position of Officer-at-Large of the Mt. Gretna Campmeeting Association for 2026. Jeff Minnich seconded the motion. Joe accepted the nomination, and the motion passed unanimously with Joe Lamont abstaining.

3) Approval of Minutes

Since the Minutes of the December Board meeting were distributed to Board members prior to the time of this regular monthly meeting, the reading of the Minutes was dispensed with and the December 16, 2025 minutes were approved on a motion by Ted Martin. The motion was seconded by Jeff Minnich and passed with Bering, Bojanic, Bost, Burd, Lamont, Lloyd, Martin, Mefferd, Minnich, and Wells voting in favor.

4) Secretary's Report

No report.

5) President's Report

No report

6) Treasurer's Report

- a) The December balance sheet, income/expense report, budget year-end report, and fund/project report were shared with the Board prior to the meeting.
- b) Expenditures were within budget for 2025 due to Board members and Committee chairs being careful with the use of their funds.
- c) Balance Sheet notes – there is a negative balance under Accounts Receivable due to some members paying their assessment before the invoice date of January 1, 2026.
- d) YTD Budget notes – some expenses were lower than budget, others were higher, but all were within

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Filename: 2026.01.20 Minutes Draft.docx ~~2025.12.16 Minutes Draft.docx~~



expectations as new circumstances were managed throughout the year. We ended the year with a surplus; the movement of the surplus to funds will be addressed under New Business.

7) Committee Reports

a) Finance Committee – Kevin Burd

The committee met to discuss the year-end budget report. The motion addressing movements to and from funds based on the year-end report will be presented under New Business. ~~The committee met to address the assignment of the 2025 budget surplus to funds. The motion will be presented under New Business.~~

b) Property Ownership Committee – Kevin Burd

There were no transfers since the last meeting.

c) Executive Committee

Executive minutes are attached.

d) Tree Health & Maintenance

1. Starting in March or April, the tree survey will commence.
2. Tree removals requests submitted this time of year will require a certified arborist recommendation since there is no way for the Tree Committee to verify whether or not the tree is dead.
3. The tree removal expenses went over the 2025 budget, but were able to be covered by the Tree Fund.

e) Buildings & Grounds –Chair, Miles Bojanic

1. The B&G January meeting report was made available to the Board and to the Membership prior to the evening's meeting.
2. Continue to plan for spring projects to revitalize Heritage Park, the rental garages, and the Tabernacle. Improvements to the Tabernacle are being discussed with the Mt Gretna Tabernacle Association, and the Bible Festival committee.
3. MetEd has started to replace streetlight bulbs, but they no longer have access to the orange glow bulbs that we are accustomed to. The replacement bulbs are cool white/daylight LED lights. The B&G will be trying to work with MetEd to determine what alternatives we have to the new lights.

f) Communications Committee – Kevin Wells & Marcie Lloyd

1. Kevin Wells thanked all the residents who are submitting photographs for the newsletter.
2. Members who do not live in Gretna full-time have communicated to Kevin that they really enjoy seeing the photographs.

g) Grants & Funding – Ted Martin

1. Ted thanked Pat Brosious and Andrea George for their willingness to serve on the committee, Pat and Andrea both stepped down from the committee at the end of 2025.
2. Ted asked any Member who would like to help with writing grants and applying for funding to consider being part of the committee.

h) Policy & Procedure – Ted Martin

1. Ted thanked the committee members who over the past year to revise the Rules & Regulations. The 1st reading of the proposed revisions were part of the meeting packet and are also posted to the MGCA website. The focus of these revisions has been to:
 - Make the rules clearer,
 - Eliminate any overlap with West Cornwall Township ordinances,
 - Provide updates to rules where necessary to make them timely and accurate,
 - And add one rule to deal with non-biodegradable materials during events.
2. The Building Permit Rule, the Water/Sewer Line Rule, and the Quiet Hour/Quiet Season rule revisions will be presented at a later date; any changes to those rules are not part of this packet. The Board is reviewing the Bylaws, primarily to adjust the quorum back to its original number of 10%.



i) Tabernacle Association – Ted Martin, Esther Mefferd

The MGTA was part of a meeting with representatives from B&G, the Bible Festival, and the MGCA. They discussed the priority of building projects for the Tabernacle, and how these projects would be funded.

j) Nominations Committee – Esther Mefferd

No report.

k) Community Activities & Recreation Committees – Nate Godfrey

No report.

l) Library Committee – Sally Marisic

No report.

m) Archive Committee – Don Miller

No report.

8) Unfinished Business

a) None.

9) New Business

- a) Passed at an Executive Committee Meeting: Recommended by the Finance Committee and in order to enable an immediate signing of the contract, Pat Wilmsen made a motion to fund the Reserve Study from The Falcon Group Proposal, not to exceed \$12,000, to be paid for from the General Fund. Seconded by Joe Lamont, the Executive Committee, with the addition of Ted Martin, approved unanimously. Resolution 2026.01.13-01.
- b) Kevin Burd made a motion to appoint Kevin Wells to head the Election Board and therefore be Judge of Election. Seconded by Miles Bojanic, the motion passed with Bering, Bojanic, Bost, Burd, Lamont, Lloyd, Martin, Mefferd, Minnich, and Wells voting in favor. Resolution 2026.01.20-01.
- c) Miles Bojanic made a motion to approve the following fund transfers, to be effective 12/31/2025.
- Tree removal expenses were higher than the budget,
\$8,266.46 from the Tree Fund to the 2025 tree budget,
 - The Heritage Festival and Community Activities raised more money than their expenses,
\$1,957.35 from the 2025 ~~budget~~ surplus to the Heritage Festival Fund,
 - \$4,383.15 from the 2025 ~~budget~~ surplus to the Community Activities Fund,
 - \$50.40 from the 2025 budget surplus to the PennVest Loan Repayment Fund,
 - The water budget included a plan to transfer \$22,000 to the Water Main Reserve fund at year's end,
\$22,397.34 from the 2025 budget surplus to the Water Main Fund,
 - No surveys were required in 2025, the budget amount is being set aside for future years,
\$3,000 from the 2025 budget surplus to the Survey Fund,
 - The B&G had considerable savings due to no major snow events and other savings measures,
\$11,347.40 from the 2025 budget surplus to the Building Fund, and
 - \$20,000 from the 2025 budget surplus to the Linear Structure Fund.
- Seconded by Kevin Burd, the motion passed after discussion with Bering, Bojanic, Bost, Burd, Lamont, Lloyd, Martin, Mefferd, Minnich, and Wells voting in favor. Resolution 2026.01.20-02.
- d) While proposed revisions to the Building Permit Rule, the Sewer and Water Line Rule, and the Quiet Hours/Quiet Season Rule (Rules #10, 13, and 17) will be presented at a future meeting, the first reading of proposed revisions to the remainder of the Rules & Regulations booklet were presented. The proposed revisions were made available to the Board and the Membership prior to the meeting as part of the meeting attachments, were posted to the website, and are attached to these minutes.
- e) When the quorum was changed from 10% to 20% in 2024, reaching a quorum for the annual meeting



became extremely difficult. After much discussion, the Board has determined that it is best to change the quorum back to 10% which will require a vote by the membership. The bylaws have also been reviewed for other minor updates and clarifications. The draft timeline for the presentation of this bylaw review is presented below. The Board invites community comment, but *only* on the edits proposed by the Board – not on other existing bylaws.

- 01/19 - Executive Committee edits presented to the Board at Working Session. Ask for other comments/edits/revisions.
- 02/12 - Final draft sent to Membership as part of February meeting packet.
- 02/16 - Executive Committee presents final draft to Board at Working Session.
- 02/17 - 1st Reading
- 02/20 - Special meeting announcement emailed to members
- 03/01 - Newsletter announces special meeting
- 03/17 - 2nd Reading - if no major changes made after 1st meeting.
- 04/01 - Formal announcement of the Special Meeting to Membership.
- 04/21 - Special meeting, Zoom only, to be held prior to the regular meeting of the Board of Managers, vote to be held via EasyHOA portals.
- 04/21 - Regular monthly board meeting, Zoom only

10) Adjournment

The meeting adjourned at 7:15 p.m. on a motion by Miles Bojanic, seconded by Esther Mefferd and passed unanimously.

The next regular meeting will be held Tuesday, February 17, 2026, at 6:30 p.m.

This meeting was recorded and will be available on the MGCA website for one month.

Secretary

Chairman



In attendance:

Members in Person:

None

Members on Zoom:

Joe Bering, 305 8th St.
Pam Bishop, 503 1st St.
Pat Brosious, 203 Boehm Ave.
Linda Campbell, 402 Glossbrenner Ave.
Gary Collins, 601 Mills Ave.
Kristi Donahue, 501 6th St.
Sue Engle, 705 1st St.

Frank Herrmann, 205 Glossbrenner Ave.

Peggy Lichty, 205 Castle Ave.

Bill Linton, 211 7th St.

Dave Lloyd, 403 1st St.

Diane Neff, 305 1st St.

Stephanie Seldomridge, 105 2nd St.

Christine Slotznick, 507 3rd St.

Jeff Thompson, 207 Glossbrenner Ave.

Tammy Travitz, 502 2nd St.

Paul Trella, 209 Weaver Ave.

Garey Wilmsen, 301 Bell Ave.

Attachments:

Executive Committee Minutes

DRAFT

**Mount Gretna Campmeeting
Balance Sheet
As of January 31, 2026**

Cash Basis

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Checking Account - Jonestown	70,633
Shadow	195,210
JBT CD Water Tower	161,433
JBT CD 2025.03.14	405,331
PV Pass Through	8,568
Total Checking/Savings	841,175
Accounts Receivable	
Accounts Receivable	-541
Total Accounts Receivable	-541
Other Current Assets	
Inventory Asset	676
Undeposited Funds	3,520
Total Other Current Assets	4,196
Total Current Assets	844,831
TOTAL ASSETS	844,831
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-6,343
Credit Cards	2,442
Other Current Liabilities	1,963
Total Current Liabilities	-1,939
Total Liabilities	-1,939
Equity	
Net Assets- Temp. Restricted	
Net Assets- Temp Rest Playground	16,884
Net Assets- Temp. Restricted - Other	6,377
Total Net Assets- Temp. Restricted	23,261
Net Assets-Designated	130,915
Net Assets-Undesignated	146,881
Retained Earnings	411,639
Net Income	134,074
Total Equity	846,770
TOTAL LIABILITIES & EQUITY	844,831

Mount Gretna Campmeeting Income & Expense January 2026

Cash Basis

	Community Maintenance	Overhead	TOTAL
Ordinary Income/Expense			
Income			
Admin Fee Reimbursement	0	75	75
Assessments			
Garage	2,979	0	2,979
Home	192,004	0	192,004
Penalties	133	292	425
Total Assessments	195,116	292	195,408
Interest Income	0	2,107	2,107
Miscellaneous Receipts			
Newsletter Subscriptions	0	108	108
Total Miscellaneous Receipts	0	108	108
Rentals			
Kauffman Parking Lot	6,000	0	6,000
Garage	4,200	0	4,200
Parking	4,485	0	4,485
Security Deposits	200	0	200
Storage Sheds	3,637	0	3,637
Tabernacle	1,200	0	1,200
Total Rentals	19,722	0	19,722
Total Income	214,838	2,581	217,420
Gross Profit	214,838	2,581	217,420
Expense			
Administrative costs	16	1,444	1,460
Buildings & Grounds			
Maintenance Expense	811	0	811
Operating Expense	3,123	0	3,123
Buildings & Grounds - Other	7	0	7
Total Buildings & Grounds	3,941	0	3,941
Utilities (B&G)			
Sewer	46,994	0	46,994
Street Lights	2,314	0	2,314
Water Rate			
Loan Repayment	7,156	0	7,156
Water Production	3,714	0	3,714
Total Water Rate	10,870	0	10,870
Total Utilities (B&G)	60,178	0	60,178
Contributions - Note 2 Fin Comm	0	1,050	1,050
Personnel	10,065	7,613	17,678
Professional Fees			
Legal Fees	0	332	332
Total Professional Fees	0	332	332
Transfer to Fund/Project Net 0	113,000	0	113,000
Trees			
Tree Removal	2,255	0	2,255
Total Trees	2,255	0	2,255
Total Expense	189,455	10,439	199,893
Net Ordinary Income	25,383	-7,857	17,526
Net Income	25,383	-7,857	17,526

Mount Gretna Campmeeting Income & Expense Budget vs. Actual January 2026

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...
Ordinary Income/Expense									
Income									
Admin Fee Reimbursement	0			75			75	0	100%
Assessments									
Garage	2,979			0			2,979	0	100%
Home	192,004	862,080	22%	0			192,004	862,080	22%
Penalties	133			292			425	0	100%
Total Assessments	195,116	862,080	23%	292			195,408	862,080	23%
Interest Income	0			2,107	10,000	21%	2,107	10,000	21%
Miscellaneous Receipts									
Newsletter Subscriptions	0			108			108	0	100%
Miscellaneous Receipts - Other	0			0	500	0%	0	500	0%
Total Miscellaneous Receipts	0			108	500	22%	108	500	22%
Rental Permit Fee	0	3,375	0%	0			0	3,375	0%
Rentals									
Kauffman Parking Lot	6,000	6,000	100%	0			6,000	6,000	100%
Garage	4,200	16,800	25%	0			4,200	16,800	25%
Parking	4,485	6,545	69%	0			4,485	6,545	69%
Pavilion/Kitchen	0	400	0%	0			0	400	0%
Security Deposits	200			0			200	0	100%
Storage Sheds	3,637	5,400	67%	0			3,637	5,400	67%
Tabernacle	1,200	2,000	60%	0			1,200	2,000	60%
Total Rentals	19,722	37,145	53%	0			19,722	37,145	53%
Total Income	214,838	902,600	24%	2,581	10,500	25%	217,420	913,100	24%
Gross Profit	214,838	902,600	24%	2,581	10,500	25%	217,420	913,100	24%

Mount Gretna Campmeeting Income & Expense Budget vs. Actual January 2026

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...
Expense									
Administrative costs	16	720	2%	1,444	20,453	7%	1,460	21,173	7%
Buildings & Grounds									
Maintenance Expense	811	10,300	8%	0			811	10,300	8%
Operating Expense	3,123	41,000	8%	0			3,123	41,000	8%
Buildings & Grounds - Other	7			0			7	0	100%
Total Buildings & Grounds	<u>3,941</u>	<u>51,300</u>	<u>8%</u>	<u>0</u>			<u>3,941</u>	<u>51,300</u>	<u>8%</u>
Utilities (B&G)									
Garbage	0	78,895	0%	0			0	78,895	0%
Sewer	46,994	202,957	23%	0			46,994	202,957	23%
Street Lights	2,314	27,827	8%	0			2,314	27,827	8%
Water Rate									
Loan Repayment	7,156	85,920	8%	0			7,156	85,920	8%
Water Production	3,714	70,080	5%	0			3,714	70,080	5%
Total Water Rate	<u>10,870</u>	<u>156,000</u>	<u>7%</u>	<u>0</u>			<u>10,870</u>	<u>156,000</u>	<u>7%</u>
Total Utilities (B&G)	<u>60,178</u>	<u>465,679</u>	<u>13%</u>	<u>0</u>			<u>60,178</u>	<u>465,679</u>	<u>13%</u>
Community Activities									
Movie Nights	0	2,000	0%	0			0	2,000	0%
Picnic	0	400	0%	0			0	400	0%
Total Community Activities	<u>0</u>	<u>2,400</u>	<u>0%</u>	<u>0</u>			<u>0</u>	<u>2,400</u>	<u>0%</u>
Community Library	0	500	0%	0			0	500	0%
Contributions - Note 2 Fin Comm	0			1,050	2,500	42%	1,050	2,500	42%
Personnel	10,065	98,258	10%	7,613	72,702	10%	17,678	170,960	10%
Professional Fees									
Accounting	0			0	3,600	0%	0	3,600	0%
Insurance	0			0	17,736	0%	0	17,736	0%
Legal Fees									
Survey	0	3,000	0%	332	10,000	3%	332	10,000	3%
Total Professional Fees	<u>0</u>	<u>3,000</u>	<u>0%</u>	<u>332</u>	<u>31,336</u>	<u>1%</u>	<u>332</u>	<u>34,336</u>	<u>1%</u>
Property Taxes	0			0	7,178	0%	0	7,178	0%
Transfer to Fund/Project Net 0	113,000	113,000	100%	0			113,000	113,000	100%

Mount Gretna Campmeeting Income & Expense Budget vs. Actual January 2026

Cash Basis

	Total Community Maintenance			Overhead			TOTAL		
	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...	Jan 26	Budget	% of B...
Trees									
Health & Maintenance	0	37,527	0%	0			0	37,527	0%
Stump Removal	0	1,500	0%	0			0	1,500	0%
Tree Removal	2,255	5,000	45%	0			2,255	5,000	45%
Total Trees	2,255	44,027	5%	0			2,255	44,027	5%
Total Expense	189,455	778,884	24%	10,439	134,169	8%	199,893	913,053	22%
Net Ordinary Income	25,383	123,716	21%	-7,857	-123,669	6%	17,526	47	37,289%
Net Income	25,383	123,716	21%	-7,857	-123,669	6%	17,526	47	37,289%

Restricted & Designated Fund Activity

	Balance as of <u>12/31/2025</u>	Activity during: 2025 Year End & <u>January</u>	Balance as of <u>1/1/2026</u>
Restricted Funds			
Community Activities Fund	\$514	\$4,725	\$5,239
Community Projects Fund	\$2,500	\$0	\$2,500
DEP Grant	\$29,397	\$0	\$29,397
Heritage Festival	\$13,519	\$2,057	\$15,577
Library Program Fund	\$1,644	\$0	\$1,644
Designated Funds			
Operating Reserve	\$221,760	\$0	\$221,760
Seiders Fund	\$20,843	\$0	\$20,843
Survey Fund	\$2,361	\$5,000	\$7,361
Tree Fund	\$33,261	(\$8,166)	\$25,094
Capital Projects			
B&G Emergency Reserve	\$23,549	\$0	\$23,549
Building: Garages.Sheds (Rentals)	\$31,774	\$0	\$31,774
Buildings	\$76,613	\$42,347	\$118,961
Total Buildings:	\$108,387		\$150,735
Equipment	\$44,616	\$28,105	\$72,721
Land: Heritage Park	\$17,048	\$0	\$17,048
Linear Structures	\$31,059	\$75,000	\$106,059
Structures	\$0	\$0	
Water Operations			
Water Operations: General	\$9,250	\$0	\$9,250
Water Operations: Mains		\$22,397	\$22,397
Water Operations: Pump House	\$7,682	\$0	\$7,682
Water Operations: Maintenance Program	\$5,441	\$0	\$5,441
Water Operations: PENNVEST Principal	\$66,822	\$50	\$66,872
Total Water Operations:	\$89,194		\$111,642

February 2, 2026 – Meeting Notes

Hybrid Meeting of the B&G Committee at the Mt. Gretna Campmeeting's Office and via Zoom teleconference.

Members of the B&G Committee present: (In person) Miles Bojanic, Nate Godfrey, Joe Lamont, Bill Linton, Jeff Minnich, Bob Rader, and Ben Slotznick, (Via Zoom) Pat Wilmsen. Excused: Stephanie Bost, Doug Lorenzen

Miles Bojanic opened the meeting at 6:30 p.m.

REPORTS

Superintendent Report

1. The recent snow events have been a good test for the newer equipment and snow removal procedures. The lower temperatures have made it challenging to clear all the walking paths with current equipment.
2. Bob Rader ordered snow chains for the Toro.
3. The Avant did great work with snow plowing.
4. Hired Abner Glick to remove snow from the Tabernacle roof. Anchors for safety harnesses were added to the peak of the Tabernacle. Abner cleared the debris from the Tabernacle roof before the major snow event, and then came back during the snow to remove snow.
5. Abner discovered a puncture hole in the roof of the Tabernacle. It will be repaired in the spring.

Water Report

1. Water usage is in line with previous years. Thankfully, no burst pipes during the recent cold weather.
2. Received a quote for replacing the Pump House door. The consensus of the committee is to go forward with the proposal and pay for it from the 2026 budget.
3. The committee gave feedback on the first draft of a form which would allow Members to turn over responsibility of their water shut-off valve to the Campmeeting. The committee agreed that the Campmeeting should work towards owning the water shut off valves as part of the water system, but that a careful analysis needs to be made as to the possible future cost that such an ownership would mean. The alternative would be to get permission from each owner to access and operate their curb stop.
4. The committee discussed the lead service line resolution report that will be due to the DEP in November.

Building Permit Application Review

1. The Durrall's submitted a building permit to install propane tanks at 600 2nd Street. A survey was submitted demonstrating the tanks would be on their property. Therefore, the permit is to be treated as "For Information Only," and this will be communicated to the owners.

MGCA Active Projects/Old Business

1. **Tabernacle Capital Improvement Projects:** Big Ass Fan submitted an updated proposal for Tabernacle fan installation. The initial proposal was presented by sales representatives, the committee would like to see engineer recommendations to make sure the fans are compatible with the building's inverted trusses and will provide proper airflow calculations.
2. **Rules & Regulations Changes:** The committee gave feedback to proposed R&R changes.
 - a. Rule #3: Open burning regulations need to allow for an exception to staff-supervised burning for events like the Christmas tree bonfire.
 - b. Rule #7: The question was raised about enforcement if rule 7 is deleted. It was explained that enforcement of this rule falls to the police who require posted signs, not a rule. The signage is the critical factor; a rule is not necessary.

c. Rule #8: The proposed parking language would not allow for parking on stoned areas; this could create quite a few parking problems. Asking the word “paved” be deleted. It was also suggested that it be made clear that this rule applies to members and visitors alike.

3. **Streetlights.** No update.
4. **Streetlight Outages:** No update.
5. **Snow Notification:** No update.
6. **Capital Reserve Study.** No update.
7. **Pinch Road.** No update.
8. **Rental Garages:** No update.
9. **Historic Hand Pump Gazebos.** No update.
10. **3rd Street Water Main:** No update.

New Business

1. None.

Adjourn 7:40 p.m.

DRAFT

**MOUNT GRETNA CAMPMEETING
ASSOCIATION, INC.**

RULES AND REGULATIONS

Revised: February 20, 2024

Feb 17, 2026 2nd Reading

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INTRODUCTION

The Charter of the Campmeeting Association – Section 3, paragraph 1, reads:

“This Association shall have power to engage in and to do any lawful act concerning any or all lawful business for which non-profit corporations may be incorporated under the laws of the Commonwealth of Pennsylvania, including (but not limited to) the providing and maintaining of a proper, desirable and permanent residential community.”

The Mount Gretna Campmeeting Association (hereafter referred to as MGCA) has been granted 501(c)4 status by the Internal Revenue Service.

The Bylaws – Article VI, Section 2, paragraph a:

“The Board of Managers is authorized to adopt, pass, and enforce such Rules and Regulations as they deem necessary and convenient for the providing and maintaining of a proper, desirable and permanent residential community...”

Therefore, to maintain a safe and desirable community, the following Rules and Regulations, applicable to MGCA Members, their tenants, and guests, are revised and adopted effective [date].

The owner or tenant of any building, structure, premises or part thereof will be held responsible for any architect, builder, contractor agent, or other person who commits, participates in, assists in, or maintains such violation.

The Mt. Gretna Campmeeting Association is comprised of 33 acres, the approximate boundaries of which are Rt. 117 on the north to the southern boundaries of the properties on Batdorf Ave. on the south, and from Boulevard & the Mt. Gretna Heights boundary on the east to Pinch Rd. on the west. The Campmeeting Association is located within West Cornwall Township. The afore described acreage will be referred to within this document as, "The Campmeeting." Portions of The Campmeeting are owned by the MGCA and will be referred to in this document as, "MGCA Property." The rest of the land in The Campmeeting is privately owned and will be referred to in this document as, "Private Property." In addition, portions of the MGCA Property are available for the common use of community members and will be referred to in this document as, "Common Property."

The MGCA Buildings & Grounds Staff are exempt from community rules and regulations while performing official duties on behalf of the Association. This exemption applies only during working hours and when engaged in authorized maintenance, landscaping, repair, inspection, or other Association-approved activities.

All staff shall conduct themselves in a professional manner and exercise reasonable care to minimize disruption to residents and property. This exemption does not extend to personal use of community facilities or privileges outside the scope of assigned duties.

Commented [DE1]: Added to the 2nd Reading

RULES AND REGULATIONS

Rule #1: Outdoor Maintenance and Cleanliness

MGCA Members should take constant ~~Cleanliness, order, sanitation, rodent and insect infestation, fire by any cause and its accelerated spread, are constant concerns due to the extremely high density of dwellings. The Board of Managers requires MGCA Members to take constant~~ precaution and preventative measures to avoid danger and to eliminate open refuse, debris, rotting wood and furniture, cartons, discarded machinery, housewares, etc., from all outdoor premises, particularly from porches, yards and walkways. All properties must be maintained in accordance with the West Cornwall Township Property Maintenance Code (Ordinance No. 2023-07-10).

~~(b) The Board of Managers reserves the right to inspect periodically, or upon request, dwelling exteriors, yards and porches, and to remove hazardous items, at the MGCA Member's expense, after due notice to the MGCA Member and in accordance with the rules of the Mt. Gretna Campmeeting Association and ordinances of West Cornwall Township, Lebanon County, and the Commonwealth of Pennsylvania.~~

Rule #2: Outdoor Grills, Heaters, and Open Flames

Charcoal or LP gas burners and other open-flame cooking devices shall not be operated on ~~combustible~~ covered porches. It is recommended that they not be operated within 10 feet of ~~combustible~~ construction.

Fire rings, fire pits (permanent or portable), chimineas, and ~~deck/patio heaters will be permitted~~, but must have a properly fitting spark screen cover over the open flame, sit on a fireproof mat, and shall not be operated on ~~combustible~~ covered porches ~~or within 10 feet of combustible~~ construction. Deck/patio heaters will be permitted, but shall not be operated on covered porches. These devices must be attended when in use and fully extinguished when not attended.

Commented [DE2]: Change for 2nd reading

Commented [DE3]: Change for 2nd reading

Under no circumstance is open burning of any kind, including but not limited to leaves, paper, or trash, permitted in The Campmeeting.

Exceptions are candles, kerosene lamps, and similar lighting devices. These items are permissible as long as they are attended when in use and fully extinguished when not attended.

Rule #3: Open Burning

~~Under no circumstance is open burning of any kind, to include, but not limited to leaves, paper, or trash permitted in The Campmeeting.~~

Rule #4: Trash Collection and Recycling

Trash/recycling collection and disposal is for the Campmeeting's household garbage or refuse, not to include any construction or demolition waste.

(a) Trash for curbside collection ~~must~~ should be bagged and or placed in a trash can. Recyclables (except flattened cardboard) must be in a suitable container.

(b) Trash/recycling containers and flattened cardboard may be placed curbside for collection no earlier than the evening before collection day.

(c) Member is responsible to coordinate with MGCA's trash vendor for collection of excess waste and oversized items and may be subject to additional charges for their collection.

Oversized items for special collection may be placed curbside for collection no earlier than the evening before arranged pickup day.

(d) Containers must be returned to a storage location at the Member's property as soon as practical after collection and no later than the end of the collection day.

(e) Dumpster usage must comply with all posted requirements and restrictions. Violators will be fined and may be liable for any additional charges incurred by the MGCA.

Rule #5: Pets

In accordance with West Cornwall Township Ordinances ~~2-101~~, pet owners must not allow their animals to litter the private property of other MGCA Members, or the Common Property such as walking paths, streets, and park facilities. All litter must be removed and disposed of promptly and properly. Dogs must be leashed when away from their residence. ~~The ordinance provides for fines of up to \$1,000 or imprisonment for a term not to exceed 90 days.~~

Rule #6: Speed Limits

~~Reckless driving and speeding within the boundaries of The Campmeeting are strictly prohibited. MGCA Members and visitors must drive only on permitted streets.~~

Rule #7: Vehicles

~~Motor vehicles without a valid and current license and inspection sticker are prohibited from parking on MGCA Property.~~

Rule #8: Public Parking

Parking of motor vehicles shall be permitted only in designated Board approved parking areas or designated parking lots. All streets and walkways ~~are designated as fire lanes~~ must be accessible to emergency vehicles at all time.

Commented [DE4]: 2nd reading change

Rule #9: Recreational Vehicles, Boats, and Trailers

The storage and/or occupancy of trailers, boats, recreational vehicles and campers of all types are prohibited ~~on in -The Campmeeting Property~~ unless they are stored in an enclosed garage or are in a designated rental space. Campers or vehicles outfitted with caps are permitted if used as a primary means of transportation. ~~Vehicles used as storage containers, including but not limited to box vans, are prohibited on Campmeeting Property.~~ Storage containers like pods will be considered by the Board on a case-by-case basis.

Rule #10: Building Permits

2. (a) When building, remodeling, or renovating their properties, MGCA Members must obtain all required building permits and comply with all applicable building codes as mandated by West Cornwall Township including those which govern the installation of plumbing, heating systems, and electrical lines and equipment.
- (b) Construction projects or renovation work which alter the external boundaries of an existing structure, including

the installation of driveways or parking areas, also require a Campmeeting Building Permit. A Campmeeting Building Permit is obtained by contacting the Mt. Gretna Campmeeting office during normal business hours. A plot plan is required and a current property survey may be required to be attached to the Application. Applications are subject to approval by the Board of Managers. No Permit shall be required from the Board of Managers for painting, siding, or routine general maintenance of any building.

1. (c) If a variance is needed, the MGCA Members shall come before the Board of Managers at a regular meeting with construction plans to explain the project. If the Board votes in favor of the homeowner, the President will sign the building permit. If the Board votes against the plans for a variance, the building permit will not be signed and the Lebanon County Planning Department will be so informed. If there is a hearing by the homeowner before the zoning Board to obtain a variance, the President and/or an appointed representative of the Board, shall attend the hearing to voice opposition to granting the variance.

Rule #11: Porch Enclosures

In the interest of preserving the unique character of The Campmeeting, residents are prohibited from permanently enclosing all or part of an existing open porch without prior approval of the Board. A Building Permit is required, see the MGCA Building Permit Policy. Enclosing a porch without an approved building permit is a fineable offense.

Rule #12: Propane and Oil Tank Enclosures

~~In the interest of preserving the unique character of The Campmeeting, MGCA Members are required to construct an appropriate enclosure around all propane tanks and oil tanks that are readily visible to the public.~~

Rule #13: Sewer and Water Lines

MGCA Members are responsible for sewer lines from their structures to the main connection; for their water lines to and including the curb stops; and for keeping curb stops in working order. The relocation, upgrading, or addition of household waste lines or water lines which must be connected to Campmeeting sewer and water mains must be inspected by a licensed plumber or electrical inspection agency before any work is done on the property. A Campmeeting Building Permit must be obtained by contacting the MGCA business office during regular business hours.

Rule #14: Chimneys

~~No new chimneys may be constructed or used without obtaining a Campmeeting Building Permit and the approval of the Board of Managers. A Building Permit must be obtained from the Lebanon County Planning Department before work can commence.~~

Rule #15: Home-Based Businesses

In the interest of preserving the residential setting unique to The Campmeeting, ~~the Board of Managers reserves the right to review and approve the use of properties within its boundaries for purposes other than residential living.~~ Homehome-based businesses must be approved by the Board

of Managers ~~are prohibited when~~ in order to limit undesirable effects ~~are created including but not limited to~~ such as:

- Excessive noise;
- Product displays or store fronts including visible inventory;
- Signage of any kind created for the purpose of business advertisement;
- Unsafe conditions due to inadequate parking or traffic congestion.

Rule #16: Trees

- (a) Tree problems may be found by certified arborists or certified foresters, by MGCA Members, or by residents. All problems with trees should be reported to the Campmeeting Association office.
- (b) Trees provide a unique beauty and add to the value of Campmeeting property. Prior to removing any tree, MGCA Members must submit a Tree Removal Permit Application ~~for approval~~ which must be approved by the Board of Managers. Applications can be obtained on the Mt. Gretna Campmeeting website. A current plot plan/survey must be attached to the application. Members will be responsible to have the tree stump ground and to plant a native tree at least five feet tall in accordance with the parameters on the tree removal permit application. Applications and emergency removals are subject to the approval of the Board of Managers. In emergency situations, contact the office.
- (c) When the Board of Managers approves a tree removal permit, the property owner of the tree has the

responsibility for expenses of the removal, stump grinding, and replanting. If the tree is directly on a property line shared with the Campmeeting, then the expense will be shared equally by the member and the MGCA.

a. Tree removal applications for trees showing signs of life.

Members must submit a tree evaluation as part of the tree removal permit application from a certified arborist or a certified forester if the tree shows any signs of life; the evaluation must also state if there are any treatment options which could save the tree.

b. Tree removal applications for dead trees.

An evaluation by a certified arborist or certified forester will not be necessary for a dead tree as determined by the MGCA Tree Committee Chair or their designee.

c. Trimming.

~~(c) When the Board of Managers determines that a tree needs to be removed or trimmed, the property owner of the tree has the responsibility for expenses of the removal. If branches are growing over a property other than that of the owner of the tree, then the branch is usually the responsibility of the owner of the area over which the branch is suspended. This would apply whether or not it is MGCA Property or Private Property. If a condemned tree seems to be directly on a property line, then the expense may be shared equally by the respective property owners. Property lines go to the sky. Any branches growing over a Member's property are~~

their responsibility. It is recommended, but not required, that Members consult with the office before conducting any tree trimming.

(ed) Taking down or removing trees, dead or alive, from personal and/or Campmeeting property without an approved permit from the Board of Managers is a significant violation of the rules of the Campmeeting and warrants a fine. Removal of a tree with a diameter of less than five inches and taller than 3' will incur a fine of \$5,000 per tree. Removal of a tree with a diameter larger than five inches will incur a fine of \$10,000 per tree. In addition, any legal fees incurred to collect this fine will be the financial responsibility of the Member.

(fe) Wood from downed trees must be removed within 10 working days. Exceptions for removal may be requested from the Tree Committee. If MGCA Members do not have the means to remove the wood from a downed tree, they may contract with the Mt. Gretna Campmeeting Association to have it removed on a rate per hour basis.

(gf) Planting of trees.

Trees on MGCA Property may be planted only by the MGCA. Trees on Private Property must be planted in cooperation with the Tree Committee to ensure it's an appropriate tree and is planted where it will not adversely interfere with ~~at appropriate distances from~~ power lines, sewer lines, or water lines.

Rule #17: Quiet Hours and Quiet Season

(a) In the interest of preserving the peace and quiet beauty of The Campmeeting, Quiet Hours shall be maintained all day Sunday, 10 p.m. to 7 a.m. Monday through Thursday, and 11 p.m. to 7 a.m. Friday and Saturday.

(b) Out of respect for residents and the summer programs held in the Tabernacle, special noise abatement rules are in effect July 15 through and including August 31. This is commonly referred to as "Quiet Season." High decibel power tools, such as saws and leaf blowers, and manual work, such as framing and roofing, are prohibited. Moderate noise created by indoor work is acceptable. Painting and landscaping are permitted. During the Quiet Season, permitted work must be confined to the hours between 8:30 a.m. and 4:30 p.m. Monday through Saturday. An exception shall be made for the Superintendent of Grounds.

(c) Respect for neighbors' quiet enjoyment will be considered in enforcement of noise rules regarding Quiet Hours and Quiet Season. With the approval of the Board of Managers, emergency repairs to buildings or service lines are permitted during designated quiet times. MGCA Members must contact the Mt. Gretna Campmeeting Association office to request emergency approvals.

~~Rule #18: Superintendent Agent~~

~~The MGCA Superintendent of Grounds may act as an agent of the Board of Managers.~~

Rule #19: Fences and Walls

No fence unit(s) or ~~units~~ walls, including art installations or structures which function as or appear to be fences or walls,

Commented [DE5]: 2nd Reading Addition

may be installed without submitting a ~~building~~ Building Permit, see the MGCA Building Permit Policy application to the Mount Gretna Campmeeting Association (MGCA). All requests for permission to install fences or walls must include a photograph of the fence/wall style and sketch or drawing showing the length and location of the fence/wall on a site plan for which approval is being requested. ~~No fence shall be located in the Mt. Gretna Campmeeting community without approval. All such requests will be required to comply with the "Fencing" code as defined herein, before permission is granted by MGCA.~~

~~(a) No fencing of any kind shall exceed three (3) feet in height, from finish grade to the top of the fence.~~

~~(b) No fence unit or units may define any one (1) property boundary line for more than twelve (12) feet in any one direction.~~

~~(c) The maximum allowable aggregate length of approved fencing will not exceed forty-eight (48) feet on any property. No fence shall enclose any part of the property, including attachment to any building or part thereof.~~

~~(d) APPROVED fencing materials shall include, but not limited to, wrought iron, aluminum, wood, picket or any fence material approved by MGCA.~~

~~(e) PROHIBITIVE fencing materials shall include, but not limited to, chain link, wire, split rail, solid wood/metal, electric, barbed wire or any fence material/design deemed inappropriate and in conflict with the overall character of the Campmeeting by MGCA.~~

~~(f) All fences shall be maintained in good repair and painted, as when first installed. Property owner shall pay for all fence maintenance.~~

~~(g) All fence units can be constructed of any manufactured component material, and such material must be approved in writing by the MGCA prior to installation. All fences shall be installed and secured to maintain stability.~~

(h) Any existing fence built prior to January 19, 2016, shall be grandfathered, but any replacement of an existing fence or adding to an existing fence (due to damage or any other reason), shall conform to these current fence regulations.

NOTE: ~~Property~~ Cottage owners may be required to have their property surveyed to determine the exact location of the legal property line. Any and all costs to survey will be the responsibility of the property owner and not MGCA.

Rule #20: Cottage Rental

Members who wish to rent ~~out~~ their Campmeeting ~~home~~ cottage in whole or part must hold a valid MGCA ~~Home~~ Cottage Rental Permit for that ~~home~~cottage. Permits will be administered in accordance with, and landlords must comply with, the MGCA ~~Home~~ Cottage Rental Policy. The Policy and Permit applications are available on the MGCA website and from the MGCA office.

Rule #21 Liability and Hold Harmless

The MGCA is not liable for any accident, injury, or damage of any kind which occurs in or on a privately-owned structure, appurtenance, or other improvement that encroaches onto MCGA owned land, regardless of whether such structure, appurtenance, or other improvement is located within an

easement granted to the private property owner by the MGCA. ~~Property~~ Cottage owners are responsible for insuring any structure, appurtenance, or other improvement that encroaches onto MCGA-owned land, and shall indemnify the MGCA and hold the MGCA harmless against any claim, lawsuit, or cause of action arising out of the use of the encroaching structure, appurtenance or other improvement.

Rule #22: Non-biodegradable Materials on MGCA Property

For any activities held by the MGCA on MGCA property or by Members using MGCA Property, the use of non-biodegradable materials such as streamers, poppers, etc. are banned. Balloons are allowed, but no non-biodegradable materials may be left on the ground. Members using non biodegradable materials on MGCA property as stated in this rule will be subject to established fines.

PROCEDURES FOR VIOLATIONS, PENALTIES, VARIANCES, AND APPEALS

A. Procedures in case of Violations of Campmeeting Rules and Regulations

Whenever it is determined there are reasonable grounds to believe there has been a violation of any provision of these Rules and Regulations, the ~~Board of Managers~~Executive Committee shall proceed as follows:

1. Serve notice in writing of the alleged violation which shall be signed by the President of the Board of Managers ~~or an authorized representative~~. The notice shall be served personally to the responsible MGCA Member, occupant, operator or other person in charge; or served by registered mail with a return receipt requested; or where such responsible person in charge cannot be found, service may be made by posting a notice in or about the structure or premises; or served by any other method authorized under the laws of the Commonwealth of Pennsylvania.
2. Said notice shall include a statement of the reasons why the notice is being issued, the Rule or Regulation which has been violated, and the remedial actions required.
3. Said notice shall allow a reasonable time, not to exceed thirty (30) days, for the initiation and correction of the violation alleged or of the remedial actions required

except where a violation is deemed to require immediate corrective action.

~~The following~~ Certain rule violations which shall be deemed to require immediate corrective action and can start with an oral conversation and lead to a ~~after receiving oral or~~ written notice from ~~a designated MGCA representative~~ the Executive Committee:-.

Commented [DE6]: 2nd Reading Addition

- ~~1. Reckless driving within the boundaries of The Campmeeting.~~
- ~~2. Where MGCA Members have not obtained all required building permits as mandated by West Cornwall Township and the MGCA.~~
- ~~3. Where MGCA Members have failed to comply with all applicable building codes, restrictions, and requirements as set forth by West Cornwall Township and the MGCA.~~
- ~~4. Where MGCA Members violate quiet time provisions outlined in #17(a) & #17(b) of the MGCA Rules and Regulations.~~
- ~~5. Where MGCA Members attempt to remove a tree or major limb without having received approval of the Board of Managers.~~
- ~~6. Where MGCA Members are using charcoal or gas grills of any type in an unsafe manner.~~
- ~~7. Where MGCA Members violate the open burning policy outlined in #3 of the MGCA Rules and Regulations.~~

B. Penalties

Any person, partnership, or corporation who or which shall violate the provisions of these Rules and Regulations and is found to be in non-compliance by the ~~Board of Managers~~ Executive Committee shall be required to pay, in general, a fine of \$100.00 plus costs of prosecution ~~unless the violation involves unpermitted removal of a tree(s) as defined in Rule #16. Specific rules may stipulate the fine amount which will override the stated \$100 fine.~~

Commented [DE7]: 2nd reading change

Commented [DE8]: 2nd reading change – undeleted.

Commented [DE9]: 2nd reading addition

MGCA Members are held responsible for the compliance with all rules and regulations of the MGCA on the part of the MGCA Member, guests, and/or Member's tenants.

~~Unattended vehicles found on MGCA Property blocking fire lanes, or without a valid or current registration or inspection sticker, may be towed away at the owner's expense.~~

~~The Board of Managers reserves the right to take appropriate action and to charge the MGCA Member for any expense incurred by the Campmeeting to make necessary or emergent corrections or corrections not made within the specified time.~~

Fines are payable within 30 days of receipt of notice. Any fine which goes unpaid for a period exceeding 30 days will be collected through appropriate legal means. The MGCA Member will be responsible for collection fees.

Nothing contained herein shall prevent the Board of Managers from taking such other lawful action as is necessary to prevent or remedy any violation.

C. Variances

The MGCA Board of Managers may grant a variance from the strict application of its Rules and Regulations for compelling reasons.

D. Appeals ~~Requests for Appeals or Variances~~

Any person ~~requesting a variance or~~ aggrieved by a decision of the ~~Board of Managers~~ Executive Committee or by any other employee or official charged with the administration and enforcement of the MGCA Rules and Regulations may make an appeal to the Board of Managers. All appeals shall be made in writing stating the grounds upon which the appeal is based and shall be transmitted to the MGCA Association office. An appeal must be made within 15 days of the action or of the receipt of the written notice of any decision or ruling which is being appealed.

In cases of violations requiring immediate corrective action, requests for appeals ~~or variances~~ shall not release the alleged offender from the need to cease all offending activity. Such requests shall not prevent the ~~Board of Managers~~ Executive Committee from exacting penalties or taking such lawful action as is necessary to prevent or remedy any violation.

Hearing:

The Board of Manager Members who do not sit on the Executive Committee shall meet and conduct a hearing within thirty (30) days of the receipt of an appeal ~~or a request for a variance. All hearings shall be public and open to all MGCA Members within the boundaries of The Campmeeting. Notice of hearings will be publicly posted on subject property and on Campmeeting bulletin boards~~ The public nature of the hearing

will be held at the discretion of the Board of Managers who will be voting on the appeal. A record shall be kept of all evidence and testimony presented at the hearing. Unless otherwise arranged by the Board of Managers, all hearings shall be at the time and place of the regular Board of Managers meetings ~~which normally occur on the third Tuesday of each month.~~

Decision of the Board:

All decisions of the Board shall be in writing, and a copy of each decision shall be sent to the applicant. ~~The Board of Managers shall also retain in its files a copy of each decision, which files shall be available for inspection by MGCA Members. Each decision shall set forth fully the reason for the decision of the Board of Managers and the findings of fact on which the decision was based.~~

~~E. Appeal Decisions~~

~~The MGCA Board of Managers shall consider all appeals made to it and, depending on its findings, shall decide whether such appeals shall be granted.~~

I

PROCEDURE FOR AMENDING RULES AND REGULATIONS

These Rules and Regulations may be amended by the Board of Managers after one reading at a regular business meeting followed by public comment submitted and received in writing prior to the following regular business meeting. The vote on the amended Rules and Regulations shall take place at the said following regular business meeting. Changes to the Rules and Regulations require approval by a majority of the Board of Managers.

Feb 17, 2026 2nd Reading

MOUNT GRETNA CAMPMEETING ASSOCIATION

Charter & Bylaws

Revised: August 2024

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1st Reading
2026.01.13 DRAFT

Charter of the Mount Gretna Campmeeting Association, Inc.

Section 1.

The corporate name of the Association is the “Mount Gretna Campmeeting Association, Incorporated.”

Section 2.

The business of said Association is to be transacted at Mt. Gretna, in the Township of West Cornwall, County of Lebanon, Commonwealth of Pennsylvania. The registered office of the Association is 203 Second Street, P.O. Box 428, Mt. Gretna, Pennsylvania, 17064 until changed by an appropriate amendment to this Charter.

Section 3.

This Association shall have power to engage in and to do any lawful act concerning any or all lawful business for which non-profit corporations may be incorporated under the laws of the Commonwealth of Pennsylvania, including (but not limited to) the providing and maintaining of a proper, desirable, and permanent residential community.

The history and tradition of the Association also include the provision and maintenance of a proper, convenient, desirable, and permanent Campmeeting ground for the purpose of supporting and conducting the worship of God in gatherings or assemblages at convenient and stated times in accordance with the discipline and belief of *The United Methodist Church*.

This Association is not owned or operated by *The United Methodist Church*, nor is it an agency thereof. Public relations instruments use the name “United Methodist” and the symbols and logos of *The United Methodist Church* in recognition that this Association was initially sponsored by, and is historically related to, the Eastern Pennsylvania Conference and that the programs of this Association are affiliated with programs of that Conference, of *The United Methodist Church*. The Association will not indicate in any way, either active or passive, that it is an agency of the Eastern Pennsylvania Conference of *The United Methodist Church*.

In furtherance of these purposes, the Association may receive and administer gifts, bequests or legacies in accordance with the terms of the gift or bequest; reserving the right of the Board of Managers to reject any such gift or bequest.

Section 4.

It is expected that the Association shall exist perpetually.

Section 5.

The Members of the Association shall be those persons as designated by the Bylaws of the Association.

Section 6.

It shall and may be lawful for said Association to purchase land, hold real estate or personal estate in fee simple or otherwise as it may deem necessary, proper and desirable for the objects and purposes of said Association, and the same or any part to dispose of in parcels or otherwise, or in fee simple or otherwise, on such terms, conditions and restrictions as may be deemed proper, not repugnant, however, to the laws of this Commonwealth.

Section 7.

The governing body of the Association shall be a Board of Managers.

The terms, qualifications and number of the Board of Managers are specified, from time to time, by the Bylaws. Terms, qualifications and number may be changed, increased, or decreased, from time to time, by the manner provided in the By-laws. At no time shall the Board of Managers consist of less than five (5) persons.

Section 8.

The Bylaws of the Association may be amended by methods provided in the Bylaws, subordinate, however, to this Charter, the Constitution and Laws of this Commonwealth, and the Constitution of the United States.

Section 9.

In keeping with the history and tradition of the Association, the Board of Managers reserves the right to conduct religious conferences and programs on these grounds at appropriate times.

Section 10.

It shall be lawful for the Association to construct and provide all necessary works to supply the premises with water and artificial light and to provide all other conveniences and make all other improvements which may be deemed necessary or desirable, provided that the same be furnished and provided at cost and without profit or pecuniary advantage to the said Association.

Section 11.

The Association is formed on a non-stock basis. It does not contemplate pecuniary gain or profit, incidental or otherwise, to its Members. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its Members, Board Members, Officers or other private persons, except that the Association shall

be authorized and empowered to pay reasonable compensation for services rendered.

Section 12.

This charter may be amended by the Board of Managers, after three readings at regular business meetings, by a two-thirds (2/3) vote of the Board of Managers.

Section 13.

In the event the dissolution of the Association should occur, the Board of Managers shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all the assets of the Association in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(4) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Managers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes as said Court shall determine.

Adopted by the Board of Managers, August 2024.

Patricia Wilmsen, President



Marcilayne Lloyd, Secretary



Bylaws of the Mount Gretna Campmeeting Association, Inc.

Article I: Name and Organization

Section 1. Name.

The name of the corporation shall be the “Mount Gretna Campmeeting Association, Incorporated” (“Association”).

Section 14. Form of Organization.

The Association is a Pennsylvania non-profit corporation. It is organized on a non-stock basis and has members.

Article II: Registered Office and Place of Business

Section 1. Registered Office.

The registered office of the Association shall be at the place listed in the Charter for the Association.

Section 2. Place of Business.

The business of said Association is to be transacted at Mt. Gretna, in the Township of West Cornwall, County of Lebanon, Pennsylvania.

Section 3. Other Offices and Places.

The Association may have such other offices, mailing addresses and other places of business as its Board of Managers may from time to time decide or the activities of the Association may require.

Article III: Seal

The corporate seal of the Association shall have inscribed thereon the name of the Association, the year of its organization and the words “Corporate Seal, Pennsylvania.”

Article IV: Purpose/Limitations

Section 1. General Purposes.

This Association shall have unlimited power to engage in and to do any lawful act concerning any or all lawful business for which non-profit corporations may be incorporated under the laws of the Commonwealth of Pennsylvania.

Section 2. Specific Purposes

The purpose of the Association includes (but is not limited to) the providing and maintaining of a proper, desirable, and permanent residential community at the Campmeeting Grounds in Mt. Gretna, in the Township of West Cornwall, County

of Lebanon, Pennsylvania (the “Campmeeting Grounds”). A map or other description of cottages in the Campmeeting Grounds shall be adopted, and amended from time-to-time, by a Resolution of the Board of Managers.

Section 3. Traditional Purposes.

The history and tradition of the Association include the providing and maintaining of a proper, convenient, desirable, and permanent Campmeeting Grounds for the purpose of supporting and conducting primarily the worship of God in gatherings or assemblages at convenient and stated times in accordance with the discipline and beliefs of The United Methodist Church. In keeping with the history and tradition of the Association, the Board of Managers reserves the privilege of conducting religious conferences and religious services, as well as cultural programs, on these grounds at appropriate times.

Section 4. Diversity, Equity, and Inclusion.

The Association is committed to a diverse, inclusive, and equitable environment where all Board Members, Community Members and staff feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other legally protected status.

The Association is committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our community. The Association respects the value that diverse life experiences bring to the Board of Managers and community and strives to listen to those views and give them value.

The Association is committed to modeling diversity, equity and inclusion, and maintaining fair and equal treatment for all.

Section 5. Tax Status.

It is the intent of the Association to maintain, to the extent possible, ~~tax exempt~~tax-exempt status under the appropriate Section of 501(c)(4) of the Internal Revenue Code of 1986 (or the corresponding section of any future Internal Revenue Law of the United States) as now enacted or as may be hereafter amended (“Code”).

Section 6. No Private Inurement.

The Association does not contemplate pecuniary gain or profit, incidental or otherwise, to its Members. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its Members, Board Members, Officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered to it by a person.

Section 7. Dissolution.

In the event the dissolution of the Association should occur, the Board of Managers shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all the assets of the Association in such manner or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(4) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Managers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located exclusively for such purposes as said Court shall determine which are organized and operated exclusively for such purposes.

Article V: Members and Membership Meetings

Section 1. Members & Membership Criteria.

The Membership of the Association shall be designated according to the following criteria:

- a. Voting Members – All cottage owners will be asked to designate one owner to serve as a “Voting Member” to represent that cottage for voting purposes at Membership Meetings and who can run for the Board of Managers. Designation will be done according to established policy. Each cottage may only have one Voting Member, no matter the number of deeded owners or the legal designation of a deeded owner. The Voting Member designation can be changed by the owner at any time by contacting the MGCA Office. In the case of a challenge to an individual’s qualification as a Voting Member made by any Member, the deeded owner(s) of the subject cottage shall provide a notarized writing as to legal ownership of that cottage.
- b. Members – The “Members” of the Association shall be any person or entity that owns a cottage (including the Mt. Gretna United Methodist Church and the telephone central office building) within the Campmeeting Grounds, as well as any person whose primary residence is located within the Campmeeting Grounds. For purposes of this designation, “primary residence” shall be defined as the residence of any person living in a cottage for 185 or more days per year and/or who designates the cottage address as a primary residence for legal purposes.

Section 2. Membership Termination.

Membership in the Association may not be assigned or transferred without the transfer of legal title to a cottage within the Campmeeting Grounds, and any attempt at assignment or transfer thereof shall be void and of no effect.

An individual's or entity's designation as a Member or Voting Member shall end when he or she no longer meets the qualifications in Article V, Section 1 above.

Section 3. Duties of Membership.

Every resident within the Campmeeting Grounds, as a Member of the Association, shall be entitled to all the rights and privileges and shall be bound by all the duties and obligations accompanying Membership, including (but not limited to) the following:

- a. Members shall comply with these Bylaws and all of the Rules and Regulations of the Association on the part of themselves and any occupant or tenant of said cottage or household.
- b. Only Voting Members of the Association shall have the right to vote and hold office.
- c. Voting Members of the Association who are selling their cottage(s) shall inform the purchaser of said cottage of the automatic transfer of Membership to the purchasing cottage owner(s).

Section 4. Number of Members.

The Voting Membership of the Association shall be automatically expanded or reduced, from time to time, to the extent the number of cottages within the Campmeeting Grounds is expanded or reduced.

Section 5. Annual Membership Meeting.

The Annual Meeting of Members shall be held the third Saturday of October at a time and place fixed by the Board of Managers for the purpose of electing persons to the Board of Managers and for the transaction of other business required by the Pennsylvania Non-Profit Law that may properly come before the meeting.

Section 6. Special Membership Meetings.

Special Meetings of the Membership may be called at any time by (a) the President of the Association, (b) at least four (4) members of the Board of Managers or (c) upon written petition signed by not less than ten percent (10%) of the Voting Members, the same having been presented to the Secretary. In each such case, the Secretary shall fix the date and time of the meeting, which shall be held not more than sixty (60) days after the receipt of the request. If the Secretary neglects or refuses to fix the date and time of the meeting, the person or persons calling the meeting may do so.

Section 7. Place of Membership Meetings.

Meetings, both Annual and Special, of the Membership shall be held at any suitable place convenient to Members as may be designated by the Board of Managers.

Section 8. Notice of Membership Meetings.

- a. Personal or written notice of every meeting of the Membership (Annual, Special or Adjourned) shall be given 20 days prior to said meeting by, or at the direction of, the Secretary or other authorized person to each Voting Member entitled to vote at the meeting.
- b. The notice of meeting shall specify the place, date, and hour of the meeting. Notice of an Annual Meeting need not specify the purpose of the meeting. Notice of a Special Meeting shall specify the general nature of the business to be transacted. If the purpose of a Special Meeting relates to a fundamental change to the Association, the notice shall comply with the express requirements of Chapter 57 of the Nonprofit Corporation Law.

Section 9. Quorum of the Voting Membership and Transaction of Business.

A Membership Meeting duly called shall not be organized for the transaction of business unless a quorum is present. A quorum is made up of ~~twenty~~ ten percent (~~20~~10%) of the Voting Members as defined by Article V, Section 1. The affirmative vote of a simple majority of the Voting Members present and voting at a Membership Meeting shall be sufficient to enact any measure properly under consideration at such meeting. A Voting Member participating in a meeting via electronic means by which he or she can at a minimum hear and be heard by the other Voting Members physically present at the Membership Meeting shall constitute that person's attendance for purposes of a quorum and the enactment of measures put before the Voting Members. The Voting Members present at a duly organized meeting, both Annual and Special, can continue to do business until adjournment, notwithstanding the withdrawal of enough Voting Members to leave less than a quorum.

Section 10. Adjourned Meetings.

If an Annual or Special Meeting cannot be conducted because a quorum has not attended, the Executive Committee of the Board of Managers in consultation with the Board of Managers may select a new meeting time and adjourn the meeting. Those Voting Members entitled to vote who attend the second adjourned meeting called for the election of the Board Members that has previously been twice adjourned for lack of a quorum, although less than a quorum as fixed in these Bylaws, shall nevertheless constitute a quorum for the purpose of electing Board Members.

Section 11. Voting Rights of Members.

Voting Members, as defined by Article V, Section 1, within the Campmeeting Grounds are entitled to one (1) vote, per cottage.

Article VI: Management – Board of Managers

Section 1. Management by Board of Managers.

All powers vested by law in the Association shall be exercised by or under the authority of, and the business and affairs of the Association shall be managed under the direction of, the Board of Managers (each a “Board Member”).

Section 2. Additional Powers of the Board of Managers.

Without limiting the foregoing, the Board of Managers is vested with the following additional powers:

- a. The Board of Managers is authorized to adopt, pass, and enforce such Rules and Regulations as they deem necessary and convenient for the providing and maintaining of a proper, desirable and permanent residential community.
- b. The Board of Managers shall have the power to assess all properties and lots owned in the Campmeeting Grounds and shall levy assessments on this basis from time to time as may be required for such collective purposes as maintaining and cleaning the grove; lighting the grove; building and repairing of roads, walks and walkways, and other improvements to the grounds; maintaining and operating the water plant and system and for all extensions of the system that may be required; for removing and disposing of garbage, trash and sewage; and fulfilling such other purposes as the needs and requirements of the Association and its grounds require.

Section 3. Limitations on the Board of Managers.

The Board of Managers shall not incur indebtedness exceeding an amount equal to fifty (50) percent of the budget for the fiscal year in which such debt is incurred without first obtaining authorization by a resolution passed at a meeting of the Association Voting Members.

Section 4. Number, Qualification and Term of Managers.

- a. The Board of Managers shall consist of eleven (11) persons. The number of Board Members may be changed, increased, or decreased, from time to time by amendment to these Bylaws by action of the Board of Managers. However, at no time shall the Board of Managers consist of less than five (5) persons.
- b. Each Board Member shall be a Voting Member of the Association and one (1) Board Member shall be a representative of the Tabernacle Association who is appointed by the Board of Trustees of the Mt. Gretna Tabernacle Association.

- c. Each Board Member is elected or appointed for a three (3) year term, except when filling an unexpired term.
- d. Board Members may be elected to any number of successive terms.
- e. The Board of Managers is organized with staggered terms of office. The Board of Managers consisting of eleven (11) persons is divided into three (3) sets of terms as follows:
 - (1) A term for four (4) Board Members that expires in 2009 and every three (3) years thereafter;
 - (2) A term for three (3) Board Members that expires in 2010 and every three (3) years thereafter; and
 - (3) A term for three (3) Board Members that expires in 2011 and every three (3) years thereafter.
 - (4) The 11th member of the Board of Managers is appointed annually by the Board of Trustees of the Mt. Gretna Tabernacle Association.

Exception: If a Board Member is an officer, see Article VII: Section 2.e.

Section 5. Election of Managers.

- a. The Board Members will be elected by the Voting Members of the Association according to established ~~policy~~ practice.
- b. The Nominating Committee shall notify Voting Members of the opening of nominations for election to the Board of Managers by July 15. A Voting Member must reply in writing by ~~September 1~~ August 15 to the Campmeeting Office indicating ~~his or her~~ their desire to serve on the Board of Managers. Copies of the replies will be made and given to each Nominating Committee member; the original shall be kept on file at the Campmeeting Office. Every Voting Member who has indicated ~~his or her~~ their desire to serve on the Board of Managers will be included on the mail-in ballot.
- c. The election of the Board of Managers ~~shall~~ may be held by mail-in ballot ~~or electronic vote~~ and election results announced at the Annual Meeting of the Membership, and voting ~~shall will occur~~ be by ballot unless nominees are unopposed and voting can be by acclamation.
- d. The election shall be supervised by an Election Board, which shall keep a list of all persons casting ballots for the election of a Board of Managers.
- e. The results of the election shall be announced at the Annual Meeting and barring unforeseen circumstances, ~~sent electronically~~ communicated to Voting Members no later than 24 hours after the election.
- f. Each elected Board Member shall take office at the following January organizational meeting of the Board of Managers and shall hold office until

the end of term and until the Board Member's successor has been selected and qualified, or until the Board Member's death, resignation, or removal. To begin the transition, Board Members-Elect may participate in certain Board of Managers' activities and a formal Board of Managers-designated orientation until he or she takes office.

Section 6. Vacancies in Board of Managers.

The Board of Managers shall determine the method used to fill a vacancy in the Board of Managers created by a resignation or other circumstance. A vacancy will be filled by a Board of Managers simple majority vote of the quorum present at a Regular or Special Meeting of such Board of Managers. Any Board Member so elected shall serve for the unexpired term of the Board Member for whom the vacancy is filled. However, if the Board of Managers does not vote to fill such vacancy, such vacancy need not be filled, and the number of members of the Board of Managers shall be thereby reduced until the next regular election for that seat though in no case shall there be less than five Board Members as specified in Article VI, Section 4a of the Bylaws.

Section 7. Annual Meeting of the Board of Managers.

~~To meet the requirements of the Pennsylvania Non-Profit Law, the Board of Managers will designate their Annual Meeting as the 3rd Saturday of October.~~

Commented [DE1]: Duplicate of Article V, Section 5

Section 8. Regular Meetings of the Board of Managers.

Regular meetings of the Board of Managers must be held at least quarterly at such dates and times as the Board of Managers shall determine from time to time.

Section 9. Special Meetings of the Board of Managers.

Special Meetings of the Board of Managers may be called at any time by (a) the President of the Association or (b) at least four (4) Board Members of the Board of Managers. In each such case, the Secretary shall fix the date and time of the meeting, which shall be held not more than fifteen (15) days after the receipt of the request. If the Secretary fails to fix the date and time of the meeting, the person or persons calling the meeting may do so.

Section 10. Place of Board of Managers Meetings.

The Annual Board Meeting and Regular Meetings or Special Meetings of the Board of Managers shall be held at the Registered Office of the Association or at any other suitable place convenient to Members as may be designated by the Board of Managers.

Section 11. Notice of Board of Managers Meetings.

- a. Each member of the Board of Managers shall be notified of a Special Meeting at least five (5) business days prior to the day named for the meeting.
- b. Unless otherwise required by these Bylaws, neither the business to be transacted at nor the purpose of any Annual, Regular or Special Meeting of the Board of Managers need be specified in the notice of the meeting.

Section 12. Quorum of the Board of Managers.

A quorum of the Board of Managers for the transaction of business shall be a simple majority of the Board Members then in office, and a majority of Board Members present and voting at a meeting at which a quorum is present shall be sufficient to pass any act of the Board of Managers, except where a different vote is required by law or the Charter or these Bylaws. A Board Member participating in a meeting via electronic means by which he or she can at a minimum hear and be heard by the other Board Members physically present at the meeting shall constitute that Board Member's attendance for purposes of a quorum and the enactment of measures put before the Board of Managers.

Section 13. Voting Rights of Board Members.

Each Board Member shall be entitled to one (1) vote.

Section 14. Notation of Dissent by Board Members.

A Board Member who is present at any meeting of the Board of Managers at which action on any Association matter is taken on which the Board Member is competent to act shall be presumed to have assented to the action taken unless ~~his or her~~ their dissent is entered in the minutes of the meeting or unless he or she files a written dissent to the action with the Secretary of the meeting before the adjournment thereof, or transmits the dissent in writing to the Secretary of the Association within 24 hours of the adjournment of the meeting. The right to dissent shall not apply to a Board Member who voted in favor of the action. Nothing in this section shall bar a Board Member from asserting that minutes of the meeting incorrectly omitted ~~his or her~~ their dissent if within 24 hours of receipt of a copy of such minutes, he or she notifies the Secretary in writing of the asserted omission or inaccuracy.

Section 15. Unanimous Written Consent.

Any action which may be taken at a meeting of the Board of Managers may be taken without a meeting if a consent in writing setting forth the action so taken shall be agreed upon via written affirmation by ~~all~~ a quorum of the Board Members in office. The consent or consents shall be filed with the Secretary of the Association.

Section 16. Compensation of Board Members.

Board Members shall receive no compensation for their services as Board Members, although they may receive reimbursement for reasonable out-of-pocket

expenses incurred relative to the business of the Association when proper documentation is supplied.

Section 17. Liability of Board Members.

- a. No person who is or was a Board Member of this Association shall be personally liable for monetary damages for any action taken, or any failure to take any action, as a Board Member unless:
 - (1) The Board Member has breached or failed to perform the duties of ~~his or her~~their office pursuant to the standard of care as set forth in Section 5712 of the Pennsylvania Nonprofit Corporation Law (15 Pa.C.S.A. § 5712); and,
 - (2) The breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.
- b. This provision of the Bylaws shall not apply to:
 - (3) The responsibility or liability of a Board Member pursuant to any criminal statute; or,
 - (4) The liability of a Board Member for the payment of taxes pursuant to local, state, or federal law.
- c. If Pennsylvania law hereafter is amended to authorize the further elimination or limitation of the liability of Board Members, then the liability of a Board Member, in addition to the limitation on personal liability provided herein, shall be limited to the fullest extent permitted by the amended Pennsylvania law.

Section 18. Resignation of Board Members.

Any Board Member may resign at any time from ~~his or her~~their office as a member of the Board of Managers upon written notice to the Association. The resignation shall be effective upon its receipt by the Board of Managers or at a later time as may be specified in the notice of resignation.

Section 19. Removal of Board Managers.

- a. The Voting Members of the Association are not entitled to vote on the removal of any individual member of the Board of Managers or the entire Board of Managers.
- b. Any individual member of the Board of Managers may be removed from office for not upholding ~~his or her~~their duties or the ideals of the Association, as set forth in the Charter, by the vote of two-thirds ($\frac{2}{3}$) of the Board Members then in office, taken at any meeting of the Board of Managers for which at least five (5) business days' notice has been given to all Board Members notifying them that the removal of such Board Member will be discussed and

possibly acted upon at such meeting. Fractions shall be rounded down to the nearest whole number.

- c. Any individual Board Member who shall have been absent without excuse for three (3) ~~consecutive~~ Board meetings within a calendar year shall automatically be presumed to have voluntarily resigned as of the close of the third such meeting and notice thereof shall be entered in the minutes of that meeting.

Section 20. Rules of Order.

The provisions of these Bylaws and the Pennsylvania Nonprofit Corporation Law, 15 Pa.C.S.A. § 5101 *et seq.*, shall govern the organization and conduct of all meetings of the Board of Managers. The Board of Managers may follow the procedural guidance of the latest edition of *Robert's Rules of Order*.

Article VII: Officers

Section 1. Association Officers.

The Association shall have a President, Vice President, Secretary, ~~and~~ Treasurer, and Officer at Large (collectively, the "Officers") and may have such other Officers as the Board of Managers shall from time to time authorize and designate.

Section 2. Election, Terms of Office.

- a. The Officers for the Association shall be elected by the Board of Managers.
- ~~b. Each Officer shall be a Voting Member on the Board of Managers.~~
- ~~e.~~b. Officers for the coming year shall be elected by the Board of Managers at its January meeting.
- ~~d.~~c. Officers may be elected or appointed to any number of successive terms.
- ~~e.~~d. Officers shall take office following their election at the January meeting and shall hold their offices for a term of one (1) year until the next January meeting or (unless the officer is removed or resigns) until their successor shall be elected.
- ~~f.~~e. Officers shall have such authority and shall perform such duties as are provided by the Bylaws and as shall from time to time be prescribed by the Board of Managers.

Section 3. Vacancies of Officers.

If the office of any Officer becomes vacant for any reason, the Board of Managers may choose a successor or successors who shall hold office for the unexpired term in respect of which such vacancy occurred.

Section 4. Duties of President.

Commented [DE2]: This is redundant with Article V, Section 1
a

- a. The President shall be the Chief Executive Officer of the Association and shall have the general powers and duties of supervision and management usually vested in the office of President.
- b. Without limitation of the foregoing, the President shall preside at all meetings of the Membership and/or the Board of Managers; shall make a report at the Annual Meeting of the Association; shall have general and active management of the affairs of the Association; shall see that all orders and resolutions of the Board of Managers are carried into effect, subject, however, to the right of the Board of Managers to delegate any specific powers, except such as may be by statute exclusively conferred on the President, to any other Officer or Officers of the Association; shall execute documents on behalf of the Association, including (but not limited to) contracts, deeds, bonds and mortgages; shall be ex-officio a member of committees; and serve as chief point of contact with the Association's legal counsel.

Section 5. Duties of Vice President.

- a. The Vice President shall have such powers and perform such duties as the Board of Managers may prescribe or as the President may delegate.
- b. In the absence or incapacity of the President, the Vice President shall have and exercise all power and authority of the President and shall perform all duties of the President.

Section 6. Duties of Secretary.

- a. The Secretary shall attend all sessions of the Board of Managers. The Secretary, or an employee under the Secretary's direction, shall act as clerk of the Board of Managers; shall keep a record of the proceedings of the Membership and the Board of Managers; shall record all the votes of the Membership and the Board of Managers and the minutes of all their transactions; shall perform like duties for all committees of the Board of Managers, when required; shall be the custodian and have charge of all deeds, leases, contracts and agreements entered into by the Association; shall maintain a register of the names and addresses of the Members of the Association; shall give, or cause to be given, notice of all meetings of the Board of Managers; shall perform such other duties as may be prescribed by the Board of Managers or the President; shall keep in safe custody the corporate seal of the Association and, when authorized by the Board of Managers, affix the same to any instrument requiring it; and shall perform

such other duties from time to time as may be required. The Secretary shall give bond with security, if required.

- b. The Secretary shall preside at all meetings of the Membership and/or the Board of Managers when the President and Vice President are not present.

Section 7. Duties of Treasurer.

- a. The Treasurer shall have custody of the Association funds and securities and shall cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Association; shall keep the moneys of the Association in separate accounts to the credit of the Association; shall disburse the funds of the Association as may be ordered by the Board of Managers, taking proper vouchers and receipts for such disbursements; and shall render to the President and the Board of Managers at the regular meetings of the Board of Managers, or whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the Association. The Treasurer shall give bond with security, if required.
- b. The Treasurer shall preside at all meetings of the Membership and/or the Board of Managers when the President, Vice President and Secretary are not present.

Section 8. Duties of Officer at Large.

- a. The Board of Managers shall appoint from the Board of Managers an Officer-at-Large no later than the February Board of Managers meeting.
- b. The Officer-at-Large will serve on the Executive Committee to provide additional leadership in accomplishing the mission of the Board of Managers.
- c. The Officer-at-Large will serve as Assistant Secretary in the absence or incapacity of the Secretary and shall perform all duties of the Secretary.
- d. The Officer-at-Large's duties and responsibilities are not fixed but instead vary according to the needs of the Association and as directed by the President.

Section 9. Compensation of Officers.

Officers of the Association shall receive no compensation for their services as Officers, although they may receive reimbursement for reasonable out-of-pocket expenses incurred in conducting the business of the Association. Such expenses shall be submitted on vouchers and approved by the Board of Managers before payment by the Treasurer.

Section 10. Resignation of Officers.

Any Officer may resign at any time from ~~his or her~~their office upon written notice to the Board of Managers. The resignation shall be effective upon its receipt by the Association or at a later time as may be specified in the notice of resignation.

Section 11. Removal of Officers.

Any Officer of the Association may be removed by the Board of Managers whenever, in the Board of Managers' judgment, the best interests of the Association will be served thereby. Reasons for removal must be added to the minutes in writing and signed by any objecting Board Members.

Article VIII: Committees of the Board of Managers

Section 1. Use of Committees.

The Board of Managers may establish one or more committees to make recommendations to the Board of Managers on various matters. The Board of Managers retains authority to make any final decision and has sole authority on the expenditure of money. A committee may consist of one or more Board Members of the Association. Committees may also consist of other Members of the Association who are not Board Members. Committee Chairs must be Voting Members of the Association; the Board of Managers may make exceptions via a vote for other legal cottage owners to serve as Committee Chairs. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise any of the powers and authority of the Board, except that no committee shall have any power or authority as to the following: (a) the filling of vacancies on the Board; (b) the adoption, amendment or repeal of Bylaws; (c) the amendment or repeal of any resolution of the Board; (d) action on matters committed by the Bylaws or by resolution of the Board to another committee of the Board of Managers; (e) the incurring of expenses beyond the authorization of the Board either via the budget or special vote.

The Board of Managers has the discretion to open committee membership to non-Association Member volunteers who hold expertise or experience in specific committee work on the following committees: Buildings & Grounds, Communications, Community Activities & Recreation, Grants & Funding, Library, and Tree Health & Maintenance. Non-Association committee members may offer experience-based opinions and advice in meetings and may recommend other professionals or organizations where the committee can seek advice. However, they may not serve as a public spokesperson of the committee.

Committee responsibilities will be specified in the Policies & Procedures of the Association and reviewed annually by the Chair.

Section 2. Board of Trustees, Mt. Gretna Tabernacle Association.

The Mt. Gretna Tabernacle Association, although a separately chartered 501(c)3 organization with its own operational Bylaws, functions as a Committee of the Board of Managers, ~~with the following responsibilities:~~

~~Sponsorship, funding and conduct of an annual festival (“Bible Festival”) for the study and dissemination of the Word of God as expressed in the Bible, including, without limitation, the following:~~

- ~~(5) Conduct of services of worship,~~
- ~~(6) Study of the Bible and matters related to the Christian lifestyle,~~
- ~~(7) Seminars, concerts, and performances which support and enhance the purposes of the Bible Festival.~~

- ~~a. The raising of investments and the expenditure of funds to be held in an account or accounts to be known as the “Mt. Gretna Tabernacle Fund” which shall be used to defray the expenses of major capital improvements to the Mt. Gretna Tabernacle building for use exclusively for charitable, religious and educational activities, and each of the foregoing activities shall be conducted in a manner which comports with the religious tenets of the United Methodist Church.~~

Section 3. Standing Committees.

Standing committees will include Archive, Buildings and Grounds, Communications, Community Activities & Recreation, Election Board, Finance, Grants & Funding, Library, Nominating, Policy & Procedure, Property Ownership, and Tree Health & Maintenance. The President, with the concurrence of the Board of Managers, may appoint additional committees for special projects.

Section 4. Archive Committee.

The Archive Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) other Association Member as deemed appropriate by the committee chair.

Section 5. Audit Committee.

The Audit Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of at least one Board Member and three (3) Members of the Association who are not Board Members.

Section 6. Buildings and Grounds Committee

The Buildings and Grounds Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least two (2) Board Members plus additional Members of the

Association and non-Association Members from the community as deemed appropriate by the committee chair.

Section 7. Communications Committee.

The Communications Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least two (2) Board Members plus additional Members and Non-Members of the Association as deemed appropriate by the committee chair.

Section 8. Community Activities & Recreation Committee

The Community Activities & Recreation Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least two (2) Board Members plus additional Members and non-Association Members as deemed appropriate by the committee chair.

Section 9. Election Board.

The Election Board, formed by the authority of the Board of Managers when needed, shall consist of a Board Member (who shall act as a judge) ~~and two (2)~~ Members of the Association (who shall act as inspectors), and one (1) alternate inspector. No person who is a candidate for office shall act as a judge or inspector.

In case any person appointed as judge or inspector fails to appear or fails or refuses to act, the vacancy may be filled by appointment made by the Board of Managers in advance of the convening of the Annual Meeting or at the Annual Meeting by the presiding Officer thereof.

Section 10. Executive Committee.

The Executive Committee consists of the President, Vice President, Secretary, Treasurer, and Officer-at-Large.

Section 11. Finance Committee.

The Finance Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the Executive Committee plus one (1) additional Board Member.

Section 12. Grants & Funding Committee.

The Grants & Funding Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) Board Member plus additional Members and Non-Members of the Association as deemed appropriate by the committee chair.

Section 13. Library Committee.

The Library Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least

one (1) Member of the Association plus additional Members and non-Association Members as deemed appropriate by the committee chair.

Section 14. Nominating Committee.

The Nominating Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least three (3) Board Members and other Members of the Association as deemed appropriate by the committee chair. No person who is a candidate for office is permitted to serve on the Nominating Committee.

Section 15. Policy & Procedure Committee.

The Policy & Procedure Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) Board Member plus Members of the Association as deemed appropriate by the committee chair.

Section 16. Property Ownership Committee.

The Property Ownership Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least two (2) Board Members plus Members of the Association as deemed appropriate by the committee chair.

Section 17. Tree Health & Maintenance Committee.

The Tree Health & Maintenance Committee, by the authority of the Board of Managers and with the approval of the Board of Managers, shall consist of the committee chair and at least one (1) Board Member plus additional Members and non-Association Members as deemed appropriate by the committee chair.

Section 18. Other Committees.

~~Subject to Section 1 of this Article, the Board of Managers, may create and appoint additional committees for special or additional projects.~~

Section 19. Section 18. Appointment to Committees.

Committee makeup shall be announced by the Board of Managers at its January meeting. Chairs may appoint members to their committees throughout the year and shall notify the Board of Managers of such appointments.

The chair of each committee establishes agendas and is responsible for calling and holding meetings.

Section 20. Section 19. Resignation of Committee Members.

Any member of any committee may resign at any time from ~~his or her~~their appointment upon written notice to the Association. The resignation shall be effective upon its receipt by the Association or at a later time as may be specified in the notice of resignation.

Commented [DE3]: Duplicates a statement in Section 3.

The Association shall keep an original or duplicate record of the proceedings of the Board of Managers either at its Registered Office or at its principal place of business and the original or a copy of its Bylaws, including all amendments thereto to date, certified by the Secretary of the Association. The Association shall also keep appropriate, complete, and accurate books or records of account.

Article IX: Books & Records

The Association shall keep an original or duplicate record of the proceedings of the Board of Managers either at its Registered Office or at its principal place of business and the original or a copy of its Bylaws, including all amendments thereto to date, certified by the Secretary of the Association. The Association shall also keep appropriate, complete, and accurate books or records of account.

Article X: Annual Financial Review, Annual Reports, Inspection

Section 1. Annual Financial Review.

The assets held by the Association shall at a minimum be reviewed on an annual basis by an independent Certified Public Accountant to be appointed by the Board of Managers and paid as a part of the expenses of the Association.

Section 2. Annual Report of Board of Managers.

Pursuant to 15 Pa.C.S.A. § 5554, there shall annually be published in such form as the Board of Managers may direct, a report of its proceedings during the preceding year, which shall state the assets and liabilities of the Association in the preceding fiscal year; the principal changes in assets and liabilities; the revenue and receipts of the Association, both restricted and unrestricted, including separate data for each trust fund held by or for the Association; the expenses or disbursements of the Association, both restricted and unrestricted, including separate data for each trust fund held by or for the Association; and the number of Members of the Association, including their names and addresses and whether there has been any increase or decrease. This annual report shall be filed with the minutes of the meetings of the Members.

Section 3. Annual Report to be Filed with ~~State~~the Commonwealth.

A signed, annual report shall also be filed with the Pennsylvania Department of State in the form provided by that Department pursuant to 15 Pa.C.S.A. § 146.

Section 4. Inspection of Records.

Any Officer, Board Member or Member of the Association shall have, at all reasonable times during business hours, the right to inspect the books, vouchers and records of the Association in any way pertaining to the assets of the Association and their management.

Article XI: Indemnification

Section 1. Mandatory Indemnification.

The Association shall indemnify, to the fullest extent now or hereafter permitted by law, each Authorized Representative (including each former authorized representative) of the Association who was or is made a party to or a witness in (or who is threatened to be made a party to or a witness in) any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was an Authorized Representative of the Association against all expenses (including attorneys' fees and disbursements), judgments, fines (including excise taxes and penalties) and amounts paid in settlement (upon prior approval of the Association) actually and reasonably incurred by such person in connection with such action, suit or proceeding. This right of indemnification applies to both actions by third parties and actions by or in the right of the Association. The term "Authorized Representative" is defined in Section 7 of this Article.

Section 2. Advancement of Expenses.

The Association shall pay expenses (including attorneys' fees and disbursements) incurred by an Authorized Representative of the Association in defending or appearing as a witness in any civil or criminal action, suit or proceeding described in Section 1 of this Article, in advance of the final disposition of such action, suit or proceeding. The expenses incurred by such Authorized Representative shall be paid by the Association in advance of the final disposition of such action, suit or proceeding only upon receipt of an undertaking by or on behalf of such Authorized Representative to repay all amounts advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Association.

Section 3. Scope of Indemnification.

Indemnification under this Article is provided pursuant to Subchapter D of the Pennsylvania Nonprofit Corporation Law, 15 Pa.C.S.A. §§ 5741-5750 (or any successor provision or statute), and this Article is intended to provide indemnification in accordance therewith. Indemnification under this Article shall not be made by the Association in any case where indemnification for the alleged act or failure to act giving rise to the claim for indemnification is expressly prohibited by the Pennsylvania Nonprofit Corporation Law or any successor statute in effect at the time of such alleged action or failure to take action.

Section 4. Insurance: Funding to Meet Indemnification Obligations.

The Association shall have the power to purchase and maintain insurance on behalf of any Authorized Representative of the Association against any liability asserted

against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the Association would have the power to indemnify such person against such liability. The Board of Managers shall have the power to borrow money on behalf of the Association, including the power to pledge the assets of the Association, from time to time to discharge the Association's obligations with respect to indemnification, the advancement and reimbursement of expenses and the purchase and maintenance of insurance on behalf of each Authorized Representative.

Section 5. Miscellaneous.

Each Authorized Representative of the Association shall be deemed to act in such capacity in reliance upon such rights of indemnification and advancement of expenses as are provided in this Article. The rights of indemnification and advancement of expenses provided by this Article shall not be deemed exclusive of any other rights to which any person seeking indemnification or advancement of expenses may be entitled under any agreement, statute or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office or position, and that the right to indemnification continues to apply to such person's actions taken while he or she was an Authorized Representative, of the Association and shall inure to the benefit of the heirs, executors and administrators of such person. Any repeal or modification of this Article by the Board of Managers of the Association shall not adversely affect any right or protection existing at the time of such repeal or modification to which any person may be entitled under this Article.

Section 6. Definition of Authorized Representatives.

For the purposes of this Article, the term "Authorized Representative" shall mean a Board Member, Officer or employee of the Association or any committee member acting within the scope of ~~his or her~~ their committee duties.

Article XII: Miscellaneous Provisions

Section 1. Fiscal Year.

The fiscal year of the Association shall begin on the first day of January each year.

Section 2. Finances.

The income from all sources shall be held in the hands of the Board of Managers to be used in meeting expenses, making improvements, and creating a surplus for the benefit of the Association.

Section 3. Transaction of Business.

Subject to the other provisions of these Bylaws, whenever the lawful activities of the Association involve, among other things, the charging of fees or prices for its services or products, it shall have the right to receive such income. All such excess income shall be applied to the maintenance and operation of the lawful activities of the Association including payment for capital projects and in no event shall be divided or distributed in any manner whatsoever among the Board Members or Officers of the Association.

Section 4. Checks.

All checks or demands for money, notes and other documents of the Association shall be signed by such Officer or Officers as the Board of Managers may from time to time designate.

Section 5. Advisors.

The Board of Managers shall be authorized to hire and pay for the services of such advisors and other persons, including, without limitation, accountants, lawyers, investment advisors, architects, contractors and fund-raising experts as the Board of Managers shall deem necessary or appropriate in order to carry out the purposes of the Association.

Section 6. Campmeeting Employees.

Due to their limited number and close working relationships, no employee of the Association should be a Voting Member of the Board of Managers unless approved by the Board of Managers.

Section 7. Sundays.

In accordance with the Charter's objectives, the history and tradition of the Association, Sunday shall be strictly observed. Commercialization and solicitation shall be strictly prohibited except for Board of Managers approved activities, and quiet shall be maintained in consideration of the conduct of public worship and the close proximity of cottage units.

Section 8. Conduct.

For the purpose of maintaining the highest character, desirability, safety and sanctity of these grounds, all federal, state and local ordinances pertaining to the use of alcoholic beverages, illegal drugs, and illegal and immoral conduct shall be strictly enforced.

Section 9. Electronic Meetings.

The use of the word "place" when referring to where a meeting is to be held, includes specification that the meeting will occur entirely online (virtually), by telephony (conference call), or videoconferencing; entirely in-person at an actual physical place; or some combination of online and in-person (often referred to as a

“hybrid” meeting). If part of the meeting is to be held electronically on one or more specific electronic platform(s), notice of the meeting shall specify which platform(s) the electronic portion of the meeting is to be held. The Board of Managers should use best efforts to make any meeting that is open to all Members of the Association, open to them via electronic means such as telephony or videoconferencing, by which they can at a minimum hear and be heard by the other Members attending the meeting.

Article XIII: The Lot Holders.

Section 1. ~~Building Permits~~ Rules & Regulations.

~~No owners of lots shall be permitted to erect or make major renovations of buildings without first securing a permit from the Board of Managers.~~ All Members must adhere to the Rules & Regulations of the Mt. Gretna Campmeeting Association.

Section 2. Use of Property.

~~Dwellings Cottages~~ within the Campmeeting Grounds shall be used for private residences only; provided, however, that the Board of Managers, by a majority vote, may make certain exceptions.

Section 3. Renters or Occupants.

Owners of property must obtain a permit to rent their property pursuant to the Association’s Home Rental Policy and must comply with any local laws regarding rentals. Owners of property shall be held responsible for the maintenance and enforcement of all rules and regulations of the Association on the part of the occupant of the same.

Section 4. ~~Orientation of Owners~~

~~All new owners of property shall be provided orientation by a committee of the Board of Managers, and all transfers of lots shall be recorded in the Association’s records by the Secretary of the Board of Managers.~~

Article XIV: Amendment of Bylaws

These Bylaws may be amended or repealed, or new, amended, or restated Bylaws may be adopted, after two (2) readings at regular business meetings, either, With respect to those matters that are not by statute committed exclusively to the Members of the Association, and regardless of whether the Members of the Association have previously adopted or approved the Bylaw being amended or repealed, by a vote of two-thirds (2/3) of the Board of Managers.

With respect to those matters that are by statute committed exclusively to the Members of the Association, by a two-thirds (2/3) vote of the Members of the

Association present, including Members of the Association present via telephone or other electronic technology which shall constitute presence in person at the meeting, at any duly-organized annual or special meeting of the Membership of the Association.

Any change in these Bylaws shall take effect when adopted unless otherwise provided in the resolution effecting the change.

Amended by the Board of Managers, May/21/2024.

Patricia Wilmsen, President

Patricia Wilmsen

Marcielayne Lloyd, Secretary

Marcilayne Lloyd

1st REVISION
2026.01.13
DRAFT



LISTED IN THE NATIONAL REGISTER
OF HISTORIC PLACES

Mt. Gretna Campmeeting Association

Building Permit Policy

Purpose: To provide the policy for administration of the Building Permit Application referenced in the Mt. Gretna Campmeeting Association Rules & Regulations

Policy Detail:

General Guidance

1. When planning a project in the Campmeeting, the Member should contact the MGCA Office to schedule a meeting with a representative of the Buildings & Grounds Committee (B&G) to review the project.
2. This meeting will address the requirements necessary for the project's approval.
3. If no approvals are required, the Member will then be able to proceed with the project.
4. If approvals are required, the process will be explained at that time. There is a \$50 Building Permit Application fee due with the building permit submittal.
5. Building Permits are valid for 1 year from the date of Board approval and must commence within 6 months of the date of approval.
6. All work must be completed within 1 year from the date of approval.
7. The Buildings & Grounds Committee, in consultation with the Executive Committee, reserves the right to take appropriate action and to charge the MGCA Member for any expense incurred by the Campmeeting to make necessary or emergent corrections or corrections not made within the specified time.
8. Building permits and zoning permits may also be required by West Cornwall Township (WCT). It is the Member's responsibility to meet all WCT requirements.
9. Construction materials and debris must be removed in a reasonable amount of time.

Situations Requiring a Campmeeting Building Permit

1. Any project which alters the boundaries of an existing structure,
2. Installation or repair of a driveway, parking area, or placement of impervious material,
3. Exterior relocation, upgrade, or addition to plumbing, HVAC, and electrical systems,
4. Installation or relocation of propane or oil tanks,
5. Remodeling and/or replacement of a porch,
6. Installation or changes for the cottage's connection to the public sewer and/or water system, or
7. Construction of any permanent fence, wall, or artistic creation.

Situations Not Requiring a Campmeeting Building Permit

1. Painting (exterior or interior),
2. Replacement of siding,
3. Replacement of windows,
4. Replacement of roofs, and
5. Small general repairs and maintenance.

Building Permit Application Process

1. All building permits are first reviewed by the B&G Committee. Upon review they may request additional information, or if no additional information is required, they will make a recommendation to the Board of Managers to either approve or not approve the application.
2. Building permits must include a drawing of the project including:
 - a. Property lines with all setbacks,
 - b. Existing structures,
 - c. Proposed construction, and
 - d. Streets.
3. Additional detailed information may be required based on the complexity of the project (scaled drawings, survey sealed and certified by a Licensed Surveyor, etc.) at the owner's expense.
4. Contractor details including license # and certificate of insurance.
5. Cost of the project.

Additional Information

1. Easements may be required if the project encroaches on Campmeeting property. See the Easement policy.
2. Variances are subject to approval by both the MGCA and West Cornwall Township.
3. Construction must comply with the established "Quiet Hours" and "Quiet Season" days and hours.

Discretionary Power: Unless specified above within the policy, discretionary power lies with the Board of Managers or the Executive Committee in emergency situations.

Dates: Adoption:
Revision:
Rescission:



Mt. Gretna Campmeeting Association

MGCA ~~Home~~Cottage Rental Policy

Purpose: To provide the policy for administration of Rule 20 of the Mt. Gretna Campmeeting Association Rules & Regulations.

Policy Detail:

General Policy Provisions

Permits will be granted only to MGCA Members who are identified as owner of the ~~home~~cottage to be rented.

Permits are property-specific. A Member who owns and wishes to rent out multiple ~~home~~cottages must obtain a separate permit for each ~~home~~cottage.

Permits are non-transferrable.

The cost for new permits and permit renewals will be established by the Board of Managers. The Board may review the cost annually and adjust it if deemed necessary.

The Property Ownership Committee and Executive Committee are jointly responsible to oversee administration of this policy.

Number of Permits

Except as noted in Paragraph Seven below, a maximum of seventy-two (72) permits will be granted for Short-Term Rentals.

~~Home~~Cottages rented in whole or part for periods of less than ~~twelve~~thirty (~~12~~30) consecutive ~~months~~days are considered Short-Term Rentals.

There shall be no limit on the number of permits granted for Long-Term Rentals.

~~Home~~Cottages rented in whole or part to the same renter(s) for periods of ~~twelve~~thirty (~~12~~30) consecutive ~~months~~days or longer are considered Long-Term Rentals.

Permit Duration

Permits shall be valid for one calendar year (January 1 to December 31) except in the case of permits granted mid-year, which shall be valid from the issue date until December 31 of the year issued.

New Permit Applications

Applications for new permits may be submitted at any time. For an application to be valid, it must include all required information and be accompanied by payment for the permit fee.

Applicants will be provided a written response (conditional approval, waiting list placement, or denial) within fourteen (14) days of receipt of their application by the MGCA office.

A Member whose application receives conditional approval must participate in a one-time landlord orientation within fourteen (14) days of notification of that approval. Their permit will be granted upon completion of the orientation.

Failure to complete the landlord orientation within the specified time may result in permit denial.

Applicant Waiting List

If the number of new permit applications for Short-Term Rentals exceeds the number of permits available, a waiting list will be established. Applicants will be placed on the list based on when their application is received by the MGCA office.

Applicants placed on the waiting list will have their payment returned to them as soon as practicable.

When permits become available, and subject to disqualifying factors noted in Paragraph Seven below, applicants on the waiting list will be granted conditional approval on a first-come, first-served basis and so notified in writing.

Failure to complete the landlord orientation within the prescribed time after being granted conditional approval and/or failure to pay the permit fee upon completion of the orientation may result in permit denial.

Renewal of Existing Permits

In October of each year, a permit renewal notice/application and invoice for the following year's permit fee will be mailed to all permit holders.

Subject to disqualifying factors noted in Paragraph Seven below, if the completed renewal application and payment are received by the MGCA office by December 1st, the associated permit will automatically be renewed and the Member so advised in writing.

Renewal applications must include all required information and be accompanied by payment to be valid.

If the completed renewal application and payment are not received by the MGCA office by December 1st, the associated permit will expire on December 31, the Member will be so notified in writing, and any payment for the permit renewal will be returned to the Member.

Disqualifying Factors, Denials, and Appeals

Subject to a decision by the Executive Committee, a Member who has unpaid and/or delinquent fines and/or assessment fees may be denied a new permit, permit renewal, and/or have their permit(s) revoked.

Subject to a decision by the Executive Committee, a Member who has been fined three (3) or more times in any rolling one-year period for violations of MGCA Rules and Regulations may have their permit application(s)/renewal(s) denied and/or their existing permit(s) revoked. The Member's application(s) for a new rental permit(s) may also be denied for a period of one year from the date of that denial or revocation.

A Member whose application/renewal is denied or whose permit has been revoked may appeal the denial or revocation in accordance with the MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances, and Appeals, available on the MGCA website and from the MGCA office.

Exceptions to the 72 Short-Term Permit Limit

The Executive Committee may allow exceptions to the 72 Short-Term permit limit provision of this policy in the event of special Member circumstances such as job loss/relocation, military deployment, rent-back to seller, etc.

A Member seeking an exception must submit a written explanation of the special circumstances and requested duration of the exception.

A permit granted under this provision will remain valid for a period of time determined by the Executive Committee.

Tenant Violations of Rules and Regulations

Members are responsible for compliance with all MGCA Rules and Regulations on the part of their tenants. Tenant violations of these rules are considered to be violations by the Member.

Tenant violations will be handled in accordance with MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances and Appeals.

Members must designate and keep current with the MGCA a primary and secondary contact (other than their tenant) to receive notice of alleged tenant rule violations. Only one of these contacts may be the Member/owner(s).

If notice of a violation is served to a tenant, it will also be served to the responsible MGCA Member and (if applicable) their primary or secondary contact.

The primary or secondary contact must be reasonably available and responsive to take immediate corrective action upon receiving oral or written notice from a designated MGCA representative of violations involving:

Noise

fire/open flame/burning

reckless driving

removal of trees/tree limbs

building permits/codes/restrictions

Discretionary Power: Unless specified above within the policy, discretionary power lies with the Board of Managers

Dates: Adoption: July 20, 2021

_____Revision:

_____Rescission: